



**CENTRAL SCHOOL FAMILY HANDBOOK
2014-2015**

Adopted by the BBHCSD Board of Education

27 PUBLIC SQUARE
BRECKSVILLE, OH 44141

School: (440) 740-4100

Attendance: (440) 740-4105

**Please Note: Voicemail will be accessed before 7:30 a.m., after 4:00 p.m.,
or if the phones are in use.**

Fax: (440) 740-4104

Websites

District: www.bbhcسد.org

Central: www.bbhcسد.org/central

**The building will be locked before 7:30 a.m., from 8:40 a.m.-3:00 p.m.,
and after 4:30 p.m.**

Office Hours: 7:30 a.m. – 4:00 p.m.

School Day: 8:45 a.m. – 3:10 p.m.

Local Cable – Brecksville, Channel 22 Broadview Heights, Channel 74
School Safe Helpline 1-800-418-6423, ext.

~~~~~  
Superintendent, Scot Prebles

BOARD OF EDUCATION  
Mark Jantzen, President  
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## CENTRAL SCHOOL STAFF 2014-2015

### OFFICE STAFF

Principal: Chris Hartland                      Administrative Assistant: Kathy Ramage  
Asst. Principal: Cathy Schwenn              Secretary: Paula Herzak

### FOURTH GRADE TEACHERS

|              |                       |              |           |
|--------------|-----------------------|--------------|-----------|
| Christa Carr | Lisa Hallis           | Beth Keir    | Pam Simon |
| Marian Stein | Jodi Tomcik           | Colleen Toth |           |
| Leslie Wable | Lynne Porterfield-Lim |              |           |

### FIFTH GRADE TEACHERS

|                |                 |                |                 |
|----------------|-----------------|----------------|-----------------|
| Kathy Auble    | Kathy Bertulies | Krista Biondi  | Theresa Dean    |
| Diane Haberny  | Meg Holt        | Jeff Marlow    | Karen Pagano    |
| Elaine Paskert | Nancy Reeves    | Marylou Stucky | Janelle Valenti |

### SPECIALISTS

|                    |                  |                 |                   |
|--------------------|------------------|-----------------|-------------------|
| Art                | Chris Litkovitz  |                 |                   |
| Computer Lab       | Lynne Eiben      | Sandy Yody      |                   |
| ELL                | Jill Tomford     |                 |                   |
| General Music      | Claudia Wenstrup |                 |                   |
| Guidance           | Denise Schwertle | Ann Kelley      |                   |
| Media Center       | Joe Butler       |                 |                   |
| Music/Instrumental | Deb Scheufler    | Tricia Astey    | Rachel Burkholder |
|                    | Mary Ferguson    |                 |                   |
| Music/Strings      | Jennifer O'Neal  | Steve Cocchiola |                   |
| Nurse              | Christine Jordan |                 |                   |
| Psychologist       | Wendy Firestone  |                 |                   |
| Physical Education | Larry Doyle      | Stacy Profitt   |                   |
| Special Education  | Terry Alai       | Robin Engler    | Kristyn Haschka   |
|                    | Marcia Peters    | Sue Yager       |                   |
| Speech Therapist   | Joanne Heun      |                 |                   |
| Title 1            | Sarah Beebe      | Mandy Bornhorst | Jill Tomford      |

### SUPPORT STAFF

|            |                                                                         |
|------------|-------------------------------------------------------------------------|
| Cafeteria  | Becky Hamski, Head Cook                                                 |
| Custodians | Bill Corvin, Head Custodian (Day)<br>Alan Dylag, Head Custodian (Night) |
| Beekeepers | Nina Gibson                                                             |

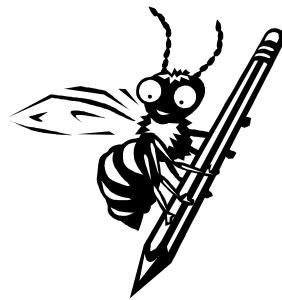
## **INTRODUCTION**

Welcome to Central School. This handbook is designed to provide you and your child with important information regarding policies, procedures, and programs. Please read this document and carefully review the information with your child.

Promoting excellence is our goal. This will require a cooperative effort and commitment on the part of parents, students, staff and administrators.

The staff at Central School would like to take this opportunity to extend an invitation to you to take an active role in your school. We look forward to an enjoyable and productive year.

To this end, the following mission statement has been developed to guide us in our decisions and actions:



## **CENTRAL SCHOOL MISSION STATEMENT**

In partnership with the school community, our mission is to promote and nurture a positive, safe and effective educational environment, characterized by high standards, quality efforts, continuous improvement and life-long learning to meet the needs of a diverse group of learners.

## **EQUAL OPPORTUNITY STATEMENT**

The Brecksville-Broadview Heights City School district Board of Education reaffirms its commitment to provide an equal educational opportunity to each of its students. Students have the right to be free from discrimination on the basis of race, sex, marital status, pregnancy, national origin, citizenship status, physical disability, political activity, religion, creed, or opinion in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to funds, academic evaluations or any other aspect of school-sponsored activities. Any limitation with regard to participation in a school-sponsored activity will be based on criteria reasonably related to that specific activity.

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## GENERAL INFORMATION

The **school day begins at 8:45 AM**. School buses begin to arrive at 8:30 a.m. Students are **not** to be dropped off at school before 8:30 a.m. unless it is for a school sponsored program. **There is no supervision available before 8:30 a.m. unless your student is in a school sponsored program.**

**School ends at 3:10 PM**. If you plan to pick up your child at the end of the day, please report to the office by 3:00 p.m. to sign your child out. Students will be called from their classrooms. For security reasons please wait in the hallway outside the office to meet your student and escort him/her through the parking lot for the safety of your student. Please do not wait in the halls or classrooms as this disrupts instruction and traffic flow.

- If you designate another adult (including grandparents or relatives) to pick up your child, it is essential that you send a note. Your note must include the name of the adult responsible for your child. Students will not be released to unauthorized adults. There will be no exception to this policy.
- Students walking home from school must have a walking pass. They receive the pass when the office receives a note from the parent giving walking permission.

## ATTENDANCE

It is important that every child develops a sense of pride in daily attendance and promptness. Regular attendance is vital to school success. The Brecksville-Broadview Heights Board of Education has adopted a policy dealing with attendance. The important areas that affect Central students are the following.

The following guidelines are used to determine daily absences and tardies:

- \*If a child arrives between 8:45-9:45 a.m. - tardy
- \*If a child arrives between 9:45-12:15 p.m. - AM absence
- \*If a child leaves between 12:15-2:15 p.m. – PM absence
- \*If a child leaves the building between 2:15-3:10 p.m. – Early Dismissal
- \*If a child comes in after 12:15 p.m. - full day absence
- \*If a child leaves prior to 12:15 p.m. - full day absence

**Absence Procedures - If your child is absent, you must notify the school office (740-4105) by 8:45 AM.** Please leave your child's name, homeroom, and nature of illness. You may leave a message on voice mail at any time. If you fail to do so, we will attempt to contact you at your home or office to verify the absence. Guidelines regarding Board adopted policy state that absences will be excused for illness, death in the family, religious holidays and medical appointments. Any other absences will appear on the report card as an unexcused absence. When a student is absent from school because of a doctor appointment, an appointment slip from the doctor is required when the child returns.

**Make Up Work** - When students are absent from school due to an excused absence, the student will meet with the teacher to review missed assignments. Students are expected to complete all assignments in the time period prescribed by the teacher.

**Requesting Assignments** - If you know your child will be absent please contact the main office before 8:00 a.m. on the second day to request assignments for your child. Every effort will be made to have assigned work ready in the main office by 3:45 p.m. that afternoon. Please encourage your child to check with the teachers upon their return to school to review any missing work that remains. Students will have additional time to complete work missed during their absence. Please note that all requests for assignments must go through the main office.

**Late Arrival Procedures** - Students who are late to school must be escorted directly to the office for check in prior to going to the classroom. They will be issued an admittance slip, which must be presented to the classroom teacher.

1. A child who arrives at school more than one hour after the opening of school will be considered absent for one-half day.
2. On the fifth tardy, a letter from the Principal/Assistant Principal will be sent home to the parents.
  - a. Tardy behavior could be considered for detention
  - b. At this level, the Principal/Assistant Principal and teacher will work with the student and parents to remediate tardiness
3. On the seventh tardy, parent contact will be made by the building administrator and/or attendance office to determine a course of action to be taken to remediate the situation. The student may also serve a noontime detention at this point in time.

**Early Dismissal Procedures** -“Early Dismissal” involves a student’s leaving school (absent from school) before the end of the school day. For purposes of attendance record keeping, all instances of tardiness and early dismissal will be reflected under the “Tardiness” designation on the report card. A student with any early dismissal or tardy will not receive perfect attendance.

**Planned Absence-** Absence for a family trip or vacation, extracurricular activities (e.g. athletic/non-athletic events and training programs), non school sponsored activities, etc., are to be considered planned absences. An advance notice of absence is to be completed and submitted to the main office one week prior to the scheduled absence from school.

SPECIFIC CLASSROOM WORK AND HOMEWORK WILL NOT BE SENT HOME PRIOR TO A PLANNED ABSENCE. However, general guidelines regarding what will be covered during the student’s absence will be provided by the teachers. Upon the student’s return from vacation, the student will meet with the teacher to make arrangements to complete classroom work and homework.

**It will be the student’s responsibility, with parental and teacher assistance, to complete make-up work within the prescribed period of time as determined by the classroom teacher. It is impossible to provide make-up of all instruction/activities that take place in a school day. A student’s grades may be adversely affected due to the lack of classroom participation during a planned absence.**

**Perfect Attendance** – Perfect attendance certificates will be awarded to students. In order to qualify, a student must have no excused or unexcused absences and no tardies or early dismissals. Please keep this in mind as you schedule your medical and other appointments.

## HOMEWORK

We believe in the importance of homework. The purpose of homework is to reinforce classroom lessons, teach responsibility, establish sound study habits and prepare students for upcoming lessons. Each team will coordinate assignments and communicate homework expectations to students. Expect approximately 40 minutes for 4<sup>th</sup> grade and 50 minutes for 5<sup>th</sup> grade of homework. **If homework exceeds these times on a regular basis, please contact the teacher.**

In addition to reviewing the assignment book, please consider these suggestions to promote the importance of homework with your child:

- \*Set aside a specific time to complete homework.
- \*Provide a quiet comfortable area with a desk or table.
- \*Spend a few minutes reviewing completed assignments with your child.

## GRADING PRACTICES/PROCEDURES

**Grading:** The following is the board approved grading scale adopted by the Brecksville-Broadview Heights School District:

|    |         |    |           |
|----|---------|----|-----------|
| A  | 92-100  | C  | 73-76.9   |
| A- | 90-91.9 | C- | 70-72.9   |
| B+ | 87-89.9 | D+ | 67-69.9   |
| B  | 83-86.9 | D  | 64-66.9   |
| B- | 80-82.9 | D- | 60-63.9   |
| C+ | 77-79.9 | F  | below 59% |

## PRIVATE TRANSPORTATION - ARRIVALS AND DEPARTURES

Parents will be required to send a note to the teacher excusing their child from school during school hours for dental/doctor appointments, etc. The note must include:

1. The first and last name of the student.
2. The day and time of the absence.
3. The name of the adult designated to pick up your child if you are making that arrangement.

Please come to the office at the appropriate time, and we will call the child from the classroom to the office. Students will not be released to adults from the classroom. All students leaving the building during school hours must be signed out in the office. **If you designate another adult to pick up your child, it is essential that your note includes the name of the adult responsible.** Students will not be released to unauthorized adults.

If an emergency arises and you have not sent a note, please call the office **before 3:00 PM** so that the child may be notified of the change. Please do not call at the end of the day except for emergencies. This is an extremely busy time of the day and messages are not always received in time to intercept a child. Plan ahead so family plans and appointments can be accommodated.

Our security procedures require that you buzz the front door and state your name and business. All visitors need to report to the office and pick up a visitor's badge.



## REGISTRATION INFORMATION

### RESIDENCY

An Affidavit of Residency is required to be filled out to register a child into the district. Residence verification must be brought and shown to the REGISTRAR at the time of registration as follows:

**OWNERS** of dwellings- any **2 ORIGINAL** items listed:

|                      |                                |                            |
|----------------------|--------------------------------|----------------------------|
| Tax Bill             | Insurance Policy on Dwelling   | Paycheck Stub with Address |
| Home Mortgage Coupon | Purchase Construction Contract | Utility Bill               |

**TENANTS** of a building need to bring a copy of your current Lease Agreement PLUS one of the above forms

**OR**

If you reside with a resident of Brecksville-Broadview Heights, the owner or tenant of the property must complete the Affidavit of Residency and provide 2 proofs of residency-OR- a signed lease agreement.

### TEMPORARY RESIDENCY

Each year a number of parents enroll their children in our district before they have actually moved within our boundaries. These children may attend our schools tuition-free for 90 days. After that, tuition is charged each month for each child.

### HEALTH REQUIREMENTS FOR ALL STUDENTS

It is a requirement of the State of Ohio Department of Health that all students attending school be required to have on file written proof that they have received the following immunizations:

- DPT (diphtheria, pertussis, tetanus) - Kindergarteners- 5 doses if the 4<sup>th</sup> dose was given before the 4<sup>th</sup> birthday. Grades One through Twelve- 3-4 doses (for 7yrs and older a 4<sup>th</sup> dose is not required if the 3d dose is Td.
- Polio-Kindergarteners-4 doses if the 3d dose was given before the 4<sup>th</sup> birthday. Grades One through Twelve- 3 doses.
- MMR (measles, mumps, rubella)-2 doses- the first dose given on or after the first birthday. The second shot must be given at least 28 days after the first dose.
- Hepatitis B- all 3 shots Grades K-6. Grades 6-12-not required.

According to Section 3701.13 and 3313.671 of the Ohio Revised Code, it will be necessary to exclude from school all pupils who have not been adequately immunized by the 15<sup>th</sup> day of school entrance.



Medical authorities and school educators urge that every child have a complete medical examination before entering school in order that health issues, if present, may be corrected and the child be physically ready to accept all the advantages that education has to offer. Parents/Guardians will be provided with an appropriate form to complete in regards to this examination. Parent/Guardians are encouraged to obtain their child's physical on or before the first day of school.

## **INFOSNAP**

The Brecksville-Broadview Heights City School District uses a secure online system for enrollment verification and required form submission. The advantage to parents is that once the information is entered into Infosnap, the information will only require a review of accuracy in future years. In addition, if there are multiple children enrolled, common information can be transferred to sibling records. It also reduces paper usage and is a more green solution for our environment.

This replaces the annual form collection (emergency medical authorization, emergency contact information, student handbook receipt, etc.) that the district formerly collected in hard-copy. In addition, parents will not have to repeatedly provide needed information, such as address and telephone numbers on multiple paper forms.

The free and reduced price meal application form may be downloaded from Infosnap and returned to the school. If children qualify for free school meals, consent must be given online to share the application information with school officials who process fee waivers. If you do not have a computer, arrangements can be made to use a school computer to complete the required forms.

Infosnap will need to be completed by mid-September.

## **STATUS CHANGES**

**Please notify the school office of the following changes:**

- Home phone number(s)/Cell Phone number(s)
- Home address
- Emergency contact's name, number (including area code)
- Work phone number, either or both parents and area code(s)
- Marital status (court documents required)
- Custody of children (court documents required)
- E-mail address

## **WITHDRAWALS**

Anyone planning to move should notify the office as soon as his or her plans are definite. The student's new address and the name and address of the new school are needed. School records of the child will be mailed to the receiving school upon the written request of the parents or the new school.



## GENERAL OPERATIONS

### BEEKEEPERS – BEFORE/AFTER SCHOOL CARE

BeeKeepers is a school age child care program that is owned and operated by the Brecksville-Broadview Heights City School District licensed by the Ohio Department of Education. It is designed to ensure a safe, healthy, enjoyable environment for the children while incorporating enrichment activities and the comfort of familiar surroundings. The program is paid for by the families who use the services and is of no cost to the taxpayer.

The program is available to children in kindergarten through eighth grade. The Kindergartners are able to participate in either the Extended Care and/or the morning/afternoon program adjacent to their school days. If the programs are not full, space is available for drop-ins. Reservations and payments must be made in advance.

Team Leader: **Nina Gibson – 740-4140**

7:00 AM – 8:25 AM & 3:10 PM – 6:00 PM

BeeKeepers Coordinator, Linda Hemperley (440-740-4114)





## CAFETERIA

The Brecksville-Broadview Heights Schools Food Service Department uses a Point of Sale Program. This will allow families to pay for meals in advance so students won't need to worry about carrying and losing cash or tickets. It also eliminates overt identification of students who are eligible for free or reduced price meals. Identification is complete when students enter their confidential five-digit pin number on a key pad located at each cashier's station and their picture comes up on a screen.

Students must memorize their confidential pin numbers so they can enter their code to purchase lunches or milk. We urge you to take advantage of this system by sending a check or money order for the time period of your choice (monthly, bi-monthly, quarterly, yearly). This prepayment system is available for full meals or for the purchase of milk for "packers".

Deposits: Your child may pick up a payment envelope at the cashier's station or school office or you may send in a deposit in an envelope marked "CAFETERIA." Students are encouraged to make payment to the cafeteria first thing in the morning but may give payments to the cashier as they go through the lunch line. Any money not spent by the end of the year will "roll over" and be available for your child's use the following school year, as long as your child remains in our district. Amounts greater than \$10.00 will be refunded to students who leave the district.

Online Payments: Online payments may be made by accessing the following web address: **[www.myschoolaccount.com](http://www.myschoolaccount.com)**.

Should you need access your child's account to verify his/her purchases, you may request a report by calling the Food Service office at 440-740-4760 or 440-740-4761.

Borrowing: Students who do not have lunch money or money in their accounts and need to borrow will be given the regular lunch for \$2.75. Students must pay back the money owed the following day, in the morning, in the cafeteria.

### Cafeteria Rules

1. Speak in a normal tone
2. Remain in your seat while in the cafeteria unless you are throwing away trash or returning your tray.
3. Clean up the floor and table around your area.
4. Your food is for your consumption only.
5. All food must remain in the cafeteria.
6. Follow the cafeteria aide's instructions.
7. Empty milk cartons before throwing in the trash can.
8. Once you choose a seat, stay there for the entire lunch period.
9. Push in your chair when leaving the lunch room.
10. Seats will be assigned to students who fail to adhere to the cafeteria rules.

## CITIZENSHIP - STUDENT BEHAVIOR EXPECTATIONS/CONDUCT

It is our goal to promote self-discipline and responsibility. Maintaining an orderly school environment conducive to learning is a cooperative venture involving parents, students, teachers and administration. With this objective in mind, the following school wide behavior expectations will be stressed with students at Central School.

1. Respect - Students are expected to demonstrate respect for teachers, other adults and fellow students.
2. Preparedness - Students are expected to:
  - \*arrive at school on time
  - \*possess necessary supplies
  - \*complete assignments/homework on time
  - \*dress properly
  - \*demonstrate proper behavior/attitude
3. Hallways - Walk quietly through the hallways.
4. No gum chewing - Please do not chew gum.
5. Manners/politeness - Students are expected to be polite and well mannered. Teasing, name calling, bullying, and inappropriate language will not be tolerated.
6. Respecting Property - Locks will not be used at our school. We expect that our students will not steal or destroy the property of others. School property must be used only for its intended school purpose. **Students are not to bring radios, electronic toys, or other expensive items to school (unless permitted by school personnel). Cash and checks are not to be left in desks.**
7. Safety - It is our goal to provide a safe and secure environment for all students. Causing physical or emotional harm will not be tolerated.



**A Central School Citizen...**

**Is a Good Friend Who...**

- \*treats others the way he/she wishes to be treated.
- \*listens attentively.
- \*is generous.
- \*is truthful and honest.
- \*is helpful.
- \*is caring.

**Is a Good Role Model Who...**

- \*has a positive attitude.
- \*understands right from wrong.
- \*works cooperatively with other team members.
- \*is a good sport.
- \*is flexible.

**Is Respectful And...**

- \*follows directions.
- \*follows all classroom/building rules.
- \*is courteous at all times.
- \*uses appropriate behavior.
- \*takes care of property that belongs to others.

**STUDENT BEHAVIOR REFERRAL FORM**

**A student behavior referral form may be sent home with your child should a behavior problem occur at school. This will inform you as to the problem and what action was taken. You will be asked to sign this form and have your child return it to the school office on the next school day. Failure to return the form results in further disciplinary action.**

The Board adopted Student Code of Conduct is located in the appendix. While portions of this policy will not ordinarily apply to students at Central, it is necessary to convey the entire policy. Carefully review this information found in the Appendix.

## DRESS REQUIREMENTS

Proper dress and grooming are extremely important in fostering the positive school environment. No uniform standard of dress is required at Central School. However, items of apparel, accessories, or appearance that could jeopardize the health and/or safety of the individual or cause a disruptive influence are not to be worn.

The School District Dress Code provides the opportunity to wear "appropriate" shorts to school from April 1 through October 31 or during extreme heat when notice is given by the office. "Appropriate" shorts are defined as dress, Bermuda, or walking shorts. Students are not permitted to wear tight fitting leggings, spandex-lycra, cut-offs, torn, or short shorts; short skirts or dresses; pajama pants; or torn/tattered jeans. Halter tops, tank tops, muscle shirts and bare midriff shirts are not permitted. Shirts with questionable statements or slogans printed on them will not be permitted. Sandals, flip flops, high heels or Heelys are not appropriate for school. Close-toed shoes are safer both for the classroom and outdoor activities. No hats or head coverings (unless for religious/medical/cultural reasons) are to be worn inside the building.

Coloring hair in unnatural hues and the wearing of make-up/face paint can be a distraction for students at this age level. Please save this experience for a more appropriate age.

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

## FEES

Student fees are collected, as allowed by state law, to help defray the cost of materials and supplies used by the students. Funds collected are used for art supplies, workbooks, etc. A fee notice indicating the various charges is sent home early in the year. Checks should be made payable to the school. Special arrangements can be made with the principal to assist any family whose financial resources would be unduly strained by paying the student fees. Report cards may be held beginning 3<sup>rd</sup> quarter for fees not paid.

## FIELD TRIPS

Each year, field trips are planned to enhance students' learning experiences. Permission slips are sent home to parents with the information about the trip and to give consent for their children to participate. When there is an admission fee, parents are asked to pay the cost. Parents are asked to return the signed permission slips and fee as soon as possible to aid in the processing of trips. A student without parent's signed permission will not be able to participate and will stay at the school. Any special circumstances should be discussed with the classroom teacher and/or principal. Teachers, with the assistance of the room parents, will ask for volunteers to accompany classes as chaperones on field trips. The number of volunteers required is determined by the nature of the field trip and the destination's supervision requirements. Siblings are not permitted to attend field trips. Field trips may be curtailed or restricted in years when the district is experiencing financial difficulties.

**Chaperone Expectations:** The bus driver is ultimately responsible for the vehicle and passengers but the chaperone plays an important role in avoiding unnecessary distractions and safety violations. Chaperones should space themselves throughout the bus in order to effectively monitor student behavior. Chaperones must make it a priority to remind students to:

- a. Remain properly seated at all times
- b. Keep noise to a minimum

- c. Maintain complete silence at railroad crossings
- d. Keep the aisles and exits clear at all times
- e. Keep the bus clean

Chaperones should assist the bus driver in checking the bus for articles left behind by students.

## **HOME- SCHOOL COMMUNICATION**

Home-school communication is vital to the success of each child. The entire staff works diligently to keep parents informed. The following are some of the ways with which we keep you informed:

**REPORT CARDS:** (issued every nine weeks). Report cards will be distributed approximately one week from the close of each grading period. The final report card is mailed home at the end of the school year.

**INTERIM PROGRESS REPORTS:** Interim progress reports are issued halfway through every grading period to students who are achieving a D or F in a major subject or have dropped two letter grades. All students will receive an interim report the first grading period unless parents whose teachers use Parentview have opted out of receiving interims due to the daily access of grades through this program.

**PARENT ACCESS:** Parent Access is a web based program offering parents the opportunity to view their child's progress daily. If your child's teacher uses Parent Access, you will be given a password for access to only your child's information. Teachers that use Parent Access update the information at varying intervals. Please check with your child's teacher regarding use of Parent Access and updating intervals.

**PARENT- TEACHER CONFERENCE:** Either the parent or the teacher may initiate conferences at any time during the school year. The official school calendar provides two evenings in September/October that are set aside for parent-teacher conferences. We encourage communication between parents and teachers throughout the school year.

**MEET THE TEACHER:** The "Meet the Teacher" opportunity is scheduled before the start of school. Parents and students are invited to Central to visit the classroom, meet the teacher, check out the building, and drop off supplies in preparation for the first day of school.

### **CURRICULUM NIGHT:**

This event is scheduled shortly after the start of school. Parents are invited to meet with their student's teachers to learn about curriculum and procedures for the school year. This program is intended for parents only.

**SCHOOL WEB SITE:** The Brecksville Broadview Heights School District has a website that outlines district events. Each building page is updated on a regular basis. The website address is: [www.bbhcsd.org](http://www.bbhcsd.org).

**LOCAL ACCESS CABLE:** Information and programs highlighting our students can be found on Channel 22 in Brecksville and Channel 74 in Broadview Heights.



## TEXTBOOKS

All textbooks are to be covered by the end of the first week of school. Teachers will communicate this expectation on the first day of school. Fines will be assessed for textbooks needing rebinding or which are damaged through neglect.

Most student texts are now consumable and available in digital form. Additional copies of consumable texts are not available. In the event your child loses a text, there will be a replacement fee.

## LOST AND FOUND

All items of clothing or belongings should be **clearly marked with your child's name**. Lost articles are returned to the lost and found bin located in the main hall. Money and valuables are turned in to the teacher or supervisor when the article is found and held in the office. Parents should check the lost and found periodically for their children's belongings to identify missing clothing or items.

No money or valuables should be stored in the lockers or desks. The school cannot be responsible for money or other valuables that have been lost or misplaced.

## PARTIES

Four classroom parties are planned during the school year; Halloween, December holiday, Valentine's Day, and end of the year party. Room mothers will request parents to contribute a nominal fee to cover the cost of refreshments and activities. Please inform classroom teachers of any food allergies your children have to avoid reactions to party snacks and foods. Volunteers at parties are requested not to bring siblings.

**BIRTHDAYS** - Parents are welcome to bring in treats for their children's birthdays. Children with summer birthdays may participate, too. Contact the classroom teacher to arrange a date for the treats. In all cases, contact classroom teachers first to be aware of any allergy restrictions in the classroom.

## PETS

Occasionally, students wish to bring a pet to school in order to add to the learning experience in their classrooms. Permission by the classroom teacher must be given before bringing a pet to school. Animals are not permitted on buses, must be on a leash or in a cage when entering the building, and should not be in the lobby area during arrival or dismissal time.



## PLAYGROUND AND RECESS

Recess on the playground allows time for students to expend some energy, exercise their bodies, and get fresh air and sunshine. Safety is of utmost importance. Thoughtfulness, courtesy, and common sense, along with constant supervision from the playground aides prevent needless accidents. Specific playground rules are posted and reviewed with students by the recess aides on the first day and week of school and periodically as needed. Students who chose not to follow playground rules will have "time outs," lose playground privileges or recess, and may receive a behavior referral.

Each child should be sent to school with the thought that outdoor activity is part of the daily program. Students are expected to participate in outdoor recess unless excused by a physician with a written note from the parent. If children need to stay in more than two days, then a note or fax from the child's doctor is required. It is imperative that warm clothing such as gloves, hats, and boots be worn during cold weather months. Always assume we will be outside for recess! When the weather is inclement, recess will be held inside. Students are assembled and involved in quiet activities under the supervision of an aide.

### Recess Rules:

1. Practice SAFE strategies and bring recess issues to the attention of the recess aides.
2. Do not throw stones, snowballs, or other objects.
3. Fighting will not be permitted.
4. Play fair and take turns.
5. Only authorized equipment will be allowed on the playground. Students may not bring toys or equipment from home to use on the playground or at indoor recess.
6. Any students intentionally harming another student verbally or physically will be disciplined.
7. Follow the instructions of the recess aides.
8. Line up quickly and quietly when the whistle blows, giving your full attention to the recess aides, and return quietly to the building.

## PARENT-SCHOOL ORGANIZATION (PSO)

Our PSO is very active and valued in the learning community. The goals of this organization are to promote the welfare of children and youth in the home, school, church and community, to bring about a closer relationship between the school and home, further cooperation between all so that children can learn more effectively, and to secure adequate laws for the care and protection of all children.

The PSO sponsors many programs along with other forms of child-related activities requiring cooperation among staff, parents, the community, and students. The PSO seeks your support, volunteerism, and active participation in all their events, activities, and involvement programs. Our membership goal is 100% of the parents and teachers.

## SCHOOL PICTURES

All students have their photographs taken in the fall on picture days. Photos taken in the fall are used in our annual yearbook that is distributed on a pre-pay basis in spring. Candid photos are taken of students throughout the year and are also used in the yearbook. Occasionally, photographers from the local newspapers come into the school to take pictures for news stories. **If you do NOT wish to have your child's photo published or included on the school website, please let the school office know your wishes in writing.**

## **TECHNOLOGY AND STUDENTS**

Two computer labs provide a structured learning program for Keyboarding, Language Arts, and Mathematics. Lessons reinforce and align with classroom instruction. Students are scheduled for one of these labs for a minimum of 45 minutes a week.

A minimum of one computer and printer is available in every classroom. A laser network of printers has been installed throughout the building to provide high quality and cost efficient printing.

Students use computers as part of their Media Center instruction. A variety of technology related projects are completed during weekly LRC periods. These projects incorporate district technology targets and are integrated with the curriculum objectives presented at each grade level.

On occasion, students will use the Internet for research under the direct guidance of their teachers or another adult. The school's Internet access is through the district's A-Site called LNOCA. This site automatically provides and updates filters for the sites that are not appropriate for students. Therefore, the staff feels very confident with students using the Internet for academic purposes. The Network Acceptable Use policy is located in the Appendix. Please take time to review this district policy with your student.

## **TELEPHONE / ELECTRONIC COMMUNICATION DEVICES**

Students will not be permitted to use the office phone, or classroom phones, unless given permission by their teacher or the office. Phone use by students will be kept to a minimum.

District policy states that a student may possess a cellular telephone or other electronic communication devices (ECD) in school, on school property, at after school activities and at school-related functions. Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by the student if she/he turns it on, uses it or allows it to be visible during the school day, on school vehicles, or on school-sponsored trips. Prohibited use of the cellular telephones or ECDs during school hours includes making and/or receiving calls, sending text messages, taking pictures, and/or making recordings. The school cannot be responsible for lost or stolen cellular phones or ECDs.

## **TOYS FROM HOME**

Children's toys from home are not permitted in school or on the buses. This includes electronic games, collectables such as cards, and outdoor toys. These items cause the loss of instructional time on the part of teachers and learning time for students due to disagreements, trading, bullying and accidental or intentional breakage. Check your children's book bags from time to time for "stowaways."

## **USE OF THE BUILDING**

Community organizations may use school facilities when school is not in session or being used for school activities. Contact the Business Office at the Education Center, 440-740-4000, for information. (See Board Policy 9150)

## VISITORS

Visitors are always welcome in our school. Since all outside entrances are locked for safety, visitors must buzz in at the main entrance. They must sign in at the office immediately upon entering the building and pick up a visitors badge. After signing in, the badge must be worn at all times while in the building. (See Board Policy 9150)

## CLASSROOM VISITATION POLICY

There is a district policy for visiting classrooms. The visit may be up to 30 minutes in one classroom. The teachers at each grade level alternate visitations. Bringing siblings to classroom visitations is not permitted. Please call the office if you would like to make arrangements or need additional information.



## DISTRICT SERVICES

The Director of Curriculum and Instruction and the Director of Pupil Services have responsibilities for many areas of a child's academic growth and well being. There are various specialties and specialists at Central to accommodate your child.

**School Guidance Counselors** - Central School has 1-1/2 guidance counselors available during the week. The counselors will work with individual students, small groups of students with similar needs, and provide class-wide instruction. In addition, the counselors will work with parents, teachers, and other staff toward the benefit of all students and the school.

**School Psychologist** - A school psychologist is available three days a week. Students may be referred to this professional by parents or teachers. Parental permission is required before the psychologist can test any students. The school psychologist also provides short-term counseling services to students experiencing social or emotional difficulties. Parents are encouraged to contact the psychologist if their children are having significant problems requiring intervention.

**Speech and Language Services** – The speech and language pathologist (SLP) holds small group sessions to assist students, who have been identified as having speech, receptive or expressive language, and/or pragmatic language skills issues. Pragmatic language skills are those that entail maintaining eye contact, taking turns while speaking, etc. Teachers or parents may refer students to the SLP. Written parental permission must be obtained before testing by the speech and language pathologist begins. An Individualized Education Plan (IEP) is developed for each student who qualifies for services.

**Response to Intervention (RTI)** - A building-based team is available which provides assistance to teachers and learners. The team varies in composition dependent upon the issue that is presented. The meetings focus on a student's talents, strengths and needs.

**Special Education Services** - The special education teacher provides specialized instruction to students with identified learning differences under Individuals with Disabilities Education Improvement Act (IDEIA). Qualifying students have an IEP (Individual Education Plan) detailing educational goals and objectives. Students may spend a portion of their day receiving individualized instruction in a small group setting in the resource classroom or may be served by a specialist in an inclusionary setting in the homeroom classroom depending on the needs of each student.

**Instrumental and Strings Program** - Most students involved in the strings/band program will meet before school from 8:00 a.m. - 8:35 a.m. The school district will provide transportation for students participating in the morning music program.

**Choir** – Students participating in choir will meet immediately after the end of the school day. Parents/guardians need to pick up their students after class since no school transportation is available.

**Accelerated Program in Language Arts and Math** – Students are qualified by test scores. Central has a classroom for students qualifying in both language arts and math, as well as a classroom for students qualifying in math alone.

**Title I Intervention Program** – Students are qualified by test scores and teacher/parent recommendation for intervention assistance in language arts.

## TESTING PROGRAM

The following assessments are administered at Central by the Brecksville-Broadview Heights City School District. The STAR is administered to every 4-5 student three times during the year for the purpose of diagnosing reading or math problems that need to be addressed. These tests remain in the school and are only for purposes of analyzing areas of difficulty for differentiating instruction and remediation. In addition, the district administers the following tests to our students:

|                                                               |                                                                              |                                                                |
|---------------------------------------------------------------|------------------------------------------------------------------------------|----------------------------------------------------------------|
| Otis-Lennon Ability Test                                      | Grade 5 – Fall                                                               |                                                                |
| IOWA Test of Basic Skills                                     | Grade 5 – Winter (Reading & Math based on qualifying Otis-Lennon score only) |                                                                |
| State Achievement Test<br>and<br>ODE Science & Social Studies | Grade 4 & 5                                                                  | 1. Feb./March – Performance Based<br>2. Apr./May – End of Year |
|                                                               | Grade 4 - Reading, Math, Social Studies                                      |                                                                |
|                                                               | Grade 5 - Reading, Math, Science                                             |                                                                |

The Otis-Lennon is designed to assess those abilities that relate to success in cognitive and school-related activities. This instrument measures the abstract thinking and reasoning ability of the child and will be administered to all 5<sup>th</sup> grade students. The IOWA Test of Basic Skills assesses students' academic skills taught across all grade levels and is used to qualify students for the 6<sup>th</sup> grade accelerated classes. This test will be administered to 5<sup>th</sup> grade students that meet district criteria. The State Achievement Tests are the result of the No Child Left Behind Act. They are state mandated tests meant to assess a child's progress in the specific academic areas and the results are reported to households in the form of State Report Cards.



## SCHOOL HEALTH

### HEALTH SERVICES

We administer routine first aid and maintain a clinic to comfort students who are injured or become ill at school. First aid consists of applying ice, washing wounds and applying a bandage. Aspirin or other over the counter medication can't be administered to ill students without a signed Statement of Permission form. Parents will be notified as soon as possible in case of serious illness or injury.

A school nurse/health aide is in the clinic for a portion of the school day to address the physical and emotional health of students. Health appraisal activities at various grade levels include: vision screening, hearing screening, and immunization records check. The District Health Services Coordinator is on duty each student day within the District.

### ILLNESS/FEVERS

A child who complains of nausea, headaches or poor health will have his/her temperature taken in the clinic. If the child has a temperature of **100 degrees** or higher, the parent will be called to take the child home. If there is not an apparent temperature, the child will rest in the clinic for a while to see if his/her condition improves. If it does not, the parent will be called to take the child home. Students sent home with fevers must be "**fever free**" for **24 hours** before returning to school. Students who are vomiting or those with diarrhea must also stay home for at least 24 hours for the health and protection of all students and staff.

### INJURIES

Minor injuries, such as skinned knees, will be treated in the clinic, but anything requiring treatment other than first aid is not permitted to be administered by school personnel. Parents will be notified when there is doubt about the seriousness of an injury or when injuries are considered more than minor.

### HEAD LICE

All students are checked for head lice the first day of school each year. Parents will be called to pick up their children and given information on the appropriate treatment of pediculosis (head lice) should any be found. After treatment, parents must bring their children to the clinic to be examined before being readmitted to the classroom. Students are not permitted to ride the bus or go to the classroom until they have been checked for re-admittance. Students found to have head lice will be checked periodically as a precautionary measure.



## BLOODBORNE PATHOGENS

Our school follows the Occupational Safety and Health Administration regulation 20 CFR 1919.1030: Occupational Exposure to Blood Borne Pathogens. The following precautions will be followed, as the state guidelines expect, for students and staff. When coming into contact with a situation that involves bleeding (bloody nose, cuts, loose teeth, etc.), we will be using gloves, which are provided for all staff. Any tooth that has fallen out will be sent home in a container with a similar label on it. You may be asked to bring in fresh clothing for your child.

## MEDICATIONS TAKEN AT SCHOOL

All medications should be given to students at home when possible. Medications ordered three times a day should be given before school, after school, and bedtime. If it is necessary for a student to take medication during the school day, the following requirements **must be met** to insure our students' safety:

- Any medication must come to school in its original container with the child's name on it. Pharmacies may be asked to divide prescriptions into two bottles.
- Parents are to bring medications to the school office. Students may not carry medication on the bus.
- Complete written instructions must be given to the principal or his/her designee with the parent's written permission and signature. Forms are available in the office/clinic or on line at [www.bbscd.org/health](http://www.bbscd.org/health). There are separate forms for prescription and non-prescription medications. There are also forms for epipens and inhalers, which the students may carry with them once the forms are completed and on file in the clinic. Prescription forms should be taken to your child's physician and returned with the medication.
- Prescription medication must be accompanied by the physician's instructions, side effects that should be reported, along with their signature and phone number.
- The first dose of a new medication must not be administered at school in case of an allergic reaction.
- New requests for medication must be submitted at the beginning of each new school year or as medical needs arise. Both the physician and parent must complete new forms unless it is for non-prescription medications.

Parents must pick up unused medication. Medications will be disposed of 30 days after they are discontinued. These practices insure that medication is given safely at school. Please call the office if you have any questions.

## ASBESTOS MANAGEMENT PLAN

The asbestos-containing materials plan for each school, as well as the district, is available for public inspection and review during normal business hours at the principal's office and at the Board of Education office. Should you have any questions concerning the management plan, please contact the school district's Asbestos Program Coordinator at 440.740.4015



## SAFETY AND SECURITY

### EMERGENCY CLOSING OF SCHOOL

The **ALERT NOW** system will be used to contact all families for emergencies. Also, announcements will be made on local television and radio stations and will be posted on the district's website. Contacts will be made as soon as a decision has been made to cancel school. When school is canceled due to a calamity day, the BeeKeepers Child Care Program as well as all school sponsored programs will also be canceled.

### EMERGENCY DRILLS

The school practices monthly **fire** drills. Each class has a specific exit point and receives instruction for this emergency exit procedure. Emergency drills for **tornadoes** also take place, generally in the spring. Each class is assigned a designated safe area within the building. Periodically **intruder, bomb threat, and evacuation** drills are practiced as well. Each of these drills has a specific alarm and/or PA script that is sounded to alert teachers and students of the appropriate course of action. All drill procedures are outlined in teachers' handbooks.

### “LOCK DOWN”

It is hoped that school buildings in the district will never need to “lock down.” However, if they do, plans have been developed to do so. A “lock down” in our schools is a response to an emergency situation dictated by local, regional, or federal authorities whereby no one, including students, staff or parents, will be permitted to enter or exit the school until the emergency “lock down” is cancelled by authorities. In such an emergency, the patience and calmness of all adults will be necessary for the successful handling of the emergency and the well being of all students.

### SAFE SCHOOL HOTLINE - 1-800-418-6423, ext. 359

The district has a service in which parents, students, and other community members can report anonymously anything that causes them concern regarding the safety or security of the students or schools. All should feel free to discuss concerns at anytime with principals. However, if you'd feel more comfortable reporting a concern anonymously, please do not hesitate. A good rule of thumb: If it pops in your mind that maybe you should call the hotline with some information—then you should! This service is to keep all our kids safe and secure at all times.

# TRANSPORTATION

## BUS ROUTES

Parents are asked to plan ahead for their child's bus transportation. **There will be one stop for the morning route and one stop for the afternoon route five days a week for the entire school year.** When childcare is a factor, parents should plan for the same stop daily. Because the routes are designed for maximum efficiency, students may not ride a different bus other than the one assigned, and they must enter/exit their buses at their designated stop. In the case of an emergency, parents may call the office to request a different route/stop. A student must have a form from the office before he/she will be permitted to board a different bus. Students will not be permitted to ride a different bus in order to play with friends after school, for transportation to after school activities, etc. Questions concerning transportation may be addressed to the Transportation Department at 440-740-4050 or 4051.

## BUS CONDUCT

Proper behavior on the buses is necessary in order to transport students safely to and from school. The bus driver is responsible for the safety of all passengers. The following are our expectations for all students riding the bus:

## BUS EXPECTATIONS

**The student needs to improve in the following expectations:**

- **Observes points of safety - waiting for or leaving bus area** (Ohio Operation & Safety Codes)
- **Walks quietly to, on, and from the bus**
- **Takes assigned seat and faces forward**
- **Keeps hands, feet, and body in seat area** (Seat on seat, back on back, feet to floor, hands to self)
- **Stays seated while the bus is in motion**
- **Talks quietly with seat partner**
- **Speaks respectfully**
- **Obeys all of the rules from the BBHSCD Code of Student Conduct**
- **Obeys the laws from the Ohio Revised Code** (the prohibition of the consumption of food or beverage and the transportation of objects that do not fit on student's lap)
- **Other** (See below)

(Any activity not stated above must be approved by Director of Transportation)

The district policy for suspension of riding privileges will be enforced upon receiving three citations. The following rules should be discussed with your children:

## STATE OF OHIO BUS RULES AND REGULATIONS

1. No one shall interfere with the driver's operation of the bus.
2. No unauthorized person shall sit in the driver's seat or operate any controls.
3. The driver has the authority to assign seats.
4. Students must board and leave the bus at their designated bus stop unless they have parental and administrative permission to do so.
5. Forbidden cargoes include animals, firearms, ammunition, explosives, flammable substances and all other dangerous materials and objects.
6. No one shall have in their possession any tobacco, alcohol, or other illegal drugs or substances.
7. No one shall throw any objects on, from, or into the bus.
8. No one shall cause any part of his or her body to project from the bus window.



9. No one shall eat or drink while on the bus.
10. No one shall cause damage to any part of the bus.
11. Profane language and fighting are prohibited on the bus.
12. Noise shall be kept to a minimum at all times to insure safety.
13. Students must remain in their seats at all times.
14. If a child is bringing a project to school larger than his or her lap, he/she must be transported to school by a parent or guardian

**Students must be at their designated stop 5 minutes prior to pick up time.**

(Adapted from the Ohio Revised Code, 3301-83-20 and 3301-83-08)

The driver has the authority to enforce the above rules and regulations. Students shall conduct themselves on the school bus as they would in the classroom. Reasonable conversation is permissible. If due to childcare circumstances, your child is at a different address than is on the registration cards, you must notify transportation AND the school in writing.

**Questions or concerns regarding transportation or bus citations should be directed to the Transportation Department at 740-4055.**

### CONSEQUENCES FOR BUS MISCONDUCT

**1<sup>st</sup> Offense** – a Bus Citation is issued by the bus driver, the principal/assistant principal is informed, and a parent signature is required on the citation.

**2<sup>nd</sup> Offense** – a second Bus Citation is issued by the bus driver, the principal/assistant principal will contact the parent/guardian by letter, and a parent signature is required on the citation.

**3<sup>rd</sup> Offense** – a third Bus Citation is issued by the bus driver, the principal/assistant principal will contact the parent/guardian by phone and letter, and the student may be suspended from the district transportation for 3 days.

**4<sup>th</sup> Offense** – a fourth Bus Citation is issued by the bus driver, the principal/assistant principal will contact the parent/guardian by phone and letter, and the student may be suspended from the district transportation for 5 days.

**5<sup>th</sup> Offense** – a fifth Bus Citation is issued by the bus driver, the principal/assistant principal will contact the parent/guardian by phone and letter, and the student may be suspended from the district transportation for 7 days.

**6<sup>th</sup> Offense** – a sixth Bus Citation is issued by the bus driver, the principal/assistant principal will contact the parent/guardian by phone and letter, and the student may be suspended from the district transportation for 10 days.

**Additional Citation(s) may result in permanent removal, if warranted. These steps may be omitted if immediate removal/suspension is warranted.**



# APPENDIX



## **NETWORK ACCEPTABLE USE POLICY**

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

### **Overview**

The Acceptable Use Policy detailed here is designed to articulate the appropriate use of computer networks, including the Internet, in the instructional setting of our schools. This document seeks to set ground rules that will forestall problems that could surface in such an unfettered environment. User compliance with these rules will help build a safe and appropriate learning environment. To the same end, the district will employ reasonable technology solutions, such as Internet filtering and tracking software, to restrict access to objectionable material and to keep a record of sites accessed on the Internet.

### **Account Holders**

All students and employees are eligible to maintain an account that allows them access to the network resources in our school buildings. Students holding accounts with email access must submit parental approval. Students without parental permission do not receive email accounts.

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

### **Code of Conduct**

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

Network access is provided to support the curriculum and operations of our district. Any other use, including use of the network for personal, political, or commercial purposes is prohibited.

Network users must respect all applicable laws. Particularly, users agree to abide by copyright laws. Material retrieved from the Internet may not be plagiarized for any purpose. Material that is to be republished in any format may only be used with the permission of the copyright holder. Commercial software may not be downloaded, copied, installed, transmitted, uploaded, or forwarded.

Network users agree to follow security guidelines. A user will not use another person's account, pretend to be someone else, or attempt to conceal his or her identity on the network. Users will not give others access or permission to use their accounts. Users will not re-post personal communications without the author's consent. Students will not give out personal information such as address or phone number, send other users pictures of themselves, or agree to meet

with someone encountered online. Exceptions to avoiding such sharing of personal information may occur only within the context of projects directed by a teacher.

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

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

Users are expected to follow generally accepted network etiquette guidelines.

#### Consent and Waiver

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

[Adopted December 16, 1996]

[Revised Date: August 28, 2000]

## **Brecksville-Broadview Heights City School District Student Code of Conduct**

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

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

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

### **SUSPENSION**

Pursuant to Section 3313.66 of the Ohio Revised Code, the Superintendent, Principal or Assistant Principal may suspend a pupil from school for not more than ten (10) school days. If, at the time a suspension is imposed, there are fewer than ten (10) school days remaining in the school year, in which the incident which gives rise to the suspension takes place, the Superintendent or his/her designee may apply any remaining part or all of the period of the suspension to the following year.

Suspension may be imposed for violations of the rules and regulations appearing in the Code of Conduct and Board of Education policies on student behavior.

#### **Misconduct for which Suspension may be Imposed**

1. **Tobacco**: The use or possession of tobacco products or paraphernalia in a school building, on or near a school campus, or at any sanctioned school activity on or off of the campus is prohibited.
2. **Gambling**: Students shall not participate in games of chance for money or other stakes, bookmaking, wagering, or any other form of gambling.
3. **Honor Violations**: Students shall not be involved in activities including, but not limited to: cheating, plagiarism, improper collusion, misuse of privileges, forgery, or falsification of information.
4. **Trespassing**: Students shall not enter upon school grounds or premises of a school building to which the student is not assigned, except with the express permission of the school principal of that building. Students may attend or participate in a Brecksville-Broadview Heights City School District sponsored events. Students are not permitted to enter upon the grounds or premises of any Board of Education facility when the student has been placed on suspension, expulsion or removal without the express permission of

the building principal. Students are not permitted in the school building at such times as the building is closed.

5. Misuse of Facilities and Equipment: Students shall not use school facilities and/or equipment for uses other than those that were intended. Students shall not damage, destroy or deface school property, or private property on school premises.
6. Disruption of School: Students shall not use violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any mission, process, activity, or function of the school.
7. Use of Flame Producing Devices. The unauthorized use or possession of matches, lighters, or any other flame-producing device on school property is prohibited.
8. Use of Profane, Indecent, or Obscene Language: Use of language of this type, whether written or verbal, directed toward or used in the presence of school personnel or students is prohibited. This shall include the use of obscene gestures, pictures and signs.
9. Failure to Complete Minor Disciplinary Sanction: A student who fails to complete an assigned minor disciplinary sanction such as Saturday school, in-school suspension, detention or working lunch will be subject to suspension.
10. Insubordination or Disrespect: Students who refuse to comply with the directions of school personnel or who talk back to, argue with, or make disrespectful comments toward any staff member or about a staff member will be subject to suspension.
11. Truancy: A student who misses school, including a study hall, class, lunch or any other assigned activity for part or all of a day without school authorization or who leaves the school building without administrative permission is subject to suspension.
12. Transmission of Prescription or Non-Prescription Medication: No student shall transmit or attempt to transmit any form of prescription or non-prescription medication to another student.
13. Fireworks, Smoke Bombs, or Other Similar Devices: No student shall possess, use or threaten to use fireworks, smoke bombs, or any other similar devices while on school property or while participating in any school sponsored activity.
14. Theft or Unauthorized Possession: Theft or unauthorized possession of school property or equipment, personal property of any District employee or of another student or visitor is grounds for suspension.
15. Fighting: Fighting among two or more students is grounds for suspension.
16. Harassment: Students shall not engage in any obscene, abusive, profane or degrading gestures or expressions; racial, ethnic or religious prejudicial or disrespectful actions; harassment of any kind (including sexual) to any individual or group; or intimidation and/or threats to an individual or group. This includes publication or distribution of materials meeting this description.
17. Assault: No student shall cause, attempt or threaten to cause physical injury to any person on school property or any school event.
18. Extortion: Students shall not solicit money or objects of value from other students for any reason.

19. Complicity: Students shall not be present or in such a position as to allow or assist another student to be in violation of any school rule. This specifically includes, but is not limited to students who serve as “look outs.”
20. Motor Vehicle Violations: Students shall not engage in reckless, unsafe or unauthorized operation of a motor vehicle on school grounds or at school sponsored activities.
21. Appearance Code: Students shall not violate school rules pertaining to appearance and dress. Students shall attend dressed in a manner which is clean, not hazardous to their safety or the safety of others and which does not detract from the educational process.
22. Hazing: No student shall harass, persecute or participate in any act or acts or attempt to threaten, injure, disgrace, or tend to injure, degrade or disgrace any other student.
23. Gang Activity: Students shall not engage in any gang activity. Any indication of gang activity by the type of dress, apparel, activities, acts, behavior or manner of grooming, displayed, reflected, or participated in by a student is prohibited.
24. Gross Misconduct/Repeated or Flagrant Violations: Gross misconduct or repeated or flagrant violations of any school rule may result in suspension.
25. Violation of the Cuyahoga Valley Career Center’s Student Code of Conduct: Any violation of the Cuyahoga Valley Career Center’s Student Code of Conduct where suspension is normally considered appropriate is grounds for suspension from the Brecksville-Broadview Heights City School District.
26. Repeated Tardiness to class or school
27. Other Grounds for Suspension: Commission of any of the acts which are grounds for expulsion could also result in suspension and/or any acts that constitute a violation of Local, State, or Federal Law.

## **EXPULSION**

Pursuant to Section 3313.66 of the Ohio Revised Code, the Superintendent may expel a pupil from school attendance for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the instant it gives rise to the expulsion takes place. If at the time an expulsion is imposed there are fewer than eighty (80) school days remaining in the school year in which the incident that gives rise to the expulsion takes place, the superintendent or his/her designee may apply any remaining part or all of the period of the expulsion to the following year.

Any act that would be a criminal offense when committed by an adult that results in serious physical harm to persons or property (as defined by Section 2901.01 of the Ohio Revised Code) may subject the offender to expulsion for up to one year. Additionally, violations of the weapons in school policy may result in expulsion of up to one (1) year. The Superintendent or his/her designee may reduce the one (1) year expulsion on a case by case basis for reasons relating to the age of the student, previous offenses, the students disability, or for individual circumstances. This list is not all inclusive.

### **Misconduct for which Expulsion may be Imposed**

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

2. Making False Fire Alarms and Bomb Threats: Students shall not, through written, electronic or verbal means disrupt or threaten to disrupt the educational process and/or endanger or threaten to endanger the safety of school occupants by means of false alarms and/or bomb threats.
3. Involvement with Alcoholic Beverages: A student shall not possess, transmit, buy, sell, conceal, use or be under the influence of any alcoholic beverage at any time the student is subject to the authority of the school. Use of an alcoholic beverage shall be determined by the professional staff and may include, but not be limited to, detection on the breath of the student, regardless of where the alcoholic beverage may have been consumed. A student shall not consume any alcoholic beverage before arrival at school or a school sponsored or related event or activity.
4. Involvement with Drugs and Drug Paraphernalia: A student shall not possess, use, transmit, buy, sell or conceal any of the drugs defined as a "drug of abuse" in Ohio Revised Code Section 3719.011 or possess, use, transmit, buy, sell, or conceal any of the drugs defined as "counterfeit controlled substance" in Ohio Revised Code Section 2925.01 or be under the influence of any such drugs. Nor shall any student possess, use, transmit, buy, sell or conceal any drug related paraphernalia at any time the student is subject to the authority of the school. Examples of drugs of abuse include, but are not limited to, narcotic drugs, "look alike" drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, cocaine, or derivatives, glue, or other substances that could modify behavior. A student shall not use any drug of abuse before arrival at school or at a school sponsored or related event or activity. Use of drugs authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule. However, no student may self-administer drugs authorized by a medical prescription from a licensed physician, except for asthma inhalers. Self-administering of non-prescription "over-the counter" medication (aspirin, ibuprofen, cough drops, etc.) of students in grades six through 12, shall not be considered a violation of this policy. Students in grades kindergarten through five may not self-administer any medication, whether prescription, non-prescription, or "over the counter." A student who demonstrates behavior seemingly related to drug usage or who exhibits symptoms or physical conditions that may be related to drug usage shall be referred by a staff member for observation and questioning by a school administrator. If the suspicion of drug usage still exists, the parents shall be informed immediately and shall be requested to come to school as soon as possible. Based on his/her professional judgment, the administrator may send the student home in the custody of his/her parents.

Counterfeit, controlled substances or "look alikes" shall be defined as:

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



5. Disruption of School: A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt or threaten to cause or urge other students to cause, attempt or threaten to cause disruption or obstruction of any lawful mission, process or function of the school.
6. Arson/Attempted Arson/Possession of Incendiary Device: Setting fires or the use or possession of any incendiary device is prohibited.
7. Involvement with Weapons or Dangerous Instruments: A student shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument. Weapons or dangerous instruments include, but are not limited to guns, knives, metal knuckles, straight razors, explosives, noxious irritants, poisons and other dangerous substances along with any item that is a "look alike" of the above, i.e., toy guns, knives, etc. or any object which is used or may be used to inflict physical harm. Weapons violations may result in expulsion for up to one (1) year.
8. Harassment: Students shall not engage in any obscene, abusive, profane or degrading gestures or expressions; racial, ethnic or religious prejudicial or disrespectful actions; harassment of any kind (including sexual) to any individual or group; or intimidation and/or threats to an individual or group. This includes publication or distribution of materials meeting this description.
9. Violation of the Tobacco Policy: A student who violates the tobacco policy for the third time is subject to expulsion.
10. Repeated or Continued Violation of Minor School Conduct Rules or Rules for which Suspension may be Imposed: If, after an out-of-school suspension, a student continues to violate minor school conduct rules, expulsion may result at the next step. Additionally, a student who has been suspended may be expelled for new suspendable conduct after having served an out-of-school suspension.
11. Violation of the Cuyahoga Valley Career Center Student Code of Conduct: Violation of the Cuyahoga Valley Career Center Student Code of Conduct by committing an offense for expulsion is normally considered appropriate is grounds for expulsion from the Brecksville-Broadview Heights City School District.
12. Violation of Local, State or Federal Laws: Any act that would be a criminal offense when committed by an adult that results in serious physical harm to persons or property (as defined by Section 2901.01 of the Ohio Revised Code) is prohibited and may subject the offender to expulsion for up to one (1) year. Violation of criminal laws will also result in referral from criminal prosecution to juvenile court.

## **PROCEDURE FOR SUSPENSION, EXPULSION AND EMERGENCY REMOVAL**

### **SUSPENSION PROCEDURE**

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

1. The Superintendent, Principal or Assistant Principal must give the pupil a written notice of the intention to suspend and the reasons for the intended suspension. When the intended suspension is for the following reasons and the student suspended is **16 years of age or over**, the notice will also indicate the student may also be subject to permanent exclusion from school if the code of conduct violation is one of the following:

- a. Illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance; and/or
  - b. Acts in violation of Ohio Revised Code Sections 2903.01, 2903.02, 2903.04, 2903.11, 2903.12, 2907.02, 2907.05, or the former Ohio Revised Code Section 2907.12.
2. The student will be given an opportunity to appear at an informal hearing before the Principal, Assistant Principal, or the Superintendent or his/her designee, and challenge the reason(s) for the intended suspension or to otherwise explain his/her actions.
  3. The Principal, Superintendent, or Assistant Principal shall within one (1) school day after the time of a pupil's suspension, mail written notification to the parent, guardian, or custodian of the pupil and the Treasurer of the Board of Education of such suspension.
  4. The written notice of the suspension must include: the reasons for the suspension; the inclusive dates of the suspension; a statement that the pupil, parent, guardian, or custodian has the right to appeal in writing to the Board of Education or its designee.
  5. The pupil, parent or guardian shall have five (5) school days to appeal the suspension. The appeal must be made in writing and submitted to the Board of Education or its designee.
  6. The appeal hearing of a suspension before the Board of Education or its designee shall be held within five (5) school days after the appeal is made.
  7. At the appeal hearing before the Board of Education, the pupil, parent, guardian or custodian has the right for parental or legal representation; the right to request that the hearing be held in executive or public session; and the right to be heard against the suspension. The Board of Education may have legal counsel and the Board or its legal counsel shall make a verbatim record of the hearing. Verbatim can mean the use of a stenographer, a tape recorder, or other mechanical device.
  8. At the request of the pupil, parent, guardian, custodian or legal representative, the Board of Education may hold the hearing in either public or executive session but shall act upon such suspension only at a public meeting. The Board of Education or its designee may, by majority vote of its full membership, affirm the order of suspension, or any reverse, vacate or modify the order of suspension.
  9. In the event that the hearing is conducted by the Board of Education's designee, the Board will automatically adopt the findings of the designee.
  10. The decision of the Board of Education may be appealed to the Court of Common Pleas under provisions of Ohio Revised Code 2505.04.

### **EXPULSION PROCEDURE**

1. The Superintendent shall give the pupil and his parent, guardian, or custodian, written notice of the intention to expel the pupil and the reasons for the intended expulsion. The Superintendent shall institute expulsion proceedings with respect to any student who has committed an act warranting expulsion even if the student has withdrawn from school after the incident, but before the expulsion is imposed, and, if warranted after a hearing, shall impose the expulsion as if the student had not withdrawn.
2. The notice to the pupil and his parent, guardian, custodian, or representative, shall include notice of the opportunity to appear in person before the Superintendent or his/her

designee at an informal hearing to challenge the reasons for the intended expulsion, or to otherwise explain the pupil's actions.

3. The notice must also state the time and place to appear to challenge the possible expulsion. The informal hearing must not be scheduled less than three (3) school days or later than five (5) school days after the notice is given, unless the Superintendent grants an extension of time at the request of the pupil, or his parent, guardian, custodian, or representative. If an extension is granted after giving the original notice, the Superintendent or designee shall notify the pupil, and his parent, guardian, custodian, or representative, of the new time and place to appear.
4. When a student is expelled for the following reasons and is 16 years of age or older, the notice will also indicate the student may also be subject to permanent exclusion from school if the code of conduct violation is one of the following:
  - a. Illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance; and/or
  - b. Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is a district employee.
5. Within one (1) school day after the hearing, should an expulsion be invoked, the Superintendent shall mail written notification to the parent, guardian or custodian of the pupil and the Treasurer of the Board of Education of the expulsion with the issuance of a summary of the expulsion hearing. The notification must include the reasons for the expulsion; the rights of the pupil, parent, guardian, or custodian to appeal to the Board of Education or its designee; the right to request that the Board hearing be held in public or executive session; and the right of the pupil, parent, guardian or custodian to be represented at the appeal hearing. The request to appeal must be made within five (5) school days of the issuance of the summary of the expulsion hearing, and shall be in writing and submitted to the Board of Education.
6. At the appeal hearing, the pupil, parent, guardian or custodian shall have the right to representation; the right to request that such hearing be in executive session, and the right to be heard against the expulsion.
7. The Board of Education shall act on the expulsion only at a public meeting. The Board may have legal counsel at the hearing. The Board, by majority vote of its full membership, or its designee may affirm the order of expulsion or may reinstate such pupil or otherwise reverse, vacate or modify the order of expulsion.
8. The Board of Education or its designee shall make a verbatim record of hearings held under this provision. The decision of the Board of Education or its designee is further appealable to the Court of Common Pleas under provision of Chapter 2506 of the Ohio Revised Code.
9. In the event that the hearing is conducted by the Board of Education's designee, the Board will automatically adopt the findings of the designee.
10. Any Superintendent expelling a pupil under this section for more than twenty days or for any period of time if the expulsion will extend into the following semester or school year shall, in the notice required under this provision, provide the pupil and his/her parent, guardian or custodian with the information about services or programs offered by public

and private agencies that work toward improving those aspects of the pupil's attitudes and behavior that contributed to the incident that gave rise to the pupil's expulsion. Such information shall include the names, addresses, and phone numbers of the appropriate public and private agencies.

11. High school credit and credit under joint enrollment post-secondary programs may be denied for the period of any expulsion. Notice of the expulsion will be sent to any college in which the expelled student is enrolled.
12. Notice of any expulsion for violations of the dangerous weapons policy shall be sent to the Registrar of Motor Vehicles and the Cuyahoga County Juvenile Judge.

### **EMERGENCY REMOVAL OF STUDENTS**

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

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

If the superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request and will be given written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

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

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

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

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