



**BEACON HILL**  
*Community School*

P.O. Box 285 Mt. Eaton, OH 44659  
10470 Winesburg Rd. Dundee, OH 44624  
(330) 359-5600 Phone  
(330) 359-6197 Fax

**Student-Parent  
Handbook**  
*2021-2022*



**Providing a guiding light for our community's career and educational needs.**

## **Welcome**

**Dear Parents,**

Welcome to a new school year at Beacon Hill. Our staff looks forward to the many experiences we will share throughout your child's educational journey. Thank you for partnering with us for your family's educational needs.

Beacon Hill provides educational programming focused on academic, social, and emotional growth for each student. Our innovative school curriculum provides opportunities for each student to explore and make discoveries about self and community. We encourage students to reach beyond perceived limitations to solve problems of today and tomorrow. Students are encouraged to expand upon daily habits of good character traits, leadership skills, and a sense of community within the school.

The staff at Beacon Hill looks forward to a fun, successful and rewarding school year for each student.

Ms. Joy Zuercher  
Superintendent

## **Mission Statement**

Beacon Hill's mission is to provide a guiding light for our community's career and educational needs. We work closely with our families and community to offer unique, personalized educational opportunities for all students. Our innovative and engaging educational program utilizes a blend of traditional classroom experiences, new-age eLearning platforms and integrated career-oriented experiences to optimize student success.

## **Purpose of Handbook**

The Student and Parent handbook provides information about board policies, school procedures and provides answers to commonly asked questions. The Student/Parent Handbook is an important reference guide to help families understand our school structures and the various student opportunities.

This handbook replaces all prior handbooks and materials on the same subjects.

**Beacon Hill Community School hereby gives notice that it does not discriminate on the basis of race, color, national origin, sex, or handicap in the educational programs and activities operated by the district.**

## **Staff**

|                |   |
|----------------|---|
| Joy Zuercher   | Superintendent/Counselor/Math             |
| Tammy Graf     | Administrative Assistant                  |
| Judith Kestner | Treasurer & Grants/Compliance Coordinator |
| Lisa Lang      | Language Arts/Intervention Specialist     |
| Holly Matthews | Science/E-learning                        |
| Dave Weaver    | Soc. St./PE/Outdoor Trades                |
| Ashley Hicks   | Home Economics Instructor                 |

# Annual Notice

## Distributing Statement

Beacon Hill Community School is a community school established under Chapter 3314 of the Revised Code. The school is a public school and students enrolled in and attending the school are required to take Ohio Proficiency Assessments and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter contact the school administration or the Ohio Department of Education."

## Parent's Right-to-Know Letter

Parent/Guardian:

You have the right to know about the teaching qualifications of your child's classroom teacher in a school receiving Title I funds. The federal Every Student Succeeds Act (ESSA) requires that any school district receiving Title I funds must notify parents of each student attending any school receiving Title I funds that they may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- I. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- II. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- III. Whether the teacher is teaching in the field of discipline of the certification of the teacher;
- IV. Whether your child is provided services by paraprofessionals and if so, their qualifications.

You may ask for the information by returning this letter to the address listed above. Or you may fax or e-mail your request to the above listed fax number or e-mail address. Be sure to give the following information with your request:

|                           |  |
|---------------------------|--|
| Child's Full Name         |  |
| Parent/Guardian Full Name |  |
| Address                   |  |
| City, State, ZIP          |  |
| Teacher's Name            |  |

# Student Rights

## Student Bill of Rights and Responsibilities

This Student Bill of Rights and Responsibilities serves as a guide for students as they learn and grow through the School's educational process. Rights are given according to the student's maturity and to the extent the rights do not interfere with the student's responsibilities.

### Right to be Respected

- Each student has a right to be treated equally and fairly.
- All individuals have a right to be respected, accepted, and heard. Students, staff, teachers, and administrators will be respectful in their actions and thoughts.
- Each student has a right to learn in a safe environment. The learning environment will be free of verbal and physical threats, harassment, and intimidation and bullying. No individual may commit, encourage, or assist in such acts.

### Right to Learn

- Students shall have the responsibility to learn and to respect the rights of others to learn.
- Each student has a right to ask questions so long as the questions are presented respectfully and pertain to the lesson.
- Students shall respect the rights of others to teach.
- Each student has a right to a productive, disruptive-free learning environment. To ensure this, students must dress, behave, and act accordingly.

### Student Discipline

- Each student has the right to access and understand the rules and behaviors to which they are subjected before they are punished.

### Expression & Communication

- Each student has a right to express differing viewpoints and to disagree with statements and policies. Expression must be done respectfully and without disrupting class. In doing so, student must recognize and respect the rights of others.

### Property

- Each student has a right to own and possess his or her property. All searches and seizures must be done in accordance with the School's Search and Seizure Policy. All property must be treated with respect.

## General Information

### **Parent/Teacher Conferences**

Parent/teacher conferences are scheduled for September and February. Detailed information is sent home in advance regarding dates and schedules. Parents are urged to participate in the conferences throughout the year. Our goal is 100% participation for each parent/teacher conferences.

Teachers or parents may request additional conferences as needed throughout the year. Prior arrangements for additional conferences are scheduled by phone or a written note. Impromptu

conferences during classroom instruction time are not appropriate.

### **Dress and Grooming**

Good sense, good taste, and cleanliness shall govern choice of dress. Parents are asked to assume the responsibility of seeing that their children are properly dressed for school and the weather conditions:

- Dress for outdoor recreation during physical education. Clean athletic shoes should be worn during gym activities.
- Modest clothing is to be worn.
- No midriffs or bare torsos may be showing.
- Only fingertip length shorts may be worn.
- Any article of clothing advertising alcohol, tobacco, weapons, or any obscenity is strictly prohibited.
- No underclothes are to be visible with jeans or pants
- No tank tops or spaghetti straps permitted.
- Except for religious or medical reasons, caps, hats & scarves must be removed when inside the building.
- Appropriate shoes are to be worn to guard students' health and safety. Flip flops are strongly discouraged. Sandals with a strap at the heel are preferred for students' safety in the school building, in areas with steps, on the playground, and entering/exiting a school bus.

### **Grading Scale**

| Grading Scale |        |   |       |    |       |
|---------------|--------|---|-------|----|-------|
| A+            | 99-100 | A | 94-96 | A- | 92-93 |
| B+            | 90-91  | B | 85-89 | B- | 83-84 |
| C+            | 81-82  | C | 76-80 | C- | 74-75 |
| D+            | 72-73  | D | 67-71 | D- | 65-66 |
| F             | 0-64   |   |       |    |       |

Honor Roll- a student must maintain a 3.5 to 4.0 average for all subjects for an entire grading period.

Merit Roll- a student must maintain a 3.0 to 3.49 average for all subjects for an entire grading period.

- Both distinctions require a "C" or higher mark in all subjects.

### **Promotion/ Retention**

A student must pass three out of four core courses of study or retention in that grade level may occur. Parents will be notified and consulted by the end of the second grading period if retention is being considered.

## **Credit Flexibility Policy**

*Effective July 1, 2012*

### **1) Options for Earning High School Credit**

- a) Middle and high school students may earn high school credits using any combination of the following methods:
  - i) Successfully completing traditional high school level courses for which one credit shall be granted per 120 hours of class time.
  - ii) Successfully completing an educational option plan as described in the Board's approved educational options policy and section of the Board's policy on Credit Flexibility.
  - iii) Successfully completing a college-level course for dual credit in accordance with the Board's policies on dual enrollment options at the high school site and at the college site.
  - iv) Successfully completing an online course offered by a provider approved by a high school principal or his or her designee OR the district credit flexibility committee convened by the superintendent or his or her designee.
  - v) Successfully completing an examination, providing a portfolio of work that demonstrates mastery of academic content standards, or a combination of these methods in accordance with the Board's policy on Credit Flexibility.
- b. The district shall not limit the number of credits earned by a student through demonstration of mastery or completion of educational options. The district shall evaluate requests for early graduation in accordance with its policy on Academic Acceleration. The district shall not cap the total number of credits a student may earn or compel a student who does not wish to do so to graduate after completing fewer than four years of high school.
- c. Students may earn credit in multiple content areas by successfully completing interdisciplinary educational options that address content standards in more than one subject area.
- d. The district shall not prohibit access to online programs, post-secondary options, or services from another district approved by the Board or deny credit earned under credit flexibility options by students transferring to the district from another Ohio public or chartered non-public school.

## Attendance, Absence, & Truancy

### School Hours

Student Arrival 7:30-7:45

Student Departure 2:05-2:20

*The following are examples of absences that should be requested from the school leadership two weeks in advance:*

1. Family trips or vacations
2. One day for hunting trip
3. Specific cases arranged between the school leadership and parent

### Attendance, Absence, & Truancy

The School's educational program requires students to be continuously present so the student may receive instruction and actively participate in the educational process. In accordance with Ohio law, the School requires attendance of all students enrolled in the School during the days and hours the School is in session. To be considered in attendance, a student must be either within the School facilities or in place where School is in session by the Governing Authority's authority.

#### Parental Responsibility & Procedure for Reporting Absences

A student's parents or guardians are primarily responsible for a student's attendance at school. Should a student be absent, the student's parent or guardian is required to notify the School on the day the student is absent unless previous notification has been given in accordance with the School procedure regarding an excused absence. Notice shall be provided by telephone or written notice.

#### 1) School Responsibility & Procedure for Absences

Beacon Hill shall notify a student's parents or guardian when the student is absent from school. To facilitate this policy, parents or guardians must provide the School with their current home, work, and/or cellular telephone numbers; home address; and emergency telephone numbers.

In case a student is absent, the procedure for reporting absences should be as follows:

- The parent must call the School within the first hour that the School is in session to report the student's absence.
- If a parent fails to call the School, school personnel will contact the parent to inform him/her of the student's absence. If telephone communication cannot be made, the School shall send a written communication to the home of the guardian on the date of the student's absence.

#### Absences

*Excused Absences.* The Governing Authority recognizes the following absences as excused:

- the student's physical or mental illness;
- instruction at home from a person qualified to teach the student due to a child's disability;
- illness in the family necessitating the student's presence;
- serious illness or death in the family;
- observing religious holidays and consistent with the student's truly held beliefs;



- medical or dental appointment;
- college visitation;
- quarantine;
- required court appearance;
- inability of the parent to employ help in the parent's family business;
- farm work of the parent or guardian at necessary times; or
- emergency or other circumstances the School determines reasonable.

If the student is absent or will be absent for one of the above reasons, the student must provide a written note upon returning/prior to leaving the School or the absence will be considered unexcused. The statement must be from a parent and explain the cause for absence. At his or her sole discretion, the Head Administrator or his/her designee may investigate each individual absence. A student, whose extended absence is due to a medically documented physical or mental impairment, will not be disciplined. As provided by law, such students may be entitled to receive an education tailored to their individual needs or abilities.

Limited Excuse Absence. Students absent solely to participate in an out-of-state School-approved activity shall constitute a limited excused absence. Limited excuse absences are to be treated as an excused absence provided:

- the absences are limited to a maximum of twenty-four hours per school year,
- the student must complete any missed classroom assignments, and
- if the activity will cause the student to be absent for four or more consecutive school days, teachers must accompany the student for instructional assistance.

Unexcused Absence. A student's absence is unexcused if it is not an excused or limited excused absence. A student who is repeatedly has unexcused absences will be subject to disciplinary action.

Tardiness. A student is tardy when a student is more than five minutes late for school or is late for the start of class. If student misses more than half a class, the student shall be considered absent for the class. A student who is repeatedly tardy will be subject to disciplinary action.

### Truancy

No student of compulsory school age shall be habitually truant.

Habitual Truancy – a student is absent without a legitimate excuse for any of the following:

- thirty (30) or more consecutive school hours, or
- forty-two (42) or more school hours in one (1) month, or
- seventy-two (72) or more school hours in one (1) year.

### Notification and Absence Intervention Team

The School must notify a child's parent, guardian or custodian if the child has "excessive absences" which shall be defined as being absent with or without legitimate excuse for 38+ hours in one school month or 65+ hours in a school year. This notice shall be made in writing within 7 days after the date of the absence that triggered the notice.

If the student continues to be truant after the notification and surpasses the threshold for habitual truancy, the School must assign the student to an absence intervention team within 10 days after the absences surpass those for habitual truancy. This team must develop an intervention plan for the student to reduce or eliminate further absences within 14 school days after the student is assigned to the team. Absence intervention plans incorporate academic and non-academic supports to help the student and remove barriers to regular attendance.

The team must make at least three (3) meaningful attempts to secure participation in this process from the student's parent, guardian or custodian. The parent is permitted to participate through a

designee. If the parent fails to respond or participate, then the School is required to investigate as to whether the failure to respond trigger mandatory reporting to JFS and the team must develop the plan without parent participation.

The School has the discretion to extend the intervention plan or process over the summer months.

#### Disciplinary Consequences for Truancy

On the 61<sup>st</sup> day after implementing the absence intervention plan, the Attendance Officer must file a complaint in the juvenile court if all of the following apply:

1. The student is absent without excuse for 30+ consecutive hours, 42+ hours in a school month or 72+ hours in a school year;
2. The School has made meaningful attempts to reengage through the absence intervention plan and any offered alternatives to adjudication;
3. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered alternative adjudication.

A complaint regarding a habitual truant where the parent, guardian, or custodian fails to get the child to attend school must be file jointly against the student and the parent, guardian, or custodian. If the student is absent without excuse for 30+ consecutive hours or 42+ in a school month but the absence intervention team has determined that the student has made substantial progress on the absence intervention plan, the Attendance Officer is not required to file a complaint.

Pursuant to the Ohio Revised Code, the School shall not suspend, expel, or remove a student from school solely on the basis of the student's absences from school without legitimate excuse.

A student who is habitually truant will be excused for the absences if it is determined that: (1) the student was enrolled in another school, or (2) the student's absence was excused by law or this policy, or (3) the student has received an age and schooling certificate.

#### Attendance Officer Responsibilities

The Attendance Officer responsibilities shall be held by the Head Administrator or his/her designee. The School's Attendance Officer shall investigate all nonattendance, shall be vested with police powers, may serve warrants, and may enter workshops; factories; stores; and all other places where children are employed and do whatever is necessary in the way of investigation or otherwise to enforce the laws relating to compulsory education and the employment of minors. The Attendance Officer may also take into custody any youth of compulsory school age not legally employed on an age and schooling certificate who is not attending school and shall conduct such youth to the school he has been attending or should rightfully attend.

#### Withdrawal

By law, a student will be withdrawn automatically if the student fails to participate in one hundred five (105) consecutive hours of learning opportunities and the absence is not excused.

A student may be voluntarily withdrawn if a parent submits a written Voluntary Withdrawal notice to the Head Administrator.

#### Reporting Requirements

The School must report to the Ohio Department of Education any of the following occurrences:

1. When student is absent 38+ hours in a school month or 65+ hours in a school year and the School sends notice to the parent, guardian or custodian;
2. When the child has been absent without legitimate excuse the number of hours to classify as a habitual truant;
3. When the child is adjudicated an unruly child for being habitual truant violates the court order regarding that adjudication; and
4. When an absence intervention plan has been implemented for a child.

## Internet & Technology Acceptable Use

*Please read carefully before signing. In order to access and use the Technology, the network, and internet, students and staff must read this policy and submit a signed agreement form.*

The School's Governing Authority realizes that the internet and technology can greatly supplement the School's educational mission. With these opportunities come challenges to use technology in a safe and educational manner. This policy has been adopted to ensure students and staff properly use the School's Technology.

All Technology must be used responsibly, ethically, and legally. Users that do not adhere to these rules—and the guidelines elaborating these rules—will have their technology and internet use privileges removed and will be subject to disciplinary action.

This policy extends beyond the School's grounds. This policy also applies when a user's technology use disrupts or interferes with the school, regardless of where or when the violation takes place. Users may be at home or elsewhere and still be subject to this policy.

The term "technology" includes, but is not limited to, computers, tablets, mobile electronic devices, printers, routers, other hardware, software, internet, intranet, network, electronic mail, cellular phones, iPOD/MP3/DVD/CD players, video recorders, data devices, video games, beepers, pagers, radios, and all other similar devices.

"Users" is defined to include any student, faculty, or staff member using the School's Technology.

### Technology Use Guidelines

Unacceptable uses include, but are not limited to, the following:

- Violating Ohio and Federal law regarding:
  - students' and employees privacy rights,
  - copyright laws and all licensing agreements,
  - illegal downloading; installing; or accessing internet files; software, shareware; and freeware, and
  - all other applicable laws.
- Engaging in cyber-bullying.
- Using/accessing profane, obscene, pornographic, threatening or otherwise inappropriate language/materials which may be offensive or intended to harass/bully other users.
- Using technology for the following purposes: illegal activity, activity inconsistent with the School's mission, and activity prohibited by the School's policy manual.
- Gaining unauthorized access, "hacking," or attempting to gain unauthorized access.
- Sending or forwarding "spam" to a large group of users.
- Damaging or attempting to damage technology. Damaging includes, but is not limited to, physically damaging hardware, damaging or negatively affecting software, changing the settings without authorization, or disrupting the network.
- Using the School's technology for personal gain or profit.
- Sharing passwords or logging in to any system with credential other than one's own.

Use of Technology should conform to the following:

- Technology use is limited to educational purposes.
- Users shall use technology efficiently and courteously.
- Users shall exercise common sense and good judgment of what is permitted in a school environment.

If a user is unsure if his/her technology use conforms to these guidelines, the user shall ask the instructor before continuing with such use. If the user inadvertently violates the above guidelines, he/she should report it to the instructor immediately.

### Supervision and Monitoring

To ensure this policy is complied with and to ensure Technology works properly, the School will supervise and maintain Technology. Violations of this policy or the law may be uncovered during these processes. Should a user be found in violation, the user will be disciplined according to the Handbook's policy on Student Discipline.

### Filtering

The School recognizes that the internet can be both a source of helpful information and inappropriate materials for users. The school, in accordance with federal law, has taken reasonable steps to create an internet environment that is safe and appropriate for students. The School has filtered internet sites that may contain inappropriate information. As technology continues to evolve and the internet grows, however, the School will be unable to properly filter or detect all use and access.

All users and parents should be aware that because a site is not filtered it may still be inappropriate and not conform to this policy.

### Disclaimer of Liability & Warranty

The School makes no warranties of any kind, either express or implied, that the Technology will free of errors, will meet any of the user's specific requirements, or will be uninterrupted. The school is not liable for any direct or indirect, incidental, or consequential damages including, but not limited to, damage to the user's technology, lost data, inability to use or access the system, or loss of any information connected with use. Use of any information obtained via the Internet is at the user's own risk.

## Use of Mobile Electronic Devices

In an effort to provide an environment that fosters learning and in recognition of the increasing use of mobile electronic devices (MEDS), the School has developed a mobile electronic device use policy.

"Mobile electronic devices" are defined to include, but are not limited to, cellular phones, smart phones, iPOD/MP3/DVD/CD players, video recorders, data devices, video games, beepers, pagers, radios, and other similar electronic devices.

Students may possess and use MEDS while on campus, in a school vehicle, or while attending a School-sponsored or school-related activity, subject to the following guidelines:

- During the regular school day, MEDs must remain turned off, but may be kept in the Student's backpack. Students may, however, use the MED during the regular school day when an authorized employee permits such use or in emergency situations that present an imminent physical danger. Otherwise, the device may only be turned on and used before the school day begins and after the regular school day ends.
- MEDS shall not be used in a manner disruptive to the instructional process, disruptive to the the School's academic mission or inconsistent with Policy 4430, Internet and Technology Use Policy.
- MEDS may not be used in prohibited manners. Prohibited manners include, but are not limited to, the following:

- Text Messaging. Text messaging may not be conducted during school hours to or from a student on School Property. This includes any app or social media platform that has messaging capability.
- Sexting. Sexting is the sending of explicit messages or photographs.
- Using MEDs to cheat on exams or use in any unethical manner.
- Playing games.
- Camera Devices. “Camera Devices” are MEDs and include, but are not limited to, digital cameras, cellular phones with cameras, camcorders, and other imaging devices. Camera Devices may not be used to:
  - Harass, intimidate or bully another person
  - Invade the privacy of another
  - Publish, broadcast, transmit to any other person, by any means unauthorized or derogatory photos or video clips to another person.
- Use and possession is subject to additional rules developed by the School.

#### User Liability.

The School is not responsible for theft, loss, damage, or destruction of devices brought on to school property. Students are solely responsible for devices they bring on school property.

#### Violating Mobile Electronic Device Policy.

Students that violate the above policy will be subject to disciplinary action and the Student may lose his/her privilege to bring the MED on school property and/or have his/her device confiscated. If confiscated, the Student shall cooperate in surrendering the MED, and the device will only be returned to the Student’s Parent or Guardian. While confiscated, the School may further inspect the MED if it reasonably believes the student has violated other policies.

### **Golden Ticket Behavior Management Program**

The Golden Ticket program is utilized to encourage positive behavior and respect among Beacon Hill students. Students will be issued one Golden Ticket per week, which serves as their admission ticket to Fun Friday activities, which takes place during the scheduled physical education period. Tickets need to be “unblemished” (no staff discipline signatures) in order for students to fully participate, and students with missing assignments will not be released to Fun Friday until they have all assignments submitted. For each “unblemished” ticket, students will have their name entered in periodic prize drawings.

Example actions that may constitute staff signatures (blemishes) are:

- Disrespect (student or staff)
- Speaking Dutch
- Inappropriate language
- Horseplay
- Lack of responsibility (such as late homework assignments)
- Consistent violation of classroom rules/expectations

*\*this list is not exhaustive and only serves as an example*

# Student Code of Conduct

## Student Responsibility

It is the responsibility of each student to contribute positively in the school environment by demonstrating respect for self and others, for personal property and the property of others, and by behaving in a way that enhances personal learning and the learning of others. Consequences for improper conduct are posted in each classroom and outlined in this handbook.

## Discipline Plan

The Ohio Revised Code (3313.661) specifies that the school has the right to expect reasonable behavior from students.

## Tiered Student Discipline Program

In order to achieve the School's educational goals, the School requires all students to conform to the policies outlined in this handbook and further elaborated in the School's manual. Failure to comply with these requirements will result in the student's discipline.

Discipline is to be administered in a reasonable manner and is designed to help the student take responsibility for his or her actions. The School shall generally follow the Tiered Student Discipline Program outlined below. However, the type of discipline will depend on the facts, circumstances, and severity of a student's failure to comply with applicable guidelines, rules, or policies.

Under no circumstances does the Governing Authority condone the use of unreasonable force and fear. The School strictly prohibits Corporal Punishment by all teachers, administrators, and volunteers.

The Student Code of Conduct and related disciplinary process applies in the School, on the School property, at School activities or functions off the School premises, and during transportation to and from the School. Offenses and punishment should be determined by the Head Administrator.

Notwithstanding anything contained herein to the contrary, disciplinary actions regarding truancy shall be subject to the requirements contained in **Policy No. 4210** and the Ohio Revised Code.

### Tiered Discipline Program

*Tier One.* Should a student commit a Tier One offense, the teacher should alert the student that he/she broke a rule, explain the rule, and administer an appropriate consequence. Tier One offenses include, but are not limited to:

#### 1) Disruptive and/or Prohibited Behavior

- a. Engaging in any physical display of affection with another student
- b. Failing to follow reasonable instructions, directions, or guidelines or refusing to comply with a reasonable request while on School property or at a School activity or event
- c. Running or causing any disruption in a school building
- d. Littering inside a School building or anywhere on the School premises
- e. Misbehaving and/or failing to follow applicable guidelines, rules, or policies during assigned lunch periods, on School playgrounds, in School hallways or restrooms, or on School transportation vehicles
- f. Lying to School employees, personnel, or officials, parent volunteers, or any member of the School community
- g. Violating School dress code guidelines, rules, or policies
- h. Using any electronic device (cellular telephones, smartphones, iPads, iPods, gaming devices, etc.) without approval, on School property, and during School hours
- i. Chewing gum on School property
- j. Failing or refusing to turn in homework assignments or complete classroom work
- k. Ignoring safety guidelines, rules, or policies
- l. Failing to adhere to any School and/or individual classroom guidelines, rules, or policies
- m. Shouting at, harassing, or disrespecting School employees, personnel, officials, parent volunteers, any members of the School community, or other students
- n. Failing to show up on time for class
- o. Using or creating toys or other distracting objects

#### 2) Misuse and/or Abuse of School Property

- a. Using School internet access, School telephones, technology, or any School electronic device for an illegal, improper, or unauthorized reason
- b. Stealing or defacing School books, materials, electronic devices, or supplies

*Tier Two.* A Tier Two offense occurs if the student repeats a Tier One offense or the student engages in conduct constituting a Tier Two offense. Should a student commit a Tier Two offense, the teacher should explain the rule and administer an appropriate consequence. The teacher shall also contact the student's parents/guardians and send a report to the parents/guardians and the appropriate administrative office. In addition to repeated Tier One offenses, Tier Two offenses include, but are not limited to:

- 1) Repeated and/or Serious Tier One Offenses
- 2) Disruptive and/or Prohibited Behavior
  - a. Using inappropriate, insulting, or abusive language in any form towards School employees, personnel, officials, parent volunteers, any members of the School community, or other students
- 3) Damage/Destruction of School Property
  - a. Causing, attempting, or threatening to cause or attempt any form of damage or destruction to School property
- 4) Academic Dishonesty
  - a. Cheating or plagiarizing
  - b. Misappropriating or misrepresenting the work of another as one's own work
  - c. Using unauthorized materials during a quiz or exam
  - d. Fraudulently altering work or official documents
  - e. Falsifying dates, records, signatures, or any other aspect of an official document or School assignment
  - f. Interfering or tampering with the instructor's work or another student's work
  - g. Aiding and abetting another student attempting to engage in act of academic dishonesty
  - h. Remaining on School property without a reason for being present, after being instructed to leave, without permission from School authority, or without properly identifying oneself
  - i. Trespassing on School property
  - j. Engaging in or coercing another to engage in any form of hazing
  - k. Participating in any gang activity or similar organizational activity, which is disruptive to the educational process
  - l. Wearing, carrying, displaying, or exhibiting an affiliation with a gang
  - m. Intimidating or bullying other students by means of verbal abuse/menacing or threats of violence including all forms of cyber-bullying
  - n. Engaging in obscene, vulgar, or insulting conduct or using obscene, vulgar, or insulting language
  - o. Possessing, producing, or distributing offensive and prohibited materials
  - p. Willfully engaging in a course of conduct intended to interfere with the educational process
  - q. Repeatedly failing to show up for class without an acceptable excuse

*Tier Three.* A Tier Three offense occurs when the student continues to violate the rules despite appropriate actions at Tiers One and Two or the student engaged in conduct constituting a Tier Three offense. The Head Administrator or his/her designee may suspend the student under the suspension procedures. Tier Three offenses include, but are not limited to:

- 1) Repeated and/or Serious Tier One and/or Tier Two Offenses
- 2) Violence and Threats of Violence
  - a. Physical Injury
    - i. Inflicting bodily injury upon another person
    - ii. Physically contacting another student, which results in physical injury or unacceptable physical contact
    - iii. Willfully engaging in a course of conduct that unreasonably places School employees, personnel, officials, parent volunteers, any members of the School community, or other students at risk of physical injury
  - b. Threats
    - i. Threatening a School building or any School premises at which an extracurricular event, interscholastic competition, or any other School program or activity is occurring with a bomb
    - ii. Threatening to inflict bodily injury upon another person

3) Miscellaneous Prohibited and/or Illegal Activity

- a. Extorting another person by threat, intimidation, or coercion
- b. Obtaining or attempting to obtain money, information, or personal property by means of theft, robbery, or fraud/deception
- c. Transferring, distributing, selling, or purchasing stolen goods
- d. Engaging in or committing an act that is criminally punishable
- e. Participating in or organizing any gambling activity, which involves the payment or exchange of something of value in return for the chance to win a prize or something of value
- f. Participating in any illegal gang-related activity
- g. Using, possessing, selling, purchasing, or distributing any banned or controlled substance, drug, alcohol, alcohol product, tobacco product or similar substance capable of altering behavior, mood, feelings, or state of mind including any paraphernalia associated with the particular substance
- h. Making unwanted sexual requests, advances, or communications or engaging in any other form of sexual harassment

*Tier Four.* A Tier Four Offense occurs if the student continues to violate the rules despite appropriate action at Tiers One, Two, and Three or the student engages in conduct constituting a Tier Four offense. Tier Four offenses are punishable by exclusion, under the exclusion procedures. Tier Four offenses include, but are not limited to:

1) Repeated and/or Serious Tier One and/or Tier Two and/or Tier Three Offenses

2) Weapons

a. Firearms

- i. Bringing a firearm to the School or onto any School property
  1. Mandatory one-year expulsion
- ii. Bringing a firearm to an interscholastic competition, an extracurricular event, or any other School program or activity that is not located in the School or on School property
  1. Discretionary one-year expulsion
- iii. Possessing a firearm at School, on School property, or at an interscholastic competition, an extracurricular event, or any other School program or activity, which was initially brought onto School property by another person
  1. Discretionary one-year expulsion

b. Knives

- i. Bringing a knife to the School, onto any School property, to an interscholastic competition, an extracurricular event, or any other School program or activity
  1. Discretionary one-year expulsion
- ii. Possessing a knife at School, on School property, or at an interscholastic competition, an extracurricular event, or any other School program or activity, which was initially brought onto School property by another person
  1. Discretionary one-year expulsion

c. Dangerous Weapons

- i. Bringing or possessing a dangerous weapon, device, instrument, material, or substance capable of causing death or serious bodily harm on School property

### **Suspension & Expulsion Policy**

The Governing Authority understands the severity of excluding a student from the School. The Governing Authority, however, will not tolerate violent, dangerous, disruptive, or inappropriate behavior by students that substantially impedes the School from accomplishing its educational mission. The following policy outlines when a student may be excluded from school, the procedure to follow, and the due process rights available to students.

Students may be excluded by:

- *Suspension.* A student may be removed temporarily from the School for a maximum of ten (10) days for misconduct and violating school rules. Depending on the nature of the suspension, a hearing may or may not be required.
- *Emergency Suspension.* A student may be removed *immediately* from the School, without formal due process procedures when the Head Administrator determines, at his or her discretion, that the



student's continued presence at the School poses a danger to others or to property or is an ongoing threat.

- *Expulsion.* A student may be removed entirely for a period of (1) year or eighty (80) days depending on the severity of the student's behavior. All expulsions require a hearing.
- *Emergency Expulsion.* A student may be removed *immediately* from the School, without formal due process procedures when the Head Administrator determines, at his or her discretion, that the student's continued presence at the School poses a danger to others or to property or is an ongoing threat. The School shall then proceed to have a hearing within three days.

### Suspension

A student may be suspended for a maximum of ten (10) days for misconduct and violating school rules. Suspensions imposed with fewer than ten (10) days left in the school year may be extended into the following school year at the discretion of the Head Administrator or his/her designee. Instead or in addition to serving a suspension, the student may be required to perform community service.

If the student is over the age of sixteen (16) and is being suspended for an action that warrants permanent exclusion, the Head Administrator may seek permanent exclusion.

Suspensions generally entitle students to a hearing, outlined below, except in the following two situations. First, students suspended from co-curricular or extra-curricular activities will not be entitled to notice, hearing, or appeal because participating in such activities is a privilege and not a right. Second, in-school suspensions are not subject to hearing.

*Suspension Procedure.* The following procedure shall apply to out-of-school suspension.

- Before imposing the suspension, the Student is provided a "Notice of Intent Suspend from School,". The Notice shall provide the reasons for the proposed suspension.
- The Student is provided an informal hearing to challenge or otherwise explain the incident leading to the proposed suspension. The hearing will be conducted before the Head Administrator or his/her designee and the student may not call witnesses at the hearing.
- If the suspension is issued, the Head Administrator will notify, in writing, the following parties: the Student's parents or guardian and the Treasurer, with a "Notice of Suspension from School,". The written notification shall explain the reasons for the suspension. The student's parents or guardian shall also be notified, in writing of "Notice to Parents/Guardians and Student Regarding your Child's Suspension & Your Rights,".
- If the student appeals to the Governing Authority, the student must file a written appeal to the Governing Authority within 14 calendar days of receiving the "Notice of Intent to Suspend From School." The Student or the Student's parents may request the meeting be held in executive session. All decisions, however, must be acted upon in a public meeting. The Governing Authority, by a majority vote of its full membership shall act upon the suspension by affirming the suspension, reinstating the student, or otherwise modifying the order.

### Emergency Suspension

A student may be removed immediately from the School or School property—without following the suspension or expulsion procedures—if the Head Administrator or his/her designee determines the student's presence at the School creates (1) a health risk, (2) presents a danger to other persons or property or (3) seriously disrupt the School's function.

Additionally, a student may be immediately removed from a curricular or extracurricular activities by a teacher. The student will be sent to the Head Administrator or his/her designee. The teacher must submit in writing the reasons for removal.

*Emergency Suspension Procedure.* The following procedure shall apply to Emergency Suspensions:

- Once removed from the activity or school premises, the School shall provide the student written notice "Notice of Emergency Suspension and Intent to Suspend from School," Form, as soon as practicable. The notice shall provide reasons for the removal and notify the student of a hearing.
- The hearing shall take place within three (3) school days from the time of the initial order. The hearing shall be held in accordance with the Suspension hearing rules unless it is probable that the student may be subject to expulsion, in which case the hearing shall be held in accordance with the Expulsion rules. The individual who ordered, caused, or requested the emergency suspension shall present at the hearing.

- If the Head Administrator reinstates a student before the hearing, the teacher, upon request, shall be given in writing the reasons for reinstating the student.
- If the suspension is issued, the Head administrator will notify, in writing, the following parties: the Student's parents or guardian and the Treasurer with a "Notice of Suspension from School". The written notification shall explain the reasons for the suspension. The student's parents or guardian shall also be notified, in writing of "Notice to Parents/Guardians and Student Regarding your Child's Suspension & Your Rights".
- If the student appeals to the Governing Authority, the student must file a written appeal to the Governing Authority within 14 calendar days of receiving the "Notice of Intent to Suspend from School." The Student or the Student's parents may request the meeting be held in executive session. All decisions, however, must be acted upon in a public meeting. The Governing Authority, by a majority vote of its full membership shall act upon suspension by affirming the suspension, reinstating the student, or otherwise modifying the order.

### Expulsion

A student may be expelled or totally removed from the education program for more than ten (10) days. Expulsions imposed with fewer days left in the school year than the expulsion requires may be extended into the following school year at the discretion of the Head Administrator or his/her designee. Instead of or in addition to serving an expulsion, the student may be required to perform community service. However, a student may not perform community service if he or she is expelled for bringing a firearm to School or onto School property.

During the student's expulsion, the School may continue educational services in an alternative setting.

*Offenses worthy of Expulsion.* Expellable offenses may be broken into three categories

1. Students must be expelled for one year for the following offense:
  - Bringing a firearm to the School, onto School property, or on any property used or leased by the School for school; extracurricular events; or school-related events. On a case by case basis, the School may reduce this disciplinary action in accordance with section 3313.661 of the Revised Code.
2. Students may be expelled for a maximum of one (1) year for the following offenses:
  - Bringing a firearm to an interscholastic competition, an extracurricular event, or any other school program or activity that is not located in a school or on property that is owned or controlled by the school district. On a case by case basis, the School may reduce this disciplinary action in accordance with section 3313.661 of the Revised Code.
  - Bringing a knife or possessing a knife that was brought on by another person to the School, onto School property, or to an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School.
  - Making a bomb threat to a school building or any premises at which a school activity is occurring at the time under the threat.
  - Committing an act that is a criminal offense when committed by an adult and the offense results in serious physical harm to persons or property, *while* the student is at school, on any other property owned or controlled by the Governing Authority, at an interscholastic competition, an extracurricular event, or any other school program or activity.
3. Students may be expelled up to eighty (80) school days for the following offenses:
  - Serious misconduct.
  - Serious violation of the School rules.
  - Other cause.

A "firearm" is defined in accordance with 20 U.S.C. 7151 and means any weapon (including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receive of any such weapon, any firearm or firearm silence; or any destructive device.

A "knife" is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

On a case by case basis, the Head Administrator may reduce disciplinary action for all offenses involving firearms and knives.

### *Expulsion Procedure.*

The following procedure shall apply to Expulsions:

- Before enforcing the expulsion, the Student *and* his/her parent or guardian is provided a “Notice of Intent Expel from School”. The Notice shall provide the reasons for the proposed expulsion, the time and place for the hearing.
- The Student is provided a hearing not less than three or more than five days after receiving the Notice. The student may challenge or otherwise explain incident leading to the proposed expulsion. The hearing will be before the Head Administrator or his/her designee and the student may not call witnesses at the hearing.
- If the expulsion is issued, the Head administrator will notify, in writing, the following parties: the Student’s parents or guardian and the Treasurer with a “Notice of Expulsion from School”. The written notification shall explain the reasons for the suspension. The Student’s parents or guardians shall also be notified, in writing with a “Notice to Parents/Guardians and Student Regarding your Child’s Expulsion & Your Rights”. The form shall explain the right to appeal to the Governing Authority, the method of appealing to the Governing Authority, and the right to request that the hearing be held in executive session. If the expulsion is for more than twenty school days or if the expulsion will extend into the following semester or school year shall, the School shall also provide a “Notice of Assistance Programs for Expelled Students”. The notice shall include information about services or programs offered by public and private agencies, including names addresses and phone numbers, that work toward improving those aspects of the student’s attitudes and behavior that contributed to the incident that gave rise to the student’s expulsion.
- If the student appeals to the Governing Authority, the student must file a written appeal to the Governing Authority within fourteen (14) calendar days of receiving the “Notice of Intent to Expel from School.” The Student or the Student’s parents may request the meeting be held in executive session. All decisions, however, must be acted upon in a public meeting. The Governing Authority, by a majority vote of its full membership shall act upon expulsion by affirming the expulsion, reinstating the student, or otherwise modifying the order.

The Head Administrator must continue to follow through on expellable offenses, even if the expelled student withdraws from the School prior to the hearing or Head Administrator’s decision.

### Emergency Expulsion

A student may be removed immediately from the School or School property—without following the suspension or expulsion procedures—if the Head Administrator or his/her designee determines the student’s presence at the School creates (1) a health risk, (2) presents a danger to other persons or property or (3) seriously disrupt the School’s function.

Additionally, a student may be immediately removed from a curricular or extracurricular activities by a teacher. The student will be sent to the Head Administrator or his/her designee. The teacher must submit in writing the reasons for removal.

*Emergency Expulsion Procedure.* The following procedure shall apply to Emergency Expulsion:

- Once removed from the activity or school premises, the School shall provide the student written notice “Notice of Emergency Removal and Intent to Expel from School”, as soon as practicable. The notice shall provide reasons for the removal and notify the student of a hearing.
- The hearing shall take place within three (3) school days from the time of the initial order. The hearing shall be held in accordance with the Expulsion hearing rules. The individual who ordered, caused, or requested the emergency expulsion shall present at the hearing.
- If the Head Administrator reinstates a student before the hearing, the teacher, upon request, shall be given in writing the reasons for reinstating the student.
- If the expulsion is issued, the Head administrator will notify, in writing, the following parties: the Student’s parents or guardian and the Treasurer with a “Notice of Expulsion from School”. The written notification shall explain the reasons for the suspension. The Student’s parents or guardians shall also be notified, in writing with a “Notice to Parents/Guardians and Student Regarding your Child’s Expulsion & Your Rights”. The form shall explain the right to appeal to the Governing Authority, the method of appealing to the Governing Authority, and the right to request that the hearing be held in executive session. If the expulsion is for more than twenty school days or if the expulsion will extend into the following semester or school year shall, the School shall also provide a “Notice of Assistance Programs for Expelled Students”. The notice shall include information about services or programs offered by public and private agencies, including

names addresses and phone numbers, that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion.

- If the student appeals to the Governing Authority, the student must file a written appeal to the Governing Authority within fourteen (14) calendar days of receiving the "Notice of Intent to Expel from School." The Student or the Student's parents may request the meeting be held in executive session. All decisions, however, must be acted upon in a public meeting. The Governing Authority, by a majority vote of its full membership shall act upon expulsion by affirming the expulsion, reinstating the student, or otherwise modifying the order.

#### General Policies regarding Exclusion

While a student is excluded, whether suspended, removed, or expelled, the Governing Authority prohibits the Student from attending or participating in all School functions or entering the School. The Head Administrator may permit the student to do otherwise.

### **Policy on Harassment, Intimidation, and Bullying**

The School seeks to create and maintain an environment that promotes learning, dignity and respect. This environment is interfered with when one is physically or emotionally harmed. The school recognizes the seriousness of harassment, intimidation, or bullying, electronic or otherwise. Therefore, the School prohibits acts of harassment, intimidation, or bullying of any student on school property, on a school bus, or at school-sponsored events. School-sponsored events may be conducted on or off School property and/or on school-related vehicles that are recognized or authorized by the Governing Authority.

Any student found responsible for harassment, intimidation, bullying or "bullying by electronic act" will be subject to discipline including suspension and/or expulsion.

"Harassment, intimidation, or bullying" is defined as either:

- any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both: (1) causes mental or physical harm to the other student and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or
- violence within a dating relationship.

"Electronic act" or "bullying by electronic act" or "cyber bullying" are defined as an act committed through use of a cellular or mobile telephone, computer, pager, personal communication device, or other electronic communication device.

#### Promoting Civility

In an effort to promote civility in the school environment, the School seeks to recognize school administrators, faculty, staff, and volunteers that promote civility and stand up to harassment, intimidation, and bullying.

#### Procedure for Reporting, Investigating & Documenting Harassment and Bullying

The procedure for reporting harassment, intimidation, and bullying varies by one's affiliation with the School. Students, school personnel, and volunteers *must* report incidents to the Head Administrator or his/her designee. All other individuals are strongly encouraged to report prohibited incidents to the Head Administrator or his/her designee.

#### Procedure for Responding to and Disciplining Acts

Acts of harassment, intimidation, and bullying, electronic or otherwise, vary in scope and seriousness. As a result, each incident requires its own discipline. The extent of the discipline is to be determined at the sole professional discretion of the Head Administrator. The Head Administrator may consider the following types of intervention for confirmed acts.

Non-disciplinary intervention may be appropriate when acts are identified early or do not require a disciplinary response. Such forms of non-disciplinary intervention include:

- *Counseling.* A student may be counseled as to the definition of harassment, intimidation or bullying, its prohibition and the student's duty to avoid any conduct that could be considered harassing, intimidating, or bullying.
- *Peer Mediation.* Peer mediation may be used when a conflict arises between students or groups. Peer mediation, however, may be inappropriate and should be used cautiously as a power imbalance may make the process intimidating for the victim. This could be true if the victim's communicative skills and assertiveness are low and have been eroded by fear from past intimidation and of future intimidation.

Disciplinary intervention may take a wide number of forms.

- *In and out-of-school Suspension.* Suspensions shall follow the procedure outlined in the Suspension and Expulsion Policy.
- *Expulsion.* Expulsions shall follow the procedure outlined in the Suspension and Expulsion Policy. Expulsions shall be reserved for (1) serious incidents and/or (2) past interventions have not been successful in eliminating prohibited behaviors.

The disciplinary procedure shall not infringe on any student's rights under the First Amendment to the Constitution of the United States. Due process procedures for suspension and expulsion, as provided for under R.C. 3313.66 will be followed.

#### Deliberately False Reports are Prohibited

Students are prohibited from deliberately making false reports of harassment, intimidation, or bullying. Students that do make a false report shall be subject to the disciplinary procedure set forth in the School's Policy on Student Discipline.

#### Strategy for Protecting Victims and Prohibiting Retaliation or Additional Harassment

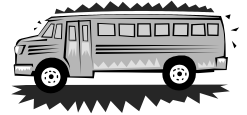
After a report is made, the School prohibits additional acts of harassment, intimidation, or bullying, electronic or otherwise. The Head Administrator shall determine the appropriate consequences and remedial action for those who engage in the aforementioned conduct by following the School's policies and procedures.

To aid in preventing additional acts against victims and retaliatory acts against individuals making reports, the School has adopted the following strategy:

- Provide adult supervision when students are not in a traditional classroom setting including: hallway passage, recess, lunch, and bathroom breaks.
- Communicate incidents with school personnel, have school personnel continue to monitor those involved for further signs of offending behavior, and intervene when offending behavior is witnessed.
- For offending students, fairly monitor and supervise.
- For the victim(s), provide daily contact to ensure there have been no further incidents and provide counseling as is determined necessary.
- For those that make reports, continue contact to ensure there have been no further incidents or retaliatory conduct.
- Allow individuals to make an anonymous report.

All School personnel, volunteers, and students shall be individually immune from civil liability in an action from damages arising from reporting an incident as provided by law.

# Transportation



If a student is scheduled to ride a bus, he/she will be required to do so unless the school has a request from the parent requesting the change. If there is a change in plans from the routine of your child's daily transportation, a note is required from home prior to the change. **Students going home with another student must have those plans in place prior to the beginning of the school day.** A student will not be permitted to change the transportation arrangements from school to home without proper permission from the parent or guardian. Only under emergency circumstances will students be permitted to use the phone to make these plans during the school day. This is done for your child's protection.

Students cannot, at any time, ride the bus for a district other than the one in which they reside, due to safety limitations and liabilities for transporting districts.

## Student Conduct on School Buses

It is the responsibility of each student to comply with expected conduct of behavior. Bus drivers have a major responsibility while driving a school bus loaded with students. Students are expected to follow the rules posted on the bus and outlined by the driver when riding any school bus. Students should realize the driver cannot tolerate any type of misbehavior since it jeopardizes the safety of everyone on the bus. If you have any questions about the rules, please don't hesitate to contact the bus driver or the lead teacher. By maintaining good bus conduct, students help the drivers to be able to focus on their job, which is to safely transport students to and from school.

The following regulations have been adopted for everyone's safety.

## Bus Rules for ALL Students at ALL Times

**Please talk with your child about this important issue and stress your support and expectations as they ride the bus. We will be emphasizing the following rules:**

1. Always remain seated, on your bottoms, facing the front of the bus.
  - Many buses are equipped with high back seats for safety. Students will often turn toward the aisle or sit on their knees so that they can see and talk with those in front or behind them. This is not appropriate and defeats the purpose of the high back seats.
  - All students are to stay seated in their seats, which may be assigned, if necessary.
  - The driver and the lead teacher will determine the assigned seats, if necessary.
  - If a situation exists that could cause problems between students, please make sure that this is reported to the driver and preventative measures will be taken
2. Students are to keep the aisles clear at all times.
  - Book bags, arms, and feet are to be kept out of the aisle.
  - Keep the bus clean
  - Keep head, hands and feet inside the bus
3. Talking is to be with the person sitting next to the student only and should be in a "normal" tone.
  - We also call normal tone our "indoor voices" as opposed to our "outdoor voices"
  - Be courteous; no profane or inappropriate language
4. Keep your hands to yourself and always treat others as you would want to be treated.
5. Do not eat, drink, or chew gum on the bus.
6. English should be spoken at all times.
7. Cooperate with the bus driver.

## Bus Discipline Guidelines

School bus transportation is a privilege. When a student's behavior on the bus is such that it puts the safety of others in jeopardy or when a student repeatedly violates bus rules, he/she may be suspended from riding the bus by the school leadership.

### **Transportation Discipline**

This policy applies *only* where the student's sole discipline is the denial of bus riding privileges. A student disciplined under this policy, may be subject to additional discipline under the School's Code of Conduct.

In regards to riding privileges and rules, the School is required to enforce and follow the policy of the student's home district that provided the transportation. Accordingly, the School must follow the school district's policy in imposing the period of time for suspension.

### **Due Process Rights**

While the School follows the discipline policies of the home district, the School still oversees the student's right to a hearing. Before a student's privileges are suspended, the student shall be provided notice and shall be given an opportunity to be heard before the School's Head Administrator in accordance with the Suspension & Expulsion Policy.

A student may be immediately removed, without hearing, when a student poses a danger to other persons or property or threatens the bus's safe operation under the School's Emergency Suspension Rule.

If a disabled student is suspended or immediately removed, the School shall follow the laws governing suspension and expulsion of disabled students.

### **Walkers and Bikers**

Children sometimes walk or bike to and from school each day. All walkers/bikers walk/bike independently to school, without supervision from school personnel. The safety of the children is foremost in mind. The school is not responsible for walkers and bikers after they leave the school grounds.

Bikes must be parked in designated areas. All bikers must wait to leave with walkers. The school cannot be responsible for ensuring that bikes are not damaged or stolen while parked at school.



### **Building Guidelines**

#### **General:**

1. Gum, candy, and snacks are only allowed with teacher permission for special occasions.
2. Birthday party invitations may not be brought to school and dispersed.
3. **Electronic devices** (ie: cell phones, video games, iPod) are **not permitted during school hours**. These devices may be confiscated and only returned to parents/guardians.

#### **Language Usage**

1. **English** should be spoken at all times during school hours. This extends to class transitions, bathroom breaks, lunch, and during bus rides.
2. The only exception would be in foreign language classes.
3. Students may receive a mark on their Golden Ticket for violating this rule. If the violation is habitual, an alternative consequence/plan may be developed for that student.

#### **Halls:**

1. Everyone must **walk** in the hallways.
2. Voices must be quiet inside the building.
3. Stair steps must be taken one at a time.
4. Never interrupt classes in session without staff permission first.

### **Restrooms:**

1. Always flush and wash hands after using the toilet.
2. Use limited amounts of paper towels, and then throw into wastebasket.
3. Keep voices low.
4. One person in a toilet stall at a time.
5. Never stand or climb on toilet seats or hang on dividers
6. Do not loiter in the restrooms between classes or during break times and lunch.

### **Search and Seizure**

In order to preserve a safe environment for all students and staff, the School may conduct reasonable searches of students and student property. All searches, must recognize the privacy rights of students and may not be done without reasonable basis or in an unreasonable manner.

The authorization to search extends to all situations in which the student is under the School's jurisdiction or control.

#### **Types of Searches**

Searches may include, but are not limited to the following types.

*School-provided Storage.* School cubbies, desks, and other storage spaces provided by the School are the School's property. Students have no expectation of privacy in these storage spaces from school officials. The School may allow the Head Administrator or his/her designee to conduct regular searches of all such storage places or as is determined reasonably necessary.

*Person & Personal Property.* An Individual's person, car, and other personal belongings may be searched whenever the School has reason to believe (1) the student is concealing evidence connected to a school policy violation or criminal activity and (2) the items to be searched are capable of concealing such evidence. Searches do not require a student's consent.

*Electronic Searches.* Students have no expectation of privacy with regards to using the internet, intranet, network, or electronic mail. Usage of such electronics may be monitored and maintained and may uncover that a student has violated the School policy or usage.

#### **Guidelines for Searches & Seizures**

All searches and seizures shall conform to the following guidelines:

1. The extent of each search shall be proportionate to the severity of the alleged infraction.
2. Searches of a student's person shall be conducted in a private area by a school official and observed by an objective third party. Both the school official and the third party shall be of the same sex as the student being searched. The search may not require the student to remove clothing nor should the student be touched in any way.
3. School cubby, desks, and other storage property may be inspected. Students must allow access to cubby and other storage areas at the request of School officials. A student has the right to be present during a search unless the student is absent or an otherwise compelling situation necessitates a search in the student's absence.
4. The Head Administrator or his/her designee may use canines when he/she reasonably suspects that illegal drugs may be found and a search warrant has been obtained. The canines (i) must be trained in detecting drugs, (ii) may only be used to determine if drugs are present in areas where the substance may be concealed, and (iii) must be conducted in conjunction with law enforcement officials or otherwise certified organizations.
5. Students are prohibited from keeping prohibited items belonging to other individuals within their lockers, backpacks, or desks.
6. The Head Administrator or his/her designee may use a breath-test instrument to determine if a student has consumed alcoholic beverages.

#### **Documenting Searches & Possessing Contraband**

All searches shall be immediately documented in a written report by the Head Administrator or his/her designee. The written report shall (1) explain why the search was conducted, (2) identify



persons providing information, (3) indicate areas searched, (4) describe and identify contraband found, (4) identify persons present, and (5) explain how contraband was disposed of following the search.

All contraband and other illegal or dangerous substances seized shall be controlled and disposed of by the Head Administrator or his/her designee.

### **Student Use of Telephone**



Students are permitted to use the telephone in case of an emergency or illness; this should not become a frequent habit. Students must first obtain permission from a teacher before making a call.

### **Lost and Found**

A lost-and-found bin is provided in the hallway for lost articles found in the building. Please label your hats, coats, boots, gloves, balls and lunch boxes to reduce unclaimed items. Lost items such as money, wallet, watches, glasses will be kept in the office until claimed. The school is not responsible for items lost. If items are not claimed by the end of the year, they will be given to a needy family, a thrift store, or a non-profit organization in need of donations.

### **Lunch, and Milk Prices**

|       |        |         |                |
|-------|--------|---------|----------------|
| LUNCH | Daily  | \$4.00  | reduced \$.40  |
|       | Weekly | \$20.00 | reduced \$2.00 |
| MILK  |        | \$. 50  |                |

\*lunches will be a bag lunch likely consisting of a variation of the following: peanut butter and jelly sandwich, vegetable, fruit, and milk.

### **Sending Money to School**



Anytime money is sent to school, please put it into an envelope and write on it what it is for, child's name and grade, and the amount. Please use one envelope per week per family, and try to only send lunch money on the first day of the school week. A student may have only 2 outstanding lunch charges at a time. The charge must be paid within 2 days.

### **Health and Safety**

#### *Child Abuse and Neglect*

The Ohio Revised Code Section 2151.421 requires any professional school employee to report suspected child abuse or neglect to Children's Services immediately. The school does not investigate such cases and makes no other decisions in this regard. All referrals are confidential.

### **Emergency Medical Forms**

The Ohio State law requires an Emergency Medical Authorization Form from each student. This enables parents to authorize emergency treatment for a student should they become ill or injured while under school authority. This is very important when parents cannot be reached. It will also alert school personnel to medical problems that may require special treatment.

Students who become ill or injured during school hours may come to the school office for help. Depending on the nature of the illness, a student may rest in the clinic for a period of time or a parent is notified to take the child home. No student will be allowed to leave the building without the permission of a parent, guardian, or another person (as noted on the Emergency Medical Authorization Form) designated to assume responsibility when a student is ill.

If any changes are needed on the Emergency Medical Form throughout the school year,

please inform the school so that we can best care for your child.

### **Immunization Law (RC 3313.67-3313.6711)**

In compliance with the Ohio Compulsory Immunization Law, all students who do not have evidence of proper immunization will be excluded from school after fourteen days.

### **Medication at School**

The primary responsibility for the administration of prescription drugs and other medication to their children is with the parent. The school's role in the administration of this policy is one of cooperation with the parent and student. We will follow these guidelines for the protection of your child.



Times for the administration of such medication should be done whenever possible to avoid school hours. If this is not possible, parents may come to school to administer medication to their children by notifying the school.

School personnel will only administer drugs, prescribed by a physician, to any student during school hours in accordance with board policy and state law. This includes prescription and over-the-counter medication such as Tylenol, cough syrup, or cough drops. Medication must be received in its original container, labeled with the student's name, name of medication and the proper dosage. **The proper medication form must accompany the medication before personnel can dispense it to a student.** The form is available from our school office.

**Note: New request forms must be submitted each year and as necessary for any changes in the medication order.**

### **Safety Tips**

The following rules are enforced by the school for the safety of your child:

1. After a child arrives at school, he/she will not be permitted to leave the school grounds for any reason unless accompanied by a parent or an individual designated by the parent. Parents must notify the school with a written note if someone will be picking up the child other than himself or herself. If a child leaves the school property on his/her own, without permission, parents and/or police authorities will be notified immediately.
2. Pupils on the ball-field or otherwise outside will be supervised by a teacher and/or aide at all times.
3. If student is scheduled to ride a bus, he/she will be required to do so unless the school has a request from the parent requesting the change. A student will not be permitted to change the transportation arrangements from school to home without proper permission from the parent or guardian.
4. The school is not responsible for walkers/bikers after they leave the school grounds.

#### **Remind your child:**

1. Never accept rides or gifts from strangers
2. Always tell the teacher, administrator, or parents about any strangers they have seen loitering near the school or school grounds.
3. Try to remember or write down the license number of suspicious vehicles. They may even scratch it with a stone on the sidewalk.
4. Try to remember what a suspicious stranger looked like and what they were wearing.

### **Emergency cancellations and early dismissals**



The Superintendent or his/her designee shall make all decisions regarding calamity days that require the School to be closed. Closings may be made because of hazardous weather, disease epidemic, utility failure, or other conditions that jeopardize the health and safety of those affiliated with the School. As deemed necessary, the Superintendent may close the School, delay the

opening of the School, or dismiss School early. Should a calamity day be declared, school-related activities will be canceled. If school is canceled for any reason, usually because of bad weather conditions, it will be announced on **WQKT (104.5 FM)**

Parents/Guardians and students are also encouraged to subscribe to “Beacon Hill Alerts” and receive a text message, voice message, and/or an email as soon as it is announced. To subscribe, please complete the form that is sent home early in the school year. This alert is managed by the Wireless Emergency Notification System (WENS).

If school must close early on a given day due to inclement weather, or other emergency, it will also be announced through these methods. Please talk to your child about what they are to do in case they must return home early. This may be to call you, go to a neighbor, etc. Feel free to call the school if you have questions. The school must be notified if normal plans are changed.

### **Emergency Drills**

Fire, tornado and other emergency drills are held periodically. Maps for evacuation are posted in each classroom and reviewed periodically with all students. Please remind your child that these are practice drills for everyone’s safety.

### **Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, and Ohio Law require the School to protect the privacy of student records.

As a parent you, or your child—if your child is 18 or older—has the right to inspect and review the student’s education records, request that the School correct records, and provide written permission to release student records. All requests to inspect, review, and release are to be done in accordance with the School’s policies. While the School generally must obtain your written consent prior to disclosing personally identifiable information from your child’s education records, the School may disclose appropriately designated “directory information” without written consent, unless you have advised the School otherwise.

The primary purpose of directory information is to allow the School to include directory information from your child’s education records in certain school publications. Examples include: the annual yearbook, Honor roll or other recognition lists, and Graduation programs.

Directory information may be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

The School has designated the following information (denoted by “X” marks) as directory information:

|   |                     |   |                             |  |  |
|---|---------------------|---|-----------------------------|--|--|
| X | Name                |   | Major Field of Study        |  | Honors & awards  |
|   | Address             |   | School Related Publications |  | Weight & Height of Athletic Team Members                                 |
|   | Telephone Number    | X | Grade Level                 |  | Enrollment Status  |
|   | Email Address       |   | Dates of Attendance         |  | Student Directory  |
| X | Photograph          |   | Date of Graduation          |  | Yearbook   |
|   | Date/Place of Birth |   | Sports & Activities         |  | Student ID number, user ID, or other unique identifier (excluding a SSN) |

If you do not want the School to disclose directory information from your child’s education

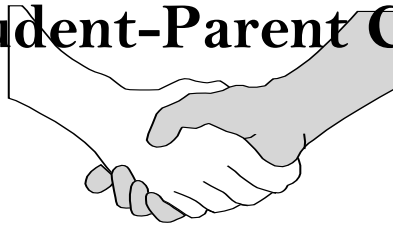
records without your prior written consent, you must notify the District in writing by within ten (10) days of receiving this notice.

Additionally, FERPA and Ohio law authorize disclosure of personally identifiable information in certain instances without consent. These exceptions include:

- school officials with legitimate educational interest;
- other schools to which a student is transferring;
- appropriate parties in connection with financial aid;
- state and Federal Officials for purposes of audits and law enforcement investigations;
- in response to court orders and subpoenas;
- military recruiters unless the parent requests in writing that the School not release the student's information;
- anti-terrorism purposes;
- cases of missing children;
- Ohio Department of Education requests; and
- the School's Sponsor.

*\*Please send this completed page back to school with your child.*

# Student-Parent Contract



I read/reviewed the Student-Parent Handbook and agree to follow the policies and procedures of Beacon Hill Community School.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Parent/Guardian's Name(print) \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Student's Name(print) \_\_\_\_\_ grade \_\_\_\_\_

Space provided for additional children to add their signature, grade level, and name:

Student \_\_\_\_\_ Signature \_\_\_\_\_

Student \_\_\_\_\_ Signature \_\_\_\_\_

Student \_\_\_\_\_ Signature \_\_\_\_\_

\*\*\* \*\*

I have read/reviewed the FERPA notification of rights that are located in the Student-Parent Handbook and my signature indicates I am aware of the FERPA information.

Parent/Guardian Signature \_\_\_\_\_