

Student-Parent Handbook

2019-2020

Our Mission:

To develop intellectual entrepreneurs with a social conscience



Beachwood High School

Beachwood City Schools

Board of Education

BOE Resolution #08-18-287

July 22, 2019

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Val Parker, Pupil Services Coordinator
Ryan Peters, Director of Athletics
Kathleen Stroski, Assistant Treasurer

High School

Paul R. Chase, Principal
Ryan W. Patti, Assistant Principal

Students and Parents:

Please take the time to read this handbook thoroughly. It contains information that is important to your academic and social success. The guidelines and expectations described herein support a safe, respectful learning environment for everyone. Safety and wellness for all are hallmarks of a successful school, and with your assistance, we will continue to adhere to that high standard. It is important that you (both students and families) sign your acknowledgement of the handbook.

As always, please contact us with any questions or concerns. We look forward to a successful school year for each of you.

Sincerely,

Paul R. Chase
Principal

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BEACHWOOD CITY SCHOOL DISTRICT
School Calendar 2019-2020

August						
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Important Dates

- August**
- 8/12: All-Staff Convocation (AM); Staff Inservice (PM)
 - 8/13: Certificated Staff Inservice (AM); Records Day (PM)
 - 8/14: First Day of School for Students

- September**
- 9/2: No School (Labor Day)
 - 9/30: No School (Rosh Hashanah)

- October**
- 10/9: No School (Yom Kippur)

- November**
- 11/5 No School for Students; Staff Inservice Day
 - 11/26: Half-Day Early Release
 - 11/27-11/29: No School (Thanksgiving Break)

- December**
- 12/23-12/31: No School (Winter Break)

- January**
- 1/1-1/3: No School (Winter Break)
 - 1/9: End of 1st Semester
 - 1/10: No School for Students; Staff Inservice Day (AM); Records Day (PM)
 - 1/20: No School (MLK Day)

- February**
- 2/17: No School (Presidents' Day)

- March**
- 3/20: Half-Day Early Release Elementary & Preschool
 - 3/23-3/27: No School (Spring Break)

- April**
- 4/10: No School (Good Friday)

- May**
- 5/25 No School (Memorial Day)
 - 5/29: Last Day of School for Students

- June**
- 6/1: Last Day for Certificated Staff (Half-Day Records Day)

C **ONTACT INFORMATION**

Beachwood High School www.beachwoodschoools.org
25100 Fairmount Boulevard
Beachwood, OH 44122
Phone: 216-831-2080
Fax: 216-292-4169

Administration Paul R. Chase, Principal
Lori Joyner, Principal's Secretary
Ryan W. Patti, Assistant Principal
Cassandra DeMay, Assistant Principal's Secretary
Ryan M. Peters, Director of Athletics
Cassandra DeMay, Athletic Secretary

Counseling Department Jason Downey, School Counselor
Liz Osicki, School Counselor
Meghann Sullivan, School Counselor
Katie Segal, Counseling Secretary
Kevin Kemelhar, School Psychologist
Marlon Walker, SAY Advisor

**District Compliance
Officers** Linda LoGalbo, Director of Human Resources,
216-464-2600
Lauren Broderick, Director of Pupil Services,
216-464-2600

All other staff contact information, including a list of all staff, can be located on the school website.

G ENERAL INFORMATION

School Day

The school building opens for students at 7:40 AM. The school building closes for students at 3:30 p.m. unless the student is required to be in the building for other school purposes such as co-curricular or extra-curricular activities. Unless otherwise noted, the daily bell schedule is as follows.

Monday/Tuesday/Friday			Wednesday		Thursday	
1 st 8:10 – 9:00			Staff Professional Collaboration 8:10 – 9:05		1 st 8:10 – 9:40	
2 nd 9:05 – 9:55			2 nd 9:15 – 10:45		3 rd 9:45 – 11:15	
3 rd 10:00 – 10:50			4/5 10:50 – 12:20	Lunch 10:45 – 11:15	6/7 11:20 – 12:50	Lunch 11:15 – 11:45
4 th Lunch 10:50 – 11:20	4/5 10:55 – 11:45	4/5 10:55 – 11:45	Lunch 12:20 – 12:50	5/6 11:20 – 12:50	Lunch 12:50 – 1:20	7/8 11:50 – 1:20
5/6 11:25 – 12:15	6 th Lunch 11:45 – 12:15	6/7 11:50 – 12:40	9 th 12:55 – 2:25		10 th 1:25 – 2:55	
7/8 12:20 – 1:10	7/8 12:20 – 1:10	8 th Lunch 12:40 – 1:10				
9 th 1:15 – 2:05			PM Academy 2:30 – 3:30		PM Academy 3:00 – 3:30	
10 th 2:10 – 3:00						
PM Academy 3:05 3:30						

Student Responsibilities

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. We encourage, and are obligated to respond to, expressions of concern regarding school policies, operations and procedures.

In addition to formal learning, the school serves as a market place of ideas where differing viewpoints can be discussed and debated by all concerned parties. In order to fully participate in this process, students must have the right to express opinions, take stands, and to support causes either publicly or privately. Every student has the right to express his/her opinions verbally,

symbolically or in writing so long as it does not materially and substantially interfere with the operation of the school and/or students' ability to learn.

Engaging in any activity or conduct that may hinder the ability of students to learn, or employees to fulfill their job responsibilities, or of students, employees and/or guests to participate in school activities is prohibited. The following activities serve as examples: blocking access to the building or grounds, acts of passive resistance; damaging school property; disrupting classes; threatening students, employees, and/or guests; falsely activating alarms; theft; inappropriate computer use; possession of drugs, alcohol, and/or weapons at school activities; assault; harassment; etc.

Student Well Being

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office. Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

Safety and Security

The safety and security of the building and students is of utmost importance. Everyone involved with the School has the responsibility to notify administration of anything that is unsafe or insecure including any suspicious behavior or situation that makes them uncomfortable.

The outside doors to the school building are locked during the day. All visitors must enter the school building through the front doors and report to the main office where they will be requested to submit their state-issued photo ID in order to be scanned for a background check, and will be issued, and required to wear, a building pass.

Staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are in the area of the building after hours. Portions of the building that will not be needed after the regular school days are closed off, and students not involved in after-school activities are expected to vacate the building at the end of the school day

Food Delivery and Food Consumption

Students are not permitted to use food delivery services such as Door Dash or Grub Hub. It is permitted for a parent to drop off lunch in the main office. It is the student's responsibility to pick up their food at the front desk. All food must be consumed in the cafeteria.

Fire, Tornado and Safety Drills

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

Safety drills will be conducted at least once per school year. The School will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

Attendance

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all

students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

In accordance with applicable law, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Repeated infractions regarding attendance may result in suspension or expulsion or the filing of chronic truancy charges against the parent/s or guardian/s.

Non-cumulative Absences

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

- personal illness (a written physician's statement verifying the illness may be required)
- illness in the family necessitating the presence of the child (written physician's statement required)
- quarantine of the home (notification from the county Board of Health required)
- death in the family (written permission or phone call from parent/guardian required)
- necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- observation or celebration of a bona fide religious holiday (written permission or phone call from parent/guardian required)
- out-of-state travel (up to a maximum of eight (8) days per semester) to participate in a District-approved enrichment or extracurricular activity (Any classroom assignment missed due to the absence shall be completed by the student.)
- such good cause as may be acceptable to the Superintendent

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

Cumulative Absence

An absence for which there is permission from the parent/guardian but the reasons for the absence are not among those listed above. Students are allowed eight (8) cumulative absences per semester before academic credit is forfeited for the semester. The attendance office will notify parents in writing of credit loss. If credit is denied, the student is entitled to appeal to the Principal. Appeals must be submitted, in writing, within 5 business days of receipt of the loss-of-credit notification.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a documented excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. (Please refer also to "Truancy" in this handbook.) A skipped class or part of the school day ("cut") will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student will also be subject to disciplinary action, including loss of privileges.

Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered habitually truant if the student is absent without a documented excuse for 5 or more consecutive school days, for 7 or more school days in 1 month, or 12 or more school days in 1 school year. Furthermore, a student will be considered chronically truant if the student is absent without a legitimate (i.e. "cumulative") excuse for 7 or more consecutive school days, for 10 or more school days in 1 month, or 15 or more school days in 1 school year. If a student is habitually or chronically truant and the student's parent fails

to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court and to the Bureau of Motor Vehicles for suspension of his/her driver's license in compliance with State law. Chronic truancy can also result in discipline including but not limited to suspension and expulsion.

Notification of Absence

If a student will be absent, the parents must notify the School at 216-831-2080 by 8:00 a.m. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

Homebound Instruction

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

Make-up of Tests and Other School Work

Students who are absent from school with an excuse (as detailed in Non-cumulative Absence) shall be given the opportunity to make-up missed work. The student should contact the attendance office as soon as possible to obtain assignments. The number of days for completion of make-up work will be equivalent to the number of excused days of absence. If a student misses a teacher's test due to an excused absence, s/he should make arrangements with the teacher to take the test at another time. If s/he misses a State-mandated assessment test or other standardized test, the student should consult with the Counseling Office to arrange for administration of the test at another time. Attendance during midterm and final exams is mandatory. Students with an excused absence (must be issued in advance by an administrator) from an examination must make arrangements with his/her teacher for a make-up time. Students who miss a final exam without an excused absence will receive a zero. Students late to an exam are admitted to the examination and given no time extension. Students will remain in the testing classroom for the duration of the exam period.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence. A suspended student may not be allowed to make-up school work missed due to suspension and will receive no credit for work assigned on days missed.

Attendance Expectations

A student shall not be truant from school. Truancy is defined as being absent from school for the day or any portion thereof without school authorization and parental consent. Repeated offenses of tardiness shall be considered an offense of the truancy rule. Class or study hall cutting is not permitted under any circumstances and is considered a form of truancy. Students receive no credit for work missed during truancy or class cutting.

The penalty for truancy is as follows:

- 1st offense 1-morning detention
- 2nd offense 1 day of In-School Suspension or two Saturday Schools
- 3rd offense..... 2 days of In-School Suspension or three Saturday Schools

Repeat offenses.....Administrative discretion up to and including exclusion from school.

A student who cuts a class will be ineligible for his/her next athletic game/match or extra-curricular event.

The school will refer a student who is habitually truant to juvenile court where he/she may be adjudicated as delinquent.

When a student joins an activity, he/she is expected to commit themselves to the activity for the duration of the activity (e.g. season, rehearsal schedule, etc.). This also includes pre- and post-season training and competitions or performances. Participating students are expected to attend all practices and competitions/performances. Students who miss practices and/or competition(s) are subject to the loss of playing time and possible suspension/dismissal from the team or activity. All students participating in fall athletics must attend pre-season practices in August; to this end, students and their families should plan accordingly. Students must attend practices and games during breaks (winter and spring). If a student accumulates tardies during the school day, then he/she will be subject to loss of practice time and/or loss of playing time in games. If a student accumulates over nine tardies in a season, then he/she will be subject to removal from the team or activity for the remainder of the season. Students participating in student activities must comply with all attendance policies as stated in the Parent-Student Handbook. This applies to practices as well.

Tardiness

Each student is expected to be in his/her assigned location throughout the school day. If a student is late arriving at school, s/he must report to the attendance office before going to his/her first assigned location. Students who arrive tardy to school must sign in upon their arrival. Student tardies will be considered “non-cumulative” or “cumulative” according to the same policy as absences with the following additions: court appearance; drivers license test.

Every two “cumulative” tardies will be counted as one “cumulative” absence. Tardies to class when a student has been present in the building will be considered a “cut.” Students arriving more than twenty (20) minutes after the start of a class period will receive an absence.

The penalty for repeated tardiness are as follows:

3rd offense (three tardies in one semester) 1-morning detention

6th offense (six tardies in one semester) 1-morning detention

9th offense (nine tardies in one semester)....1 day of In-School Suspension or Saturday School. In addition, students who participate in athletics or extra-curricular activities will forfeit their right to participate in the next athletic game/match or extra-curricular event during that current season. Any additional tardiness past nine will result in additional missed games or events and possible removal from the team or activity.

Repeat offenses.....Administrative discretion up to and including exclusion from school.

Vacations During the School Year

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the

Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip.

Early Dismissal

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

Students may obtain an early dismissal for one of the following reasons (please make every attempt to schedule appointments after school whenever possible):

- Doctor/dental appointment
- Court appearance
- Driving test
- Religious observance
- Family emergency
- Personal illness
- College admissions interview
- Such good cause as may be acceptable to the Principal

Upon returning to school, the student must sign in at the attendance office. The policy regarding “non-cumulative” absences during an early dismissal is the same as it is for absences and tardies. No absence will be considered “non-cumulative” if the student does not sign in/out prior to the appointment.

Emergency Closing and Delays

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify local radio and television stations. Information concerning school closings or delays can also be found on the School's website at www.Beachwoodschoools.org. Parents will also be notified of school closings or delays via a pre-recorded telephone message or text alert delivered to the phone number on file. Parents and students are responsible for knowing about emergency closings and delays.

Parent Communications

For real time access to grades, students and parents can access the Infinite Campus grade book. Parents are encouraged to check grades with your child at least one day per week. Report cards will be released to Infinite Campus at the end of each quarter.

Injury & Illness

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

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

In the event of an accident, the student will be requested to complete an Accident-Incident Form.

Control of Casual-Contact Communicable Diseases

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

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be limited to the contagious period.

When should I keep my child home from school?

There are times when it is difficult to tell if your child is too ill to go to school. Sometimes there is the worry that they will miss important school work. Like adults, children will have different tolerances for discomfort and illness. Even with common colds, some are able to function fine while others are miserable. If you decide to send your child to school when he or she is on the "borderline" of being ill, it is a good idea to have a "back up" plan if your child's condition worsens at school. Please call school or send a note to the teacher to let them know. Make sure the school knows where you can be contacted. Do not send your child to school if any of the following symptoms or conditions were present in the last 24 hours. You will be called and asked to take your child home if any of the following conditions exist.

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

Emergency Medical Authorization

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and must be resubmitted at the beginning of each school year. If a student participates in athletics they must complete the OHSAA physical examination form prior to the first day of practice. This must be updated yearly.

Prescribed Medications

Ideally, medication should be administered to children at home by parents/guardians. However, in some situations, medication must be administered during the school day to attain optimal health.

Parents should determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.

Students, who must take prescribed medication during the school day, must have the appropriate form on file with the School Nurse before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication. Forms must be completed every year via your Infinite Campus Parent Portal.

All medications must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.

The School will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

Medication that is brought to the School will be properly secured. Except as noted below, medication must be delivered to the Nurse's Office by the student's parent/guardian or by another responsible adult at the parent/guardian's request. Except as noted below, students may not bring medication to school.

Students may carry emergency medications for allergies and/ or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("EpiPens"), in addition to written permission and submission of proper forms, the parent or student must provide a back-up dose to the school nurse. Students are strictly prohibited from transferring emergency medication, EpiPens, or inhalers to any other student for their use or possession.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Nurse's Office. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

Use of Medications

If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.

Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

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

Non-Prescribed (Over-the-Counter) Medications

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the Nurse's Office. Physician authorization is not required in such cases. By written notice parents may also authorize that their child may self-

administer non-prescribed medication and may keep non-prescribed medication in his/her possession. If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the Principal's office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Emergency Epinephrine Administration Policy: Beachwood Schools has implemented a new policy that allows the schools to stock supply Epinephrine and administer it to any person within our district who is displaying signs and symptoms of an allergic reaction that would require emergency administration. For more information, contact your school nurse.

Student Fees and Fines

Students will be provided necessary textbooks for course of instruction without cost. In accordance with State law, the School charges specific fees for a variety of activities and materials used in the course of instruction. The chart below outlines course fees for each course at the high school. Course fees will be activated in Infinite Campus on September 10. Parents will pay these fees using the Infinite Campus Portal. Course fees will not be reimbursed. If a student damages a device or uniform/equipment or loses a device or uniform/equipment, repair costs will be collected from the student (for the replacement cost.) Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, uniforms, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Fees may be reduced or waived in situations where there is documented financial hardship. Students can avoid late fees by promptly returning borrowed materials. Failure to pay fines, fees or charges may result in the withholding of grades and credits.

Beachwood High School 2019-2020 Course Fees		
<u>Department</u>	<u>Description</u>	<u>Amount</u>
Arts	Band (Uniform Cleaning)	\$15.00
Arts	Orchestra (Binder)	\$6.00
Arts	Arts I	\$40.00
Arts	Band /Choir Uniform (New Students Only-	\$61.00
Arts	Band/ Choir Uniform (New Students Only-	\$58.00
Arts	Orchestra Uniform (New Student Only – Female)	\$58.00
Arts	Orchestra Uniform (New Student Only – Male)	\$47.00
Arts	Arts 2: 2D	\$60.00
Arts	Arts 2: 3D	\$60.00
Arts	AP Studio Art: 2D Design	\$60.00
Arts	AP Studio Art: Drawing	\$60.00
Arts	Show Choir (new student only)	\$53.00
Computer	Digital Graphic Design	\$10.00
Computer	Digital Media Productions	\$10.00
Computer	Digital Photography	\$15.00
Computer	Adobe Creative Suite	\$10.00
Computer	Video Editing	\$10.00
Computer	AP Computer Science Principles	\$30.00
Computer	Media Productions	\$35.00

Computer	TV Production	\$10.00
Computer	TV Production 2	\$35.00
Computer	TV Production 3	\$10.00
English	American Literature and Composition	\$65.50
English	AP English Language	\$32.50
English	AP English Literature	\$53.50
English	College Literature and Composition	441.00
English	College Prep English 1	\$40.00
English	College Prep English 2	\$32.50
English	Honors English 1	\$36.00
English	Honors English 2	\$31.00
English	Honors English 3	\$66.50
Science	Biology Lab	\$15.00
Science	Honors Biology Lab	\$15.50
Science	AP Biology Lab	\$21.00
Science	Earth Science Lab	\$15.50
Science	Chemistry Lab	\$15.50
Science	Honors Chemistry Lab	\$15.50
Science	AP Chemistry Lab	\$21.00
Science	Honors Pre-Engineering Robotics Lab	\$31.00
Science	AP Physics 1	\$36.00
Science	AP Physics 1 & 2	\$36.00
Science	AP Physics "C" Lab	\$21.00
Science	AP Environmental Science Lab	\$31.00
Science	Honors Anatomy & Physiology	\$31.00
World Language	Spanish 1	\$18.50
World Language	Spanish 2	\$18.50
World Language	Spanish 3	\$18.50
World Language	AP Spanish Language & Culture	\$75.00
World Language	Triangulo Aprobado <small>(Optional)</small>	\$72.00
World Language	AP Spanish Literature & Culture	\$37.00
World Language	Spanish 4	\$26.50
World Language	Chinese 1	\$32.00
World Language	Chinese 2	\$34.00
World Language	Chinese 3	\$37.00
World Language	Honors Chinese 4	\$58.00
World Language	AP Chinese	\$110.00
World Language	Hebrew 3	\$17.95
World Language	Honors Hebrew 4	\$29.00
World Language	Honors Hebrew 5	\$24.00
World Language	Honors Hebrew 6/7	\$24.00
AP Test Fee	AP Test Fee	\$94.00 (subject to change in

Computer Technology and Networks

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

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

Nevertheless, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet.

Students are encouraged to use the Network for educational purposes. Use of the Network is a privilege, not a right. The Student-Parent Handbook's Code of Student Conduct applies to behavior involving the Network. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/ or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Acknowledgement of the Parent-Student Handbook simultaneously provides acknowledgement of the Acceptable Use and Safety Agreement.

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

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of Board policy and/or any State or Federal law or regulation is prohibited.

F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited.

G. Use of the Network to engage in cyberbullying is prohibited. Cyberbullying involves the use of information and communication technologies such as e-mail, text messages, instant messaging (IM), defamatory personal websites or accounts, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

Cyberbullying includes, but is not limited to the following: posting slurs or rumors or other disparaging remarks about a student or school staff member on a website or on weblog; sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill; using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube; posting misleading or fake photographs of students or school staff members on websites.

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

H. Students are expected to abide by the following generally accepted rules of network etiquette: Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).

Do not engage in personal attacks, including prejudicial or discriminatory attacks.

Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.

Do not post information that, if acted upon, could cause damage or disruption of school.

Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial websites.

Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.

Never agree to get together with someone you "meet" on-line without parent approval and participation.

Check e-mail frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.

Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.

I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the

School if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access

J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.

K. Downloading of information onto the District's hard drives is prohibited, without prior approval from the Principal. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to restore the Network to fully operational at its pre-incident level.

L. Students must secure prior approval from a teacher before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."

M. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and that have been approved by the Board, Superintendent, or principal.

N. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the District reserves the right to monitor, review, and inspect any directories, files and/or message residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate school and/or legal authorities.

O. Use of the Internet and any information procured from the Internet is at the student's own risk. The District makes no warranties of any kind; either expresses or implied that the functions or the services provided by or through the Network will be error-free or without defect. The District is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The District is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The District will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the District harmless from any losses sustained as the result of misuse of the Network by the student.

P. File-sharing is strictly prohibited. Students are prohibited from downloading and/ or installing file-sharing software or programs on the Network.

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

R. Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the Principal. Each student is permitted reasonable space to store e-mail, web, and personal files. The District reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class-or instruction-related activities have priority over other users. Students not using

the Network for class-related activities may be "bumped" by any student requiring access for class- or instruction-related purpose.

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 program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Students who violate school rules may lose the privilege to go on field trips.

The Student Code of Conduct applies to all field trips, including overnight and out-of-state trips. Attendance rules apply to all field trips.

Students may be prohibited from attending field trips for any of the following reasons:

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

Student Fund-Raising

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines.

Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds. Students may not sell any item or service in school without the prior approval of the Principal.

Students may not participate in a fund-raising activity for a group in which they are not members without the approval of an authorized School official.

Students may not participate in a fund-raising activity off school property without proper supervision by approved staff or other adults. Students may not engage in house-to-house canvassing for any fund-raising activity.

Fund-raising activities for a parent group, booster club, or community organization, may only occur on school property with the approval of the Principal.

Student Valuables

Students should not bring valuable items to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

Meal Service

The School participates in the National School Lunch Program and makes lunches available to students for a fee. Students may also bring their own lunch to school to be eaten in the School's cafeteria. Applications for the School's Free and Reduced-Priced Meal program are distributed to

all students. If a student does not receive an application form and believes s/he is eligible, contact the Principal's Office.

Protection and Privacy of Student Records

The District maintains many student records including both directory information and confidential information. Directory information includes: a student's name; address; telephone number; photograph; 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, etc.

Directory information can be provided, upon request, to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Principal. For further information about the items included within the category of directory information and instructions on how to prohibit its release parents may consult the District's annual Family Education Rights and Privacy Act (FERPA) notice which can be found on the District's website (www.BeachwoodSchools.org/PublicNotices.aspx).

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

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

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying requested student records to the Principal.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), 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, analysis, or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or the student's parents;
- mental or psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or his/her parents; or

- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the Principal to inspect such materials. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will 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 following activities are scheduled or expected to be scheduled: activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and the administration of any survey by a third party that contains one or more of the items described in A through H above.

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW 20202-4605

Washington, D.C.

www.ed.gov/offices/OM/face

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

FERPA@ED.Gov

PPRA@ED.Gov

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

The Beachwood Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its programs, activities, or employment. The Board of Education will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis.

Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in the Beachwood City School District.

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

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

Limited English Proficient Students

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

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

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

Special Education Services

The Beachwood City School District is committed to the provision of a free, appropriate, public education for children with disabilities identified in accordance with applicable State and Federal laws, rules and regulations.

Children who have been diagnosed or identified as having a disability and who, through a multi-factored evaluation, qualify for categorical services under the Individuals with Disabilities Education Improvement Act (IDEA, 2004) will be served under the requirements of the Ohio Department of Education for compliance with the Operating Standards for Ohio Educational Agencies serving Children with Disabilities. Additional information regarding the identification procedures or special services provided can be obtained by contacting your child's counseling office or the Office of Pupil Services.

Beachwood City School District is currently utilizing the state guidelines for Positive Behavior Interventions and Supports (PBIS). PBIS is a proactive approach to establishing the behavioral supports and positive school culture needed for all students to achieve social, emotional, and academic success.

Gifted Identification and Services

The Beachwood City School District follows the identification eligibility criteria as specified in the Ohio Revised Code and the Operating Standards for Identifying and Serving Gifted Students. Annually, children who are gifted are identified by professionally. Gifted Identification and Services qualified persons using a variety of assessment procedures. Services for the children who are gifted are an integral part of our school program. Services may include a variety of options specific to the individual student's needs, including early entrance to kindergarten, grade level and/or class acceleration, services in a resource room, or differentiation within the general education class environment

Teacher and Paraprofessional Qualifications

Our school district places a priority on hiring the most qualified professionals to teach our children. The district will notify parents when a child has been assigned to a teacher who is not "highly

qualified” according to the Federal No Child Left Behind and Ohio regulations, or will be or has been taught for four or more consecutive weeks by a teacher who is not “highly qualified.”

Parents in our school district have the right to request information about the professional qualifications of their child’s teacher(s), including whether the teacher holds appropriate certification for the subject(s) and grades and the college degrees and major areas of study of the teacher. Parents also may request the qualifications of classroom paraprofessionals (teacher aides or assistants) who work with their child. If you wish to inquire about these qualifications, please contact the principal.

Title I Services and Meetings

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

Transmission of Records and Other Communications

Parents/Guardians have to complete and return a District form to authorize the staff to communicate with the parent/guardian via facsimile and/or electronic mail ("e-mail"). Parents who elect to communicate with a staff member via e-mail are required to keep the District informed of any changes to their e-mail address.

Use of the School Building

Arrangements to use the building must be made with the Principal’s office in advance. There are designated areas with supervision that are used after 3:00 pm and on weekends. Facility requests record the areas in use. Students who are not participating in an approved co-curricular or extra-curricular activity are not allowed in the building unless under adult supervision.

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal.

Withdrawal from School

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

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

Visitors

A person wishing to visit a school or observe a classroom or other school activity must comply with Board Policy 9150 and Administrative Guideline 9150 that are posted in the school and available from the school office. Every visitor to a school must first register at the main office with appropriate identification. Sign-in lists showing name, time, person visiting, and time departing shall be maintained by the school office. Any person who does not first register with the school office is on school property illegally and shall be asked to identify himself/herself properly or to

leave the school grounds. If the visitor refuses to leave the school grounds or creates any disturbance, a building administrator may request aid from the Beachwood Police Department. A person wishing to visit a school for the purposes of observing a student, a class, or other school activity must make arrangements in advance through the principal of that school. The principal reserves the right to decline the requested observation where the requested visit may result in an undue disturbance of the educational process or for other good cause. Teachers contacted by a person wishing to observe a classroom shall not make any arrangements for the requested observation but instead refer the person to the principal. The District reserves the right to have a school representative present during the observation.

Building Volunteers

The District recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to the staff and students. All volunteers who work or apply to work unsupervised with children on a regular basis must display appropriate behavior at all times. All such volunteers shall be required to provide a set of fingerprints so that a criminal records check can be conducted. When the criminal records check is a condition of continued service as a volunteer, it will be conducted at the District's expense. Interested parties should contact the Principal for more information regarding volunteer opportunities.

S TUDENT ACTIVITIES

The District recognizes the value of student activities in the educational process and the values that students develop when they have the opportunity to participate in these activities.

Students participating in student activities are expected to demonstrate the same level of responsibility and behavior at practices, competitions and performances as in the classroom.

Participation in student activities is a privilege and may be denied by the School for violations of the Student Code of Conduct, and/or for failing to meet the specific eligibility requirements for the activity. Additionally, in many cases there are specific minimum skill requirements that students must meet in order to safely practice, compete or perform. The School reserves the right to make the final determination, on an individualized basis, regarding student's eligibility to participate in particular activity.

Sponsored Clubs and Activities

The District provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/ or contain school subject matter.

The Board authorizes the following student groups that are taught by a staff member.

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

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

Academic Challenge	Drill Team	Oculus (yearbook)
Amnesty International	Ecology Club	Robotics Team
American Sign Language Club	Introspect (literary magazine)	Science Olympiad
Art Club	Leadership Conference Planning Committee	Spanish Club
Beachcomber (school newspaper)	Library Club	Speech & Debate Team
Council for Exceptional Children	LINK Crew	Stock Market Club
DAC Scholars	Model United Nations	Student Council
Destination Imagination	Multicultural Club	Tech Crew
Drama Club	National Honor Society	White & Gold (talent show)

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements (academic, athletic, attendance, behavior, and, if appropriate, skill). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/ or appeal rights in accordance with Board Policy 5610.05.

For the purposes of induction in National Honor Society, sponsored activities and clubs are considered approved extracurricular activities.

Non-Sponsored Clubs and Activities

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

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

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

- Genders & Sexualities Alliance (GSA)
- Israeli Culture Club
- Young Democrats
- Young Republicans
- Pre-Law Club
- Pre-Med Club
- SAY Club

For the purposes of induction in National Honor Society, non-school-sponsored activities and clubs are considered approved extracurricular activities.

Athletics

The District provides a variety of athletic activities (see below) in which students may participate provided they meet eligibility requirements established by the District and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05

Students participating in athletics are highly visible representatives of the District. Younger children, fellow classmates, and members of the Beachwood community as well as other communities look to these students as exemplars of high standards. Students participating in student activities must adhere to all provisions of the Code of Conduct in the Student Parent Handbook.

FALL	WINTER	SPRING
Cheerleading	Cheerleading	Softball
Cross Country – Boys	Basketball – Girls	Baseball
Cross Country - Girls	Basketball – Boys	Tennis – Boys
Football	Swimming – Girls	Lacrosse – Girls
Golf – Boys	Swimming – Boys	Track – Boys
Soccer – Girls	Wrestling	Track - Girls
Soccer - Boys	Indoor Track – Girls	
Tennis - Girls	Indoor Track - Boys	
Volleyball		

Medical Release

Each student participating in athletics must have a complete OHSAA Pre-Participation physical examination on file with the Athletic Office before s/he can practice or compete. The physical exam must be current during the entire season that she/he participates, and is valid for one calendar year from the date of the exam.

A student who has been injured and limited or prohibited from athletic participation by a physician cannot participate again until that physician indicates in writing that it is safe to return to play. All notes concerning a player's physical condition must be delivered to the Athletic Office and the Athletic Trainer will authorize if the student is cleared to return to practice or competition. Only an appropriate physician can remove practice or competition restrictions placed on a student.

Insurance

All students must either carry school insurance or have a signed waiver form indicating that they are covered with insurance by a family policy.

Practice Times

During each season, because of weekday space limitations, athletes may have staggered practice times, before or after school. Weekday practices for varsity and junior varsity athletes may start as late as 5:30 pm and end after 8:00 pm; some practices may start as early as 6:00 am and end by 7:30 am. Practices may occur on weekends.

Coaches may schedule practices during school breaks and non-religious holidays. Student-athletes are expected to attend all practices and contests

Training & Practice

Students must adhere to the prescribed training and/or practice rules, expectations, procedures and/or guidelines as outlined by the associated staff of that activity. Students participating in student activities may not involve themselves in any actions or conduct that would be detrimental to their personal wellbeing or in direct violation of basic training and/or practice expectations.

Playing Time

Competition and winning are important aspects of any athletic program but should not dominate the values of the program. As a general philosophy, Beachwood strives to have all team members participate in competitions. However, at the varsity and junior varsity levels, coaches are playing to win – and as such, not all team members may play. Playing time is determined by the coaching staff.

Parent Concerns

If concerns arise, parents should encourage their child to speak with the head coach. If a parent feels the need to intervene, she/he should arrange an appointment with the head coach. Parents should refrain from questioning or make recommendations to a coach during or immediately after a competition or practice. If a parent has communicated appropriately to the coach without results, the parent should arrange a meeting with the head coach and the Director of Athletics.

Dismissal/Quitting a Team

If a student is dismissed from or quits a team during the course of a specific season, he/she may not join a different team without permission from the Director of Athletics and the head coaches. No athlete who is dropped or cut from one team for disciplinary reasons, or who "quits," shall be eligible to compete in another sport for that particular season unless approval is granted by the Director of Athletics. If the athlete decides to quit one sport and join another, the athlete must receive written approval from the Director of Athletics in order to join the other sport.

Equipment/Uniforms

Students are responsible for all equipment and uniforms issued to them. Equipment and uniforms not returned within two (2) weeks of the conclusion of the season (or dismissal/quitting) will be charged to the student's fees.

Behavioral Expectations

Community Citizenship

Students participating in student activities must conduct themselves in an exemplary manner as citizens of the community. Unsatisfactory community citizenship that reflects poorly upon the student, the team or club, and/or the school/district will be addressed by the Head Coach and/or Advisor. Students may be prohibited from participating in all or part of student activities without further notice, hearing, or appeal rights, pursuant to Board Policy 5600.

Tobacco, Alcohol & Drugs

The use of tobacco, alcohol and drugs is prohibited by the District and should a student participating in student activities be found to have possessed, used, distributed or been under the influence of any substance mentioned above, whether on or off school property, he/she will be subject to temporary or permanent removal from student activities in which he/she participates. Repeated infractions involving tobacco, alcohol and/or drugs will garner progressive disciplinary consequences.

Academic Eligibility

The District shall determine the standards of eligibility to be met by all students participating in student activities (athletics and extra-curricular activities). Such standards shall require that each student be in good physical condition (as appropriate for the activity), be free of injury (as appropriate for the activity), and have fully recovered from any illness before participating in any interscholastic event.

Students participating in extra-curricular activities that involve interscholastic competition, and are not under the jurisdiction of the Ohio High School Athletic Association (i.e. Academic Challenge, Robotics, etc.), must also adhere to the eligibility standards of the Beachwood City Schools detailed herein.

In order to be eligible to participate in any interscholastic activity (including Drill Team during the Football season), students must meet the eligibility requirements established by the Ohio High School Athletic Association and Beachwood City Schools:

- Be currently enrolled in and earning passing grades (D- or better) in five (5) one-credit courses or the equivalent, each of which counts towards graduation.
In addition, the Beachwood City School District has established the following eligibility requirements, which students participating in interscholastic activities (including Drill Team during the Football season) must meet:
- Have earned passing grades (D- or better) in all of his/her courses during the previous grading period;
- Have earned a 2.00 quarterly GPA (weighted) or higher during the previous grading period.

Eligibility to participate in interscholastic athletics and extra-curricular activities will be reviewed at the end of each quarterly grading period. Students who have been deemed ineligible at the end of the quarter, but passed at least five (5) one-credit courses or the equivalent, each of which counts towards graduation, will be placed on academic probation for the duration of the grading period.

Students on academic probation will be ineligible to participate in interscholastic competitions (including Drill Team during the Football season) for at least the first fourteen (14) calendar days of the quarterly grading period. Students on academic probation will have the opportunity to resume participating in interscholastic competitions (including Drill Team during the Football season) after the first fourteen (14) calendar days of the quarterly grading period if they maintain the following aspects of the eligibility standard:

- Remain enrolled in at least five (5) one-credit courses or the equivalent, each of which counts towards graduation;
- Continue earning passing grades (D- or better) in all of their courses during the current quarterly grading period;
- Continue earning a 2.00 quarterly GPA (weighted) during the current grading period;
- Continue to meet any additional terms of academic probation as individually established by the Principal.

Students on academic probation will have their grades and probationary status reviewed at an established weekly meeting. Students on academic probation may have their eligibility for participation in interscholastic competition (including Drill Team during the Football season) revoked at any time during the quarterly grading period if they fail to maintain any requirement of the eligibility standard.

Attendance Expectations

When a student joins an activity, he/she is expected to commit themselves to the activity for the duration of the activity (e.g. season, rehearsal schedule, etc.). This also includes pre- and post-season training and competitions or performances. Participating students are expected to attend all practices and competitions/performances. Students who miss practices and/or competition(s) are subject to the loss of playing time and possible suspension/dismissal from the team or activity. All students participating in fall athletics must attend pre-season practices in August; to this end, students and their families should plan accordingly. Students must attend practices and games during breaks (winter and spring).

If a student accumulates tardies during the school day, then he/she will be subject to loss of practice time and/or loss of playing time in games. If a student accumulates over nine tardies in a semester, then he/she will be subject to removal from the team or activity for the remainder of the season. Students participating in student activities must comply with all attendance policies as stated in the Parent-Student Handbook. This applies to practices as well.

Activity Selection

The School encourages all students to participate in student activities. However, many activities must be kept to a manageable size to ensure a successful experience. In some interscholastic athletics, teams may only carry a certain number of students as dictated by state and school rules. If not addressed by state rules, the Head Coach or Advisor will determine the roster size. When necessary, coaches or advisors may hold tryouts. If too many students express interest in participating on a team or in an activity, coaches and advisors will make cuts to accommodate an appropriate team size.

Students participating in activities should consider their availability for competitions, performances and practices during school breaks when making their decision to participate. Consequences for absence(s) from practice or competition will be at the discretion of the Head Coach or Advisor.

Removal/Dismissal from Student Activities

Students participating in student activities must exhibit exemplary behavior in and out of school. Failure to do so may result in disciplinary consequences up to and including being removed from the team for one or more competitions or performances, or being removed from the team or club.

Students who may be expelled are not permitted to participate for one calendar year.

Students who are dismissed or quit an athletic team due to any disciplinary actions, investigations or consequences, may not participate in any other sport or conditioning until the current season is completed and/or the activity suspension is terminated.

Transportation

Students participating in a particular student activity must ride the school bus/van to a competition or practice, and return to the School by the same means.

Should a need arise for a student to be transported privately to or from an event off-campus, the parent/guardian, as well as the student, must sign a transportation release and submit it to the head coach/ advisor and a school administrator for approval.

In the event of an emergency (e.g., severe medical problem in the family, injury to the athlete or extenuating circumstances, etc.), the coach/advisor may make the decision to release a student immediately.

CODE OF STUDENT CONDUCT

A major component of the educational program is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective actions, discipline a student, and/or to modify a student's behavior when a student's behavior does not fall within established standards of conduct. School staff will report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools consistent with applicable Board policies, including but not limited to the removal of a student from school grounds.

Expected Behaviors

Students are expected to:

- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, conducive to learning, respectful, and productive;
- act at all times in a manner that reflects pride in self, family, and in the School.

School Environment

It is the responsibility of students and school staff to maintain a school environment that allows:

- staff to communicate effectively with all students
- all students the opportunity to learn and to feel safe and welcomed
- students and school staff to function without disruption.

Student Attendance at School Events

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event. All school rules, policies, and regulations are in effect for students attending school events (on- or off-campus).

Gangs

Gangs that initiate, advocate or promote activities that threaten the health, safety or welfare of anyone or that are disruptive to the school environment will not be tolerated. Incidents involving initiations, hazing, intimidations or related activities that are reasonably likely to cause a substantial disruption of or material interference with school activities or the educational process are prohibited. Students wearing, carrying or displaying gang symbols, exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined.

Harassment, Intimidation and Bullying

Harassment, intimidation, and/or bullying toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The District will not tolerate any gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business. The School believes that acts of harassment, intimidation, or bullying of any type are inconsistent with the educational process and also prohibits all such activities off school property if the misconduct is connected to activities or incidents that have occurred on school property, is reasonably likely to cause a substantial disruption of or material interference with school activities or the educational process.

Harassment, intimidation, or bullying means any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior causes either mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

“Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student or a group of students exhibits toward another particular student or

group of students more than once and the behavior causes either mental or physical harm to the other students and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal, assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior or an act of harassment, intimidation or bullying directed toward a student. Reports may be made to those identified above. All concerns about incidents of suspected harassment must also be reported directly to one of the District Complaint Officers listed below:

- Lauren Broderick, Director of Pupil Services. Email: ljb@beachwoodschoools.org
Telephone: 216-464-2600
- Linda LoGalbo, Director of Curriculum & Instruction. Email:
lhl@beachwoodschoools.org Telephone: 216-464-2600

All complaints about aggressive behavior or acts of harassment, intimidation, or bullying shall be promptly investigated. Additional information is available in the Counseling Office, the Office of Pupil Services, and on the school district website.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the School shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the School shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification as appropriate.

Student Discipline Code

Effective discipline, which requires respect for the rights of others, is necessary if all students are to attain a quality education.

School rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Additionally, school rules apply off school grounds where if the misconduct is connected to activities or incidents that have occurred on school property, is reasonably likely to cause a substantial disruption of or material interference with school activities or the educational process. This includes, but is not limited to, attendance and/or participation as a spectator or participant in

an interscholastic or intramural athletic contest, attendance and/or participation in a field trip (including overnight and out-of-state trips), attendance and/or participation in co-curricular and extra-curricular activities.

Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student may be suspended from school transportation for infractions of school bus rules or other school rules.

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

As administrators review the situation, frequency and context of an offense, a range of consequences have been developed following school and state board policies. Because it is not possible to list every possible misbehavior that may occur, misbehaviors not listed in the Student Discipline Code will be responded to as necessary by staff and subject to a disciplinary response.

Disciplinary Consequences

The following are a list of possible consequences for violations of the Code of Conduct. Alternative forms of discipline may also be assigned. These consequences are also intended to be prompt, reasonable, and consistent with the severity of the violation.

Level I Consequences (Least Intensive)

Parent Phone Call

Administrator Conference with Student

Time in Office by Student

Level II Consequences

Conference with Parent

Detention

Student is assigned to a silent detention either before or after school as a consequence for inappropriate actions and/or behavior.

Loss of Privileges

Student loses various school privileges (e.g. Open Campus, participation in extra-curricular activities, participation in graduation ceremonies, etc.) as a result of inappropriate actions and/or behavior. The School reserves the right to rescind privileges either temporarily or permanently.

Level III Consequences

In-School Suspension

Assigned students will attend during normal school hours, for the entire school day. Each student shall arrive with sufficient educational materials to be busy during this period. Normal school privileges, such as Open Campus, are lost for the duration of this consequence. Absence from class as a result of In-School Suspension will be considered “non-cumulative.” Multiple

assignments to In-School Suspension will result in Out-of-School Suspension. The following rules apply to In-School Discipline:

- Students are not to communicate with each other unless given permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No electronic communication devices, phones, radios, CD /MP3 players, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room or must be powered off for the duration of the In-School Suspension.
- No food or beverages shall be consumed, unless approved by the supervising adult.
- Any student who has not passed all of the State-mandated assessment tests may be required to work on a study packet for one or more of the unpassed tests.

Suspension of Bus Riding/Transportation Privileges

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the administrator will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year. If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension.

Level IV Consequences

Formal Discipline

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Emergency removals exceeding one (1) day, suspension, expulsion, and permanent exclusion may be appealed.

If a student commits a crime, s/he may be subject to school disciplinary action as well as action through local law enforcement.

Due Process Rights

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. In-school discipline however, is served entirely in the school setting and does not require any notice or meeting and is not subject to appeal.

Emergency Removal

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

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for no more than one (1) school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. The administrator will then determine whether to suspend the student. If the decision is made to suspend the student, the student and his/her parents/guardians will be provided written notification of the suspension setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within ten (10) days after receipt of the suspension notice, to the student. The request for an appeal must be in writing to the Superintendent.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the emergency removal was ordered. Written notice of the hearing and the reasons for emergency removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out-of-school suspension, the student will have the opportunity to appear at an informal hearing before the Principal, Assistant Principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

If it is likely that the student may be subject to expulsion, an appeal of a related suspension will be scheduled to take place within three (3) school days where feasible.

During the appeal process, the student shall continue to serve the suspension. The appeal shall be conducted in a private hearing. A verbatim transcript will be made, and witnesses will be sworn in prior to their testimony. If the appeal decision is to uphold the suspension, an appeal may then be made to the Cuyahoga County Court of Common Pleas.

Level V Consequences

Expulsion from School

When a student is being considered for expulsion, the student and parent will be provided with a written notice of the intent to expel. This written notice will include the reasons for the intended

expulsion, notification of the opportunity to appear in person before the Superintendent to challenge the reasons for the expulsion and/or explain the student's actions, and notification of the time and place to appear. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing, and such requests will be given due consideration. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

The Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within fifteen (15) days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. During the appeal process, the student shall continue to serve the expulsion. A verbatim record of the expulsion appeal hearing shall be made, and witnesses shall be sworn in prior to testimony. If the expulsion is upheld on appeal, an appeal may be taken to the Cuyahoga County Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the College Credit Plus program at the time the expulsion is imposed.

Permanent Exclusion

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes:

- A. carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordnance on property owned or controlled by a board of education or at an activity held under the auspices of this Board
- B. possessing, selling, or offering to sell controlled substances on property owned or controlled by a board of education or at an activity under the auspices of this Board
- C. complicity to commit any of the above offenses, regardless of where the complicity occurred
- D. rape, gross sexual imposition or felonious sexual penetration
- E. murder, manslaughter, felonious or aggravated assault

- F. complicity to commit offenses described in paragraphs A and B, regardless of where the complicity occurs.

If the Superintendent has adequate evidence that a student, sixteen (16) years old or older at the time of the offense, has been convicted of or is an adjudicated delinquent resulting from any of the above offenses, s/he shall submit a written recommendation to the Board that the student should be permanently excluded from the school by the State Superintendent of Public Instruction. The recommendation is to be accompanied by the evidence, other information required by statute, and the name and position of the person who should present the District's case to the State Superintendent. The Board, after considering all the evidence, including the hearing of witnesses, shall take action within fourteen (14) days after receipt of the Superintendent's recommendation.

If the Board adopts the resolution, the Superintendent shall submit it to the State Superintendent, together with the required documents and the name of the person designated by the Board as its representative to present the case to the State Superintendent. A copy of the resolution shall be sent to both the student and his/her parents. If the Board fails to pass the resolution, it shall so notify the Superintendent, in writing, who, in turn, shall provide written notification of the Board's action to both the student and his/her parents. If the State Superintendent rejects the Board's request, the District Superintendent shall readmit the student in accordance with statute and District guidelines. If the State Superintendent acts on the Board's request, his/her actions and those of the District shall be in accord with the procedures described in statute.

Discipline of Students with Disabilities

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

Student Discipline Code and Range of Consequences

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

1. Possession/use of drugs and/or alcohol

Students may not possess, use, transmit or conceal, or be under the influence of any alcohol, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over-the-counter stimulants or depressants, anabolic steroids, alcohol, or drug-related paraphernalia. If the School has a reasonable individualized suspicion of drug and/or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breath-testing device or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area for such testing. If a

student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action.

In the event that an individualized suspicion of drug and/or alcohol use arises on a field trip, (including overnight and out-of-state trips), the staff member in charge may conduct the aforementioned testing, and/or may involve local law enforcement. In the event that a suspicion is verified, or a student refuses to submit to the appropriate test, parents/guardians will be required to retrieve their child at their own expense. Additionally, the School will issue consequences accordingly.

Range of Consequences: IV - V

2. Possession/use of tobacco

Students may not possess, consume, distribute, purchase or attempt to purchase, and/or use tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Use or possession of electronic, vapor, juul, and/or other alternate forms of cigarettes, or clove cigarettes is also prohibited.

Range of Consequences: I - IV

3. Use and/or possession of a weapon, or object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet or BB guns, knives, crossbows, arrows or club-type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon.

Firearm is defined as any weapon (including a starter gun, or look-alike) that will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury. Pocketknives with a blade of less than two and one-half (2 1/2) inches are acceptable only with the prior approval of the Principal.

Students are prohibited from possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object

and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

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

Range of Consequences: IV - V

4. Bomb Threats, Terroristic Threat, False Alarms/Reports

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building, or any premises at which a school activity is being held, may result in expulsion for a period of up to one (1) school year.

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

Additionally, intentionally raising, or attempting to raise, false alarm of a fire, bomb, threat of violence, or tampering or interfering with any alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building.

Range of Consequences: IV - V

5. Arson

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

Range of Consequences: IV - V

6. Possession and/or use of explosives and/or fireworks

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/ or audible effect by combustion, explosion, deflagration or detonation.

Range of Consequences: IV - V

7. Lighting Incendiary Devices

Unauthorized igniting of matches, lighters and other devices that produce flames or cause combustion.

Range of Consequences: III - V

8. Fighting and/or Physical assault

Fighting is defined as: engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or multiple parties contributed to the situation by verbal instigation of a fight and/ or physical action.

Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior) is also punishable under this code.

Physical Assault is defined as: Intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a violation of local law if committed by an adult and results in serious physical harm to person(s) or property.

Range of Consequences: III – V

9. Insubordination

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

Range of Consequences: I - IV

10. Lying, Dishonesty, Failing to Tell the Truth, and/or Making other Misrepresentations to any School Official (including lies of omission)

Providing false or misleading information to deceive or affect perceptions related to an event or incident. Failing to respond to questions in a direct manner. Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member (this prohibition includes, but is not limited to, forgery of hall passes and excuses).

Range of Consequences: I - III

11. Falsification of school work or identification, Forgery; Plagiarism; Cheating; Academic Dishonesty

Obtaining or assisting others in obtaining credit for academic work which is not the student's own work. Students must exercise self-discipline and resist peer pressure which violates the standards for academic integrity, honesty, and excellence established at Beachwood High School. The various ways in which academic integrity can be violated are discussed below. The examples within this section provide explanations and illustrating materials that do not necessarily exhaust the scope of these violations. Many of our teachers will require students to submit essays to www.turnitin.com to assist with the authenticity of the work.

Range of Consequences: I - III

Cheating

Cheating is the use of unauthorized materials or receiving unauthorized assistance, acquiring materials, information or study aides in any academic exercise. The use of books, notes, calculators and conversation (verbal and non-verbal) with others is restricted or forbidden during specific academic exercises. Examples of cheating may include: copying the work of another student during an examination or other academic exercise, copying or sharing answers between classes, using or possessing unauthorized notes, study sheets, exams or other materials during an exam or collaborating with another student during an exam or academic exercise.

Range of Consequences: I - III

Plagiarism

Plagiarism is the representation of the words or ideas of another as one's own in any academic exercise. Appropriate acknowledgement is required when material from another source which is in print form, electronic form or other medium which is paraphrased or summarized. Examples of plagiarism include: failure to use quotation marks when directly quoting a source, failure to document distinctive ideas from a source (common knowledge information such as names and basic scientific law need not be referenced) word-for-word or mosaic (rearrangement or rewording without documentation), and indirect (paraphrasing of a passage without documentation) fabricating or inventing sources or data, and copying information from computer-based sources (i.e. Internet).

Range of Consequences: I - III

Facilitating Academic Dishonesty

Students may not knowingly or negligently allow their academic work to be used by other students. This act of aiding others is an academically dishonest act which violates the academic integrity policy. The students who are supplying the materials, even though not benefiting academically, are as guilty as the students who follow through on the act of dishonesty. Students may not use other students' work or materials not authorized by the instructor during tests and in completing assignments. Examples of academic dishonesty are: presenting someone else's work as one's own in order to obtain a grade or credit, copying homework, stealing tests, selling or passing tests, copying or sharing answers between classes, using "cheat sheets" or other materials not authorized by the instructor.

Any violation of Academic Integrity will result in a "zero" and referred to the Principal or his or her designee.

Range of Consequences: I - III

12. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs.

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

Range of Consequences: I - V

13. Misconduct off school grounds

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District. This includes participation in school sponsored field trips (including overnight and out-of-state trips). Misconduct is defined as any violation of the Student Discipline Code.

14. Extortion

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

Range of Consequences: I - IV

15. Gambling

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

Range of Consequences: II - IV

16. Trespassing

Although schools are public facilities, the law allows the District to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer; into district, school or staff computer files; into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the Principal.

Range of Consequences: II - IV

17. Theft, or knowingly receiving or possessing stolen property

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the Principal or other school official. The School is not responsible for personal property.

Range of Consequences: I - IV

18. Damaging property (Vandalism)

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

Range of Consequences: II - V

19. Unauthorized use of school or private property

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

Range of Consequences: II - IV

20. Possession of unauthorized electronic equipment

The School will supply any authorized electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school sponsored activity without the permission of the School.

Range of Consequences: I - V

21. Persistent absence or tardiness

The educational program offered by Beachwood High School is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session. Please refer to Board Policy 5200 for more information.

In accordance with statute, the School shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class

for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Repeated infractions of Board policy on attendance may result in suspension or expulsion.

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

1. personal illness (a written physician's statement verifying the illness may be required);
2. illness in the family necessitating the presence of the child;
3. quarantine of the home;
4. necessary work at home due to absence or incapacity of parent(s)/guardian(s);
5. observation or celebration of a bona fide religious holiday;
6. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student. If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.
7. such good cause as may be acceptable to the Superintendent/designee;
8. medically necessary leave for a pregnant student in accordance with Board policy; and
9. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Board policy.

Penalties for unexcused absences can range from detention to a referral to court and/ or revocation of the student's driver's license.

Range of Consequences: I - III

22. Refusing to accept discipline

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

Range of Consequences: II - IV

23. Aiding or abetting violation of school rules

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

Additionally, students are required to report knowledge of dangerous weapons or threats of violence to the School. Failure to report such knowledge may subject the student to discipline.

Range of Consequences: II - IV

24. Displays of affection/sexual activities

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

Range of Consequences: II - IV

25. Violation of individual school/classroom rules

Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Student Discipline Code.

Range of Consequences: I - III

26. Violation of bus rules (see Section 5: Transportation)

Range of Consequences: I - III

27. Interference, disruption or obstruction of the educational process

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process; and/or the safe and orderly operation of the school environment; or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

Range of Consequences: I – III

28. Harassment, Threats, Intimidation, and/or Bullying

The District encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/ or aggressive behavior (including bullying/ cyberbullying) toward a student, staff member or visitor, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The District will not tolerate any gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action. The School believes that acts of harassment, intimidation, or bullying of any type are inconsistent with the educational process and also prohibits all such activities off school property if the misconduct is connected to activities or incidents that have occurred on school property, is reasonably likely to cause a substantial disruption of or material interference with school activities or the educational process.

Conduct constituting sexual harassment, may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks with sexual or demeaning implications; unwelcome touching; sexual jokes, posters, cartoons, etc.; suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety; a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/ or humiliation to another; remarks speculating

about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; etc.

Conduct may take different forms, including, but not limited to, the following:

Verbal: The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.

Nonverbal: Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.

Physical: Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, marital status, or disability. It includes, but is not limited to, such behaviors as stalking, bullying/ cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Range of Consequences: II - V

29. Inappropriate Language, Comments, Profanity, or Gesture

No student shall use profane, vulgar, racially or religiously derogatory, abusive, or otherwise disrespectful language during school hours or at any school-sponsored or related activities or events.

Range of Consequences: I – IV

30. Hazing

Performing any act, or coercing another, including the victim, to perform any act of initiation into any class, team, or organization, that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule. Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/ or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to the School. Students who engage in hazing may also be liable for civil and criminal penalties.

Range of Consequences: II - V

31. Improper Dress

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertises drugs, alcohol or tobacco. Dress or forms of grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

Dress and Grooming

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

Student dress should not be revealing, overly exposing the body (e.g. short tops, etc.). Student dress may not advertise or promote illegal or illicit behaviors or messages (e.g. references to drinking, smoking, drug use; sexual images or messages; profanity; inflammatory messages; etc.). Students must dress in a manner that is safe and appropriate for the standards of decency in a school setting.

Students who are representing the School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups that represent the school publicly.

THE FOLLOWING ITEMS VIOLATE THE DRESS CODE. STUDENTS ARE NOT PERMITTED TO WEAR THESE ITEMS IN SCHOOL UNDER ANY CIRCUMSTANCES.

- Hats, bandanas, wave caps, sweatbands and other head coverings (head coverings worn for established and/or traditional religious purposes are an exception)
- Slippers or pajamas
- Hair set in curlers, etc.
- Undergarments worn as outer garments
- Sunglasses
- Costumes Extra items (such as towels, capes, etc.)
- Jeans or other pants that are torn or have holes in them
- Clothing or accessories with metal studs or spikes including chains
- All tank tops and tops with spaghetti straps
- Tops that are low-cut in the front and/or back
- Transparent garments, open mesh garments, spandex or garments with large open sides without an undershirt
- Boxer shorts, biking shorts, or compression shorts cannot be worn solely as pants.

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

Range of Consequences: I - III

32. Careless or Reckless Driving

Driving on school property in such a manner as to endanger persons or property.

Range of Consequences: I - III

33. Unauthorized use of vehicles

Occupying or using vehicles during school hours without parental permission and/ or school authorization.

Range of Consequences: I - III

34. Possession of Pornography

Possessing sexually explicit material in any form or format.

Range of Consequences: II – V

35. Cell Phones and Electronic Devices

Cameras and video recorders are permitted only when required as part of a school assignment. Unauthorized use of camera phones, cameras, video equipment or any other recording device for taking pictures of or recording school personnel, students or documents is strictly prohibited. This prohibition applies in all situations within the school's jurisdiction.

The district is very concerned about students using electronic devices to take pictures, videotape or to record school employees or other students without their consent. Students who misuse cell phones or other electronic devices will have the item confiscated and may be subject to discipline.

The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.

Range of Consequences: 1 - IV

Search and Seizure

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

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

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

During the course of field trips (including overnight and out-of-state trips), where an administrator is not present, a staff member may conduct a search and/or seizure.

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

Breath-testing Devices

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

T TRANSPORTATION

Bus Transportation to School

The transportation schedule and routes are available by contacting the District's transportation office at 216-464-6609.

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

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

Bus Conduct

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

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

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

During the Trip Each Student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school transportation at all times;
- not push, shove or engage in scuffling;
- not litter in the school vehicle or throw anything in, into, or from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;

- not eat or play games, cards, etc.;
- not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/ or endangers students or employees;
- not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

Exiting the school vehicle each student shall:

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

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

Transportation of Students By Private Vehicle

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent notifying the School in writing. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

Self-Transportation to School

Driving to school is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the School.

When the School provides transportation, students shall not drive to school-sponsored activities unless the student's parents provide written authorization for the student to drive and release the Board from liability using the proper form approved by the Principal.

An approved student driver may not transport other students to a school-sponsored activity unless the parents of the approved student driver and the parents of the student(s) to be transported in the approved student driver's vehicle provide written authorization for the student to drive or to be transported and release the District from liability using the proper form approved by the Principal.