

## HIGHLAND DRIVE ELEMENTARY SCHOOL

440.740.4300

[www.bbhcscsd.org](http://www.bbhcscsd.org)

Local Cable- Channel 22 in Brecksville

Channel 74 in Broadview Heights

Safe School Helpline- 1.800.418.6423, xt.359

### **Superintendent**

**Mr. Scot Prebles**

### **Board of Education**

**Mr. Mark Jantzen, President**

**Mr. Michael Ziegler, Vice-President**

**Mrs. Kathleen Mack**

**Mr. Mark Dosen**

**Mrs. Debbie Bernauer**

Note: This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in the summer of 2010. Please contact your building principal if you have a question or require additional information about a specific issue.

## STAFF ROSTER

**Principal:** Eva O'Mara

**Office: Administrative Asst. :** Linda Schultz  
**Secretary:** Karen Chalupa

**Kindergarten:** Shawna Lastoria  
Sue Mulac  
Corinne Chilcott

**Grade One:** Julia Brinkman  
Jenna French  
Pam Polman  
Kevin Wilson

**Grade Two:** Jacqui Berchtold  
Ray Cervenka  
Jane Jagielo  
Beth Adams

**Grade Three:** Kelly Boczulak  
Elena Kucharski  
Julie Lant  
Kristen Niedermeyer

**Art:** Joan Moore  
Deb King

**Media:** Todd Wasil

**Music:** Dean Stamatis

**Physical Education:** Ken Hoagland

**Reading:** Morgan Kolis  
Sharon Wiesler

**ELL:** Jennifer Ference

**Guidance:** Ann Kelley

**Sp.Ed** Kim Pena  
Corey Shingleton  
Emilia Snitil

**SLP:** Shari Hodgson

**Psychologist:** Cathy McKee

**Health Aide:** Mike Adams

**Computer Lab Aide:** Lisa Stunek

**Media Assistant:** Nancy Pana

**Educational Assistants:** Kathy Arnold  
Marilyn DeMuth  
Maggie Andrejcek  
Deb Eschweiler  
MaryAnn Pokorny  
Barb Vajda  
Deb Reck  
Dennis Svozil  
Nanci Schlabig  
Karen Spicuzza  
Jennifer Szoke

**Head Custodian:** Joshua Tewell  
**Custodian I:** Brad Sider  
**Custodian II:** Ruza Bjelanovic

**Head Cook:**  
**Cafeteria:** Ellen Fink, Gayle Karuf

**BeeKeepers:** Lorna Hamilton (440-740-4340)

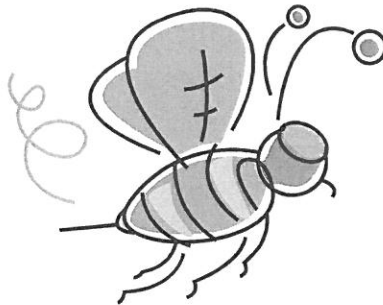
## Principal's Message

Welcome to Highland Drive Elementary School. The staff and I are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent handbook annually to explain school routines and expectations, students' rights and responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their children. Teachers will also review this Handbook with students and their parents or guardians at the Meet the Teacher meeting at the beginning of the school year.

Thank you for taking the time to become familiar with this important information in this Handbook. If you have any questions, please contact the principal.

<u>Eva O'Mara,</u>	<u>Principal</u>	<u>[440-740-4300/omarae@bbhcsd.org</u>
<u>Ann Kelley</u>	<u>Guidance Counselor</u>	<u>[440-740-4320/kelleya@bbhcsd.org</u>
<u>Linda Schultz</u>	<u>Administrative Asst.</u>	<u>[440-740-4300]/schultzl@bbhcsd.org</u>
<u>Scot Prebles</u>	<u>School Superintendent</u>	<u>[440-740-4011/prebles@bbhcsd.org</u>



### Highland Drive Pledge

Today will be a great day at Highland Drive

I will Bee responsible  
I will Bee respectful  
I will Bee ready to learn  
And I will Bee the difference

## **EQUAL OPPORTUNITY**

The Brecksville-Broadview Heights City School District Board of Education affirms 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.

### **HIGHLAND DRIVE ELEMENTARY SCHOOL MISSION STATEMENT**

Our mission is to foster exceptional academic achievement and nurture our students to be productive and responsible members of our community.

## GENERAL INFORMATION

SCHOOL PHONE: You may leave a message on voice mail 24 hours a day.  
(440.740. 4300)

SCHOOL HOURS: Kindergarten Half Day Kindergarten(M-F) 9:25-11:55  
Grades ADK and 1-3 9:25 AM – 3:40 PM

The **school day begins at 9:25 AM**. Children are **permitted in the building at 9:10 AM** when supervision begins. Please do not drop off your child before this time.

**School ends at 3:40 PM**. At this time all children who are walking home and those whose parents arrive to take them home are dismissed. Children who ride the bus wait in their classrooms until their bus is called. Normally, all buses depart school by 3:55 PM.

## 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 elementary students are the following.

**Absence Procedures - If your child is absent, you must notify the school office (440.740.4300) by 9:00 AM.** 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 can be turned into the main office when your child returns to school..

**Tardy Procedures-** A child who arrives at school more than one hour after the opening of school will be considered absent for one-half (1/2) day. Leaving school more than one hour prior to dismissal is considered one-half (1/2) day absent.

9:25-10:25	Tardy
10:26-12:35	One-Half Day Absence
12:36- 2:40	One-Half Day Absence
2:41- 3:40	Early Dismissal

**Late Arrival Procedures** - Students who are late to school must check in at the office prior to going to the classroom. They will be issued an admittance slip, which must be presented to the classroom teacher. Students arriving at 10:25 or later will be marked absent a half-day. Students leaving school at 2:40 or earlier will be marked absent for a half-day. Parents will be notified by mail of excessive tardiness, and a copy of the notification will be sent to the Central Office.

**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-** On rare occasions, parents may find it necessary to remove children from school for a family trip. Although such trips are sometimes necessary, the school does not sanction them. If your child must be absent from school, notify your child's teacher a week in advance. A planned absence form will be sent home. Complete the form and return it to the office. Specific classroom work and homework will not be sent home prior to a planned absence. However, general guidelines regarding what would be covered during the student’s absence can be provided by the teacher. Upon your return, please meet with your child’s teacher to determine the assignments that will need to be completed and when each will be due. Failure to complete missed assignments will result in zero credit for grades on the report card.



### **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 you plan to pick up your child at the end of the day, please send a note with your child in the morning. Your child will be called to the office. 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.

When children are being picked up or dropped off at school, parents are requested to park away from the bus-loading and fire zones. This will allow our children to enter and exit the buses in a safe manner. Parents dropping off their children in the morning between 9:10 AM and 9:25 AM are asked to pull into the front driveway turn around area and allow students to exit on the sidewalk side. The speed limit in the school zone and on school property is 20 mph when the caution light is flashing. Parent cooperation is extremely important.

## 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. Students beginning the fourth quarter and then moving out of the district may complete the school year without being charged tuition. Families in either of the situations above should contact the school office for clarification.



## HEALTH REQUIREMENTS FOR ALL STUDENTS

### HEALTH SERVICES

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 and hearing screening at grades K, 1, and 3, immunization records check, and kindergarten screening. The District Health Services Coordinator is on duty each student day within the District.

STATE LAW REQUIRES THAT ALL STUDENTS HAVE EMERGENCY MEDICAL AUTHORIZATION COMPLETED AND SIGNED BY A PARENT OR GUARDIAN ON FILE IN THE SCHOOL OFFICE.  
IN ADDITION THE STATE HEALTH DEPARTMENT REQUIRES THAT ALL STUDENTS HAVE EVIDENCE OF HAVING BEEN ADMINISTERED 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.

Please complete the Health Questionnaire/Immunization in InfoSnap no later than 5 days after the first day your child attends school. Pupils entering kindergarten must have this information available no later than the first day of school.

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.

## **STUDENT INFORMATION.**

The district uses an on-line program to assemble information regarding your student(s). Every family will be receiving a letter informing them of their InfoSnap code. Once you access the site, you will be asked to enter information such as emergency contact, sign-off for the Family Handbook, emergency medical authorization, photo release/email release, etc. You will have approximately two weeks after the school year begins to complete this task. The system will retain the information as it is entered initially and only changes need to be entered, if so needed, as time progresses. This is an attempt to save time for our families and the information does not have to be repeatedly supplied every school year.

### **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
- Custody of children
- E-mail address

### **KINDERGARTEN REGISTRATION**

A child entering kindergarten in September must be five years of age on or before September 30 of the year he/she enters school. A parent or guardian must register the child. (See "Enrollment Procedures.")

Registration packets will be available in February, and the screening is held in the spring at the home school that the child will attend in the fall.

### **OPEN ENROLLMENT**

The Board of Education permits students to apply for attendance at the school of their choice within the school district. Applications of students living outside a school's attendance area shall be considered for enrollment in a specific school based on class size and building capacity. Please contact the school office if you are interested in an Intra-district Open Enrollment application. Completed forms must be submitted to the Director of Curriculum and Instruction by June 15<sup>th</sup>. The parent and principal will be informed of the intra-district enrollment decision one week prior to the beginning of school. If approved, transportation is the responsibility of the parent.

### **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. Kindergartners are able to participate in the morning/afternoon program adjacent to their school days. The K-3 BeeKeepers programs use a thematic approach providing activities including indoor and outdoor play, puzzles and games, arts and crafts, and quiet areas for homework, enrichment worksheets, and reading. If the programs are not full, space is available for drop-ins. Reservations and payments must be made in advance.

BeeKeepers Coordinator, Linda Hemperley (440.740.4140)

BeeKeepers Fax (440.740-4104)

Please see the Introduction section of this handbook for contact names and numbers for specific buildings.

### 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: You may send in deposits in an envelope marked "Cafeteria." Online payments can be made as well. Students will give future 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.

Should you need access to 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 following lunch: substitute entrée, vegetable and fruit of the day, and milk, for \$2.75. Students must pay back the money owed the following day, in the morning, in the kitchen.

Visitors: Parents are welcome to have lunch with their children. Please call the school before 9:30 to reserve a lunch. Come to lunch with your child anytime October through May or on a special family occasion. (Major holiday lunches have time constraints, as well as, specialty lunch times for our seniors. Please avoid these times.) If you have any questions, please call the school office.

## **DRESS REQUIREMENTS**

Proper dress and grooming are extremely important in fostering the positive school environment. No uniform standard of dress is required in the elementary schools. 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 athletic, spandex-lycra, cut-offs, torn, or short shorts. Halter tops, tank tops, and bare midriff shirts are not permitted. Shirts with questionable statements or slogans printed on them will not be permitted. Sport sandals, aquatic sandals or heels are not appropriate for school. Closed-toed shoes are safer both for the classroom and outdoor activities.

Coloring hair in unnatural hues and the wearing or make-up 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.

## **DRESS REQUIREMENTS FOR PHYSICAL EDUCATION**

- ◆ Shorts - any color allowed (no cut-offs)
- ◆ Shirt or blouse (preferably short sleeves)
- ◆ Tennis shoes
- ◆ Sweat suits - optional
- ◆ Kindergarten - tennis shoes only

All children are expected to wear proper gym attire as requested by the physical education instructor.

## **FEEES**

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. Online payments may be made for school fees. Special arrangements can be made with the principal to assist any family whose financial resources would be unduly strained by paying the student fees.

## 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 permission will not be able to participate and will stay at the school. Teachers, with the assistance of the room parents, will ask for volunteers to accompany classes on field trips. The number of volunteers required is determined by the nature of the field trip and the destination's supervision requirements. Preschoolers are not permitted to attend field trips. Field trips may be curtailed or restricted in years when the district is experiencing financial difficulties.

## 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). The final report card is mailed home at the end of the school year. Kindergarten progress reports are issued at the end of each semester. Students are evaluated using the following key/scale:

### Academic Key - Kindergarten

3 = Mastering/Proficient	Independently and consistently achieving success.
2 = Progressing	Developing skills with more self-reliance and occasional assistance.
1 = Emerging	Often requires one-on-one or small group assistance in the classroom setting and needs additional practice at home and school.
X =	Not evaluated at this time.

### Academic Key - Grades 1 & 2

4 = Exceptional	Consistently applies the concepts/skills independently.
3 = Proficient	Meets grade level requirements and expectations.
2 = Developing	Develops understanding of the concepts/skills with practice and support from teachers and parents.
1 = Beginning	Experiences difficulty and requires consistent practice and support or may not be developmentally ready for these concepts/skills.
X =	Not evaluated at this time.

### Grading Scale - Grade 3

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

**PARENT- TEACHER CONFERENCE:** Parents of pupils in grades K-3 may be invited to school for a conference with the teacher at least once during the school year. Either the parent or the teacher may initiate conferences at any time during the school year. The official school calendar provides two evenings in November that are set aside for parent-teacher conferences. We encourage communication between parents and teachers throughout the school year.

**MEET THE TEACHER NIGHT:** Early in the school year parents are invited to our annual Meet the Teachers Night. Parents are introduced to their children's classroom teachers, visit classrooms, and learn about curriculum and procedures for the school year.

**OPEN HOUSE:** Parents and students are welcome to school to visit informally with teachers and to view materials and student work in the classrooms. The dates for the Open Houses are located in your quick-reference calendar in the front of this handbook

**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.bbhcsc.org](http://www.bbhcsc.org).

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

**PSO IFORMATION:** is available on-line via the school web page.

## 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 lobby. Money and valuables are turned in to the teacher or supervisor when the article is found. 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, lunch tickets, 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.

**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 and parent volunteers prevent needless accidents. Specific playground rules are posted and reviewed with students by the classroom teachers on the first day and week of school and periodically as needed. Students who choose not to follow playground rules will have "time outs," lose playground privileges or recess, and may receive a citation.

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. When the weather is inclement, recess will be held inside. Students are assembled and involved in quiet activities under the supervision of an aide and parent volunteer.

## **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, and students. The PSO seeks your support, volunteerism, and active participation in all their events, activities, and involvement programs.

## **SAFETY PATROL**

The school safety patrol is made up of third grade students. The Safety Patrol assists in maintaining order at various crossing points both inside and outside the building as well as at bus stops during dismissal times. Students are expected to listen and follow directions given by safety patrol members.

## **SCHOOL PICTURES**

All students have their photographs taken during fall school picture day. These photos are used in our annual memory book, which is distributed on a pre-paid basis in May. Candid photos are taken throughout the year and used in these annuals. Occasionally, photographers from local newspapers and TV stations come to take pictures of school activities and events. Some of these are published and used on TV. If you do not wish to have your child's photo used in this manner, please notify the school of your wishes in writing.

## **TECHNOLOGY AND STUDENTS**

Students have access to computers in their classrooms, the media center and the computer lab. Students only use computers with the direction of staff. 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.

## **TELEPHONE**

The school does not encourage students to call their parents for items they have forgotten to bring to school. We encourage growth in a student's responsibility to organize belongings the evening before so he/she comes to school prepared. Cell phones are not permitted to be used by children while at school or on the bus.

### **CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES**

Possession of a cellular telephone or other electronic communication device by a student is a privilege, which may be forfeited by the student if s/he turns it on, uses it or allows it to be visible during the school day or on school-sponsored trips. Prohibited uses of the devices during specified times includes making and/or receiving calls, sending text messages, taking pictures and/or making recordings.

## **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 (See Board Policy 9150)**

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.

## **VISITORS (See Board Policy 9150)**

Visitors are always welcome in our school. 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. It should be returned to the office at the end of the visit.

## **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 toddlers 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 the elementary school level to accommodate your child.

- Gifted Program – Highland Drive Elementary School has a magnet program for grade 3.
- School Guidance Counselor
- Intervention Program – "Intervention Specialist" in reading
- Educational Assistants – Assist within the classroom for children with special needs
- Learning Disabilities (LD)/Resource Room/Inclusion – Resource Teacher or Special Education Teacher, work with students in the resource room and/or in the classroom
- Psychological Services – School Psychologist
- Speech and Language Services – Speech and Language Pathologist (SLP)
- Intervention Assistance Team

## **GIFTED (CHALLENGE) PROGRAM**

The Gifted Program was developed to meet the needs of children identified as having academic talents and abilities. The third grade program at Highland Drive Elementary School services students from the three elementary schools. Students are selected based on the following: superior scores (95% or higher) on the STARS assessment and the reading and mathematics portions of the IOWA Test

## **SCHOOL GUIDANCE COUNSELOR**

Each elementary building has a guidance counselor available during the week. The responsibilities of the counselor are detailed in a district-wide, K-12 Guidance Plan. The counselor will work with individual students, small groups of students with similar needs, and provide class-wide instruction. In addition, the counselor will work with parents, teachers, and other staff toward the benefit of all students and the school.

## **SCHOOL PSYCHOLOGIST SERVICES**

A school psychologist is available two and a half days every week at each of the elementary schools. 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/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 ASSISTANCE TEAM**

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. The process the team uses is based on the Response to Intervention model.

## **INTERVENTION SPECIALIST**

The intervention specialist works with children who are functioning academically below grade level or struggling in language arts and math. Students are identified through achievement test results and data that is taken and analyzed on a regular basis in formative and summative assessments. Students receive intervention in the classroom or in the specialist's room for up to 30 minutes a day, three to five days per week.

## **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 inclusion setting in the homeroom classroom depending on the needs of each student.

## TESTING PROGRAM

The following assessments are administered at the elementary level by the Brecksville-Broadview Heights City School District. The Kindergarten Readiness Assessment is given to all kindergarten students at the beginning of the year. A universal screener is administered to every K-3 student three times during the year for the purpose of diagnosing reading 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 2

IOWA Test of Basic Skills.....Grades 1, 2 and 3 to only those students having qualifying ability scores along with parent and staff nominations.

PARCC....Administered once a year in the spring to all third graders. The testing includes both English/Language Arts and Math.

Ohio is among 19 states that are working as a consortium, called the Partnership for Assessment of Readiness for College and Careers (PARCC), to develop a common set of K-12 assessments in English and math. The assessments will be anchored in what it takes to be ready for college and careers.

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. The IOWA Test of Basic Skills assesses students' academic skills taught across all grade levels and is used to qualify students for the grade 3 Challenge class.

## SCHOOL HEALTH

### HEALTH SERVICES

A school nurse/health aide is available in the clinic for a portion of the day to promote the physical and emotional health of students. Health appraisal activities at various grade levels include: vision screening and hearing screening at grades K, 1, and 3, immunization records check, and kindergarten screening. The District Health Services Coordinator is on site one day a week. A Health Aide is on duty for a portion of every other school day.

### 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.

## BLOOD BORNE 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 plastic bag 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.bbhcsc.org/health](http://www.bbhcsc.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 Board of education office. Should you have any questions concerning the management plan, please contact the school district's Asbestos Program Coordinator, Mr. Chris, 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 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 lockdown 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. We do not have drills for **evacuation** due to the time it would require, however, procedures are in place for an evacuation. 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.

### SHELTER-IN-PLACE

Our shelter-in-place procedure is an emergency response to protect students and staff members from an outdoor hazardous environment. It will be used when needed to keep children safe until their parents can safely reach them at school. Parents of students requiring life-sustaining medications are asked to provide the school with a supply of appropriate medications. EVACUATION procedures for student release will be the same as described below for the School Evacuation Plan except that the students will remain at school. Parents are to come to school as quickly as possible, have photo-ID, "buzz in" at the front door, and follow staff directions from there.

## 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.

## SCHOOL EVACUATION PLAN

Elementary School's Safety and Security Committee has developed an evacuation plan for our school in the event that such an exercise would be necessary. Our children would have two proposed routes to evacuate along depending on the circumstances. One route would take them where school buses would pick them up for transport home. The other area is an indoor site for our evacuation. The personnel in charge during such an evacuation have access to a telephone whereby appropriate authorities could be called and parents notified. Please refer to the chart below for your school's location.

<b>SCHOOL</b>	<b>FIRST SITE</b>	<b>SECOND SITE</b>
Chippewa	Into Emerald Woods To the Middle School or St. Basil's Family Life Center	The Unity Center at Wiese and 82 To the Middle School or St. Basil's Family Life Center
Hilton	Basil's Family Life Center	Basil's Family Life Center
Highland Drive	Into the Chapel Hill area	St. Matthew's Episcopal Church

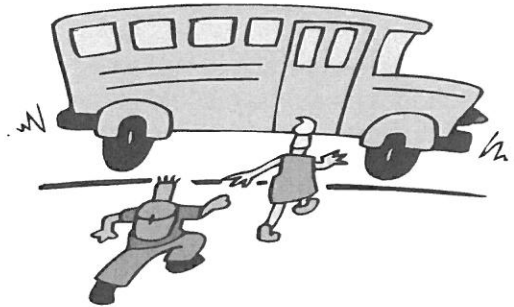
## TRANSPORTATION

### 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 (Late bus information, bus stop questions, etc) may be addressed to the Transportation Department at 440-740-4052 or 4050.

## 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

**Each student will follow these 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

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.

### 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.**



## **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]



## Notification per Board of Education Policy 5310

The Brecksville-Broadview Heights City District does not anticipate, nor scheduled, any non-emergency, invasive physical examination or screening scheduled for the 2009-2010 District year for students. This does not include vision, hearing, and scoliosis screenings, which will be scheduled throughout the year.

### **Notification on Student Records and Directory Information**

#### **(Board Policy 2416, 8330)**

Student records shall be available only to students and their parents, eligible students, designated school officials, and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

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

Each year the District provides public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; and scholarships. Directory information shall not be provided to any organization for profit-making purposes. The Board may disclose "directory information" on former students without student or parental consent. For information about parent and student rights to inspect, review and request amendments to educational records, or if parents/students believe their rights under Federal law have been violated, please contact Kathleen Spirakus, Director of Pupil Services at 740-4709

### **Risk Reduction Program**

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

## 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 bares, or whose container or label bares, 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 REMOVALS 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.

[Adoption Date: March 17, 1997]

[Revision Date: August 23, 1999]

[Revision Date: May 29, 2001]

### **Search and Seizure (Board Policy 5771)**

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing proper notice has been posted in the locker areas of each building. Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent shall prepare administrative guidelines to implement this policy.

R.C. 3313.20

U.S. Constitution, 4th Amendment

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT

**PRESCRIBED ASTHMA INHALER AUTHORIZATION**

Procedure for Keeping Asthma Inhalers with the Student

Purpose: To permit students to possess and use prescribed asthma inhalers during school hours.

**NAME** \_\_\_\_\_ **BIRTHDATE** \_\_\_\_\_

SCHOOL \_\_\_\_\_ TEACHER \_\_\_\_\_ GRADE \_\_\_\_\_

To the Parent/Guardian:

**THE FOLLOWING INFORMATION IS NECESSARY FOR ANY STUDENT WHO POSSESSES AND USES PRESCRIBED ASTHMA INHALERS IN SCHOOL; BOTH PORTIONS OF THIS FORM MUST BE COMPLETED.**

1. I am requesting permission for the student named above to possess and use asthma inhalers according to the doctor's verification on this form.
2. I will assume responsibility for safe delivery of the inhaler to school either by myself or by the student.
3. I will notify the school immediately if there is any change in the use of the asthma inhaler.
4. I release and agree to hold the Board of Education, its officials, and its employees, harmless from any and all liability for damages or injury resulting directly or indirectly from this authorization.

\_\_\_\_\_  
**Signature of Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

Day phone \_\_\_\_\_ Cell phone \_\_\_\_\_

**ALL MEDICATION MUST BE IN ORIGINAL PHARMACY DISPENSED CONTAINERS. LABELS MUST MATCH INSTRUCTIONS FROM DOCTOR ON THIS FORM.**

**PHYSICIAN'S REQUEST FOR THE ADMINISTRATION OF ASTHMA INHALERS BY STUDENT.**

\_\_\_\_\_ is under my care and should receive \_\_\_\_\_

\_\_\_\_\_ at the following time \_\_\_\_\_.

Specific instructions for administration: \_\_\_\_\_

\_\_\_\_\_

Possible side effects to watch for: \_\_\_\_\_

\_\_\_\_\_

The student has been instructed in the proper use of the inhaler - YES \_\_\_ NO \_\_\_

The student has demonstrated proper use of the inhaler - YES \_\_\_ NO \_\_\_

The student is responsible to carry inhaler with him/her - YES \_\_\_ NO \_\_\_

**A NEW FORM MUST BE COMPLETED FOR EACH CHANGE AND EACH SCHOOL YEAR.**

Prescription beginning date \_\_\_\_\_ Prescription expiration date \_\_\_\_\_

Date form completed \_\_\_\_\_ Physician Signature \_\_\_\_\_

Physician Printed Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Physician Address \_\_\_\_\_

Rev. 8/5/03

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT

**PRESCRIBED EPIPEN AUTHORIZATION**

Procedure for Keeping an Epipen with the Student Who has Anaphylactic Reactions

Purpose: To permit students to possess and use a prescribed Epipen during school hours.

**NAME** \_\_\_\_\_ **BIRTHDATE** \_\_\_\_\_

SCHOOL \_\_\_\_\_ TEACHER \_\_\_\_\_ GRADE \_\_\_\_\_

To the Parent/Guardian:

**THE FOLLOWING INFORMATION IS NECESSARY FOR ANY STUDENT WHO POSSESSES AND USES PRESCRIBED EPIPENS IN SCHOOL; BOTH PORTIONS OF THIS FORM MUST BE COMPLETED.**

1. I am requesting permission for the student named above to possess and use an Epipen according to the doctor's verification on this form.
2. I will assume responsibility for safe delivery of the Epipen to school either by myself or by the student.
3. I will notify the school immediately if there is any change in the use of the Epipen.
4. I release and agree to hold the Board of Education, its officials, and its employees, harmless from any and all liability for damages or injury resulting directly or indirectly from this authorization.

\_\_\_\_\_  
**Signature of Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

Day phone \_\_\_\_\_ Cell phone \_\_\_\_\_

**ALL MEDICATION MUST BE IN ORIGINAL PHARMACY DISPENSED CONTAINERS. LABELS MUST MATCH INSTRUCTIONS FROM DOCTOR ON THIS FORM.**

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**PHYSICIAN'S REQUEST FOR THE ADMINISTRATION OF EPIPENS BY STUDENT.**

\_\_\_\_\_ is under my care and should receive \_\_\_\_\_

\_\_\_\_\_ at the following time \_\_\_\_\_

Specific instructions for administration: \_\_\_\_\_

\_\_\_\_\_

Possible side effects to watch for: \_\_\_\_\_

\_\_\_\_\_

The student has been instructed in the proper use of the Epipen - YES \_\_\_ NO \_\_\_

The student has demonstrated proper use of the Epipen - YES \_\_\_ NO \_\_\_

The student is responsible to carry the Epipen with him/her - YES \_\_\_ NO \_\_\_

**A NEW FORM MUST BE COMPLETED FOR EACH CHANGE AND EACH SCHOOL YEAR.**

Prescription beginning date \_\_\_\_\_ Prescription expiration date \_\_\_\_\_

Date form completed \_\_\_\_\_ Physician Signature \_\_\_\_\_

Physician Printed Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Physician Address \_\_\_\_\_

Rev. 8/5/03



**To the Parent/Guardian:**

**THE FOLLOWING INFORMATION IS NECESSARY FOR ANY STUDENT WHO RECEIVES OR USES OVER-THE-COUNTER MEDICATIONS IN SCHOOL.**

1. I am requesting permission for the student named above to receive or use medication according to directions on this form. I have instructed my child to report to the school office to receive the medication at the designated time. I will keep an adequate supply of medication at school.
2. I will assume responsibility for safe delivery of the medication to the school office by myself or call the principal to make other arrangements.
3. I will call the school office and send a written note if my child is taken off this medication. I will retrieve the medication within three (3) days.
4. I will bring in a completed non-prescription medication authorization form for any dosage/medication changes.
5. I will release and agree to hold the Board of Education, its officials, and its employees harmless from any and all liability for damages or injury resulting directly or indirectly from this authorization.

**ALL MEDICATION MUST BE IN ORIGINAL PHARMACY DISPENSED CONTAINERS. LABELS MUST MATCH INSTRUCTIONS FROM DOCTOR ON THIS FORM.**

**A NEW FORM MUST BE COMPLETED FOR EACH DOSAGE OF MEDICATION CHANGE. EACH SCHOOL YEAR, A NEW FORM MUST BE COMPLETED FOR EACH MEDICATION.**

**BRECKVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT  
PRESCRIPTION MEDICATION AUTHORIZATION**

NAME \_\_\_\_\_ BIRTHDATE \_\_\_\_\_

SCHOOL \_\_\_\_\_ TEACHER \_\_\_\_\_ GRADE \_\_\_\_\_

To the Parent/Guardian:

**THE FOLLOWING INFORMATION IS NECESSARY FOR ANY STUDENT WHO RECEIVES OR USES PRESCRIBED MEDICATIONS IN SCHOOL; BOTH PORTIONS OF THIS FORM MUST BE COMPLETED.**

1. I am requesting permission for the student named above to receive or use medication according to the doctor's verification on this form. I have instructed my child to report to the school office to receive the medication at the designated time. I will keep an adequate supply of medication at school.
2. I will assume responsibility for safe delivery of the medication to the school office by myself or call the principal to make other arrangements.
3. I will call the school office and send a written note if my child is taken off this medication. I will retrieve the medication within three (3) days.

\_\_\_\_\_  
Signature of parent/guardian Date

Day phone \_\_\_\_\_ Cell phone \_\_\_\_\_

**ALL MEDICATION MUST BE IN ORIGINAL PHARMACY DISPENSED CONTAINERS. LABELS MUST MATCH INSTRUCTIONS FROM DOCTOR ON THIS FORM.**

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PHYSICIAN STATEMENT

To the Physician:

Brecksville-Broadview Heights City School District encourages you to schedule medications at times outside of school hours. When that is not possible, the medication listed below will be dispensed during school hours. Medication in pill form is preferable to liquids for use in school.

I verify that this medication must be taken by \_\_\_\_\_ (student)

Medication	Dosage	Route
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Diagnosis for which medication is prescribed \_\_\_\_\_

Medication is to be taken at the following times \_\_\_\_\_

Instructions or precautions (Including possible side effects) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prescription beginning date \_\_\_\_\_ Prescription expiration date \_\_\_\_\_

Date form completed \_\_\_\_\_ Physician Signature \_\_\_\_\_

Physician Printed Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Physician Address \_\_\_\_\_