

2025-2026

**BCSD**

Berea City School District

**EXCELLENCE • INTEGRITY • PURPOSE**

Serving Berea, Brook Park and Middleburg Heights

**Berea-Midpark  
Middle School**  
*handbook*



## introduction

Dear Parent/Guardian,

It is a pleasure to welcome you to a new school year. Our teachers and staff look forward to ensuring that our students learn and grow in a safe and supportive environment. Your involvement and support will go a long way in helping make this a successful school year!

This handbook was developed to answer many of the commonly asked questions and to provide specific information about certain board policies and procedures. Let us know if you have any questions that are not addressed in this handbook.

Let's have a terrific year!

Sincerely,



Tracy L. Wheeler  
Superintendent

**Berea-Midpark Middle School**  
**7000 Paula Drive**  
**Middleburg Heights, Ohio 44130**  
**Office Hours: 7:30 a.m.–3:30 p.m., Monday-Friday**  
**216-676-8400-Main Office**  
**216-898-8309-5th Grade Direct Line**

Principal	Ms. Amanda Prok
Assistant Principal	Mr. Nicholas Hall
Assistant Principal	Ms. Lori Hurst
Assistant Principal	Mrs. Lynda MacQuarrie
Assistant Principal	Mr. Anthony Pulice

Athletic Hotline	216-898-8701
Attendance Line	216-676-0913
Transportation	216-898-8301

School Counselors  
Mrs. Larissa Collins  
Mrs. Lori Getz  
Mrs. Dawn Sansone  
Mrs. Kathryn Thompson

[Berea-Midpark Middle School Website](#)

[Berea City School District Athletic Website](#)

Berea City School District  
390 Fair Street  
Berea, Ohio 44017  
216-898-8300  
www.berea.k12.oh.us

Twitter @BereaCSD  
Facebook.com/BereaCSD

**Board of Education**

Cori Faris | President  
Richard Mack | Vice President  
Ana Chapman  
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Tiffany Stropko | Director of Personnel and Employee Relations  
Vicki Turner | Director of Information Technology



The Berea City School District is a diverse  
community dedicated to inspiring lives of  
**character,  
learning,  
leadership,  
and service.**

# GENERAL INFORMATION

*This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. The Policies and Guidelines are periodically updated in response to changes in law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was written. If any of the policies or administrative guidelines referenced herein are revised the language in the most current policy or administrative guidelines are available from the building principal and on the District's web site.*

*Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your building principal. This Handbook replaces all prior handbooks and other written material on the same subjects as of August 2025. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 2025.*

*This handbook includes a scope of jurisdiction for all Berea City School District activities, athletic events, extra curricular activities, field trips, bus stops, in the view of BCSD Property or if a student is under the purview of any BCSD employee.*

## EQUAL EDUCATION OPPORTUNITY

### [Berea City School District Policy 2260](#)

This District provides an equal educational opportunity for all students.

Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officers, The Director of Personnel, or the Director of Pupil Services, by calling 216-898-8300.

Complaints will be investigated in accordance with the procedures described in this handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## ATTENDANCE POLICIES AND PROCEDURES

### [Berea City School District Policy 5200](#)

**Berea-Midpark Middle School has a closed campus. No student shall leave the building at any time for any reason without permission. All students are expected to be in school and in all classes, and lunch on time, every day.** Regular school attendance is very important to ensure the continuity of a student's education. All students are expected to be in school each and every day unless ill or involved in a set of personal circumstances or family circumstances that constitutes a good and sufficient cause for absence as outlined in Ohio Revised Code and Board Policy.

The State Board of Education has adopted regulations governing excuses from future school attendance and past absence from school attendance within the framework of section 3321.04, Revised Code. These rules and regulations are binding upon the authorities empowered to issue excuses from school attendance.

### STUDENT ATTENDANCE RECORD

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

A student in grades nine (9) through twelve (12) shall be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such

absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

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

- personal illness (a written physician's statement verifying the illness may be required)
- 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)
- observation or celebration of a bona fide religious holiday
- 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 Policy 5751
- service as a precinct officer at a primary, special or general election in accordance with the program set forth in 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

One of the reasons listed above must be provided to the attendance office in order for an absence to be marked "excused", otherwise the absence will be marked unexcused for that day. Written documentation is required for a prolonged absence.

**If a student is absent for any reason, teachers should work with students to allow for make-up work.**

1. If a student is absent from school, the parent/guardian is responsible for calling the attendance office prior to 8:30 a.m. the day of the absence to give the reason for the absence. The Attendance Line is available 24 hours at 216-676-0913.
2. If the reason falls within the state guidelines (see Ohio State Board of Education Regulations) for an excused absence, the attendance office will mark the student "excused" for up to 10 days, or 67 hours. All other absences will be marked "unexcused".

### **HB 410 Attendance Guidelines**

(Ohio Department of Education)

Excessive Absences (Includes 'habitual truant absences below) School will notify parents within 7 days of meeting/exceeding these thresholds. a. Absent 38 or more hours in one school month with or without a legitimate excuse; or b. Absent 65 or more hours in one school year with or without a legitimate excuse.

Habitual Truant [ORC § 2151.011(18)] School will notify parent within 7 days of meeting/exceeding any of these thresholds

a. Absent 30 or more consecutive hours without a legitimate excuse;

b. Absent 42 or more hours in a month without a legitimate excuse;

c. Absent 72 or more hours in one school year without a legitimate excuse. HB 410 creates a new process for youth who are missing school and become a Habitual Truant.

- The school must notify the student’s parent, guardian, or custodian that the student is missing school.
- After this notification, the school can start utilizing interventions with the student as laid out in school policy.
- If the student continues to miss school, the school must refer the student to an absence intervention team to create a specific intervention plan for that student and work with the student for 60 days. This team must include an administrator, an individual in the school who knows the child personally, the student, and the student’s parent or guardian and can also include a school psychologist, counselor, social worker, and representatives of local public or nonprofit agencies that can provide services to the student.
- If the student does not comply with the plan or continues to miss school, they can be referred to the juvenile court to participate in a diversion program. If the program is not successful, then the student can be formally processed under truancy charges. However, formal filing in juvenile court must be a last resort.

No student is permitted outside the building during the regular school day without first having received authorized written permission from the attendance office or an administrator. School personnel must contact a parent and proper sign-out must occur before a student may leave the building to go home or to an appointment. Students outside the building without permission are considered truant and disciplinary action will result.

## **MAKE-UP WORK**

1. Students who have an absence from school are expected to make up the work missed during their absences.
2. A student will be given at least the same amount of time to make up the work as the student was absent from school.
3. A parent or student may request homework when an extended absence occurs. The request is made electronically by e-mail communication to the appropriate teachers. Please allow a minimum of 24 hours notice to obtain assignments.
4. An assignment made prior to an absence from school is due immediately upon the student’s return to school.

**Any exception to the above rules must be arranged with the teacher.**

## **ADVERTISING OUTSIDE ACTIVITIES**

Students shall not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within one school day of its receipt. Berea-Midpark Middle School has bulletin boards located throughout the building which may be used for posting notices. No postings are permitted without permission from the administration.

## **ALL-CALL SYSTEM**

Berea-Midpark Middle School utilizes an automated communication system that provides parents/guardians with immediate telephone notification of situations, such as school closings, updates of events, and emergencies. Families are responsible for making sure contact information in Infinite Campus is up-to-date throughout the school year.

## **ATHLETICS**

### **ATTENDANCE**

Any student participating in an athletic program must be present in classes all day on the day of the contest or practice in order to be able to participate. A student who is absent on Friday may practice or compete on Saturday. Exceptions to this requirement include field trips, other educational experiences, death in the immediate family, religious holidays, or absences approved by the principal.

### **ATHLETIC DEPARTMENT**

Athletic Opportunities for 7th & 8th Graders:

Fall	Winter	Spring
<ul style="list-style-type: none"> <li>● Cheerleading (Football)</li> <li>● Cross Country</li> <li>● Football</li> <li>● Volleyball</li> </ul>	<ul style="list-style-type: none"> <li>● Basketball (Girls &amp; Boys)</li> <li>● Cheerleading (Basketball)</li> <li>● Wrestling (Girls &amp; Boys)</li> </ul>	<ul style="list-style-type: none"> <li>● Softball</li> <li>● Track &amp; Field</li> </ul>

Southwest Conference regular season middle school ticket prices for football, volleyball, basketball, and wrestling:  
 General Admission – \$3 for Students and \$5 for Adults

### **ACADEMIC ELIGIBILITY**

All participants in athletic, extracurricular, or co-curricular activities must meet the following academic eligibility requirements.

The program is twofold, with a credit check and a minimum grade point requirement each 9 weeks. A probationary program may be available to those not meeting the minimum grade point requirements.

All participants in athletic activities must meet the following academic eligibility requirements.

### **PART ONE – OHSAA REQUIREMENT**

Students must have received passing grades in a minimum of five one-credit courses (grades 9-12), or the equivalent, in the grading period immediately preceding, to be eligible. Students must have received passing grades in a minimum of four courses (grades 7-8), in the grading period immediately preceding, to be eligible.

- A student becomes a member of an interscholastic squad, and thus establishes eligibility, when he/she participates in a contest (scrimmage, preview or regular season game).
- For eligibility purposes, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or because of the lack of sufficient courses passed during the preceding grading period.
- Semester or yearly grades have no effect on OHSAA eligibility.
- Students not meeting these minimum requirements will be ineligible for participation in athletic activities for the duration of the current 9-week period.

### **PART TWO - BEREA CITY SCHOOL DISTRICT REQUIREMENT**

The second requirement for academic eligibility is a 2.0 minimum grade point average for the grading period immediately preceding, for grades 7-12.

If a student in grades 7-12 has a grade point average that falls between a 1.5 and 1.99 they will be placed on an academic contract that will allow them to participate under probationary status. The student and parents or guardian will be notified. They will be given the opportunity to participate in a probationary program. This program will be established by the athletic director, the student's school counselor, and the student's teachers in order to remain eligible.

Areas to be considered for improvement are:

- Test grades
- Homework
- Class work/participation
- Attendance
- Attitude

Improvement must be evident on the student's interim report to remain eligible for the remainder of the current athletic season. **If the student and/or parents or guardian do not participate the student is considered ineligible.**

## **SPORTSMANSHIP CODE**

Spectators should be reminded and should keep in mind that athletes are friendly rivals as members of opposing amateur teams. They are expected to be treated as such. Spectators should be reminded, too, that the contest should be between the teams engaged in the competition and not between their supporters. Please reference the strict for specific details.

As a result of inappropriate spectator behavior, disciplinary actions could occur. The principal or designee has the right to deny attendance at any and/or all extra-curricular activities based upon the inappropriate behavior of the spectator.

## **APPOINTMENT TO SEE YOUR COUNSELOR**

Students wishing to see their school counselor must have an appointment scheduled with their counselor. Students can fill out a "request to see counselor" form. Parents should also make appointments to see the school counselor so the counselor can set aside time to meet with them.

## **CAFETERIA**

BMMS has 2 cafeterias - the 5th grade cafeteria and the main cafeteria for students in grades 6-8. Both cafeterias offer breakfast and lunch daily for all students. Free/Reduced lunch forms are available on-line. Contact Nutrition Services if you need assistance at (216)267-2142.

### **EXPECTATIONS OF LUNCH**

It is the expectation that students in the cafeteria are respectful, responsible, and safe.

- Students are expected to keep the cafeteria clean.
- All trays must be returned to the proper area
- Students must remain in the cafeteria during lunch.
- Outside vended food may not be delivered to the school at any time.

Students who fail to keep the cafeteria clean or behave properly will face disciplinary action, which may include clean-up of the cafeteria, being assigned specific eating locations, detention, alternatives to suspension, or other disciplinary action, or out of school suspension.

## **CELL PHONES / PERSONAL COMMUNICATION DEVICES (PO5136)**

### **[Board Policy 5136](#)**

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board of Education of the Berea City Schools has determined the use of cell phones by students during school hours should be limited.

The objective of this policy is to strengthen Berea City Schools focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

### **RESEARCH:**

Research shows that student use of cell phones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

We believe that limiting the use of cell phones during the school day will:

- increase academic performance and focus throughout the school day
- improve socialization skills
- increase employability skills by reinforcing "work-expected behaviors"
- reduce screen time
- reduce cyberbullying and other non-desirable, coordinated behaviors throughout the day

## APPLICABILITY:

This policy applies to the use of cell phones by students while on school property during school hours.

**Middle School:** Students shall not use electronic equipment during the regular school day (8:00 a.m. - 3:05 p.m.) without express permission of the adult supervising that location during that period.

**High School:** Students shall not use electronic equipment during the regular school day (7:20 a.m. - 2:20 p.m.) without express permission of the adult supervising that location during that period.

## USE OF CELLPHONES:

- **Elementary:** During the regular school day students are not permitted to use or have visible, any electronic communication devices (cell phones, headphones, iPod, etc.) unless specifically authorized for an educational or instructional purpose with the teacher's permission and supervision. Cell phones must be turned off and in student book bags during school hours.
- **Middle School:** Students shall not use electronic equipment during the regular school day (8:00 a.m. - 3:05 p.m.) without express permission of the adult supervising that location during that period.
- **High School:** Students shall not use electronic equipment during the regular school day (7:20 a.m. - 2:20 p.m.) without express permission of the adult supervising that location during that period.

**No student is ever permitted to use electronic devices to capture, record and/or transmit the words or sounds (i.e. audio) and/or images (i.e. pictures/videos) of any students, staff member or other person, except with explicit approval and supervision of an authorized staff member. Electronic devices are NOT to be used in restrooms or locker rooms.**

BCSD is a one-to-one district, meaning the only technology students need are their school-issued devices. Therefore, cell phones and other personal communication devices are not to be seen, heard, nor used throughout the school day without direct permission of the adult supervising that period. Students are expected to power down their cell phones from 8:00 AM - 3:05 PM and store them in their book bags or locked in their assigned lockers. **Each violation of this policy may result in a 45-minute detention and/or progressive discipline.**

Personal communication devices include, but are not limited to, computers, tablets, e-readers, cell phones, smartphones, and other web-enabled devices of any type.

Students may not use PCDs on school property or school-sponsored activity to access and / or view Internet web sites that are otherwise blocked to students at school.

Students are prohibited from using PCDs during the school day or school-sponsored events and activities, to capture, record and/or transmit the words or sounds and/or images of any student, staff member or other person - this is considered an invasion of privacy and will not be permitted.

Students should have no expectation of confidentiality with respect to their use of PCDs on school premises / property.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Use of PCDs in violations of the expectations above, or if its use is in violation of other sections of this handbook or Code of Conduct, will result in consequences under violations of BOE Policies or any other associated Code of Conduct areas.

## CLASSROOM ATTENDANCE

Regular, punctual, and consistent class attendance is a necessity for success in every course. All students are to be in each class as designated on their schedule. Attendance is taken in every class. Any unauthorized absence from class will result in disciplinary action.

## CLINIC

The clinics are located in the main office and the 5th grade wing. Students entering and exiting the clinic are signed in and out via digit pass.

Students are not permitted to sleep for the entire period. Failure to follow the correct procedure could result in the student being reported as a class cut.

### When should I keep my child home from school?

- Coughing: If they have a persistent, disruptive cough
- Diarrhea: Until diarrhea has ceased for 24 hours without medication
- Fever 100 degrees or higher: Until fever is below 100 degrees for 24 hours without medication
- Rash: If a rash is untreated or if a child is too uncomfortable even if treated
- Strep Throat/Scarlet Fever: Until he/she has been on antibiotics for 24 hours
- Conjunctivitis: Has red, swollen eyes that itch and are draining pus or have a crusty appearance upon awakening.
- Keep home until he/she has been on eye drops/antibiotics for 24 hours and cleared by a doctor
- Vomiting: until vomiting has ceased for 24 hours without medication
- Communicable Diseases: If your child has been diagnosed with a communicable disease, keep him/her home until the doctor clears your child to return to school. Examples include but are not limited to Chicken Pox, Impetigo, Scabies, Lice, and Ringworm

### What happens if my child gets sick at school?

Students who become ill at school are sent to the clinic or office (if the clinic is closed). A child may be allowed to rest up to fifteen minutes. If the child has a fever of 100 degrees or higher, vomits, or has persistent diarrhea, the clinic will contact the parent/guardian or alternates listed on the Emergency Contact Form to come to school to take the student home.

## Pediculosis (Head Lice) Procedures

Whenever a student is found to have live lice or nits, his/her parent/guardian will be notified immediately. The student may remain in school until the end of the day, but it is preferable that the parent/guardian pick them up so information on procedures for treatment can be discussed. Immediate removal of the student is unnecessary. If a student has head lice, they may have already been infested for 3-4 weeks and immediate removal of the student from the classroom could lead to embarrassment and ridicule.

The student will be told lice was found and reassured that it is a very treatable condition and nothing to be ashamed of. The student will be educated in the transmission of lice and told not to share personal items (combs, hats, etc.) with others. The student will be returned to his/her classroom for the remainder of the school day or the student will remain in the clinic until his/her parent/guardian picks them up.

The Principal or school designee will determine the type of activities the child will be engaged in for the rest of the day to minimize physical contact with other students. Education on head lice and treatment will be sent home with the student if the parent/guardian is not available to pick them up from school. Students who cannot be picked up should be allowed to ride the bus home due to the low risk of transmission.

When the parent/guardian picks up the student, they will be informed that the student needs to be treated

before he/she returns to school. Immediate treatment at home is advised. Parents are to treat the child with a lice removal product, following exact directions. They also are to treat the home environment by vacuuming and washing bed linens, clothing, brushes, and sports helmets. All household family members should be checked and treated if live lice or nits are found.

The student may return to the classroom the following day as long as the following are done:

1. The parent/guardian will bring the student to school and wait with them until they are screened by the clinic staff or school designee.
2. The parent/guardian will provide proof of treatment for lice (empty box, salon receipt, etc)
3. If no live lice or nits closer than  $\frac{1}{4}$  inch of the scalp are found, the student will be permitted to return to class. Many nits that are more than  $\frac{1}{4}$  inch away from the scalp are usually not viable and very unlikely to hatch to become crawling lice. If live lice or nits closer than  $\frac{1}{4}$  inch to the scalp are found, the parent/guardian must take the student home. Parents/guardians will be re-educated on the process of nit removal. They should use a nit comb daily and remove any nits found.

If several cases of head lice occur in the same classroom, the Principal may choose to send a letter home notifying parents that a case of head lice is suspected and asking them to check all of their children for head lice.

All students in the classroom/grade should not be checked. Current evidence does not support the efficacy or cost-effectiveness of classroom or school-wide screenings. Such screenings may cause more harm than good due to the psychological impact lice may have on a child.

Clinic staff or school designees will recheck students 7-10 days after initial treatment for head lice. If live lice or nits closer than  $\frac{1}{4}$  inch are still present, another treatment should be done. Parents should continue to check for nits and comb their child's hair until no lice or nits are found for 2 weeks.

## Roles & Responsibilities

Parents have the ultimate responsibility for their students. This includes:

- Assisting in the prevention and management of head lice cases by regularly checking their children's hair and immediately treating when head lice is detected.
- Notifying school health staff if they discover lice at home.

Schools have responsibility to:

- Designate individuals who will be responsible to check students who are suspected of having head lice. The nurse may not always be available for screenings.
- Verbally notifying the parent if their child has head lice.
- Send home lice education materials with the student.
- Examination of students for re-admittance following treatment.
- Cleaning the environment.
- Educate students on how to prevent transmission of head lice.
- Maintain the confidentiality of each student and treat each family with respect.

Nurses have responsibility to:

- Educate school administration and staff on lice procedures.
- Train designated school personnel on proper lice screening procedures.
- Communicate head lice resources with school personnel.
- Confer with parents at the request of the principal on recurrent, exceptional, or challenging cases of head lice.
- Be available as a resource for questions or concerns.

<https://www.cdc.gov/parasites/lice/head/schools.html>

## HEALTH HISTORY UPDATE / EMERGENCY CONTACTS FORM

### Berea City School District Policy 5341

ALL STUDENTS/PARENTS ARE REQUIRED TO HAVE AN EMERGENCY MEDICAL INFORMATION ON FILE. (Ohio Revised Code - Section 3313.712). This information should be completed and submitted through the Infinite Campus annual update prior to the first day of school.

Each year a "Health Alert List" is generated to school staff based on the current information provided. This confidential list alerts school staff to things such as students' allergies, special needs, seizures, diabetes, etc. Parents/Guardians must keep the school informed of "day-time" telephone numbers where they or a designated adult may be reached. "Emergency Contacts" must be able to come to school within 45 minutes of a call to pick up a sick or injured student during the school day or at activities.

A student who becomes ill or injured during the school day should get a pass to the Clinic.

Ask for help in getting to the clinic if needed. **Do not spend time in lavatories or the cafeteria when you are ill or go home without properly checking out of school.** The nature of the illness or injury will determine the following result:

1. Parent contacted by nurse or counselor for permission to send student home
2. Parents unable to be contacted, no emergency, student returned to the classroom.
3. Emergency situation - transport student to Southwest General Hospital - parent contacted.
4. Students who are leaving the building from the clinic must sign out in attendance unless illness or injury requires a parent/guardian to meet with health professionals.

In the event of an injury, you must inform the teacher in charge. All students and parents are asked to immediately report injuries occurring on school property or at school-sponsored activities to the school administrator or supervising staff member. This person will complete a **STUDENT SCHOOL INJURY REPORT** form, which will be kept on file.

Personal claims for insurance reimbursement for medical expenses require proof of injury forms that can only be completed by your teacher.

**NOTE: Leaving the building without prior approval through the nurse, School Counseling Department, Attendance Office, or Administrator's Office and failing to sign out, will be an unexcused absence and disciplinary consequences may occur.**

## IMMUNIZATION POLICY

### Berea City School District Policy 5320

Students enrolled in kindergarten through grade twelve must have written proof of immunizations currently required under Ohio law on file at their school. Ohio law requires schools to exclude students from attendance no later than fifteen school days after admission if they are not properly immunized. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized waiver. For specific requirements please consult a school nurse.

## MEDICATION

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student without written parental authorization.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provisions of the Code.

Medication in school includes over-the-counter medication such as cough drops, Motrin, Tylenol, etc.

A student may possess and use a metered-dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activities, event, or programs sponsored by or in which the student's school is a participant if the appropriate form is filled out and on file in the Clinic.

A student who is authorized to possess and use a metered-dose or dry powder inhaler shall not transfer possession of any inhaler or other medication to any other student.

## CLUBS AND ACTIVITIES SPONSORED BY BEREAMIDPARK MIDDLE SCHOOL

Berea-Midpark Middle School offers a wide variety of clubs and activities to supplement classroom education. The co-curricular program provides students with various opportunities to explore areas of interest, exhibit leadership, and serve the community. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

Berea-Midpark Middle School provides students the opportunity to broaden their learning through curricular-related activities. Extra-curricular activities do not reflect the school curriculum but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. For a complete list of these opportunities, students should visit [the school web page](#).

## CO-CURRICULAR CODE OF CONDUCT

By participating in a co-curricular activity, all students participating in sports, clubs, and activities, agree to the rules and regulations stated in the co-curricular code of conduct outlined in [Board Policy 5610.05](#), as well as all other school rules and policies outlined in this handbook. Each student is covered by all provisions of the Code of Conduct throughout the calendar year, not just during the season for athletes or active members of any club or activity at Berea-Midpark Middle School.

## COLLECTIONS

All collections must be approved by the principal prior to any advertisement, sale, or collections. Unauthorized solicitations may result in disciplinary actions. Any fundraising activity must first be approved by the principal.

## COLLEGE CREDIT PLUS

### [Berea City School District Policy 2271](#)

The Ohio Legislature has established a program that awards college credit to students in grades 7-12. Students enrolled in college courses for middle school or high school credit under this plan will not be charged for tuition, textbooks, materials, or other fees directly related to the course. The Ohio Department of Education will reimburse the college for participants in this program. To qualify for the program, students must have at least a 3.0 cumulative grade point average in courses in the same subject area(s) as the college courses they elect to take. Students with parent permission must enroll in this option by March 30th of each year. Once the student enrolls with his/her counselor, the student must seek application and acceptance into his/her desired college. **Each college establishes its own application and admission policies.** Applying for admission does not

guarantee acceptance. The student's cumulative grade point average and admissions tests are major factors considered by the college admissions office. **Students who fail or withdraw from one or more CCP courses in a semester may be denied the privilege of continuing in the CCP program. Any student, who fails a CCP course, will be charged the tuition cost of the program.** After gaining acceptance at the desired college, it is the student's responsibility to arrange for college course selection and scheduling. College course(s) combined with school courses cannot exceed seven courses each semester. Students may withdraw from a CCP course by September 15th, first semester and February 1st, second semester with no penalty. Students who withdraw from a CCP course after the above deadlines will withdraw with an F in the course(s). Intent to participate forms for the post-secondary enrollment option can be obtained from the counseling department. Please note – grades in college courses may affect high school grade point averages and class standing.

## **COMPUTER TECHNOLOGY AND NETWORKS**

### **Berea City School District Policy 7540**

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network, and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study, and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The District further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. Nevertheless, parents and guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an email address.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy, is prohibited.
- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited. This provision shall not limit the use of the Network by students for the purpose of communicating with elected representatives or expressing views on political issues.
- G. Use of the Network to engage in cyberbullying is prohibited. "'Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Websites or MySpace accounts, and defamatory online personal polling Websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." For further information on cyberbullying, visit <http://www.cyberbullying.ca>

Cyberbullying includes, but is not limited to, the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a website or weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube;
4. posting misleading or fake photographs of students or school staff members on websites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

- H. Students are expected to abide by the following generally-accepted rules of network etiquette:
  - a. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive, or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
  - b. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
  - c. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending the person messages, the student must stop.
  - d. Do not post information that, if acted upon, could cause damage or a danger of disruption.
  - e. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial websites.

- f. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
  - g. Never agree to get together with someone you "meet" online without parent approval and participation.
  - h. Check email frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
  - i. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
- I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measures. Students must immediately notify a teacher or principal if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
  - J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
  - K. Downloading of information onto the Board's hard drives is prohibited, without prior approval from the principal. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
  - L. Students must secure prior approval from the principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs"
  - M. Users have limited expectation of privacy in the contents of their personal files, communication files, and record of web research activities on the Network. Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law. Students' parents have the right to request to see the contents of their children's files and records.
  - N. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
  - O. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
  - P. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail, etc.).
  - Q. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
  - R. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the district network administrator. Each student is permitted reasonable space to store email, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class- or

instruction-related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class- or instruction-related purposes.

- S. Game playing is not permitted at any time.

Use of school-issued devices assumes the student and parents have read and agree to the above expectations.

## **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASE ([PO8450](#))**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or high-transient pest, such as lice.

Specific communicable diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be only for the contagious period as specified in the School's administrative guidelines.

## **CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASE ([PO8453](#))**

The School District has an obligation to protect staff and students from non-casual-contact, communicable diseases. When a non-casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school, and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **CONTROL OF BLOODBORNE PATHOGENS ([PO8453.01](#))**

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

- Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.

## **COURSE OFFERINGS**

All course offerings may be found in the Berea-Midpark Middle School Registration Booklet available on the school web page.

## **EDUCATIONAL OPTIONS ([BCSD Policy 2370](#))**

The district provides for educational options for use in meeting a variety of student needs. Such options will be outlined in the District's Credit Flexibility Plan, and may include, but not be limited to, on-line coursework, tutorial programs,

independent study, correspondence courses, educational travel, project portfolios, internships, mentorship programs, summer school, and early college entrance. Educational options are learning experiences or activities that are designed to extend, enhance, supplement, or serve as an alternative to classroom instruction. Students and parents should explore this need with a school counselor.

## **EMERGENCY CLOSING AND DELAYS**

At times, due to inclement weather or other unforeseen circumstances, the Berea City Schools may experience a school closure or two-hour delayed start. Such circumstances will be communicated through social media, local news outlets, and the BCSD communication channels. Families need to be sure that all contact information is regularly up-to-date in Infinite Campus, and to not “opt-out” of such announcements.

If school is canceled, the building is closed to all events and activities that day.

If following a 2-hour delay, BMMS instructional day will begin at 10:00 a.m., and follow an adjusted bell schedule. Transportation will proceed on a two-hour delay and end at the usual time.

On two-hour delayed days, field trips will be canceled and the breakfast program will not operate, nor will Before-School Activities/Programs. All other programs and after school activities will proceed as usual.

For additional information, refer to School Closings and Delays information on the BCSD Website.

## **ENROLLING IN THE SCHOOL**

### **[Berea City School District Policy 5111](#)**

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

#### **New Enrollment**

Registration can be completed online or by appointment using the registration kiosk at the Berea Board of Education offices, 390 Fair Street, Berea by calling 216-898-8300. **Only the custodial parent/legal guardian can officially enroll a student. Therefore, the custodial parent/legal guardian must be the individual filling out the application and providing signatures.** You will need an active email address to complete the registration process and to receive updated information throughout the school year.

Please follow the verification requirement on the Residence Affidavit form.

New students under the age of eighteen (18) must be enrolled by their parent, legal guardian, or grandparent under the provisions of Policy 5111. When enrolling, parents must provide copies of the following:

1. a birth certificate or similar document,
2. court papers allocating parental rights and responsibilities, or custody papers (if appropriate),
3. proof of residency,

A student who has been suspended or expelled by another public school in Ohio may be temporarily denied admission to the District’s schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District’s schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

#### **Change of Custody or Residency**

Parents have an immediate legal obligation to notify the registrar at the Administration Building of the Berea City School District when there is a change of custody or residency involving a student who is enrolled in the Berea City School District. The phone number is (216) 898-8300.

### **Moving Within the District**

Anyone who moves within the district is REQUIRED to do the following:

1. Contact either the home school, Counseling Office, or Central Registration at the Administration Office (216) 898-8300, ext. 6233 to notify someone of the move
2. You will be required to complete a new Residence Affidavit and/or custody form (if applicable). You will also be required to provide proof of residency as outlined in the Residence Affidavit

## **EVACUATION DRILLS**

Berea-Midpark Middle School complies with all safety laws and will conduct emergency drills in accordance with State law. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

## **FACILITY USAGE ([PO5730](#))**

No student is to use any facility (gym, weight room, pool) without a staff member being present. Use of building facilities and grounds are to be scheduled through the Building Permit Office at the Administration Building at 390 Fair Street, Berea, Ohio (216) 898-8300, ext. 6219.

### **Equal Access for Non-District-Sponsored, Student Clubs and Activities** Berea City School District Policy 5730

The Board of Education will not permit the use of school facilities by non-district-sponsored, student clubs and activities during the regular school day. Beyond the school day, however, no group of students regardless of the size of the group will be denied an opportunity to meet on the basis of the religious, political, philosophical, or other content of the activity. An application for permission for non-district-sponsored, student clubs and activities to meet on school premises shall be made to the principal and/or business services office, who shall grant permission provided that it is, determined that:

1. the activity has been initiated by students;
2. attendance at the meeting is voluntary;
3. no agent or employee of the District will promote, lead, or participate in the meeting;
4. the meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school;
5. non-school persons do not direct conduct, control, or regularly attend the activity.

## **FAMILY VACATIONS**

Students who will be absent from school because of a family vacation or extended trip with their parents will be excused for up to 5 consecutive school days. Days missed beyond 5 may be considered unexcused.

Forms are available in the attendance office. If the attendance office and teachers are notified at least one week in advance of such a trip, every effort will be made to prepare a list of assignments for the student to complete while absent. Students absent more than 15 consecutive days while traveling, may be withdrawn from the school district.

## **FEES AND FINES**

### **[Berea City School District Policy 6152](#)**

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Berea-Midpark Middle School charges specific fees for activities, workbooks, and materials used in the course of instruction as approved by the Board of Education. Charges may be imposed for loss, damage or destruction of school apparatus,

equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students, using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

- Fees may be waived in situations where there is financial hardship.
- Students can avoid late fines by promptly returning borrowed materials.
- Failure to pay fines, fees, or charges may result **in the withholding of report cards, removal of opportunities to purchase dance tickets, attend social / recreational field trips, etc., and may result in submission to a collection agency.**

### Instruction Fees

General Instructional fees will go to help defray the cost of consumable materials used by the students. The Instructional fee for Middle School students is \$10. The fee will be payable during the first few weeks of school.

### Technology Fee

The Technology Fee for Berea City School District students is \$35. There is an optional \$25 Chromebook Insurance Fee.

### Additional Fees based on student opt-in / participation / course selection / administratively-assigned discipline:

- **Camp Mi-Bro-Be (Optional - 6th grade only): \$200**
- **Replacement Student ID Badge: \$1**
- **Drug & Alcohol Awareness - \$25 per course**
- **Art Exploration (grades 7 & 8): \$10**
- **Drawing & Painting (grade 7): \$10**
- **Trendings Arts & Crafts (grade 7): \$15**
- **Ceramics / Sculpture (grade 8): \$15**
- **Advanced Art (grade 8): \$15**
- **Science (grade 5): \$4**
- **FCS (7th & 8th grade classes) : \$7**
- **PLTW (grade 7 & 8): \$5**
- **eSteam (grade 6): \$4**
- **ELA Grade 5: \$6**
- **ELA Grade 6: \$6**
- **ELA Grade 7: \$6**
- **ELA Grade 8: \$7.50**
- **Band / Orchestra Instrument Rental: \$10**
- **Makerspace Class Fee: \$8**
- **Hall Padlocks (OPTIONAL - grades 6-8): \$7**
- **Calculators (Sold as convenience-price fluctuates. Listed fee is estimation): \$16**

### Participation Fees

The participation fee at the middle school for athletics will be \$50.00 per sport with no maximum per family.

Participation Athletic Fees will not be waived for free-reduced lunch students.

### Drug/Alcohol/Vape Course Fees

Students assigned to take drug/alcohol or vape education classes, will be required to complete a VAPE education course through Compass 360. Additional violations will result in a citation from the Middleburg Heights police department.

## FUNDRAISING

[Berea City School District Policy 5830 - Fundraising](#)

[Berea City School District Policy 6605 - Crowdfunding](#)

Students' participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. Students involved in any fund-raiser must not interfere with students participating in other activities when soliciting funds.

Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

Students may not sell any item or service in school without the prior approval of the building Administration. Violation of this policy may lead to disciplinary action.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent. Approved Crowdfunding events must be for the benefit of the group as a whole, not for the benefit of a student, staff member, or individual.

All approved crowdfunding activities shall protect the privacy of students, children, and young adults in accordance with District policies and administrative guidelines and applicable State and Federal law, including FERPA and IDEIA.

Materials, supplies, equipment, and other proceeds of the crowdfunding activity shall become the property of the District or school. Cash or equivalent payment to District personnel is prohibited. All fiscal transactions shall comply with appropriate District policies.

## **GIFTED SERVICES ([BCSD Policy 2464](#))**

Students who meet special criteria as outlined in the BMMS Course Selection Guide have many options available to them including, but not limited to, enrichment seminars, honors and / or advanced classes, and additional services from a gifted intervention specialist. Those interested should contact their counselor for more information.

## **GRADES ([BCSD Policy 5420](#))**

Report cards will be made available online following each nine-week grading period. Included on the grade cards will be information relative to academic progress, attendance, grade point average, and teacher comments. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the beginning of the course. If a student is not sure how their grade will be determined, the student should ask the teacher.

Questions regarding grade cards should be directed first to the individual teacher, then to the student's counselor. Regular progress can be tracked utilizing the online gradebook through Infinite Campus Parent Portal.

New for the 24-25 Academic Year is updated grading practices being implemented k-12. [HERE is a copy of those guidelines.](#)

## **HALL PASSES**

Students are not permitted to pass through the halls without permission from the classroom teacher as designated on their schedule. Students are permitted to use their lockers at the beginning of the day, before and after lunch and at the end of the school day. An official hall pass may be granted for the following reasons:

1. restroom (emergencies);
2. library (research/project);
3. medical emergencies;
4. special class/school projects.

Any student caught out of class without a hall pass may be processed as a Class Cut.

## **HOMELESS STUDENTS ([BCSD Policy 5111.01](#))**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the district. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on a lack of proof of residency. For additional information contact the liaison for Homeless Students at Berea City School Board at 216-898-8300.

## **INCOMPLETE GRADE (“I”)**

The grade of “I” indicates that course obligations have not been met for that grading period. If these obligations are not met by the end of the next grade reporting period, or 3 weeks after the last day of school, a final grade of “I” in that course will change to a grade of “F”.

## **INFINITE CAMPUS PORTAL**

The Berea City School District has a communication tool to enhance information sharing between parents, students, and their schools. The Infinite Campus Portal is part of our district’s student information system.

The portal connects students and parents/guardians to students’ data online, anytime, from anywhere there is internet access. Once the portal is accessed, information about only their child’s progress can be viewed. The portal offers the most current information for student schedules, attendance, courses, and grades.

To use the Infinite Campus Portal, parents/guardians need a device with internet access. Access to the portal can be gained from home, work, public library, or anywhere an internet connection can be established. The portal is a free service to our district families. Instructions and training for using the portal are available on the district’s website. ([www.berea.k12.oh.us](http://www.berea.k12.oh.us))

## **INTERROGATION OF STUDENTS ([PO5540](#))**

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

**Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.**

**If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and the building administrator (or a designated school counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a school counselor) will remain in the room during questioning.**

**If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.**

## **LOCKERS / STUDENT VALUABLES**

**School lockers are the property of the Berea City School District and, as such, lockers and the contents of the lockers are subject to random searches at the discretion of building administration.**

All Berea-Midpark Middle School students will be assigned a locker at the beginning of the school year. Students who misuse a locker will face disciplinary action. If a locker or lock requires repair, or if a student needs to obtain his or her locker combination, the student should report to their grade administrator. General locker inspections and cleanouts are conducted periodically during the school year.

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, are tempting targets for theft and extortion. The school is not responsible for their safe-keeping and will not be liable for any loss or damage to personal valuables. The school is not responsible for replacing items stolen or lost from a student's locker. Students should not bring valuables to school. All lockers should be locked and students should not allow other students to use their lockers nor give their combinations to other students. **Student locks are available for purchase in the main office. ONLY BCSD-provided locks can be placed on school lockers - any other locks will be removed.**

### **Decorating Lockers**

Students may decorate lockers in an appropriate fashion. Signs must be in good taste and not portray or advertise sex, drugs, alcohol, tobacco products, or words with inappropriate innuendos. **BALLOONS, CONFETTI, AND GLITTER MAY NOT BE USED.** Signs may be taped to lockers only. All decorations applied to lockers must be removed by 3:05 PM on Friday.

## **LOST AND FOUND**

In the event items are lost or stolen, report to the main office and complete a MISSING PROPERTY REPORT. When you find someone else's property, please return it to the main office. You can claim lost articles by describing them to the main office secretary. Prevent loss by never carrying valuables to school, leaving articles unattended, giving out your locker combination or leaving hall or gym lockers unlocked. Periodically, unclaimed items will be donated to charity.

## **MAKE-UP WORK FOR EXCUSED ABSENCES**

1. Students who are absent from school are expected to make up the work missed during their absences.
2. Most work will be accessible through Google Classroom and / or a teacher's online calendar.
3. It is the student's responsibility to see the teacher immediately upon his/her return to arrange for any other work that was missed and not available online.
4. A student must be given at least the same amount of time to make up the work as the student was absent from school.
5. An assignment made prior to an absence from school is due immediately upon the student's return to school.
6. If requesting homework from the main office for a student who has been ill for more than one day, at least 24 hours' notice is needed to obtain assignments from all of the student's teachers.

**Any exception to the above rules must be arranged between the teacher and the student.**

## **MEDIA CENTER & MAKER SPACE RESOURCE CENTER**

The media center intends to be an inviting and accessible information hub. Our vision is to be a safe, challenging, and respectful place for learning, communicating, information seeking, exploring new ideas, cultural expression, awareness, and growth. The library provides a wide variety of materials and services for individual and classroom use. Students are welcome in the library during Flex, ATLAS, Lunch, or class time, **BUT MUST HAVE** an appropriate pass from the teacher assigned at that time. While in the library, students must abide by the student code of conduct.

## **MESSAGES AND DELIVERIES FOR STUDENTS**

The office will not accept deliveries such as flowers, balloons, gifts, DoorDash, GrubHub, etc. for students. Arrangements should not be made to have such items delivered to the school. Emergency messages will be delivered to the student immediately. Parents/Guardians and students should not request the Main Office to deliver routine messages.

Parents / family members may drop-off personal items for students. There is a table located near each office entry (main and 5th grade), where items should be labeled with student first and last name, and grade, and they will be delivered to students throughout the day.

## **NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Non-school sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the Administration or the activities secretary. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

All groups must comply with school rules and must provide equal opportunity to participate. Non-district-sponsored organizations may not use the name of the school or school mascot on any materials or information. Membership in any fraternity, sorority, or other secret society as prescribed by law is not permitted.

## **NON-SCHOOL SPONSORED PUBLICATIONS**

Students who edit, publish, and/or wish to distribute non-school-sponsored handwritten, printed, or duplicated material among their fellow students within the schools must assume responsibility for the content of the publication. Students may be restricted as to the time and place of distribution, or may be prohibited from distribution. The Board also prohibits such publications and productions which fail to identify the student or organization responsible for distribution and/or solicit funds for non-school organizations or institutions when such solicitations have not been approved by the Board.

## **OFFICE TELEPHONES**

Office telephones may be used for personal calls **when necessary**. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

## **PBIS**

### **[Berea City School District Policy 5630.01](#)**

All learning environments in Ohio are required to implement Positive Behavioral Interventions and Supports (PBIS) as an effective and proactive framework for improving safety, social competence, and academic achievement for all students. The fundamental purpose of PBIS is to make schools more effective learning environments by focusing on the positive, being proactive, and providing system-level support. Our district has implemented the Titan Pride Matrix of Expectations: Be Respectful, Be Responsible, Be Safe.



# Titans Pride Matrix of Expectations

	Arrival/Dismissal	Hallway	Classroom	Restroom	Cafeteria	Playground	Bus	Parking Lot
Be Respectful	<ul style="list-style-type: none"> <li>Use inside voice</li> <li>Walk quietly</li> <li>Keep hands, feet, and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>Use quiet voices</li> <li>Use school language</li> <li>Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>Talk with permission</li> <li>Use kind words</li> <li>Be honest</li> <li>Follow same expectations with substitute teachers</li> </ul>	<ul style="list-style-type: none"> <li>Give privacy to others</li> <li>Throw paper towels in trash</li> <li>Use facilities properly</li> </ul>	<ul style="list-style-type: none"> <li>Use manners</li> <li>Use inside voice</li> <li>Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words and actions</li> <li>Cooperate and include others</li> <li>Listen to adults on playground</li> <li>Take turns and share</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words and actions</li> <li>Follow drivers' instructions</li> <li>Use quiet voice</li> </ul>	<ul style="list-style-type: none"> <li>Park in assigned parking spot</li> <li>Keep the area clean</li> </ul>
Be Responsible	<ul style="list-style-type: none"> <li>Leave when dismissed by staff</li> <li>Walk quietly</li> <li>Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Go directly to destination</li> <li>Be on time</li> <li>Be aware of your surroundings</li> <li>Use hall pass</li> <li>Keep hallway area clean</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared for learning</li> <li>Follow directions</li> <li>Accept constructive feedback</li> </ul>	<ul style="list-style-type: none"> <li>Be efficient</li> <li>Return to class promptly</li> <li>Wash hands with soap</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions/expectations</li> <li>Clean up area</li> <li>Accept constructive feedback</li> </ul>	<ul style="list-style-type: none"> <li>Line up when signaled</li> <li>Agree on and follow game rules</li> </ul>	<ul style="list-style-type: none"> <li>Sit and remain in seat</li> <li>Face forward, feet on floor</li> <li>Follow directions and expectations</li> </ul>	<ul style="list-style-type: none"> <li>Park in assigned parking spot</li> <li>Only go in vehicle when arriving or departing</li> </ul>
Be Safe	<ul style="list-style-type: none"> <li>Go straight to your destination</li> <li>Keep hands, feet, objects to self</li> </ul>	<ul style="list-style-type: none"> <li>Walk safely</li> <li>Use stairs safely</li> <li>Face forward</li> <li>Keep the flow of traffic</li> </ul>	<ul style="list-style-type: none"> <li>Keep area clean and clear</li> <li>Keep hands, feet, objects to self</li> <li>Use materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Use facilities properly</li> <li>Keep hands, feet, objects to self</li> <li>Inform adult of any problems</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet, objects to self</li> <li>Only eat your food</li> <li>Carefully dispose of trash</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment properly</li> <li>Keep hands, feet, objects to self</li> <li>Stay within boundaries</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet, objects to self</li> <li>Keep aisle clear</li> <li>Be aware of location</li> <li>Enter and exit cautiously</li> </ul>	<ul style="list-style-type: none"> <li>Follow driving laws</li> <li>Observe speed limit</li> <li>Watch for pedestrians</li> <li>Walk safely</li> </ul>



## PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

Berea-Midpark Middle School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request.

## PUBLIC COMPLAINTS ABOUT CURRICULUM / INSTRUCTIONAL MATERIALS

### [Berea City School District Policy 9130.01](#)

Although care is exercised in selecting learning resources, occasions will arise when a parent(s) or resident(s) may wish to request a reconsideration of the use of certain learning resources. In such an event, the individual shall contact the teacher or

school employee in an attempt to informally resolve the issue. If the matter cannot be resolved between the teacher or school employee and the individual calling for reconsideration of the learning resource, the matter will be referred to the principal or his/her designee to resolve the issue. This might include the parent/resident and the teacher or school employee. If this effort is unsatisfactory, and if the parent or resident cares to pursue the issue further, the principal will send the necessary form to the complaining person.

## REMOTE LEARNING STUDENT EXPECTATIONS

During any remote learning opportunity, students are expected to behave in the same manner as if we were attending traditional school. In other words, our virtual classrooms are real classrooms where appropriate student behavior is expected. To ensure that all virtual or remote learning students understand how to behave in an online environment, we have developed expectations that all students are required to follow.

- Student Code of Conduct will remain in effect for students.
- Discipline issues in remote learning will be addressed by teachers and administrators. Based on the severity of the incident, school staff may limit video, audio or chat functions. The school may also prohibit students from attending synchronous learning sessions. School administrators may also suspend students entirely for a designated period of time based on the severity of the situation.
- Students are NOT permitted to record or post to social media any portion of synchronous or asynchronous learning sessions.
- When using the camera, the student dress code will apply. Student attire should be appropriate and not cause a disruption to the learning environment.
- Students must use their name when entering video conferencing or they will not be permitted to join.
- It is recommended that students sit preferably at a table or desk, but the floor is acceptable.

## RESTROOMS

Restrooms are to be used during the lunch period, or with teacher permission from a classroom. Restrooms are not to be used during class change. Students must have a hall pass from a teacher, and are to use the grade-level assigned restroom.

- Only 1 student per restroom stall or single use restroom is allowed.
  - Two or more students in a single stall restroom are subject to suspension.
- Students are not permitted to use their cell phone in the restroom or locker room.
- Students are not permitted to loiter in the restroom.
- Vape detectors are installed to ensure a safe environment for our students.

### **SB 104: Bathroom Bill**

- Requires that school districts, community schools, STEM schools, chartered nonpublic schools, educational service centers (ESCs) and institutions of higher education designate certain facilities for single-sex use. Specifically, each student restroom, locker room, changing room or shower room that is accessible by multiple students at the same time must be designated for the exclusive use of students of either the male or female biological sex. Additionally, the provision applies to such rooms whether they are located in a school building or a facility for a school-sponsored activity.
- Defines “biological sex” as “the biological indication of male and female, including sex chromosomes, naturally occurring sex hormones, gonads and nonambiguous internal and external genitalia present at birth, without regard to an individual’s psychological, chosen or subjective experience of gender.” A person may use the sex listed on the official birth record to prove biological sex if the record was issued at or near the time of the person’s birth.

- Prohibits districts, schools and ESCs from permitting members of the female biological sex to use a student restroom, locker room, changing room or shower room that is designated for the male biological sex and vice versa.
- Prohibits districts, schools and ESCs from permitting members of the female biological sex to share overnight accommodations with members of the male biological sex and vice versa.
- Prohibits districts, schools, ESCs and institutions of higher education from constructing, establishing, or maintaining a multioccupancy facility that is designated as nongendered, multigendered or open to all genders. Family facilities are exempt from this prohibition.
- A district, school or ESC may establish a policy to provide accommodations upon student request due to special circumstances, such as allowing a student to use a single-occupancy bathroom.
- Explicitly states that SB 104 does not apply to the following:
  - a child under the age of 10 who is being assisted by a parent, guardian or family member and the parent, guardian or family member who is assisting the child;
  - a person with a disability who is being assisted by another person and the person who is providing assistance;
  - a school or institution employee whose job duties require that the employee enter a restroom, locker room, changing room or shower room designated for a biological sex that is different from the employee's biological sex;
  - a person who enters a restroom, locker room, changing room or shower room reasonably believing that they are responding to a legitimate emergency.

## **RETENTION ([BCSD POLICY 5410](#))**

A student may be retained at his/her current grade level when s/he has:

- A. in the opinion of the professional staff, failed to demonstrate proficiency in the core subjects;
- B. in the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level.

A student may be placed at the next grade level when retention would no longer benefit the student.

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students.

## **SAFETY AND SECURITY**

- All visitors must report to the office when they arrive at school.
- All visitors are given and required to wear a building pass while they are in the building.
- Staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass and to question people who are "hanging around" the building after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- As many unneeded outside doors as possible are locked during the school day.
- Portions of the building that will not be needed after the regular school days are closed off.
- All students entering the building late, or due to excused delays, must report to the attendance office and sign in anytime after 8:00 a.m.
- Only staff members are permitted to allow access to students through any locked door during the school day.

## **SCHEDULE CHANGE PROCEDURE**

At BMMS, our master schedule is built to closely align with the requests that we receive, as well as students' academic placement. We always strive to maintain efficiency in operations and build the master schedule to maximize staffing in order

to meet students' needs, create opportunities, and control expenses. Unless a legitimate educational excuse exists, **course changes cannot be considered after the course verification process is completed during the preceding school.** Please contact your grade-level counselor to discuss further.

## **SCHOOL HOURS**

Berea-Midpark Middle School instructional hours are from 8:00 a.m. to 3:00 p.m. The building doors on the 6-8 side first open for car riders at 7:40 a.m. Doors for bus riders and on the 5th grade side open at 7:50 a.m.

All students not involved in a supervised extra-curricular activity or event are required to leave school grounds no later than 3:10 p.m. Failure to comply may result in disciplinary consequences.

## **SCHOOL PHOTOGRAPHY**

The District contracts with a private photography company to take school pictures each fall. Packages are available for purchase by families. Brochures and price lists are distributed to each student prior to picture day. Despite a families interest in purchasing a package, all students will get their picture taken for use by school personnel for school IDs, student information system reporting, and school publications as permitted by parental opt-in during the annual update process.

## **SCHOOL PUBLICATIONS**

Official school publications may reflect the policy and judgment of student editors. However, this involves the obligation to be regulated by standards of responsible journalism, including the avoidance of libel, obscenity, and defamation. The suitability of the subject matter relating to the maturity level of the reader for which it is intended must also be considered. The publications should all provide as much opportunity as possible for the expression of varying opinions. Staff members will sponsor student publications. Administration reserves the right to review a school sponsored publication prior to sharing with students.

## **SEARCH & SEIZURE**

### **[Berea City School District Policy 5771](#)**

Administrators may search a student or a student's property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including, but not limited to, common areas, hallways, cafeterias, classrooms, and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held, or turned over to the police. The School reserves the right not to return items that have been confiscated.

## **SKATEBOARDS / ROLLERBLADES**

Skateboards and rollerblades are not to be used on the grounds of or in the building or on the school buses. These items present a clear and present danger and therefore may be confiscated.

## **STUDENT ASSESSMENT**

### **Berea City School District Policy 2623**

The Board of Education shall assess student achievement and needs in all program areas in compliance with State law and the rules adopted by the State Board of Education. The purpose of such assessments will be to determine the progress of students and to assist them in attaining student performance objectives and the educational achievement goals of this District.

The Superintendent shall develop a program of testing that includes:

- A. administration of State-mandated tests (e.g., diagnostic assessment and achievement tests), at no cost to students, in accordance with the provisions of A.C. 3301-13-02;
- B. performance-based tests at appropriate grade levels to measure achievement of performance objectives in composition, mathematics, science, social studies, and reading;
- C. District or teacher-made achievement or performance tests;
- D. Career and interest surveys;
- E. Tests of mental ability;
- F. Norm referenced achievement tests.

## **STUDENTS WITH DISABILITIES**

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

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

- A. has a mental or physical impairment that substantially limits one (1) or more major life activities;
- B. has a record of such an impairment; or
- C. is regarded as having such an impairment.

The District has specific responsibilities under these two (2) laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

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

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

## **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION (PPRA)**

### **Berea City School District Policy 2416**

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 any un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or his/her parents;
2. Mental or psychological problems of the student or his/her family;

3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged and analogous relationships, such as those of lawyers physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or his/her parents; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

## **STUDENT RECORDS / DIRECTORY INFORMATION**

### **BCSD Policy 8330**

The School District maintains many student records including both directory information and confidential information.

The Board designates as student "directory information":

- 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

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books.

School-assigned email accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within ten (10) days after receipt of the Superintendent's annual public notice.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying requested student records to the District Treasurer. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

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  
Washington, D.C. 20202-4605  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

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

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

## **STUDENT RECORDS / EMERGENCY INFORMATION**

### **[Berea City School District Policy 5341](#)**

Emergency Medical Information should be updated through the Infinite Campus Parent Portal at the beginning of each school year. Parents/Guardians must keep the school informed of “day-time” telephone numbers where they or a designated adult may be reached. “Emergency Contacts” must be able to come to school within 45 minutes of a call to pick up a sick or injured child.

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **[Berea City School District Policy 5780](#)**

The Board of Education recognizes that students possess not only the right to an education but many of the rights of citizenship as well.

In providing students the opportunity for an education to which they are entitled, the Board shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. At the same time, the Board recognizes that no student may be deprived of the basic right to equal access to the educational program, and his/her constitutional right to due process and free expression and association as appropriate for the school environment.

Attendant to the rights afforded to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the guidelines and rules of the District.

The Board realizes that as students differ in age and maturity, so they differ in ability to handle both the rights of citizens and the concomitant responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for his/her education.

## STUDENT RIGHTS OF EXPRESSION

Berea-Midpark Middle School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials.

All items must meet school guidelines.

1. Material cannot be displayed if it:
  - a. is obscene to minors, libelous, indecent or vulgar,
  - b. advertises products or services not permitted to minors by law,
  - c. intends to be insulting or harassing,
  - d. intends to incite fighting or presents a likelihood of disrupting school or a school event.
2. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.
3. Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the administration twenty-four (24) hours prior to display.

## SURVEYS, PETITIONS, QUESTIONNAIRES, AND PUBLICATIONS

Surveys, petitions, questionnaires, and publications cannot be distributed without the administration's permission. The administration has the right to determine the time, place, and manner in which this is done. Surveys, petitions, questionnaires, or publications advocating the use of drugs, alcohol, or other illegal activities may not be possessed or distributed on school property at any time. These may be a violation of guidelines found in the Student Privacy and Parental Access to Information section listed in this handbook. Violators may be subject to suspension or expulsion.

## TRANSPORTATION (School Bus Procedures/Policies)

### Berea City School District Policy [5610.4](#) / [8600](#)

Students who live beyond the Board adopted walking distance (1.5 miles) will be assigned to a school bus route. Students given this privilege are to follow rules and regulations issued by the transportation department and the bus driver. Bus drivers have the responsibility for the safety and welfare of the students on the bus and may assign students to specific seats on the bus. Students whose conduct violates regulations may lose their privileges of riding the bus for a specific period of time.

### Bus Conduct

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

#### Prior to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone (5 minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;

- refrain from crossing a highway until the driver signals it is safe to cross;
- properly board and depart the vehicle;
- go immediately to a seat and be seated.

It is the 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 ten (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 the driver has proper authorization from school officials.

### **Penalties for Infractions**

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

### **School Bus Emergency Procedures**

In an emergency situation pupils are to observe the following procedures:

- Remain seated and follow the driver's directions
- Students nearest the exit go first
- Keep order
- Wrap loose clothing, such as shirttails or coat edges, around the body to keep from getting caught on objects which may impede evacuation
- Keep hands free
- Do not try to take anything with you
- Bend knees if you have to jump
- Move to a safe distance from the vehicle as instructed by the driver. The drivers will review evacuation procedures annually with the students

### **Transportation to a Caregiver**

The Board of Education has approved transportation to a caregiver under the following circumstances:

- The caregiver must reside within the boundary of the school of attendance.
- The appropriate form must be completed and signed by the parent and the adult at the address where the student is going. Forms are available through the Transportation Department and must be received by the Transportation Department three (3) days prior to the dates requested.
- Changes must be made by contacting the Transportation Department. The driver will not accept notes. If there are any questions concerning transportation, please call the Transportation Department at 216-898-8301.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

## **VIDEO SURVEILLANCE**

The Board of Education has installed video cameras in the interior and exterior of the school, as well as in school buses, to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior. A recording may be used as evidence by the administrators or by the police in any situation involving the violation of any rule, regulation, policy, or law.

At no time is a student permitted to video record another student or staff members without their permission.

## **VISITOR PASSES**

### **[Berea City School District Policy 9150](#)**

Berea-Midpark Middle School does not allow student visitors or guests during the school day. All non-students coming to school for business purposes must report to the main office upon entering the school. Visitors must sign in and be issued a pass. If a visitor wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to avoid any inconvenience. Berea-Midpark Middle School students are not permitted to have visitors or guests attend school with them.

## **WITHDRAWING FROM SCHOOL**

### **[Berea City School District Policy 5130](#)**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if he/she is under the age of eighteen (18).

If a student plans to transfer to another school outside the Berea City School District, the parent must notify the administrator and school counselor. School records will be transferred within (14) days to the new school district.

## **WORK PERMITS**

Students under the age of 18 who wish to work outside of the school must obtain a work permit from the main office. There are three parts to the permit. All three parts must be completed and returned to the main office. When applying for a work permit, students must provide proof of identification with a birth certificate, driver's license, or a state ID card. The School Counseling Office will process work permits.

# STUDENT CODE OF CONDUCT

A major component of the educational program at BMMS is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State, and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

Berea City Schools is committed to providing respectful, responsible, safe, and orderly learning and working environments for all students and employees. This Student Code of Conduct supports these efforts.

Positive Behavioral Interventions and Supports (PBIS) is a framework used by the schools to achieve this by:

- Defining, teaching, and reinforcing appropriate behaviors.
- Modeling appropriate behaviors.
- Implementing consistent, logical consequences.

To find out more about the District's PBIS program, visit our website or contact the school office.

We believe that maintaining a positive classroom environment is a shared responsibility of students, teachers, and administrators. This environment should:

- A. allows teachers to communicate effectively with all students in the class;
- B. allows all students in the class the opportunity to learn;
- C. has consequences that are fair, and developmentally appropriate;
- D. considers the student and the circumstances of the situation; and
- E. enforces the student Code of Conduct/Student Discipline Code accordingly.

**The Student Code of Conduct also outlines the types of actions school personnel may use, when necessary, for violations of the Code** ranging from prevention to intervention to address student misconduct.

The Board of Education realizes, accepts and supports the concepts that:

- A. Relate in kind and degree to the infraction;
- B. Help students learn skills to take responsibility for their actions; and
- C. Be directed, where possible, to reduce the effects of any harm which may have been caused by the misconduct of the students involved.

The authority of school officials extends not only through the regular school day, but also the time between home and school and at school events outside of school hours and away from school property. Any misconduct on the part of students in school, on the way to or from school, any misconduct which is connected to activities or incidents that have occurred on school property owned or controlled by the District, or any misconduct which is directed at a District employee or official, or the property of such employee or official, or the property of such employee or official which directly relates to and affects the management and efficiency of the school is within the scope of power of school officials and the Board of Education

## Expected Behaviors

Students are expected to:

- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the School.

## Classroom Environment

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

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

## **DRESS AND GROOMING (BCSD Policy 5511)**

Students are expected to attend school and school activities in clean and appropriate attire. Dress and appearance significantly contribute to a positive learning environment. Therefore the administration reserves the right to determine the appropriateness of clothing and accessories worn by the students. In general clothing and accessories may not interfere with the learning climate, be disruptive to teaching, learning or the general operation of the school and/or activity, be deemed

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (No)
- Does my clothing advertise something that is prohibited to minors? (No)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
- Am I dressed appropriately for the weather? (Yes)
- Do I feel comfortable with my appearance? (Yes)

The following are general guidelines to be followed:

- Footwear must be worn.
- Shorts and skirts must be of appropriate length (must not be shorter than fingertip length when arms are naturally hanging at sides).
- No bicycle shorts or shorts made from spandex or Lycra are permitted.
- No tank tops or shirts which expose any part of the torso except the neckline, or any shirts made of transparent material.
- No clothing may have inappropriately placed holes, tears, or patches.
- Pants must be worn properly around the waist, not sagging below the hip line.
- No spiked jewelry or accessories, no pocket chains, no sunglasses are permitted.
- No clothing, accessories, or body markings that are inappropriate for the school setting or which promote drugs, alcohol, tobacco, sex, gangs, racial/ethnic slurs or violence may be worn.
- Undergarments may not be worn as outer garments.
- School officials will make judgments on student dress based upon the following criteria:
  1. Is it disruptive or likely to be disruptive to the teaching activity?
  2. Does it pose a threat to the health or safety of any individual?
  3. Can it be damaging to the property of others?
  4. Is it neat, clean, and appropriate for school?

The administration of the school reserves the right to adjust these rules for special medical or religious circumstances and for special school-sponsored activities or programs.

**Administrative discretion prevails in all dress code decisions.**

**GANGS (PO 5516.01)**

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated.

Incidents involving initiations, hazing, intimidations, or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying, or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership, or causing and/or participating in activities that are designed to intimidate another student, will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the Principal.

**HAZING (PO5516)**

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with the law.

The Superintendent shall distribute this policy to all students and Board employees, and shall incorporate it into the building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

Administrators, staff members, and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

**CARE OF PROPERTY (PO5513)**

Students are responsible for the care of their own personal property. The School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or losses school property, the student and/or their parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

**BULLYING, HARASSMENT, AND INTIMIDATION (PO 5517 - Anti-Harassment)**

**General Policy Statement**

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, ancestry, or genetic information (collectively, 'Protected Classes') that are protected by Federal civil rights laws (hereinafter referred to as 'unlawful harassment'), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The District will offer counseling services to any person found to have been subjected to unlawful harassment, and, where appropriate, the person(s) who committed the unlawful harassment.

### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.

- A. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- B. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

### **Definitions**

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to unlawful harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Respondent is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

School District community means students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

### **Bullying**

Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;

- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

'Harassment' means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

### Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, 'sexual harassment' is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Sexual Harassment covered by [Policy 2266](#) - Nondiscrimination on the Basis of Sex Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.
- H. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Giving unwelcome personal gifts such as lingerie that suggests the desire for a romantic relationship.
- J. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.

- K. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- L. In the context of employees, consensual sexual relationships where such a relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- M. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
  
- N. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin/Ancestry Harassment**

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

### **Anti-Harassment Compliance Officers**

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)"):

Director of Personnel and Employee Relations  
216-898-8300 x 6200  
390 Fair Street  
Berea, OH 44017

Director of Pupil Services  
216-898-8300 x 6247  
390 Fair Street  
Berea, OH 44017

The names, titles, and contact information of these individuals will be published annually on the District's web site, in the parent and staff handbooks, and in the School District Annual Report to the Public.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about 'unwelcome' conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept reports of unlawful harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or the Compliance Officer(s) will designate a specific individual to conduct such a process. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

Any Board employee who directly observes unlawful harassment is obligated, in accordance with this policy, to report such observations to the Compliance Officer(s) within two (2) days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer(s) or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

### **Reports and Complaints of Harassing Conduct**

Students and all other members of the School District community along with Third Parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a report shall file it with the Compliance Officer within two (2) days of receiving the report of harassment.

Members of the School District community and Third Parties, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals

should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with [Policy 5517.01-Bullying and Other Forms of Aggressive Behavior](#), the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to the Compliance Officers who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by [Policy 2266](#), the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the [Policy 1662](#) investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

### **Investigation and Complaint Procedure**

Except for Sexual Harassment that is covered by [Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities](#), any student who believes that they have been subjected to unlawful harassment or retaliation may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

### **Informal Complaint Procedure**

The goal of the informal complaint procedure is promptly to stop inappropriate behavior and to facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

The Complainant may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complainants involving a District employee, any other adult member of the School District community, or a Third Party and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe in doing so, the individual should tell or otherwise inform the Respondent that the alleged harassing conduct is unwelcome and must stop. The Complainant should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the Complainant if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the alleged inappropriate conduct may file an

informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A Complainant may make an informal complaint, either orally or in writing: 1) to a teacher, other employee, or building administrator in the school the student attends; 2) to the Superintendent or other District-level employee; and/or 3) directly to one of the Compliance Officers.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The Board's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the Respondent.
- B. Distributing a copy of this anti-harassment policy as a reminder to the individuals in the school building or office where the Respondent works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer/designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

### **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

The Complainant may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District official who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, Superintendent, or other District official, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the Compliance Officer should consult the Complainant to assess whether the individual agrees with the proposed action. If the

Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions deemed appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer/designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation. The Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Compliance Officer will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer/designee will attempt to complete an investigation into the allegations of whether the student alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

### **Privacy/Confidentiality**

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the Compliance Officer/designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence and remedy its effects.

### **Retaliation**

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil

rights law, or because that individual made a report, formal complaint testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person from making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanction/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

### **Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

State law defines certain contact between a teacher and a student as 'sexual battery.' If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined in Ohio's Criminal Code, such knowledge should be immediately reported to local law enforcement.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

### **Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension**

The Superintendent will report to the Ohio Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery, and will, in accordance with [Policy 8141](#), suspend such employee from all duties that concern or involve the care, custody or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

### **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent shall provide appropriate training to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding the Board's policy and harassment in general, will be age and content appropriate.

### **Retention of Investigatory Records and Materials**

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ('ESI'), and electronic media (as defined in [Policy 8315](#)) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law (e.g., R.C. 3319.321) – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with [Policy 8310](#), [Policy 8315](#), [Policy 8320](#), and [Policy 8330](#) for not less than three (3) years, but longer if required by the District's records retention schedule.

## **TITLE IX SEXUAL HARASSMENT - [BCSD Policy 2266 - Nondiscrimination](#)**

The Board of Education of the Berea City School District (hereinafter referred to as “the Board” or “the District”) does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Board employees, students, Third Party vendors and contractors, guests, and other members of the School District community who commit Sexual Harassment are subject to

the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the District's education programs and activities.

For more information and complete procedural instruction, please refer to [BCSD Board Policy 2266](#).

# STUDENT DISCIPLINE CODE

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension, and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials, as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

## **ABUSIVE LANGUAGE TOWARDS SCHOOL EMPLOYEE (C4/18) OR TOWARD A STUDENT OR OTHER PERSON (C5/18)**

A student shall not use vulgar, profane or abusive language or gestures toward an employee or any other student or person.

## **AIDING OR ABETTING VIOLATION OF SCHOOL RULES (B12/18)**

Assisting other students in violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

## **ALCOHOL - USE, POSSESSION, SALE OR DISTRIBUTION(C9a/11)**

The use, concealment, possession, sale, transmission, or showing evidence of consumption of alcoholic beverages by students on school grounds or any school activity shall not be tolerated.

If a building administrator has a reasonable individualized suspicion of drug or alcohol use, he/she may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, he/she will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

## **ARSON (C8/08)**

Setting a fire in the school building or on the grounds is hazardous to the total school population. Those who set fires will face suspension or expulsion and will be turned over to the police for prosecution.

## **ASSAULT TOWARD A SCHOOL EMPLOYEE (C6/03) OR TOWARD A STUDENT OR OTHER PERSON (C7/03)**

A student shall not cause or attempt to cause physical injury or behave in a manner as to threaten to cause physical injury to a school employee, another student or person.

## **ATTENDANCE VIOLATIONS (B3/01)**

Students are expected to be present daily except for reasons outlined in the attendance section of this handbook, and to arrive to school and to their scheduled classes on time and ready to learn.

- Students who are not in their assigned classroom by the morning tardy bell (8:00am) are considered late to school and will need to sign-in with an office staff member. For every 3 unexcused tardies to school, or to the same class, will result in a student being issued one 45-minute detention. This tardy count will reset each quarter.
- Students who arrive to class less than three minutes late will be considered tardy from that class. For every 3 tardies to any class, students will be issued a 45-minute after school detention. Tardy counts will reset each quarter.
- Students who arrive more than three minutes late to class, or not at all, will be considered cutting class and will be issued a Saturday detention for cutting class. Repeated violations will be referred to administration for more serious consequences.

## **BUS CONDUCT (B8/18)**

Any violation of the bus rules. See "transportation - school bus procedures / policies" section of this handbook and BCSD Policy 5610.4 and 8600.

## **BULLYING (B7/19)**

Any *intentional* written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is

sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

### **CARELESS / RECKLESS DRIVING IN SCHOOL PARKING LOT (B12/18)**

Driving on school property in such a manner as to endanger persons or property shall be defined as careless/reckless. Offenses of this nature may result in loss of privileges, and or police involvement.

### **CHEATING/ PLAGIARISM / FALSIFICATION OF SCHOOL WORK, IDENTIFICATION, OR FORGERY (B12/18 or C13/18)**

Dishonesty of any kind with respect to examinations, course assignments, alteration of records, or improper possession of tests shall be considered cheating; this also includes electronic downloading of information. Likewise, making it possible for another student to cheat makes you as guilty as the student you help. It is the responsibility of the student to maintain an honorable posture and his/her integrity. Honesty requires that ideas or material taken from another for either written or oral use must be fully acknowledged. Offering the work of someone else as one's own is plagiarism. Any student who fails to give credit for ideas or material that he/she takes from another is guilty of plagiarism and is subject to consequences from his/her teacher. The teacher in charge of the class involved will handle cheating in each individual situation. Depending on the nature and severity of the situation, the administration may become involved. Penalties may include: redoing the assignment, failing grade for the items involved, failing the course involved.

Falsifying signatures or data, or refusing to give proper identification, or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false IDs.

### **COMPUTER USE (B12/18 and potentially other violations)**

Any violation of the technology acceptable use policy (7540.03) as outlined earlier in this handbook is not acceptable.

### **CRIMINAL MISCONDUCT AWAY FROM SCHOOL (C12/18)**

A student who engages in any misconduct in violation of the criminal code of the State of Ohio off school property or at a non-school sponsored or related activity, function, or event may, in accordance with the procedures set forth within the due process procedures, be suspended or expelled from school if the superintendent determines that the student's continued presence in school is reasonably certain to substantially disrupt or interfere with the educational process or substantially endanger the health or safety of the student or others.

### **DEFIANCE OF AUTHORITY-INSUBORDINATION (B5/18)**

Failure to accept and follow the directions, requests or orders of teachers, school officials, teacher aides or other authorized school personnel. Insubordination includes conduct which tends to interfere with the teacher's conduct of a class, tends to disrupt or interfere with the educational process of the school, or tends to endanger the health or safety of the student or others.

### **DISRUPTION OF THE NORMAL SCHOOL DAY (C1/18)**

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 the substantial & material disruption or obstruction of any lawful mission, process or function of the school. Neither shall he/she urge other students to engage in conduct for the purpose of causing, attempting or threatening to cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

While this list is not intended to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule:

1. Occupying any school buildings, school grounds or part thereof in an attempt to deprive others of its use;
2. Blocking the entrance or exit of any school building or corridor or room therein in an attempt to deprive others of lawful access to or from use of the building, corridor or room;
3. Setting fire or attempting to set fire to or damaging any school building or property;
4. Preventing or attempting to prevent by physical act or verbal utterance, the convening or continued functioning of any school, class or activity or any lawful school meeting or assembly on or off school property;

5. Preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event;
6. Except under the direct instruction of the principal or other authorized school personnel, blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored/related activity/or event;
7. Continuously and intentionally making noise or acting in a manner so as to interfere seriously with a teacher's ability to conduct a class or an extracurricular activity.
8. Use of lewd, vulgar, profane, or harassing language as a method to offend, intimidate or insult others that results in a substantial disruption to school operations. This includes the use of text messaging and/or the creation or modification of a social networking site or electronic account that specifically results in a substantial disruption to school operations. Anything not listed specifically but causes a disruption to the educational process may result in suspension.

### **DRESS & GROOMING / APPEARANCE (B2/18)**

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol, or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons. See "dress & grooming" section earlier in this handbook.

### **DRUGS/CONTROLLED SUBSTANCES - USE, POSSESSION, SALE OR DISTRIBUTION (C9a/11)**

A student shall not possess, use, transmit, sell, conceal or illustrate evidence of consumption of any alcoholic beverage or intoxicant or any of the drugs of abuse defined by Ohio Revised Code Section 3719.011 on school grounds, at school-sponsored or related functions or activities off school grounds or at any other time the student is subject to the authority of the school.

This prohibition also includes any substances substantially resembling an illegal or controlled substance. Any substance or equipment will be turned over to legal authorities.

If a building administrator has a reasonable individualized suspicion of drug or alcohol use, he/she may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, he/she will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

### **DRUG ABUSE INSTRUMENT (C9b/11)**

A student shall not possess, use, transmit, sell or conceal any drug abuse instrument on school grounds, at school-sponsored or related functions or activities off school grounds or at any other time the student is subject to the authority of the school.

### **ELECTRONIC COMMUNICATION DEVICES (B12/18)**

Students shall not use electronic equipment during the regular school day (8:00 a.m. - 3:05 p.m.) without express permission of the adult supervising that location during that period. Examples of prohibited devices include, but are not limited to, cell phones, smart phones, iPods, computers, tablets, e-readers, electronic games, etc.

Students are never permitted to use electronic devices to capture, record and / or transmit the words or sounds (i.e., audio) and / or images (i.e., pictures / video) of any student, staff member or other person, except with explicit approval and supervision of an authorized staff member.

### **EXTORTION (C1/18 or B12/18)**

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

### **FAILURE TO ACCEPT DISCIPLINE (B6/18)**

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

### **FAILURE TO COMPLY WITH DIRECTIVES (C11a/18)**

Students shall comply with directives and orders of teachers, student teachers, substitute teachers, educational aides, principals, or other authorized school personnel during any period of time when they are properly subject to the authority of the school.

### **FALSE ALARMS/BOMB THREATS (C1d / 14)**

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm, is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law and will subject the student to disciplinary action.

### **FIGHTING, INSTIGATING OR ABETTING A FIGHT (B11/03)**

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. This includes promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior). In the event of any fight, local law enforcement authorities may be notified and may intervene.

### **GAMBLING (B12/18)**

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

### **GUN / FIRE-ARM - USE, POSSESSION, SALE OR DISTRIBUTION (C8/06); LOOK-A-LIKE (C8/20); Incendiary Device (C8/8)**

Bringing a firearm (defined in the Federal Gun-Free Schools Act of 1994 as any weapon [including a starter gun] that will be, or is designed to or may readily be, converted to expel a projectile by the action of an explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, **which includes any explosive, incendiary, or poison gas, including a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device** ) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy 5610. *This rule includes any object which is made to look like a fire-arm as defined above.*

### **HARASSMENT / INTIMIDATION (B7/18)**

Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. This bullying becomes harassment when the behavior directed at the other student(s) is based on a protected class. Protected classes include, but may not be limited to:

- race
- color
- religion
- sex
- national origin
- disability
- age

### **HAZING (B7/18)**

Performing any act, or coercing another, including the victim, to perform any act, of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

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

### **MISCONDUCT AGAINST A SCHOOL OFFICIAL OR EMPLOYEE, OR THE PROPERTY OF SUCH A PERSON, REGARDLESS OF WHERE IT OCCURS (code is dependent upon the behavior)**

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

### **MISCONDUCT AWAY FROM SCHOOL (C12/18)**

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District. Misconduct is defined as any violation of the Student Discipline Code.

### **MISCONDUCT CLAUSE**

Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination.

In general, disciplinary action will result from, but is not limited to: disrespect to school personnel; habitual or extreme acts of misconduct; misappropriating teachers' school records; being in an unauthorized area on school premises or property; leaving class or school premises without proper authorization; littering; loitering; refusing to pay for purchases; providing misleading information during an investigation; gambling; or any conduct in violation of the criminal code of the State of Ohio.

### **PROFANE, VULGAR, IMPROPER LANGUAGE (B4/18)**

Students may not use physical gestures or verbal expressions that carry obscene or disrespectful connotations. Students are prohibited from making slanderous remarks which may be interpreted as vulgar or offensive.

### **PUBLIC DISPLAY OF AFFECTION (C1/18)**

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

### **REPEATED ACTS OF MISCONDUCT (C11c/18)**

A student shall not repeatedly engage in any of the acts of misconduct for which suspensions may be imposed.

### **SEXUAL HARASSMENT / UNWELCOME SEXUAL CONDUCT (B8/21)**

An act or participation in an act or acts that injures, degrades, disgraces or tends to injure, degrade, or disgrace any student. Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environments (i.e. - pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity).

### **SERIOUS BODILY INJURY(C14/22)**

An incident that results in serious bodily injury to oneself or others. Serious bodily injury is defined as "an injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurements; or protracted loss or impairment of the function of a bodily member, organ or faculty.

### **TARDY (B3/01)**

Students are expected to be to school and class on time. For every 3 instances of tardiness, a 45-minute detention will be issued. Tardies to school will be calculated separately from tardies to class. Tardy counts will “reset” at the beginning of each quarter.

### **THEFT (C3/05)**

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school. The School is not responsible for personal property.

### **TOBACCO - - USE, POSSESSION, SALE OR DISTRIBUTION (B1/09)**

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products, or electronic cigarettes or similar devices in school, on school grounds, on school buses, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and at any interscholastic competition, extracurricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. The term “tobacco” includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, “JUUL,” “NJOY,” “BREEZE,” “Puff Bar,” etc.), e-cigar, e-pipe, vape pen, or e-hookah; but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence. Smoking of electronic, “vapor”, other substitute forms of cigarettes, or clove cigarettes or other smoking devices for burning tobacco or any other substance is also prohibited.

### **TRESPASSING (C10/18)**

1. A student shall not enter upon school grounds or premises of a school building to which the student is not assigned during or after school hours except with the express permission of the school principal of that building or to attend or participate in a school-sponsored event in which his/her regularly assigned school is involved where students from his/her regularly assigned school have been invited to attend or participate.
2. A student already under suspension, emergency removal or expulsion shall not enter on the grounds or premises of the student’s regularly assigned school building without the express permission of the principal.
3. A student shall not enter on the grounds or premises of the student’s regularly assigned school building after school hours unless the student is present to participate as a member of an extracurricular activity or to attend a school-sponsored event where students from his/her regularly assigned school have been invited to attend.

### **VANDALISM/ DAMAGE TO PROPERTY (C2/04)**

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees, or others and disregard for school property.

### **WEAPONS OTHER THAN A GUN - USE, POSSESSION, SALE OR DISTRIBUTION (C8/7); LOOK-A-LIKE (C8/18)**

A student shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument while on school grounds, at school-sponsored or related activities, functions or events off school grounds or at any other time the student is subject to the authority of the school. Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm and any object which is made to look like a weapon or dangerous instrument

# STUDENT DISCIPLINE

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

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

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

Two (2) types of discipline are possible, informal and formal.

## Informal Discipline

Informal discipline takes place within the School. It may include, but is not limited to:

- writing assignments;
- change of seating or location;
- Morning, lunch, or after-school detentions
- in-school discipline;
- Saturday school.
- restitution

## Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and the student's parents one (1) day's notice. The student or their parents are responsible for transportation. Every 5th detention will result in the issuing of a Saturday School.

## In-School Discipline

Saturday school will be in session from 8:00 a.m. to 11:00 a.m.

Assigned students will attend a continuous three hour period during which time they will be permitted one (1) 5-minute break as determined by the proctor(s). Each student shall arrive with sufficient educational materials to be busy during this three hour study period.

Every 5 detentions issued to a student will result in a Saturday School detention as a means of progressive discipline.

A student missing any portion of the assigned detention or Saturday School time, may lead to additional consequences, up to and including suspension. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

Transportation to and from Saturday school is the student's/parent's responsibility.

## Formal Discipline

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Expulsions may carry over into the next school year. Any student

who is expelled from school for more than twenty (20) days, or for any period of time if the expulsion will extend into the following semester or school year, will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent, at the Superintendent's discretion, may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

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

Students involved in co-curricular and extracurricular activities, such as band and athletics, can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, the student may be subject to school disciplinary action, as well as action through local law enforcement.

## **STUDENT DUE PROCESS RIGHTS**

### **Berea City School District Policy 5611**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

#### **Suspension from School**

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain their view of the underlying facts. After that informal hearing, the Principal (or assistant principal or other administrator) will determine whether or not to suspend the student. If the decision is made to suspend the student, the student and their parents will be given written notification of the suspension within one (1) day, setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 5 days after receipt of the suspension notice, to the Assistant Superintendent. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or the student's representative requests otherwise. A verbatim transcript will be made, and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

#### **Emergency Removal**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, Principal, or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal, in writing, within one (1) school day. No prior notice or hearing is required for any removal under this

procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one (1) school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held on the next school day after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out-of-school suspension, the student will have the opportunity to appear at an informal hearing before the Principal, assistant principal, Superintendent, or a designee, and may challenge the reasons for the removal or otherwise explain their actions.

### **Expulsion from School**

"Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and [Board Policy 5611](#) - Due Process Rights.

When making a determination whether or not a student will be expelled or permanently excluded under this policy, the Superintendent shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315 - Information Management (i.e. "Litigation Hold")) created and/or received as part of an investigation.

#### **1. Firearm or Knife**

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife capable of causing serious bodily injury to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, an interscholastic competition, an extra-curricular event, or any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife capable of causing serious bodily injury at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, an interscholastic competition, an extra-curricular event, or any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device includes, but is not limited to, any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or other similar device.

A knife capable of causing serious bodily injury is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

The Superintendent may, in their sole judgment and discretion, modify or reduce such expulsion, in writing, to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- a. applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);

- b. the degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student's intent and awareness regarding possession of the firearm or knife capable of causing serious bodily injury; and/or
- c. the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

The reinstatement of a student who is expelled for bringing a firearm to school is subject to the reinstatement process summarized in Section (C)(4) of this policy.

## 2. Violent Conduct

If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

- a. would be a criminal offense if committed by an adult;  
and
- b. results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5) or to property as defined in R.C. 2901.01(A)(6)

The Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in their sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- a. applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);  
or
- b. other extenuating circumstances including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the expulsion there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

## 3. Bomb Threats

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in their sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

- a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs; or

- b. other extenuating circumstances including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the expulsion there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

#### **4. Imminent and Severe Endangerment to Health and Safety of Students or Employees**

The term "imminent and severe endangerment" means any of the following actions taken by a student:

- a. Bringing a firearm or a knife capable of causing severe bodily harm to a school operated by the Board or other property owned or controlled by the Board, or to any interscholastic competition, extra-curricular event, or any other program or activity sponsored by the School District or in which the District is participating;
- b. Committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons as defined in R.C. 2901.01(A)(5) or to property as defined in R.C. 2901.01(A)(6) while the student is at a school operated by the Board, on property owned or operated by the Board, or at any other program or activity that is sponsored by the District or in which the District is participating;
- c. Making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat; or
- d. Making an articulated or verbalized threat, including a hit list, threatening manifesto, or social media post, that would lead a reasonable person to conclude that the pupil poses a serious threat.

The Superintendent may expel a student for up to 180 school days for actions that the Superintendent determines pose imminent and severe endangerment to the health and safety of other students or school employees regardless of whether the actions qualify for permanent exclusion.

Upon expelling a student for actions that pose imminent and severe endangerment to others, the Superintendent will develop conditions that the student must satisfy before the student may be reinstated. A copy of the conditions will be provided to the Board, the student, and the student's parent/guardian at the beginning of the expulsion period. One of the conditions shall be an assessment that is performed by a licensed psychiatrist, psychologist, or school psychologist employed or contracted by the District to determine whether the student poses a danger to themselves, other students, and/or school employees. The District and the student's parent/guardian will mutually agree on the individual who will conduct the assessment. If the individual is not employed by the District, the cost of the assessment shall be referred for payment through the student's health insurance. Any remaining costs not covered by the student's insurance will be paid by the District. If the individual is employed or contracted by the District, the District will pay the full cost of the assessment. In addition to including a determination of whether the student poses a danger to themselves or others, the psychiatrist, psychologist, or school psychologist may also make recommendations for the contingent conditions for the student's reinstatement.

At the end of the initial expulsion term or any subsequent term, the Superintendent will determine whether the student has demonstrated sufficient rehabilitation to be reinstated to school. If the Superintendent determines the student has not demonstrated such rehabilitation, then the Superintendent may extend the expulsion for an unlimited number of additional periods of up to ninety (90) school days each. The Superintendent shall make the determination about whether the student has demonstrated rehabilitation in consultation with a multidisciplinary team selected by the Superintendent. The Superintendent will take into consideration the assessment of the psychiatrist, psychologist, or school psychologist and whether or not the student met the conditions developed by the Superintendent at the beginning of the expulsion period. If the Superintendent extends the expulsion period, the Superintendent shall develop conditions for the pupil to satisfy prior to reinstatement. The conditions may be the same as those developed for the initial term of expulsion. A copy of the conditions shall be provided to the Board, the student, and the student's parent/guardian.

The Superintendent may extend the initial or subsequent term of expulsion into the next school year. The Superintendent may also reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in their sole judgment and discretion, reduce such expulsion to a period of less than 180 school days for the initial term, or less than ninety (90) school days for any additional term, on a case-by-case basis, for the following reasons:

- a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs; or
- b. other extenuating circumstances including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

Prior to the end of the initial expulsion term or any extension, the student's parent/guardian may request that the Superintendent complete an early assessment of the student. The Superintendent will assess the student and make a determination of whether the student meets the requirements for reinstatement as outlined in this section. The Superintendent will rely on the reasons permitted for the reduction of an expulsion term outlined in this section to determine whether the student may be reinstated before the end of the current expulsion term. A parent/guardian may request an early assessment one (1) time for the initial, and one (1) time for any subsequent expulsion term.

The Superintendent is authorized to develop contingent conditions for a student's reinstatement. The conditions may include the conditions developed for the original expulsion term as well as any recommendations made by the psychiatrist, psychologist, or school psychologist who assesses the student under this section. The Superintendent will establish a duration under which the student must meet the contingent conditions, which may extend to the student's graduation date. The Superintendent will provide a copy of these conditions to the Board, the student, and the student's parent/guardian when the Superintendent makes the decision to reinstate the student. If the student fails to adhere to the contingent conditions, the Superintendent may revoke the student's reinstatement and establish an extended expulsion period under the same process as outlined in this section.

For students who do not have an individualized education plan ("IEP"), the Superintendent shall, in consultation with the student and parent/guardian, develop a plan for the continued education of the student. This may include education by the District in an alternative setting such as home instruction, enrollment in another district, enrollment in another type of public or nonpublic school, or any other form of instruction that complies with state law. The plan will be developed no later than fifteen (15) school days after the beginning of the original expulsion period or any extension. For students who have an IEP, the Superintendent will also consult with the student's IEP team in developing the plan, and the plan will be developed within ten (10) school days after the beginning of the original expulsion period or any extension.

The Board will provide the Department of Education and Workforce ("DEW") records of each expulsion issued under this section, as well as any changes to the student's expulsion status. The records will not include the name of the student, but will include the following:

- a. the name of the student's school;
- b. the reason(s) for the student's expulsion;
- c. the duration of the student's expulsion and any extensions of the expulsion;
- d. the total number of students expelled by the District in the school year as of the date of the report; and

- e. the student's age, gender, race, and other demographic information requested by DEW.

The District will provide records of an expulsion issued under this section if requested by any other district or school to which the student transfers. These records may not be withheld due to any outstanding debt attributed to the student.

The Board will establish guidelines for appropriate conditions that the Superintendent may develop pursuant to this section.

The Superintendent will develop a list of alternative educational options for students who are expelled under this section.

### **Permanent Exclusion**

State law provides for the permanent exclusion of a student, sixteen (16) years of age or older, who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

### **Alternative to Suspension**

When considering alternatives to suspension in Berea City Schools, the goal is often to address the student's behavior in a way that promotes learning, accountability, and positive change, without removing them from the educational environment.

## **POTENTIAL CONSEQUENCES FOR VIOLATIONS**

The following is a partial list of potential consequences for violating school rules:

1. Warning
2. Before and after school detentions including lunch detentions.
3. Removal of privileges
4. Parent notification
5. Conference with parents(s)/guardian(s)
6. Suspension from a particular class
7. Withdrawal from a particular class with "no credit"
8. Alternative to Suspension
9. Emergency Removal
10. Out-of-School suspension
11. In-School Suspension
12. Student management room (SMR)
13. Community Service
14. Referral to Juvenile court
15. Withdrawal from school
16. Expulsion from school
17. Prosecution to the fullest extent of the law
18. Restitution
19. Other appropriate consequences as determined by an administrator

*Note: All participants in the co-curricular program (activities and athletics) are subject to rules and regulations in addition to those stated in this book.*

