Brecksville – Broadview Heights High School

Student Handbook 2026-2027

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www.BBHCSD.org

High School Administration

Kevin Jakub	Principal
Kelli Izzo	Assistant Principal *(Last Names A-K)*
Josh Backo	Assistant Principal *(Last Names L-Z)*
Josh Hanes	Pupil Services Coordinator

High School Counselors

Jaci Owens	Jrs. & Srs. (*Last Names A-E)*
Gina Baeslach	Jrs. & Srs. (*Last Names F-O)*
Kyle Drypolcher	Jrs. & Srs. (*Last Names P-Z)*
Bridget Milano	Fr. & So. *(Last Names A-K)*
Kaitlyn Jonozzo	Fr. & So. *(Last Names L-Z)*

Brecksville
Broadview Heights
City School District

EDUCATE. EMPOWER. ENGAGE.

OUR MISSION

The BBHCSD exists to rigorously educate our students to the highest standards, to boldly empower our school family with exciting learning experiences, and to collaboratively engage our community to cultivate productive future citizens of a global society.

OUR VISION

The BBHCSD will be the destination district by pushing the boundaries of academic excellence and expanding innovative opportunities for students, while advocating for all, in a safe and accountable educational environment.

ATTRIBUTES OF A BEE

FUTURE READY

BBH students will become lifelong learners and acquire career knowledge along with core technical skills. Bees will be independent thinkers, problem-solvers and possess communications and listening skills.

EMOTIONALLY PREPARED

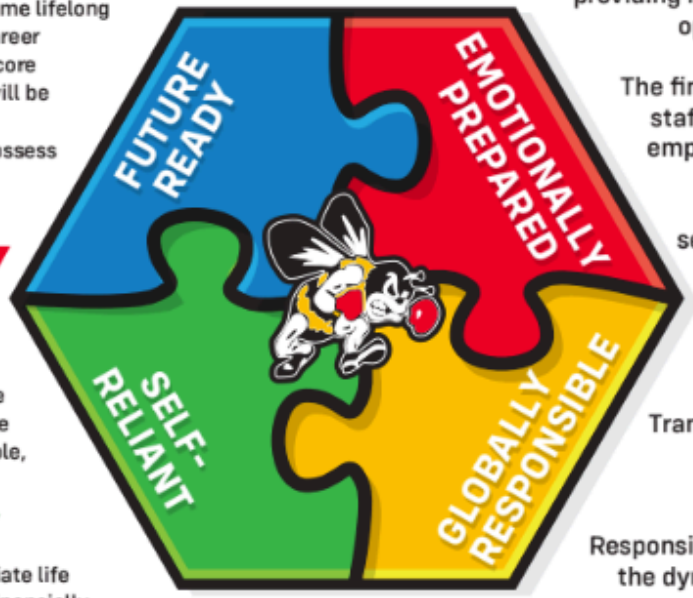
Bees will be self-aware and self-confident and have a growth mindset, while being resilient, adaptable, and flexible.

SELF-RELIANT

Bees will have appropriate life skills, be resourceful, financially savvy, and be self-directed.

GLOBALLY RESPONSIBLE

Our graduates will be engaged citizens, team collaborators, strong stewards of the environment, with broad horizons.



OUR COMMUNITY'S SCHOOL VALUES

Academic excellence and providing innovative learning opportunities for all

The finest educators and staff to constructively empower our students

School safety and security in protocol, action, thought in creating a welcoming school climate

Transparent, engaging and collaborative communications

Responsible stewardship of the dynamic resources in the BBHCSD

Comprehensive preparedness of our students' future college and career pathways

Protecting the Banner of the BBHCSD!

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Principal's Message

Welcome to the 2026-2027 school year at Brecksville-Broadview Heights High School,

We are thrilled to have you join our school community, and we believe this year holds endless possibilities for your growth and success. As you embark on this new school year, I encourage you to make the most of the resources available to you. The student handbook, in particular, will serve as an invaluable tool for familiarizing yourself with the student code of conduct and the operational protocols of our school. Familiarize yourself with the policies related to attendance, eligibility, and the student code of conduct to help create the best possible learning experience for you and others.

At Brecksville-Broadview Heights High School, we take great pride in our heritage and the high standards we have established over the past 140 years. Our commitment to academic excellence, social growth, and the development of well-rounded individuals has been deeply ingrained in our school's culture. We are excited for you to benefit from this rich tradition and to contribute to its continued growth. We encourage you to be actively involved in the life of our school. Whether it's participating in clubs, sports teams, or other extracurricular activities, your engagement will not only enhance your own experience but also contribute to the vibrant culture of BBHHS.

Go Bees!

Kevin Jakub, Principal

Important Telephone Numbers

Main Office 740-4700
School Counseling Office..... 740-4720
Athletic Office 740-4770
Transportation 740-4050
Board of Education Office 740-4000
Attendance ……..... 740-4715

Regular Schedule

1st Period 7:45 AM - 8:27 AM
2nd Period 8:31 AM - 9:19 AM
3rd Period 9:23 AM - 10:05 AM
4th Period 10:09 AM - 10:51 AM
5th Period 10:56 AM - 11:38 AM
6th Period 11:43 AM - 12:25 PM
7th Period 12:30 PM - 1:12 PM
8th Period 1:16 PM - 1:58 PM
9th Period 2:03 PM - 2:45 PM

Rally/Assembly Schedule

1st Period 7:45 AM - 8:22 AM
2nd Period 8:26 AM - 9:03 AM
3rd Period 9:07 AM - 9:44 AM
Rally/Assembly 9:48 - 10:43 AM
4th Period 10:46 AM - 11:23 AM
5th Period 11:26 AM - 12:03 AM
6th Period 12:06 AM - 12:43 PM
7th Period 12:46 PM - 1:23 PM
8th Period 1:27 PM - 2:04 PM
9th Period 2:08 PM - 2:45 PM

24 Minute Colony Schedule

1st Period 7:45 AM - 8:25 AM
2nd Period 8:29 AM - 9:09 AM
3rd Period 9:13 AM - 9:53 AM
Colony 9:57 AM - 10:21 AM
4th Period 10:25 AM - 11:05 AM
5th Period 11:09 AM - 11:49 AM
6th Period 11:53 AM - 12:33 PM
7th Period 12:37 PM - 1:17 PM
8th Period 1:21 PM - 2:01 PM
9th Period 2:05 PM - 2:45 PM

Delayed Start Schedule

*Testing 7:45 AM - 9:45 AM
1st Period 9:45 AM - 10:15 AM
2nd Period 10:18AM - 10:48 AM
3rd Period 10:51 AM - 11:21 AM
4th Period 11:24 AM - 11:54 AM
5th Period 11:57 AM - 12:27 AM
6th Period 12:30 AM - 1:00 PM
7th Period 1:03 PM - 1:33 PM
8th Period 1:36 PM - 2:06 PM
9th Period 2:09 PM - 2:45 PM
*When Needed for EOC Testing

2026-2027 SCHOOL CALENDARS

High school events and times are posted and updated weekly on the high school website as well in the Principal's weekly High School News and Notes email that is sent to both students and their families.

Brecksville-Broadview Heights 2026-2027 School District Calendar

Brecksville-Broadview Heights High School Calendar

Brecksville-Broadview Heights Athletic Calendar

DATES AND TIMES ARE SUBJECT TO CHANGE.
REFER TO EMAILED NEWSLETTERS AND WEBSITES FOR THE MOST UP TO DATE INFORMATION

Mission Statement

Recognizing the dynamic nature of our current society, we believe Brecksville-Broadview Heights High School through its instruction, resources, and environment assists the students to discover their interests, to realize their potentials, and to cultivate a desire to learn as a life-long process. Working toward these goals encourages students to become sensitive and creative, productive and responsible human beings.

Non-Discrimination Statement

The Board of Education does not discriminate on the basis of race, color, religion, national origin, ancestry, military service, sex, disability, or age in its programs and activities, including employment opportunities. Please contact 504 Compliance Officer / ADA Coordinator, Cindi Tomassetti, at 440-740-4000 for any questions or concerns.

Sunset Clause

This Handbook replaces all prior handbooks and other prior written material provided on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available on the District's website.

Grading Philosophy Statement

At BBHHS, grades reflect a student's demonstrated learning and understanding of course content. Evidence of learning is collected through a variety of methods and activities throughout the learning process.

Formative assessments—such as classwork, homework, quizzes, and active participation—are designed to provide students, teachers, and parents with ongoing feedback about progress. These assignments are essential for guiding instruction and supporting student growth. While completion of formative work is expected, it will account for **20% of the overall course grade**.

Summative assessments—such as tests, projects, reports, and presentations—serve as the culminating evaluations of student learning at specific points in time (e.g., end of unit, quarter, or semester). These experiences provide the most accurate measure of what a student has learned and will comprise **80% of the overall course grade**.

Teachers have discretion over the classification of assignments as **formative** or **summative**. While assignments are clearly marked as **summative** or **formative** PowerSchool, any questions about the classification of assignments should be directed to the teacher of the course.

Student Expectations

For over a century, the students of Brecksville-Broadview Heights have been building a tradition of excellence. As current students, we can help contribute to that tradition and increase the likelihood of our personal success if we:

1. Accept responsibility for our education, decisions, and actions.
2. Act in a way that best represents our school, parents, community, and self to promote a safe, healthy environment in which to learn.
3. Are active in the school and community.
4. Maintain a balance between academics, co-curricular activities, and community projects, and continually give our best effort to each.
5. Support our fellow students and their activities.
6. Respect cultural diversity, individuality, and the choices and rights of others.

Academic Dishonesty and Plagiarism Policy

At BBHHS, academic honesty and integrity are foundational to a student's educational growth. This policy is designed to help students learn from their mistakes and understand the importance of original work, while still holding students accountable.

First Offense

If a student commits plagiarism or academic dishonesty for the first time in a course, the incident will be treated as a classroom behavioral issue. Students can expect the following steps:

- **Discussion & Notification:** The teacher will talk to the student directly about the incident and contact the parent or guardian.
- **Administrative Notification:** The teacher will notify the administrator of the incident.
- **Grading & Resubmission:** The teacher will issue a classroom consequence, this could be consequences such as asking the student to **resubmit the assignment for reduced credit**, completing an alternative assignment, or issuing the student a "0" for the assignment in the gradebook.

Subsequent Offenses

If a student violates the academic dishonesty policy for a second time, the consequences will escalate to reflect the pattern of behavior and may include the following:

- **Loss of Credit:** A student may receive a **zero (loss of credit)** for the assignment, with no opportunity for resubmission.
- **Progressive Discipline:** The student may face additional school-level consequences that may include Saturday Detention, Loss of Open Campus/Student Privileges, In-School Detention, or Out-of-School Suspension (OSS).

Academics

The school year is divided into two semesters with each semester consisting of two nine-week intervals of instruction. Grades are a report on student learning. The student will provide evidence of learning that will be recorded and reported by the teacher. Grades and point averages will be computed based upon the courses a student is enrolled in when credit is awarded.

Grading Scale

Letter grades in each course are based on the percentage scale below with their associated grade point averages.

BBHHS Grading Scale				
Letter	Percentage	Regular	Honors	AP
A	100-92	4.0	4.5	5.0
A-	91.9-90	3.7	4.2	4.7
B+	89.9-87	3.3	3.8	4.3
B	86.9-83	3.0	3.5	4.0
B-	82.9-80	2.7	3.2	3.7
C+	79.9-77	2.3	2.8	3.3
C	76.9-73	2.0	2.5	3.0
C-	72.9-70	1.7	2.2	2.7
D+	69.9-67	1.3	1.3	1.3
D	66.9-64	1.0	1.0	1.0

D-	63.9-60	0.7	0.7	0.7
F	<59.9	0.0	0.0	0.0

Assessment of Learning

Assessment of student learning is ongoing. Formal assessments can be tests, quizzes, or projects and specific to a topic/unit/marking period/term.

Academic Load

Students must be enrolled in a minimum of 5.5 credits per year and a minimum of 5 courses each semester A total of 21 credits are required for graduation.

Class Add/Drops

Planning a schedule for the next school year is a difficult task and situations may occur requiring a change in that schedule. These schedule changes, however, have a serious effect on class size, teacher assignments, and the overall master-schedule, and therefore, must be made sparingly. The student and parent are urged not to plan a program with the idea that it can be changed. Once a student selects his/her courses (verified by parents) the School Counseling Department will not initiate a schedule change unless a compelling educational reason exists. After the close of the school year no changes will occur unless:

1. There is a technical error in the scheduling process.
2. It is clear that the student is academically misplaced.
3. There is a scheduling conflict.

In the event that a student switches from a class that is weighted to one that is not weighted or weighted at a different rate the weight will be calculated based off of the weight for the course they completed that semester. Moving forward they would be granted the weight of the course they are currently enrolled in and that is the name of the class that will appear on their transcript. For example, if a student moves from Honors Geometry to Geometry at the conclusion of semester 1, the student will be weighted off the 4.5 GPA scale for the first semester and a 4.0 GPA for the second semester. The class will appear as Geometry on the transcript for the entire year.

S/U Option ("Pass/Fail")

The "S/U" option is the opportunity for students to select ~~1 unit~~ of credit or less in non-required subjects for credit each year in which the grade will be either *Satisfactory* or *Unsatisfactory*. Satisfactory (*S*) shall require a "C" or higher for credit; this translates into an average of at least 73%. An average below 73% will result in an "Unsatisfactory (*U*). This option is not available for honors or advanced placement courses. "*S/U*" option shall not be used for courses required for graduation.

"Satisfactory or Unsatisfactory" credit will be included in the total credits being taken by the student, but will not be figured into the grade point average or class rank. Therefore, the "S/U" option does not figure into the GPA to determine a student's eligibility; however it will count toward the 5-credit course requirement that also determines eligibility.

The student's declaration for "S/U" must be made no later than the 1st quarter interim date for the first semester or year-long courses and the applications must be approved by the student's counselor and Assistant Principal. During the second semester, students have *until the 3rd quarter interim date to select this option*. Applications are available in the school counseling office.

Student Academic Honors and Recognitions

BBHHS is proud of the many accomplishments of its students and is committed to recognizing their achievements in a variety of ways. Student accomplishments may be highlighted through school and district publications, social media, honor societies, awards ceremonies, academic and extracurricular recognition programs, Senior Awards Night, Commencement, and other school-sponsored events and communications.

Students and families are encouraged to share significant achievements with the school. If a student or parent/guardian believes an accomplishment has not been recognized or shared by BBHHS or the District, they are encouraged to contact the school administration. Administrators will review the achievement and consider appropriate opportunities for recognition.

Honor Roll and Merit Roll

At the end of each nine-week grading period, recognition is given to those students who achieve academically. In order to be awarded Honor Roll status, a student must achieve a grade point average of 3.75 or better; Merit Roll status is awarded to those students who achieve an average of 3.00 to 3.749. A grade of D, U, WF, AF, or F in any class precludes a student being included on the Honor Roll or Merit Roll.

Latin Honors System

BBHHS uses the Latin Honors System to recognize the academic success and well-rounded engagement of our seniors. Instead of ranking students numerically, we honor high achievements using three categories based on **cumulative GPA**, **standardized test scores**, **advanced coursework**, and **school involvement**. The following table explains the standards that need to be met for each category of Honor Level.

Latin Honors Requirements				
Honor Level	**GPA**	**SAT/ACT**	**Extracurriculars**	**Adv. / CTE Courses**
Summa Cum Laude	4.2 or above	SAT - 1360+ ACT - 30+	4 or more school activities	4 or more AP, Dual Credit, Honors, or CTE
Magna Cum Laude	3.7 - 4.19	SAT - 1200+ ACT - 25+	3 school activities	3 AP, Dual Credit, Honors, or CTE
Cum Laude	3.5 - 3.69	SAT - 1060+ ACT - 21+	2 school activities	2 AP, Dual Credit, Honors, or CTE

Transfer Student *Disclaimer: *grades of students transferring to the high school from a chartered community or nonpublic school will be recognized; however, such students shall have no established class rank for purposes of graduation honors such as Cum Laude, Summa Cum Laude, and Magna Cum Laude, until such time as they have completed two (2) semesters prior to the final semester of graduation. No student shall be eligible for graduation honors unless they have been enrolled for two (2) consecutive semester(s) prior to the final semester utilized for purposes of determining such honors.*

Ohio State Recognition Programs

The State of Ohio recognizes high-achieving students through the Governor's Merit Scholarship (GMS)

program. The scholarship is awarded to students whose academic achievement and GPA place them among the top 5% of their graduating class. Specific information about GMS can be found in ***Board Policy 5430.***

Eligibility and Selection

- Eligibility is determined using a student's Grade Point Average (GPA) and academic achievement as calculated in accordance with the district approved grading scale and in accordance with Ohio law and guidance from the Ohio Department of Higher Education (ODHE).
- Students attending District Success Academies and students who graduate early may be considered for nomination in accordance with the state requirements.
- The number of students nominated is limited by the allocation established by the Ohio Department of Higher Education based on school enrollment..
- Post-secondary plans will not be considered when determining eligibility or nominations.
- Eligible students will be reported to the Ohio Department of Higher Education, which will provide information regarding scholarship opportunities.

Report Cards

Students receive report cards approximately one week after the end of each nine-week grading period. Report cards include letter grades and comments for each course, absence and tardy records, and grade point averages.

The calculation of quarter and semester grades is as follows:

% Total grade	40%	40%	20%
	Qtr. 1	Qtr.2	Exam

Example:

Grade	76%	84%	82%
Computation	76%(0.4) + 84%(0.4) + 82%(0.2) = 80.4% = B-		

Questions on individual grades should be directed to the course teacher involved. Repeated courses do not replace failed courses, all attempts to earn credit will remain on the transcript for the semester it was attempted.

Cumulative Course Grades

Students enrolled in full-year courses that award one full credit must pass both semesters in order to receive credit for the course. If a student passes only one semester of a full-year course, they will earn 0.5 credits. and be required to retake the full course or complete a credit recovery program to make up the remaining 0.5 credits. In the scenario below the student passed Acad English 1 for first semester earning them 0.5 credits, but did not pass the second semester of the class and did not earn the remaining 0.5 credits. This student would then be required to complete a credit recovery program to earn the remaining 0.5 credits.

Course	Gr	S1 Mk	S1 Cr	S2 Mk	S2 Cr
24-25 Brecksville-Broadview Hts. HS					
ACAD ENGLISH 1	9	D	0.50	F	0.00
ACAD WORLD HISTORY	9	C	0.50	D+	0.50
BAS ALGEBRA 1 A	9	B	0.50	A-	0.50
GEN PHYSICAL SCIENCE	9	B-	0.50	B-	0.50
HEALTH	9	B-	0.50		
PHYS ED 1	9			A	0.25
WOODWORKING 1	9	B+	0.50	B	0.50

GPA & Credit History

Career Cum Weighted GPA: 2.383

Credit Summary

	Earned	Required
English:	0.50	4.00
Mathematics:	1.00	4.00
Science:	1.00	3.00
Social Studies:	1.00	3.00
Health:	0.50	0.50
Phys Ed:	0.25	0.50
Fine Arts:	0.00	1.00
Electives:	1.00	AS NEEDED
TOTAL:	**5.25**	**21.00**

It's important to note that students who are required to take credit recovery due to a course failure cannot use that opportunity to earn additional credit hours toward the minimum graduation requirements. Credit recovery is intended only to replace lost credit, not to exceed credit totals. If students wish to earn additional credit hours beyond recovery, they must first receive approval through the district's Credit Flexibility Plan.

Report Cards will be posted to PowerSchool on the following dates:

1st Quarter……October 30, 2026

2nd Quarter……..January 20, 2027

3rd Quarter…….March 26, 2027

4th Quarter…….June 4, 2027

Interim Progress Reports

Student's progress may be monitored throughout the year by logging into PowerSchool. When a student is failing or in danger of failing a class at interim time, the student's teacher(s) will reach out to their parents via phone or email to notify them of their poor progress. Students who have provided little evidence of growth or adequate progress in class will meet with their Teacher/Counselor/Assistant Principal to develop a plan for improvement. Parents are encouraged to contact the Teacher, Counselor, or Assistant Principal throughout the year to receive descriptive and prescriptive feedback.

Interim Progress Reports will be posted in PowerSchool on the following dates

Qtr. 1 - 9/25/2026

Qtr. 2 - 11/20/2026

Qtr. 3 - 2/19/2027

Qtr. 4 - 5/7/2027

Parent / Teacher Conferences

Communication between the home and school is viewed as extremely important. Parent-teacher conferences are held formally on one evening during the first and third nine weeks of the school year. Other conference times can be scheduled throughout the year by teacher or parent request.

10/1/2026

2/18/2027

National Honor Society

In order to be eligible for the National Honor Society Chapter, students must maintain a minimum grade point average. The minimum required GPA is 3.75. In addition, students must exhibit strong evidence of character, leadership and service in the school and community. All coursework must be taken in the academic level or above. Those students who are academically eligible are notified during the first semester of their junior year. Students not eligible or not selected during the junior year may become eligible or be reconsidered their senior year. The National Honor Society follows all guidelines established by the National Constitution and the Chapter By-Laws.

Other Opportunities for Students to be Honored for Excellence

Tri-M Music Honors Society, International Thespian Society, International Honor Art Society, National Technical Career Honor Society, Quill And Scroll and Delta Epsilon Phi.

High School Exam Policies

All courses at BBHHS include a midterm examination and a final examination or culminating assessment **including senior level courses in May*.** Midterm and final examinations are important components of the instructional program and are each included in the calculation of a student's course grade. Collectively, the midterm and final assessments will account for 20% of the student's final calculated course grade.

The school may provide opportunities for students to earn a final examination waiver through established criteria. Such opportunities may include successful completion of advanced coursework, demonstrated proficiency through state End-of-Course assessments, or approved portfolio, performance, or project-based assessments developed by teachers and approved by the administration.

Information regarding final examination waiver opportunities, eligibility requirements, and application procedures will be communicated to students and families in a timely manner.

Students who earn a final examination waiver will always have the option to take the final examination if they believe doing so may improve their final course grade.

End of Course Exams

The state of Ohio uses End-of-Course Exams to measure student growth. These exams are aligned to the New Learning Standards for English Language Arts, Mathematics, Science, and Social Studies. The Ohio Department of Education has mandated end of course exams in 6 areas: Algebra I, Geometry, English 2, Biology, American History, and American Government. With few exceptions, students must demonstrate proficiency on their Algebra 1 and English 2 end-of-course exams plus earn two (2) seals as defined by criteria established by the State of Ohio to become eligible for a diploma.

College Admissions Tests

The Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test (PSAT) will be administered to all juniors. The PSAT/NMSQT is used to qualify juniors for the National Merit Scholarship Program. The PSAT/NMSQT is also a practice test for the Scholastic Assessment Test. The SAT is a required admissions test for many select/private colleges. The PSAT 8/9 is an assessment provided by the school to establish a starting point in terms of college and career readiness, while the PSAT 10 is designed specifically for high school sophomores that test the same skills and knowledge as the SAT. Additional resources are available to all students who link their College Board account with Khan Academy.

*****These tests will be administered on Fall Test Day, October 8, 2026*****

PRE-ACT is a practice/predictive ACT assessment. It will be administered to all sophomores on the Spring Test Day. The ACT is a required admissions test for many colleges. BBHHS seeks to provide students with the best opportunities for practice of the skills needed for performance on the high stakes testing.

Most colleges require either the American College Test (ACT) or the Scholastic Assessment Test (SAT) as part of admissions application. Students should check to see which test is preferred by the college of their choice. It is suggested that juniors take the ACT and/or SAT during the spring of their junior year. The advantage of spring testing is that the student will be able to retest in the fall, if it is desirable. Colleges do accept students based on spring test results.

The Brecksville-Broadview Heights High School code number for these tests is 360575. Testing dates can be found on the CollegeBoard and ACT sites linked below:

See https://satsuite.collegeboard.org/sat/dates-deadlines for more information and updates from SAT.

See https://www.act.org/content/act/en/products-and-services/the-act/registration.html for more information and updates from ACT.

Advanced Placement Tests

Advanced Placement Tests enable students to receive college credit for courses taken in high school, based on their performance on the national standardized Advancement Placement Tests. All students enrolled in AP courses are required to take the AP tests. Fees for AP tests are included in class fees. Failure to take the AP Test will result in a Final Exam grade of "0" which counts toward 20% of the student's grade. Making-up an AP test requires prior approval and possibly medical documentation.

Advancement Placement (AP) Examination Dates: May 3-14, 2027

Registration materials for all of the above tests are available in the School Counseling Office.

Attendance

STUDENT ATTENDANCE POLICY: (ADOPTED BOE: December 15, 2021)

Philosophy: Regular daily class attendance and punctuality are necessary in order for the learning process to be effective. Frequent absences disrupt the instructional process, which requires a continuity of classroom learning experiences, pupil interaction, and study in order to reach the goal of maximum educational benefits for each student. Studies show that students who miss school frequently experience great difficulty in achieving the maximum benefits of instruction. We are aware that there are occasions when a student cannot be present and thus may miss an essential learning experience. The Board adopted attendance policy which adheres to current state law is posted on the District's website.

The following are VALID reasons for absence from school:

1. Personal illness (a written physician's statement verifying the illness may be required)
2. Appointment with a health care provider
3. Illness in the family necessitating the presence of the child
4. Quarantine of the home
5. Death in the family
6. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
7. Observation or celebration of a bona fide religious holiday
8. 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
9. Such good cause as may be acceptable to the Superintendent
10. Medically necessary leave for a pregnant student in accordance with Policy 5751
11. College visitation
12. 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
13. Absences due to a student being homeless

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

Absences - What constitutes an absence?

1. Absences include the VALID reasons cited in an earlier section.
2. Students must be in class more than half a period or they will be considered absent for the entire period.
3. Planned absence days are considered absent days when determining the total number of days absent from class for any period of time.
4. Time spent in ISA (In-School Assignment) will not count against the student's class absence provided

class work assigned is attempted/completed per direction of the classroom teacher and/or ISA monitor.

5. Days suspended out-of-school are counted as absences from school.
6. School related activities or functions are not counted as an absence from class--for example: calls from the office, assemblies, field trips, sporting events, contests, etc. that are scheduled during school hours.

Notification of attendance problems:

1. Parents and students will be notified of attendance problems prior to truancy being filed.
2. Means of notification:
    a. Contact from Attendance Office.
    b. Days absent will be noted on nine weeks grade cards.
    c. A certified letter will be sent home when a student has met the criteria established by HB410 for notification.
    d. Attendance Intervention Team meetings used as the need arises.

General Absence Procedures

In every case of a foreseen absence an attempt should be made to have the absence excused in advance. Parents/Guardians are to notify the school attendance office of an absence by using the School Messenger/SafeArrival reporting system or calling the **Attendance Office at 740-4715, before 9:00 a.m.** After 9:00 a.m., the attendance secretary will attempt to contact a parent or guardian at home or at work through the automated School Messenger system to clear the absence. In the event that phone contact is not made, the student must submit a written note from a parent or guardian to the attendance office upon returning to school. **Parents must contact the attendance office using SchoolMessenger/SafeArrival or over the phone when a student is leaving school for illness or appointments.** Students leaving during the school day **MUST** report to the main office for a pass and scan out as **Early Dismissal**. Students are **NOT** permitted to scan out under **Open Campus** and leave for the day as **Early Dismissal**. This will be marked as an unexcused absence and treated as a class cut.

Make-Up Work

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

Home Instruction

Procedures for Home Instruction of a student should begin when it is suspected that the student might be out of school for **10 or more consecutive school days** due to illness. These procedures are available through the School Counseling Office.

Tardiness to School/Class

Each student is expected to report to school on-time every day prepared to demonstrate learning. Tardiness and absences will be subject to disciplinary action as defined in the Student Code of Conduct. Examples of tardiness may include: car problems, over sleeping, unexcused personal reasons, and any tardiness to class without a valid excuse (as determined by the attendance office). If a student is ill during the morning and a parent chooses to call them in as **arriving late to school** they will be marked accordingly in daily attendance.

A tardy is defined as **arrival to class** after the tardy bell has rung. A student should be in their seat prior to the bell sounding to avoid being tardy to school. Students may receive a **Tardy** if they arrive after the tardy bell and prior to the end of 1st period. Students who have a 1st period class and arrive after the 2nd period bell will be marked as unexcused absent for the time they missed. Students who have Open Campus/LateArrival 1st (or 2nd) period and arrive late to their first class of the day will be marked as Classroom Tardy. Students in this

scenario will be treated as if they are arriving late from Open Campus. If a student arrives late from Open Campus 3 or more times their Open Campus Privilege may be removed or an alternative consequence may be enforced (See Open Campus / Student Privilege Section).

Students must have a hall pass from their last class when late to their next class if a tardy is to be avoided. If a student is tardy, they should report immediately to their assigned class where the teacher will record the tardy and respond appropriately to the violation. Any classroom tardy beyond FIVE (5) minutes may be considered a "class cut" and referred to the assistant principal's office.

As the student accumulates **tardies** to school the following consequences may result:

1. Tardies 1-3 = Warning
2. Tardies 4 = Before / After School Detention
3. Tardies 5-6 = Warnings
4. Tardy 7 = ½ Saturday School Detention
5. Tardies 8-9 = Warnings
6. Tardy 10 = Saturday School Detention
7. Tardies Over 10 = Tardy Plan = Loss of Open Campus / Study Hall / Cafe Privileges

Student Privileges may be revoked after the 5th unexcused tardy. This process will reset each quarter.

Planned Absences

Absence for a family trip or vacation, extracurricular activities, non-school sponsored activities, college visitations, etc., is to be considered a Planned Absence. **An Advance Notice of Absence is to be completed and submitted to the Assistant Principals' Offices prior to the scheduled absence from school.** Care should be given when planning a vacation during the school year because a student's grades may be adversely affected (Planned Absences may be denied by an administrator if a student has exceeded 65 total absence hours in a school year).

The following criterion applies to all requests for Planned Absences:

1. Planned absences are not to be requested during those days established for any building level assessments. (eg. National, State, and Building Assessments)
2. It will be the student's responsibility to make arrangements for makeup work and/or tests missed upon return to school. Teachers will not be expected to tutor individual pupils.
3. All work and/or tests are expected to be made up in the prescribed period of time. Failure to provide evidence of learning may result in zero (O) credit. Extensions to deadlines are at the teacher's discretion.
4. Excessive absences may require individual tutoring at the parents' expense.
5. A college official must verify that a college visit has been successfully completed.

Attendance Policy Guidelines

Student attendance will be recorded each period of the school day by a designated staff member. The student may be required to participate in an absence intervention program if they exceed an attendance threshold during the school year. The absence intervention team will be composed of an assistant principal, counselor, a faculty representative, and a parent or guardian.

Truancy

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

A student is considered to have ***excessive absences*** when the student has been absent for at least:

- 38 hours in one month regardless of excuse; or
- 65 hours in one school year regardless of excuse.

Students who have surpassed a threshold for **excessive absenteeism** may be required by an administrator to participate in an absence intervention meeting or provide written documentation from a professional to excuse any absences moving forward.

A student is considered ***habitually truant*** when the student has been absent for at least:

- 30 consecutive hours without a legitimate excuse;
- 42 hours in one month without a legitimate excuse;
- 72 hours in one school year without a legitimate excuse;

Notice will be sent to a parent or legal guardian within seven school days of the absence that triggers the habitual truancy designation. Habitually truant students shall be required to participate in an absence intervention program.

Medical Appointments

Appointments for medical and dental visits during the school day must follow the established procedure:

1. A parent must submit an absence on SchoolMessenger/SafeArrival with a note from a medical provider attached or call the Attendance Office prior to, or the morning of, an appointment. A student who is leaving early for an appointment **must** pick up a signed release slip from the attendance office and then scan out of the auditorium or main entrance doors. A time of return will be needed in order to ensure the student's arrival back to school.
2. The student will be listed on the absence list for the time missing school.
3. The student must scan back into the building upon returning to school.
4. Emergency appointments will require a parent call prior to the student leaving; verification from the doctor's office may be requested by the Attendance Office upon return to school.
5. Failure to follow the procedure will result in the absence from school being marked as unexcused.

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 extra-curricular programs. No student may participate in any school-sponsored trip without parent consent and a medical emergency form on file. Participation in a field trip is a privilege and may be denied by the administration due to academic, behavior, or attendance concerns. Students must have all emergency medical information on file prior to attending any field trip or school functions (ie. Dances, Clubs, Extracurricular).

Students participating in field trips are responsible for all work assigned while they are out. It is the responsibility of the student to coordinate make-up work and due dates with their teachers. Extensions to assignments in relation to the absence policy are at the teacher's discretion. Assignments given prior to the Field Trip have deadlines that are not subject to change.

STUDENT SERVICES

School Counseling Department

Each student will be assigned a school counselor who will be available to assist him/her in making academic, vocational and personal choices. The counseling staff is also responsible for maintaining student records, planning and scheduling informational meetings, and coordinating the testing program. Students who need to see their counselor during the school day should visit the counseling office before school, after school, during study hall or lunch to schedule an appointment. In an emergency situation, the student should check with the counseling secretary who will help secure a counselor's assistance immediately. Students and parents are encouraged to contact counselors with questions or problems at 740-4720.

Change of Phone Number / Address / Custody

Any change of address, telephone number, or CUSTODY during the school year must be reported to the School Counseling Office at 740-4720. Proper documentation must be presented for the student records.

Board Approved Student Fees

The chart below contains the Board of Education approved Student Fees for the 2026-2027 School Year. Student fees should be paid regularly and accounts should be kept up to date to avoid large balances. Activities such as, participation in extracurriculars, school dances, and student privilege opportunities (open campus and driving privileges) may be withheld from students until student fees are brought up to date and previous years balances are paid.

HS Student Fees For 2026-2027						
Grade	General	Tech	TOTAL	Parking (Opt)	Parking CVCC	Instrument Rental*
12	$ 80.00	$ 30.00	$ 110.00	$ 60.00	$ 30.00	$ 70.00
11	$ 80.00	$ 30.00	$ 110.00	$ 60.00	$ 30.00	$ 70.00
10	$ 80.00	$ 30.00	$ 110.00			$ 70.00
9	$ 80.00	$ 30.00	$ 110.00			$ 70.00
CCP	$ 50.00	$ 30.00	$ 80.00			
CCP fee(above): *is in lieu of the general fee. Reduced to accommodate students attending classes off campus. Must take 3 more CCP classes per semester.*						
CCP Failure Fee: *If a student fails a CCP course, the District charges student for the total cost of the course.*						
AP Fee: *The District charges the amount assessed from the College Board + $1*						
Parking Fines:	1st thru 4th offense	$10	each offense			
	5th or more	$20	each offense			
*Instrument rental fee is per instrument if student rents a district owned instrument.						

Student Records and Directory Information

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

Each year the District provides public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; and scholarships. Directory information shall not be provided to any organization for profit-making purposes. The Board may disclose "directory information" on former students without student or parental consent. For information about parent and student rights to inspect, review and request amendments to educational records, or if parents/students believe their rights under Federal law have been violated, please contact the Director of Pupil Services at 740-4000. (BOE Policy 8330)

Student Privacy and Parental Access Information

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

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

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

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

The Superintendent is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy.

In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled. (BOE Policy 2416)

Special Services

The services of a school psychologist, speech and hearing therapist, and academic tutors are available for those who qualify. In addition, a school nurse or health aide is available at regularly scheduled times. Questions should be directed to the counseling office 740-4720.

Cafeteria

The cafeteria will serve breakfast daily from 7:00 AM through 3rd period. Students may pay with cash daily or prepay using a check. Parents may also deposit money into their children's accounts using the payschoolscentral.com website. Information on using the PaySchools website and student balances can be found on the district website. Free and reduced meal applications can be found at payschoolscentral.com and completed at any time during the school year. Students will be issued and must use a PIN number when making purchases.

Food or Beverages in the Building

Students are responsible for helping to promote a clean, safe, and hygienic environment. While food and beverages are not restricted to the cafeteria, students who bring food or beverage items into the hallway or classrooms may be asked to dispose of these items at the teacher or staff members discretion. Doordashing or food delivery services of any kind are **Not** permitted during school hours. If a student forgets their lunch at home a parent may drop it in the main office for them with a note.

Clinic

All students are required to have an Emergency Medical Authorization form completed through FinalForms. A school clinic's purpose is to manage minor illness and injuries.

Medication Taken at School

If possible, all medications should be given to all students at home. If it is necessary for a student to take medication during school hours parents/guardians may come to school and administer medication to their student OR the following conditions must be met:

- Prescription medication authorization forms need to have the physician section completed, including name of medication, dosage, and time of administration. There is a section for parents/guardians to complete. *These forms are available under the Health Services section of the District website.*
- Non-prescription medication authorization forms do not contain a physician section. Non-prescription medication authorizations are filled out entirely by the parent/guardian.
- Any medication must come to school in its original sealed container with the child's name on it. Pharmacies will provide 2 bottles when asked.
- An adult needs to bring the medication to the clinic. Students must not carry medications on the bus.
- The FIRST dose of any medication must be administered at home.
- Medication authorization forms must be completed each year or as medical needs arise.
- Asthma inhalers, epinephrine autoinjectors, and medication to treat diabetes may be carried and used by students with an Emergency Action Plan on file. Emergency Action Plans provide written authorization for self administration of these medications from the physician and the parent/guardian. (BOE 5330, 5336)
- Medication must be picked up at the end of the year or it will be discarded. (BOE Policy 5330)

Illness/Fever

A student will be sent home from the clinic if they display a temperature of 100.0 degrees or higher. Note that the child should be fever-free for 24 hours without taking fever-reducing medication before returning to school. A student will be sent home from the clinic if they are vomiting. Twenty-four hours should pass from the last episode of vomiting before returning to school. If a child is started on an antibiotic for a communicable disease, they need to receive 24 hours of the medication before returning to school.

Vision/Hearing

The Brecksville-Broadview Heights City School District does not plan or conduct non-emergency invasive physical examinations or screenings. This does not include vision and hearing screenings.

Vision and hearing screening is offered for all students in Kindergarten, first grade, third grade, fifth grade, seventh grade (vision ONLY), 9th grade,11th grade.

Injury/Health Care Needs

Students with specific health care needs should deliver written notice about such needs, along with physician documentation to the school clinic.

Misuse of the Clinic

Use of the clinic is for students who are ill or have a medical need. Students who are found to be misusing the clinic for any reason (loitering, class avoidance, etc.) may receive a consequence in alignment with the

student code of conduct for their actions.

If there are additional questions regarding the school clinic, please reach out to the District Health Care Coordinator.

Risk Reduction Program

The Board of Education believes that the employees and students of this District, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Board will provide reasonable and adequate protection to the lives, safety, and health of its employees and students, in compliance with Federal and State laws and regulations. The Director of Business Services shall ascertain that the employees and students of this District are aware of their rights to an environment free of recognized hazards, that they are properly trained in safety methods, that protective devices and equipment are available to meet safety standards, and that proper rules and records are maintained to meet the requirements of the law and the regulations of the Public Employees Risk Reduction Advisory Commission. (BOE Policy 7430)

Transportation

For the safety of all concerned, students who ride the buses must adhere to the following rules:

1. No one shall interfere with the driver's operation of the bus.
2. No unauthorized person shall sit in the driver's seat or operate any controls.
3. The driver has the authority to assign seats.
4. Students must board and leave the bus at their designated bus stop unless they have parental and administrative permission. Students shall proceed to and from their designated place of safety and follow all hand signals from the drivers.
5. Forbidden cargoes include animals, firearms, ammunition, explosives, flammable substances and all other dangerous materials or objects.
6. No one shall have in their possession any tobacco, vape, alcohol, or other illegal drugs or substances.
7. No one shall throw any objects on, from, or into the bus.
8. No one shall cause any part of their body to project from the bus window.
9. No one shall eat or drink while on the bus.
10. No one shall cause damage to any part of the bus.
11. Profane language and fighting are prohibited on the bus.
12. Noise shall be kept to a minimum at all times to insure safety.
13. Students must remain in their seats at all times.
14. No one shall dispense any aerosol sprays or perfumes while on the bus.

The driver has the authority to enforce the above rules and regulations. Students shall conduct themselves on the school bus as they would in the classroom. Reasonable conversation is permissible. Continued disorderly conduct or refusal to obey the driver may be sufficient reason for losing the privilege of riding the bus to and from school and for extracurricular activities and field trips. Failure to comply with the above will result in disciplinary action.

Extracurricular Programs

Participation in extracurricular programs is an important aspect of a student's total education. Student government, clubs, performing groups, service organizations, athletics and other types of competition groups give students an opportunity to succeed in areas where they have special interest or talent. We are proud of the many activities offered to our students and encourage their participation. Clubs and Activities may be added and approved throughout the school year. Students interested in starting a club should complete the Club and Activity Approval Form. Please check the High School Activities Page for an updated list of clubs and activities throughout the year.

Student Organization Social Media Disclaimer

Students who create, manage, or contribute to social media accounts that reference, represent, or reasonably imply an affiliation with Brecksville-Broadview Heights High School or any school-sponsored team, club, or organization are subject to school oversight. Such accounts must comply with the expectations and standards outlined in the Student Code of Conduct.

Content posted on these accounts must reflect the positive values, character, and reputation of the school community. Social media activity that is inconsistent with these expectations, or that materially disrupts the school environment, may result in school disciplinary action. This includes, but is not limited to, content that is inappropriate, harmful, harassing, discriminatory, or otherwise inconsistent with school standards

The use of disclaimers (e.g., statements asserting that an account is "not affiliated" with the school) does not exempt students from responsibility. If an account's name, content, or context reasonably suggests a connection to the school or its organizations, student managers and contributors remain subject to school policies and disciplinary procedures.

Athletics

As members of the Suburban League, the Bees compete in a number of sports on the varsity, junior varsity and freshman levels. Listed below are team sports sponsored by the school. In addition, some students have competed as individuals in other sports recognized by the Ohio High School Athletic Association. Admission to conference events is set by the Suburban League and established by its member schools.–Questions should be directed to the Athletic Office.

Boys Sports	Girls Sports
Baseball	Basketball
Basketball	Bowling
Bowling	Cheerleading (Co-ed)
Cross Country	Cross Country
Football	Golf
Golf	Gymnastics
Lacrosse	Lacrosse
Soccer	Soccer
Swimming	Softball
Tennis	Swimming
Track	Tennis
Volleyball	Track
Wrestling	Volleyball

Interscholastic Extracurricular Eligibility

Eligibility requirements for participating in athletic programs conform to the policies, rules/regulations, and limitations outlined by the Ohio High School Athletic Association. Specifically, student-athletes must be passing at least **five (5)** full credit equivalent courses each grading period to remain eligible. Keep in mind that all PE classes are .25 credit for a semester. The grades of each grading period (quarter grades) will be used to determine eligibility. The eligibility of a student will continue until the grades are released to the athletic office, at which time the grades from the immediately preceding grading period become effective. Incoming freshmen must have passed 75% of their classes in the fourth quarter of the previous year to participate in fall athletic activities. EXCEPTION: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.

Students who participate in interscholastic athletics and extracurricular activities are also subject to the rules of the Brecksville-Broadview Heights Drug, Alcohol, and Tobacco Policy. The policy is discussed with all participants at the beginning of their season and/or activity. Parents of student-athletes will also discuss the policy at their initial meeting with the school's athletic trainer. Copies are also available in the athletic office or from extracurricular advisors.

In order to participate in extracurricular activities, students must meet the following attendance requirements, and follow the procedures for any possible excusals.

1. Attendance Requirements:

To be eligible for participation in after-school extracurricular activities the day of an absence, students must attend school for a minimum of 50% of the school day or 3 consecutive class periods.

Annually students who exceed the state allotted 65 hours of excused absences may be placed on an absence intervention plan that may require them to meet specific requirements outlined in their intervention plan to continue participation in extracurricular activities.

2. Exceptions for Approved Appointments:

The administration understands that circumstances may arise in which a student must miss school due to a medical, dental, or college visit. In such cases, students may be granted full participation opportunities in after-school extracurricular programming provided that the student provides valid documentation of the appointment. This documentation should include the date and time of the appointment, and come from a verified source such as the student's medical provider or a college admissions office. The student must also return to school immediately after the appointment, unless specific exceptions are granted by the school administration due to extenuating circumstances.

3. Process for Requesting an Exception:

If a student requires an exception to the minimum attendance requirement they must follow these steps:
Inform the school administration, preferably in advance, about the upcoming appointment and the expected time of return. Provide the necessary documentation to verify the appointment. Adhere to any additional conditions or requirements communicated by the school administration regarding their return to school or participation in after-school activities.

Participation in extra-curricular activities/interscholastic sports is a privilege, and not a right. Therefore the Board of Education authorizes the Superintendent, principals, assistant principals, athletic director, and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct in accordance with the provisions of Policy 5530.01 In addition, participating student athletes are further subject to the extracurricular student Code of Conduct and may be prohibited from participating in all or part of any extra-curricular/interscholastic activity for violations therein. Students prohibited from participation in all or part of any extracurricular activity are not entitled to further notice, hearing or appeal rights. (Policy 5610.05)

Athletic Spectator Code of Conduct

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

future games.

Dance Rules

Student dances have become a very popular extracurricular activity at Brecksville-Broadview Heights High School. The dances are an enjoyable fund raising activity for the sponsoring school organizations and they also provide students with an excellent opportunity to meet socially.

In an effort to make these dances a positive experience for all students, the following guidelines will be followed:

1. Students must have emergency medical information on file prior to attending any dance.
2. All school rules are in effect, whether the dance is on school property or not.
3. Once a student leaves the dance he/she is not allowed to return. No money will be refunded.
4. Students are expected to obey the requests of all chaperones, security officers, and other school personnel.
5. Dancing while on someone's shoulders is prohibited. Additionally, "moshing," "break dancing," and similar styles of dancing which encourage pushing, throwing, etc. others are not permissible. Sexually suggestive styles of dancing or "grinding" will not be permitted.
6. Students' behavior should be such as not to endanger or bother other students.
7. Students must be in 9th grade or higher.
8. Students who test positive with the alcohol sensor are subject to the BBHHS Student Code of Conduct which includes possible suspension and expulsion from school. Parents and the Broadview Heights Police Department would be contacted.
9. Students who refuse to test with the alcohol sensor are subject to the insubordination clause of the BBHHS Student Code of Conduct which may result in suspension from school and they will not be admitted to the dance. Parents will be contacted.
10. **No Guest Affidavits will be accepted at the door of the dance. All affidavits must be submitted prior to the event.**
11. **Ticket Sales Shall End 48 Hours PRIOR To All Dances. No tickets will be sold at the door.** See an administrator if you have any questions.

Anyone violating these rules or the Code of Conduct will be removed from the dance and may be subject to further disciplinary action. All students should provide school identification upon request. Guests from outside our high school must be approved in advance by completing and submitting the appropriate Dance Affidavit form available in the assistant principals' office.

Dance Attire

Minimal standard of dress for dances must comply with the school dress code. Fall and Winter Dance attire for students and their guests is semi formal attire fitting of the event. Jeans and tennis shoes are prohibited. Formal wear is worn to Prom. Any deviation from these standards would need to be approved by the administration in advance.

AROUND THE BUILDING

Emergency Procedures

Fire Drills: When the fire alarm sounds, all building occupants must leave the building in a quiet, orderly, safe manner. Exit directions are posted in each classroom and activity area. Fire drills are conducted throughout the

year in accordance with Ohio Revised Code.

Tornado Drills: Tornado drills are conducted during the months when tornadoes are most likely to occur. Building occupants are to proceed quickly and quietly to their designated safety area and await instructions.

Intruder Drills: Intruder drills will be conducted in accordance with Ohio Revised Code. Building occupants are to proceed quickly and quietly to their designated safety area. This drill may require evacuating the building.

School Safety and Reporting

BBHCSD has chosen to use the Safer Ohio School Tipline as a way for students to report issues concerning safety of all members of the school community. Students can make a report on any of the following:

- Safety threats, bullying, harassment or intimidation at school
- Safety threats, bullying, harassment or intimidation outside of school
- Cyberbullying; Facebook, Instagram, YouTube, etc.
- Fights, drugs, alcohol or weapons at school

A report can be submitted by going to app.saferohioschooltipline.com, emailing tip@saferohioschooltipline.com, or calling 844-723-3764. Reports can be made using your name or anonymously. It is always more helpful to state your name when making a report as this allows school personnel to follow up with you if you have questions.

Driving to School

Driving to school and parking in the student lot is a privilege that requires adherence to certain rules and regulations. These rules, as listed below, are stated on the application for the driving permit and are handed to the students when they receive their permits. The student's and parent's signature indicates knowledge of and agreement to comply with these rules and regulations. Application forms are available from the Assistant Principals' Office--the cost of a parking permit for the school year is $60. Fees will be prorated several times throughout the school year in accordance with information on the parking application.

Students who drive to school without proper authorization will be immediately assessed the full price of a parking permit to their student fee account. Students who need to drive on an occasional basis (doctor's appointment, club meeting, special help from a teacher, etc.) may obtain a temporary permit from the Main Office. Reckless or improper operation while on campus, driving unregistered vehicles, or parking in non-designated spots will also result in disciplinary action that may include: adhesive warning stickers affixed to the vehicle, temporary or permanent loss of driving privileges, detention, Saturday school assignment, and/or an in-school assignment. Unauthorized vehicles parked on school grounds are subject to towing at the owner's expense. Drivers of vehicles parked in unauthorized areas will be assessed a $10 fine for the first five (5) offenses and then a $20 fine for each successive violation (e.g., TLC lot, staff lot, handicapped, fire lane, grass) these fees will be directly added to the student fees account.

Rules and Regulations for Student Drivers

1. Only students who **currently have a valid driver's** licence are permitted to obtain a parking permit.
2. Parking permits are non-transferable. Only a student who is registered and hangs an authorized permit on the rearview mirror will be permitted to park in the designated student lots. All others will be told to leave the grounds and return without the car. Any missed school time will be considered as unexcused. Students who falsify a parking permit will be subject to severe disciplinary consequences. Student cars are not to be parked in any other area of the campus or grounds—including grassy areas.
3. **Students who park in the faculty lot will be assessed a fine of $10 for their initial 3 violations. A fine of $20 will be issued for each additional instance**.
4. The speed limit on school district property is 10 m.p.h. Drive slowly and carefully. Speeding and/or reckless operation of a vehicle will result in disciplinary and/or police action. Driving behind the school is strictly prohibited.

5. Drivers are to park properly, one space per vehicle, between the designated lines. Drivers are not to park in handicapped or in fire lanes.
6. Students should park, lock their vehicles and go directly into the building—loitering in the parking lot is prohibited.
7. Students are not permitted to smoke/vape or engage in any disruptive behavior while in vehicles on school grounds.
8. Students are hereby advised that vehicles parked on school grounds are subject to search at any time and may be subjected to random canine search.
9. A student must have permission to return to his/her car during the school day.
10. It becomes the student's responsibility to arrive at school on time. The attendance office will not excuse students who arrive late due to a flat tire, engine trouble, or other transportation related excuses.
11. Give buses the right-of-way. Use extreme caution around school buses.
12. Follow the proper traffic pattern. At posted times, traffic flow will be in one direction heading up the hill to the front of the building to ensure the safety of all students. Pedestrians have the right of way in a crosswalk. All parents and students are expected to exit campus through the Board of Education driveway and must turn right onto Mill Road. Students must exit in single file order. Crossing the yellow line or doubling up is not permitted.
13. Neither Brecksville-Broadview Heights High School nor Brecksville-Broadview Heights City School District will be responsible for any damage or loss incurred while student vehicles are parked in the student parking lots. Lock your vehicle.
14. Violations of these rules and regulations could result in being ticketed, loss of permit, or be towed from campus.

Student Drop-Off/Pick-Up

Students dropped off in the morning should not be here before 6:45a.m. and should report directly to the cafeteria. After school, students should not be in the building after 3:00p.m. unless under the direct supervision of a teacher or adult advisor.

Fines for Misuse of School Property

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

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

Service/Leadership Opportunities

Students are encouraged to work as office aides, media center aides, tutors, participate in fundraising or work in any other way to enhance their school records in service and citizenship. The National Honor Society uses service as a qualification for membership. Colleges ask for records of community service. Students begin to accumulate service in the 9th grade. Leadership opportunities exist in serving as officers of a class, club or committee. Get involved!

Student Privilege and Open Campus

Students may complete an application for student privileges through the Assistant Principal's Office and upload the form to the '26-'27 Open Campus Request Form linked here. Students may not begin to utilize Open

Campus or Student Privileges until they appear on their schedule in PowerSchool. Taking Open Campus Privileges without permission may prevent students from receiving Open Campus for the remainder of the school year. Students who demonstrate responsible behavior, maintain good academic standing, and have acceptable attendance will earn privileges. These privileges will be accessible for students in grades 10, 11, or 12 that have exhibited responsible behaviors and are in good academic standing. Applications will be reviewed at the beginning of each quarter. Privileges will be revoked at any time for violating the student code of conduct and for attendance or academic concerns. The following qualifications must be met for Open Campus privileges to be awarded:

- Students must be in grades 10-12
    - (**Students in grade 10 may only have Late Arrival or Early Release)**
- GPA above a 2.5 during the preceding quarter;
- Passed all courses during the preceding quarter;
- Fewer than 10 total tardies (excused and unexcused) to school during the preceding quarter;
- Completed all sections in Final Forms & signed off on the student handbook.
- Have all school fees from the previous school year paid in full, or have arrangements with a principal.
- **NO Schedule changes will be made to accommodate Open Campus.**
- **Final administrative approval for student privilege must be received before leaving campus. If a student leaves campus without receiving confirmation of their student privilege approval, they will have a day added to their time waiting for approval for each day taken without permission.**

Open Campus Privileges may be **revoked** at any time for any of the following reasons:

- Attendance Problems;
- 3 or more **lates/tardies** on arrival/return from Open Campus within a quarter;
- Disciplinary Referral;
- Parking Issues;
- Failure to maintain good academic standing;
- Failure to comply with the expectations of the Student Privilege Program.

Media Center

Hours of Access: 7:10 AM TO 3:00 PM If a student needs to use the media center for an extended period after school, arrangements can be made with the Media Specialist. Students who do not behave in a suitable manner will be referred to the Assistant Principal's Office.

Lockers

Each student is able to request a hallway locker at the start of the school year. Students are to use only the locker that has been assigned to them and only the built-in combination lock—**DO NOT SHARE!** Lockers should be kept clean at all times. Leave non-essential valuables at home. Report damaged lockers to the assistant principals' office. Lockers are school property and are under the jurisdiction of school personnel. They are NOT the personal or private property of any individual and carry no expectation of privacy for the students who occupy them.

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

Search and Seizure

The Board or its designee reserves the right to search the locker, desk, person, and personal property of a student on school grounds, in school vehicles or at any school activity when it is reasonably necessary for the maintenance of order, discipline and safety in the supervision and education of students. At the beginning of the school year, students will be informed that their lockers, desk, persons and personal belongings, including, but not limited to, purse, athletic bags, and articles of clothing in the locker, are subject to search at any time and without warning. The High School administration may utilize assistive technology such as a hand wand, vapor detector, or breath alcohol sensor when conducting searches to ensure the safety of the individual and all

building occupants. Searches will be ***based upon reasonable suspicion***. In determining whether there is reasonable suspicion, the following factors will be taken into consideration but not limited to: the age, history and school record of the student, the prevalence and seriousness of the problems, the need to avoid delay; and the reliability of the information on which suspicion is based.

The Brecksville-Broadview Heights School District, as part of its overall safety and security program, may from time to time during the school year request law enforcement agencies to assist the district in detecting the presence of illegal drugs and/or weapons in our school. The district and/or law enforcement officials are authorized by the Board to use dogs trained in detecting the presence of drugs or weapons to patrol school facilities, premises, and parking lots. Such patrols may be random in nature.

Any time a dog alerts to a particular vehicle, locker or other container, it will be considered to create reasonable suspicion to search the vehicle, locker or other container in accordance with established procedures. Dogs will not be used to search human beings.

Surveillance Cameras

Students are duly informed that their behavior may be monitored on school property and/or adjacent property by security cameras.

Student Behavior for Substitute Teachers

Substitute teachers are guests in our school. They have a very difficult job to perform and students are expected to give them the utmost respect and cooperation. Students misbehaving for substitute teachers will be disciplined accordingly.

Lost and Found

When something is lost, an Items Lost or Stolen form should be filled out in the Assistant Principals' Office. The Lost and Found is located near the main lobby restrooms. Please turn in items that you have found there or valuables such as phones and wallets to the main office.

Hall Traffic and Hall Passes

Students should not be disruptive in the halls. Shouting, loud talking, running or other inappropriate behavior will not be tolerated. Students in the halls during classes MUST have a hall pass signed by a teacher/staff member. Students who work in a school office will wear proper identification.

Elevator

Elevators are to be used by students and staff members that may need them to access their daily schedule, but are unable to do so because of a physical limitation or a need to transport large items in one trip. Students who are found to be riding elevators without a need or misusing them may receive a school consequence.

Leaving the Building

Brecksville-Broadview Heights High School has a privilege based open campus system. No student without Open Campus may leave the building at any time without permission. This includes, but is not limited to, going to your car, the Middle School property, athletic areas, or any private property that borders school property. Students who leave school without permission will be considered truant and subject to disciplinary consequences.

Personal Communication Device (PCD) Policy

Ohio House Bill 250, was signed into law in May of 2024, the bill requires all Ohio school districts to adopt

policies limiting cell phone use during school hours to reduce distractions, improve focus, and support student mental health; in response, Brecksville-Broadview Heights High School developed clear, collaboratively designed protocols that rely on consistent enforcement by all staff to create a safe, productive learning environment and ensure that expectations are uniformly understood and applied across the building's designated cell phone zones. The building is divided into 2 zones (Red and Green).

Red Zones:

1. Red Zones include Classrooms (Including Small Group Study Halls and Instructional Rooms), Restrooms, Locker-Rooms.
2. Students will store cell phones/earbuds in storage bins provided by the teacher and located within a secure area in the classroom for the entirety of the instructional period.
    a. Students are expected to store their cell phone/earbuds in these storage bins before the instructional period begins upon entering the classroom.
    b. Cell phones/earbuds are to remain in these storage areas for the entirety of the instructional period and are not to be accessed by students until instructional activities are completed (less than 3 min. of class remaining).
    c. Staff are discouraged from using cell phones as part of instructional activities unless absolutely necessary in the case of such activities such as video production, photo, etc. in which they are used for an academic purpose.
    d. Students who need access to their cell phones for medical and our IEP-based services will be granted access to their phones and may retain them on their purpose/their bag.
3. Students leaving the room to use the restroom are not permitted to take their phones with them to the restroom.
4. Students entering restrooms during non-academic times are not to use their cell phones while in the restroom/locker-room and are to keep them put away on their person.
5. Students who are found to be in violation of cell phone/earbud use in Red Zone areas will be subject to progressive disciplinary action for insubordination in alignment with the Student Code of Conduct. Violations of this policy will result in potential consequences, including:
    a. Detention
    b. Saturday School Assignment
    c. Loss of Open Campus Privilege
    d. In-School Restriction
    e. Out of School Suspension

Green Zones:

1. Green Zones include Cafeteria, Hallways, and Large Group Study Halls.
2. Students may use these items in alignment with appropriate use standards of school-appropriate behavior.
3. When leaving these areas and entering a red zone (classrooms/restrooms/locker rooms) the itemsare to be immediately stored in the appropriate storage area.

BBHHS cannot be held responsible for lost or stolen electronic devices—these items should be clearly and securely marked for identification. During classroom instruction items such as laptops, earbuds, and graphing calculators may be permitted if they enhance teaching and learning and facilitate academic work. All electronic devices are subject to search and seizure policies of the district. For safety and academic purposes, students are strongly discouraged from wearing earbuds during hallway travel and in the academic settings. All students should remove earbuds during instructional times or when directed by the teacher.

BBHCSD Student Dress Code/Student Attire

Student dress and grooming should be such that it does not detract from the educational process or have a detrimental effect on the governance and discipline of the school; therefore, students are expected to meet reasonable standards in their dress and grooming.

The following items are considered inappropriate during school hours:

- sun glasses
- bare midriff clothing
- sagging pants below the hip bone
- clothing that displays reference to tobacco products, alcoholic beverages, drugs or other illegal items
- clothing that depicts violence or is associated with gang activity
- clothing that contains sexual innuendo
- all outerwear must cover underwear
- Any tattoo determined to be profane, lewd or obscene shall be covered.
- transparent clothing

Outdoor apparel (coats, vests and jackets) should be placed in the student's locker for the duration of the day. Students who consider the building to be cold should wear sweaters or sweatshirts.

Any student who dresses inappropriately will be referred to the administration. Final decisions concerning standards of grooming will rest with the administration.

Student Publications

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

Signs and Posters

Any student or group wishing to display signs or posters in the building MUST obtain permission from an administrator. All signs must be on the bulletin boards. Signs taped to the walls will be removed nightly.

Study Hall

The purpose and function of study hall is to provide students with the opportunity to be better prepared for their academic studies. If assigned to a study hall students **must** report to the study hall for attendance daily. Failure to attend study hall will be considered a class cut.

Visitors

All visitors to the high school must sign-in and obtain a Visitor's Pass from the main office. Alumni may visit after 2:45 p.m. Visitors are required to provide a Government issued ID which may include a criminal background check. Visits by students from other schools are prohibited. Exceptions at the discretion of the administration may be considered for students contemplating attending BBHHS with an advanced request and parental contact or for out-of-state guests upon presentation of a written request from the BBHHS student's parent/guardian prior to the date of the visit. (BOE Policy 9150)

BEE -TV

Announcements concerning school activities are televised daily by students during the lunch period. Student groups who want an announcement read should obtain a form from the BEE-TV studio and have it signed by their advisor.

Rights and Responsibilities

A student's main goal in school is to get an education. It is the responsibility of the school to provide that education and to prevent anyone from interfering with the achievement of that goal. Most discipline problems in school center around students disrupting others. Teachers will handle disciplinary offenses through a variety of methods. These include conferences with students, contacting parents, assigning detentions, referral to the office, or any other suitable method they deem appropriate to the situation.

In this handbook are the rules and regulations designed to maintain order and discipline necessary for effective learning and to convey the school's expectations. Students may act, speak, or behave as responsible citizens within a large scope of options. Pupils have a right to reasonable treatment from the school and its employees. The school, in turn, has a right to expect reasonable behavior from students. Freedom carries with it responsibilities for all concerned.

Student Responsibilities

Good order and discipline will be achieved best through SELF-DISCIPLINE. Students should strive to:

1. Attend school each day to complete the course of study developed by the student and his/her parents.
2. Report for all scheduled classes promptly with assigned lessons and required materials.
3. Exhibit courtesy at all times to members of the school community.
4. Achieve all that is possible both academically and socially.
5. Treat school property with respect and care as well as the personal property of others. Assist in maintaining the cleanliness of our communities' building.
6. Present themselves according to the appearance code of the system.
7. Maintain high standards of thought, speech, and actions.
8. Respect the authority of all employees of the Brecksville-Broadview Heights City Schools.
9. Use only those facilities and areas designated for student use under teacher supervision.
10. Engage only in activities permitted on school property.

Whenever self-discipline fails, it is necessary for adult staff members to enforce good order and discipline.

Brecksville-Broadview Heights High School and Board of Education have adopted policies regarding violations of the Code of Conduct which they deem violent, disruptive, inappropriate and unacceptable. This code is intended to lessen or eliminate behavioral problems and protect students and teachers from frustrations, interruptions, and loss of time as a result of misconduct. It is important to know that the code applies to all students regardless of age and is in effect throughout the school day and includes school events/activities on or off school property.

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT STUDENT CODE OF CONDUCT

This Code shall serve as a guide to all Brecksville-Broadview Heights City School District students. Violation by a student of any one or more of the rules of the Code of Conduct may result in disciplinary action which may include one or more of the following: warning, verbal reprimand, parental contact, working lunch, detention, Saturday school detention, community service, in-school suspension, referral to legal authorities, emergency removal, suspension, and/or expulsion.

The items in this Code apply to all students when under the authority of school personnel; on school-owned vehicles, during a school activity; whether on property-owned, rented, or maintained by another party. The Cuyahoga Valley Career Center is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of either Brecksville-Broadview Heights City School District and/or the Cuyahoga Valley Career Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for disciplinary action by the other school. The items in this Code also apply to misconduct, regardless of where it occurs, that is directed against a District employee or official, or the property of such employee or official. The items in this Code also apply to misconduct, regardless of where it occurs, that is directed against a District student, employee or official, or the property of such student, employee or official, or otherwise causes

a substantial disruption with school activities or the overall educational mission of the District.

In the event that a student commits an offense that warrants expulsion, the Superintendent may initiate expulsion proceedings against the student even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

Suspension

Pursuant to Section 3313.66 of the Ohio Revised Code, the Superintendent, Principal or Assistant Principal may suspend a pupil from school for not more than ten (10) school days. A student suspension shall not extend beyond the current school year, if at the time the suspension is imposed, fewer than ten (10) days remain in the school year. The Superintendent may instead require a student to participate in a community service program or other alternative consequences for a number of hours equal to the remaining part of the period of the suspension. If the Superintendent elects to do so, the student shall be required to begin such community service program or alternative consequence during the first full week day of summer break.

During an out-of-school suspension, a student is not permitted on school property and may not attend any school sponsored activities. Students with repeat suspensions forego the opportunity to receive credit for work missed. Students serving a suspension shall be permitted to complete any classroom assignments missed because of the suspension for at least partial credit. If school is closed during this time, the suspension will occur on the next day school is in session.

Suspension may be imposed for violations of the rules and regulations appearing in the Code of Conduct and Board of Education policies on student behavior. However, conduct that is prohibited both as suspension and expulsion violation may subject the student to the greater penalty of expulsion depending on the nature and severity of the student's conduct. In all cases, the decision of which penalty to assess is left to the sole discretion of the appropriate District administrator.

Misconduct for which Suspension may be Imposed

Tobacco/Vaping: The use or possession of tobacco/vaping products, accessories for E-Cigarettes or similar type of paraphernalia in a school building, on or near a school campus, or at any sanctioned school activity on or off of the campus is prohibited. Violation of the rule will be shared with local authorities which may result in a fine.

Gambling: Students shall not participate in games of chance for money or other stakes, bookmaking, wagering, or any other form of gambling.

Honor Violations: Students shall not be involved in activities including, but not limited to: cheating, plagiarism, improper collusion, misuse of privileges, forgery, or falsification of information.

Trespassing: Students shall not enter upon school grounds or premises of a school building to which the student is not assigned, except with the express permission of the school principal of that building. Students may attend or participate in a Brecksville Broadview Heights City School District sponsored events. Students are not permitted to enter upon the grounds or premises of any Board of Education facility when the student has been placed on suspension, expulsion or removal without the express permission of the building principal. Students are not permitted in the school building at such times as the building is closed.

Misuse of Facilities and Equipment: Students shall not use school facilities and/or equipment for uses other than those which were intended. Students shall not damage, destroy or deface school property, or private property on school premises.

Disruption of School: Students shall not use violence, force, noise, coercion, threat, harassment,

intimidation, fear, passive resistance, or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any mission, process, activity, or function of the school.

Use of Flame Producing Devices: The unauthorized use or possession of matches, lighters, or any other flame producing device on school property is prohibited.

Use of Profane, Indecent, or Obscene Language: Use of language of this type, whether written or verbal, directed toward or used in the presence of school personnel or students is prohibited. This shall include the use of obscene gestures, pictures and signs.

Failure to Complete Minor Disciplinary Sanction: A student who fails to complete an assigned minor disciplinary sanction such as Saturday school, in-school suspension, detention or working lunch will be subject to suspension.

Insubordination or Disrespect: Students who refuse to comply with the directions of school personnel or who talk back to, argue with, or make disrespectful comments toward any staff member or about a staff member will be subject to suspension.

Truancy: A student who misses school, including a study hall, class, lunch or any other assigned activity for part or all of a day without school authorization or who leaves the school building without administrative permission is subject to suspension.

Transmission of Prescription or Non-Prescription Medication: No student shall transmit or attempt to transmit any form of prescription or non-prescription medication to another student.

Fireworks, Smoke Bombs, or Other Similar Devices: No student shall possess, use or threaten to use fireworks, smoke bombs, or any other similar devices while on school property or while participating in any school sponsored activity.

Theft or Unauthorized Possession: Theft or unauthorized possession of school property or equipment, personal property of any District employee or of another student or visitor is grounds for suspension.

Fighting: Fighting among two or more students is grounds for suspension.

Harassment & Dating Violence: Students shall not engage in any obscene, abusive, profane or degrading gestures or expressions; racial, ethnic or religious prejudicial or disrespectful actions; harassment of any kind (including sexual) to any individual or group; intentional act of violence within a dating relationship; or intimidation (including bullying) and/or threats to an individual or group. This includes publication or distribution of materials meeting this description.

Assault: No student shall cause, attempt or threaten to cause physical injury to any person on school property or any school event.

Extortion: Students shall not solicit money or objects of value from other students for any reason.

Complicity: Students shall not be present or in such a position as to allow or assist another student to be in violation of any school rule. This specifically includes, but is not limited to student who serve as "look outs."

Motor Vehicle Violations: Students shall not engage in reckless, unsafe or unauthorized operation of a motor vehicle on school grounds or at school sponsored activities.

Appearance Code: Students shall not violate school rules pertaining to appearance and dress. Students shall attend dressed in a manner which is clean, not hazardous to their safety or the safety of others and which does not detract from the educational process.

Hazing: No student shall harass, persecute or participate in any act or acts or attempt to threaten, injure, disgrace, or tend to injure, degrade or disgrace any other student.

Gang Activity: Students shall not engage in any gang activity. Any indication of gang activity by the type of dress, apparel, activities, acts, behavior or manner of grooming, displayed, reflected, or participated in by a student is prohibited.

Gross Misconduct/Repeated or Flagrant Violations: Gross misconduct or repeated or flagrant violations of any school rule may result in suspension.

Violation of the Cuyahoga Valley Career Center's Student Code of Conduct: Any violation of the Cuyahoga Valley Career Center's Student Code of Conduct where suspension is normally considered appropriate is grounds for suspension from the Brecksville-Broadview Heights City School District.

Repeated Tardiness to class or school

Other Grounds for Suspension: Commission of any of the acts which are grounds for expulsion could also result in suspension and/or any acts that constitute a violation of Local, State, or Federal Law.

Expulsion

Pursuant to Section 3313.66 of the Ohio Revised Code, the Superintendent may expel a pupil from school attendance for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the instant it gives rise to the expulsion takes place. If at the time an expulsion is imposed there are fewer than eighty (80) school days remaining in the school year in which the incident that gives rise to the expulsion takes place, the superintendent or his/her designee may apply any remaining part or all of the period of the expulsion to the following year. Specific offenses involving firearms and knives capable of causing serious bodily injury shall result in the student's expulsion for one (1) year. The term of that expulsion may be reduced to less than one (1) year by the Superintendent for the reasons listed in Board policy. Specific offenses involving violent conduct may result in the student's expulsion for a period of up to one (1) year at the discretion of the Superintendent. Bomb threats may result in the student's expulsion for a period of up to one (1) year at the discretion of the Superintendent.

Misconduct for which Expulsion may be Imposed

Assault: To cause or attempt to threaten or cause physical injury to any person is grounds for expulsion.

Making False Fire Alarms and Bomb Threats: Students shall not, through written, electronic or verbal means disrupt or threaten to disrupt the educational process and/or endanger or threaten to endanger the safety of school occupants by means of false alarms and/or bomb threats.

Involvement with Alcoholic Beverages: A student shall not possess, transmit, buy, sell, conceal, use or be under the influence of any alcoholic beverage at any time the student is subject to the authority of the school. Use of an alcoholic beverage shall be determined by the professional staff and may include, but not be limited to, detection on the breath of the student, regardless of where the alcoholic beverage may have been consumed. A student shall not consume any alcoholic beverage before arrival at school or a school sponsored or related event or activity.

Involvement with Drugs and Drug Paraphernalia: A student shall not possess, use, transmit, buy, sell or **conceal any of the drugs defined as a "drug of abuse" in Ohio Revised Code Section 3719.011 or possess, use, transmit, buy, sell, or conceal any of the drugs defined as "counterfeit controlled substance"** in Ohio Revised Code Section 2925.01 **or be under the influence of any such drugs.** Nor shall any student possess, use, transmit, buy, sell or **conceal any** drug related paraphernalia at any time the student is subject to the authority of the school. Examples of drugs of abuse include, but are not limited to, narcotic drugs, "look alike" drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, cocaine, or derivatives, glue, or other substances that could modify behavior. A student shall not use any drug of abuse before arrival at school or at a school sponsored or related event or activity. Use of drugs authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule. However, no student may self-administer, or possess, drugs authorized by a medical prescription from a licensed physician, except for asthma inhalers and epipens. Students in grades six through 12, self-administering of non-prescription "over-the counter" medication (aspirin, ibuprofen, cough drops, etc.) shall not be considered a violation of this policy. Students in grades kindergarten through five may not self-administer any medication, whether prescription, non-prescription, or "over the counter." A student who demonstrates behavior seemingly related to drug usage or who exhibits symptoms or physical conditions that may be related to drug usage shall be referred by a staff member for observation and questioning by a school administrator. If the suspicion of drug usage still exists, the parents shall be informed immediately and shall be requested to come to school as soon as possible. Based on his/her professional judgment, the administrator may send the student home in the custody of his/her parents. **Counterfeit, controlled substances or "look alikes" shall be defined as**:

a. Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or writes such trademark, trade name, or identifying mark;
b. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed or packed or distributed by a person other than the person that manufactured, processed or packed or distributed it;
c. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;
d. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color for its markings, labeling, packaging, distribution for the price for which it is sold or offered for sale.

Disruption of School: A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt or threaten to cause or urge other students to cause, attempt or threaten to cause disruption or obstruction of any lawful mission, process or function of the school.

Arson/Attempted Arson/Possession of Incendiary Device: Setting fires or the use or possession of any incendiary device is prohibited.

Involvement with Weapons or Dangerous Instruments: A student shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument. Weapons or dangerous instruments include, but are not limited to guns, knives, metal knuckles,

straight razors, explosives, noxious irritants, poisons and other dangerous substances along with any item that is a "look alike" of the above, i.e., toy guns, knives, etc. or any object which is used or may be used to inflict physical harm. Weapons violations may result in expulsion for up to one (1) year.

Harassment & Dating Violence: Students shall not engage in any obscene, abusive, profane or degrading gestures or expressions; racial, ethnic or religious prejudicial or disrespectful actions; harassment of any kind (including sexual) to any individual or group; intentional act of violence within a dating relationship; or intimidation (including bullying) and/or threats to an individual or group. This includes publication or distribution of materials meeting this description.

Violation of the Tobacco/Vape Policy: A student who violates the tobacco/vape policy for the third time is subject to expulsion.

Repeated or Continued Violation of Minor School Conduct Rules or Rules for which Suspension may be imposed: If, after out-of-school suspension, a student continues to violate minor school conduct rules, expulsion may result at the next step. Additionally, a student who has been suspended may be expelled for new suspend able conduct after having served an out-of-school suspension.

Violation of the Cuyahoga Valley Career Center Student Code of Conduct: Violation of the Cuyahoga Valley Career Center Student Code of Conduct by committing an offense for expulsion is normally considered appropriate grounds for expulsion from the Brecksville-Broadview Heights City School District.

Violation of Local, State or Federal Laws: Any act that would be a criminal offense when committed by an adult that results in serious physical harm to persons or property (as defined by Section 2901.01 of the Ohio Revised Code) is prohibited and may subject the offender to expulsion for up to one (1) year. Violation of criminal laws will also result in referral from criminal prosecution to juvenile court.

PROCEDURE FOR SUSPENSION, EXPULSION AND EMERGENCY REMOVAL

Suspension Procedure

The Superintendent, Principal and Assistant Principal are the only District employees who have the authority to suspend a student. The suspension procedure is as follows:

1. The Superintendent, Principal or Assistant Principal must give the pupil a written notice of the intention to suspend and the reasons for the intended suspension. When the intended suspension is for the following reasons and the student suspended is 16 years of age or over, the notice will also indicate the student may also be subject to permanent exclusion from school if the code of conduct violation is one of the following:
    a. Illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance; and/or
    b. Acts in violation of Ohio Revised Code Sections 2903.01, 2903.02, 2903.04, 2903.11, 2903.12, 2907.02, 2907.05, or the former Ohio Revised Code Section 2907.12.

2. The student will be given an opportunity to appear at an informal hearing before the Principal, Assistant Principal, or the Superintendent or his/her designee, and challenge the reason(s) for the intended suspension or to otherwise explain his/her actions.
3. The Principal, Superintendent, or Assistant Principal shall within one (1) school day after the time of a

pupil's suspension, mail written notification to the parent, guardian, or custodian of the pupil and the Treasurer of the Board of Education of such suspension.

4. The written notice of the suspension must include: the reasons for the suspension; the inclusive dates of the suspension; a statement that the pupil, parent, guardian, or custodian has the right to appeal in writing to the Board of Education or its designee.
5. The pupil, parent or guardian shall have five (5) school days to appeal the suspension. The appeal must be made in writing and submitted to the Board of Education or its designee.
6. The appeal hearing of a suspension before the Board of Education or its designee shall be held within five (5) school days after the appeal is made.
7. At the appeal hearing before the Board of Education, the pupil, parent, guardian or custodian has the right for parental or legal representation; the right to request that the hearing be held in executive or public session; and the right to be heard against the suspension. The Board of Education may have legal counsel and the Board or its legal counsel shall make a verbatim record of the hearing. Verbatim can mean the use of a stenographer, a tape recorder, or other mechanical device.
8. At the request of the pupil, parent, guardian, custodian or legal representative, the Board of Education may hold the hearing in either public or executive session but shall act upon such suspension only at a public meeting. The Board of Education or its designee may, by majority vote of its full membership, affirm the order of suspension, or any reverse, vacate or modify the order of suspension.
9. In the event that the hearing is conducted by the Board of Education's designee, the Board will automatically adopt the findings of the designee.
10. The decision of the Board of Education may be appealed to the Court of Common Pleas under provisions of Ohio Revised Code 2505.04.

Expulsion Procedure

1. The Superintendent shall give the pupil and his parent, guardian, or custodian, written notice of the intention to expel the pupil and the reasons for the intended expulsion. The Superintendent shall institute expulsion proceedings with respect to any student who has committed an act warranting expulsion even if the student has withdrawn from school after the incident, but before the expulsion is imposed, and, if warranted after a hearing, shall impose the expulsion as if the student had not withdrawn.
2. The notice to the pupil and his parent, guardian, custodian, or representative, shall include notice of the opportunity to appear in person before the Superintendent or his/her designee at an informal hearing to challenge the reasons for the intended expulsion, or to otherwise explain the pupil's actions.
3. The notice must also state the time and place to appear to challenge the possible expulsion. The informal hearing must not be scheduled less than three (3) school days or later than ten (10) school days after the notice is given, unless the Superintendent grants an extension of time at the request of the pupil, or his parent, guardian, custodian, or representative. If an extension is granted after giving the original notice, the Superintendent or designee shall notify the pupil, and his parent, guardian, custodian, or representative, of the new time and place to appear.
4. When a student is expelled for the following reasons and is 16 years of age or older, the notice will also indicate the student may also be subject to permanent exclusion from school if the code of conduct violation is one of the following:
    a. Illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance; and/or
    b. Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is a district employee.
5. Within one (1) school day after the hearing, should an expulsion be invoked, the Superintendent shall mail written notification to the parent, guardian or custodian of the pupil and the Treasurer of the Board of Education of the expulsion with the issuance of a summary of the expulsion hearing. The notification must include the reasons for the expulsion; the rights of the pupil, parent, guardian, or custodian to appeal to the Board of Education or its designee; the right to request that the Board

hearing be held in public or executive session; and the right of the pupil, parent, guardian or custodian to be represented at the appeal hearing. The request to appeal must be made within five (5) school days of the issuance of the summary of the expulsion hearing, and shall be in writing and submitted to the Board of Education.

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

Emergency Removal of Students

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the Superintendent, Principal, or Assistant Principal may remove the student from curricular activities or from the premises. A teacher may remove the student from curricular activities under his supervision, but not from the premises. If a teacher makes an emergency removal, the reasons will be submitted to the principal in writing as soon after the removal as practicable. In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, the due process requirements do not apply.

If the emergency removal exceeds 24 hours, then a due process hearing will be held as soon as possible, but in all cases within 3 school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action will be given to the student as soon as practicable prior to the hearing. The student will have the opportunity to appear at an informal hearing before the principal, assistant principal, superintendent, or designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his actions. The person who ordered or requested the removal will be present at the hearing, and within 24 hours of the decision to suspend, written notification will be given to the pupil, parent, guardian or custodian of the student, and treasurer of the Board. This notice will include the reasons for the suspension and the right of the student or parent to appeal to the Board's designee.

If the superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request and will be given written reasons for the reinstatement. The teacher cannot refuse to reinstate the student. In an emergency removal, a student can be kept from class until the matter of his misconduct is disposed of either by reinstatement, suspension, or expulsion.

Any appeal to the Board's designee shall follow the procedures of the suspension policy.

Procedural safeguards must be followed for all removals of handicapped students in accordance with the student's individual education program.

Detention

Detention is a supervised period assigned to students for various breaches of acceptable behavior or disregard for regulations, that may not rise to the level of suspension or expulsion. Examples of these minor infractions are listed but not limited to the ones below:

- Accumulation of Tardies, Classroom Tardies, or Tardies from Open Campus
- Bus Misconduct
- Class Cuts or Unexcused Absences from Class (this includes study hall)
- Class Disruption
- Disrespect or Insubordination
- Inappropriate Language or Profanity
- Loitering / Failure to be in your assigned area
- Personal Communication Device Violation

Students are assigned to the school detention periods by the principal or an assistant principal. Teachers may hold their own detentions. Students have the responsibility of working out conflicts where two or more detentions are assigned on the same day.

Weekday Detentions will be held daily from 7:00 - 7:30 a.m. and 2:40 - 3:10 p.m. Failure to attend detentions when assigned will result in additional detentions being assigned, Saturday schools, and/or suspension. Students serving detention are responsible for their own transportation.

Saturday detentions may be used as an alternative to out-of-school suspension or for more serious breaches of the Code of Conduct. Saturday detentions are held in the LGI from 8:00 a.m. to 12:00 noon. Rules for these detentions are as follows:

1. The session is to begin promptly at 8:00 a.m. and end at either 10:00 a.m. for a half session, or 12:00 noon for a full session. Students should use the main entrance nearest the staff parking lot.
2. Tardiness will be treated in the same manner as tardiness on a regular school day. Students who report after 8:15 a.m. will not be admitted and will be referred to their respective assistant principal.
3. Student dress should comply with the "Dress Code/Student Attire" section of the Student-Parent Handbook.
4. Students are to bring their own schoolwork, and should have enough work and materials to be productive for the entire detention period. Students will not be permitted to go to their lockers; the rest of the building is locked.
5. Sleeping is not permitted. Students who sleep will be dismissed and referred to their assistant principal.
6. Phones are not to be used when Saturday Detention is in session.
7. A "no show" without a valid reason may result in additional disciplinary consequences.

A report regarding attendance and student behavior will be submitted to the office of the assistant principals after each Saturday session. Failure to comply with school rules and regulations will result in further disciplinary action.

DISCRIMINATION/HARASSMENT

The Board views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

1. Employees or students who engage in discrimination/harassment of another employee or student shall be subject to disciplinary action. Permission, consent or assumption of risk by an individual subjected to discrimination/harassment does not lessen the prohibition contained in this policy.

The Board's policy of nondiscrimination will extend to students, staff, job applicants, the general public and

individuals with whom it does business and will apply to race, color or national origin, citizenship status, religion, sex, economic status, age, handicap and other human differences. To file a report contact:

Title IX Coordinator
440-740-4000
6638 Mill Road, Brecksville, OH 44141

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

General Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying. The School District is committed to providing a safe, positive, and productive educational environment for all of its students. All members of the school community should be treated with dignity and respect. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Harassment, intimidation, or bullying of students or personnel by students, school personnel, or school volunteers is prohibited, whether in the classroom, on school property, on school buses or vehicles, at school-sponsored events, or in cyber-space. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of students, administrators, faculty, staff, and volunteers.

Definition of Harassment/Intimidation/Bullying

"Harassment, intimidation, dating violence, or bullying" means any intentional written, verbal, graphic, gesture, physical, or psychological act that a student or a group of students exhibits more than once toward another particular student(s). It is conduct that meets all of the following criteria:

A. a deliberate act which causes mental or physical harm to the other student(s);
B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s);
C. takes place on school property, in a school bus or vehicle, and those occurring off school property if the student, employee, or volunteer is at any school-sponsored, school approved or school related activity or function, such as field trips or athletic events where the students are under the school's control, in a school vehicle, or is engaged in school business.

Harassment, intimidation, or bullying includes, but is not limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, dating violence, and hazing or behaviors that have the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

The actions can be an electronically transmitted act (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), social media or wireless hand-held devices) that a student(s) or a group of students exhibits toward another particular student(s) and the behavior both causes mental and/or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

SEXUAL HARASSMENT

General Statement

Sexual harassment is inappropriate, offensive and detrimental to the creation of a healthy educational environment. All students have a right to be educated in an environment free from sexual harassment and all Board employees have a right to work in an environment free from sexual harassment. In addition, all persons coming in contact with the District have a right to experience an environment free from sexual harassment.

The Brecksville-Broadview Heights School District Board of Education prohibits sexual harassment of or by

any student or Board employee. This prohibition encompasses sexual harassment which may occur between employees, between students, between a student and an employee, or between an employee and a member of the public coming in contact with the District. This policy applies to conduct during and relating to school and school sponsored activities.

Definition of Sexual Harassment

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individuals employment, or academic status or progress;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual.
3. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, opportunities or activities available at or through the school.
4. Such conduct has the purpose or effect of unreasonably interfering with or having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment for the individual.

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

Sexual harassment may include, but is not limited to:

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

Procedures for Investigating and Reporting Sexual Harassment

It is the responsibility of every supervisor and principal to recognize acts of harassment and take necessary action to ensure that such instances are addressed swiftly and effectively. Consequently, all administrative and supervisory staff in schools, offices and other facilities should be aware of and responsible for implementing the harassment complaint resolution procedures established through this policy.

Persons who have reason to believe that harassment/bullying has occurred should promptly report the incident:

A. (For Students reporting) to his/her principal, other administrator, school counselor, or teacher.
B. (For Employees reporting) to his/her building principal; for employees in the Maintenance Department, Transportation Department, or the Education Center, to the Director of Human Resources. Administrators would report to the Superintendent.

Subject to legal reporting obligations, considerations of safety and any determination that is made to notify the parent or guardian of a minor student, reasonable measures shall be taken to keep the incident confidential.

TOBACCO/ALCOHOL/DRUG POLICY FOR EXTRACURRICULAR ACTIVITIES AND INTERSCHOLASTIC ATHLETES

Statement of Philosophy

The Board of Education, administrators, athletic department and activity advisors of the Brecksville-Broadview Heights City Schools consider participation in extracurricular activities and interscholastic athletics to be a privilege, not a right. Students are VOLUNTEERING to participate in these programs and are expected to accept the responsibilities granted them by this privilege.

As representatives of our school district, students involved in extracurricular activities and interscholastic athletics are scrutinized by the public, become role models for young children and peers, and are ambassadors to our community. In choosing to accept this role, participants also choose the responsibilities of living a tobacco, alcohol and drug free lifestyle. Although this policy outlines the expectations and consequences required of students choosing to participate in extracurricular activities and interscholastic athletics, the parent(s) or guardian(s) retain the ultimate responsibility of promoting healthy lifestyle choices for their children and are encouraged to work cooperatively with school officials to support these ideals throughout the child's entire educational experience in the Brecksville-Broadview Heights Schools.

In keeping with the philosophy of education, the Board of Education, administrators, athletic department, and activity advisors of Brecksville-Broadview Heights City School District view tobacco, alcohol, and drug use not only as a violation of the law, but as a problematic behavior which has an adverse effect on individuals and the programs in which they are involved. It is the intent, therefore, to support a disciplinary program which encourages students to recognize and deal with the causes for their use through contact with the appropriate agency (C.A.P.A., private counselors, treatment facilities, etc.) rather than being strictly punitive in nature.

This policy will be in effect during the entire calendar year, inclusive of all training, conditioning, practices, or other school related/sponsored activities, and the policy remains in effect 24 hours a day, 7 days a week (24/7—365 days).

TOBACCO AND TOBACCO PRODUCTS, ALCOHOL AND DRUGS

Possession and/or Use of Tobacco and Tobacco Products, Alcohol or Drugs

In accordance with the rules of Brecksville-Broadview Heights City School District, except for supervised medications prescribed by a physician, a student under the influence, using, possessing, buying or receiving drugs (narcotics, hallucinogens, intoxicants, counterfeits, look-alikes, designers,) anabolic steroids, controlled substances and alcohol at any time and at any place is in violation of the code and, if apprehended by school or appropriate law enforcement personnel, is subject to the following consequences:

First Violation

The first-time offender will be denied participation in all extracurricular and/or athletic programs for one full calendar year from the date of violation. If the student agrees to schedule himself/herself into and complete the first available school Insight Program, the term of denial will be up to 20% of the activity time for extracurriculars up to 20% of scheduled competition time for athletes in any sport in which the students participate. Upon completion of the program, the student must be willing to follow the recommendations provided. If no school Insight Program is presently available, the student's parents may choose, at their own expense, to enroll the student in an outside school-approved program. Completion of the program is mandatory. For a student involved in extracurricular activities, up to 20% of the activity time is imposed from the time the advisor has notified the student of probation. If the offense occurs late in the school year, the denial to participate may, if necessary, be carried over into the next school year's extracurricular participation. The term of denied participation is determined by the building administrator and extracurricular advisor. For athletes, a full season is defined as including all the contests scheduled for a specific sport. Should the offense occur in mid-season, the denial to participate may, if necessary, be carried over into the next seasonal sport that the athlete wishes to participate in. The number of contests to be missed will be determined by the athletic director, building administrator and athlete's coach.

Second Violation

A second offense during the student's high school career will result in denial of participation in all extracurricular and/or athletic programs for one full calendar year from the date of violation. The second-time offender may reduce that denial to participate to one-half of the school year for extracurriculars or to one full season for athletes after completing a professional assessment and complying with the recommendations made by the assessing agency. The assessing agency must be chosen by agreement between the parents of the student

and the school administration with assistance from the CAPA Coordinator.

Violations Beyond a Second Offense

Additional violations of the alcohol/drug policy past the stipulated number of incidents will result in permanent denial to participate in any extracurricular and/or athletic programs until the offender has successfully completed a treatment program which is acceptable to the building administration and the CAPA Coordinator.

The student shall be denied participation for a minimum of one calendar year from the date of violation and must apply for reinstatement in the extracurricular and/or athletic program after completing the treatment program.

Sale and/or Distribution

Students in violation of selling or distributing alcohol and/or drugs will be dealt with according to the Code of Student Conduct and shall be denied future participation in any extracurricular or athletic program.

Self-Referral by Students

Students may take advantage of a self-referral procedure to seek information, guidance, counseling and/or assessment in regard to his/her use of alcohol and/or drugs. First time voluntary referrals DO NOT carry any punitive consequences.

1. Students are allowed one (1) voluntary referral during their high school participation.
2. Self-referrals can be made by the student or by his/her immediate family.
3. Self-referral cannot be used as a method to avoid consequences once a rule of the Brecksville-Broadview Heights City School District's extracurricular and interscholastic athletic policy is violated and a student has been identified as having violated that rule.
4. Students must make self-referrals to an advisor, coach, athletic director, teacher, administrator, counselor, or the district C.A.P.A. Coordinator.
5. Self-referrals will lead to placement and completion in the schools' Insight Program and/or referral to an approved assessing agency.
6. Those referrals to an assessing agency will remain confidential; however, proper release of information forms must be on file with the designated trained chemical dependency personnel.

DISCIPLINARY/DUE PROCESS EXPLANATION AND PROCEDURES

1. Participation in practice for students in violation may be allowed at the discretion of the athletic director, athlete's coach, activity advisor, and building administrator. However, the student may not dress/participate with the team for contests/performances.
2. All students must complete the Insight Program by the end of the school year. Non-compliance will result in underclassmen (freshman, sophomore and junior) being ineligible for further participation in extracurricular or athletics until the Insight Program has been completed. Seniors noncompliant will not be eligible to receive awards and/or recognition for the activity they participated in or the sport they played.
3. At no time is Brecksville-Broadview Heights City School District responsible to incur fees for chemical dependency assessment /treatment/ counseling. Financial responsibility for these recommendations must be incurred by the parent and/or legal guardian.
4. Notification Process: The principal, assistant principal, organization advisor or the athletic director will submit immediate written notification to the parent/guardian and student of disciplinary action.
5. Situations not covered in this policy will be reviewed by the extracurricular advisor, athletic department and the administration with a final decision being made by the building principal.
6. In certain circumstances, advisors of activities, clubs, and organizations may wish to hold an appeals hearing with the building administrator and the C.A.P.A. Coordinator in regard to a student's

continued involvement.

7. Students apprehended by law enforcement agencies for use of illegal substances (i.e. alcohol or other drugs) are referred to the C.A.P.A. office year round and must participate in the Insight Program. (8/94)

[Adoption Date: September. 26, 1994] [Reviewed Date: July 23, 2001] [Revision Date: May 24, 2004]

NETWORK ACCEPTABLE USE AND SAFETY

The Brecksville-Broadview Heights City schools recognize that our students live in a world of increasingly sophisticated technology and greatly enhanced communication. We further recognize that the availability of an ever-present and virtually unlimited information resource has profound implications for instruction. We therefore believe that it is imperative to provide Internet access to our students and staff.

Overview

The Acceptable Use and Safety detailed here is designed to articulate the appropriate use of computer networks, including the Internet, in the instructional setting of our schools. This document seeks to set ground rules that will forestall problems that could surface in such an unfettered environment. User compliance with these rules will help ensure a safe and appropriate learning environment.

To this end, the district will employ reasonable technology solutions, including Internet filtering software, to restrict access to objectionable material. Internet access by students will be monitored by staff or software at all times.

Network Access

All students and employees are eligible to access the network resources in our school buildings. Except in cases involving specific class projects, students will not have access to chat rooms, online messaging systems, or other forms of direct electronic communication in school.

Parents who would like their children to be denied access to the Internet in school should notify each child's building principal in writing at the beginning of each school year for which they would like this access to be denied.

Internet privileges may be denied, suspended, or revoked as a consequence of violation of the provisions of this Acceptable Use Policy. Furthermore, Brecksville-Broadview Heights City Schools administrators and staff will cooperate fully with law enforcement officials when there is suspicion that unlawful activity has taken place.

Code of Conduct

Network users must be aware that there are materials on the Internet that may be defamatory, abusive, obscene, profane, sexually oriented, threatening, racially or sexually offensive, or illegal. These materials include graphics, sounds, digital film clips, text, and other forms of media. Users of the Brecksville-Broadview Heights City Schools network agree not to use school district resources to download, copy, upload, transmit, forward, or display any such materials.

Network access is provided to support the curriculum and operations of our district. Any other use, including use of the network for personal, political, or commercial purposes is prohibited. Network users are expected to respect all applicable laws. Particularly, users agree to abide by copyright laws. Material retrieved from the Internet may not be plagiarized for any purpose. Material that is to be republished in any format may only be used with the permission of the copyright holder. Commercial software may not be downloaded, copied, installed, transmitted, uploaded, or forwarded.

Network users agree to follow security guidelines. A user will not use another person's account, pretend to be someone else, or attempt to conceal his or her identity on the network. Users will not give others access or permission to use their accounts. Users will not repost personnel communications without the author's consent.

Students will not give out personal information such as address or phone number, send other users pictures of themselves, or agree to meet with people encountered online. Exceptions to avoiding such sharing of personal information may occur only within the context of projects directed by and under the supervision of a teacher.

Any interference with the normal operations of the network will not be permitted. This includes vandalism or removal of computer hardware, installation or use of unapproved software, the unauthorized changing of network software settings, attempts to circumvent security or internet filtering software, and the installation, copying, uploading, transmission, propagation, or creation of computer viruses of any kind. Any attempt to gain unauthorized access to information or data on the network is prohibited.

Electronic mail and other communications are not a private matter. School administrators have the authority to inspect email that is transmitted through the district's network. The district reserves the right to monitor all electronic communications. E-mail use that contradicts provisions of the Acceptable Use Policy will be handled appropriately. Specifically, illegal activities will be reported to law enforcement personnel, and unacceptable communications can result in network privileges being denied, suspended, or revoked as well as other discipline.

Users are expected to follow generally accepted network etiquette guidelines.

Disclaimer

The information gathered from the Internet does not reflect the views of the Brecksville-Broadview Heights City Schools. The district does not endorse the veracity or utility of any materials obtained using its equipment or access to network resources. The school district is not responsible for the consequences of receiving or using advice or information from an Internet source. Neither is it responsible for the consequences of any disruption or changes in services of its network or Internet connection, nor for loss of data stored on its system.