



Beachwood Middle School
2860 Richmond Road
Beachwood, OH 44122
Phone: 216-831-0355
Fax: 216-831-1891

**Beachwood Middle School
Student & Parent Handbook
2026-2027**

Our Mission: To develop intellectual entrepreneurs with a social conscience

Board of Education
Megan Walsh, President
Kim Allamby, Vice President
Dr. Josephine Chan
Rini Ghosh
Wendy Leatherberry

Main Office.

Dr. Tony Srithai, Principal
Kelsey Catledge, Secretary to the Principal
Summer Sanders, Secretary

tsrithai@beachwoodschoools.org
kcatledge@beachwoodschoools.org
ssanders@beachwoodschoools.org

Counselors' Office.

Katy Crismon, School Counselor
Keith Terlonge, School Counselor
Christa Pinsonnault, School Psychologist

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Anti-Bullying, Anti-Harassment, Title IX Coordinator.

Dr. Jennifer Polak

jpolak@beachwoodschoools.org
216-464-2600

Staff Directory.

www.beachwoodschoools.org/ContactUs.aspx

Transportation Department.

(216) 464-6609

Frequently Asked Questions.

What grades does Beachwood Middle School serve?

Beachwood Middle School serves students in grades 6 through 8.

What are the school hours for Beachwood Middle School?

The school building opens for students at 7:30 a.m. with the first class bell at 7:45 a.m. On Wednesdays, the school building opens for students at 8:15 a.m. with the first class bell at 8:27 a.m.. The school day ends at 2:45 p.m. Every day, the school middle school building closes for students at 4:00 p.m. unless the student is required to be in the building for other school purposes such as co-curricular or extra-curricular activities.

How do I contact Beachwood Middle School's main office?

Telephone: (216) 831-0355

- Principal, Dr. Tony Srithai: tsrithai@beachwoodschoools.org
- Secretary to the Principal, Kelsey Catledge, kcatledge@beachwoodschoools.org
- Secretary, Summer Sanders, ssanders@beachwoodschoools.org

Where is Beachwood Middle School located?

Beachwood Middle School is located at 2860 Richmond Rd, Beachwood, OH 44122.

What is the school's attendance policy?

Beachwood Middle School emphasizes regular attendance for effective learning as mandated by the State of Ohio. Parents and guardians must report and document any absences. If a child is going to be absent, families should call the main office by 8:00 a.m. to report the absence. The main office phone number is (216) 831-0355. For more detailed information about our attendance policy, please review the information further below in the attendance section of this handbook.

What happens if my child is late or absent?

Late students must report to the office before class. Absences need a written reason and can be "Excused" for valid reasons or "Unexcused" otherwise.

Can I request a planned absence for my child?

Yes. For family vacations during school days, parents should consult the Principal. Assignments may be provided for the duration of absence. Provisions also exist for early dismissals for acceptable reasons, but proper notification and sign-in procedures must be followed.

Does the District provide bus transportation?

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

Does the school have a nurse on staff?

Yes, Beachwood Middle School has a dedicated nurse on staff to attend to the health needs of our students. For more information, please visit our [Health Services](#) webpage.

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

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

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

We ask parents not to send their children to school if they've shown symptoms such as a fever of 100°F or more in the last 24 hours, vomiting, diarrhea, rashes, or other specified symptoms. If a child exhibits these symptoms at school, we'll contact parents for pickup.

Does the school have a lunch program?

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

How do I apply for free or reduced lunch?

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

BMS Daily Schedule.

Daily Schedule

Students may enter BMS no earlier than 7:30 am. Students shall exit BMS no later than 2:50 pm unless the student is required to be in the building for other school purposes such as co-curricular or extra-curricular activities.

Course Material Fees

Students will be provided necessary textbooks for courses of instruction without cost. The school charges specific fees for a variety of materials used in various courses of instruction. The chart below outlines course fees for each course. Course fees will be activated in Infinite Campus on or about September 10th of each school year. Parents/guardians will be responsible for paying these fees promptly using the Infinite Campus Portal.

Failure to pay Course Material Fees by the end of each school year may result in the withholding of grades and credits until such time as the outstanding Course Material Fees are paid in full. If you have a situation that warrants special consideration, please bring the situation to the principal or the principal's designee.

Each AP course is subject to a test fee required by the College Board.

In addition, the fee schedule below outlines the fees for the materials used in each of the listed courses.

Course Name in Infinite Campus	Course Fee
Advisory (student planner, combination lock)	\$10 - 15
Chinese A	*\$30 - 50
Honors English 7*	*\$20 - \$70
Honors English 8*	*\$16 - \$60
Language Arts 7	*\$20 - 40
Language Arts 8	*\$20 - 40
Reading 6*	*\$30 - \$72
Spanish I	*\$10 - 15
Spanish II	*\$20 - 30

*In certain courses, students will select books from a menu of titles that vary in cost. Students will be charged only for the books selected by and issued to them.

All students participating in a performing arts class (e.g. Band, Choir, or Orchestra) will be required to purchase formal concert attire during their first year in that class. Students may re-use this attire the following years if feasible. If it is not feasible to re-use this attire in subsequent years, students will be required to re-order formal concert attire. Information about group purchase options for these items will be shared with all participating students during the fall of each school year. The total cost will be determined based on the prices of the items plus shipping costs.

Fines for Lost, Damaged, or Destroyed School Property

The District shall impose fines for:

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

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

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

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

Co-Curricular Activities

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

- Band
- Choir
- Orchestra

School-Sponsored Activities

The school provides students the opportunity to participate in school-sponsored activities. These include: Leadership, Student Council, Yearbook, Science Olympiad,

Ecology Club, MAC Scholars,, Drama, Robotics, JCWA, Peer Leadership/SADD, Power of the Pen,, Library Club, Show Choir, and WEB Leaders.

Non-Sponsored Student Activities

Non-sponsored student groups may meet in the school building during non-instructional hours. The electronic application for permission to conduct the activity and to use school facilities can be obtained from the Student-Activity Advisor. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, and that the event will not interfere with school activities. Applicants must verify that the non-sponsored club and/or activity has a staff member or board-approved community volunteer serving to supervise but not lead the students during their meetings. All school rules relating to student conduct and equal opportunity to participate apply to such activities. Membership in any fraternity, sorority, or other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate. Non-sponsored organizations may not use the name of the school or school mascot on any materials or information.

School Awards & Honors

CVMSC Scholar Society Award: Students must have a 4.0 each and every quarter for 11 quarters of Middle School (4 qtr.'s of 6th grade, 4 qtr.'s of 7th grade and 3 qtr.'s of 8th grade)

President's Award for Educational Excellence - Gold: Students must maintain a GPA of 3.5 to 4.0+ with no "D" or "F" in any quarter for all three years at BMS.

President's Award for Educational Excellence - Silver: Students must maintain a GPA of 3.2 to 3.499 with no "D" or "F" in any quarter for all three years at BMS.

Magna Cum Laude: The Magna Cum Laude honor is awarded to students in the top 10% of the senior class based on student cumulative grade point averages as of the end of the 1st semester of senior year.

Department Awards: At times, various departments select one student (respectively) to receive an award during the annual 8th Grade Awards Ceremony. The recipient for each award is chosen by the respective department.

Use of Cell Phones During the School Day

Students shall be prohibited from using a cell phone except as provided by school rules or with the permission of the Principal or his designee. Students shall comply with the school's rules by storing their cell phones in their lockers. The use of a cell phone or cellular-enabled device, including any photograph or other recording features, in the school's restrooms is prohibited.

Breath-Testing Devices

A breath-testing device (commonly referred to as a “breathalyzer”) may be utilized by the School-based upon the reasonable suspicion that a student has consumed alcohol. Breath testing devices may be utilized at any time that a student is under the jurisdiction of the School.

School Transportation

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

The Principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the principal stating the reason for the request and the duration of the requested change.

Transfer Students

The Principal shall be responsible for assigning grades and credits for all students transferring into BMS prior to the start of or during the school year.

Bullying, Harassment, and Intimidation

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

“See Something, Say Something” & Duty to Report

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

Disciplinary Consequences

A major component of the educational program is to prepare students to become responsible by learning how to conduct themselves appropriately in the school setting in accordance with established standards. Students are expected to abide by federal,

state and local law, Board policy, and the Student Code of Conduct. Violations of these standards may result in disciplinary action, and suspected criminal activity shall be promptly reported to law enforcement.

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

Range of Consequences. The following is a list of possible consequences for violations of the Student Code of Conduct. Alternate forms of discipline may also be assigned. Disciplinary consequences shall be based on the totality of the circumstances including but not limited to the severity of the infraction, the student's prior disciplinary history, the presence or absence of aggravating circumstances, the student's acceptance of responsibility, and the student's expression of remorse. The district may assign disciplinary consequences greater than the assigned ranges below if a student's misconduct includes multiple violations of the Student Code of Conduct.

Level I Consequences

- Parent phone call
- Conference with student
- Time in office by student

Level II Consequences

- Conference with parent/guardian
- Detention/Saturday school
- Student is assigned to a silent detention either before or after school

Level III Consequences

- In-school suspension
- Students will attend the in-school suspension during normal school hours for the entire school day. Each student shall arrive with sufficient educational materials to be busy. Normal school privileges, such as open campus, are suspended during an in-school suspension. Absence from class because of an in-school suspension will be considered an excused absence.

Level IV Consequences

- Emergency removal and/or out-of-school suspension
- This includes emergency removal and suspension for up to ten (10) school days.
- An out-of-school suspension shall not extend beyond the current school year if, at the time a suspension is imposed, fewer than ten (10) days remain in the school year.

Level V Consequences

- Expulsion and/or Permanent Exclusion
- Expulsion shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place. See [Board Policy 5610](#).
- Permanent Exclusion - State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain forms of misconduct and/or criminal activity. The Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled. See [Board Policy 5610](#) and [5610.01](#).

Loss of Privileges. Students may temporarily or permanently lose various school privileges (e.g. possessing a cell phone, participation in extracurricular activities, participation in graduation ceremonies, etc.) because of violations of the Student Code of Conduct.

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

Detention/Saturday & Sunday School/In-School Suspension Rules. During a detention, Saturday school, or in-school suspension, the following rules apply:

- Students shall not communicate with each other unless given permission to do so.
- Students shall remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No electronic communication devices, phones, radios, music players, cards, magazines, or other entertainment/recreational devices/items shall be allowed in the room or must be powered off.
- No food or beverages shall be consumed unless approved by the supervising

adult.

- Any student who has not passed state-mandated assessments may be required to work on a study packet for any unpassed tests.

Student Code of Conduct

The Student Code of Conduct defines specific acts that are considered violations of the expected standards of student behavior. An attempt to engage in any of the misconduct below shall also be considered a violation of the Student Code of Conduct and subject the student to disciplinary consequences. Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is sufficiently connected to activities or incidents that occurred on school property or at school-sponsored activities or events. This includes participation in school-sponsored field trips including overnight and out-of-state trips. The range of disciplinary consequences for each infraction described below.

1. Possession or use of drugs, chemical substances, drug paraphernalia, alcohol, or any other intoxicant, counterfeit and look-alikes drugs, over-the-counter substances or any violation of district rules regarding drugs, alcohol, and chemical substances - Range of Consequences: III - V
2. Possession or use of tobacco, tobacco products, electronic cigarettes or vaping products or any violation of district rules regarding tobacco-related substances - Range of Consequences: II - IV
3. Use or possession of a firearm, ammunition (live or spent), knife, other weapon-like object, or an incendiary device as a weapon - Range of Consequences: IV – V.
4. Bomb threats, terroristic threats, false alarms/reports, inducing panic, or endangering the safety of others - Range of Consequences: IV - V
5. Arson - Range of Consequences: IV - V
6. Possession or use of bomb, explosives and/or fireworks - Range of Consequences: IV - V
7. Possession or use of an incendiary device capable of causing combustion - Range of Consequences: II - V
8. Fighting (with or without causing injury), physical assault, battery, being involved in or instigating a fight or other aggressive unwanted physical contact, or inflicting physical harm on another - Range of Consequences: III – V
9. Non-consensual sexual contact or activity- Range of Consequences: II – IV

10. Verified acts of Bullying or Cyberbullying under [Ohio law](#)- Range of Consequences: III – V
11. Harassment, retaliation, or intimidation - Range of Consequences: II – V
12. Aggressive conduct - Range of Consequences: II – V
13. Threats - Range of Consequences: II – V
14. Hazing - Range of Consequences: II – V
15. Degrading conduct toward another / hate speech - Range of Consequences: II – V
16. Discriminating against another based on protected class status - Range of Consequences: III – V
17. Insubordination or otherwise failing to follow instructions or directives - Range of Consequences: I - V
18. Plagiarism, cheating, or academic dishonesty in any form, falsification of schoolwork or identification, or forgery - Range of Consequences: I - IV
19. Facilitating plagiarism, cheating, or academic dishonesty in any form, falsification of schoolwork or identification, or forgery - Range of Consequences: I – IV
20. Lying, dishonesty, making misrepresentations, or failing to be forthright with any school representative - Range of Consequences: I - III
21. Violation of the district's computer technology and network acceptable use policy - Range of Consequences: II - V
22. Misconduct against a school official or the property of a school official - Range of Consequences: I - V
23. Threatening to commit a crime - Range of Consequences: II – V
24. Inappropriate or profane language, comments or gestures - Range of Consequences: I – IV
25. Possession or use of a cellular phone in violation of applicable district rules - Range of Consequences: I – III

First Offense: The student's device will be placed in the assistant principal's office for the remainder of the day. The student will be allowed to collect the device at dismissal time.

Second Offense: The student's device will be placed in the assistant principal's office to be picked up by the student's parent or guardian. The device must be picked up during school hours.

Third Offense: The student's device will be placed in the main office. The student will be assigned a Saturday School and the student must turn their cell phone into the office for two weeks at the beginning of the day. The device will be returned to the student at the end of the school day.

Fourth Offense: The student cannot bring his/her device to school.

Any student's willful refusal or failure to relinquish any device upon a staff member's request will result in additional disciplinary consequences (e.g. Insubordination).

26. Possession of or displaying pornography - Range of Consequences: II – V
27. Distributing inappropriate, obscene, or degrading photographs or recordings of another - Range of Consequences: II – V
28. Failure to cooperate with a school investigation or interference with a school investigation - Range of Consequences: II – V
29. Unauthorized publication or distribution of materials - Range of Consequences: II – V
30. Unauthorized photographing or recording another - Range of Consequences: II - V
31. Leaving campus for lunch or unauthorized food delivery - Range of Consequences: I-III
32. Improper dress or grooming - Range of Consequences: I - III
33. Extortion - Range of Consequences: I - V
34. Gambling - Range of Consequences: II - IV
35. Trespassing, loitering, or unauthorized presence in the school building or on school grounds - Range of Consequences: II - V
36. Theft or knowingly receiving or possessing stolen property - Range of Consequences: I – IV
37. Vandalism - Range of Consequences: II – V

38. Gang activity - Range of Consequences: II-V
39. Unauthorized use of school property or another's property - Range of Consequences: II - IV
40. Possession of electronic equipment without permission - Range of Consequences: I - V
41. Interference, disruption or obstruction of the educational process - Range of Consequences: I – IV
42. Violation of hall pass rules - Range of Consequences: I-III
43. Violation of classroom rules - Range of Consequences: I - IV
44. Persistent absence or tardiness - Range of Consequences: I - IV
45. Violation of district rules regarding school transportation- Range of Consequences: I - III
46. Displays of affection/sexual activities - Range of Consequences: II - IV
47. Refusing to accept discipline or complete disciplinary consequences - Range of Consequences: II - V
48. Aiding or abetting violation of Student Code of Conduct or failing to report another's violation of the Student Code of Conduct or a dangerous condition in school - Range of Consequences: II - V
49. Violation of any other school rule - Range of Consequences: I – V

Student Disciplinary Due Process Rights

See [Board Policy 5611](#).

Student Disciplinary Emergency Removal

See [Board Policy 5610.03](#).

Search and Seizure

Administrators may search a student or the student's property (including vehicles, purses, backpacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice.

Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have no reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms, and gymnasiums. The District may use video cameras and surveillance in such areas and on school vehicles transporting students to and from regular and extracurricular activities. Recording(s) may be used by administrators and/or law enforcement in the course of investigating the violation of any rule, regulation, policy, or law. Privacy considerations and other factors prevent the School from sharing surveillance tapes with parents, students, or members of the general public.

During the course of field trips (including overnight and out-of-state trips), where an administrator is not present, a staff member may conduct a search and/or seizure. Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law and may be taken, held, or turned over to the police. The School reserves the right not to return items that have been confiscated.

Discipline of Students with Disabilities

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

Anti-Discrimination and Anti-Harassment

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

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

India Jackson
Director of HR, Anti-Discrimination/Harassment Coordinator, and Title IX Coordinator
ijackson@beachwoodschoools.org
216-464-2600

Dress and Grooming

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

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

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

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

- Hats with brims, hoods, sweatbands, or other head coverings (head coverings worn for established and/or traditional religious purposes are an exception)
- Slippers or pajamas
- Hair set in curlers, etc.
- Undergarments worn as outer garments
- Sunglasses unless for medical reasons
- Costumes or extra items (such as towels, blankets, capes, etc.)
- Clothing or accessories with dangerous metal studs or spikes including chains
- String tank tops
- Tops that are low-cut in the front and/or back
- Transparent garments, open mesh garments, spandex or garments with large open sides without an undershirt
- Boxer shorts, biking shorts, or compression shorts cannot be worn solely as pants. Shorts should be student's fingertip length or longer

If you have any doubt that a specific article of clothing or accessory does not meet the standard set forth in this dress code, do not wear it. Students who do not meet the standard of dress will be referred to the appropriate administrator. The student will contact a parent to request a change of clothing. If a parent cannot be reached or is unable to bring a change of clothes and the dress code infraction is disruptive to the educational environment, the student may be assigned to the in-school suspension room for the remainder of the day. Repeated failure to meet the standard of dress will result in disciplinary action. Not all circumstances are necessarily covered by this dress

code. Both the degree to which the student’s dress fails to meet the dress code standard and the course of action to correct the dress code infraction is at the discretion of the administrator.

Positive Behavioral Interventions and Supports (PBIS)

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

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



School Behavior Matrix

	Honorable	Encouraging	Accountable	Respectful	Determined
Arrival / Dismissal	Enter and exit on time	Make the most use of time in class	Come prepared and ready to learn	Greet and engage peers and staff	Arrive/exit quietly and efficiently
Hallway /	Report to class	Be alert	Keep the	Keep noise at	Socialize with

Stairway	on time	Do not block walkways	hallways clean	an acceptable level No running	peers Staff members while on your journey to class
Cafeteria	Be prepared with your selections Have money ready	Speak with peers and involves others	Clean up after yourself	Keep noise at an acceptable level	Use your time wisely and have fun
Auditorium/ Gym	Enter, sit, and exit with dignity	Express gratitude of all presenters	Keep your space clean and sit properly	Applaud and communicate appropriately	Listen and process the information being provided
Restroom	Use the break time wisely	Try to get back to class quickly	Appropriate behavior in the restroom	Keep the restroom clean	Limit usage to avoid missing instruction
Bus	Report to the bus on time	Actively listen to the driver and peers on the bus	Keep the bus clean Keep aisle ways open	Use appropriate language and respect personal space	Enter/Exit and sit down in a timely manner
Classroom	Create, maintain, and respect an environment conducive for learning	Ask relevant questions and give meaningful input	Have all needed materials	Be kind to your teacher and peers	Follow all directions given by teacher Keep your classroom clean

Attendance

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

The parent/guardian of an absent student shall attempt to report the absence by 8:00 a.m. but shall report the absence not later than 9:00 am to provide an explanation. All absences shall be reported by calling BMS at 216-831-0355. If making this call is impossible, the parent/guardian shall provide a written excuse to the Principal as soon as possible after the student's absence.

The Principal/designee shall make at least 1 attempt to contact the parent/guardian when a parent/guardian fails to initiate a telephone call or other communication notifying

the school or Principal of the student's absence by 9:00 am.

The absence for a student who has been properly reported as absent by 9:00 am shall be recorded as an unexcused absence.

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

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

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

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

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

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

Absence from school due to suspension shall be considered an excused absence.

Any student absences that cannot be confirmed as excused upon or prior to the student's return to school may be subject to the following consequences:

- On the 1st unexcused absence in any school year: 1-morning detention a student may be issued a detention.
- On the 2nd unexcused absence in any school year: 1 day of In-School Suspension or two Saturday Schools
- On the 3rd unexcused absence in any school year: 2 days of In-School Suspension or three Saturday Schools
-

Any of the above consequences may be waived upon the submission of a written excuse for the absence(s) in question. Students may be permitted to complete/submit work missed due to an unexcused absence for full credit.

Students leaving school because of illness or other excused reason still require parent confirmation. After repeated absences, a doctor's note may be required to excuse future absences. Parent and or doctor's notes may be accepted by fax or email in the main office.

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

- **Chronic Absenteeism:** Missing at least 10% of the minimum required school hours in a school year, regardless of whether absences are excused or unexcused.
- **Habitual Truancy:** Absent without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in a school year.
- **Minimum Required Hours:** 1,001 hours per year for grades 1–12; 455 hours per year for kindergarten.
- **Excused Absence:** An absence for a reason approved by the Board as outlined in this handbook.
- **Unexcused Absence:** An absence not meeting the criteria for excused absence.

Absence Communications

When a student is absent from school with combined non-medical excused absences and unexcused absences in excess of twenty-one (21) or more hours, the school shall

notify the child's parent/guardian of the child's absences, in writing, within 5 school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action may be taken. Religious expression days that have been approved by the Principal under [Board Policy 5200](#) will not be considered for the purpose of determining whether a student is excessively absent.

A student may have an excused absence for medical reasons, such as personal illness or medical visit, subject to the following rules. A student may have up to ten (10) medically excused absences without a doctor's note, but with a phone call from a parent/guardian. A medical excuse for personal illness will be accepted in the form of a doctor's note within five (5) school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit.

The following "medical excuses" will not count toward a student's excessive absence hours: (1) personal illness; (2) illness in the family necessitating the presence of the child; (3) quarantine of the home; (4) health care provider appointments (doctor, dentist, mental health provider, etc.); (5) medically-necessary leave for a pregnant student in accordance with [Board Policy 5751](#); (6) death in the family; or (7) other set of circumstances the Superintendent deems on a case-by-case basis to be a good and sufficient cause for medical absence from school.

Absence Intervention Team

Per Board Policy 5200, the District will establish at least one (1) absence intervention team ("AIT") in each school building. The AIT will work with students at risk of becoming chronically absent and their families to improve the students' attendance.

In order to address the attendance practices of students and prevent students from becoming chronically absent, the District implements a Multi-Tiered System of Supports (MTSS) to address attendance:

Tier 1 (Universal): Prevention strategies and supports for all students, including school-wide attendance initiatives and positive school climate programs.

Tier 2 (Targeted): Additional interventions for students approaching chronic absenteeism, such as increased communication, check-ins, and family outreach.

Tier 3 (Intensive): Individualized interventions for students who are chronically absent, including referral to the Absence Intervention Team (AIT).

- provide counseling to the student
- request or require the student's parent to attend a parental involvement program
- request or require a parent to attend a truancy prevention mediation program
- take appropriate legal action
- assign the student to an alternative school

Students shall not be suspended, expelled, or otherwise prevented from attending school because of the student's absences.

Tardiness

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

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

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

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

Vacations During the School Year

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

Early Dismissal

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

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

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

- Such good cause as may be acceptable to the Principal

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

Withdrawal from School

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

Parents/guardians must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parent/guardian's notice.

Homebound Instruction

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

Make-up of Tests and Other School Work

Students who are absent from school with a reasonable excuse shall be given the opportunity to make-up missed work. The student should contact the attendance office as soon as possible to obtain assignments. The number of days for completion of make-up work will be equivalent to the number of excused days of absence. If a student misses a teacher's test due to an excused absence, they should arrange with the teacher to take the test at another time. If they miss a State-mandated assessment test or other standardized test, the student should consult with the Counseling Office to arrange for administration of the test at another time.

Grades

For real-time access to grades, students and parents/guardians may access the Infinite Campus grade book. Parents/guardians are encouraged to check grades with their child at least once per week. Report cards will be released to Infinite Campus at the end of each quarter.

The School has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the beginning of the course.

The school applies the following grading system, and a Grade Point Average (GPA) is calculated using the following quality points:

Percentage	Grade	GPA
93.5% - 100%	A	4
89.5% - 93.4%	A-	3.7
86.5% - 89.4%	B+	3.3
82.5% - 86.4%	B	3
79.5% - 82.4%	B-	2.7
76.5% - 79.4%	C+	2.3
72.5% - 76.4%	C	2
69.5% - 72.4%	C-	1.7
66.5% - 69.4%	D+	1.3
62.5% - 66.4%	D	1
59.5% - 62.4%	D-	0.7
Below 59.4%	F	

Grade Point Average

To calculate a grade point average, assign a weighted point value to each course grade and divide by the total number of credits.

Incomplete Grade

A grade of Incomplete may be granted if a student has been unable to complete course requirements because of excused absences or for reasons deemed legitimate by the teacher. If a student does not complete the course requirements within three weeks after the conclusion of the course (the principal may extend this deadline for extenuating circumstances), the teacher or school administrator will resolve the incomplete grade.

Emergency Closing and Delays

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

Student Valuables

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

Visitors

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

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

Building Volunteers

Certain programs and activities may be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to the students and staff. All volunteers shall always display appropriate behavior in the school environment. Volunteers may be required to submit to a background check and take courses as may be required by the Ohio Department of Education. Interested parties should contact the Principal for more information regarding volunteer opportunities. See [Board Policy 8120](#) for more information.

Safety

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

Student safety is the responsibility of both students and staff. Staff members shall be familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. During and after school hours, staff shall question anyone in the building not wearing a building pass or not recognized. Portions of the building not needed after school days will be closed.

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

Emergency Medical Authorization

All students shall have an emergency medical authorization completed and signed by a

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

Fire, Tornado, and Safety Drills

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

Injury

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

Illness

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

Health Screenings

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

Control of Direct Contact Communicable Diseases

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

Medications

Please see [Board Policy 5330](#) for more information. Before any prescribed medication (i.e., a drug) or treatment may be administered to any student during school hours, a written statement from a licensed health professional authorized to prescribe drugs

("prescriber") accompanied by the written authorization of the parent/guardian [Form \(Form 5330f1\)](#) must be submitted to the Main Office.

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

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

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

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

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

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

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

Keeping Your Child at Home

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

- A temperature of 100 degrees F or more. Your child should be fever-free for 24 hours before returning to school
- Vomiting and/or diarrhea two or more times during the previous evening or night.

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

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

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

Computer Technology and Networks

The school provides internet services and may provide computer equipment to its students. The school's internet services have a limited educational purpose and have not been established as a public access service or a public forum.

Student use of the school's internet services and computer equipment is governed by the numerous guidelines and the Student Code of Conduct.

Users have a limited privacy expectation in the content of their personal files and records of their online activity while using the school's internet services and computer equipment.

Parents/guardians and students are advised that the school may not be able to limit access to only those services that have been authorized for the purpose of instruction, study, and research related to the curriculum. The school utilizes a technology protection measure, which is a specific technology that attempts to protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors. Nevertheless, it is impossible to guarantee

students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet and/or on school-issued devices.

Use of the Network is a privilege, not a right. Unauthorized or inappropriate use of the school's internet services and computer equipment may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/ or civil or criminal liability.

Prior to usage, students shall be required to agree to the school's Student Network and Internet Acceptable Use and Safety Agreement. Acknowledgement of this Handbook also serves acknowledgment of the Acceptable Use and Safety Agreement.

Smooth operation of the school's internet services and computer equipment relies upon users adhering to the following guidelines. These guidelines are not exhaustive but are provided so that students are aware of their general responsibilities.

- Students are responsible for their behavior and communication on the Network.
- Students may only access the network by using their assigned network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- Students may not seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.
- Students may not use the network to engage in "hacking" or other illegal activities (e.g. software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- Transmission of any material in violation of Board policy and/or any state or federal law or regulation is prohibited.
- Any use of the network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited.
- Use of the network to engage in cyberbullying is prohibited. Cyberbullying involves the use of information and communication technologies such as e-mail, text messages, instant messaging (IM), defamatory personal websites or accounts, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

- Cyberbullying includes, but is not limited to the following: posting slurs, rumors, or other disparaging remarks about a student or school staff member on a website or on weblog; sending an e-mail or instant messages that are mean or threatening, using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video/photo sharing sites such as YouTube or Instagram; posting misleading or fake photographs of students or school staff members on websites.
- To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.
- Students are expected to abide by the following generally accepted rules of network etiquette:
 - Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the network (including, but not limited to, public messages, private messages, and material posted on web pages or social media).
 - Do not engage in personal attacks, including prejudicial or discriminatory attacks.
 - Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, the student must stop.
 - Do not post information that, if acted upon, could cause damage or disruption of school.
 - Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial websites.
 - Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 - Never agree to get together with someone you "meet" online without parent approval and participation.
 - Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any email that contains pornography. Students should not delete such messages until instructed to do so by a staff member.

- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the School if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access
- All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgment of authorship must be respected. Rules against plagiarism will be enforced.
- Downloading of information onto the District's hard drives is prohibited, without prior approval from the Principal. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the network with a virus and causes damage, the student will be liable for any and all repair costs to restore the network to fully operational at its pre-incident level.
- Students must secure prior approval from a teacher before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
- Students may use real-time electronic communication, such as chat or instant messaging to support educational activities that have been approved by the Board, Superintendent, principal, or teacher.
- Privacy in communication over the Internet and the network is not guaranteed. To verify compliance with these guidelines, the District reserves the right to monitor, review, and inspect any District device and directories, files, and/or messages residing on or sent using the network. Messages relating to or in support of illegal activities will be reported to the appropriate school and/or legal authorities.
- Use of the Internet and any information procured from the Internet is at the student's own risk. The District makes no warranties of any kind; either expressed or implied that the functions or the services provided by or through the network will be error-free or without defect. The District is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The District is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The District will not be responsible for

financial obligations arising through the unauthorized use of the network. Students or parents of students will indemnify and hold the District harmless from any losses sustained as the result of misuse of the network by the student.

- Because there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of school users will be fully investigated, and disciplinary action will be taken as appropriate.

Lunch Program

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

While students may bring their own lunch to school students shall not be permitted to use any food delivery services (e.g. Uber Eats, DoorDash, GrubHub). Parents/guardians may drop off lunch in the Main Office for their child. It is the student's responsibility to pick up their food in the Main Office.

Protection and Privacy of Student Records

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

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

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

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

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

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
[www.ed.gov /offices/ OM/ face](http://www.ed.gov/offices/OM/face)

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

FERPA@ED.Gov
PPRA@ED.Gov

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

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

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

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

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

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

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

BEACHWOOD CITY SCHOOLS COMMUNICATION STANDARDS

Revised 5-22-24

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

COMMUNICATION STANDARDS

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

PRACTICES AND PROCEDURES

Responsibility to Uphold Standards:

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

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

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

Responsibilities of those in leadership positions:

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

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

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

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

How to Address Missteps:

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

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

Reporting:

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

English Language Students

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

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

Our school district can also provide parents of English Language students information about Parent Information and Resource Centers that may help with additional training

and support. Parents of English Language students who fail to make progress on annual achievement objectives shall be notified of the child's failure within 30 days.

Special Education Services

The Board of Education is committed to providing a free, appropriate public education (FAPE) to children with disabilities identified in accordance with applicable State and Federal laws, rules, and regulations. This includes students who are confined to community corrections facilities or juvenile detention centers. The District shall provide students with disabilities the services to which they are entitled pursuant to their individualized education programs (IEPs) and in accordance with the Operating Standards for Ohio Educational Agencies Serving Children with Disabilities, including Child Find and Evaluation requirements. Students with disabilities who are in adult county jails shall continue to receive FAPE during incarceration, subject to their continued eligibility for services and subject to exceptions related to security and safety.

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

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

Gifted Identification and Services

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

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

Title I Services and Meetings

Our school provides Title I services to eligible students. Each Title I eligible school in the district conducts an annual meeting each fall to inform parents of the school's

participation in Title I programs and to invite parent input in ways that will improve our school buildings and district and help children succeed. Among the issues discussed at these meetings are the curricula in place in our schools, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet. Parent issues and questions about our Title I program will be addressed and become a part of our school district Title I Plan. If you have a question about how our Title I program and funds support our children, please contact the Beachwood City School District's Title I Coordinator or the principal.

Student Fundraising

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds. Students may not sell any item or service in school without the prior approval of the Principal. Students may not participate in a fund-raising activity for a group in which they are not members without the approval of an authorized School official. Students may not participate in a fund-raising activity off school property without proper supervision by approved staff or other adults. Students may not engage in house-to-house canvassing for any fund-raising activity. Fund-raising activities for a parent group, booster club, or community organization, may only occur on school property with the approval of the Principal.

Field Trips

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

- Failure to receive appropriate permission from parent/guardian
- Failure to complete appropriate coursework, as defined by the teacher
- Behavioral or safety concerns, or
- Prior to a field trip, parents will be asked to sign off on a permission form and the fees associated with the field trip. These fees will then be billed through the

Infinite Campus portal. Once a commitment has been made and a ticket has been purchased, there will be no reimbursement.

Refunds Due to Cancellation: If an activity or field trip is canceled by the District, payments exceeding \$100 will be refunded to the original form of payment, unless the student has outstanding fees, in which case the refund may be applied to those fees. Payments of \$100 or less will be credited to the student's fee account for future use.

Bus Conduct

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

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

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

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

During the trip, each student shall:

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

Exiting the school vehicle each student shall:

- remain seated until the vehicle has stopped

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

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