

***A message from the principal.....***

*We are excited to begin another year of learning at BBHMS. The faculty, staff, and administration are committed to helping you have a successful and productive school year. Middle school is a time for enhancing your curricular knowledge as well as your social development to become a mature and responsible citizen in the school and local community. In order to be successful, we must work together to follow the practices and procedures in this handbook to make each day safe, enjoyable, and meaningful for everyone. This daily planner is one of only many resources that will help you stay organized. This document should be read by all students and parents to gain a clear understanding of the opportunities and expectations at BBHMS. Take pride in our school, be involved, and strive for excellence. Go BEES!*

*Thanks,*

*Middle School Administration*



**DAILY BELL SCHEDULE**

Students May Arrive	7:05
HR	7:55-7:58
1 <sup>st</sup> PERIOD	7:58-8:46
2 <sup>nd</sup> PERIOD	8:50-9:38
3 <sup>rd</sup> PERIOD	9:42-10:30
4A Lunch	10:34-10:58
4B Lunch	10:58-11:22
5A Lunch	11:26-11:50
5B Lunch	11:50-12:14
6A Lunch	12:18-12:42
6B Lunch	12:42-1:06
7 <sup>th</sup> PERIOD	1:10-1:58
8 <sup>th</sup> PERIOD	2:02-2:50

**IMPORTANT TELEPHONE NUMBERS**

Main School Line	740-4400
Fax #	740-4454
Guidance Office	740-4421
Fax #	740-4456
Attendance Office	740-4405
Transportation	740-4050
Board of Education	740-4000

**MIDDLE SCHOOL STAFF 2017-2018**

**PRINCIPAL:** Todd Rings

**ASSISTANT PRINCIPALS:**

Lisa Mollica 6<sup>th</sup> grade/7<sup>th</sup> grade Red  
Timothy Velotta 8<sup>th</sup> grade/7<sup>th</sup> grade Gold

**COUNSELORS:** Claire Gonter - 7<sup>th</sup> grade Gold

Claire Gonter - 8<sup>th</sup> grade

Nicole Lenczewski - 7<sup>th</sup> grade Red

Nicole Lenczewski – 6<sup>th</sup> grade

**SCHOOL PSYCHOLOGIST:** Joe D’Alessandro

**ADMINISTRATIVE ASSISTANT:** Jean Kulik

**SECRETARIES:** Karen Schreiber (Guidance)

Gail Woznicki (Main Office/Attendance)

**HEALTH AIDE:** TBD



**2017-2018**



## RED COMMUNITY

**Grade 6:** Jessica Leavitt – Language Arts  
Mike Battista – Math/ ACCEL Math  
Nicole Soeder – Science  
TBD – Social Studies

**Grade 7:** Dena Wilson - Language Arts/6 Reading  
Ashley Anders – Math/ACCEL Math  
Kyle Graver – Science  
Eric Lapsansky – Social Studies

**Grade 8:** Jennifer Lloyd – Language Arts  
Kate Vaughan – Math/7 ACCEL Math  
Bev Cornett - Science  
Michael McNamara – History/6 Soc Stud

## GOLD COMMUNITY

**Grade 6:** Denise Piechowiak– Language Arts  
Deborah Dolovacky – Math/ACCEL Math  
James Lee – Science  
Val Stowell-Hart – Social Studies

**Grade 7:** Jennifer Collins – Language Arts  
Allison Discenza – Math/6 ACCEL Math  
Lisa Feldner– Science  
Jesse Shuster – Social Studies

**Grade 8:** Gina Hutter – Language Arts  
Shelley Loar – Math/7 ACCEL Math  
Sheryl Lewis - Science  
Steve McCrodden – History/6 Reading

## Cross Team Teachers

Denise Piechowiak – Enriched ELA  
Beth Mieskowski – 7/8 Social Studies  
Matt Auble – Geometry/Algebra  
Joe Zenir – 7, 8 Enriched ELA/6 ELA/8 ELA  
Elizabeth DeGirolamo – 6 Reading  
Cathy Roderick - STEM  
Kelly Kroesen – ACCEL Science/Physical Science/6 Science

## SPECIALISTS

### **ART**

Andy Hansen, Ann Henderson

### **COMPUTERS**

Ryan MacRaild

### **FAMILY/CONSUMER SCIENCE**

Torri Young

### **MEDIA Assistant**

Judy Mieskoski

### **MUSIC**

Tricia Astey, Scott Hanna, Jennifer O’Neal, Melanie Sipusic, Jason Wyse

### **PHYSICAL EDUCATION / HEALTH**

Dave Bielak, Dayna Daltorio, Andy Fisher, Maria Schneider

### **SPECIAL EDUCATION**

Jennifer Avila (G), Cheri Belko (R), Elizabeth DeGirolamo , Christy Gilley (G), Mark Miller (R), Diana Murphy (R), Linda New (G), Bridget Schohl, Jeff Sidaway, Kim Taylor

### **SPEECH/LANGUAGE PATHOLOGIST**

Dawn Corrigan

### **WORLD LANGUAGE**

Arminda Boyne – Spanish  
Tanya Cerrato – Spanish Exploratory/ELL  
Jane-Na Chang – Chinese  
Barbara Patton – German

## 2017-2018

Aug 16  
Aug 18  
**Aug 21**  
Aug 24  
Aug 31  
**Sept 4**  
Sep 18-22  
Sep 25  
Sep 28  
**Oct 13**  
Oct 18  
Oct 24  
Oct 26  
**Oct 27**  
Nov 1-2  
Nov 3  
Nov 8  
Nov 17  
**Nov 22-24**  
Dec 7  
Dec 11  
Dec 12  
Dec 12  
Dec 13  
Dec 13  
Dec 19  
**Dec 20-Jan 2**  
Jan 3  
**Jan 15**  
**Jan 19**  
**Feb 19**  
Feb 23  
March 13  
March 14  
March 24-25  
March 26  
**March 29**  
**Mar 30-Apr 6**  
Apr 18-Apr 19  
Apr 25-Apr 26  
Apr 27  
April 28  
May 1-2  
May 1-2  
May 7-11  
May 7  
May 8-11  
May 14  
May 16  
May 17  
May 22  
May 23  
May 24  
**May 28**  
May 29  
May 30  
**June 1**  
June 4  
June 11

## SCHOOL CALENDAR

Building Visitation– Grade 7/8 9-11 am  
Grade 6 12-2 pm  
New Student Orientation 1pm  
**School Opens**  
Meet the Teacher Night 7pm  
Picture Day  
**Labor Day - No School**  
MS Book Fair  
MS Band Open House  
8<sup>th</sup> Grade Panoramic Class Picture  
**NEOEA Day – No School for Students**  
Choir Concert 7pm  
Fall Athletic Recognition 7pm  
MS Parent/Teacher conf. all grades 4-7pm  
**In-service/Records Day - No School**  
8<sup>th</sup> Grade CVCC Visits  
6<sup>th</sup> grade Social 3-4:30pm  
MS Parent/Teacher conf. all grades 4-7pm  
7<sup>th</sup> Grade Canteen 3-5pm  
**Thanksgiving Break - No School**  
MS Choir Concert 7:00pm  
6<sup>th</sup>/7<sup>th</sup> Grade Holiday Band Concert 7:00pm  
5<sup>th</sup>/8<sup>th</sup> Grade Holiday Band Concert 7:00pm  
7<sup>th</sup> Grade Field Trip A Christmas Carol  
MS Orchestra Concert 7:00pm  
In School Music Concert  
**Winter Break –No School**  
School Resumes  
**Martin Luther King Day – No School**  
**In-service Day – No School**  
**President’s Day - No School**  
MS Orchestra Concert 7:00pm  
Winter Athletic Recognition 7:00 pm  
MS Band Concert 7:00pm  
Spring Musical  
Washington DC Parent Mtg 7-8pm  
**In-service Day – No School**  
**Spring Break – No School**  
All Grades ELA Testing  
All Grades Math Testing  
8<sup>th</sup> Grade Canteen 6-8pm  
DC Chaperone Mtg 9am-12pm  
Grade 8 Science Testing  
Grade 6 Soc Stud Testing  
Teacher Appreciation Week  
DC Luggage Drop Off 6-7:30pm  
Gr 8 Washington DC trip  
5<sup>th</sup> to 6<sup>th</sup> Gr Parent Mtg 7pm  
MS Orchestra Concert 7:00pm  
PSO (volunteer brunch) 9:30am  
MS Choir Concert 7:00pm  
5<sup>th</sup>/6<sup>th</sup> Grade Band Concert 7:00pm  
7<sup>th</sup>/8<sup>th</sup> Grade Band Concert 7:00pm  
**Memorial Day—No School**  
Spring Athletic Recognition 7:00pm  
Academic Recognition Night 7:00pm  
**Last Day For Students – Early Dismissal**  
Last Day for Teachers  
Report Cards mailed home

Hazardous weather and/or other unforeseen contingencies may force an alteration of this calendar in order to comply with state law, State Department of Education dictates, and/or local Board determinations. In any event(s), the intent is to establish a 180 day calendar for students plus staff days for teacher meetings, reports, and in-service.

### **SAFE SCHOOL HELPLINE**

The call is anonymous and secure. Break the silence. Prevent the event. 800-4-1-VOICE (800-418-6423) or [www.schoolhelpline.com](http://www.schoolhelpline.com)

**The information presented in this Student Handbook cannot be interpreted as totally all-inclusive. As society and school problems change, the school district and its personnel have the authority to handle such new issues as they arise.**

The Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in its programs and activities, including employment opportunities

### **ACADEMICS** **GRADING SCALE**

Letter grades in each course are based on the following percentage scale:

92 – 100	A (4.0)
90 – 91.9	A- (3.7)
87 – 89.9	B+ (3.3)
83 – 86.9	B (3.0)
80 – 82.9	B- (2.7)
77 – 79.9	C+ (2.3)
73 – 76.9	C (2.0)
70 – 72.9	C- (1.7)
67 – 69.9	D+ (1.3)
64 – 66.9	D (1.0)
60 – 63.9	D- (0.7)
59 and below	F (0)

### **GRADING PERIODS**

First quarter	Aug. 21 – Oct. 26	47 days
Second quarter	Oct. 30 – Jan. 18	45 days
Third quarter	Jan. 22 – Mar. 28	47 days
Fourth quarter	Apr. 09 – Jun. 01	40 days

Report Cards will be posted to Progress Book on the following dates: 11/01/17, 1/26/18, 4/13/18, and 6/8/18.

### **CREDIT FLEXIBILITY**

Credit flexibility enables students to earn high school credit based on the demonstration of subject area competency. Students may complete coursework, test out of a course, or pursue educational options. Please see the proposal process on the web site or discuss this option with your counselor.

### **COLLEGE CREDIT PLUS**

Any student in grades 7-12 has the opportunity to earn college credit by participating in a College Credit Plus course. Please contact your school counselor if you are interested or have any questions.

### **INTERIM REPORTS**

6<sup>th</sup> graders will receive interim reports for the 1<sup>st</sup> and 2<sup>nd</sup> quarters and will be sent “as needed” for the 3<sup>rd</sup> and 4<sup>th</sup> quarters. 7<sup>th</sup> and 8<sup>th</sup> grade students will receive “as needed” each quarter.

### **HONOR AND MERIT ROLL**

At the end of each nine-week grading period, recognition is given to those students who achieve academically. In order to be awarded Honor Roll status, a student must achieve a grade point average of 3.75-4.00. Merit Roll status is awarded to those students who achieve an average of 3.00-3.74.

A grade of D, F, or I in any class precludes a students being included on the Honor Roll or Merit Roll.

### **STUDENT SERVICES**

Counselors will be available to assist students in making academic and personal choices. The guidance staff is also responsible for maintaining student records, planning and scheduling informational meetings, and helping coordinate the testing program. Students who need to see their counselor during the school day should visit the guidance office before school, after school, during study hall or lunch. Students and parents are encouraged to contact counselors with questions or problems at 740-4421.

**Any change of address or telephone number during the school year must be reported to the guidance office at 740-4421.**

### **SPECIAL SERVICES**

The services of a school psychologist, speech and hearing therapist, and academic tutors are available for those who qualify. In addition, a school nurse or health aide is available at regularly scheduled times.

### **CAFETERIA**

The cafeteria will serve four lunch combinations each day including the lunch special of the day, hamburger or other sandwich, pizza and salad, along with many other a la carte items. Students may pay with cash daily or prepay. Students will be issued and must use a PIN number when making a purchase.

**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.
- No more than 12 students may sit at a table.
- Students should push in their chairs when leaving the table.
- Please keep the noise to an appropriate level.
- Food or beverages are not to be consumed anywhere in the building except the cafeteria.

## 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 2017-2018 District year for students. This does not include vision, hearing, and scoliosis screenings, which will be scheduled throughout the year. (BOE Policy 5310)

## MEDICATION TAKEN AT SCHOOL

If possible, all medications should be given to all students at home. If it is necessary for a student to take medicine during school, the following requirements must be met to insure our students' safety.

1. Any medication must come to school in its original sealed container with the child's name on it. (Ask pharmacist to divide prescriptions into two bottles.)
2. Parents should bring medications to the nurse's office. (Students must not carry medications on the bus.)
3. Complete written instructions must be given to the school nurse with the parent's written permission and signature.
4. Prescription medications must be accompanied by the physician's instructions, side effects that should be reported, and his/her signature and phone number.
5. New request for medication forms must be submitted at the beginning of each new school year or as medical needs arise. (Forms are available in the nurse's office.)
6. Parents must pick up unused medication. We will dispose of them 30 days after they are discontinued.
7. The clinic will store life-sustaining medications needed in a 24-hour period. The above procedures on medications will be followed. **The Health Aide can be contacted at 740-4406 to answer your questions (confidential voice mail is available).**

## RISK REDUCTION PROGRAM

The Board of Education believes that the employees and students of this District, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Board will provide reasonable and adequate protection to the lives, safety, and health of its employees and students, in compliance with Federal and State laws and regulations. The Director of Business Services shall ascertain that the employees and students of this District are aware of their rights to an environment free of recognized hazards, that they are properly trained in safety methods, that protective devices and equipment are available to meet safety standards, and that proper rules and records are maintained to meet the requirements of the law and the regulations of the Public Employees Risk Reduction Advisory Commission.

## TRANSPORTATION

Students are assigned to buses by the Transportation Department according to where they live, and are expected to ride only on their assigned buses. If extraordinary circumstances require a

change in a bus assignment, arrangements should be made with the Transportation Department at 740-4050. No middle school student may drive any motor vehicle to school.

Students should be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to enter. While on the bus, students should follow the posted bus rules and directions of the driver at all times. Any misconduct on the bus can cause the driver to be distracted and jeopardize the safety of the students on the bus as well as other vehicles on the road.

Items, in total, brought on the bus should not be any larger than what can be placed on the lap or under the seat.

(This includes projects, instruments, etc.)

## 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.

Violation of bus rules may result in further school discipline.

The Transportation Department may be called at 740-4050 with any bus concerns.

### **Consequences for Bus Misconduct:**

1<sup>st</sup> Offense – a “Bus Conduct Violation” (citation) is issued, a parent signature is required on citation, and the assistant principal is informed.

2<sup>nd</sup> Offense – a second “Bus Conduct Violation” (citation) is issued, a parent signature required on citation, and the assistant principal will contact parent or guardian by letter.

3<sup>rd</sup> Offense – a third “Bus Conduct Violation” (citation) is issued, a parent signature is required, and the student is suspended from district transportation for up to 5 days.

4<sup>th</sup> Offense – a fourth “Bus Conduct Violation” (citation) is issued, a parent signature is required, and the student is suspended from district transportation for 5 days.

5<sup>th</sup> Offense – a fifth “Bus Misconduct Violation” (citation) is issued, a parent signature required, and the student is suspended from district transportation for 7 days.

6<sup>th</sup> Offense – a sixth “Bus Conduct Violation” (citation) is issued, a parent signature required, and the student is suspended from transportation for 10 days.

Additional Offense(s) may result in permanent removal, if warranted. These steps may be omitted if immediate removal/suspension is warranted.

### **BUS ROUTES**

Students must ride their assigned bus and board/exit at their assigned stop. Parents are asked to plan ahead for their child’s bus transportation. There will be one stop for the morning route and one stop for the afternoon route five days a week for the entire school year. When child-care is a factor, parents should plan for the same stop daily. Because the routes are designed for maximum efficiency and capacity, **students may not ride a different bus** other than the one assigned, and **they must enter/exit at their designated stop**. In the case of an **emergency**, parents may call the transportation office to request a different stop/route for the day. A student must have a form from the office before he/she will be permitted to board a different bus.

## **SCHOOL POLICIES / PROCEDURES**

### **STUDENT ATTENDANCE POLICY**

#### **PHILOSOPHY:**

**Regular daily class attendance and punctuality are necessary in order for the learning process to be effective. Frequent absences disrupt the instructional process, which requires a continuity of classroom learning experiences, pupil interaction, and study in order to reach the goal of maximum educational benefits for each student. Studies show that students who miss school frequently experience great difficulty in achieving the maximum benefits of instruction. We are aware that there are occasions when a student cannot be present and thus may miss an essential learning experience. However, our concern is with each student's total participation, which is reflected in the attendance procedures that follow**

#### **RATIONALE:**

A. The laws of Ohio require daily attendance of all students until age 18 (or age 16 if approved to withdraw and work full time).

**Rev. Code 3321.04** - Every parent, guardian or other person having charge of any child of compulsory school age who is not employed on an age and schooling certificate must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session, which shall, in no case, be less than thirty-two weeks per school year. Such attendance must begin within the first week of the date at which the child begins to reside in the district, or within one week after his/her withdrawal from employment.

B. Daily attendance and punctuality are essential to success in school and are necessary habits for later success in life. Daily attendance affords a student the opportunity to reap maximum

benefits from the educational environment provided by the Brecksville-Broadview Heights City Schools. Excessive absences and tardies cannot be accepted.

C. Excessive absence from school may be a factor when assessing a student's quarterly, semester, or yearly performance for grading purposes .

D. Each student upon enrollment within the Brecksville-Broadview Heights City School District assumes the obligation and responsibility to attend all assigned classes except when excused by a valid reason. The following are VALID (Excused) reasons for absence from school:

1. Personal illness
2. Medical, dental, or legal appointment (note of verification needed to return to school)
3. Death of a relative
4. Observance of religious holidays (if it is required by his/her religion)
5. Other emergencies or circumstances that constitute good and sufficient cause as determined by the school administration.

E. An Unexcused Absence exists when a student is absent from school with his/her parents' knowledge, but for a reason deemed to be unacceptable by the administration. Consequences will be enforced when deemed necessary.

Truancy is defined as absence from school and/or any part of a class without parents' and/or a school official's knowledge or permission.

### **GENERAL ABSENCE PROCEDURES**

In every case of a foreseen absence, an attempt should be made to have the absence excused in advance.

#### **Reporting absence:**

**Parents/guardians are to call the attendance office (740-4405) to report their child’s absence; a message can be left 24 hours a day.** If a parent/guardian has not called by mid-morning, an office staff member will attempt to contact a parent or guardian to clear the absence. In the event that telephone contact is not made, the student must submit a written note from a parent or guardian to the school attendance office upon returning to school.

#### **Make-up work:**

When a student returns from an absence, it is his/her responsibility to make arrangements for completing make-up work. Generally, students will be allowed one day make-up time for each day absent, but exceptions may be made with the approval of the teacher.

**If a student will be absent for two or more days, assignments may be obtained by contacting their guidance counselor.**

### **HOME INSTRUCTION**

Procedures for Home Instruction of a student should begin when it is suspected that the student might be out of school for 10 or more consecutive school days due to illness. Contact your student’s Guidance Counselor.

## **ATTENDANCE GUIDELINES**

### **A. Absences and school related absences: What constitutes an absence?**

1. Absences include the "VALID" reasons cited earlier under Rationale, Section D.
2. Students must be in class more than half a period or they will be considered absent for the entire period.
3. Late arrivals (to school) and early dismissals: Late arrivals and early dismissals are considered absent days when determining the total number of days absent from class.
4. Planned Absence - Vacation days are considered absent days when determining the total number of days absent from class for any period of time.
5. Out-of-School Suspensions **ARE counted as absence from school.**

School related activities or functions are not counted as absence from class. Examples are: Field trips, assemblies, calls from the office, visits to the psychologist's office, required physicals at the clinic, a pass from another teacher who has detained that student, school related activities such as sports, contests, band, etc., that are scheduled during school hours, or any other school-related activity.

### **B. Procedures Governing Absence**

1. All buildings follow a policy of daily communication with the home of absent pupils who do not call the school.
2. In case of an "unexcused absence," the principal may request a home visit by the truant officer.
3. Excessive absence from school may be a factor when assessing a student's quarterly, semester, or yearly performance for grading purposes.
4. After the fifth day of absence or when an obvious irregular attendance pattern occurs which is a concern to the teacher or building administrator, a letter will be sent home to the parents. .
5. After tenth day of absence, a letter will be sent home, a parent conference may be held, and the truant officer may be included. Medical notes will be required after a student's 10<sup>th</sup> absence. It is the parent's and student's responsibility to provide for the instruction missed by absence.
6. Continued excessive absence could result in a court referral.

### **PLANNED ABSENCE**

Absences due to family vacations are discouraged during the school year. Absence for a family trip or vacation, extracurricular activities, non-school sponsored activities, etc., is to be considered planned absence.

**An Advance Notice of Absence is to be completed and submitted to the attendance office prior to the scheduled absence from school with a parental note stating the reason for the student's absence.**

1. Planned absences are NOT to be requested on those days established for semester, final exams or state-wide testing.
2. It will be the student's responsibility to make up work and/or tests missed upon return to school. No more than one day's make up time shall be permitted for each day of absence. Teachers will not be expected to tutor individual pupils. However, due to lack of participation during vacation absence, a student's grades may be adversely affected.

3. All work and/or tests are expected to be made up in the prescribed period of time. Failure to do so will result in "0" credit to be computed in the pupil's current grading period average.

4. Absence in excess of ten consecutive school days may require individual tutoring at the parent's expense.

Absences not covered in the excused, planned, and suspension categories will be handled by the school principal.

### **TARDINESS**

Excused Tardiness is tardiness to school in the morning provided the student brings a note or calls and arrives before the start of the third period. A student may have this type of tardiness for the same reasons listed under "VALID" reasons for absence in the Rationale section. All other tardies, including "missing the bus" and "oversleeping" are considered unexcused as explained below.

Unexcused Tardiness is all other tardiness not considered excused. Any tardiness to a class or study hall without a Utility pass from a staff member will result in the student being counted tardy. The tardiness policy is as follows:

- 1<sup>st</sup> unexcused tardy - no action
- 2<sup>nd</sup> unexcused tardy - warning
- 3<sup>rd</sup> unexcused tardy – one office detention
- 4<sup>th</sup> unexcused tardy – one office detention
- 5<sup>th</sup> unexcused tardy - Saturday detention
- 6<sup>th</sup> unexcused tardy - Saturday detention

Additional unexcused tardiness within each grading quarter, will result in further disciplinary action. All unexcused tardies (class or school) count toward the above tardiness ladder. All excused tardies are not part of the ladder. However, excessive excused tardies will result in contact of a parent/guardian by an administrator.

### **LEAVING SCHOOL GROUNDS**

No student may leave school when school is in session without the permission of the office. Students may not leave the building or grounds for any reason between the time their regular bus arrives and departs. Students may not leave school grounds to walk to home athletic events. **Permission to leave school property may be granted by the office only if the parent sends a written request.**

### **AFTER SCHOOL SUPERVISION**

The only students allowed in the building after school are those involved in a club, activity or athletics, those serving detention, or those staying for a teacher-directed study session. Students must report to their after school activities by 3:00 p.m. Students attending sporting events as spectators will be required to leave school grounds and then may return for game time using the back door by the cafeteria.

### **AFTER-SCHOOL ACTIVITIES**

Students may NOT attend or participate in after-school activities/sports if they are absent from school, serving an OSS that day, or arriving after 11:22 a.m.

### **EARLY DISMISSAL**

"Early Dismissal" involves a student's leaving school (absent from school) before the end of the school day. A student leaving school early must give the attendance secretary a parental note stating the time and nature for leaving. A parent or designee must sign out the student except at the end of the school day. Instances of "Early Dismissal" will be reflected on the report card.

#### **Fractional Splits**

Tardy	7:55 - 9:33
A.M. Absence	9:34 - 11:22
P.M. Absence	11:23 - 2:50
Full Day Absence	enter after 11:23
Full Day Absence	leave before 11:23
Half Day Absence	70 minutes or more of class time missed.

### **STUDENT RECORDS AND DIRECTORY INFORMATION**

Student records shall be available only to students and their parents, eligible students, designated school officials, and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code. Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

Each year the District provides public notice to students and their parents of the District's intent to make available, upon requests, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; and scholarships. Directory information shall not be provided to any organization for profit-making purposes. The Board may disclose "directory information" on former student's rights to inspect, review, and request amendments to educational records, or if parents/students believe their rights under Federal law have been violated, please contact the Director of Pupil Services at (440) 740-4017. (BOE Policy 8830).

### **EXTRACURRICULAR PROGRAM**

Participation in extracurricular programs is an important aspect of a student's total education. We are proud of the many activities offered to our students and encourage their participation. The following are representative of the extracurricular activities and clubs offered to members of the student body.

### **STUDENT ACTIVITIES**

- Art Club(grades 6,7,8)
- Newspaper (6,7,8)
- Science Olympiad (grades 6,7,8)
- Power of the Pen (grades 7,8)
- Jazz Band (grades 7,8)
- HUDDLE JR.. (grade 8)
- Builders Club (grades 6,7,8)
- Model United Nations (grades 7,8)
- Math Counts (grades 7,8)
- Stage Crew (grades 6,7,8)
- Spanish Club (grade 8)
- German Club (grade 8)
- Yearbook (grades 6,7,8)

### **STUDENT PUBLICATIONS**

Publications such as the yearbook are part of the overall school program and subject to editorial control by the school's authorities.

### **INTERSCHOLASTIC ATHLETIC PROGRAM**

The interscholastic athletic program consists of football, basketball, volleyball, wrestling, cheerleading, and boys' and girls' cross-country and track for students in the seventh and eighth grades.

Eligibility requirements for participating in interscholastic activities are as follows:

1. The pupil must have passed at least 75% of his/her classes the preceding quarter and have a GPA of 1.5.
2. If the pupil is 15 before August 1, he/she is ineligible for interscholastic sports.
3. A parent approval and physical examination form signed by a parent and a physician must be on file in the office before a pupil can participate. The physical is good for one calendar year.
4. A pupil must maintain a standard of conduct that will reflect credit upon himself/herself, his/her school, and his/her home.

### **ATHLETIC SPECTATOR CODE OF CONDUCT**

1. I will cheer for my team, not against my opponents.
2. As a spectator I am here as a guest of the school and will conduct myself with respectful enthusiasm.
3. I will respect the decisions of game officials even when I do not agree with them.
4. I will not criticize or demean coaches or players.
5. I will respect the welfare of the players, other spectators and the facility. I will realize that any action which threatens this welfare (throwing objects, physical or verbal attacks and game disruptions) will be cause for ejection from the premises. I also realize that I may be denied the privilege of attending future games.

## **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey that reveals information concerning:

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

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from student for the purpose of marketing for commercial purposes or for selling that information (or otherwise providing that information to others for the purpose).

The Superintendent is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of student in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled. (BOE Policy 2416)

## **AROUND THE BUILDING LOCKERS**

Each student is assigned a hallway locker. Students are to use only the locker that has been assigned to them and only the

built-in combination lock –DO NOT SHARE! Lockers should be kept clean at all times. Leave non-essential valuables at home. Report damaged lockers to the main office. Lockers are school property and are under the jurisdiction of school personnel. They are NOT the personal or private property of any individual and carry no expectation of privacy for the students who occupy them.

1. The school is not responsible for any missing property.
2. The administration reserves the right to inspect any locker.

## **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.

## **FINES FOR MISUSE OF SCHOOL PROPERTY**

In accordance with Section 3313.642, Revised Code of the State of Ohio, the following policy is in effect:

- A. Students and their parents are liable for payment of loss, damage, or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and school buildings.
- B. A fine will be assessed against any pupil to cover the cost of replacement or repair for such loss or damage.
- C. Any student who is responsible for the loss or destruction of a textbook will be requested to reimburse the school at the current replacement cost of that textbook. If the textbook has been in use in our district for over five years, the student will be asked to reimburse the district at 50% of the replacement cost.
- D. Grades and credits may be withheld by the principal until the fine is paid.
- E. Any student who is responsible for the loss or destruction of a computer will reimburse the school at the purchase price of the computer, subject to a 35% annual depreciation.

<b><u>YEAR</u></b>	<b><u>PERCENT</u></b>
1	100%
2	65%
3	42%
4	27%
5	18%
6	12%

## **SIGNS AND POSTERS**

Any student or group wishing to display signs or posters in the building MUST obtain permission from the Main Office.

## **VISITORS**

All visitors to the middle school must sign-in and obtain a Visitor's Pass from the main office. Alumni and students from other district buildings may visit after 2:50p.m.

## **PROHIBITED ITEMS**

To provide a safe environment free from disruptions to the educational process, students are not encouraged to bring the following items to school: cell phones, cameras, any form of music playing or listening devices and other non-educational items such as laser pointers. Use in classrooms and study hall may be permitted per teacher/supervisor discretion.

Discipline consequences will be issued for the disruption. This will be an after school detention. BBHMS can not be held responsible for lost or stolen devices/these items should be clearly and securely marked for identification.

## **TEXTBOOKS**

The Board of Education supplies all textbooks. When books are issued by the teacher at the beginning of the year, their general condition is recorded. When books are collected at the end of the year, a charge may be made if they are damaged, if they show excessive wear, or if they are lost. All textbooks MUST be covered throughout the entire year. Students are responsible for the care and condition of their textbooks. They must report any lost or stolen book to their teacher immediately.

## **COMPUTERS**

The Board of Education supplies computers for student use to enhance and support learning. Computers may be assigned to students for their use throughout the year. Students are responsible for the care and condition of their computers. They must report any lost or stolen computers immediately. Insurance programs are available and recommended to cover accidental damage.

Technical support is provided in the media center before school and during lunch.

## **STUDY HALLS**

The following standards exist in all study halls throughout the day:

- Students are to be in their seats when the bell rings.
- Students must ask for permission to leave their seats or the room.
- Students must ask for permission to talk.
- Students must bring books/materials.
- Students will complete homework, study lessons, or read a book.
- Students will not pass/write notes or play games.
- Students are not permitted to eat or sleep.

## **MEDIA CENTER**

The MS Media Center is open to students during school hours for checking out books, independent study and to work on class projects. We are fully automated and utilize the internet, books, and a variety of media for gathering information. The media center's objectives are to provide a positive environment for learning, and to offer help in research and life-long skills by offering information resources and services to our students and staff. Students are encouraged to use the media center during

study halls. Books may be checked out for 3 weeks and renewed if needed. Fines will be assessed for overdue items and must be paid by the end of the quarter. Report cards at the end of year will be held until fines are paid in full.

## **CHEATING POLICY**

Any student who is caught cheating will receive consequences as determined by the teacher and/or administration.

## **NETWORK ACCEPTABLE USE AND SAFETY POLICY**

The Board of Education provides educational technology so students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes and utilizes online services to enhance the instruction delivered to its students. Board policies posted on the district website outline the use of the District's technology resources as well as students' personal communication devices when connected to the District's network or using services provided by the District. All students and parents are responsible for reading and understanding these policies. Violations of the provisions of the Acceptable Use Policy as adopted by the Board may include school consequences and / or revocation of Internet and / or technology privileges.

Violations of the Acceptable Use policy include (please note this list is not all-inclusive):

- attempts to circumvent or disable firewalls and other protection measures, including but not limited to the use of Tor software.
- hacking or other involvement in illegal online activities
- using, or attempting to access, another person's account
- cyberbullying, harassment or intimidation of any kind
- vandalism or use of the educational technologies in such a way that would disrupt its use by others. This includes but is not limited to uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass Network security and/or the district's technology protection measures.
- any other behavior or technology use which is in violation of the Student Conduct Code.

## **WASHINGTON DC TRIP PRIVILEGE**

The Washington D.C. trip is a privilege for students who demonstrate good citizenship and behavior in school. A student will lose the privilege of attending the Washington D.C. trip as a result of incurring two or more days of Out of School Suspension, two or more days of In School Assignment, or two or more Saturday School detentions; or any combination of OSS, ISA and/or Saturday detention. All school rules are in effect during the duration of the trip.

**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:

- hats or other head coverings
- sun glasses
- tank tops or bare midriff clothing
- transparent or spandex clothing
- sagging pants below the hip bone
- sweat pants or exercise wear (yoga pants), pj bottoms
- clothing that displays reference to tobacco products, alcoholic beverages, drugs or other illegal items
- shorts over leggings that are not fingertip length.
- clothing that depicts violence or is associated with gang activity
- clothing that contains sexual innuendo
- wallet chains; heavy or oversized jewelry worn around the neck, wrist, or waist
- clothing with holes, tears or frays
- any non-natural looking hair coloring
- all outerwear must cover underwear
- Skirts and dresses shorter than mid-thigh (fingertip length).
- Pencil skirts

**or other attire/fashion deemed inappropriate by the administration**

Shorts will be permitted from the first day of school through October 31 and from April 1 through the end of the school year. The length of shorts shall be no shorter than mid-thigh (fingertip length). Inappropriate shorts include (but are not limited to):

- athletic shorts
- sweat shorts
- boxer shorts
- cut-offs, torn or unfinished hem shorts

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. Students who violate the dress code will be referred to the Assistant Principals’ Offices. Attempts will be made to secure appropriate clothing from home. Violators of the dress code will be disciplined according to the ladder below:

1 <sup>st</sup> violation	warning
2 <sup>nd</sup> violation	1 office detention
3 <sup>rd</sup> violation	1 office detention
4 <sup>th</sup> violation	2 days of office detention
5 <sup>th</sup> violation	Saturday detention
Further Violations:	Consequences assigned by administration

**Same dress code expectations apply for socials, canteens, school concerts and field trips.**

**HALLWAYS/RESTROOMS**

Students must have a planner/utility pass to be in the hallways during class time.

**MAIN OFFICE/PHONES**

Items dropped off for a student should be taken to the main office with the child’s name and grade listed. Classrooms will not be interrupted to inform a student they have an item in the office. It is the responsibility of the student to check in the main office. Items not claimed in the main office will be announced during the lunch periods. Students are to use the main office phone only in cases of emergency.

**DISCIPLINARY ACTIONS**

There will be occasions when student actions and/or behavior warrant assigned detention time or other disciplinary consequences.

**TEACHER DETENTIONS**

This is one method that teachers use to change inappropriate behavior, assignment/s not completed, or any other type of classroom infraction. The student will have his/her parent sign the notice and return it to the teacher the next day. The student will then stay with that teacher for the amount of time specified on the detention slip.

If this form of discipline does not change the behavior, then a referral to the assistant principal’s office will be made.

**OFFICE DETENTIONS**

Detention is a supervised period assigned to students due to inappropriate behavior or disregard for regulations. The detention period is held at the end of each school day, except on Fridays and lasts forty minutes. No talking is permitted during this period. Transportation home after detention is the responsibility of the student and his/her parents. Students who skip detention will be assigned an additional day in detention. If the student chooses to skip the same detention for the second time, it will become a Saturday detention. The detention slip must be returned, signed by a parent or guardian.

**SATURDAY DETENTION**

Saturday detentions assigned by the Building Administrator, are held on scheduled Saturdays at the High School and run from 8:00 A.M. to 12:00 P.M. Students are expected to bring school work or appropriate reading material to these detentions. Saturday detentions are issued for more serious offenses and/or repeated offenses.

**CONSEQUENCES FOR REPEATED DETENTIONS:**

- The fifth (5<sup>th</sup>) office detention will result in one (1) Saturday detention.
- The tenth (10<sup>th</sup>) office detention will result in one (1) Saturday detentions.
- The fifteenth (15<sup>th</sup>) office detention will result in one (1) day in-school assignment and one (1) Saturday detention.
- For every 5<sup>th</sup> detention after that, the student will be sent to administration.

## **STUDENT CONDUCT CODE**

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 employee or official, or the property of such employee or official.

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. If, at the time a suspension is imposed, there are fewer than ten (10) school days remaining in the school year, in which the incident which gives rise to the suspension takes place, the Superintendent or his/her designee may apply any remaining part or all of the period of the suspension to the following year.

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.

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

1. **Tobacco**: The use or possession of tobacco products or 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.
2. **Gambling**: Students shall not participate in games of chance for money or other stakes, bookmaking, wagering, or any other form of gambling.
3. **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.
4. **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.

5. **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.
6. **Disruption of School**: Students shall not use violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any mission, process, activity, or function of the school.
7. **Use of Flame Producing Devices**. The unauthorized use or possession of matches, lighters, or any other flame producing device on school property is prohibited.
8. **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.
9. **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.
10. **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.
11. **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.
12. **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.
13. **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.
14. **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.
15. **Fighting**: Fighting among two or more students is grounds for suspension.

16. Harassment: 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; or intimidation and/or threats to an individual or group. This includes publication or distribution of materials meeting this description.
17. Assault: No student shall cause, attempt or threaten to cause physical injury to any person on school property or any school event.
18. Extortion: Students shall not solicit money or objects of value from other students for any reason.
19. 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 “look outs.”
20. 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.
21. 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.
22. 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.
23. 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.
24. Gross Misconduct/Repeated or Flagrant Violations: Gross misconduct or repeated or flagrant violations of any school rule may result in suspension.
25. 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.
26. Repeated Tardiness to class or school
27. 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.

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) may subject the offender to expulsion for up to one year. Additionally, violations of the weapons in school policy may result in expulsion of up to one (1) year. The Superintendent or his/her designee may reduce the one (1) year expulsion on a case by case basis for reasons relating to the age of the student, previous offenses, the students disability, or for individual circumstances. This list is not all inclusive.

### Misconduct for which Expulsion may be Imposed

28. Assault: To cause or attempt to threaten or cause physical injury to any person is grounds for expulsion.
29. 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.
30. 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.
31. 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 drugs authorized by a medical prescription from a licensed physician, except for asthma

inhalers. 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 alike” 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.
32. 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.
33. Arson/Attempted Arson/Possession of Incendiary Device: Setting fires or the use or possession of any incendiary device is prohibited.
34. 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.

35. Harassment: 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; or intimidation and/or threats to an individual or group. This includes publication or distribution of materials meeting this description.
36. Violation of the Tobacco Policy: A student who violates the tobacco policy for the third time is subject to expulsion.
37. 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 suspendable conduct after having served an out-of-school suspension.
38. 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 is grounds for expulsion from the Brecksville-Broadview Heights City School District.
39. Violation of Local, State or Federal Laws: Any act that would be a criminal offense when committed by an adult 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 2506.01.

#### **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 five (5) 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.
4. When a student is expelled for the following reasons and is 16 years of age or older, 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. Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is a district employee.
5. Within one (1) school day after the hearing, should an expulsion be invoked, the Superintendent shall mail written notification to the parent, guardian or custodian of the pupil and the Treasurer of the Board of Education of the expulsion with the issuance of a summary of the expulsion hearing. The notification must include the reasons for the expulsion; the rights of the pupil, parent, guardian, or custodian to appeal to the Board of Education or its designee; the right to request that the Board hearing be held in public or executive session; and the right of the pupil, parent, guardian or custodian to be represented at the appeal hearing. The request to appeal must be made within five (5) school days of the issuance of the summary of the expulsion hearing, and shall be in writing and submitted to the Board of Education.
6. At the appeal hearing, the pupil, parent, guardian or custodian shall have the right to representation; the right to request that such hearing be in executive session, and the right to be heard against the expulsion.

7. The Board of Education shall act on the expulsion only at a public meeting. The Board may have legal counsel at the hearing. The Board, by majority vote of its full membership, or its designee may affirm the order of expulsion or may reinstate such pupil or otherwise reverse, vacate or modify the order of expulsion.
8. The Board of Education or its designee shall make a verbatim record of hearings held under this provision. The decision of the Board of Education or its designee is further appealable to the Court of Common Pleas under provision of Chapter 2506 of the Ohio Revised Code.
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. Any Superintendent expelling a pupil under this section for more than twenty days or for any period of time if the expulsion will extend into the following semester or school year shall, in the notice required under this provision, provide the pupil and his/her parent, guardian or custodian with the information about services or programs offered by public and private agencies that work toward improving those aspects of the pupil's attitudes and behavior that contributed to the incident that gave rise to the pupil's expulsion. Such information shall include the names, addresses, and phone numbers of the appropriate public and private agencies.
11. High school credit and credit under joint enrollment post-secondary programs may be denied for the period of any expulsion. Notice of the expulsion will be sent to any college in which the expelled student is enrolled.
12. Notice of any expulsion for violations of the dangerous weapons policy shall be sent to the Registrar of Motor Vehicles and the Cuyahoga County Juvenile Judge.

**EMERGENCY REMOVAL 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.

1. 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 on 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.

### **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 the 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.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or sexual nature which may violate the security, dignity, self-worth, safety, or the ability to work in an environment free of sexual harassment.

Sexual harassment may include, but is not limited to:

1. Unwelcome sexual flirtations, touching, advances, or proposition
2. Verbal or physical abuse of a sexual nature
3. Graphic or suggestive comments about an individual's dress or body
4. The use of sexually degrading words to describe an individual
5. Displaying sexually aggressive objects or photographs
6. Sexually explicit or obscene jokes

#### **Reporting and Investigating 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 has occurred should promptly report the incident:

- A. (For Students reporting) to his/her principal, other administrator, school counselor or teacher.
- B. (For Employees reporting) to his/her building principal; for employees in the Maintenance Department, Transportation Department, or the Education Center, to the Assistant Superintendent. 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.

#### **BULLYING**

The Board of Education prohibits acts of harassment, intimidation, or bullying. The School District is committed to providing a safe, positive, and productive 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.

Any student or student's parent/guardian who believes s/he has been or is the victim of harassment, intimidation, or bullying should immediately report the situation to the building principal, assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official.

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

### **ATHLETES Addendum 8-28-97**

#### **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 having 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 athletic, 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, administrator, 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, condition, 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, the student is subject to participation of the Insight Program and/or denial of participation in all extracurricular and/or athletic programs.