

# **BRECKSVILLE - BBROADVIEW HHEIGHTS EELEMENTARY SSCHOOL**

## **PARENT HANDBOOK**

### **2023-2024**



3500 Oaks Road  
Brecksville, Ohio 44141



Website: [www.bbhcsc.org](http://www.bbhcsc.org)  
Twitter: @BBH\_Elementary

StopIt Reporting Hotline: (440) 381-8983

**Jeffrey Harrison, Superintendent**

**Mrs. Colleen Toth, Head Principal**

Lisa Levine, Administrative Assistant

#### Grade Level Assistant Principals

Mrs. Lisa Mollica: Preschool  
Mr. Christopher Hartland: K - Grade 1  
Ms. Tina McCauley: Grades 2-3  
Mr. Bryan Bedford: Grades 4-5

#### School Counselors

Mrs. Lynn Clapper: Grades K-1  
Mrs. Halle Halub: Grades 2-3  
TBD: Grades 4-5

#### Board of Education

Mark Dosen, President  
Ellen Kramer, Vice President  
Tish Kwiatkowski  
Kathy Mack  
Brittany Wigman

Note: This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. This Handbook replaces all prior handbooks and other prior written material provided on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available on the District's website.

# Brecksville-Broadview Heights City School District

## 2023-2024 School Calendar

8/17 - 8/18 Teacher Work Days

08/21 First Day of School K-12

August 2023

| Su | M  | Tu | W  | Th | Fr | Sa |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

09/04 Labor Day - No School

September 2023

| Su | M  | Tu | W  | Th | Fr | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

10/13 NEOEA Day - No School

10/18 End of 1st Grading Period

10/19 Teacher Records Day - No School for Students

October 2023

| Su | M  | Tu | W  | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

11/20-11/21 Prof. Waiver Days - No School for Students

11/22 - 11/24 Thanksgiving Break

November 2023

| Su | M  | Tu | W  | Th | Fr | Sa |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

12/21 End of 2nd Grading Period

12/22 - 12/29 Winter Break

December 2023

| Su | M  | Tu | W  | Th | Fr | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

01/01 - 01/05 Winter Break

01/08 Teacher Records Day - No School for Students

01/15 MLK Day - No School

January 2024

| Su | M  | Tu | W  | Th | Fr | Sa |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

February 2024

| Su | M  | Tu | W  | Th | Fr | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 |    |    |

02/19 President's Day - No School

March 2024

| Su | M  | Tu | W  | Th | Fr | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

03/21 End of 3rd Grading Period

03/22 Teacher Records Day - No School for Students

03/25-3/29 Spring Break - No School

April 2024

| Su | M  | Tu | W  | Th | Fr | Sa |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |

04/01 Spring Break - No School

May 2024

| Su | M  | Tu | W  | Th | Fr | Sa |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

05/27 Memorial Day - No School

June 2024

| Su | M  | Tu | W  | Th | Fr | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 |    |    |    |    |    |    |

06/04 Last Day of School

06/05 Teacher Records Day

1st Grading Period 8/21 - 10/18/23 (41 Student Days)

2nd Grading Period 10/20 - 12/21/23 (40 Student Days)

3rd Grading Period 1/09 - 3/21/23 (51 Student Days)

4th Grading Period 4/2 - 6/04/24 (45 Student Days)

First Day of School

End of Grading Period

Staff Work-No School for Students

No School for Students

Revised 01/25/2023

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## PRINCIPAL'S MESSAGE

Dear Brecksville - Broadview Heights Elementary School Community:

I am honored to be the principal of the Brecksville - Broadview Heights Elementary School. I am dedicated to making the new school year a memorable experience for our school community. I am thrilled to lead the staff and students of BBHES and continue to provide learning opportunities that will have an uplifting influence on our students' elementary school experience.

Brecksville - Broadview Heights Elementary School is committed to supporting the academic, social and emotional growth of every child and fostering a love of learning. We strive to accomplish this goal through various initiatives, by promoting creativity and innovation in the classroom, and ensuring a caring, safe environment for all students. Building and maintaining strong relationships with parents, students, staff and community partners is an important element of helping our students succeed. By working together, we will provide our students with the best possible opportunities to allow them to be emotionally prepared, future ready, self-reliant, and globally responsible.

I am truly grateful to serve this community and will provide a memorable elementary experience for your children. I am looking forward to the new school year and the exciting endeavors that await our students and families.

In Partnership,

*Mrs. Colleen Toth*

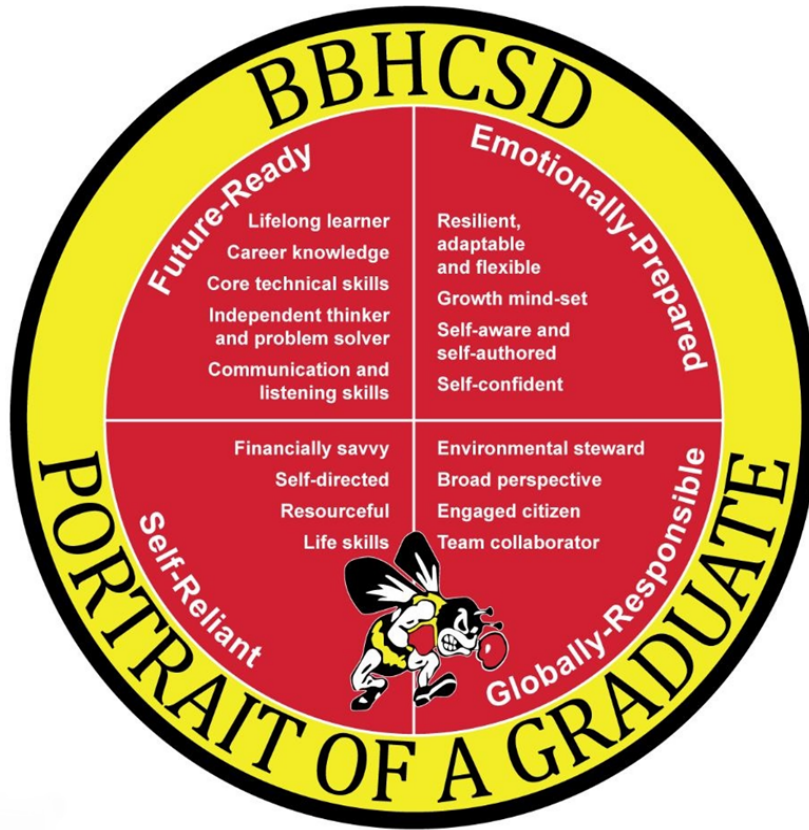
Mrs. Colleen Toth, Head Principal  
Brecksville - Broadview Heights Elementary School  
Phone: 440.740.4110  
tothc@bbhcsd.org



# Brecksville-Broadview Heights City Schools

## -Portrait of a Graduate-

The Brecksville-Broadview Heights City Schools Portrait of a Graduate is a community-based compilation of traits, skills and characteristics that all learners in our District will strive to acquire through their respective educational journeys. BBHCS D graduates will be:



### Vision

Bee Your Best, Bee One Community, Bee The Future.

### Mission

Preparing our students for their futures.

## Strategic Objectives

### Prepared Students

- Career Ready
- Instructional Design
- Staff Development

### Engaged Community & Families

- Partnerships
- Communications
- Collaboration with Families

### Responsive Learning Environments

- Learning Environments
- Programming
- Financial Responsibility

### Inclusive, Supportive Culture

- Whole Child
- Inclusion
- Culture Playbook

**Brecksville-Broadview Heights City Schools**  
**-BBHCSD Culture Playbook-**

**Brecksville Broadview Heights City Schools**



# **The Heart of the Hive**

## **BELIEFS - BEHAVIOR - OUTCOME**

| <b>Belief</b>            | <b>Behavior</b>  | <b>Outcomes</b>          |
|--------------------------|--|--------------------------|
| <b>Bee Your Best</b>     | <ul style="list-style-type: none"><li>• Challenge Yourself</li><li>• Actively Engage</li><li>• Own your Choices</li></ul>    | <b>Always Improving</b>  |
| <b>Bee One Community</b> | <ul style="list-style-type: none"><li>• Respect Differences</li><li>• Build Relationships</li><li>• Empower Others</li></ul> | <b>Stronger Together</b> |
| <b>Bee the Future</b>    | <ul style="list-style-type: none"><li>• Act with Purpose</li><li>• Pursue your Plan</li><li>• Live Forever Proud</li></ul>   | <b>Leave a Legacy</b>    |

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

Connect with us!   @bbhcscsd



**BRECKSVILLE-BROADVIEW HTS.  
CITY SCHOOL DISTRICT**

"where fine education is a heritage"



## Bee Your Best

### Challenge Yourself

We embrace productive discomfort and develop a habit of learning. We set goals to build on our strengths and improve our skills. We understand that hard work is necessary to achieve our goals. We choose to step up and strive to do the right thing, even when it's difficult. We will persevere through our challenges.

*Failure will be the catalyst to success.*

### Actively Engage

It is our responsibility to be active participants and contribute to the task at hand. We need to show up, get our mind right, and put effort in all we do. Each one of us needs to engage with purpose: ask questions and actively listen. Take time to understand. *Do the work.*

### Own Your Choices

We choose our attitudes, our beliefs, and our behaviors. We own our mistakes and learn from them. Our choices influence our culture; we are intentional and purposeful in our decisions and responses. *Own it.*

## Always Improving







## Bee One Community

### Respect Differences

We are strengthened by, and value, the diversity within our community. We actively embrace differences in solving problems, achieving goals, and navigating the future. Everyone deserves respect and validation for who they are, what they do, and for the life and path they choose. *All voices matter.*

### Build Relationships

Our community flourishes and grows through individual and collective contributions. The relationships we build within the community foster kindness, mutual respect, and understanding. We interact with one another with compassion and sensitivity. *We care.*

### Empower Others

Our community is only as strong as each individual. Everyone has a collective responsibility to influence, mentor, lead, and be examples for one another. We seize opportunities to facilitate and encourage individuals to grow. *Make a difference for someone else.*

## Stronger Together







## Bee the Future

### Act with Purpose

Everyone has a purpose. Our intentional actions and behaviors positively impact ourselves and others. We develop and pursue our “why” through skillful and deliberate decisions. *Live your “why.”*

### Pursue your Plan

We are persistent in creating and following our plan to achieve our goals. Through this we grow beyond our abilities, expand our boundaries and maximize our potential. *Never give up.*

### Live Forever Proud

We are proud Bees. We value our heritage and celebrate the successes of our community. We understand the importance of the work we do every day and take pride in the impact of our contribution. *Make your mark.*

## Leave a Legacy

## **EQUAL EDUCATION OPPORTUNITY**

The Brecksville-Broadview Heights City School District Board of Education affirms its commitment to provide an equal educational opportunity to each of its students. Students have the right to be free from discrimination on the basis of race, sex, marital status, pregnancy, national origin, citizenship status, physical disability, political activity, religion, creed, or opinion in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to funds, academic evaluations or any other aspect of school-sponsored activities. Any limitation with regard to participation in a school-sponsored activity will be based on criteria reasonably related to that specific activity.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Cassandra Spangler  
Director of Pupil Services  
Title IX Coordinator  
440.740.4017

Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

## **SCHOOL DAY**

|               |                                  |                    |
|---------------|----------------------------------|--------------------|
| BBHES PHONE:  | 440-740-4100                     |                    |
| SCHOOL HOURS: | Grades K - 5:                    | 9:00 am - 3:40 pm  |
|               | Morning Half Day Kindergarten:   | 9:00 am - 11:40 am |
|               | Afternoon Half Day Kindergarten: | 12:50 pm - 3:30 pm |

The school day begins at 9:00 AM. Children are permitted in the building at 8:45 AM when supervision begins. **Please do not drop off your child before 8:45 AM as there is no available supervision.**

The instructional day ends at 3:30 PM. At approximately 3:40 PM, students who are walking home, who attend Beekeepers, or being picked up are dismissed.

Students being picked up after school, will be dismissed through the front loop of the school. Parents must "announce" arrival via the PikMyKid App or with the printed car visor tag and proceed to the carline. Parents should remain in their car. Staff will assist with the car line. Children who ride the bus will wait in their classrooms until their bus is called. Typically, all buses depart school by 4:00 PM.

## **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.

## **HOME-SCHOOL COMMUNICATIONS**

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. The School may use email, mail or kid-mail when appropriate. 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.

**Parent Teacher Conferences:** Parents of pupils in grades K-5 may be invited to school for a conference with the teacher at least once during the school year. Either the parent or the teacher may initiate conferences at any time during the school year. The official school calendar provides two evenings that are set aside for parent-teacher conferences. We encourage communication between parents and teachers throughout the school year.

**Assignment Books:** Assignment books are used for daily communication, homework, classroom projects, upcoming events for grades 4 and 5 only.

**Report Cards:** Report cards will be posted electronically through ProgressBook within one week from the close of each marking period. Paper copies may be requested through the school office.

**Meet and Greet:** Early in the school year parents are invited to our annual Meet and Greet events. Parents are introduced to their children's classroom teachers, visit classrooms, and learn about our curriculum and procedures for the school year.

**School Website:** The Brecksville-Broadview Heights School District has a website that outlines district events. Each building page is updated on a regular basis. The website address is: [www.bbhcsd.org](http://www.bbhcsd.org)

**PSO Information:** is available online via the school web page or on the school's PSO Facebook page. Our PSO is very active and valued in the learning community. The goals of this organization are to promote the welfare of children and youth in the home, school, church and community, to bring about a closer relationship between the school and home, further cooperation between all so that children can learn more effectively, and to secure adequate laws for the care and protection of all children. The PSO sponsors many programs along with other forms of child-related activities requiring cooperation among staff, parents, and students. The PSO seeks your support, volunteerism, and active participation in all their events, activities, and involvement programs. If you wish to receive PSO communications and updates, please sign up through Final Forms.

### **STUDENT WELL BEING**

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

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file. This should be completed through Final Forms.

## **SECTION 1: GENERAL INFORMATION**

### **ENROLLMENT AND REGISTRATION**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

The district uses an on-line program called Final Forms to assemble information regarding your student(s). Information such as emergency contact, sign-off for the Family Handbook, emergency medical authorization, photo release/email release, etc must be completed. The system will retain the information as it is entered initially and only changes need to be entered, if so needed, as time progresses.

#### STATUS CHANGES

Please notify the school office of the following changes:

- Home phone number(s)/Cell Phone number(s)
- Home address
- Emergency contact's name, number (including area code)
- Work phone number, either or both parents and area code(s)
- Marital status
- Custody of children
- E-mail address

**Residency:** An Affidavit of Residency is required to be filled out to register a child into the district. Residence verification must be brought and shown to the REGISTRAR at the time of registration as follows:

**OWNERS** of dwellings- any **2 ORIGINAL** items listed:

- Tax Bill Insurance Policy on Dwelling
- Paycheck Stub with Address
- Home Mortgage Coupon
- Purchase Construction Contract
- Utility Bill

**TENANTS** of a building need to bring a copy of your current Lease Agreement PLUS one of the above forms **OR** If you reside with a resident of Brecksville-Broadview Heights, the owner or tenant of the property must complete the Affidavit of Residency and provide 2 proofs of residency-OR- a signed lease agreement.

Each year a number of parents enroll their children in our district before they have actually moved within our boundaries. These children may attend our schools tuition-free for 90 days. After that, tuition is charged each month for each child. Students beginning the fourth quarter and then moving out of the district may complete the school year without being charged tuition. Families in either of the situations above should contact the school office for clarification.

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information see Policy 5111.03.

**Kindergarten Registration:** A child entering kindergarten in September must be five years of age on or before September 30 of the year he/she enters school. A parent or guardian must register the child. (See "Enrollment Procedures.")

**Withdrawals:** Anyone planning to move should notify the office as soon as his or her plans are definite. The student's new address and the name and address of the new school are needed. School records of the child will be mailed to the receiving school upon the written request of the parents or the new school.

### **HEALTH SERVICES**

Please complete the Health questionnaire information in Final Forms no later than the first day of school. Medical authorities and school educators urge that every child have a complete medical examination before entering school in order that health issues, if present, may be corrected and the child be physically ready to accept all the advantages that education has to offer.

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

**Clinic:** Students feeling ill or requiring medical attention are to come to the main office with a pass from the classroom teacher/supervisor before proceeding to the clinic. For attendance purposes, students are not to report to the clinic between classes, except in extreme emergencies. Students admitted to the clinic may stay for only one period; then they must either go back to class or go home. The school secretaries or clinic health staff will make calls to parents of students who need to go home.

The Brecksville-Broadview Heights City School District does not anticipate, nor have scheduled any non-emergency, invasive physical examination or screening scheduled for the 2023-2024 District year for students. This does not include vision, hearing, and scoliosis screenings, which will be scheduled throughout the year. (BOE Policy 5310)

**Medications Taken at School:** All medications should be given to students at home when possible. Medications ordered three times a day should be given before school, after school, and bedtime. If it is necessary for a student to take medication during the school day, the following requirements **must be met** to insure our students' safety:

- Any medication must come to school in its original container with the child's name on it. Pharmacies may be asked to divide prescriptions into two bottles.
- Parents are to bring medications to the school office. Students may not carry medication on the bus.
- Complete written instructions must be given to the principal or his/her designee with the parent's written permission and signature. Forms are available in the office/clinic or on line at [www.bbhcsc.org/health](http://www.bbhcsc.org/health). There are separate forms for prescription and non-prescription medications. There are also forms for epipens and inhalers, which the students may carry with them once the forms are completed and on file in the clinic. Prescription forms should be taken to your child's physician and returned with the medication.
- Prescription medication must be accompanied by the physician's instructions, side effects that should be reported, along with their signature and phone number.
- The first dose of a new medication must not be administered at school in case of an allergic reaction.
- New requests for medication must be submitted at the beginning of each new school year or as medical needs arise. Both the physician and parent must complete new forms unless it is for non-prescription medications.

Parents must pick up unused medication. Medications will be disposed of 30 days after they are discontinued. These practices ensure that medication is given safely at school. Please call the office if you have any questions.

**Injuries:** Minor injuries, such as skinned knees, will be treated in the clinic, but anything requiring treatment other than first aid is not permitted to be administered by school personnel. Parents will be notified when there is doubt about the seriousness of an injury or when injuries are considered more than minor.

#### **Head and Face Injuries:**

- If a student receives ANY bump etc. to the head or face area he/she/needs to come to the clinic to be assessed, no matter how small.
- If NO signs/symptoms of concussion are present (dizziness/general headache/ nausea/ confusion/ incoordination/dilated pupils etc.), students may have ice and return to class.
- If there ARE signs/symptoms of concussion present (dizziness/general headache/ nausea/ confusion/ incoordination/dilated pupils etc.), keep the student at least 15 minutes with ice. If concerns/symptoms do not go away, ask parents to take the student to see a primary care doctor (does not necessarily need to go to the emergency room).
- Parents will be notified of a head/face injury.
- Students going back to class will have:
  - Note to the teacher regarding the head injury including the time the student left the clinic and time to come back to be re-checked in one hour.
  - Head injury note to go home.

**Illness and Fevers:** A child who complains of nausea, headaches or poor health will have his/her temperature taken in the clinic. If the child has a fever, the parent will be called to take the child home. If there is not an apparent temperature, the child will rest in the clinic for a while to see if his/her condition improves. If it does not, the parent will be called to take the child home. Students sent home with fevers must be **"fever free" for 24 hours** before returning to school. Students who are vomiting or those with diarrhea must also stay home for at least 24 hours for the health and protection of all students and staff.

**Immunizations:** Immunization records must be provided to school within fourteen school days after the student's school start date. e State Health Department requires that all students have evidence of having been administered the following immunizations:

- DPT (diphtheria, pertussis, tetanus) - Kindergarteners- 5 doses if the 4th dose was given before the 4th birthday. Grades One through Twelve- 3-4 doses (for 7yrs and older a 4th dose is not required if the 3d dose is Td.
- Polio- Kindergarteners-4 doses if the 3d dose was given before the 4th birthday. Grades One through Twelve- 3 doses.
- MMR (measles, mumps, rubella)-2 doses- the first dose given on or after the first birthday. The second shot must be given at least 28 days after the first dose.
- Hepatitis B- all 3 shots Grades K-6. Grades 6-12-not required.

According to Section 3701.13 and 3313.671 of the Ohio Revised Code, it will be necessary to exclude from school all pupils who have not been adequately immunized by the 15th day of school entrance.

**Vision and hearing:** Vision and hearing screening is done for all students in Kindergarten, first grade, third grade, and fifth grade. Parents will be notified if any follow up is necessary.

**Bloodborne Pathogens:** Our school follows the Occupational Safety and Health Administration regulation 20 CFR 1919.1030: Occupational Exposure to Blood Borne Pathogens. The following precautions will be followed,

as the state guidelines expect, for students and staff. When coming into contact with a situation that involves bleeding (bloody nose, cuts, loose teeth, etc.), we will be using gloves, which are provided for all staff. Any tooth that has fallen out will be sent home in a plastic bag with a similar label on it. You may be asked to bring in fresh clothing for your child.

### **ACADEMIC AND MENTAL HEALTH SERVICES AND SUPPORTS**

The Director of Teaching, Learning and Collaboration and the Director of Pupil Services have responsibilities for many areas of a child's academic growth and well-being. There are various specialties and specialists at the elementary school level to accommodate your child.

- School Counselor
- Reading Intervention Program – “Reading Intervention Specialist” in reading
- Educational Assistants – Assist within the classroom for children with special needs
- Specific Learning Disabilities (SLD)/Resource Room/Inclusion – Resource Teacher or Special Education Teacher, work with students in the resource room and/or in the general education classroom
- Psychological Services – School Psychologist
- Speech and Language Services – Speech and Language Pathologist (SLP)
- “Response to Intervention” Team

**Students with Disabilities:** The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact Cassandra Spangleri at 440.740.4017 to inquire about evaluation procedures, programs, and services.

**Gifted:** In third and fourth grade, students identified as gifted either superior cognitive or subject specific will receive “pull-out” services in Math and/or Reading. This will occur several times per week. The enrichment during the “pull out” sessions will be with a gifted intervention teacher. This model will allow us to provide students with opportunities to be challenged, enriched, and serviced in multiple areas of identification.

In fifth grade, students who are identified as gifted in reading, will receive enriched ELA through a “pull out” model during the daily reading workshop block. Fifth grade gifted math is an accelerated model. Students will be placed in an accelerated math class focusing on sixth grade math standards.



You can obtain further information about the District's Gifted Identification and Delivery of Service Plan on the district's website: [www.bbhcsc.org](http://www.bbhcsc.org)

### **Response to Intervention**

A building-based team is available which provides assistance to teachers and learners. The team varies in composition depending upon the issue that is presented. The meetings focus on a student's talents, strengths and needs. The process the team uses is based on the Response to Intervention model under the Multi-Tier System of Supports (MTSS).

**School Counseling:** There are three full time school counselors at Brecksville - Broadview Heights Elementary School. The responsibilities of the counselors are detailed in a district-wide, K-12 Guidance Plan. The counselors will work with individual students, small groups of students with similar needs, and provide whole class instruction. In addition, the counselors will work with parents, teachers, and other staff toward the benefit of all students and the school.

### **THERAPY DOG**

Notify your child's teacher if your child has a fear of dogs or an allergy to dogs. This information is also collected in Final Forms. Please update this information as needed.

### **TESTING SCHEDULE**

Student achievement and growth are important to us at Brecksville-Broadview Heights. Assessing students periodically ensures that we can remediate and enrich students when appropriate. The following assessments are administered at the elementary level:

#### **Kindergarten:**

I-Ready Math Benchmark  
Accadance  
KRA (State Kindergarten Readiness Assessment)  
BAS (Fountas & Pinnell Benchmark Assessment)

#### **Grade 1:**

I-Ready Math Benchmark  
Accadance  
BAS (Fountas & Pinnell Benchmark Assessment)

#### **Grade 2:**

I-Ready Math and Reading Benchmark  
BAS (Fountas & Pinnell Benchmark Assessment)  
Cognitive Abilities Test  
IOWA Test of Basic Skills

#### **Grade 3:**

I-Ready Math and Reading Benchmark  
BAS (Fountas & Pinnell Benchmark Assessment)  
Reading OST (Fall and Spring)  
Math OST

#### **Grade 4:**

I-Ready Math and Reading Benchmark  
BAS (Fountas & Pinnell Benchmark Assessment)

Reading OST  
Math OST

**Grade 5:**

I-Ready Math and Reading Benchmark  
BAS (Fountas & Pinnell Benchmark Assessment)  
Reading OST  
Math OST  
Science OST  
IOWA Test of Basic Skills

**BEEKEEPERS PROGRAM**

BeeKeepers is a school age child care program that is owned and operated by the Brecksville-Broadview Heights City School District licensed by the Ohio Department of Education. It is designed to ensure a safe, healthy, enjoyable environment for the children while incorporating enrichment activities and the comfort of familiar surroundings. The program is paid for by the families who use the services and is of no cost to the taxpayer. Kindergartners are able to participate in the morning/afternoon program adjacent to their school days. The K-5 BeeKeepers programs use a thematic approach providing activities including indoor and outdoor play, puzzles and games, arts and crafts, and quiet areas for homework, enrichment worksheets, and reading. If the programs are not full, space is available for drop-ins. Reservations and payments must be made in advance. BeeKeepers Coordinator, Lorna Daniels can be reached at (440-740-4140). BeeKeepers Fax number is (440-740-4104).

**STUDENT FEES AND FINES**

Classroom Instructional Fees for Kindergarten through grade 4 will be \$55.  
Classroom Instructional Fees for Kindergarten through grade 4 will be \$45.  
Technology Fee for Kindergarten through grade 4 will be \$20.  
Technology Fee for Kindergarten through grade 5 will be \$30.  
Tuition for All Day Kindergarten will be \$2800

Charges may also 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.

Fees may be waived in situations where there is financial hardship.

**CAFETERIA**

The Brecksville-Broadview Heights Schools Food Service Department uses a Point of Sale Program. This will allow families to pay for meals in advance. Identification is complete when students enter their confidential five-digit pin number on a keypad located at each cashier's station and their picture comes up on a screen. Students must memorize their confidential pin numbers so they can enter their code to purchase lunches or milk.

Deposits: You may send in deposits in an envelope marked "CAFETERIA." Online payments can be made as well. Students will give future payments to the cashier as they go through the lunch line. Any money not spent by the end of the year will "roll over" and be available for your child's use the following school year, as long as your child remains in our district. Amounts greater than \$10.00 will be refunded to students who leave the district. Should you need access to your child's account to verify his/her purchases, you may request a report by calling the Food Service office at 440-740-4760 or 440-740-4761.

**Borrowing:** It is the responsibility of the parents to provide lunch for their children while at school. In the Food Service Department an elementary student may borrow three (3) meals in succession or have borrowed up to -\$10.00 prior to being served an alternate meal. An alternative meal consists of a cheese or peanut butter and jelly sandwich, fruit, and milk. As soon as accounts go negative, Food Service Solutions, the District Food Service software accounting system will generate an email to parents' primary email address on file. This notification will allow time for parents to resolve student accounts. Households will then receive a courtesy call when balances reach above -10.00. Parents may also sign up for low account balance notices through [www.myschoolaccount.com](http://www.myschoolaccount.com).

The overall cleanliness of the cafeteria and of individual tables is the responsibility of those who use the facility. Students are expected to dispose of their waste in the appropriate receptacles, and make sure their tables are clean.

With this in mind, the following should be observed:

- Once you choose a seat, you must stay there for that lunch period.
- Students should walk at all times
- Students should push in chairs when leaving the table.
- Please keep the noise to an appropriate level.
- Students must have permission to leave the cafeteria

### **PLAYGROUND AND RECESS**

Recess on the playground allows time for students to expend some energy, exercise their bodies, and get fresh air and sunshine. Safety is of utmost importance. Thoughtfulness, courtesy, and common sense, along with constant supervision from the playground aides and parent volunteers prevent needless accidents. Specific playground rules are posted and reviewed with students by the classroom teachers on the first day and week of school and periodically as needed. Students who choose not to follow playground rules will have "time outs," lose playground privileges or recess, and may receive a citation.

Each child should be sent to school with the thought that outdoor activity is part of the daily program. Students are expected to participate in outdoor recess unless excused by a physician with a written note from the parent. If children need to stay in more than two days, then a note or fax from the child's doctor is required. It is imperative that warm clothing such as gloves, hats, and boots be worn during cold weather months. When the weather is inclement, recess will be held inside. Students are assembled and involved in quiet activities under the supervision of an aide and parent volunteer.

### **INDOOR SLIDE**

As part of our continued efforts to provide a positive environment at BBHES, students will have the opportunity to ride down the indoor slide. Students will be permitted to use the slide under adult supervision.

### **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. In addition, students should not bring toys from home to school. Please check your child's backpack regularly for these items.

### **LOST AND FOUND**

All items of clothing or belongings should be clearly marked with your child's name. Lost articles are returned to the lost and found bin. Money and valuables are turned in to the teacher or supervisor when the article is found. Parents should check the lost and found periodically for their children's belongings to identify missing clothing or items. No money or valuables should be stored in the lockers or desks. The school cannot be responsible for

money or other valuables that have been lost or misplaced. Unclaimed lost and found items may be donated at the end of each semester to a charity.

## **PARTIES**

Four classroom parties are planned during the school year; Halloween, December holiday, Valentine's Day, and end of the year party. Room parents will request a nominal fee to cover the cost of refreshments and activities. Please inform classroom teachers of any food allergies your children have to avoid reactions to party snacks and foods. All food items must be packaged with ingredients listed.

## **Birthdays**

Birthdays can be a special time for children, especially when they can celebrate their special day at school with classmates, teachers, and staff. Because these treats are often messy, may contain allergens (peanuts, tree nuts, gluten, dairy, etc.) and are not nutritious, we are requesting that only non-food items be shared for birthday treats with classmates such as pencils, stickers, etc. Children with summer birthdays may participate, too. Contact the classroom teacher to arrange a date for the birthday celebration. We ask that you not send invitations to parties at your home through the classroom unless you are inviting the entire class OR all of the boys OR all of the girls in the class.

## **SAFETY AND SECURITY**

**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 once per month during the 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.

**LOCKDOWN:** The school practices monthly safety drills. Each class will participate in the drills following the identified procedures. Each of these drills has a specific alarm and/or PA script that is sounded to alert teachers and students of the appropriate course of action. "LOCK DOWN" It is hoped that school buildings in the district will never need to "lock down." However, if they do, plans have been developed to do so. A "lock down" in our schools is a response to an emergency situation dictated by local, regional, or federal authorities whereby no one, including students, staff or parents, will be permitted to enter or exit the school until the emergency "lock down" is canceled by authorities. In such an emergency, the patience and calmness of all adults will be necessary for the successful handling of the emergency and the well-being of all students.

**SHELTER-IN-PLACE:** Our shelter-in-place procedure is an emergency response to protect students and staff members from an outdoor hazardous environment. It will be used when needed to keep children safe until their parents can safely reach them at school. Parents of students requiring life-sustaining medications are asked to provide the school with a supply of appropriate medications.

**SCHOOL EVACUATION:** Elementary School's Safety and Security Committee has developed an evacuation plan for our school in the event that such an exercise would be necessary. Our children would have two proposed routes to evacuate along depending on the circumstances. One route would take them where school buses would pick them up for transport home. The other area is an indoor site for our evacuation. The personnel in charge during such an evacuation have access to a telephone whereby appropriate authorities could be called and parents notified.

**STOPIT REPORTING HOTLINE** - 1-440-381-8983 The district has a service in which parents, students, and other community members can anonymously report anything that causes them concern regarding the safety or security of the students or schools. Everyone should feel free to discuss concerns at any time with principals. However, if you'd feel more comfortable reporting a concern anonymously, please do not hesitate. A good rule of thumb: If it pops in your mind that maybe you should call the hotline with some information—then you should! This service is to keep all our kids' safe and secure at all times.

### **VISITORS**

To ensure the safety of our students, visitors are limited in our school. All visitors must register upon entering the building, through Lobbyguard, and receive a visitor's badge. The badge must be worn at all times while in the building. It should be signed out through Lobbyguard at the end of the visit.

There is a district policy for visiting classrooms. The visit may be up to 30 minutes in one classroom. The teachers at each grade level alternate classroom visits. Bringing toddlers to classroom visitations is not permitted. Please call the office if you would like to make arrangements or need additional information.

## **SECTION II: STUDENT CONDUCT**

### **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.

In accordance with the statute, the Superintendent shall require, from the parent of each student of compulsory school age, a (written) statement of the cause for such absence. Brecksville-Broadview Heights City Schools reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence. The Ohio law and Board Policy consider 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 4 days per school year) to participate in a district approved enrichment or extracurricular activity. Any classroom assignment missed due to the absences shall be completed by the student.

A student will be considered to have excessive absences when they have missed, with or without an excuse:

- 38 or more hours in a month
- 65 or more hours in a school year.

Parents will be notified prior to these hours being reached and within 7 days after the date of reaching one of the above indicated measures. Under Ohio Statute, ODE will also be notified of a child's excessive absences.

A student will be considered to be habitually truant when he/she has missed any of the hours listed below without a legitimate excuse:

- 30 or more consecutive hours (5 days)

- 42 or more hours in a school month (7 days)
- 72 or more hours in a school year (12 days)

Parents will be notified prior to these hours being reached and within seven days after the date of reaching one of the above indicated measures. Under Ohio Statute, ODE will also be notified of a child's attendance when it meets the definition of habitually truant.

In addition, your child (in collaboration with the school and parent) may be placed on an attendance intervention plan to further address these concerns. Should the plan be ineffective, charges may be filed in juvenile court to further assist in a child's attendance at school.

**Absence Procedures - If your child is absent, you must notify the school (440.740.4100) by 8:45 AM.** You may leave a voicemail message at any time or send an email to [bbhesattendancea@bbhcsd.org](mailto:bbhesattendancea@bbhcsd.org) if your child will be absent for the day. If you fail to do so, we will attempt to contact you at your home or office to verify the absence. Guidelines regarding Board adopted policy states that absences will be excused for illness, death in the family, religious holidays and medical appointments. Any other absences will appear on the report card as an unexcused absence. When a student is absent from school because of a doctor appointment, an appointment slip from the doctor can be turned into the main office when your child returns to school.

**Late Arrival Procedures:** Students who are late to school must check in at the reception area prior to going to the classroom. Parents will be contacted regarding any concerns with excessive tardiness to school.

**Early Dismissal Procedures:** "Early Dismissal" involves a student leaving school (absent from school) before the end of the school day. For purposes of attendance record keeping, all instances of tardiness and early dismissal will be reflected under the "Tardiness" designation on the report card. A student with any early dismissal or tardy will not receive perfect attendance.

**Planned Absence:** On rare occasions, parents may find it necessary to remove children from school for a family trip. Although such trips are sometimes necessary, the school does not sanction them. If your child must be absent from school, please notify your child's teacher a week in advance. A planned absence form will be sent home. Complete the form and return it to the office. Specific classroom work and homework will not be sent home prior to a planned absence. However, general guidelines regarding what would be covered during the student's absence can be provided by the teacher. Upon your return, please meet with your child's teacher to determine the assignments that will need to be completed and when each assignment will be due.

### **BBHCS D STUDENT DRESS CODE/STUDENT ATTIRE**

Student dress and grooming should be such that it does not detract from the educational process or have a detrimental effect on the governance and discipline of the school; therefore, students are expected to meet reasonable standards in their dress and grooming.

The following items are considered inappropriate during school hours:

- sun glasses
- bare midriff clothing
- sagging pants below the hip bone
- clothing that displays reference to tobacco products, alcoholic beverages, drugs or other illegal items
- clothing that depicts violence or is associated with gang activity
- clothing that contains sexual innuendo
- all outerwear must cover underwear
- Any tattoo determined to be profane, lewd or obscene shall be covered.

- transparent clothing

Outdoor apparel (coats, vests and jackets) should be placed in the student's locker for the duration of the day. Students who consider the building to be cold should wear sweaters or sweatshirts.

Any student who dresses inappropriately will be referred to the administration. Final decisions concerning standards of grooming will rest with the administration.

Elementary/Preschool Only:

- No flip flops, aquatic sandals, or heels
- Tennis shoes and comfortable clothes must be worn during physical education classes.

### **SEARCH AND SEIZURE**

The Board or its designee reserves the right to search the locker, desk, person and personal property of a student on school grounds, in school vehicles or at any school activity when it is reasonably necessary for the maintenance of order, discipline and safety in the supervision and education of students. At the beginning of the school year, students will be informed that their lockers, desk, persons, and personal belongings, including, but not limited to, purse, athletic bags, and articles of clothing in the locker, are subject to search at any time and without warning. Searches will be based upon reasonable suspicion. In determining whether there is reasonable suspicion, the following factors will be taken into consideration but not limited to: the age, history and school record of the students, the prevalence and seriousness of the problems, the need to avoid delay; and the reliability of the information on which suspicion is based.

### **PROHIBITED ITEMS**

To provide a safe environment free from disruptions to the educational process, students are encouraged not to bring the following items to school: cell phones, cameras, smartwatches and other non-educational items such as laser pointers, toys and other unnecessary items. BBHES can not be held responsible for lost or stolen items. These items will be confiscated if being used and appropriate consequences will be given. If confiscated twice, parents/guardians will be asked to pick the item(s) up from school.



# **BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT**

## **STUDENT CODE OF CONDUCT**

This Code shall serve as a guide to all Brecksville-Broadview Heights City School District students. Violation by a student of any one or more of the rules of the Code of Conduct may result in disciplinary action which may include one or more of the following: warning, verbal reprimand, parental contact, working lunch, detention, Saturday school detention, community service, in-school suspension, referral to legal authorities, emergency removal, suspension, and/or expulsion.

The items in this Code apply to all students when under the authority of school personnel; on school-owned vehicles, during a school activity; whether on property-owned, rented, or maintained by another party. The Cuyahoga Valley Career Center is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of either Brecksville-Broadview Heights City School District and/or the Cuyahoga Valley Career Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for disciplinary action by the other school. The items in this Code also apply to misconduct, regardless of where it occurs, that is directed against a District student, employee or official, or the property of such student, employee or official, or otherwise causes a substantial disruption with school activities or the overall educational mission of the District.

In the event that a student commits an offense that warrants expulsion, the Superintendent may initiate expulsion proceedings against the student even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

### **SUSPENSION**

Pursuant to Section 3313.66 of the Ohio Revised Code, the Superintendent, Principal or Assistant Principal may suspend a pupil from school for not more than ten (10) school days. A student suspension shall not extend beyond the current school year, if at the time the suspension is imposed, fewer than ten (10) days remain in the school year. The Superintendent may instead require a student to participate in a community service program or other alternative consequences for a number of hours equal to the remaining part of the period of the suspension. If the Superintendent elects to do so, the student shall be required to begin such a community service program or alternative consequence during the first full week day of summer break.

During an out-of-school suspension, a student is not permitted on school property and may not attend any school sponsored activities. Students serving a suspension shall be permitted to complete any classroom assignments missed because of the suspension for at least partial credit. If school is closed during this time, the suspension will occur on the next day school is in session.

Suspension may be imposed for violations of the rules and regulations appearing in the Code of Conduct and Board of Education policies on student behavior. However, conduct that is prohibited both as suspension and expulsion violation may subject the student to the greater penalty of expulsion depending on the nature and severity of the student's conduct. In all cases, the decision of which penalty to assess is left to the sole discretion of the appropriate District administrator.

### **Misconduct for which Suspension may be Imposed**

**Tobacco/Vaping:** The use or possession of tobacco/vaping products, accessories for E-Cigarettes or similar type of paraphernalia in a school building, on or near a school campus, or at any sanctioned school activity on or off of the campus is prohibited. Violation of the rule will be shared with local authorities which may result in a fine.

**Gambling:** Students shall not participate in games of chance for money or other stakes, bookmaking, wagering, or any other form of gambling.

**Honor Violations:** Students shall not be involved in activities including, but not limited to: cheating, plagiarism, improper collusion, misuse of privileges, forgery, or falsification of information.

**Trespassing:** Students shall not enter upon school grounds or premises of a school building to which the student is not assigned, except with the express permission of the school principal of that building. Students may attend or participate in Brecksville- Broadview Heights City School District sponsored events. Students are not permitted to enter upon the grounds or premises of any Board of Education facility when the student has been placed on suspension, expulsion or removal without the express permission of the building principal. Students are not permitted in the school building at such times as the building is closed.

**Misuse of Facilities and Equipment:** Students shall not use school facilities and/or equipment for uses other than those which were intended. Students shall not damage, destroy or deface school property, or private property on school premises.

**Disruption of School:** Students shall not use violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any mission, process, activity, or function of the school.

**Use of Flame Producing Devices:** The unauthorized use or possession of matches, lighters, or any other flame producing device on school property is prohibited.

**Use of Profane, Indecent, or Obscene Language:** Use of language of this type, whether written or verbal, directed toward or used in the presence of school personnel or students is prohibited. This shall include the use of obscene gestures, pictures and signs.

**Failure to Complete Minor Disciplinary Sanction:** A student who fails to complete an assigned minor disciplinary sanction such as Saturday school, in-school suspension, detention or working lunch will be subject to suspension.

**Insubordination or Disrespect:** Students who refuse to comply with the directions of school personnel or who talk back to, argue with, or make disrespectful comments toward any staff member or about a staff member will be subject to suspension.

**Truancy:** A student who misses school, including a study hall, class, lunch or any other assigned activity for part or all of a day without school authorization or who leaves the school building without administrative permission is subject to suspension.

**Transmission of Prescription or Non-Prescription Medication:** No student shall transmit or attempt to transmit any form of prescription or non-prescription medication to another student.

**Fireworks, Smoke Bombs, or Other Similar Devices:** No student shall possess, use or threaten to use fireworks, smoke bombs, or any other similar devices while on school property or while participating in any school sponsored activity.

**Theft or Unauthorized Possession:** Theft or unauthorized possession of school property or equipment, personal property of any District employee or of another student or visitor is grounds for suspension.

**Fighting:** Fighting among two or more students is grounds for suspension.

**Harassment & Dating Violence:** Students shall not engage in any obscene, abusive, profane or degrading gestures or expressions; racial, ethnic or religious prejudicial or disrespectful actions; harassment of any kind (including sexual) to any individual or group; intentional act of violence within a dating relationship; or intimidation (including bullying) and/or threats to an individual or group. This includes publication or distribution of materials meeting this description.

**Assault:** No student shall cause, attempt or threaten to cause physical injury to any person on school property or any school event.

**Extortion:** Students shall not solicit money or objects of value from other students for any reason.

**Complicity:** Students shall not be present or in such a position as to allow or assist another student to be in violation of any school rule. This specifically includes, but is not limited to students who serve as "lookouts."

**Motor Vehicle Violations:** Students shall not engage in reckless, unsafe or unauthorized operation of a motor vehicle on school grounds or at school sponsored activities.

**Appearance Code:** Students shall not violate school rules pertaining to appearance and dress. Students shall attend dressed in a manner which is clean, not hazardous to their safety or the safety of others and which does not detract from the educational process.

**Hazing:** No student shall harass, persecute or participate in any act or acts or attempt to threaten, injure, disgrace, or tend to injure, degrade or disgrace any other student.

**Gang Activity:** Students shall not engage in any gang activity. Any indication of gang activity by the type of dress, apparel, activities, acts, behavior or manner of grooming, displayed, reflected, or participated in by a student is prohibited.

**Gross Misconduct/Repeated or Flagrant Violations:** Gross misconduct or repeated or flagrant violations of any school rule may result in suspension.

**Violation of the Cuyahoga Valley Career Center's Student Code of Conduct:** Any violation of the Cuyahoga Valley Career Center's Student Code of Conduct where suspension is normally considered appropriate is grounds for suspension from the Brecksville-Broadview Heights City School District.

**Repeated Tardiness:** to class or school

**Other Grounds for Suspension:** Commission of any of the acts which are grounds for expulsion could also result in suspension and/or any acts that constitute a violation of Local, State, or Federal Law.

## **EXPULSION**

Pursuant to Section 3313.66 of the Ohio Revised Code, the Superintendent may expel a pupil from school attendance for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the instant it gives rise to the expulsion takes place. If at the time an expulsion is imposed there are fewer than eighty (80) school days remaining in the school year in which the incident that gives rise to the expulsion takes place, the superintendent or his/her designee may apply any remaining part or all of the period of the expulsion to the following year.

Specific offenses involving firearms and knives capable of causing serious bodily injury shall result in the student's expulsion for one (1) year. The term of that expulsion may be reduced to less than one (1) year by the Superintendent for the reasons listed in Board policy. Specific offenses involving violent conduct may result in the student's expulsion for a period of up to one (1) year at the discretion of the Superintendent. Bomb threats may result in the student's expulsion for a period of up to one (1) year at the discretion of the Superintendent.

### **Misconduct for which Expulsion may be Imposed**

**Assault:** To cause or attempt to threaten or cause physical injury to any person is grounds for expulsion.

**Making False Fire Alarms and Bomb Threats:** Students shall not, through written, electronic or verbal means disrupt or threaten to disrupt the educational process and/or endanger or threaten to endanger the safety of school occupants by means of false alarms

and/or bomb threats.

**Involvement with Alcoholic Beverages:** A student shall not possess, transmit, buy, sell, conceal, use or be under the influence of any alcoholic beverage at any time the student is subject to the authority of the school. Use of an alcoholic beverage shall be determined by the professional staff and may include, but not be limited to, detection on the breath of the student, regardless of where the alcoholic beverage may have been consumed. A student shall not consume any alcoholic beverage before arrival at school or a school sponsored or related event or activity.

**Involvement with Drugs and Drug Paraphernalia:** A student shall not possess, use, transmit, buy, sell or conceal any of the drugs defined as a “drug of abuse” in Ohio Revised Code Section 3719.011 or possess, use, transmit, buy, sell, or conceal any of the drugs defined as “counterfeit controlled substance” in Ohio Revised Code Section 2925.01 or be under the influence of any such drugs. Nor shall any student possess, use, transmit, buy, sell or conceal any drug related paraphernalia at any time the student is subject to the authority of the school. Examples of drugs of abuse include, but are not limited to, narcotic drugs, “look alike” drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, cocaine, or derivatives, glue, or other substances that could modify behavior. A student shall not use any drug of abuse before arrival at school or at a school sponsored or related event or activity. Use of drugs authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule. However, no student may self-administer, or possess, drugs authorized by a medical prescription from a licensed physician, except for asthma inhalers and epipens. Students in grades six through 12, self-administering of non-prescription “over-the counter” medication (aspirin, ibuprofen, cough drops, etc.) shall not be considered a violation of this policy. Students in grades kindergarten through five may not self-administer any medication, whether prescription, non-prescription, or “over the counter.” A student who demonstrates behavior seemingly related to drug usage or who exhibits symptoms or physical conditions that may be related to drug usage shall be referred by a staff member for observation and questioning by a school administrator. If the suspicion of drug usage still exists, the parents shall be informed immediately and shall be requested to come to school as soon as possible. Based on his/her professional judgment, the administrator may send the student home in the custody of his/her parents.

**Counterfeit, controlled substances or “look-alikes” shall be defined as:**

- a. Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or writes such trademark, trade name, or identifying mark;
- b. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed or packed or distributed by a person other than the person that manufactured, processed or packed or distributed it;
- c. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;
- d. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color for its markings, labeling, packaging, distribution for the price for which it is sold or offered for sale.

**Disruption of School:** A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt or threaten to cause or urge other students to cause, attempt or threaten to cause disruption or obstruction of any lawful mission, process or function of the school.

**Arson/Attempted Arson/Possession of Incendiary Device:** Setting fires or the use or possession of any incendiary device is prohibited.

**Involvement with Weapons or Dangerous Instruments:** A student shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument. Weapons or dangerous instruments include, but are not limited to guns, knives, metal knuckles,

straight razors, explosives, noxious irritants, poisons and other dangerous substances along with any item that is a “look alike” of the above, i.e., toy guns, knives, etc. or any object which is used or may be used to inflict physical harm. Weapons violations may result in expulsion for up to one (1) year.

**Harassment & Dating Violence:** Students shall not engage in any obscene, abusive, profane or degrading gestures or expressions; racial, ethnic or religious prejudicial or disrespectful actions; harassment of any kind (including sexual) to any individual or group; intentional act of violence within a dating relationship; or intimidation (including bullying) and/or threats to an individual or group. This includes publication or distribution of materials meeting this description.

**Violation of the Tobacco/Vape Policy:** A student who violates the tobacco/vape policy for the third time is subject to expulsion.

**Repeated or Continued Violation of Minor School Conduct Rules or Rules for which Suspension may be imposed:** If, after out-of-school suspension, a student continues to violate minor school conduct rules, expulsion may result at the next step. Additionally, a student who has been suspended may be expelled for new suspend able conduct after having served an out-of-school suspension.

**Violation of the Cuyahoga Valley Career Center Student Code of Conduct:** Violation of the Cuyahoga Valley Career Center Student Code of Conduct by committing an offense for expulsion is normally considered appropriate as grounds for expulsion from the Brecksville-Broadview Heights City School District.

**Violation of Local, State or Federal Laws:** Any act that would be a criminal offense when committed by an adult that results in serious physical harm to persons or property (as defined by Section 2901.01 of the Ohio Revised Code) is prohibited and may subject the offender to expulsion for up to one (1) year. Violation of criminal laws will also result in referral from criminal prosecution to juvenile court.

## **PROCEDURE FOR SUSPENSION, EXPULSION AND EMERGENCY REMOVAL**

### **SUSPENSION PROCEDURE:**

The Superintendent, Principal and Assistant Principal are the only District employees who have the authority to suspend a student. The suspension procedure is as follows:

1. The Superintendent, Principal or Assistant Principal must give the pupil a written notice of the intention to suspend and the reasons for the intended suspension. When the intended suspension is for the following reasons and the student suspended is 16 years of age or over, the notice will also indicate the student may also be subject to permanent exclusion from school if the code of conduct violation is one of the following:
  - a. Illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance; and/or
  - b. Acts in violation of Ohio Revised Code Sections 2903.01, 2903.02, 2903.04, 2903.11, 2903.12, 2907.02, 2907.05, or the former Ohio Revised Code Section 2907.12.
2. The student will be given an opportunity to appear at an informal hearing before the Principal, Assistant Principal, or the Superintendent or his/her designee, and challenge the reason(s) for the intended suspension or to otherwise explain his/her actions.
3. The Principal, Superintendent, or Assistant Principal shall within one (1) school day after the time of a pupil's suspension, mail written notification to the parent, guardian, or custodian of the pupil and the Treasurer of the Board of Education of such suspension.

4. The written notice of the suspension must include: the reasons for the suspension; the inclusive dates of the suspension; a statement that the pupil, parent, guardian, or custodian has the right to appeal in writing to the Board of Education or its designee.
5. The pupil, parent or guardian shall have five (5) school days to appeal the suspension. The appeal must be made in writing and submitted to the Board of Education or its designee.
6. The appeal hearing of a suspension before the Board of Education or its designee shall be held within five (5) school days after the appeal is made.
7. At the appeal hearing before the Board of Education, the pupil, parent, guardian or custodian has the right for parental or legal representation; the right to request that the hearing be held in executive or public session; and the right to be heard against the suspension. The Board of Education may have legal counsel and the Board or its legal counsel shall make a verbatim record of the hearing. Verbatim can mean the use of a stenographer, a tape recorder, or other mechanical device.
8. At the request of the pupil, parent, guardian, custodian or legal representative, the Board of Education may hold the hearing in either public or executive session but shall act upon such suspension only at a public meeting. The Board of Education or its designee may, by majority vote of its full membership, affirm the order of suspension, or any reverse, vacate or modify the order of suspension.
9. In the event that the hearing is conducted by the Board of Education's designee, the Board will automatically adopt the findings of the designee.
10. The decision of the Board of Education may be appealed to the Court of Common Pleas under provisions of Ohio Revised Code 2505.04.

#### **EXPULSION PROCEDURE:**

1. The Superintendent shall give the pupil and his parent, guardian, or custodian, written notice of the intention to expel the pupil and the reasons for the intended expulsion. The Superintendent shall institute expulsion proceedings with respect to any student who has committed an act warranting expulsion even if the student has withdrawn from school after the incident, but before the expulsion is imposed, and, if warranted after a hearing, shall impose the expulsion as if the student had not withdrawn.
2. The notice to the pupil and his parent, guardian, custodian, or representative, shall include notice of the opportunity to appear in person before the Superintendent or his/her designee at an informal hearing to challenge the reasons for the intended expulsion, or to otherwise explain the pupil's actions.
3. The notice must also state the time and place to appear to challenge the possible expulsion. The informal hearing must not be scheduled less than three (3) school days or later than ten (10) school days after the notice is given, unless the Superintendent grants an extension of time at the request of the pupil, or his parent, guardian, custodian, or representative. If an extension is granted after giving the original notice, the Superintendent or designee shall notify the pupil, and his parent, guardian, custodian, or representative, of the new time and place to appear.

#### **EMERGENCY REMOVALS OF STUDENTS**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the Superintendent, Principal, or Assistant Principal may remove the student from curricular activities or from the premises. A teacher may remove the student from curricular activities under his supervision, but not from the premises. If a teacher makes an emergency removal, the reasons will be submitted to the principal in writing as soon after the removal as practicable. In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for less than

24 hours and is not subject to further suspension or expulsion, the due process requirements do not apply.

If the emergency removal exceeds 24 hours, then a due process hearing will be held as soon as possible, but in all cases within 3 school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action will be given to the student as soon as practicable prior to the hearing. The student will have the opportunity to appear at an informal hearing before the principal, assistant principal, superintendent, or designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his actions. The person who ordered or requested the removal will be present at the hearing, and within 24 hours of the decision to suspend, written notification will be given to the pupil, parent, guardian or custodian of the student, and treasurer of the Board. This notice will include the reasons for the suspension and the right of the student or parent to appeal to the Board's designee.

If the superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request and will be given written reasons for the reinstatement. The teacher cannot refuse to reinstate the student. In an emergency removal, a student can be kept from class until the matter of his misconduct is disposed of either by reinstatement, suspension, or expulsion.

Any appeal to the Board's designee shall follow the procedures of the suspension policy. Procedural safeguards must be followed for all removals of handicapped students in accordance with the student's individual education program.

## **DISCRIMINATION/HARASSMENT**

The Board views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

Employees or students who engage in discrimination/harassment of another employee or student shall be subject to disciplinary action. Permission, consent or assumption of risk by an individual subjected to discrimination/harassment does not lessen the prohibition contained in this policy.

The Board's policy of nondiscrimination will extend to students, staff, job applicants, the general public and individuals with whom it does business and will apply to race, color or national origin, citizenship status, religion, sex, economic status, age, handicap and other human differences. The Board designates and authorizes the following individuals to oversee and coordinate its efforts to comply with Title IX and Anti-Harassment Guidelines (Board Policy 5517 and Form 5517F1).

To file a report contact:

Director of Human Resources 440-740-4000

6638 Mill Road, Brecksville, OH 44141

Director of Pupil Services 440-740-4000

6638 Mill Road, Brecksville, OH 44141

## **BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR:**

### **GENERAL STATEMENT**

The Board of Education prohibits acts of harassment, intimidation, or bullying. The School District is committed to providing a safe, positive, and productive educational environment for all of its students. All members of the school community should be treated with dignity and respect. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Harassment, intimidation, or bullying of students or personnel by students, school personnel, or school volunteers is prohibited, whether in the classroom, on school property, on school



buses or vehicles, at school-sponsored events, or in cyber-space. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of students, administrators, faculty, staff, and volunteers.

### **DEFINITION OF HARASSMENT/INTIMIDATION/BULLYING**

“Harassment, intimidation, dating violence, or bullying” means any intentional written, verbal, graphic, gesture, physical, or psychological act that a student or a group of students exhibits more than once toward another particular student(s). It is conduct that meets all of the following criteria:

1. a deliberate act which causes mental or physical harm to the other student(s)
2. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s);
3. takes place on school property, in a school bus or vehicle, and those occurring off school property if the student, employee, or volunteer is at any school-sponsored, school approved or school related activity or function, such as field trips or athletic events where the students are under the school’s control, in a school vehicle, or is engaged in school business.

Harassment, intimidation, or bullying includes, but is not limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, dating violence, and hazing or behaviors that have the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

The actions can be an electronically transmitted act (i.e., internet, e-mail, cellular telephone, personal digital assistant (PDA), social media or wireless hand-held devices) that a student(s) or a group of students exhibits toward another particular student(s) and the behavior both causes mental and/or 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).

### **SEXUAL HARASSMENT:**

#### **GENERAL STATEMENT**

Sexual harassment is inappropriate, offensive and detrimental to the creation of a healthy educational environment. All students have a right to be educated in an environment free from sexual harassment and all Board employees have a right to work in an environment free from sexual harassment. In addition, all persons coming in contact with the District have a right to experience an environment free from sexual harassment.

The Brecksville-Broadview Heights School District Board of Education prohibits sexual harassment of or by any student or Board employee. This prohibition encompasses sexual harassment which may occur between employees, between students, between a student and an employee, or between an employee and a member of the public coming in contact with the District. This policy applies to conduct during and relating to school and school sponsored activities.

### **DEFINITION OF SEXUAL HARASSMENT**

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, or academic status or progress;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual.

3. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, opportunities or activities available at or through the school.
4. Such conduct has the purpose or effect of unreasonably interfering with or having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment for the individual.
5. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature which may violate the security, dignity, self-worth, safety, or the ability to work in an environment free of sexual harassment.
6. Sexual harassment may include, but is not limited to:
  - a. Unwelcome sexual flirtations, touching, advances, or proposition
  - b. Verbal or physical abuse of a sexual nature
  - c. Graphic or suggestive comments about an individual's dress or body
  - d. The use of sexually degrading words to describe an individual
  - e. Displaying sexually aggressive objects or photographs
  - f. Sexually explicit or obscene jokes

### **PROCEDURES FOR REPORTING AND INVESTIGATING ANY TYPE OF HARASSMENT**

It is the responsibility of every supervisor and principal to recognize acts of harassment and take necessary action to ensure that such instances are addressed swiftly and effectively. Consequently, all administrative and supervisory staff in schools, offices and other facilities should be aware of and responsible for implementing the harassment complaint resolution procedures established through this policy.

Persons who have reason to believe that harassment/bullying has occurred should promptly report the incident:

1. (For Students reporting) to his/her principal, other administrator, school counselor, or teacher.
2. (For Employees reporting) to his/her building principal; for employees in the Maintenance Department, Transportation Department, or the Education Center, to the Director of Human Resources. Administrators would report to the Superintendent.

Subject to legal reporting obligations, considerations of safety and any determination that is made to notify the parent or guardian of a minor student, reasonable measures shall be taken to keep the incident confidential.

### **TOBACCO/ALCOHOL/DRUG POLICY FOR EXTRACURRICULAR ACTIVITIES AND INTERSCHOLASTIC ATHLETES**

#### **STATEMENT OF PHILOSOPHY:**

The Board of Education, administrators, athletic department and activity advisors of the Brecksville-Broadview Heights City Schools consider participation in extracurricular activities and interscholastic athletics to be a privilege, not a right. Students are volunteering to participate in these programs and are expected to accept the responsibilities granted them by this privilege.

As representatives of our school district, students involved in extracurricular activities and interscholastic athletics are scrutinized by the public, become role models for young children and peers, and are ambassadors to our community. In choosing to accept this role, participants also choose the responsibilities of living a tobacco, alcohol and drug free lifestyle. Although this policy outlines the expectations and consequences required of students choosing to participate in extracurricular activities and interscholastic athletics, the parent(s) or guardian(s) retain the ultimate responsibility of promoting healthy lifestyle choices for their children and are encouraged to work cooperatively with school officials to support these ideals throughout the child's entire educational experience in the Brecksville-Broadview Heights Schools.

In keeping with the philosophy of education, the Board of Education, administrators, athletic department, and activity advisors of Brecksville-Broadview Heights City School District view tobacco, alcohol, and drug use not only as a violation of the law, but as a problematic behavior which has an adverse effect on individuals and the programs in which they are involved. It is the intent, therefore, to support a disciplinary program which encourages students to recognize and deal with the causes for their use through contact with the appropriate agency (C.A.P.A., private counselors, treatment facilities, etc.) rather than being strictly punitive in nature.

This policy will be in effect during the entire calendar year, inclusive of all training, conditioning, practices, or other school related/sponsored activities, and the policy remains in effect 24 hours a day, 7 days a week (24/7—365 days).

## **TOBACCO AND TOBACCO PRODUCTS, ALCOHOL AND DRUGS**

### **Possession and/or Use of Tobacco and Tobacco Products, Alcohol or Drugs:**

In accordance with the rules of Brecksville-Broadview Heights City School District, except for supervised medications prescribed by a physician, a student under the influence, using, possessing, buying or receiving drugs (narcotics, hallucinogens, intoxicants, counterfeits, look-alikes, designers,) anabolic steroids, controlled substances and alcohol at any time and at any place is in violation of the code and, if apprehended by school or appropriate law enforcement personnel, is subject to the following consequences:

#### **First Violation:**

The first-time offender will be denied participation in all extracurricular and/or athletic programs for one full calendar year from the date of violation. If the student agrees to schedule himself/herself into and complete the first available school Insight Program, the term of denial will be up to 20% of the activity time for extracurriculars up to 20% of scheduled competition time for athletes in any sport in which the students participate. Upon completion of the program, the student must be willing to follow the recommendations provided. If no school Insight Program is presently available, the student's parents may choose, at their own expense, to enroll the student in an outside school-approved program. Completion of the program is mandatory.

For a student involved in extracurricular activities, up to 20% of the activity time is imposed from the time the advisor has notified the student of probation. If the offense occurs late in the school year, the denial to participate may, if necessary, be carried over into the next school year's extracurricular participation. The term of denied participation is determined by the building administrator and extracurricular advisor.

For athletes, a full season is defined as including all the contests scheduled for a specific sport. Should the offense occur in mid-season, the denial to participate may, if necessary, be carried over into the next seasonal sport that the athlete wishes to participate. The number of contests to be missed will be determined by the athletic director, building administrator and athlete's coach.

#### **Second Violation:**

A second offense during the student's high school career will result in denial of participation in all extracurricular and/or athletic programs for one full calendar year from the date of violation. The second-time offender may reduce that denial to participate to one-half of the school year for extracurriculars or to one full season for athletes after completing a professional assessment and complying with the recommendations made by the assessing agency. The assessing agency must be chosen by agreement between the parents of the student and the school administration with assistance from the CAPA Coordinator.

#### **Violations Beyond a Second Offense:**

Additional violations of the alcohol/drug policy past the stipulated number of incidents will result in permanent denial to participate in any extracurricular and/or athletic programs until the offender has successfully completed a treatment program which is acceptable to the building administration and the CAPA Coordinator. The student shall be

denied participation for a minimum of one calendar year from the date of violation and must apply for reinstatement in the extracurricular and/or athletic program after completing the treatment program.

**Sale and/or Distribution:**

Students in violation of selling or distributing alcohol and/or drugs will be dealt with according to the Code of Student Conduct and shall be denied future participation in any extracurricular or athletic program.

**Self-Referral by Students:**

Students may take advantage of a self-referral procedure to seek information, guidance, counseling and/or assessment in regard to his/her use of alcohol and/or drugs. First time voluntary referrals do not carry any punitive consequences.

1. Students are allowed one (1) voluntary referral during their high school participation.
2. Self-referrals can be made by the student or by his/her immediate family.
3. Self-referral cannot be used as a method to avoid consequences once a rule of the Brecksville-Broadview Heights City School District's extracurricular and interscholastic athletic policy is violated and a student has been identified as having violated that rule.
4. Students must make self-referrals to an advisor, coach, athletic director, teacher, administrator, counselor, or the district

C.A.P.A. Coordinator:

5. Self-referrals will lead to placement and completion in the schools' Insight Program and/or referral to an approved assessing agency.

Those referrals to an assessing agency will remain confidential; however, proper release of information forms must be on file with the designated trained chemical dependency personnel.

**DISCIPLINARY/DUE PROCESS EXPLANATION AND PROCEDURES:**

1. Participation in practice for students in violation may be allowed at the discretion of the athletic director, athlete's coach, activity advisor, and building administrator. However, the student may not dress/participate with the team for contests/performances.
2. All students must complete the Insight Program by the end of the school year. Non-compliance will result in underclassmen (freshman, sophomore and junior) being ineligible for further participation in extracurricular or athletics until the Insight Program has been completed. Seniors noncompliant will not be eligible to receive awards and/or recognition for the activity they participated in or the sport they played.
3. At no time is Brecksville-Broadview Heights City School District responsible to incur fees for chemical dependency assessment/treatment/ counseling. Financial responsibility for these recommendations must be incurred by the parent and/or legal guardian.
4. Notification Process: The principal, assistant principal, organization advisor or the athletic director will submit immediate written notification to the parent/guardian and student of disciplinary action.
5. Situations not covered in this policy will be reviewed by the extracurricular advisor, athletic department and the administration with a final decision being made by the building principal.
6. In certain circumstances, advisors of activities, clubs, and organizations may wish to hold an appeals hearing with the building administrator and the C.A.P.A. Coordinator in regard to a student's continued involvement.
7. Students apprehended by law enforcement agencies for use of illegal substances (i.e. alcohol or other drugs) are referred to the C.A.P.A. office year round and must participate in the Insight Program. (8/94)

## **NETWORK ACCEPTABLE USE AND SAFETY**

The Brecksville-Broadview Heights City schools recognize that our students live in a world of increasingly sophisticated technology and greatly enhanced communication. We further recognize that the availability of an ever-present and virtually unlimited information resource has profound implications for instruction. We therefore believe that it is imperative to provide Internet access to our students and staff.

### **OVERVIEW**

The Acceptable Use and Safety detailed here is designed to articulate the appropriate use of computer networks, including the Internet, in the instructional setting of our schools. This document seeks to set ground rules that will forestall problems that could surface in such an unfettered environment. User compliance with these rules will help ensure a safe and appropriate learning environment.

To this end, the district will employ reasonable technology solutions, including Internet filtering software, to restrict access to objectionable material. Internet access by students will be monitored by staff or software at all times.

### **NETWORK ACCESS**

All students and employees are eligible to access the network resources in our school buildings. Except in cases involving specific class projects, students will not have access to chat rooms, online messaging systems, or other forms of direct electronic communication in school.

Parents who would like their children to be denied access to the Internet in school should notify each child's building principal in writing at the beginning of each school year for which they would like this access to be denied.

Internet privileges may be denied, suspended, or revoked as a consequence of violation of the provisions of this Acceptable Use Policy. Furthermore, Brecksville-Broadview Heights City Schools administrators and staff will cooperate fully with law enforcement officials when there is suspicion that unlawful activity has taken place.

### **CODE OF CONDUCT**

Network users must be aware that there are materials on the Internet that may be defamatory, abusive, obscene, profane, sexually oriented, threatening, racially or sexually offensive, or illegal. These materials include graphics, sounds, digital film clips, text, and other forms of media. Users of the Brecksville-Broadview Heights City Schools network agree not to use school district resources to download, copy, upload, transmit, forward, or display any such materials.

Network access is provided to support the curriculum and operations of our district. Any other use, including use of the network for personal, political, or commercial purposes is prohibited. Network users are expected to respect all applicable laws. Particularly, users agree to abide by copyright laws. Material retrieved from the Internet may not be plagiarized for any purpose. Material that is to be republished in any format may only be used with the permission of the copyright holder. Commercial software may not be downloaded, copied, installed, transmitted, uploaded, or forwarded.

Network users agree to follow security guidelines. A user will not use another person's account, pretend to be someone else, or attempt to conceal his or her identity on the network. Users will not give others access or permission to use their accounts. Users will not re-post personal communications without the author's consent. Students will not give out personal information such as address or phone number, send other users pictures of themselves, or agree to meet with people encountered online. Exceptions to avoiding such sharing of personal information may occur only within the context of projects directed by and under the supervision of a teacher.

Any interference with the normal operations of the network will not be permitted. This includes vandalism or removal of computer hardware, installation or use of unapproved software, the unauthorized changing of network software settings, attempts to circumvent security or internet filtering software, and the

installation, copying, uploading, transmission, propagation, or creation of computer viruses of any kind. Any attempt to gain unauthorized access to information or data on the network is prohibited.

Electronic mail and other communications are not a private matter. School administrators have the authority to inspect e-mail that is transmitted through the district's network. The district reserves the right to monitor all electronic communications. E-mail use that contradicts provisions of the Acceptable Use Policy will be handled appropriately. Specifically, illegal activities will be reported to law enforcement personnel, and unacceptable communications can result in network privileges being denied, suspended, or revoked as well as other discipline. Users are expected to follow generally accepted network etiquette guidelines.

## **DISCLAIMER**

The information gathered from the Internet does not reflect the views of the Brecksville-Broadview Heights City Schools. The district does not endorse the veracity or utility of any materials obtained using its equipment or access to network resources. The school district is not responsible for the consequences of receiving or using advice or information from an Internet source. Neither is it responsible for the consequences of any disruption or changes in services of its network or Internet connection, nor for loss of data stored on its system.

## **BUS RULES AND REGULATIONS**

**(Adapted from the Ohio Revised Code, 3301-83-20 and 3301-83-08)**

1. No one shall interfere with the driver's operation of the bus.
2. No unauthorized person shall sit in the driver's seat or operate any controls.
3. The driver has the authority to assign seats.
4. Students must board and leave the bus at their designated bus stop unless they have parental and administrative permission to do so.
5. Forbidden cargoes include animals, firearms, ammunition, explosives, flammable substances, and all other dangerous materials or objects.
6. No one shall have in their possession any tobacco, alcohol, or other illegal drugs or substances.
7. No one shall throw any objects on, from, or into the bus.
8. No one shall cause any part of his or her body to project from the bus window.
9. No one shall eat or drink while on the bus.
10. No one shall cause damage to any part of the bus.
11. Profane language and fighting are prohibited on the bus.
12. Noise shall be kept to a minimum at all times to insure safety.
13. Students must remain in their seats at all times.

The driver has the authority to enforce the above rules and regulations and may issue citations. Students shall conduct themselves on the school bus as they would in the classroom. Reasonable conversation is permissible. Continued disorderly conduct or refusal to obey the driver shall be sufficient reason for losing the privilege of riding the bus to and from school and for extra-curricular activities and field trips.

## **CONSEQUENCES FOR BUS MISCONDUCT**

1st Offense – A Bus Citation is issued by the bus driver, the principal/assistant principal is informed, and a parent signature is required on the citation.

2nd Offense – a second Bus Citation is issued by the bus driver, the principal/assistant principal will contact the parent/guardian by letter, and a parent signature is required on the citation.

3rd Offense – a third Bus Citation is issued by the bus driver, the principal/assistant principal will contact the parent/guardian by phone and letter, and the student may be suspended from the district transportation for 3 days.

4th Offense – a fourth Bus Citation is issued by the bus driver, the principal/assistant principal will contact the parent/guardian by phone and letter, and the student may be suspended from the district transportation for 5 days.

5th Offense – a fifth Bus Citation is issued by the bus driver, the principal/assistant principal will contact the parent/guardian by phone and letter, and the student may be suspended from the district transportation for 7 days.

6th Offense – a sixth Bus Citation is issued by the bus driver, the principal/assistant principal will contact the parent/guardian by phone and letter, and the student may be suspended from the district transportation for 10 days. Additional Citation(s) may result in permanent removal, if warranted.

These steps may be omitted if immediate removal/suspension is warranted.