

BEDFORD CITY SCHOOL DISTRICT

Student/Parent Handbook (K-5)

2025 – 2026



Central Primary School

Grades Pre-K-2

8:25 a.m. – 3:10 p.m.

799 Washington Street

Bedford

440-439-4225

Glendale Primary School

Grades Pre-K-2

8:25 a.m. - 3:10 p.m.

400 W. Glendale Avenue

Bedford

440-439-4227

Carylwood Intermediate School

Grades 3 – 5

8:25 a.m. – 3:10 p.m.

1387 Caryl Drive

Bedford

440-439-4509

Columbus Intermediate School

Grades 3 – 5

8:25 a.m. – 3:10 p.m.

23600 Columbus Road

Bedford Heights

440-786-3322

www.bedfordschools.org

BEDFORD CITY SCHOOLS

MISSION STATEMENT

Mission: The mission for the Bedford City School District is to:

Inspiring Everyone, Everyday to Achieve Excellence.

Vision: The vision for the Bedford City School District is to have students graduate as open-minded responsible citizens.

Core Values: The core values for the Bedford City School District focus on:

- Providing a safe, supportive environment,
- Embracing diversity, fostering each students' full potential,
- Building strong family and community partnerships,
- Developing academic excellence through a variety of rich experiences, and
- Promoting respect as a right and responsibility.

BOARD OF EDUCATION

Angelic M. Carter, President
Sharyn Macklin, Vice-President
Anthony A. Akins, Board Member
Danielle M. Turner Birch, Board Member
Eva Boyington, Board Member

DISTRICT ADMINISTRATION

Dr. Cassandra Johnson, Superintendent of Schools
Taylor Friedrich, Treasurer
Tad Ellsworth, Executive Director of Facility Improvements & Special Projects
Dr. Karl Schieider, Executive Director of Operations
Dr. Kenya Harrington, Executive Director of Academic Achievement
Dr. JaTina Threat, Executive Director of Human Resources
JC Commander, Director of Athletics



Dear Parent(s)/Guardian(s) and Students:

On behalf of the faculty and staff, it is our pleasure to welcome you to the 2025 - 2026 school year. We hope that everyone has enjoyed a restful summer vacation. We are very excited and anxious to begin the new school year.

The pages of this handbook are filled with information that you will find useful about our schools. We suggest that parents/guardians and students read it together. You are encouraged to download it from our website or request a copy from your child's school. Please note that annually you are required to visit the *Final Forms* and electronically sign to indicate that you have reviewed the Bedford City School District Parent/Student Handbook.

Parents/Guardians are our partners in the important job of educating children. We encourage and welcome you to become involved. The doors are always open to you.

We wish you and your child a positive and rewarding school year and pledge our support to you.

Again, welcome to the 2025 - 2026 school year.

Sincerely,

Angela Siwik

Angela Siwik
Principal
Glendale Primary

Jennifer Speight

Jennifer Speight
Principal
Carylwood Intermediate

Jermainne Huff

Jermainne Huff
Principal Columbus Intermediate

Antonio Gaines

Antonio Gaines
Principal Central Primary

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SCHOOL SAFETY

BUILDINGS AND GROUNDS SECURITY

The Board recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles in protecting the health, welfare and safety of its students and staff. While carefully weighing the privacy rights of students and staff against the District's duty to maintain order and discipline, the Board authorizes the use of electronic surveillance systems.

Cameras

1. The administration notifies its students and staff that camera surveillance may occur on school property or in school vehicles.
2. The use of cameras in transportation vehicles are supervised by the building principals and the transportation supervisor.
3. The use of cameras is subject to District policies concerning the confidentiality of student and staff records.
4. Surveillance cameras are used only to promote the order, safety and security of students, staff and property.

CONCEALED WEAPONS

Unless otherwise authorized by law, pursuant to the Ohio Revised Code Section 2923.122, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone.

DRILLS

The Bedford City School district has a written disaster plan for evacuating the building in case of fire and seeking safety areas inside the school in the event of a tornado. Emergency exits and tornado safety areas are posted in each classroom. Drills are conducted regularly throughout the year. Students are required to exhibit exemplary behavior during these emergency drills.

GANGS

The Board believes gangs or gang activity create an atmosphere where violations of policies, regulations and State laws may occur. Gangs that initiate, advocate or promote activities which threaten the safety or

well being of persons or which are disruptive to the school environment are not tolerated by the District. Incidents involving initiations, hazing, intimidations and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, and personal degradation or disgrace resulting in physical or mental harm are prohibited.

The Board directs the administration to establish regulations to ensure that any student wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student is subject to disciplinary action. This includes all forms and instruments of harassment and bullying, including electronic communications devices.

To provide increased awareness of the threat to the safety of students, staff and school property which gang-related activity poses, training is provided on an as-needed basis. Presentations provide training in current identification symbols used by those involved in gang-related activity and include things such as the identification of hand signals, apparel, jewelry and/or any other pertinent gang-related information.

SEARCH AND SEIZURE

If there is a reasonable suspicion that the student is in violation of law or school rules, search of a student and his/her possessions may be conducted at any time that the student is under the jurisdiction of the Board of Education. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's or parent's consent.

Students are provided lockers in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated. Violation of the above is covered under our Student Code of Conduct and may require police notification

SECURE OUR SCHOOLS

School safety drills are necessary because they prepare students and staff for real emergencies, ensuring they know how to respond quickly and effectively. The Bedford City School District has a plan in place to enhance the safety and security of students, staff and visitors in the event of an emergency or threatening situation known as **Secure Our School** procedures. Our **Secure Our School** procedure serves many functions during an emergency including practices referred to as A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate). The A.L.I.C.E. protocols have been adopted by the Board of Education and each principal and other appropriate personnel have been trained and certified in those protocols. Other administrators and all school staff members have also been trained in A.L.I.C.E., including members of the Board of Education.

Secure Our School alerts are practiced on a monthly basis throughout the school year so they are familiar to students and staff members. While **Secure Our School** procedures begin with Shelter in Place practices, and in most cases Shelter in Place is appropriate, A.L.I.C.E. offers staff members the additional measures indicated which include evacuation as well as the process of reunification. The Reunification Procedure is the controlled process of reuniting students with their parents/guardians after an unusual situation has occurred. In the event of a controlled release and reunification is needed, parents/guardians will need to bring and show identification for safety and security purposes.

VIDEO SURVEILLANCE

Recordings of students will be treated as confidential. Consequently, because the Board is bound by Ohio's Student Records Statute and the Family Educational Rights and Privacy Act (FERPA), copies of video recordings containing personal identifiable information about students shall not be released except to school officials with legitimate educational interests. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the Board of Education, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any other students whose images appear on the recording). Likewise, school personnel may view relevant portions of any video relating to any disciplinary charge against them, upon written request to the Board of Education, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any students whose images appear on the recordings). Otherwise, such confidential recordings shall only be released through subpoena or court order.

ATTENDANCE

Attendance in school is usually reflected in a student's grades and achievement. Students are expected to attend school on a regular basis. The Bedford Board Policy states that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance policy or any other rules of the school, he/she should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate she/he has learned.

Students absent for an approved reason (assemblies, field trips, athletic contest, student organizations, testing, OSS, personal illness, illness in the family, testing, quarantine of home, death in family, working due to illness of a parent, observance of a religious holiday, and emergency with reason stated) will be allowed to make up missed assignments/test/quizzes.

VACATIONS

If a student will be absent from school because of a family vacation, please inform the principal and the classroom teacher prior to the trip. If possible, school assignments will be given in advance. Students must assume responsibility for class assignments and tests when they return to school. The time missed will be counted as excused, provided the parent sends in a note, the principal approves it and the student makes up all the work. If work is not made up, then the absence is unapproved. Vacations will not be authorized during the week ending each semester.

The criterion for attending dances or extra-curricular activities relies on the attendance and the behavior of students. Students must attend school the entire day of the activity unless they are on an approved field trip. Any student that is truant from school may **not** participate in any activity or extra-curricular activity during or after the school day

- **Early Dismissal**

Students can receive an early dismissal by having his or her parent/guardian call the appropriate grade level office and leave a message with the secretary. Students are to sign out in their grade level office prior to leaving the building. Valid reasons for early dismissal include: illness, family illness, doctor or dentist appointment, funeral services, court appointment, college visitations, family vacations, or family emergency.

- **Excused Absences**

When a student is absent from school, his or her parent/guardian must contact their grade level office and give the reason for the absence to the grade level secretary. Parents/Guardians can call the night before and leave a message on the voice mail or they can call the office that morning.

They may also provide a note with a daytime phone number so that they can be reached, if necessary. Valid reasons for excused absences are limited to: illness, family illness, doctor or dentist appointment, funeral services, college visitation, family vacation, court appointment, or family emergency.

- **Unexcused Absences**

Students are marked unapproved absent if the parent/guardian does not contact the school. Parents will receive a phone call the day of the absence. In order to change an absence from unexcused to an excused absence, the parent/guardian must contact the student's grade level office within 5 school days. **Schoolwork may not be completed for credit on days when the absence is unapproved.**

- **Persistent Absence or Tardiness and Truancy**

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence.

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" truant.

HB 410 (HOUSE BILL 410) TRUANCY

A **habitual truant** is any child of compulsory school age is

- Absent 30 or more consecutive hours without a legitimate excuse;
- Absent 42 or more hours in one month without a legitimate excuse;
- Absent 72 or more hours in one year without a legitimate excuse;

This includes **excessive absences**:

- Absent 38 or more hours in one school month with or without a legitimate excuse;
- Absent 65 or more hours in one school year with or without a legitimate excuse. *A

legitimate excuse is defined as legitimate illness, family emergency, funeral, religious holiday, college visitation, or medical/dental appointment.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, will send notice requiring the child's parent to attend an absence intervention team meeting. The absence intervention team, composed of at least a representative from the school, a staff member who has a relationship with the child and a parent or parent designee or guardian.

Regarding “**habitual truants**”, the Board must take as an intervention strategy any appropriate action contained in the Board policy, or the Board may file a complaint in juvenile court jointly against the child and the parent. The complaint must state that the child is an “unruly child” by virtue of being a “habitual truant” and that the child's parent violated the School Attendance Law.

The Board directs the administration to develop intervention strategies that may include: following:

1. providing a truancy intervention program for a habitual truant;
2. providing counseling for a habitual truant;
3. referral to available community resources;
4. requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;
5. requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs;
6. taking appropriate legal action.

● **Signing In and Out of School**

Students must sign in and out of school in their appropriate office. In an attempt to minimize this problem, students who sign in or out of school excessively may be required to bring in a parent/guardian for a conference.

● **Tardiness to School/Class**

The definition of tardy: ***Students are expected to be in their classroom when the tardy bell is finished ringing.*** A student who does not have a written pass from the designated office, or a faculty or staff member will be marked tardy.

School begins promptly at 8:40 am a.m. (Intermediate) and (Elementary). Late students are to check in at the designated office. ***A reason for an excused tardy is the same as one for an excused absence. All other reasons for being tardy are unexcused, even if the parent calls the student in late.***

● **Excused Tardies**

When a student is tardy to school, his or her parent/guardian must contact their grade level office and give the reason for the tardy to the grade level secretary. Parents/Guardians can call the night before and leave a message on the voice mail or they can call the office that morning. They may also provide a note with a daytime phone number so that they can be reached if necessary. Valid reasons for excused tardies are limited to: illness, family illness, doctor or dentist appointment, funeral services, college visitation, family vacation, court appointment, or family emergency.

● Unexcused Tardies

Students are marked unapproved tardy if the parent/guardian does not contact the school prior to the student's arrival. Parents may receive a phone call with continual tardies to school. Students late to school receive tardy for the class period(s). Schoolwork may not be completed for credit when the student's tardy is unapproved. Tardies are recorded as follows:

- Students are tardy after the 8:40 a.m (Intermediate) and (Elementary)
- Students arriving after 9:30 a.m. = ½ day a.m. absence.
- Students leaving between 10:00 a.m. – 12:29 p.m. = ½ day p.m. absence.
- Students leaving after 1:00 p.m. = Early out.

Notification will be made for any unexcused absence within the first two hours of the start of school.

STUDENT RIGHTS AND RESPONSIBILITIES

Students, like all citizens, have civil rights guaranteed by the Constitution of the United States. The First Amendment, which ensures the freedom of religion, speech, press, assembly and petition and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school environments.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way rights are exercised and must accept the consequences of actions and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students and the responsibilities, which are inseparable from these rights, which include the right to:

1. Equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others;
2. Attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. Due process of law with respect to suspension and expulsion;
4. Free inquiry and expression and the responsibility to observe rules regarding these rights and
5. Privacy, which includes privacy with respect to the student's school records.

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make rules and delegate authority to its staff to make rules necessary for the orderly operation of the schools.

A copy of the school discipline code is posted (on the District and individual school website) in each of the schools and given to each student. This code describes in detail the offenses such as truancy, tardiness, property damage, etc., for which disciplinary action may be taken. Copies of the code are available upon request to any parent in the principal's office.

BEDFORD CITY SCHOOL DISTRICT
STUDENT CODE OF CONDUCT

DISCIPLINARY SANCTIONS – *The administration retains the right to use professional judgment in assigning disciplinary consequences. A range of disciplinary actions may take place from in-school discipline to out-of-school discipline and/or a recommendation for expulsion/exclusion. Contact with the local police department may also apply.*

Education cannot proceed without a climate of good order and effective learning conditions within the school. In seeking to create an atmosphere of good order it is necessary to direct attention to lessening or eliminating behavioral problems with a view toward protecting students and teachers from the frustration, interruption and loss of time as a result of misconduct. The Bedford Board of Education hereby establishes the following categories of misconduct as those which may result in disciplinary action(s) which may include: detention, conference, mediation, parental contact, opportunity school, restorative discipline, referral to legal authorities, emergency removal, in-school restriction, Student Management Room, Saturday School, suspension, expulsion, or permanent exclusion from the Bedford City School District.

Students shall comply with all policies, rules and regulations of the Board of Education. Such policies, rules and regulations will be posted on school bulletin boards. Students are responsible for becoming familiar with these items.

“The authority to regulate and control pupil conduct does not necessarily end at the schoolhouse door.” Provisions of the law permit school discipline codes to address student misconduct, which occurs off school grounds if such misconduct occurs at school-related functions, or are directed at school personnel regardless of location. Misconduct, which starts in school and continues off school grounds or misconduct, which begins off school grounds and continues on school property, will result in consequences as outlined in the Code of Conduct.

Student Due Process Rights:

The Board and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, in the context of administrative proceedings carried out by school authorities, does not mean that the procedures used by the courts in juvenile proceedings must be followed. The Ohio and Federal Rules of Evidence do not apply.

Students have clearly established means by which administrative due process is available for the protection of his/her rights.

Due process procedures are:

1. applied equally to all and
2. enforced in a manner which involves:
 - a. adequate and timely notice and opportunity to prepare a defense;
 - b. an opportunity to be heard at a reasonable time and in a meaningful manner and
 - c. the right to a timely and impartial hearing on the merits of the case.

In cases of student suspension or expulsion, the specific due process procedures set by the Board's policy are followed.

Appeal Process: A student and his/her or parent/legal guardian has the right to appeal an Out of School Suspension or Expulsion. Notice of such an appeal must be made within fourteen (14) days of the date of the Suspension or Expulsion letter. The parent/legal guardian should call the Student Services Department at 439-1500 to appeal.

STUDENT CONDUCT

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. Students are also subject to discipline, as outlined in the Student Code of Conduct for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior, and provides continuing instruction in dating violence prevention in health education courses in grades 7 through 12.

A student may be expelled for up to 1 year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program. The Superintendent is authorized to expel a student from school for a period not to exceed 1 year for 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. **In addition, please be aware that in light of recent events relative to school shootings, the Bedford City School District takes threats of any nature (verbal, written, electronically, via social media, etc.) very seriously. Offenses of this nature may result in an expulsion from school and may also warrant school administration to inform local law enforcement officials to pursue possible criminal charges.** Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building. The student Code of Conduct is available on our district website as well as on the individual building website.

COMPREHENSIVE DISCIPLINE

The Bedford City School District employs a comprehensive discipline plan. Students are expected to be mature, learn from their mistakes, and improve their behavior over time. Students with chronic

behavioral problems who do not improve during the course of the year will have increasingly more severe consequences. Students involved in the same incident may, therefore, receive different consequences depending on the individual's discipline history. In addition, in the case of severe misconduct the comprehensive discipline plan may not be followed.

Verbal Warning: This is a warning given to a student whose conduct is in violation of school rules. Any authorized school official may issue a verbal warning, including teaching and non-teaching personnel.

Conference: This is a verbal conference between a school authority and the student whose conduct is in violation of the school rules. A conference may involve more than one student and/or school personnel. Impending actions may take place upon the discretion of the school official.

Mediation: At some point that a student(s) conduct is in violation of the school rules, mediation may occur between conflicting parties. Mediation is set up with an appointed school authorized official and at this time, students are given the opportunity to deal with the conflict. Impending actions may take place upon the discretion of the school official. When a student's conduct violates school rules, mediation may be arranged between the conflicting parties. A designated school official will facilitate the process, providing students with an opportunity to address and resolve the conflict. Any further actions will be determined at the discretion of the school official.

Written Warning: A written warning can be administered to a student whose conduct is in violation of school rules.

Restorative Discipline Practices: Restorative Discipline Practices: focus on building and maintaining positive relationships, fostering respect for others, taking responsibility for one's actions, and repairing harm when conflicts arise. These practices support both student-to-student and student-to-staff relationships while promoting a sense of community and accountability. These practices are designed to help students learn from their actions, repair relationships, and reintegrate into the learning environment in a positive and productive way. Examples include: community building circles, learning problem solving skills, peer mediations, apology letters, completing specific misbehavior modules and SEL (Social Emotional Learning) supports.

Parent Notification: Direct contact is made with the parent or legal guardian of a student by school personnel through telephone, progress book, personal contact, email, or letter to inform them that their child's conduct was in direct violation of the school rules. Parent conferences can also be set up with the parent or legal guardian to discuss specific violations of school rules and the impending action school officials may take.

Reset Rooms: is a designated space where students can take a brief, structured break to regulate their emotions, refocus, and develop self-management strategies. The goal is to provide a supportive environment that helps students reset their mindset and return to the classroom ready to engage in learning.

Teacher Detention: Individual teachers may schedule before or after school detentions prior to completing a disciplinary referral. Individual teachers may assign before, during lunch, or after-school detention as a disciplinary measure before submitting a formal disciplinary referral.

Office Detention: Grade level principals may schedule before school, during lunch, or after school office detentions.

Opportunity School: "Opportunity School" is an after school detention that can be assigned as a form of discipline. Students must arrive on time and bring work with them to complete. Failure to report to Opportunity School may result in an Out-of-School suspension. Parents/guardians must provide transportation for their child from Opportunity School. Students will not be allowed to walk.

Alternative to Suspension (ATS) {HMS}

ATS is a time out room for students disrupting the learning environment during instructional class time. ATS allows the student to be responsible for his/her actions and emphasizes that time in class and on task is of the utmost importance. Students may be assigned by the school administration to ATS for a period in which they are disruptive, or may be assigned to ATS for an entire instructional day. When assigned to ATS, students will be expected to complete assignments that are provided by their teachers. for. Students who are removed from SMR for disciplinary reasons will receive a more severe disciplinary action.

Alternative to Suspension (ATS) {BHS}

ATS is a time out room for students disrupting the learning environment during instructional class time. ATS allows the student to be responsible for his/her actions and emphasizes that time in class and on task is of the utmost importance. Students may be assigned by the school administration to ATS for a period in which they are disruptive, or may be assigned to ATS for an entire instructional day. When assigned to ATS, students will be expected to complete assignments that are provided by their teachers.

Students removed from ATS for disciplinary reasons while assigned to ATS will receive a more severe disciplinary action.

Saturday School: Saturday School is an alternative to suspension and is at Bedford High School. Students who are assigned this alternative consequence will have an opportunity to complete coursework and engage in various restorative practices and exercises led by district faculty. Students who do not complete this consequence may face suspension from school.

Emergency Removal: This removal is in compliance with Ohio Revised Code Section 3313.66 (C): “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 within a classroom or elsewhere on the school premises, the superintendent, principal or assistant principal may remove a pupil from curricular activities or from the school premises.”

Out-Of-School Suspension (OSS): Students may be suspended from school for as many as ten (10) days per occurrence. Suspended students are not permitted to attend or participate in athletic activities or extracurricular activities during the entire time of suspension. Parents/Guardians are required to attend the reinstatement meeting with a school official prior to their child returning to school. No Exceptions!

Expulsion/Exclusion: A student may be recommended by the principal for expulsion for up to eighty days or excluded for up to one year by the superintendent. A student does not receive scholastic credit for the period of his/her expulsion. Moreover, since acceptable conduct is a prerequisite to successful completion of any semester, expulsion will, unless the superintendent provides otherwise, result in loss of academic credit for the semester in which the misconduct occurs. Upon the completion of the expulsion the student and parent/guardian must meet with the building principal prior to re-enrolling.

DISCIPLINE OF STUDENTS WITH DISABILITIES

The Board recognizes that while discipline for students with disabilities must be effective and appropriate, it must also be implemented in accordance with state and federal laws, including the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act. Although the District holds the safety and welfare of all students and staff in the highest regard, disciplinary procedures for students with disabilities may differ to ensure protections afforded under the law. The Board delegates to school officials the authority to enforce District policies and student conduct rules while ensuring that disciplinary actions involving students with disabilities comply with applicable legal requirements.

Students with disabilities may be disciplined for violating school rules; however, when removals exceed 10 cumulative school days in a school year (and for each subsequent removal after 10 cumulative school days), the District must conduct a Manifestation Determination Review (MDR) to determine if the behavior was a manifestation of the student's disability. If the behavior is determined to be related to the disability, the student cannot be subjected to the same disciplinary measures as peers without disabilities and must receive services as outlined in their Individualized Education Program (IEP). When appropriate, a Functional Behavioral Assessment (FBA) must be conducted and a Behavior Intervention Plan (BIP) developed or revised. If the behavior is not a manifestation of the disability, the student may be disciplined similarly to their nondisabled peers, but the District must continue to provide educational services to ensure progress toward IEP goals.

Expulsion or other disciplinary changes in placement will follow all due process procedures as required under IDEA and Ohio law. Students may also be referred to law enforcement if their conduct constitutes a crime, consistent with both district policy and federal regulations. The District remains committed to balancing the need for school safety with the provision of a free appropriate public education (FAPE) for all students.

EDUCATIONAL DISCIPLINARY INTERVENTIONS

The Bedford City School District realizes that there are sometimes special needs and circumstances that do not always allow a student to follow the daily traditional educational path. Therefore, in order to serve all our students, the following programs are in place to assist our students, administration, teaching staff, and other personnel.

Alternative Education – Bedford City Schools' Alternative Education Program (Excel) is designed to help students succeed through the use of a nontraditional program. We have chosen to use a fully approved Internet-based curriculum. Employs rigorous coursework that challenges students and helps them develop strong creative and critical thinking skills. Students can be assigned to Excel by the grade level principal. The curriculum is accessible 24-hours a day, seven days a week on the Internet. We also provide students an on-site teacher for each subject area available, English, Health (BHS specific), Mathematics, Science, and Social Studies. Students can communicate with their teachers in two ways: by e-mail and in person in the alternative program classroom. This program is designed to be an appropriate part of a student's total education program. All students attending Excel fall under the jurisdiction of the Bedford City School District's Student Code of Conduct.

Conferences - Grade level principals can hold conferences with the student along with the grade level counselor, teachers, personnel staff, and/or with the parent/legal guardian.

SEL (Social Emotional Learning Services) - Staff including, but not limited to, School Counselors, Mental Health Support, Social Workers may schedule individual counseling sessions, mediations and arrange group sessions to assist students. Our SEL services support students' emotional well-being, positive relationships, and essential life skills. Staff, including School Counselors, Mental Health Specialists, and Social Workers, may provide individual counseling, peer mediation, and group sessions to help students navigate challenges and build resilience. These services create a supportive school environment where students feel heard, valued, and prepared for success.

Guidance Services - Individual School Counselors may schedule individual counseling sessions, mediations and arrange group sessions to assist students.

Mediation - Grade level principals and/or their designee can hold mediation with students to assist in handling a problem or it may serve as a prevention method. Grade-level principals and/or their designee may facilitate mediation sessions to help students resolve conflicts constructively or as a proactive measure to prevent issues from escalating.

Parent Assisted Suspension - This suspension is combined with a predetermined number of days out of school suspension and a set number of days with parent or guardian attending classes with his/her student. If the parent agrees and does not attend classes, the remaining days must be served as an out of school suspension. This suspension would be available as an option two times each semester.

Outside Agencies - Recognizing that our school district cannot meet all the needs of each student, listed below are some outside organizations that parents/legal guardians are encouraged to contact, if needed. However, the Bedford City School District does not endorse nor recommend any specific agency.

Return from Hospitalization: Students returning to school following a mental health hospitalization must participate in a re-entry meeting. This meeting, facilitated by school staff, ensures appropriate support is in place for the student's well-being and successful transition back to the school environment.

Beech Brook – In addition to its full range of mental health programs, Beech Brook has innovative treatment strategies for children with abuse recovery issues, developmental delays or disabilities. Contact (216) 831-2255 or <http://www.beechbrook.org>

Department of Children & Family Services – Whenever an adult suspects child abuse it must be reported to the Department of Children Services by calling 216-696-KIDS (5437) or on the web at <http://jfs.ohio.gov>

Diversity Center – The Diversity Center is a human relations organization dedicated to fighting bias, bigotry, and racism in America. The Diversity Center promotes understanding and respect among all races, religions, and cultures through advocacy, conflict resolutions, and education. Contact (216)-752-3000 or <http://www.diversitycenterneo.org>

Fire Prevention Program – This is a program designed to educate students about the dangers of fire starting acts. Contact your local fire department.

IMPACT Solutions – This organization can assist parents/guardians with family concerns. Please call 216-292-6007 for information about the program or www.myimpactsolution.com

PBIS: (Positive Behavior Interventions and Supports)) is an evidence-based, tiered framework for supporting *students'* behavioral, academic, social, emotional, and mental health. When implemented with fidelity, PBIS improves social emotional competence, academic success, and school climate. PBIS teaches students the expected behaviors and procedures in our buildings/district. It also helps them to find positive replacement behaviors when they are not exhibiting the expected behaviors. In the BCSD, we expect our students, families and staff to follow ROAR (Respectful, Open Minded, Achieve and to be Responsible).

The Bedford City School District offers a free and appropriate education to all students. The district represents **Pride, Tradition and Achievement for all who are expected to **R.O.A.R** with the BEARCATS.**



<i>Respectful</i>	<i>Open-Minded</i>	<i>Achieve</i>	<i>Responsible</i>
I can.... <i>Follow directions</i> <i>Be honest</i> <i>Speak calmly using kind words</i> <i>Listen when others are talking</i> <i>Take care of my surroundings</i>	I can.... <i>Respect differences</i> <i>Appreciate and learn from others</i> <i>Try new things</i> <i>Consider alternate opinions and ideas</i> <i>Embrace diversity</i>	I can.... <i>Do my best</i> <i>Learn from my mistakes</i> <i>Set goals</i> <i>Challenge myself</i> <i>Seek help when needed</i>	I can.... <i>Be timely and prepared</i> <i>Complete assigned tasks</i> <i>Dress appropriately</i> <i>Control my own actions and reactions</i> <i>Create and maintain a safe environment</i>

VIOLATION OF FEDERAL OR STATE STATUTES

Ohio School Law states: “The authority to regulate and control pupil conduct does not necessarily end at the schoolhouse door.” Provisions of the law permit school discipline codes to address student misconduct, which occurs off school grounds if such misconduct occurs at school-related functions, is connected with school activities or incidents occurring at school, or is directed at school personnel regardless of location. Misconduct, which starts in school and continues off school grounds or misconduct that begins off school grounds and continues on school property, will result in consequences as outlined in the Code of Conduct. (Ohio Revised Code 3313.66)

DISCIPLINE

CODE OF CONDUCT

The following is a listing of misconducts and discipline actions that serve as an administrative guideline in following our comprehensive discipline policy.

1. Aggressive Behavior: Physical

- a. Physical Aggression: A student shall not exhibit or engage in any physically intimidating or disparaging actions such as hitting, pushing, tripping, running in to another person or spitting on a fellow student, staff member, or other person associated with the District.

2. Alcohol, Tobacco and Other Drugs

- a. A student shall not possess, handle, use, transmit, conceal, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamines, barbiturates, marijuana, tobacco, electronic cigarettes, vaping devices or alcoholic beverage of any kind and/or drug paraphernalia.
- b. The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs are prohibited. This includes non-alcoholic beers, wines, and over the counter drugs.
- c. If a student is found to have in his/her possession a controlled substance or drug paraphernalia, an administrator will promptly contact the police. The matter will be investigated by the police.
- d. A violation of this provision calls for an immediate out-of-school suspension and may result in a possible recommendation for expulsion. The principal has the option of combining intervention programs and disciplinary actions for first-time offenders.
- e. Random and unannounced locker, desk, and storage-area searches will be conducted.
- f. The odor of alcohol or other prohibited substances on a student's breath, or on his/her person, while on school property, or under the jurisdiction of the school, constitutes a violation of this rule. The Board does not permit any student to possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities; at school-sponsored events; in other situations under the authority of the District or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, non-alcoholic beers, steroids, tobacco and tobacco products and drug paraphernalia.

3. Arson (purposely setting a fire) and Related Offenses

A student shall not cause or attempt to cause the setting of fire, use any incendiary device (such as fireworks), lighting of matches or lighters, cause false fire alarms, or make bomb threats. Anything, such

as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and may subject the student to expulsion and may subject the student to expulsion.

4. Assault

- a. A student shall not cause physical injury or behave in such a way, which could threaten to cause physical injury to other students, school staff, or visitors while under the jurisdiction of the school district.
- b. In the event a student is identified as a participant in an assault-type activity in which a weapon is used or which results in bodily injury requiring medical attention, an administrator will promptly contact the police department. In each instance, the matter will be further investigated by the police and the parent/guardian must arrange for the release of the student.
- c. A violation of this provision calls for an immediate out-of-school suspension and may result in a recommendation for expulsion.

5. Bomb Threats and the Reporting of a False Fire, Tornado, or Other False Alarms A student shall not by telephone, cell phone, computer, electronic device, or other means, make, or assist another to create, plan, relay, or disseminate a threat to damage or destroy school property or injure personnel, or to disrupt the school day or any school sponsored event.

6. Bullying

Any intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once, and the behavior both causes mental or physical harm to the student is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other students.

7. Class/School Tardy or Class Cut/ Out of Area

Being late to class/school or class cutting is not tolerated and will result in a consequence. Students shall not be in an area without authorization. For security reasons, students should be in their assigned areas of the school building at all times and vacate the school premises at the end of the school day unless involved in approved after school activities.

8. Computer Misuse/Internet Safety

Bedford School District Network and Internet Rules state that the following are not permitted:

- a. sending or displaying offensive messages or pictures;
- b. using obscene language, harassing, insulting or attacking others;
- c. damaging computers, computer systems or computer networks;
- d. violating copyright laws;
- e. using another's password, trespassing in another's folders, work or files;
- f. intentionally wasting limited resources;
- g. employing the network for commercial purposes;
- h. using network and internet access to engage in "hacking" or other unlawful activities.

9. Dangerous Instruments, Weapons, Fireworks and Explosives

- a. A student shall not possess, handle, transmit, or conceal any object, which might be considered

a dangerous weapon or instrument of violence, or any object, which may reasonably be deemed a "look alike" for such weapon or instrument. This list is not totally inclusive but some examples are bullets, shotgun shells, shell casings, firecrackers, sharp instruments, guns, tasers, ice picks, switchblades, pocket knives, brass knuckles, chemicals, and gasses including mace, and pepper spray.

b. Any object that is used to threaten or harm another may be considered a weapon. c. If

a student brings a firearm on school property, in a school vehicle, or to any school-sponsored activity, s/he shall be expelled for one (1) year.

d. 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, including, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, missile, or mine, or other similar device.

e. The Superintendent may expel a student for up to one (1) year if the student brings a knife onto school property, in a school vehicle, or to any school-sponsored activity. A knife is defined as any cutting instrument consisting of at least one sharp blade.

f. The Superintendent may expel a student for up to one (1) year for possessing a firearm or knife at a school or on any other property owned or controlled by the Board which was initially brought onto school Board property by another person.

If a student is found to be carrying, or have a weapon or dangerous instrument in his/her possession, an administrator may promptly contact the police who may transport the student having the weapon or "look alike weapon" in his/her possession to the police department. The matter may be investigated by the police, and the parent/guardian must arrange for the release of the student. Random and unannounced locker, desk, and storage area searches will be conducted.

10. Devices Prohibited

No students shall bring on to school property or possess at school any device, instrument, substance, or object knowing it may facilitate violation of any rule set forth in this code. This prohibition shall include drug paraphernalia, substances and equipment intended for causing damage to property or persons, and items which are designed to cause disruption. Cell phones and other electronic devices should not be visible, heard, or used at any time on school property during the school day, except for approved educational purposes. (see Cell Phones, page 32)

11. Display of Affection

Students demonstrating affection between each other are personal and not meant for public display. This includes touching or any other contact that may be considered sexual in nature.

- **Sexual Acts:** Students shall not engage in sexual acts at any time on school property or at school sponsored events. Consequences for violating this rule will result in a 10-day out-of-school suspension and possible recommendation for expulsion.

12. Destruction of property: A student who damages school property or the property of others will be held responsible for those actions. The student may be subject to disciplinary consequences including possibility of restitution, suspension, expulsion, and exclusion from school activities. Any damage to school property/graffiti may result in legal consequences. Examples may include toilet papering, breaking of windows, doors, computer damage, etc.

13. Disrespect of Faculty and Staff

Students are to show respect to all faculty and staff members. A student should not behave or act in a manner that the faculty or staff member could interpret as disrespectful. This includes verbal and non-verbal actions.

14. Disruption of School/ Disruption of Class

A student shall not cause or threaten to cause the material disruption or obstruction of any function or operation of the school, including cafeteria, recess extra-curricular activities. This shall include the use of video/photograph and/or verbal/physical disruptions to incite others toward acts of disruption.

15. Dress Code

A student shall not dress or appear in a fashion that deviates from the mandated dress code approved by the Bedford City Schools Board of Education. **Please refer to pages 48-50** for appropriate clothing items to be worn to school as well as the progressive discipline and established procedures.

16. Extortion

A student shall not compel or attempt to compel any student, school employee or other person to give up anything of value by means of threat, harassment, intimidation, or injury to person, property or reputation.

17. Failure to Comply with Directives -- Insubordination

- a. A student shall not fail to comply with the directions and/or accept discipline of teachers, student teachers, substitute teachers, teacher aides, principals or other authorized school personnel.
- b. A student shall not refuse, upon request, to identify himself to proper school authorities in the school building, on the school grounds, or at sponsored events including the appropriate display of identification cards.
- c. A student shall not loiter, litter or cause a disturbance on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities. For security reasons, students must vacate the building premises 10 minutes after the dismissal bell unless involved in approved after school curricular activities.
- d. The School may use a variety of disciplinary methods to prevent the student from being removed from school. When a student refuses to accept the reasonable discipline for an infraction, the refusal can result in a sterner action.

18. Falsification -- Forgery and Cheating

- a. A student shall not falsify in writing the name of another person, times, dates, grades, addresses or other data on school forms or correspondence directed to the school. Forgery of hall passes and excuses as well as false IDs are forms of lying and are not acceptable. A student shall not make false accusations or give false testimony to school personnel.
- b. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action.

- c. All work submitted in any course must be your own work. Using any generative artificial intelligence (AI) tools at a level 3 or Level 4 (see chart below) is expressly prohibited. Artificial Intelligence (AI) detection software may be used to review all materials submitted to this course. The use of Artificial Intelligence (AI) will be considered plagiarism and academic dishonesty, and subject to discipline.

19. Fighting

Fighting is an unacceptable method of dealing with problems. Fighting in school, or at any school related function or activity (on or off campus), will not be tolerated. Becoming involved in a fight, which requires the physical intervention of staff members will result in an out of school suspension, possible police contact, and may result in a recommendation for expulsion.

20. Gambling

A student shall not play a game for money or other considerations. Gambling includes casual betting, betting pools, organized-sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.

21. Harassment/Bullying

a. Generally

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct constituting harassment may take different forms, including but not limited to the following:

b. Sexual Harassment

(1) Definition

Unwelcome sexual advances, request for sexual favors and other inappropriate, oral, written or physical conduct of a sexual nature when made by any student to another student constitutes sexual harassment when:

- (a) Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile or offensive academic environment; or
- (b) Submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting that individual.

(2) Sexual harassment, as defined above, may include but is not limited to the following: (a)

- Verbal harassment or abuse;
- (b) Pressure for sexual activity;
- (c) Repeated remarks to a person, with sexual or demeaning implications;
- (d) Unwelcome touching;
- (e) Suggesting or demanding sexual involvement accompanied by implicit or explicit threats.
- (f) Making sexually suggestive or insulting gestures, sounds, leering, whistling; or
- (g) Making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature or sexual propositions;

(3) Causing the placement of sexually suggestive objects, pictures, or graphic

commentaries in the school environment.

c. Gender/Ethnic/Religious/Disability Harassment

(1) Verbal

Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

(2) Nonverbal:

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

(3) Physical:

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

d. Reporting of Harassing Behavior

- (1) Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should take immediately the following steps:
 - (a) If the alleged harasser is a student, staff member, or other person associated with the District other than the student's Principal, the affected student should, as soon as possible after the incident, contact his/her Principal.
 - (b) If the alleged harasser is the student's Principal, the affected student should, as soon as possible after the incident, contact the Director of Student Services.
- (2) The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s).
- (3) The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.
- (4) If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of harassment or its recurrence.
- (5) Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.
- (6) Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.
- (7) Hazing by any 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.

22. Hazing

Hazing is prohibited. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

23. Horseplay

General horseplay is not permitted in class, the cafeteria, the hallway or on school premises. Horseplay that may result in an injury or damage, physical touching, pushing, grabbing or throwing an object that may result in injury to a person or damage to school property will be taken seriously. All participants who are part of this behavior are subject to consequences.

24. Instigation

Anyone found promoting, perpetuating or instigating a fight between other students will be disciplined and can be suspended. Anyone found to be encouraging others to break the student code of conduct can also face discipline. The appropriate conduct and orderly movement of our student population within the hallways is important.

25. Obscene, Profane or Indecent Language or Impulsive Actions

Student shall not engage in any act—whether written, verbal, physical or through gestures—that intimidates, degrades, disgraces or causes fear to any teacher, student, school employee or visitor. This includes, but not limited to, obscene gestures, pictures or signs, regardless of intent.

26. Repeated Offenses or Flagrant Violations

A student shall not repeatedly violate school rules nor flagrant disregard school policies or accepted standards of school behavior.

27. Safety and Building Security

The Bedford City School District is committed to maintaining a safe and secure environment for all students.

- A. All visitors are required to enter the building through the main/front entrance.
- B. Students are not permitted to allow access to others by the opening of outer doors for any person outside the school building at any time.
- C. Late arriving students are expected to enter the building through designated and approved doors only.
- D. Any inappropriate use of classroom materials that may create an unsafe environment will not be tolerated.
- E. Any actions verbal and/or physical that cause or tend to cause an unsafe environment will not be tolerated.

F. If safety rules have been violated, a student may be removed from the class pending further investigation.

28. Student Operation of Motor Vehicles (BHS Specific)

A student shall not misuse a motor vehicle while on school property or at school activities. Examples of misuse include: speeding, unauthorized occupancy, reckless operation and illegal parking.

29. Theft

A student shall not take, or attempt to take school property or the personal property of any individual. When a student is caught stealing school or someone's property s/he will be disciplined and may be reported to law enforcement officials.

Students are encouraged not to bring to school anything of value that is not needed for instruction without prior authorization from the principal. The school is not responsible for personal property.

30. Threats/Menacing

A student shall not make any statement or threat indicating an intention to inflict harm, injury, damage or other hostile action on another individual as retribution for something done or not done. The Bedford City School District does not accept “just joking” or “just kidding” as excuses when threats are made. Written or verbal threats, whether in person or on social media may result in school administration notifying local law enforcement to pursue juvenile criminal charges.

31. Trespassing

- a. 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, or participate in a school-sponsored event where students from his assigned schools or the general public have been invited to attend or participate.
- b. A student already under suspension, expulsion, or permanent exclusion, shall not enter upon the grounds or premises of any school building without the express permission of the principal.

32. Unauthorized Sales

No student shall sell or cause to sell anything during school hours, anytime on school property, or at school-sponsored events without the prior approval of the building administrators. The items in question will be confiscated and discarded. This includes bartering and trading.

33. Vandalism

A student shall not cause or attempt to cause damage by any means including graffiti, to school property or private property including buildings, buses, equipment, or materials.

DAILY SCHOOL OPERATIONS

ASSEMBLIES

Assemblies are planned periodically as special events on the school calendar. Student attendance is a requirement unless the student is not eligible to attend as determined by teacher, administrator, or designee. Special attention to etiquette and good citizenship is expected of all students. All students may be assigned seats with their teacher at assemblies. Dismissal of students will take place by the principal or designee.

BICYCLES

Bicycles are prohibited at the elementary schools (Pre-K-5). The Bedford City School District is not responsible for lost, stolen, or damaged property

BUS RULES AND REGULATIONS

Students who ride the buses are under the school's disciplinary rules to the same extent that they are in the regular classroom. Proper behavior is expected on the buses at all times. The principal can refuse to grant riding privileges to any student who misbehaves on a bus.

Transportation of school children is a large, complex operation. To perform this service safely and efficiently, the cooperation of all concerned - Board of Education, parents/guardians, principals, teachers, drivers and students are necessary. Any changes to your student's daily transportation needs to be sent in writing in the student planner or by note or a phone call to the office one hour before the end of the school day to ensure the correct change can be communicated with student and teacher. A long-term change may be approved by the Transportation Department after the parent/guardian completes a Change in Transportation form, turns it into the Transportation Department and confirms with the Transportation supervisor the exact bus number and start date for the change. Any long-term change may take up to three days to go into effect.

Parents can contribute to the efficient transportation of their children in the following ways:

- See that children are at the proper bus stop approximately five (5) minutes before the scheduled time. Drivers are instructed not to run ahead of the scheduled route times. Furthermore, the drivers are not required to wait for tardy students, as all children further along the route would be forced to wait that much longer. On some roads, waiting also causes long lines of cars behind the bus, creating a traffic hazard.
- See that students ride their assigned buses, as well as board and exit the buses at their correct stops.
- Parents/Guardians can assist the school program by teaching their children traffic safety procedures.
- Parents/Guardians will be responsible for any damage to a bus by their children.
- In cases of disciplinary problems, the driver shall issue the child a writing assignment or essay, which will be sent home for a parent's/guardian's signature and returned to the driver the following school day. Further disciplinary issues will be addressed on a bus conduct report and will be handled by the principal
- Parents/Guardians are asked to review this information with their children and remind them that parents/guardians are also inconvenienced when children are denied bus privileges.
- Parents/Guardians are not permitted to ride either to or from school on the school bus.

BOOK BAGS

Clear book bags may be used to and from school. Students may not carry book bags to class. Purses, or any bags, that are used to carry books or notebooks are prohibited

Bags are to be placed in student lockers for the entire school day (Intermediate Schools). Students at the Elementary must place their back packs in their cubby or classroom closet upon arriving at school daily.

CELL PHONES

Rationale

The revision and implementation of this policy will assist administration, faculty, and staff in preventing student violations in the following areas: compromise of test securities, class/hallway disruptions, safety concerns, text messaging within/out of the school district, and the photographing of students/staff during the school day.

K-8 cell phone policy: Upon arriving at school, students will turn their cell phones off and secure them away in their assigned lockers/cubbies/bags where the cell phone will remain for the entire school day.

Students may go to the main office office if there is an emergency and a need to contact their parent/guardian. . If a student chooses to carry a cell phone during the day, they will turn the phone into their teacher at the beginning of the period. Phones will be kept in a safe location during class and returned at the end of the class period.

A student using an electronic device to record, film or document incidents that otherwise violate the handbook code of conduct will be subject to consequences by the administration.

Use of cell phone for family/medical emergencies:

The student and parent/guardian must contact the principal regarding a medical or family emergency. Exceptions to the cell phone policy will be given under special circumstances to accommodate the student at the discretion of the principal. The principal will contact the student's teacher(s) and other appropriate school personnel with the relevant information when necessary.

COMPUTER POLICY / ACCEPTABLE USE AND INTERNET SAFETY AGREEMENT

Computer use at our schools is encouraged and made available, under adult supervision, to students for age-appropriate educational purposes. The school retains the ownership of all data, hardware and software. The school reserves the right to inspect, copy and/or delete all files and records created or stored on school owned computers.

Students must observe all guidelines outlined in the “Acceptable Use and Internet Safety Agreement”. The Consent form, in Final Forms, must be signed electronically prior to computer usage. Failure to observe guidelines will result in denied access to computers.

CONFERENCES

Positive communication between parents/guardians and teachers contributes to the whole child's success in school. Two formal conferences are held (one the first half of the year and one in the second half of the year) and will be scheduled to provide an opportunity for you to meet with your child's teacher to discuss the educational program and your child's individual progress. You will receive information on specific dates and times of conferences held at your child's school. You may also initiate a conference by contacting the school office.

CURRICULUM

Our schools offer a strong academic program in math, language arts, social studies, science and health. Special programs in art, physical education, technology and music support the academic curriculum.

Reading and Mathematics intervention, English as a Second Language (ESL), and Special Education Services, may be provided to students who require assistance.

EMERGENCY CLOSING PROCEDURES

The superintendent has the authority to close school because of extreme weather conditions or other emergencies. Every attempt will be made to get a school-closing announcement on the radio, local TV stations and the BCS-TV Channel 1025 by 7:00 a.m. Listen to local radio and TV stations for school closing information. You will also be notified by our automated telephone system ***Blackboard Connect*** ***once you complete Final Forms in the online portal.*** **PLEASE DO NOT CALL THE SCHOOL.**

EXTRACURRICULAR ACTIVITIES

High academic standards are a staple of Bedford City Schools. Extracurricular activities are a privilege that the district hopes students enjoy. Students will be required to be in passing academic standing in all coursework and positive school attendance standing to participate in all extracurricular activities. This may include, but is not limited to: attendance to school dances, sporting events, special assemblies, Cedar Point, Farewell Dance, Field Day, and committees/clubs.

FEES:

The Bedford Board of Education pays most school costs. However, parents/guardians may be charged a fee for consumable workbooks, art supplies and homework notebooks. School fees should be paid during the first month of school. Failure to pay school fees will result in the withholding of report cards. Fees for Preschool are \$18.00. Fees in K-5 are \$40.00 **for the school year**. If students enroll during the school year the fees will be adjusted as follows: \$30.00 for three quarters, \$20.00 for two quarters, and \$10.00 for one quarter.

PLEASE NOTE: THERE WILL BE NO REDUCTION IN FEES DUE TO EARLY WITHDRAWAL FROM SCHOOL AND UNPAID FEES WILL ACCRUE FROM YEAR TO YEAR UNTIL PAID IN FULL.

Please note: Any student who has outstanding school fees, cafeteria bills, or outstanding text and/or library books will be unable to participate in field day/year end activity.

FIELD TRIPS

Students are encouraged to attend educational field trips with their classroom teacher or advisor. Students must have a parent/guardian-signed permission slip, along with up to date emergency medical information. The Field Trip Permission Slip with Emergency Medical Authorization must be completed, signed, and returned to the appropriate staff member prior to the day of the field trip.

GRADING SCALE

Grades K - 2

Grading Key:

- M = MASTERY:** Indicates that the student consistently and independently demonstrates mastery of/proficiency in the grade level standard.
- P = PROGRESS:** Indicates that the student is progressing toward consistent and independent mastery of/proficiency in the grade level standard.
- B = BEGINNING TO PROGRESS:** Indicates that the student is beginning to progress toward the grade level standard with additional time and support.
- N = NOT YET DEMONSTRATING:** Indicates that the student is not yet demonstrating progress toward the grade level standard.

Physical Education Key:

- 3** = Advanced
- 2** = Proficient
- 1** = Limited
- NE** = Not Evaluated - standard not addressed at this time

Grades 3 - 5

- | | |
|----------------------------|----------------------|
| A = 90 - 100 | Superior |
| B = 80 - 89.99 | Above Average |
| C = 70 - 79.99 | Average |
| D = 60 - 69.99 | Below Average |
| F = 59.99 and lower | Failing |

GUIDANCE SERVICES

Counselors provide opportunities for students as individuals or in groups to discuss feelings, attitudes, goals and problems in a confidential and supportive environment. Counselors confer with parents and teachers regarding the academic progress of students. Counselors provide materials and help students and their families learn about building character, class scheduling, Ohio standardized testing, careers, training opportunities, technical schools and colleges for further education, financial aid and scholarships. Information and the description of the college entrance examinations (ACT and SAT) are available to students. Heskett Middle School preserves and maintains the official record of credits, grades, test scores, interests, and career goals.

HALL PASSES

It is necessary for students, at certain times, to leave a classroom for the following destinations: office, media center, clinic, lavatory, or another classroom. In such cases, students will use their student planners (HMS) or school-specific pass to receive a hall pass from the staff member sending the student and a return pass, if necessary, from the appropriate person. No student is to be in the halls during class time without a pass from authorized personnel. It is the student's responsibility to secure the pass from the staff member. Students will be sent to their grade level/alpha office if found in the halls without permission. Further consequences may occur as outlined in our Student Code of Conduct.

FREE AND REDUCED LUNCH PROGRAM - NUTRITIONAL SERVICES

Bedford City School District participates in the Federal Free and Reduced Lunch Program. Information is presented to students on the first day of school or they can ask any of our cafeteria staff for assistance. The USDA Free and Reduced meal program specifies at least 3 meal components must be on a student's tray for lunch in order to be considered a plate meal. One of these components **must** be a fruit or vegetable. This is a requirement of the program. If your student wishes to decline a third item or to decline the vegetable or fruit component, then your child will be charged at a la carte prices.

Our cafeteria service includes an ala carte breakfast when school is in full day session. The hours are 7:20 a.m. – 7:45 a.m. at the high school and 7:10 a.m. – 7:40 a.m. at the middle school. Breakfast and lunch provide healthy food choices for our students.

Please note that alternative lunch may be served to those students with a negative cafeteria balance. In addition, please be advised that school records will not be released if there is an outstanding balance on your child's point of sale account.

IDENTIFICATION OF GIFTED CHILDREN

Ohio defines a student who is gifted as one who "performs or shows potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment" (Ohio Revised Code 3324.01).

Public school districts are required to identify students in grades K-12 for gifted identification in the following areas:

Superior cognitive ability;

Specific academic ability: mathematics, reading/writing, science, and social studies;

Creative thinking ability; and

Visual or performing arts ability: dance, drama, music, and visual arts.

The Department of Education and Workforce maintains a list of assessments approved for gifted pre-screening and identification. Scores on approved assessments provided by other school districts and/or trained personnel outside the school district are accepted as well.

Referrals: Parents, guardians, teachers, or peers may refer students for a gifted identification evaluation. Referral forms can be found on our district web-site. Brochures highlighting Bedford's gifted identification and services can also be found on the web-site, and at each building.

Whole-Grade Screenings: Districts must provide whole-grade screenings in the areas of superior cognitive ability, specific academic ability reading/writing, specific academic ability mathematics, and creative thinking ability once during the K-2 grade band and once again during the 3-6 grade band. Bedford screens all 2nd and 4th grade students each year

LIBRARY AND MEDIA CENTER

Students visit the library with their class and can do research and other projects. The library features storytelling, book talks, library instructions, and more. Computers, with Internet access, are also available and students are able to check out books and related materials. Damage or loss of books and/or related materials will result in a fee. The library experience enhances the basic curriculum and supports our school-wide activities.

LOCKERS AND LOCKS

Some students, grades 4-5, will be assigned a locker. All coats, hats, boots, book bags, backpacks, and purses are to be stored in the lockers or designated areas. Students are responsible for keeping the lockers neat and orderly. The school is NOT responsible for any items lost, stolen or damaged. Students must provide their own locks.

LOST AND FOUND

Many children have clothing and school supplies which are very similar or identical! Therefore, please label all of your child's belongings with his/her name. When items are found, they will be placed in the Lost and Found. Unclaimed items will be discarded periodically. Please encourage your child to look for lost items in the Lost and Found. Money, jewelry, glasses or keys or any other item of value are turned into the office.

MAKE-UP WORK POLICY

1. Students absent for three (3) or more days, due to illness, a parent/guardian can request the work and pick it up after 2:40 p.m. Request for collections of make-up work requires 24-hours advance notice. This allows teachers time after school to gather the assignments. All work is due within three days of the student's return to class unless other arrangements are made with the teachers.
2. Make-up work for excused absences – 1 day absent = 1 day make-up work.
3. Suspension of one to three days – Students must ask for his/her work upon returning to school. All work is due within three days of the student's return to class.
4. Suspension of four to ten days – Upon the request of the parent/guardian, students will be permitted to make up work. However, the work must be picked up by the parent/guardian after 2:20 p.m. on the second day after the request is made. All work is due within three days of the student's return to class.

OUTDOOR RECESS

Recess is an important part of the school day. All children are expected to go outside for recess unless they have a detention or note from a doctor stating that they cannot go outside due to medical condition.

During the winter season, it is important to dress your child appropriately for the weather. The principal may cancel outdoor recess and/or restrict the use of playground equipment due to inclement weather. Indoor recess is then held in classrooms. Teachers direct indoor activities that students can be involved in during this time. Some children may participate in recess intervention for extra help in academics.

PARTIES

A Halloween/Fall party and a Valentine's Day party may be given each year with the assistance of the PTA Volunteers. On Valentine's Day students may be encouraged to bring in cards for every classmate. **Due to the increase of food allergies, families may not bring in any food products, except for personal lunches. This includes all occasions, birthdays, holidays, including the Halloween and Valentine's Day parties.**

PERSONAL PROPERTY

Students are responsible for the care and storage of their own personal property. The school will not be responsible for any lost or stolen personal property. (i.e., cell phones, iPods, video games, etc.)

PROMOTIONS, PLACEMENTS AND RETENTIONS

The Bedford City School District recognizes that the personal, social, physical and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. It is the District's intent that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Promotion:

A student will be promoted to the succeeding grade level when he/she has demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade; demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Retention:

A student may be retained at his/her current grade level when he/she has, 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.

Placement:

A student may be placed into the next grade level when retention would no longer benefit the student. Please note: The principal will be assigned the final responsibility for determining the promotion, placement or retention of each student.

SUMMER SCHOOL PHILOSOPHY AND GRADING PROCEDURES

Summer School in Bedford City School District is designed for:

1. Students who failed a course during the regular academic school year and therefore need to repeat the course.
2. Students who are credit deficient for grade level promotion.

ENROLLMENT AND REGISTRATION

CHANGE OF ADDRESS

Any address changes need to be reported to the individual school building as well as our Registration and Enrollment Department. Parents will need to begin the change of address process in our online Final Forms portal, where required documentation can be submitted. The process will be completed by making an in-person appointment with the Registration and Enrollment Department finalizing the change in residency. For questions call the Registration and Enrollment Department at 440-439-1500.

RESIDENCY/WITHDRAWAL REMINDER

Students who reside within the boundaries of the Bedford City school district are entitled to attend school. Residence is defined as the residence of the parent or legal guardian assigned by the court, or that person assigned by proper authorities to have legal custody. Residency is defined as where an individual eats and takes their meals. Parents and /or legal guardians must reside within the district to ensure their child's eligibility for enrollment.

All address changes should be reported to the Registration Department. Parents will need to begin the change of address through the BCSD website online through our Final Forms portal, where required documents can be submitted. The process will be completed by scheduling an in-person or over the phone appointment online before finalizing the address change. For any questions, please call the Registration Department at 440 439-4395.

Parent and guardians who are moving outside the school district must withdraw their child(ren) by completing the online withdrawal form. These forms are available at registration@bedfordschools.org. Parents who fail to withdraw their child(ren) will be charged a daily rate exceeding \$60 per day and may be prosecuted.

Custody changes, transportation and contact updates information must be completed as soon as possible for your child's safety.

TITLE I – PARENTS’ RIGHTS

You have the right to know about the teaching qualifications of your child’s classroom teacher. The federal law requires that any local school receiving federal Title I funds, must notify parents that they may request information regarding the professional qualifications of their student’s classroom teacher, including the following:

1. Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
2. Whether the teacher is teaching under emergency or temporary status that waives State-licensing requirements.
3. Whether the college degree major of the teacher and any other graduate degree or certification (such as National Board Certification).
4. Whether your child is provided services by instructional paraprofessionals (sometimes called teacher’s aides and their qualifications).
5. Whether your child has been assigned to be taught or has been taught for four or more consecutive weeks by a teacher who is not Highly Qualified. You may request this information by calling the Academic Achievement Office of the Bedford City School District at 440-439-1500.

NONDISCRIMINATION

The Board’s policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status.

The Board does not discriminate on the basis of legally acquired genetic information.

Any questions or claims may be directed to **Chris Thompson, Title IX Coordinator at 475 Northfield Road, Bedford, OH 4414 44146.**

HEALTH CLINIC

CLINIC

The Clinic at BHS and HMS is open daily. The purpose of the clinic is to protect and promote the physical and emotional health of the students. Our health program consists of vision and hearing screenings, health consultations, evaluation of ill and injured students, and health record maintenance.

Clinic personnel will refer students with suspected physical problems to their parent/guardian for follow-up by their healthcare provider. **No medication will be administered without written forms signed by both the authorized prescriber and the parent/guardian.** This applies to all prescriptions and over the counter medications. Please be sure to complete the *Prescriber and Parent Request for the Administration of Medication at School* form if medicine needs to be dispensed to your child. This form can be found under our student services section on the Bedford City School District webpage or in your school clinic.

DIETARY NEEDS

The Bedford City Schools will accommodate students with special dietary needs. To ensure that the Nutrition Services staff and the School Health Services staff are adequately informed about special dietary needs the *Diet Prescription for Special Meals* form must be completed by a physician and turned

into the school's health clinic. This form can be found under Student Services on the Bedford City School District webpage or your school health clinic.

Once a medical diet modification order is received from your physician and entered into a medical alert for your child, we do require a physician to submit any changes to release or update this medical alert. The school is unable to change diet modifications without an order from a physician.

HEARING SCREENING GUIDELINES:

Children to be screened for **2025-2026** School Year

- Pre-Schoolers
- Children in grades K, 1st, 3rd, 5th, 9th and 11th
- Students in Special Ed
- New to district
- Referred by teacher
- Students who were absent

Students with known hearing loss, cochlear implants, or hearing aids will not be screened and will need to have regular follow-up appointments with their physicians and/or audiologist. If a student fails a screening twice, then the nurse sends a letter of referral to the parents to follow up with an audiologist. (-refers to the speech and language pathologist to administer a third screening. If a hearing loss is discovered, the parents are notified and the student is given a letter of referral to follow up with an audiologist)-

VISION SCREENING GUIDELINES:

- Children to be screened for **2025-2026** School Year
- Pre-schoolers
- Children in grades K, 1st, 3rd, 5th, 7th, 9th, and 11th
- Students in Special Ed
- New to District
- Referred by teacher
- Students who were absent

Students with prescriptive glasses/contacts will be screened with those present. If a student fails the vision screening, the nurse will send a letter of referral to the parents to follow-up with an optometrist.

IMMUNIZATIONS

Each student must have the immunizations required by law or have an authorized exempt form. Exempt forms are required to be updated annually. The exemption form can be found on the Bedford City School District webpage and in each building clinic. If a student does not have the necessary shots or exemptions, the Principal may remove the student or require compliance with a set deadline. A student will be excluded from school if immunizations are not up to date by the 15th day of school. This is for the safety of all students and in accordance with State law. Any questions about immunizations or exemptions should be directed to the school nurse.

Please check with your child's doctor to make sure he or she is properly immunized before school starts in the fall. For more information, contact the Board of Health at 216-201-2041. All immunizations are required **before** the first day of school in order to be enrolled. Please refer to the *Immunization Summary for Child Care, Head Start, Pre-School and School Attendance* form found on the Bedford City School District webpage.

MEDICINE POLICY/CLINIC PROCEDURES

The Bedford Board of Education has adopted a policy regarding the administration of medicine at school. We encourage parents to administer medication before and after school; however, if a student must have medication school, the following requirements are to be met. A *Request* form must be completed by the parent and the child's healthcare provider BEFORE medication may be given to your child at school. This includes prescription and over the counter medications. It is the responsibility of the parent to provide the school with the completed paperwork. It is NOT the responsibility of school personnel to fax or mail these forms to any physician. The *Medication Policy* and the *Request to Administer Medication at School* forms can be found on the Bedford City School District webpage and at each building clinic.

All medicine must be stored in a locked cabinet and administered in the school clinic according to orders outlined on the *Request to Administer Medication at School* form provided on the Bedford City School District webpage and at each building clinic.

1. All medication must be in the **original**, childproof container.
2. All containers must have affixed a legible label with the student's name, name of medication, dosage and time of administration-
3. New requests must be made **each year** and as necessary for changes in the medication order.
4. The medication must be brought to school by the parent/guardian. The child should not bring cough drops, cough syrup, or other over the counter medicine to school.
5. All medication submitted to our health clinics must be within expiration. We are not permitted to administer expired medication.

The health clinic nurse and other school personnel are permitted to administer minor first aid. However, if a child becomes ill at school, the parents will be contacted and requested to take the child home. If the child has a serious accident or illness, the Bedford Rescue Squad will be contacted and parent(s) will be notified.

The best way to prevent the spread of illness in our schools is for children to stay home when they are sick. Below is a list of the most commonly seen illnesses and the exclusion time from school required by the Bedford City School District. If a child presents to any school clinics with the following symptoms, the parents will be contacted and requested to take the child home.

FEVER

Any child with a temperature of 100 degrees or more will be sent home and will be excluded the following day for the safety of the child and other children at school. Children must be FEVER-FREE (temperature below 100 degrees) for a full 24 hours without the use of fever-reducing medicine, BEFORE returning to school. Children's temperatures do not remain constant throughout the day. It is important to check your child's temperature a few times throughout the day, not just in the morning or at night, to be certain they have completely recovered from their illness.

VOMITING and/or Two or more episodes of DIARRHEA

Children with stomach viruses often do not have a fever. It is difficult to know whether a child's vomiting or diarrhea is caused by a virus, something they ate or some other reason; therefore, any child who vomits or has two or more episodes of diarrhea is excluded from school. Children who vomit or have diarrhea should remain home until they have not vomited or had diarrhea for a full 24 hours. Children should be tolerating regular meals without discomfort before returning to school.

SEVERE COUGH/COLD

Children who are coughing continuously should remain home if; the cough is such that it interferes with their ability OR the ability of others to concentrate on school work, even if they are fever-free.

PINK EYE

If the nurse is concerned that the child has pink eye, the student will need to be further evaluated by a Health Care Provider. Children diagnosed with bacterial conjunctivitis need to be on antibiotic therapy for a full 24 hours AND have no purulent discharge from the eye(s) before returning to school.

STREP THROAT

If a child has a severe sore throat and difficulty swallowing the nurse will recommend the child is seen for further evaluation by a Healthcare Provider. Children diagnosed with strep throat need to be on antibiotic therapy for a full 24 hours before returning to school. They must also be fever-free for a full 24 hours before returning to school.

UNDIAGNOSED SKIN RASH

The child will need to be evaluated by a Health Care Provider to determine if the rash is infectious. If it is determined that the child has an infectious rash, the child must be on medical treatment for 24 hours prior to returning to school. If the child has an open or draining lesion, the area must be covered while in school. A physician's note stating the rash is no longer contagious may be required by the school nurse.

LIVE LICE / NITS

If a child is found with live lice or nits in their hair, the child will be sent home for treatment. Once the student is treated and no longer has live lice or nits present in the hair, he/she may return to school. Upon initial return to school, the child must be assessed by the clinic nurse. If no live lice or nits are found, the child may return to class and will be re-examined 7 days from the initial treatment.

WE ARE NOT PERMITTED TO SEND A SICK STUDENT HOME ON THE BUS. We must have a parent/guardian or an emergency contact available to pick up your child in the event of an illness or emergency.

HAND WASHING IS THE MOST EFFECTIVE WAY TO PREVENT THE SPREAD OF COMMUNICABLE DISEASE!

Chronic Health Conditions

Medical forms for chronic health conditions such as allergies, asthma, seizures, diabetes, sickle cell disease, etc. may be found on the Bedford City School District Webpage or in the school health clinic. These forms must be completed by the parent or guardian and healthcare provider and must be updated for each school year. Orders are only valid for the current school year and must be renewed annually and as needed.

In February of 2000, House Bill 282 mandated that all school districts use specific State approved assessments to identify areas of giftedness. The State also required, beginning in June of 2000, that identified students be reported by name and areas of giftedness.

The District uses a three-part approach to screen gifted students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creativity and visual and/or performing arts.

Referral forms and brochures are available at each school. Upon receipt of a referral, the district will follow the process outlined in the brochure and notify parents of the results of screening, assessment and identification. In addition, scores on assessment instruments approved for use by the Ohio Department of Education provided by other school districts and/or trained personnel outside the school district are accepted as well. Referral forms and brochures are available on the District web site as well as at each school.

GENERAL INFORMATION

DISABILITIES

The Americans with Disabilities Act (A.D.A.), the Individuals with Disabilities Education Improvement Act (IDEIA), and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the District's programs and facilities. The District is responsible to identify, locate and evaluate all children with disabilities from birth to age 21. If you know of a child with a disability who is not currently enrolled in a special education program, please call your child's principal or school counselor.

District's 504 Compliance Officers/ADA Coordinators
Kristen Wray, Coordinator of 504 and Special Education Programming
(440) 439-1500
475 Northfield Rd., Bedford, Ohio 44146

DIRECTORY INFORMATION - NOTIFICATION TO PARENTS

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information.” The Board designates as student “directory information”: a student’s name; photograph/video; 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, including honor rolls and scholarships. Directory information shall not be provided to any organization for profit-making purposes.

Only directory information regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student, except those persons or parties stipulated by the District’s policy and administrative guidelines and/or those in the law. Parents and adult students may refuse to allow the District to disclose any or all of such “directory information” upon written notification to the District within ten (10) days after receipt of the District’s public notice.

A complete *Notification to Parents, The Family Educational Rights and Privacy Act (FERPA)* is included in this handbook. Please refer to it regarding student records.

PARENT ORGANIZATIONS

The Board supports all organizations of parents whose objectives are to promote the educational experiences of District students. However, in using the name of the District or its schools and in organizing a group whose identity derives from a school of the District, parent organizations share responsibility with the Board for the welfare of participating students.

Parent organizations desiring to use the name or offices of the District to organize students must obtain the approval of the Board as a prerequisite. Continued use of the school’s name, logo, mascot, etc. is contingent upon compliance with all applicable Board policies and regulations.

Principals and staff members need to work closely with the officers of all parent organizations to provide a sustained system of activities that increase and enhance the educational opportunities for students. The activities must be integrated and balanced in accordance with the total District educational program and District goals and objectives and must comply with all State and local laws and regulations.

Parent organizations that wish to construct anything on school property must have the permission of the Board in advance of the construction project. The organization must provide the Board, in writing, proof of financial stability and that funds are available for the construction project.

Acceptance of donated equipment or materials may depend upon the compliance with, or experience related to, the Board’s policy of standardizing materials and equipment.

PHOTO/IMAGE USAGE

The Bedford City School District considers student photos/video as directory information under our Board Policy. Student photos and/or video captured while students participate in athletics and other school activities, may be used in school newspapers, yearbooks, news reports or releases, interactive sites, calendars, cable television channels, district reports or any other school related communications media produced on behalf of the Bedford City School District and third parties such as the news media.

Bedford City School District cannot control images photographed or videotaped by third parties such as

the news media. In addition, the district may publish student work such as a school newspaper or yearbook article, fiction, poetry, art, or other similar works used by the Bedford City School District in school related communications media. Surveillance system video is not included in this policy.

Permission to use the media will be considered valid until it is revoked in writing by the parent/guardian. If you do not want your child's photo, video image, or schoolwork to be available, please notify your child's principal, in writing, that you do not want this directory information available.

RETURNED CHECKS

In the event a check, received for the payment of any amount owed to the Bedford City Schools, is returned by the maker's bank due to non-sufficient funds (NSF), stop payment or an account being closed, a processing fee in the amount of \$15.00 will be assessed. If this fee is not paid, it will be added to the student's fee account. The Bedford City School District has the right to suspend check-writing privileges at any time.

TELEPHONE MESSAGES

Students will **NOT** be called from class to answer the telephone except in the case of an extreme emergency.

TELEPHONE SYSTEM -- BLACKBOARD CONNECT

We are very proud of our Blackboard Connect System. Through Blackboard Connect families and staff will receive periodic automated phone and email messages. *Please keep your phone numbers and email up to date in Final Forms otherwise you will not receive any automated phone calls or email messages.*

TOBACCO

The Bedford Board of Education recognizes that the use of tobacco presents a health hazard, which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board. This hazard has been substantiated and documented by the findings of the Surgeon General and the EPA. In order to protect students, staff, and visitors, the use of tobacco is prohibited in school buildings, district offices, and non-instructional facilities, grounds, and at any school-related events.

UNAUTHORIZED ARTICLES

Common sense and consideration are the best guides in determining whether or not to bring personal possessions to school. In general, toys, electronic devices, cameras, laser pointers, games, collector or playing cards, dolls, and stuffed animals may not be brought to school unless they are intended for a specific purpose in the classroom and have been approved by the teacher. In addition, students should not bring candy, bottles of hand cream, perfume or cologne, spray bottles or cans, or large sets of keys to school. Students may not put stickers on their bodies or write on their bodies with pens and/or wear or have possession of heavy chains. Selling of any item not approved by the administration is prohibited.

VISITORS

The Bedford City School District makes the safety and security of students, parents/guardians and visitors a top priority. At the same time, we encourage parents/guardians to visit our school to participate in meetings, conferences and school programs. Parents/guardians are welcome at our schools. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into our school, it is necessary to establish visitation guidelines. We

ask that persons wishing to visit our schools are to make arrangements at least 24 hours in advance and limit visits to between 30 - 45 minutes. Visits are to be scheduled with the teacher and approved by the principal. We kindly request that all cell phones be turned to silent so as **not** to disrupt the learning environment.

We ask that all visitors enter through the front doors and report immediately to the front security desk to sign in and to receive a Visitor's Badge. This badge indicates to the staff and others that the visitor has a legitimate reason to be in the school. During school hours, all other doors are secured from the outside to prevent access by unauthorized individuals. **Doors are secure at all times.** Students are reminded not to open these doors to anyone from the outside.

The safety of our staff and students is important. Please note, unless otherwise authorized by law, pursuant to Ohio Revised Code section 2923.122 no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone. A video monitoring system and a door buzzer have been installed to assist with building security. This system allows us to watch all visitors as they enter and exit the building. Our parking lot is well lit and provides parking spaces for visitors.

The Superintendent or principal has the authority to prohibit the entry of any person to a school of this District or to exclude any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Bedford City School District
DRESS CODE – effective August 2021
Students in Grades K-12

Students will be expected to abide by the following dress code requirements. We ask that students dress in a manner that is appropriate, comfortable and conducive to the academic school day. This dress code will apply to all students in grades K-12. In the event that students wear any of the prohibited clothing, consequences will be strictly enforced.

Clarification of Permitted Attire:

Tops:

1. Must be appropriately sized; no oversized or tight-fitting clothing.
2. Tops must be long enough to properly cover the torso at all times.
3. Sweatshirts and hooded sweatshirts (pullover and zipper styles) or “hoodies.” (Hoodies may be worn but only so long as the hood is not pulled up over the head or covering the face, unless for religious purposes.)

Pants and skirts (including capris, skorts and shorts):

1. Skirts, skorts, and shorts must be knee length or longer (i.e., hems must be at the top of the knee or longer).
2. Tights or leggings, if worn, must be under an appropriate-length skirt, dress, or jumper (hems must be at the top of the knee or longer).

Jumpers and Dresses:

Jumpers and dresses may be worn and must be knee length or longer. (i.e., hems must be at the top of the knee or longer).

Footwear:

1. Hard-soled or tennis shoes are permitted in any color.
2. Shoes must be full shoes with closed toes and closed backs.
3. Shoes with a maximum heel height of 1 1/2 inches may be worn during the school day.
4. Tie up ankle shoe boots are permitted.

Head Coverings:

Head coverings— such as hair wraps, bonnets, bandanas, du rags, and head scarves – are allowed so long as they do not cover the face or interfere with the visibility of the face to staff, or interfere with the line of sight for staff or students (except for religious purposes). Hats are allowed to be worn on campus but not in school classrooms. Head coverings depicting or advocating violence, criminal activity, use of alcohol or drugs, pornography or hate speech are prohibited. School staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, disability or religion. Enforcement must accommodate clothing worn by students as an expression of sincerely held religious beliefs (head scarves, for example) and worn by students with disabilities (protective helmets, for example).

Students MAY NOT wear the following:

- ANY TIGHT FITTING GARMENTS.
- Jeggings, yoga pants, cargos (pants, shorts, capris, and skorts -- with pockets on the outside), and cut-offs.
- Any dress or grooming that is distracting or is a possible health or safety hazard. This includes, but may not be limited to, clothing or jewelry that has a stated or implied reference to alcohol, drugs, tobacco, sex, pornography, gangs, cults, death, violence, obscene language or profanity, language that belittles others (e.g. race, ethnicity, religion, gender, or physical characteristics), and/or language that is likely to cause a hostile, intimidating, degrading, offensive, harassing, or discriminatory environment.
- Any visible tattoo that depicts the above prohibited references or that is derogatory in nature. • Transparent clothing or material that reveals undergarments.
- Clothing with tears or holes, including jeans with holes or slits that expose the skin. • Jewelry with spikes, and other articles judged to be potentially harmful or hazardous to the health and safety of students, staff, or others on school grounds or school sponsored activities. • Chains or metal accessories attached to clothing.
- Belts made of chain link, or with wording, nameplates, or oversize buckles.
- House shoes or slippers.
- Shoes exceeding 1 1/2 inch heels.
- Over-the-knee and thigh-high boots.
- Coats and jackets.
- Gloves.
- Boots, except for tie-up ankle shoe boots, and platform shoes.
- Cleats.
- Outerwear vests.
- Sunglasses.

Consequences for students not adhering to the Dress Code:

Grades 9-12

1st OFFENSE

Parents will be called and asked to bring their child appropriate clothing. In the event a parent is unable to provide a change of clothes, the student will be provided with dress code-compliant clothing.

2nd OFFENSE

Parents will be called and asked to bring their child appropriate clothing. In the event a parent is unable to provide a change of clothes, the student will be provided with dress code-compliant clothing. The student will be assigned a one-hour after school detention. If a student doesn't attend detention, Saturday School will be assigned and progressive discipline will apply.

3rd OFFENSE AND BEYOND

Parents will be called and asked to bring their child appropriate clothing. In the event a parent is unable to provide a change of clothes, the student will be provided with dress code-compliant clothing. The student will be assigned Saturday School and/or Suspension from school. If a student doesn't attend Saturday School, he/she will be suspended and progressive discipline will apply.

Please note: The District enforces the dress code consistently and does not discriminate against any student through the dress code or otherwise based on race, ethnicity, religion, gender, sex, sexual orientation, gender identity, disability or any other protected class. The administrator retains the right to use his/her discretion and professional judgment to settle all concerns or issues involving the dress code. All administrator decisions are final with respect to violations and consequences of the dress code policy.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Bedford City School District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write to the school principal clearly identifying the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Bedford City School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(I) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

Parents wishing to review their child's records or who would like more information on the district's policy on student records may contact the Department of Pupil Services at 440-439-1500.

Family Educational Rights and Privacy Act (FERPA)
Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Bedford City School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Bedford City School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Bedford City School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

Parents and adult students have a right to refuse to allow the district to disclose any such directory information. If you do not want the Bedford City School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within 10 days after receipt of the district's public notice. The Bedford City School District has designated the following information as directory information:

Student or former Student's name
Photograph/video
Major field of study
Participation in sports or activities
Height and weight
If the student is a member of an athletic team
Dates of attendance
Date of graduation
Awards received
Honor roll
Scholarships

Parents wishing to review their child's records or who would like more information on the district's policy on Student records may contact the Department of Pupil Services at 440-439-4363.

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education 1. Political affiliations or beliefs of the student or student's parent;

- 2. Mental or psychological problems of the student or student's family;

- 3. Sex behavior or attitudes;

- 4. Illegal, anti-social, self-incriminating, or demeaning behavior;

- 5. Critical appraisals of others with whom respondents have close family relationships;

- 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

- 7. Religious practices, affiliations, or beliefs of the student or parents; or

- 8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of –*

- 1. Any other protected information survey, regardless of funding;

- 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

- 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use –

- 1. Protected information surveys of students;

- 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

- 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Bedford City School District has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Bedford City School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Bedford City School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Bedford City School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.

- Administration of any protected information survey not funded in whole or in part by ED.

- Any non-emergency, invasive physical examination or screening as described above.

Parents 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

