



Hilltop Elementary School
24525 Hilltop Drive
Beachwood, OH 44122
Phone: 216-831-7144
Fax: 216-292-4236

**Hilltop Elementary School
Student & Parent Handbook
2025-2026**

Our Mission: To develop intellectual entrepreneurs with a social conscience

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Dr. Josephine Chan
Rini Ghosh
Wendy Leatherberry

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India Jackson

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216-464-2600

Staff Directory.

www.beachwoodschoools.org/ContactUs.aspx

Transportation Department.

(216) 464-6609

Frequently Asked Questions.

What grades does Hilltop Elementary serve?

Hilltop Elementary serves students in grades 3-5.

What are the school hours?

School hours are from 7:30 a.m. to 2:35 p.m. On Wednesdays, there is a delayed start, with school opening at 8:20 a.m. and dismissing at 2:40 p.m.

How do I contact the school's main office?

Telephone: (216) 831-7144

Principal: Amy Pinney, apinney@beachwoodschoools.org

Secretary: Sherita Simon, ssimon@beachwoodschoools.org

Where is Hilltop Elementary located?

The school is located at 24524 Hilltop Drive, Beachwood, Ohio 44122.

Attendance & Policies

What is Hilltop's attendance policy?

Hilltop Elementary places a strong emphasis on regular attendance, as it is vital for effective learning and is mandated by the State of Ohio. If your child is going to be absent, please report the absence to the school's main office by calling (216) 831-7144 by 8 a.m. on the day of the absence. Students late to school are required to report to

the office before joining their class. Additional details about Hilltop's attendance policies are outlined in the student handbook.

Can I request a planned absence for my child?

Yes, parents should discuss planned absences with the principal for necessary arrangements.

Where can I find the school handbook or other important policies?

The school handbook and policies are available on the Hilltop Elementary website.

Does the District provide bus transportation?

Yes, Beachwood Schools provides transportation for students. You can obtain the transportation schedule and routes by contacting the District's transportation office at (216) 464-6609.

Does the school have a lunch program?

Beachwood City Schools follows the National School Lunch Program, which consists of five components: 1) Meat/Meat Alternative; 2) Grain; 3) Fruit; 4) Vegetable; and 5) Milk. Students must take three of the five components, one of which must be a fruit or vegetable. Fresh fruits and vegetables selections are offered daily at all schools. All items sold meet the United States Department of Agriculture Nutritional Standards for "All Foods Sold in Schools."

How do I apply for free or reduced lunch?

Information about how to apply for free or reduced lunch is available on the Beachwood Schools Nutrition Services website.

What should I do if my child requires medication during school hours?

If your child needs prescribed medication during the day, make sure you submit the required form to our school nurse and provide the medication in its original container. For non-prescribed medicines, a parental authorization is essential. Students can also carry specific emergency medications with the proper permissions in place. Check the student handbook for additional information on medication.

What is Hilltop's policy on colds, flu, and other illnesses?

We ask parents not to send their children to school if they've shown symptoms such as a fever of 100°F or more in the last 24 hours, vomiting, diarrhea, rashes, or other specified symptoms. If a child exhibits these symptoms at school, we'll contact parents for pickup. Please review the student handbook for more information about our policies on when to keep your child home.

What is the school's approach to Positive Behavioral Interventions and Supports?

Positive Behavior Interventions and Supports (PBIS) at Hilltop Elementary emphasizes teaching and encouraging appropriate behavior through district-wide expectations. The behavior matrix located in the [student handbook](#) outlines expected behaviors in various school areas.

Does Hilltop offer after-school programs or clubs?

Hilltop provides an array of after-school clubs that cater to diverse student interests. To accommodate families, we offer convenient after-care and late bus services, ensuring that all Hilltop students have the opportunity to engage in enriching activities beyond regular classroom hours. These clubs are designed to foster learning and growth in a supportive and stimulating setting. For detailed information on our clubs and activities, please refer to our [Clubs & Activities](#) webpage.

Are there opportunities for my child to join a youth sports team?

At Beachwood Schools, elementary students are encouraged to participate in youth sports teams available throughout the year. These programs are designed to promote physical fitness, team spirit, and healthy competition among young students. For comprehensive information on available sports, registration details, and schedules, please visit our [Bison Athletics page](#).

Hilltop Daily Schedule.

[Daily Schedule](#)

Students may enter Hilltop no earlier than 7:20 am. Students shall exit Hilltop no later than 7:35 am unless the student is required to be in the building for other school purposes such as co-curricular or extra-curricular activities.

Fines for Lost, Damaged, or Destroyed School Property.

The District shall impose fines for:

- failure to return, or for the loss, damage, or destruction of, school apparatus, equipment, musical instruments, library material, uniforms, and textbooks provided by the District
- damage to school buildings.

Fines will be reasonable, seeking only to compensate the school for the expense or loss incurred. The late return of borrowed books or materials from the school libraries or other school property will be subject to a fine. Returns of school property will not be accepted after the start of the following school year, and fines will not be waived or refunded in whole or part when a student attempts to return school property after the start of the following school year.

Parents will be responsible for paying these fines using the Infinite Campus Portal.

Failure to pay a fine may result in the withholding of grades and credits until such time as the outstanding fees are paid in full.

Sponsored Clubs and Activities. The school provides students the opportunity to broaden their learning through various co-curricular activities. A co-curricular activity may be taken for credit, required for a particular course, and/or contain school subject matter. The following co-curricular activities are taught by a staff member:

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

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

All school rules including the Student Code of Conduct apply during non-sponsored club/activity events and gatherings. Participation in any fraternity, sorority, or other secret society is not permitted. Non-sponsored clubs/activities shall not be permitted to use the name of the school or school mascot or logo on any materials or information.

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

Greenhouse Club, Comic Book Club, Mathletes, Intermurals, MAC Scholars, Art Club, Junior Olympics, Student Council, and Outward Boundless.

Use of Cell Phones During the School Day

Students shall be prohibited from using a cell phone except with the permission of the Principal or his designee.

Bullying, Harassment, and Intimidation

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

“See Something, Say Something” & Duty to Report

All students shall report to the Principal or any other school representative known or suspected discrimination, harassment, or retaliation occurring on school property or in connection with school activities. All students shall report to the Principal or any other school representative known or suspected weapons on school property or any other dangerous situation on school property or occurring in connection with school activities.

Anti-Discrimination and Anti-Harassment

The district does not tolerate discrimination or harassment on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information ("Protected Classes"), or any other legally protected category, in its education program and activity. It is the policy of the Board of Education to maintain an education environment that is free from all forms of unlawful discrimination or harassment. This commitment applies to all School District operations, programs, and activities. The Beachwood City School District Board of Education does not provide preferential benefits to a particular person or group based on race, color, national origin, or another Protected Class in its operations, programs, and activities and does not exclude anyone from, or otherwise disadvantage anyone in, the district's operations, programs, and activities based on race, color, national origin, or another Protected Class.

All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of discrimination or harassment. All reports shall be reported directly to the Principal or:

India Jackson

Director of HR

Anti-Discrimination/Harassment Coordinator, and Title IX Coordinator

ijackson@beachwoodschoools.org

216-464-2600

Positive Behavioral Interventions and Supports (PBIS)

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

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

BEACHWOOD

Honorable

Encouraging

Accountable

Respectful

Determined

Many Cultures,  One Bison

School Behavior Matrix

	Honorable	Encouraging	Accountable	Respectful	Determined
Arrival / Dismissal	Enter and exit on time	Make the most use of time in class	Come prepared and ready to learn	Greet and engage peers and staff	Arrive/exit quietly and efficiently
Hallway / Stairway	Report to class on time	Be alert Do not block walkways	Keep the hallways clean	Keep noise at an acceptable level No running	Socialize with peers Staff members while on your journey to class
Cafeteria	Be prepared with your selections Have money ready	Speak with peers and involves others	Clean up after yourself	Keep noise at an acceptable level	Use your time wisely and have fun
Auditorium/ Gym	Enter, sit, and exit with dignity	Express gratitude of all presenters	Keep your space clean and sit properly	Applaud and communicate appropriately	Listen and process the information being provided
Restroom	Use the break time wisely	Try to get back to class	Appropriate behavior in the	Keep the restroom clean	Limit usage to avoid missing

		quickly	restroom		instruction
Bus	Report to the bus on time	Actively listen to the driver and peers on the bus	Keep the bus clean Keep aisle ways open	Use appropriate language and respect personal space	Enter/Exit and sit down in a timely manner
Classroom	Create, maintain, and respect an environment conducive for learning	Ask relevant questions and give meaningful input	Have all needed materials	Be kind to your teacher and peers	Follow all directions given by teacher Keep your classroom clean

Attendance

The educational program offered by this District is predicated upon the presence of the student in school on all instructional days and other periods of assigned instruction. Attendance on these instructional days and during other periods of assigned instruction is mandatory.

The parent/guardian of an absent student shall report the absence by 8:00 a.m. but in no event later than 10:00 am to provide an explanation. All absences shall be reported by calling Bryden at 216-831-3993. If making this call is impossible, the parent/guardian shall provide a written excuse to the Principal as soon as possible after the student's absence.

The Principal/designee shall make at least 1 attempt to contact the parent/guardian when a parent/guardian fails to initiate a telephone call or other communication notifying the school or Principal of the student's absence by 10:00 am.

The absence for a student who has been properly reported as absent by 10:00 am shall be recorded as an unexcused absence.

Attendance shall be taken at the beginning of every period. On any day with a non-period schedule, attendance shall be taken at the commencement of the school day. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.

Attendance need not always be within the school facilities. A student will be considered to be in attendance if present at the location to which they are assigned.

The Board shall consider each student assigned to a guided learning experience program to be in regular attendance as long as the student regularly reports to the staff member overseeing the course and demonstrates progress toward the objectives of the course.

The parent/guardian of each student who has been absent from school or from class for any reason, a written statement identifying the cause for each absence. Such statements may be investigated as needed.

The following factors are reasonable excuses for time missed at school:

The following factors are reasonable excuses for time missed at school:

- personal illness (a written physician's statement verifying the illness may be required)
- appointment with a health care provider
- 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)
- religious expression days, up to three (3) of which may, after approval by the principal in accordance with this policy, permit the student to be absent without any academic penalty
- out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student.
- such good cause as may be acceptable to the Superintendent
- medically necessary leave for a pregnant student in accordance with [Board Policy 5751](#)
- service as a precinct officer at a primary, special or general election in accordance with the program set forth in [Board Policy 5725](#)
- college visitation
- absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
- absences due to a student being homeless

See [Board Policy 5200](#) for more information.

Excessive Absences

When a student is absent from school with combined non medical excused absences and unexcused absences in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, that student is considered excessively absent from school. Religious expression days that have been approved by the Principal under [Board Policy 5200](#) will not be considered for the purpose of determining whether a student is excessively absent. The school shall notify the child's parent/guardian of the child's absences, in writing, within 7 school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action may be taken.

A student may have an excused absence for medical reasons, such as personal illness

or medical visit, subject to the following rules. A student may have up to ten (10) medically excused absences without a doctor's note, but with a phone call from a parent/guardian. This policy will be extended beyond ten (10) days if the student or someone in the student's family is in quarantine due to a recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic. A medical excuse for personal illness will be accepted in the form of a doctor's note within five (5) school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit.

The following "medical excuses" will not count toward a student's excessive absence hours: (1) personal illness; (2) illness in the family necessitating the presence of the child; (3) quarantine of the home; (4) health care provider appointments (doctor, dentist, mental health provider, etc.); (5) death in the family; or (6) other set of circumstances the Superintendent deems on a case-by-case basis to be a good and sufficient cause for medical absence from school.

Absence Intervention Team

Within 10 days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team.

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

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist or counselor.

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

public children services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.

Tardiness

If a student is late to school, they must report to the attendance office before going to their first assigned location and must sign in upon their arrival.

Tardiness will be considered excused if the reason for the tardiness is one of the reasons recognized for excused absence. All other tardiness shall be considered unexcused and subject to the following disciplinary consequences:

- On the 3rd unexcused tardiness in a semester: 1-morning detention
- On the 6th unexcused tardiness in a semester: 1-morning detention
- Any additional unexcused tardiness in a semester: Out of school suspension

Arriving late to class when a student has been present in the building will be considered a "cut." Students arriving more than twenty (20) minutes after the start of a class period will receive an unexcused absence for that class.

Vacations During the School Year

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

Early Dismissal

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

Parents/guardians should make every attempt to schedule appointments after school whenever possible, but students may obtain an early dismissal for one of the following reasons:

- Doctor/dental appointment
- Court appearance
- Driving test
- Religious observance
- Family emergency
- Personal illness
- College admissions interview

- Such good cause as may be acceptable to the Principal

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

Homebound Instruction

The Principal/designee may arrange for instruction at home for students who are unable to attend school for 10 or more consecutive days because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation from a physician of the student's condition.

Progress Reports

Progress reports will be released to Infinite Campus at the end of each quarter.

Emergency Closing and Delays

If the school is closed or delayed due to inclement weather or other conditions, the School will notify local radio and television stations. Information concerning school closings or delays can also be found on the School's website at www.beachwoodschoools.org. Parents/guardians will also be notified of school closings or delays by a recorded telephone message or text alert delivered to the phone number provided to the district.

Student Valuables

Students shall not bring valuable items to school, such as jewelry, expensive clothing, electronic equipment, and the like. The district shall not be responsible or liable for any loss or damage to student valuables or other student property.

Visitors

Every visitor to a school shall register at the Main Office with valid governmental identification as a condition of entry. Failure to comply with this requirement may be grounds for denial of entry and a directive to leave school property. Interfering with or disturbing the educational process and school operations will not be tolerated, and school officials may contact law enforcement for assistance. See [Board Policy 9150](#) for more information.

Teachers contacted by a person wishing to observe a classroom shall not make any arrangements for the requested observation but instead refer the requesting person to the Principal.

Building Volunteers

Certain programs and activities may be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to the students and staff. All volunteers shall always display appropriate behavior in the school environment. Volunteers may be required to submit to a background check and take courses as may be required by the Ohio Department of Education. Interested parties should contact the

Principal for more information regarding volunteer opportunities. See [Board Policy 8120](#) for more information.

Safety

The safety of everyone in the building and on school grounds is one of the district's most important priorities. Everyone involved with the school has the responsibility to notify the school administration of any person or condition that may cause a threat to school safety.

Student safety is the responsibility of both students and staff. Staff members shall be 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. During and after school hours, staff shall question anyone in the building not wearing a building pass or not recognized. Portions of the building not needed after school days will be closed.

The outside doors to the school building are locked during the school day. All visitors must enter the school building through the front doors and report to the main office and follow the district's visitor rules and restrictions ([Board Policy 9150](#)).

Emergency Medical Authorization

All students shall have an emergency medical authorization completed and signed by a parent/guardian on file with the district. Students with specific health care needs should deliver written notice to the Main Office about such needs along with physician documentation. Completed emergency medical authorizations are a condition for participating in any school-related activity off school grounds, including field trips, spectator trips, athletic activities, other extracurricular activities, and co-curricular activities. Emergency medical authorization forms will be provided at the time of enrollment and also at the beginning of each school year thereafter.

Fire, Tornado, and Safety Drills

The School complies with all safety laws and will conduct drills in accordance with State law. Safety drills will be conducted at least once each school year. The school will provide specific instruction on the appropriate procedures for all safety drills.

Injury

If a student sustains any injury during the school day or at any school-related activity, that student shall report the injury to the Main Office. If the student's injuries are minor, the student will be attended to and may return to class. If the student's injuries are significant, the Main Office will follow applicable emergency procedures and also attempt to make contact with the student's parent/guardian. In the event of an accident, the student will be requested to complete an [Accident Incident Form](#).

Illness

A student who becomes ill during the school day should request permission from the classroom teacher to report to the Main Office. An appropriate adult in the Main Office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

Health Screenings

In accordance with Ohio Department of Health requirements and guidelines, school health staff conduct periodic health screenings to detect abnormalities in hearing, and vision. Health screenings may also be conducted when a concern arises. A permission slip will not be sent home for parent permission in advance of the screening. Parents may opt out by completing and submitting the [vision and hearing waiver form](#) each school year.

Control of Direct Contact Communicable Diseases

The School may remove or isolate a student who has been ill or exposed to a communicable disease or highly transient pest, such as lice. The school will follow applicable directives from governmental health authorities.

Medications

Please see [Board Policy 5330](#) for more information. Before any prescribed medication (i.e., a drug) or treatment may be administered to any student during school hours, a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent/guardian [Form \(Form 5330f1\)](#) must be submitted to the Main Office.

Before any non-prescribed medication or treatment may be administered, prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication ([see Form 5330F1a](#)) must be submitted to the Main Office.

Forms must be completed every year using the Infinite Campus Parent Portal. These documents shall be kept in the office of the school nurse and made available to the persons designated by this policy as authorized to administer medication or treatment.

Students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from the student's parent and physician, and has submitted this [Form \(Form 5330f3\)](#) to the Principal and school nurse.

Students shall be permitted to carry and use, as necessary, an epinephrine auto injector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and the student's parent/guardian if the student is a minor, and has submitted this [Form \(Form 5330f4\)](#) to Principal and school nurse.

The parent/guardian or the student shall provide a backup dose of the medication to the

Principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a other school employee at school or at any of the covered events, the school official shall immediately request assistance from an emergency medical service provider (911). Students with diabetes who are authorized to attend to their diabetes care and management may do so in accordance with [Board Policy 5336](#).

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

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

Keeping Your Child at Home

The school asks that you not send your child to school if any of the following symptoms or conditions were present in the last 24 hours.

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

The district will contact a parent/guardian to ask that their child be taken out of the school environment if your child experiences any of the symptoms or conditions listed above during the school day.

There are times when it may be difficult for a parent/guardian to determine whether their child is too sick to attend school. If a parent/guardian decides to send their child to school when they are on the borderline of being ill, a parent/guardian should have a backup plan if your child's condition worsens at school. Please call the school or send a note to the Main Office to let them know of this circumstance and where you can be contacted that day.

Dress and Grooming

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

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or degrading, or that advertise drugs, alcohol, tobacco, or any illegal activity for minors. Dress or forms of grooming that disrupt efficient school operations are prohibited. Shoes must be worn at all times for health and safety reasons.

Students who are representing the school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to students who are involved in extracurricular activities.

Students are not permitted to wear any of the following items in school:

- Hats with brims, hoods, or sweatbands
- Slippers or pajamas
- Hair set in curlers, etc.
- Undergarments worn as outer garments
- Sunglasses unless for medical reasons
- Costumes or extra items (such as towels, capes, etc.)
- Clothing or accessories with dangerous metal studs or spikes including chains
- All tank tops
- Tops that are low-cut in the front and/or back
- Transparent garments, open mesh garments, spandex or garments with large open sides without an undershirt
- Boxer shorts, biking shorts, or compression shorts cannot be worn solely as pants. Shorts should be student's fingertip length or longer.
- No crop tops or exposure to students' midriffs

If you have any doubt that a specific article of clothing or accessory does not meet the standard set forth in this dress code, do not wear it. Students who do not meet the standard of dress will be referred to the appropriate administrator. The student will contact a parent to request a change of clothing. If a parent cannot be reached or is unable to bring a change of clothes and the dress code infraction is disruptive to the educational environment, the student may be assigned to the in-school suspension

room for the remainder of the day. Repeated failure to meet the standard of dress will result in disciplinary action. Not all circumstances are necessarily covered by this dress code. Both the degree to which the student's dress fails to meet the dress code standard and the course of action to correct the dress code infraction is at the discretion of the administrator.

Lunch Program

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program and National School Lunch Act. These criteria are issued annually by the Federal government through the State Department of Education. Please contact the Main Office for more information.

Protection and Privacy of Student Records

Except in limited circumstances as specifically defined in State and Federal law, the District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

The District will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained.

Directory information may be released without consent unless the student's parent/guardian completes an OPT-OUT FORM (available from the Principal). Directory information includes a student's name; address; telephone number; photograph; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received.

For further information about the items included within the category of directory information and instructions on how to prohibit its release parents may consult the District's annual Family Education Rights and Privacy Act (FERPA) notice which can be found on the District's website (www.BeachwoodSchools.org/PublicNotices.aspx).

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/face

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

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

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

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

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

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

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

Beachwood City Schools Communication Standards (Revised 5-22-24)

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

COMMUNICATION STANDARDS

- **Listen actively to understand.** Fully concentrate on, try to understand, and

thoughtfully respond to what is being said, both verbally and nonverbally, in hopes of achieving mutual understanding across different points of view.

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

PRACTICES AND PROCEDURES

Responsibility to Uphold Standards:

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

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

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

Responsibilities of those in leadership positions:

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

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

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

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

How to Address Missteps:

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

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

Reporting:

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

English Language Students

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

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

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

Special Education Services

The Board of Education is committed to providing a free, appropriate public education (FAPE) to children with disabilities identified in accordance with applicable State and Federal laws, rules, and regulations. This includes students who are confined to community corrections facilities or juvenile detention centers. The District shall provide

students with disabilities the services to which they are entitled pursuant to their individualized education programs (IEPs) and in accordance with the Operating Standards for Ohio Educational Agencies Serving Children with Disabilities, including Child Find and Evaluation requirements. Students with disabilities who are in adult county jails shall continue to receive FAPE during incarceration, subject to their continued eligibility for services and subject to exceptions related to security and safety.

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

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

Gifted Identification and Services

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

"Gifted" students perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment. Annually, children who are gifted are identified by professionally qualified persons using a variety of assessment procedures. The Board encourages efforts to provide services for the children who are gifted as an integral part of the total kindergarten through grade 12 program.

Field Trips

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

student who is not in good standing may be denied participation in any non-curricular field trip. A non-refundable fee may be charged to students for a field trip. Students may be prohibited from attending field trips for any of the following reasons:

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

Bus Conduct

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

Prior to loading (on the road and at school) each student shall:

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

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

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

Exiting the school vehicle each student shall:

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

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

Disciplinary Consequences

A major component of the educational program is to prepare students to become responsible by learning how to conduct themselves appropriately in the school setting in accordance with established standards. Students are expected to abide by federal, state and local law, Board policy, and the Student Code of Conduct. Violations of these standards may result in disciplinary action, and suspected criminal activity shall be promptly reported to law enforcement.

It is the responsibility of students and school staff to maintain a school environment that allows: all students the opportunity to learn and to feel safe and welcomed, students and school staff to function without disruption, and staff to interact effectively with students. Students are expected to: conduct themselves in a way that maintains a safe, friendly, efficient learning environment; act courteously to adults and fellow students; be prompt to school and attentive in class; work cooperatively with others; complete assigned tasks on time and as directed. The Student Code of Conduct applies to all students attending school-sponsored activities events on campus or off-campus and while utilizing school-provided transportation.

Any disciplinary consequences will be administered consistent with Board Policy and applicable law.

Discipline of Students with Disabilities

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

Suspension of Transportation Privileges

When a student is being considered for suspension of transportation privileges, the Principal will notify the student of the basis of the intended suspension and provide an opportunity to the student to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the Principal will decide whether to suspend the student's transportation privileges for all or part of the school year. If a student's transportation privileges are suspended, the student and their parent/guardian will be notified, in writing within 1 day, of the reason for and the length of the transportation privileges suspension. See [Board Policy 5610.04](#).

