

DAILY BELL SCHEDULE

A.M. DETENTION	6:50	-	7:20
Warning Bell	7:15		
1 st PERIOD	7:20	-	8:00
2 nd PERIOD	8:05	-	8:50
3 rd PERIOD	8:55	-	9:35
4A	9:40	-	10:00
4B	10:05	-	10:25
5A	10:30	-	10:50
5B	10:50	-	11:10
6A	11:15	-	11:35
6B	11:40	-	12:00
7A	12:05	-	12:25
7B	12:25	-	12:45
8 th PERIOD	12:50	-	1:35
9 th PERIOD	1:40	-	2:20
P.M. DETENTION	2:25	-	2:55

<u>SCHOOL COLORS</u>	-	Crimson and Gold
<u>SCHOOL MASCOT</u>	-	Bee
<u>SCHOOL MOTTO</u>	-	Unita Fortior (Stronger Because United)

SCHOOL SONGS:

ALMA MATER

All hail to Brecksville High!
To thee our Alma Mater,
Hearts, hands, and minds
With love we pledge to thee.
For e'er we'll be,
Your loyal sons and daughters.
We'll sing your praises
and pledge our loyalty.

ON, OH BRECKSVILLE

On, Oh Brecksville,
On, Oh Brecksville,
Smash right through that line
Sail the ball round our opponents
A touchdown sure this time.
Rah! Rah! Rah!
On, Oh Brecksville,
On, Oh Brecksville,
We're on our way to fame,
So fight, fellas,
FIGHT! FIGHT! FIGHT!
And win this game!

BRECKSVILLE-BROADVIEW HEIGHTS HIGH SCHOOL

6380 Mill Road
Broadview Heights, Ohio 44147

Mr. Joseph J. Mueller
Principal

Assistant Principals:

<i>Mrs. Susan Welch</i>	<i>Mr. Edward Kosek</i>	<i>Mr. Scott DeTray</i>
(Last Names A - G)	(Last Names H - O)	(Last Names P - Z)

Guidance Counselors:

Mrs. Holly Thrasher	(A-E)
Mrs. Jaci Owens	(F-K)
Mrs. Gina Baeslach	(L-Q)
Mr. Kyle Drypolcher	(R-Z)

IMPORTANT TELEPHONE NUMBERS

Main Office	740-4700
Guidance Office	740-4720
Athletic Office	740-4770
Transportation.....	740-4050
Board of Education Office	740-4000
Attendance (A - K)	740-4705
Attendance (L - Z)	740-4715

DEPARTMENT NUMBERS

ART	740-4780	PHYS. ED.	740-4775
BUSINESS	740-4783	SCIENCE	740-4796
WLD. LANG.	740-4787	SOC. STD.	740-4797
MATH	740-4791	SPECIAL ED.	740-4745
MUSIC	740-4792	TECH. ED.	740-4735

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PRINCIPAL'S MESSAGE

Welcome to BBHHS - YOUR high school! Our students, staff and families are committed to the pursuit of excellence in a school with a deep, rich tradition of academic success.

Brecksville-Broadview Heights High School represents the vision of two outstanding communities to provide outstanding facilities, a talented and dedicated staff, and high expectations for quality student performance in and outside of the classroom.

High School is a wonderful experience that guarantees EVERY student the opportunity to build the record of achievement, participation, service and character needed to reach life-long goals and aspirations. As Principal, I will challenge you all to "**G.B.E.D.**" (**Get Better Every Day!**)"

Learning is a 24/7/365 responsibility. We want high school to be the most exciting time of your life, but we want to make sure you understand that, in order to compete for you career and life goals in the 21st century - you've got to work!

You have to recognize that learning occurs after class, outside of school and beyond the school day and year! It may not always be easy, but life isn't always easy. Build the best record possible for your future!

Please familiarize yourself with the contents and important policies contained in this planner. Our BBHHS Principals, faculty and staff members will model mutual respect, and expect every student to do the same to make BBHHS a positive learning environment for all. Pay special attention to important policies related to attendance, eligibility, and - of course - the Code of Conduct.

Good luck this year! Remember - **If it Doesn't Challenge You, It Won't Change You** - **GBED!** Participate actively in your high school career, make good choices, celebrate your successes and strive for quality in all you do. I look forward to another great year, as we welcome the C/O 2020 to "The Hive." Have a Great year in 2016-17! Go Bees!

Joseph J. Mueller, Principal

TABLE OF CONTENTS

Absence Procedure.....	17
Academic Information.....	12
Academic Load	12
Advanced Placement Tests	16
Alcohol Policy.....	50-51
Alma Mater	Back Cover
Athletic Spectator Code	26-27
Attendance Appeals	19-20
Attendance Information.....	16
BEE TV.....	36
Cafeteria Information.....	23
Calendar	6-10
Change of Address	21
Clinic.....	23
Code of Student Conduct	38
College Admissions Tests	15
Computer Lab	31-32
Daily Bell Schedule	Front Cover
Dance Rules/Dance Attire	27
Detentions	46
Discipline Information.....	37
Discrimination Policy	47
Dress Code	34
Driving Policies.....	28
Driving Rules.....	29
Drug Policy.....	50
Electronic Devices	33
Elevator	33
Emergency Procedures	28
Emergency Removal	45
Expulsion.....	40-45

Extracurricular activities.....	25
Field Trips	20
Fight Song	Back Cover
Fines for misuse of school property	29-30
Grading Philosophy Statement	11
Grading Scale	12
Guidance Information.....	21
Hall Traffic/Passes	33
Harassment	37, 49
Home Instruction.....	18
Honor/Merit Roll	13
Important Telephone Numbers	1
Interim Progress Reports	14
Interscholastic Extracurricular Eligibility	26
Leaving the Building.....	33
Lockers	32
Lost and Found	33
Make-Up Work.....	18
Media Center	30
Medical Appointments	20
Mission Statement.....	11
National Honor Society	14
Network Use Policy	53-54
Ohio Graduation Tests	15
Parent/Teacher Conferences.....	14
Planned Absence	18
Principal's Message	2
Problem Solvers.....	36
Publications	35
Quality Statement.....	11
Report Cards.....	14
Rights and Responsibilities	37
Saturday Detention.....	46
Search and Seizure	32-33
Semester Exams.....	12

Service/Leadership Opportunities	30
Sexual Harassment Policy	48-49
Signs and Posters	35
Special Services	22
Student Privacy & Parental Access to Information.....	22
Student Records & Directory Information	21
Study Hall.....	35
Substitute Teachers	33
Surveillance Cameras	33
Suspension.....	38-40,43
S/U Option.....	13
Tardiness	18
Tobacco Policy.....	50-52
Transportation	24
Visitors	35

2016-2017 BBHHS HIGH SCHOOL CALENDAR

08/11-12/16	New Teacher Orientation	
08/12/16	Fall Sports Picture	8:00 AM
08/13/16	Marching Band @ Cedar Point	7:00 AM
08/15/16	Freshman/Mentor Orientation	1:00 PM
08/15/16	Freshman/Parent/New Student Orientation	7:00 PM
08/15-16/16	Teacher In-service	
08/17/16	School Begins	
08/23/16	Meet the Band	8:30 PM
08/24/16	Picture Day	Aux. Gym
09/01/16	Open House	7:00 PM
09/03/16	Marching Band @ Indians Game	
09/05/16	Labor Day - No School	
09/06/16	Band Booster Meeting	7:00 PM
09/06/16	CAPA Meeting	8:30 AM
09/08/16	PSO Meeting	7:00 PM
09/09/16	Elementary Night Bees vs. Brunswick	7:00 PM
09/10/16	ACT Testing	8:00 AM
09/10/16	Bruce Lerch Invitational	9:00 AM
09/12/16	Bee Athletic Booster Meeting	7:00 PM
09/13/16	Vocal Music Boosters Meeting	7:00 PM
09/16/16	Interims - Quarter 1	
09/17/16	North Royalton Band Festival	7:00 PM
09/17-22/16	Spirit Week	
09/19-20/16	AP Biology to Stone Lab (Group 1)	
09/20-21/16	AP Biology to Stone Lab (Group 2)	
09/22/16	Homecoming Parade and Bonfire	
09/23/16	PEP Rally	8:00 AM
09/23/16	Homecoming vs. Twinsburg	7:00 PM
09/24/16	Homecoming Dance	8:00 PM
10/01/16	Sarah Nelson Tournament	9:00 AM
10/01/16	SAT Testing	8:00 AM
10/03/16	Bee Athletic Booster Meeting	7:00 PM
10/04/16	Band Booster Meeting	7:00 PM
10/04/16	CAPA Meeting	8:30 AM
10/04/16	Picture Retake Day	Aux Gym
10/06/16	PSO Meeting	7:00 PM
10/06/16	CVCC College Night	6:00 PM
10/07/16	Senior Panoramic Picture	7:30 AM
10/11/16	Vocal Music Booster Meeting	7:00 PM
10/12/16	Test Day ~ PSAT/ASPIRE	ALL DAY
10/13/16	Gallery of Achievement Induction	8:30 AM

10/13/16	POPtobor; Broadway	7:00 PM
10/14/16	NEOEa Day - No School	
10/14/16	Alumni Night vs. Wadsworth	7:00 PM
10/20/16	End of 1 st Quarter	
10/21/16	In-service / Records Day - No School	
10/22/16	ACT Testing	8:00 AM
10/24-28/16	Red Ribbon Week	
10/24-28/16	Senior OGT Make-up	AM
10/24/16	Meet the Bees Winter Sports - Auditorium	7:00 PM
10/26/16	Sounds of the Stadium - Main Gym	7:00 PM
10/28/16	Football - Senior Night	7:00 PM
10/28/16	Report Cards Posted to ProgressBook	
10/29/16	Fall Choir Concert	
11/01/16	CAPA Meeting	8:30 AM
11/01/16	Band Booster Meeting	7:00 PM
11/03/16	Parent-Teacher Conferences - Cafeteria	4:00 - 7:00 PM
11/03/16	PSO Meeting	9:30 AM
11/05/16	SAT Testing	8:00 AM
11/07/16	Bee Athletic Booster Meeting	7:00 PM
11/08/16	Vocal Music Booster Meeting	7:00 PM
11/09/16	Fall Sports Reception	7:00 PM
11/10-12/16	Fall Play	7:00 PM
11/10/16	Senior Citizen Matinee	1:00 PM
11/11-12/16	Robotics Competition	
11/11/16	Blood Drive	
11/14/16	COYO	7:00 PM
11/17/16	Winter Sport Pictures	2:30 PM
11/22/16	MIM Show Choir Festival	7:00 PM
11/23-25/16	Thanksgiving Break	
11/27/16	Holiday Parade and Tree Lighting	4:00 PM
12/01/16	PSO Meeting	7:00 PM
12/01/16	CVCC Student & Parent Information Night	7:00 PM
12/02/16	Interims - Quarter 2	
12/03/16	SAT Testing	8:00 AM
12/05/16	Bee Athletic Booster Meeting	7:00 PM
12/05-1/13/17	EOC Testing	
12/06/16	CAPA Meeting	8:30 AM
12/06/16	Band Boosters Meeting	7:00 PM
12/08/16	NHS Practice	2:30 PM
12/09/16	NHS Induction	1:00 PM
12/10/16	ACT Testing	8:00 AM
12/11-13/16	Model UN Conference	

12/13/16	Senior Portrait Deadline - Woodard Here	Aux Gym
12/13/16	Vocal Music Booster Meeting	7:00 PM
12/13/16	Band Concert	7:00 PM
12/15/16	Orchestra/Choir Holiday Concert	7:00 PM
12/16/16	School Holiday Assembly	2nd period
12/19-1/2/17	Winter Break - No School	
12/29-30/16	Holiday Wrestling Tournament	10:00 AM
01/03/17	Band Booster Meeting	7:00 PM
01/03/17	CAPA Meeting	8:30 AM
01/05/17	PSO Meeting	7:00 PM
01/05/17	Visitation to CVCC	11:30 AM
01/09/17	Bee Athletic Booster Meeting	7:00 PM
01/10-12/17	Semester Exams	
01/10/17	Vocal Music Booster Meeting	7:00 PM
01/12/17	End of 2 nd Quarter	
01/13/17	In-service / Records Day - No School	
01/16/17	Martin Luther King Day - No School	
01/20/17	Report Cards Posted to ProgressBook	
01/20/17	Scheduling Assemblies	1-3 periods
01/21/17	SAT Testing	8:00 AM
01/23/17	8 th Grade Orientation	7:00 PM
01/23-27/17	Spirit Week	
01/27/17	PEP Assembly	8:00 AM
01/28/17	Winter Formal	8:00 PM
01/30/17	Mandatory College Credit Plus Meeting	7:00 PM
02/02/17	PSO Meeting	7:00 PM
02/03/17	Blood Drive	Aux Gym
02/06/17	Bee Athletic Booster Meeting	7:00 PM
02/07/17	Band Booster Meeting	7:00 PM
02/07/17	CAPA Meeting	8:30 AM
02/11/17	ACT Testing	8:00 AM
02/11/17	Solo Ensemble	All Day
02/13/17	Meet the Bees Spring Sports	7:00 PM
02/14/17	Group Picture Day	
02/14/17	Vocal Music Booster	7:00 PM
02/15/17	Orchestra/Choir Concert	7:00 PM
02/17/17	Interim - Quarter 3	
02/20/17	President's Day - No School	
02/25/17	Ticket to Broadway	
03/02/17	PSO Meeting	7:00 PM
03/02/17	Mid-Winter Band Concert (Pictures)	7:00 PM
03/02/17	Parent-Teacher Conferences - Cafeteria	4:00 - 7:00 PM

03/04/17	Music in our Schools Pancake Breakfast	8 AM - 1 PM
03/06/17	Bee Athletic Booster Meeting	7:00 PM
03/07/17	CAPA Meeting	8:30 AM
03/07/17	Band Booster Meeting	7:00 PM
03/09/17	Spring Sports Pictures	2:30 PM
03/10-11/17	OMEA Large Group Band & Choir	
03/11/17	SAT Testing	8:00 AM
03/14/17	Vocal Music Booster	7:00 PM
03/13-18/17	Senior OGT Testing	AM
03/15/17	Winter Sports Reception	7:00 PM
03/16/17	End of 3 rd Quarter	
03/17/17	In-service / Records Day - No School	
03/24/17	Report Cards Posted to ProgressBook	
03/24-26/17	Art Festival	
03/30/17	Spring Musical - Senior Luncheon & Matinee	12:00 PM
03/30-4/1/17	Spring Musical	7:00 PM
04/01/17	NHS Dance	8:00 PM
04/03/17	Bee Athletic Booster Meeting	7:00 PM
04/03/17	AP Testing Pre-Administration Meeting	2:30 PM
04/04/17	CAPA Meeting	8:30 AM
04/04/17	Band Booster Meeting	7:00 PM
04/06/17	PSO Meeting	7:00 PM
04/08/17	ACT Testing	8:00 AM
04/10-4/17/17	Spring Break	
04/11/17	Vocal Music Booster	7:00 PM
04/13-5/12/17	AIR EOC Graduation Testing	
04/19/17	Calendar Meeting	2:30 PM
4/19-22/17	Orchestra/Choir Trip to Nashville	
04/20-22/17	Youth in Government	
04/21/17	CVCC New Student Orientation	11:30 AM
04/21/17	Blood Drive	
04/27/17	Orchestra/Choir Concert	7:00 PM
05/01/17	Bee Athletic Booster Meeting	7:00 PM
05/01-03/17	CYWS Concerts	7:00 PM
05/01-05/17	AP Exams (Week 1)	
05/02/17	CAPA Meeting	8:30 AM
05/02/17	Band Booster Meeting	7:00 PM
05/03/17	Senior Internship Begins	
05/04/17	Spring Band Concert	7:00 PM
05/04/17	PSO Meeting	7:00 PM
05/05/17	Interims - Quarter 4	
05/06/17	SAT Testing	8:00 AM

05/08-12/17	AP Exams (Week 2)	
05/08-12/17	Prom Promise Week	
05/09/17	Vocal Music Booster	7:00 PM
05/11/17	Drama Club Banquet	6:00 PM
05/12/17	Senior Cook Out	Lunch Periods
05/13/17	Prom	6:00 PM
05/17/17	Senior Awards Night	7:00 PM
05/18/17	8 th Grade Band Orientation	7:00 PM
05/19/17	LifeTouch Photo Meeting w/Junior Class	7:25 AM
05/22/17	Band Banquet	
05/24/17	Senior's Last Day	
05/24/17	Honor's Assembly	8:15 AM
05/25/17	Spring Sports Reception	7:00 PM
05/26/17	Senior Breakfast & Commencement Practice	8:00 AM
05/27/17	Commencement - State Theatre	1:00 PM
05/29/17	Memorial Day - No School	
05/29/17	Memorial Day Parade	8:00 AM
05/30/17	Band Booster Pot Luck Meeting	7:00 PM
05/30-6/1/17	Semester Exams	
06/01/17	End of 4 th Quarter	
06/02/17	In-service / Records Day	
06/03/17	SAT Testing	8:00 AM
06/05/17	Bee Athletic Booster Meeting	7:00 PM
06/06/17	CAPA Meeting	8:30 AM
06/10/17	ACT Testing	8:00 AM
06/12/16	Report Cards Posted to ProgressBook	

MISSION STATEMENT

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

GRADING PHILOSOPHY STATEMENT

Grades report evidence of student learning. This evidence is provided, by the student, in a variety of forms. Class work, homework, quizzes, and active participation in class represent important formative evidence of learning. Completion of these kinds of assignments, while expected and important, will be used to provide students, teachers, and parents with feedback about progress, and to inform teaching and learning in the classroom. Formatives will be considered, but not necessarily counted, in reporting on student learning (the grade). SUMMATIVE experiences (tests, projects, reports, presentations, etc.) represent culminating EVALUATIVE EVIDENCE of learning - at a point in time (unit/interim/quarter/final) - and will serve as the basis for the grade. With time as a variable and learning as the constant, BBHHS students will be provided multiple opportunities for learning.

STUDENT EXPECTATIONS

For over 130 years, the students of Brecksville-Broadview Heights have been building a tradition of excellence. As current students, we can help contribute to that tradition and increase the likelihood of our personal success if we:

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

(Dufour & Eaker 1998)

ACADEMICS

The school year is divided into two semesters with each semester consisting of two nine-week intervals of instruction. Grades are a report on student learning. The student will provide evidence of learning that will be recorded and reported by the teacher. Grades and point

averages will be computed based upon the courses a student is enrolled in when credit is awarded.

GRADING SCALE:

Letter grades in each course are based on the following percentage scale:

BBHHS Grading Scale		
A	100-92	4.00
A-	91.9-90	3.7
B+	89.9-87	3.3
B	86.9-83	3.0
B-	82.9-80	2.7
C+	79.9-77	2.3
C	76.9-73	2.0
C-	72.9-70	1.7
D+	69.9-67	1.3
D	66.9-64	1.0
D-	63.9-60	0.7
F	<59.9	0.00

ASSESSMENT OF LEARNING:

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

ACADEMIC LOAD:

Students must be enrolled in a minimum of 5.25 credits per year (21 required for graduation divided by 4 years), although 5.5 credits would be most accurate since we offer few "quarter-credit" classes.

S/U OPTION (FORMERLY "PASS/FAIL"):

The "S/U" option is the opportunity given to a junior or senior to select 1 unit of credit or less in non-required subjects for credit each year in which the grade will be either "Satisfactory" or "Unsatisfactory". Please note that this standard is higher than in previous years. "Satisfactory (S)" will require a "C" or higher for credit; this translates into an average of at least 73%. An average below 73% will result in an "Unsatisfactory (U)". This option is not available for honors or advanced placement courses.

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

The student's declaration for "S/U" must be made prior to the end of September for the first semester or year-long courses and the applications must be approved by the student's counselor and Assistant Principal. During the second semester, students have the *first ten school days to select this option*. Applications are available in the guidance office.

HONOR ROLL and MERIT ROLL:

At the end of each nine-week grading period, recognition is given to those students who achieve academically. In order to be awarded Honor Roll status, a student must achieve a grade point average of 3.75 or better; Merit Roll status is awarded to those students who achieve an average of 3.00 to 3.749.

Grade point averages are based on a four-point scale, with points assigned as follows:

	Regular	Honors	AP
A	4.0	4.5	5.0
A-	3.7	4.2	4.7
B+	3.3	3.8	4.3
B	3.0	3.5	4.0
B-	2.7	3.2	3.7
C+	2.3	2.8	3.3
C	2.0	2.5	3.0
C-	1.7	2.2	2.7
D+	1.3	1.3	1.3
D	1.0	1.0	1.0
D-	0.7	0.7	0.7
F	0.0	0.0	0.0

A grade of D, U, WF, or F in any class precludes a students being included on the Honor Roll or Merit Roll.

REPORT CARDS:

Students receive report cards approximately one week after the end of each nine-week grading period. The last report card of the year is mailed to parents. Report cards include letter grades and comments for each course, absence and tardy records, and grade point averages. Questions on individual grades should be directed to the course teacher involved.

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

1 st Quarter.....	October 28, 2016	3 rd Quarter	April 24, 2017
2 nd Quarter	January 20, 2017	4 th Quarter	June 12, 2017

INTERIM PROGRESS REPORTS:

Student's progress may be monitored throughout the year by logging into ProgressBook. Interim Progress Reports (IPR's) will be distributed to the student who is failing or in danger of failing a class. Students who have provided little evidence of growth or adequate progress in class will meet with their Counselor/Assistant Principal to develop a plan for improvement. Parents are encouraged to contact the Teacher, Counselor, or Assistant Principal of their child throughout the year to receive descriptive and prescriptive feedback.

Interim Progress Reports will be posted to ProgressBook on the following dates:

9/16/2016	12/2/2016	2/17/2017	5/5/2017
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PARENT/TEACHER CONFERENCES:

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

NATIONAL HONOR SOCIETY:

In order to be eligible for the National Honor Society Chapter, students must maintain a minimum grade point average. The minimum required GPA is a 3.6. In addition, students must exhibit strong evidence of character, leadership and service in the school and community. All coursework must be taken in the academic level or above. Those students who are academically eligible are notified during the first semester of their junior year. Students not eligible or not selected during the junior year may become eligible or be reconsidered their senior year. The National Honor Society follows all guidelines established by the National Constitution and the Chapter By-Laws.

NATIONAL ART HONOR SOCIETY:

To be eligible for National Art Honor Society chapter, students should maintain a minimum grade point average of 3.0 in general academics and a GPA of 3.75 in all art classes and have the equivalent of two completed art credits. Any students who are eligible are recommended to apply once all the criteria is met. In addition, students must have a passion for art and bring art awareness in all aspects if community and school. The National Art honor Society follows all guidelines described in the National Handbook and Chapter By-Law.

OHIO GRADUATION TESTS (FOR THE CLASSES OF 2017)

The Ohio Graduation Tests are administered annually each October and March in Mathematics, Reading, Writing, Citizenship, and Science. These tests are developed and scored by the Ohio Department of Education (ODE). The ODE determines the scores necessary to pass. Students are required to pass each of the five tests to qualify for a high school diploma. Each student has at least five opportunities to take and to pass these tests during their high school career. Once a test is passed, a student does not need to retake that particular test. Students failing any portion of these tests will be provided additional assistance. This assistance may include assignment to specific review classes, independent study assignments or individual tutoring. Specific activities will be determined by the student, parent, counselor and administration.

Transfer students are subject to all testing requirements and will be scheduled to take the tests at the first available time.

PARCC ASSESSMENT/END-OF-COURSE EXAMS - CLASS OF 2018 AND BEYOND

Ohio is a member of the Partnership for Assessment for College and Career Readiness (PARCC). PARCC is creating a challenging assessment system to track student progress through the elementary and high school years and to ensure that students will graduate high school with 21st century knowledge and skills. The PARCC assessment system will be computer-based and aligned to the New Learning Standards for English Language Arts and Mathematics. See the link (<http://www.parcconline.org/>) for more details. Ohio has developed assessments for science and social studies for an online administration to complement the PARCC assessments. Students in the Class of 2018 and beyond will be taking end of course exams in English Language Arts, Mathematics, Science and Social Studies. Students will begin taking Ohio Department of Education sanctioned end of course exams in 7 areas: Algebra I, Geometry, American History, English 1, 2, Physical Science, and American Government. Students studying Advanced Placement (AP), or taking dual enrollment courses in physical science, American history or American government may take assessments aligned to those courses in lieu of end-of-course exams to avoid double testing. A student who earned high school credit in any of the above courses before July 1, 2014, automatically will receive a score of three points per course exam toward the total points needed for graduation. With few exceptions, students must accumulate a minimum of 18 points from scores on their end-of-course exams to become eligible for a diploma.

Students must also meet one of the following three:

1. Earn a cumulative passing score on seven end-of-course exams. The scores will be set by the State Board of Education.
2. Earn a "remediation-free" score on a nationally recognized college admission exam such as ACT or SAT. The State of Ohio will pay for all 11th-grade students in the Class of 2018 and beyond to take the exam free of charge.
3. Earn a State Board of Education-approved, industry-recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.

OHIO GRADUATION TEST DATES

Fall: October 24-28, 2016 (12th grade only)

Spring: March 13-18, 2017 (12th grade only)

COLLEGE ADMISSIONS TESTS:

The Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test (PSAT) will be administered to all juniors. The PSAT/NMSQT is a practice test for the Scholastic Assessment Test. The SAT is a required admissions test for many select/private colleges. The PSAT/NMSQT is also used to qualify students for the National Merit Scholarship.

ACT ASPIRE is a practice/predictive ACT assessment. It will be administered to all sophomores and freshmen. Aspire is part of a longitudinal assessment system, normed by grade level, for college and career readiness. The ACT is a required admissions test for many colleges. BBHHS seeks to provide students with the best opportunities for practice of the skills needed for performance on the high stakes testing.

*****Both tests will be administered on Test Day, October 12, 2016*****

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

The Brecksville-Broadview Heights High School code number for these tests is 360-575.

ACT:

<u>Test Dates</u>	<u>Regular Reg. Deadline</u>
<i>Sept. 10, 2016</i>	<i>Aug. 5, 2016</i>
<i>Oct. 22, 2016</i>	<i>Sept. 16, 2016</i>
<i>Dec. 10, 2016</i>	<i>Nov. 4, 2016</i>
<i>Feb. 11, 2017</i>	<i>Jan. 13, 2017</i>
<i>April 8, 2017</i>	<i>Mar. 3, 2017</i>
<i>June 10, 2017</i>	<i>May 5, 2017</i>

SAT:

<u>Test Dates</u>	<u>Regular Reg. Deadline</u>
<i>October 1, 2016</i>	<i>September 1, 2016</i>
<i>November 5, 2016</i>	<i>October 3, 2016</i>
<i>December 3, 2016</i>	<i>November 5, 2016</i>
<i>January 21, 2017</i>	<i>December 24, 2016</i>
<i>March 11, 2017</i>	<i>February 4, 2017</i>
<i>May 6, 2017</i>	<i>April 7, 2017</i>
<i>June 3, 2017</i>	<i>May 5, 2017</i>

See www.collegeboard.com/student/testing for more information and updates for SAT.

ADVANCED PLACEMENT TESTS:

Advanced Placement Tests enable students to receive college credit for courses taken in high school, based on their performance on the national standardized Advancement Placement Tests. All students enrolled in AP courses are required to take the AP tests. Fees for AP tests are included in class fees.

Advancement Placement (AP) Examination Dates: May 1-12, 2017

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

ATTENDANCE

STUDENT ATTENDANCE POLICY: (Adopted BOE: June 24, 1991)

Philosophy: Regular daily class attendance and punctuality are necessary in order for the learning process to be effective. Frequent absences disrupt the instructional process, which requires a continuity of classroom learning experiences, pupil interaction, and study in order to reach the goal of maximum educational benefits for each student. Studies show that students who miss school frequently experience great difficulty in achieving the maximum benefits of instruction. We are aware that there are occasions when a student cannot be present and thus may miss an essential learning experience. However, our concern is with each student's total participation, which is reflected in the attendance procedures which follow:

Rationale:

- A. The laws of Ohio require daily attendance of all students until age 18 (or 16 if approved to withdraw and work full-time). *Rev. Code 3321.04* Every parent, guardian, or other person having charge of any child of compulsory school age who is not employed on an age and schooling certificate must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session, which shall, in no case, be less than thirty-two weeks, per school year. Such

- attendance must begin within the first week of the date at which the child begins to reside in the district, or within one week after his withdrawal from employment.
- B. Daily attendance and punctuality are essential to success in school and are necessary habits for later success in life. Daily attendance affords a student the opportunity to reap maximum benefits from the educational environment provided by the Brecksville-Broadview Heights City Schools. Excessive absences and tardies cannot be accepted.
 - C. Excessive absence from school shall be a factor when assessing a student's quarterly, semester, or yearly performance for grading purposes.
 - D. Each student upon enrollment within the Brecksville-Broadview Heights City School District assumes the obligation and responsibility to attend all assigned classes except when excused by a valid reason.

The following are VALID reasons for absence from school:

- 1. Personal Illness
 - 2. Medical, Dental or Legal Appointment (A note of verification is needed to return to school.)
 - 3. Death of a Relative
 - 4. Observance of Religious Holidays (A student may be excused for the purpose of observing a religious holiday, provided it is required by his/her religion. If observance of such holiday requires only attendance at a religious service, the student should attend such service before or after school if possible.)
 - 5. Other emergencies or circumstances which constitute good and sufficient cause as determined by the school administration.
- E. **An Unexcused Absence** exists when a student is absent from school with his/her parents knowledge, but for a reason deemed to be unacceptable by the administration.

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

GENERAL ABSENCE PROCEDURES:

In every case of a foreseen absence an attempt should be made to have the absence excused in advance. Parents/Guardians are to call the **Attendance Office, (A- K) 740-4705 or (L- Z) 740-4715, before 9:00 a.m.,** to report student absences **(there is voice mail for this number from 3:30 p.m. to 7:00 a.m.)**. After 9:00 a.m., the attendance secretary will try to contact a parent or guardian at home or at work to clear the absence. In the event that phone contact is not made, the student must submit a written note from a parent or guardian to the attendance office upon returning to school.

MAKE-UP WORK

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

HOME INSTRUCTION

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

TARDINESS:

Each student is expected to report to school on-time every day prepared to demonstrate learning. Tardiness will be subject to disciplinary action as defined in the Student Code of Conduct. Examples of unexcused tardiness are: car problems, over sleeping, unexcused personal reasons, and any tardiness to class without a valid excuse (as determined by the attendance office) and a pass.

FRACTIONAL SPLIT

- ✓ Enter after 11:45 a.m. - full day absence
- ✓ Leave prior to 10:45 a.m. - full day absence
- ✓ AM absence if later than 9:05 a.m., but earlier than 11:20 a.m.
- ✓ PM absence if leaving after 11:20 a.m., but before 1:35 p.m.
- ✓ Early dismissal if being excused after 1:35 p.m.
- ✓ If two class periods (40 minutes each) are missed, one-half day's absence is charged.

PLANNED ABSENCE:

Absence for a family trip or vacation, extracurricular activities, non-school sponsored activities, college visitations, etc., is to be considered a Planned Absence. **An Advance Notice of Absence is to be completed and submitted to the Assistant Principals' Offices prior to the scheduled absence from school.** Care should be given when planning a vacation during the school year because a student's grades may be adversely affected.

The following criterion applies to all requests for Planned Absences:

1. Planned absences are not to be requested during those days established for any building level assessments. (eg. PARCC/AIR/ASPIRE/PSAT/AP/OGT)
2. It will be the student's responsibility to make arrangements for makeup work and/or tests missed upon return to school. No more than one day's makeup time shall be permitted for each day of absence. Teachers will not be expected to tutor individual pupils.
3. All work and/or tests are expected to be made up in the prescribed period of time. Failure to do so may result in zero (0) credit to be computed in the pupil's current grading period average.
4. Absence in excess of ten consecutive school days may require individual tutoring at the parents' expense.
5. A college official must verify that a college visit has been successfully completed.

ATTENDANCE POLICY GUIDELINES

A. Excessive absence from school shall be a factor when assessing a student's quarterly, semester, or yearly performance for grading purposes.

B. Attendance in class: No credit for a course will be given when a student exceeds the allotted number of days absent for that period of time. However, the student will have the right of appeal to an Attendance Committee that will take the individual case under consideration. The Attendance Committee will be comprised of an assistant principal, guidance counselor, and faculty representatives.

C. Maximum days a student is allowed to be absent from class:

1. Days per course:

- a) For a semester course: 10 days
- b) For a year course: 20 days

2. New student determination: For a new student entering after the start of the school year, to determine the number of days allowed per course, the five days per nine weeks guideline will be used.

D. Absences: What constitutes an absence?

- 1. Absences include the VALID reasons cited earlier under Rationale Section D.
- 2. Students must be in class more than half a period or they will be considered absent for the entire period.
- 3. Planned absence days are considered absent days when determining the total number of days absent from class for any period of time.
- 4. Late arrivals (to school) and early dismissals: Late arrivals and early dismissals are considered absent days when determining the total number of days absent from class (Students will not be given permission to leave during the school day without a parent's or guardian's consent).
- 5. Time spent in ISA (In-School Assignment) will not count against the student's class absence provided class work assigned is attempted/completed per direction of the classroom teacher and/or ISA monitor.
- 6. Days suspended out-of-school are counted as absences from school.
- 7. School related activities or functions are not counted as an absence from class--for example: calls from the office, assemblies, field trips, sporting events, contests, etc. that are scheduled during school hours.

E. Notification of attendance problems:

- 1. Parents and students will be notified of attendance problems prior to the loss of credit.
- 2. Means of notification:
 - a) Attendance concerns will be noted on interim progress reports.
 - b) Days absent will be noted on nine weeks grade cards.
 - c) An Attendance Warning Form will be sent home by the teacher when one half of the allowable absences have been reached by a student. Copies are provided to parent, teacher, guidance office, and attendance office.
 - d) Other informal means (e.g. phone calls to parents) may be used as the need arises.

F. Notification of loss of credit:

Once a student has accumulated the number of absences to deny him or her credit, the following procedure will be used: a letter will be sent home by certified mail regarding the student's loss of credit and right to appeal.

G. Attendance Committee Appeal

Parent responsibility: All appeals must be presented to the assistant principal. A parent or guardian should be present at the hearing. The student is required to attend.

Hearing notification: The parent or guardian will be notified by a member of the administration regarding the committee's decision.

H. Teacher Responsibilities

1. Keep accurate daily class attendance. (The teacher must document all absences.)
2. Warn students regarding attendance procedures the first day of every new class.
3. Warn students accordingly when they approach the danger of losing credit.
4. Notify parents and assistant principal's office by completing Attendance Warning Form when one half of the allowable absences are reached.

MEDICAL APPOINTMENTS:

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

1. A parent must call or send a note to the Attendance Office prior to, or the morning of, an appointment. A student is to sign out in the Attendance Office when he/she leaves the building. A time of return will be needed in order to ensure the student's arrival back to school.
2. The student will be listed on the absence list for the time missing school.
3. When the student returns to school, the student must report to the Attendance Office to notify the secretary of the return.
4. Emergency appointments will require a parent call prior to the student leaving; verification from the doctor's office may be requested by the Attendance Office upon return to school.
5. Failure to follow the procedure will result in the absence from school being marked as unexcused.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular programs. No student may participate in any school-sponsored trip without parent consent and a medical emergency form on file. Participation in a field trip is a privilege and may be denied by the administration due to academic, behavior, or attendance concerns. Students must have all emergency medical information on file prior to attending any field trip or school functions (ie. Dances, Clubs, Extracurricular).

STUDENT SERVICES

GUIDANCE DEPARTMENT:

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

CHANGE OF ADDRESS/PHONE NUMBER/CUSTODY:

ANY CHANGE OF ADDRESS, TELEPHONE NUMBER, OR CUSTODY DURING THE SCHOOL YEAR MUST BE REPORTED TO THE GUIDANCE OFFICE AT 740-4720. PROPER DOCUMENTATION MUST BE PRESENTED FOR THE STUDENT RECORDS.

STUDENT RECORDS AND DIRECTORY INFORMATION:

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

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

Each year the District provides public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; and scholarships. Directory information shall not be provided to any organization for profit-making purposes. The Board may disclose "directory information" on former students without student or parental consent. For information about parent and student rights to inspect, review and request amendments to educational records, or if parents/students believe their rights under Federal law have been violated, please contact Dr. Gina Symsek, Director of Pupil Services at 740-4017. (BOE Policy 8330)

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

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

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

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

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

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

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

SPECIAL SERVICES:

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

CAFETERIA:

The cafeteria will serve breakfast daily from 7:00-7:25 am and during the first fifteen minutes of 1st, 2nd and 3rd period. Three lunch combinations will be served each day including the main line lunch, sub stop lunch-deli sub, turkey sub or specialty sandwich of the day and the pizza line lunch. Chef salads are available everyday as an a la carte purchase. Soup is available everyday(Oct-May), along with many other a la carte items. Students may pay with cash daily or prepay using a check. Parents may also deposit money into their children's accounts using the www.myschoolaccount.com website. Families who are eligible for free or reduced price meals should pick up an application in the main office-these are available throughout the entire year. Students will be issued and must use a PIN number when making purchases.

FOOD OR BEVERAGES ARE NOT TO BE CONSUMED ANYWHERE IN THE BUILDING EXCEPT THE CAFETERIA. This includes beverages in personal containers. The overall cleanliness of the cafeteria and of individual tables is the responsibility of those who use the facility. Students are expected to dispose of their waste in the appropriate receptacles. "Card playing" is not permitted during lunch periods.

When asked to clean up an area, students are expected to respond in a positive and helpful manner, thereby demonstrating a respect for and ownership of school facilities.

CLINIC:

Each student MUST have the proper emergency medical cards on file in the clinic-office area. The clinic is open throughout the day to students who feel ill or have a medical emergency. A student who wants to use the clinic should get a pass from his/her teacher before reporting to the school nurse or the attendance secretary—they must be "signed in" via the clinic register.

Should a student be too ill to remain in school or if a medical emergency arises, parents or guardians will be contacted by the nurse or the attendance secretary. Students are not to use cell phones or leave without permission from the office.

Board of Education policy governs the dispensing of prescription medications. Students who take medication prescribed by a doctor should check with the school nurse or attendance secretary for the proper procedure. Visit the following website for health requirements, medical authorization forms and information: www.bbhcsc.org/health

The Brecksville-Broadview Heights City Districts does not anticipate, nor have scheduled, any non-emergency, invasive physical examination or screening scheduled for the 2010-2011 District year for students. This does not include vision, hearing, and scoliosis screenings, which will be scheduled throughout the year. (BOE Policy 5310)

RISK REDUCTION PROGRAM:

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

TRANSPORTATION:

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

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

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

EXTRACURRICULAR PROGRAMS

Participation in extracurricular programs is an important aspect of a student's total education. Student government, clubs, performing groups, service organizations, athletics and other types of competition groups give students an opportunity to succeed in areas where they have special interest or talent. We are proud of the many activities offered to our students and encourage their participation. The following are representative of the extracurricular activities and clubs offered to members of the student body.

Academic Challenge	Flag Line	National Honor Society
Art Club	German Club	Robotics
Band (Marching, Pep)	Honeybees	S.A.D.D
Boys Volleyball Club	HUDDLE	S.A.F.E.
Bowling Club	HyBreeze	Science Olympiad
Cheerleader	International Club	Spanish Club
Chemistry Olympiad	Key Club	Student Council
Cyberpatriot	Math Club	Twirling
Chinese Club	Mock Trial	Yearbook
Communication Club	Model United Nations	Youth in Government
Drama Club	Music in Motion	

ATHLETICS: As members of the Suburban League, the Bees compete in a number of sports on the varsity, junior varsity and freshman levels. Listed below are team sports sponsored by the school. In addition, some students have competed as individuals in other sports recognized by the Ohio High School Athletic Association. The schools in the conference are: Cuyahoga Falls, Hudson, Nardon, North Royalton, Stow-Munroe Falls, Twinsburg, and Wadsworth. Admission to conference events is: \$6.00 Adult, \$4.00 Student. Questions should be directed to the Athletic Office.

<u>Boys Sports</u>	<u>Girls Sports</u>
Baseball	Basketball
Basketball	Cross Country
Bowling	Golf
Cross Country	Gymnastics
Football	Lacrosse
Golf	Soccer
Hockey	Softball
Lacrosse	Swimming
Soccer	Tennis
Swimming	Track
Tennis	Volleyball
Track	
Volleyball	
Wrestling	

INTERSCHOLASTIC EXTRACURRICULAR ELIGIBILITY:

Students are required to maintain a minimum grade point average of 1.5 in order to be eligible to participate in any interscholastic extracurricular activity (grades 7-12) within the Brecksville-Broadview Heights City School District. The grade point average of each grading period (quarter grades) will be used to determine eligibility. The eligibility of a student will continue until the grades are released to the athletic office, at which time the grades from the immediately preceding grading period become effective. Incoming freshman must have passed 75% of their classes in fourth quarter of the previous year to participate in fall athletic activities. **EXCEPTION:** Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.

Summer school grades earned may not be used to recalculate a student's G.P.A. from the last grading period of the regular school year. Additionally, eligibility requirements for participating in athletic programs must conform to the policies, rules/regulations, and limitations outlined by the Ohio High School Athletic Association. Specifically, student-athletes must be passing at least five (5) full-credit equivalent courses each grading period to remain eligible. Keep in mind that all PE classes are .25 credit for a semester.

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

Attendance is required from 10:40 a.m. until the end of the school day in order for a student to be eligible to participate in an after school or evening contest, performance, practice, rehearsal, etc. (Exceptions to this rule may include field trips, or unforeseen circumstances such as funerals or family emergencies pending approval by a building administrator.)

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

ATHLETIC SPECTATOR CODE OF CONDUCT:

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

DANCE RULES:

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

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

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

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

DANCE ATTIRE:

Minimal standard of dress for dances must comply with the school dress code. Fall and Winter Homecoming attire for students and their guests are shirt and tie for young men and dress or dress slacks for young ladies. Jeans and tennis shoes are prohibited. Formal wear is worn to Prom. Any deviation from these standards would be approved by the administration in advance.

AROUND THE BUILDING

EMERGENCY PROCEDURES:

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

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

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

DRIVING TO SCHOOL:

Driving to school and parking in the student lot is a privilege that requires adherence to certain rules and regulations. These rules, as listed below, are stated on the application for the driving permit and are handed to the students when they receive their permits. The student's and parent's signature indicates knowledge of and agreement to comply with these rules and regulations. Application forms are available from the Assistant Principals' Office--the cost of a parking permit for the school year is \$100.00. Fees will be prorated quarterly.

As enrollment has increased, the number of students desiring driving permits has outgrown the capacity of our parking lots. Seniors in good standing and Cuyahoga Valley Career Center students will be given first priority. Juniors in good standing who are active in the extracurricular program or who are employed and can produce a current work permit and proof of work schedule immediately after school may be issued a parking permit if space is available. Good standing status is determined by the student's grades, discipline record and fulfillment of all school-related obligations. A limited number of sophomores will be granted parking privileges based on similar standards.

Students who drive to school without proper authorization will not be permitted to park on school grounds, will face disciplinary action, and may have their vehicle subject to towing. Students who need to drive on an occasional basis (doctor's appointment, club meeting, special help from a teacher, etc.) will be able to obtain a one-day pass from the Assistant Principals' Office. Parking in unauthorized areas, reckless or improper operation, or driving an unregistered vehicle will result in disciplinary action that may include adhesive warning stickers affixed to the vehicle, temporary or permanent loss of driving privileges, detention, Saturday school assignment, and/or suspension.

RULES AND REGULATIONS FOR STUDENT DRIVERS:

1. Parking permits are non-transferable. Only a student who is registered and hangs an authorized permit on the rearview mirror will be permitted to park in the designated student lots. All others will be told to leave the grounds and return without the car. Any missed school time will be considered as unexcused. Students who falsify a parking permit will be subject to severe disciplinary consequences. Student cars are not to be parked in any other area of the campus or grounds—including grassy areas. Students who park in the faculty lot will have their parking privileges suspended.
2. The speed limit on school district property is 10 m.p.h. Drive slowly and carefully. Speeding and/or reckless operation of a vehicle will result in disciplinary and/or police action. Driving behind the school is strictly prohibited.
3. Drivers are to park properly, one space per vehicle, between the designated lines. Drivers are not to park in handicapped or in fire lanes.
4. Students should park, lock their vehicles and go directly into the building—loitering in parking lot is prohibited.
5. Students are not permitted to smoke or engage in any disruptive behavior while in vehicles on school grounds.
6. Students are hereby advised that vehicles parked on school grounds are subject to search at any time and may be subjected to random canine search.
7. During the school day, a student is not permitted to return to his/her car unless he/she has a pass from one of the administrators.
8. It becomes the student's responsibility to arrive to school on time. The attendance office will not excuse students who arrive late due to a flat tire, engine trouble, or other transportation related excuses.
9. Give buses the right-of-way. Use extreme caution around school buses.
10. Follow the proper traffic pattern. In the morning, senior students are to follow the new traffic pattern which means staying in the right lane up the hill which will go behind the building to the honors/senior lot. At dismissal, senior and honors lot students are expected to exit the Board of Education driveway. Students must exit in single file order. Crossing the yellow line or doubling up is not permitted. Juniors are expected to park in the junior lot (main lot by stadium). At dismissal, if juniors are turning left on Mill, they must exit the middle school drive. If turning right on Mill at dismissal, juniors must exit the Board of Education drive. Any sophomores granted parking privileges must follow the junior lot directions.
11. Neither Brecksville-Broadview Heights High School nor Brecksville-Broadview Heights City School District will be responsible for any damage or loss incurred while student vehicles are parked in the student parking lots. Lock your vehicle.
12. Violations of these rules and regulations could result in being ticketed, loss of permit, or be towed from campus.

STUDENT DROP-OFF / PICK-UP

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

FINES FOR MISUSE OF SCHOOL PROPERTY:

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

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

SERVICE/LEADERSHIP OPPORTUNITIES:

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

MEDIA CENTER / LIBRARY:

Hours of Access: 7:10 A.M. TO 3:10 P.M.

If a student needs to use the media center for an extended period after school, arrangements can be made in advance.

Students may use the media center:

- *During their study hall time
- *During their lunch time
- *With a class when their teacher brings them in
- *Before and after school

In order to use the media center during study halls or lunch:

- 1. Students must obtain a pass from the media center prior to their lunch or study hall period.
- 2. Passes are available in the media center before and after school and between classes. Stop in and request a pass at the circulation desk.
- 3. Passes may be obtained 1 day in advance or any time up until the beginning of a period that the student wishes to be in the media center.

4. Students should report directly to the media center with their passes for the period that they wish to attend. Students must present their passes and additionally sign the media center attendance sheet.
5. Lunch students must eat in the cafeteria before coming to the media center. After eating lunch students may bring their pass and sign the "lunch bunch" attendance sheet in the media center.

Media Schedule:

A weekly schedule of classes is posted in the media center window. Check this schedule and plan accordingly. When classes are booked into the media center, attendance is limited and at times the media center is closed. When attendance is limited, or the media center is closed, a student may see Mrs. Huston for a special research/assignment pass if the student really needs media resources.

Media Center Rules:

1. Students must maintain a quiet environment conducive to learning at all times.
2. Students must be on time arriving at the media center before the tardy bell.
3. Students must be respectful and polite to all adults and each other at all times.
4. Students must exhibit responsible use of the media center materials, furniture, and equipment.
5. Check out all materials at the circulation desk.
6. Return all materials to the book return area at the circulation desk.
7. Book bags must remain on the floor close to the tables.
8. Use the appropriately marked exit and entrance doors.
9. Push the chairs in at the end of each period.
10. Dispose of all trash in the garbage cans.
11. **NO** food items or drinks are permitted in the media center.

Students who do not behave in a suitable manner will have library privileges restricted or revoked.

Computer Use:

Computers are available for student use in the media center

- ♦ Students using computers must follow the district's Network Acceptable Use and Safety Policy, found later in this handbook.
- ♦ Students must sign up for the computer he/she wishes to use in the media center. After assigning the computer sheet, take the appropriate ID tag to the computer of your choice and begin your work
- ♦ Students must use their own network usernames and passwords to access computers.
- ♦ All material should be saved to the "h" drive on the computer
- ♦ Computers are to be used for school related projects **ONLY**. No games.
- ♦ Any tampering, hacking, deliberate vandalism of computers or any media equipment will result in serious disciplinary action.

COMPUTER LABS:

Students may use the computer lab in room 206(Red Lab), or in room 153(Gold Lab) during study hall at those times when the lab has not been reserved for a class. The red lab is also open after school until 3:30 P.M. Students should check the schedule posted near the computer lab to determine availability. When classes are scheduled, the labs are not available to study hall students.

Computer Lab Rules:

1. A quiet academic work atmosphere must be maintained at all times.
2. Students must arrive at the computer lab before the tardy bell.
3. Food and drinks are not permitted in the lab.
4. Students must be engaged in academic work requiring computer use.
5. Students may not play games, listen to music, or check e-mail.
6. Students must use their own assigned accounts.
7. Students are not permitted to install software, change software settings, or attempt to bypass security software.
8. All aspects of the Network Acceptable Use & Safety Policy must be followed
9. Students who break the rules may have computer lab privileges suspended in addition to possible other discipline sanctions.

LOCKERS:

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

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

SEARCH AND SEIZURE:

The Board or its designee reserves the right to search the locker, desk, person, and personal property of a student on school grounds, in school vehicles or at any school activity when it is reasonably necessary for the maintenance of order, discipline and safety in the supervision and education of students. At the beginning of the school year, students will be informed that their lockers, desk, persons and personal belongings, including, but not limited to, purse, athletic bags, and articles of clothing in the locker, are subject to search at any time and without warning. Searches will be based upon reasonable suspicion. In determining whether there is reasonable suspicion, the following factors will be taken into consideration but not limited to: the age, history and school record of the student, the prevalence and seriousness of the problems, the need to avoid delay; and the reliability of the information on which suspicion is based.

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

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

SURVEILLANCE CAMERAS:

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

STUDENT BEHAVIOR FOR SUBSTITUTE TEACHERS:

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

LOST AND FOUND:

When something is lost, an Items Lost or Stolen form should be filled out in the Assistant Principals' Office. The Lost and Found is located in the Attendance Office area. Please turn in items that you have found to that office.

HALL TRAFFIC AND HALL PASSES:

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

ELEVATOR:

Students who have an injury and need to use the elevator must have permission from the clinic or assistant principal's office. Only students with physical impairments and those assisting are permitted to use the school elevators.

LEAVING THE BUILDING:

Brecksville-Broadview Heights High School has a closed campus policy. No student may leave the building at any time for any reason without permission. This includes, but is not limited to, going to your car, the Middle School property, athletic areas, or any private property that

borders school property. Furthermore, after their arrival at school, students are not permitted to leave and will be considered truant and subject to disciplinary consequences.

ELECTRONIC DEVICES, ETC.:

Because radios, MP3/IPOD/CD players, electronic games, laser pointers, and other such devices have proven to be disruptive to the educational process, students are not permitted to have them in the hallways between classes. Use in classrooms, study hall, or the cafeteria, may be permitted per teacher/supervisor discretion. Because of the inherent danger of illicit use of laser pointers, confiscated items will be returned only to parents and students may be subject to disciplinary consequences. **All electronic devices such as pagers, cellular phones, etc. are to be kept out of sight and "silenced" as to not disrupt instruction. These items may be confiscated by any staff member if found disruptive and returned to the parent—or for 18-year olds, to the student--only after parent contact has been made with an administrator. Discipline consequences will be issued for the disruption.** BBHHS cannot be held responsible for lost or stolen electronic devices—these items should be clearly and securely marked for identification. Items such as laptops and graphing calculators may be permitted if they enhance teaching and learning and facilitate academic work. All electronic devices are subject to search and seizure policies of the district.

DRESS CODE/STUDENT ATTIRE:

Our school dress code has been established "in order to promote a safe and healthy school setting, and enhance the educational environment." ORC 3313.665 Student dress and grooming should be such that it does not detract from the educational process or have a detrimental effect on the governance and discipline of the school; therefore, students are expected to meet reasonable standards in their dress and grooming. The following items are considered inappropriate:

- ✓ hats or other head coverings
- ✓ sun glasses
- ✓ tank tops or bare midriff clothing
- ✓ transparent or spandex clothing
- ✓ sagging pants below the hip bone
- ✓ sweat pants, yoga pants, or exercise wear
- ✓ clothing that displays reference to tobacco products, alcoholic beverages, drugs or other illegal items
- ✓ clothing that depicts violence or is associated with gang activity
- ✓ clothing that contains or expresses sexual innuendo
- ✓ wallet chains; heavy or oversized jewelry worn around the neck, wrist, or waist
- ✓ clothing with holes or tears
- ✓ vulgar, lewd, obscene and plainly offensive
- ✓ or other attire deemed inappropriate by the administration

Skirts, culottes (skorts), and dresses shall be no shorter than mid-thigh (fingertip length). Tops, shirts, blouses, etc. should either have sleeves or a collar. All outerwear must cover underwear. Footwear must be worn at all times.

Shorts will be permitted from the first day of school through October 31 and from April 1 through the end of the school year. The length of shorts shall be no shorter than mid-thigh (fingertip length). Appropriate shorts include dress shorts, Bermudas, and walking shorts. Inappropriate shorts include (but are not limited to):

- ✓ athletic shorts,
- ✓ sweat shorts,
- ✓ boxer shorts,
- ✓ cut-offs, spandex-lycra
- ✓ torn or unfinished hem shorts.

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

Students who violate the dress code will be referred to the Assistant Principals' Offices. Attempts to secure appropriate clothing from home or borrow from the office will be made. According to the discretion of the administrator in charge, students dressed inappropriately may be assigned ISA for the day if appropriate attire cannot be arranged. Violators of the appearance code will be assigned to detention, and repeat violators will face more serious consequences.

STUDENT PUBLICATIONS:

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

SIGNS AND POSTERS:

Any student or group wishing to display signs or posters in the building **MUST** obtain permission from an administrator.

STUDY HALL:

The purpose and function of study hall is to provide students with the opportunity to be better prepared for their academic studies. Students are required to attend all assigned study halls and to be knowledgeable of the following rules and regulations.

1. Students are to be in their assigned seats when attendance is taken at the beginning of the period.
2. Students are not permitted to leave the room without proper authorization.
3. There is to be no talking unless teacher permission has been given.

4. Only one male student and one female student will be permitted to go to the washroom at a time. Permission to do so must be obtained from the study hall teacher.
5. Students are to use the available washroom closest to the study hall.
6. Students are not to wander about the room or leave their seats without permission.
7. Game playing of any kind will not be permitted.
8. When leaving study hall, students are requested to see that their immediate area is left in an orderly condition.

VISITORS:

All visitors to the high school must sign-in and obtain a Visitor's Pass from the main office. Alumni may visit after 2:20 p.m. Visits by students from other schools are prohibited. Exceptions at the discretion of the administration may be considered for students contemplating attending BBHHS with an advanced request and parental contact or for out-of-state guests upon presentation of a written request from the BBHHS student's parent/guardian prior to the date of the visit. (BOE Policy 9150)

BEE -TV:

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

PROBLEM SOLVERS:

<u>Problem</u>	<u>Problem Solver</u>
grade questions	classroom teacher
textbooks	classroom teacher
personal problems/concerns	counselor
class schedule	counselor
school-to-career info.	counselor
vocational programs info	counselor
standardized tests	counselor
college information	counselor
voter registration	guid. office/web site
work permits	guid. office/web site
draft registration	guid. office/web site
lockers	assistant principal
assemblies	assistant principal
discipline problem	assistant principal
driving to school	assistant principal
early dismissal	assistant principal
extended absence	assistant principal

from school	
stolen property	asst. prin/teacher
athletics	ath. director/web site
use of building	main office
lost/found	asst. principals
stolen items	asst. principals
elevator pass	clinic/asst.principals

HARASSMENT:

Harassment of any form - physical, verbal, or sexual - is viewed as a form of discrimination, will not be tolerated and will result in disciplinary action. The Brecksville-Broadview Heights Board of Education has adopted policies on discrimination and sexual harassment as found in the latter part of this handbook.

RIGHTS AND RESPONSIBILITIES

A student's main goal in school is to get an education. It is the responsibility of the school to provide that education and to prevent anyone from interfering with the achievement of that goal. Most discipline problems in school center around students disrupting others.

Teachers will handle disciplinary offenses through a variety of methods. These include conferences with students, contacting parents, assigning detentions, referral to the office, or any other suitable method they deem appropriate to the situation.

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

STUDENT RESPONSIBILITIES

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

1. Attend school each day to complete the course of study developed by the student and his/her parents.
2. Report for all scheduled classes promptly with assigned lessons and required materials.
3. Exhibit courtesy at all times to members of the school community.
4. Achieve all that is possible both academically and socially.
5. Treat school property with respect and care as well as the personal property of others. Assist in maintaining the cleanliness of our communities' building.
6. Present themselves according to the appearance code of the system.

7. Maintain high standards of thought, speech, and actions.
8. Respect the authority of all employees of the Brecksville-Broadview Heights City Schools.
9. Use only those facilities and areas designated for student use under teacher supervision.
10. Engage only in activities permitted on school property.

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

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

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT STUDENT CODE OF CONDUCT

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

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

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.

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

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

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

28. **Assault:** To cause or attempt to threaten or cause physical injury to any person is grounds for expulsion.
29. **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.
30. **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.
31. **Involvement with Drugs and Drug Paraphernalia:** A student shall not possess, use, transmit, buy, sell or conceal any of the drugs defined as a "drug of abuse" in Ohio Revised Code Section 3719.011 or possess, use, transmit, buy, sell, or conceal any of the drugs defined as "counterfeit controlled substance" in Ohio Revised Code Section 2925.01 or be under the influence of any such drugs. Nor shall any student possess, use, transmit, buy, sell or conceal any drug related paraphernalia at any time the student is subject to the authority of the school. Examples of drugs of abuse include, but are not limited to, narcotic drugs, "look alike" drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, cocaine, or derivatives, glue, or other substances that could modify behavior. A student shall not use any drug of abuse before arrival at school or at a school sponsored or related event or activity. Use of drugs authorized by a medical prescription from a

licensed physician shall not be considered a violation of this rule. However, no student may self-administer, or possess, drugs authorized by a medical prescription from a licensed physician, except for asthma inhalers and epipens. Students in grades six through 12, self-administering of non-prescription "over-the counter" medication (aspirin, ibuprofen, cough drops, etc.) shall not be considered a violation of this policy. Students in grades kindergarten through five may not self-administer any medication, whether prescription, non-prescription, or "over the counter." A student who demonstrates behavior seemingly related to drug usage or who exhibits symptoms or physical conditions that may be related to drug usage shall be referred by a staff member for observation and questioning by a school administrator. If the suspicion of drug usage still exists, the parents shall be informed immediately and shall be requested to come to school as soon as possible. Based on his/her professional judgment, the administrator may send the student home in the custody of his/her parents.

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

- a. Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or writes such trademark, trade name, or identifying mark;
 - b. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed or packed or distributed by a person other than the person that manufactured, processed or packed or distributed it;
 - c. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;
 - d. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color for its markings, labeling, packaging, distribution for the price for which it is sold or offered for sale.
32. **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.
 33. **Arson/Attempted Arson/Possession of Incendiary Device:** Setting fires or the use or possession of any incendiary device is prohibited.
 34. **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.
 35. **Harassment & Dating Violence:** Students shall not engage in any obscene, abusive, profane or degrading gestures or expressions; racial, ethnic or religious prejudicial or disrespectful actions; harassment of any kind (including sexual) to any individual or group; intentional act of violence within a dating relationship; or intimidation (including bullying) and/or threats to an individual or group. This includes publication or distribution of materials meeting this description.

36. **Violation of the Tobacco Policy:** A student who violates the tobacco policy for the third time is subject to expulsion.
37. **Repeated or Continued Violation of Minor School Conduct Rules or Rules for which Suspension may be imposed:** If, after out-of-school suspension, a student continues to violate minor school conduct rules, expulsion may result at the next step. Additionally, a student who has been suspended may be expelled for new suspend able conduct after having served an out-of-school suspension.
38. **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.
39. **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.

DETENTION:

Detention is a supervised period assigned to students for various breaches of acceptable behavior or disregard for regulations. Students are assigned to the school detention period by the principal or an assistant principal. Teachers may hold their own detentions. Students have the responsibility of working out conflicts where two or more detentions are assigned on the same evening or morning.

Detention will be held from 6:50 - 7:20 a.m. on Wednesdays and Fridays, and 2:30 - 2:55 p.m. on Tuesdays and Thursdays. Failure to attend detentions when assigned will result in additional detentions being assigned, Saturday schools, and/or suspension. Students serving detention are responsible for their own transportation.

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

1. The session is to begin promptly at 8:00 a.m. and end at either 10:00 a.m. for a half session, or 12:00 noon for a full session the cafeteria. Students should use the main entrance nearest the staff parking lot.

2. Tardiness will be treated in the same manner as tardiness on a regular school day. Students who report after 8:15 a.m. will not be admitted and will be referred to their respective assistant principal.
 3. Student dress should comply with the "Dress Code/Student Attire" section of the Student-Parent Handbook.
 4. Students are to bring their own schoolwork, and should have enough work and materials to be productive for the entire detention period. Students will not be permitted to go to their lockers; the rest of the building is locked.
 5. Sleeping is not permitted. Students who sleep will be dismissed and referred to their assistant principal.
 6. There is to be no smoking on the grounds by students prior to, during, or after the session. Violators will be reported and are subject to school policy.
 7. Phones are not to be used when Saturday Detention is in session.
 8. A "no show" without a valid reason may result in additional disciplinary consequences.
- A report regarding attendance and student behavior will be submitted to the office of the assistant principals after each Saturday session. Failure to comply with school rules and regulations will result in further disciplinary action.

DISCRIMINATION/HARASSMENT:

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

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

The Board's policy of nondiscrimination will extend to students, staff, job applicants, the general public and individuals with whom it does business and will apply to race, color or national origin, citizenship status, religion, sex, economic status, age, handicap and other human differences.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR:

GENERAL STATEMENT

The Board of Education prohibits acts of harassment, intimidation, or bullying. The School District is committed to providing a safe, positive, and productive educational environment for all of its students. All members of the school community should be treated with dignity and

respect. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Harassment, intimidation, or bullying of students or personnel by students, school personnel, or school volunteers is prohibited, whether in the classroom, on school property, on school buses or vehicles, at school-sponsored events, or in cyber-space. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of students, administrators, faculty, staff, and volunteers.

DEFINITION OF HARASSMENT/INTIMIDATION/BULLYING

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

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

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

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

SEXUAL HARASSMENT:

GENERAL STATEMENT

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

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

DEFINITION OF SEXUAL HARASSMENT

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

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

Sexual harassment may include, but is not limited to:

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

PROCEDURES FOR REPORTING AND INVESTIGATING ANY TYPE OF HARASSMENT

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

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

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

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

TOBACCO/ALCOHOL/DRUG POLICY FOR EXTRACURRICULAR ACTIVITIES AND INTERSCHOLASTIC ATHLETES Addendum 8-28-97

STATEMENT OF PHILOSOPHY:

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

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

In keeping with the philosophy of education, the Board of Education, administrators, athletic department, and activity advisors of Brecksville-Broadview Heights City School District view tobacco, alcohol, and drug use not only as a violation of the law, but as a problematic behavior which has an adverse effect on individuals and the programs in which they are involved. It is

the intent, therefore, to support a disciplinary program which encourages students to recognize and deal with the causes for their use through contact with the appropriate agency (C.A.P.A., private counselors, treatment facilities, etc.) rather than being strictly punitive in nature.

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

Tobacco and Tobacco Products, Alcohol and Drugs

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

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

First Violation:

The first-time offender will be denied participation in all extracurricular and/or athletic programs for one full calendar year from the date of violation. If the student agrees to schedule himself/herself into and complete the first available school Insight Program, the term of denial will be up to 20% of the activity time for extracurriculars up to 20% of scheduled competition time for athletes in any sport in which the students participate. Upon completion of the program, the student must be willing to follow the recommendations provided. If no school Insight Program is presently available, the student's parents may choose, at their own expense, to enroll the student in an outside school-approved program. Completion of the program is mandatory.

For a student involved in extracurricular activities, up to 20% of the activity time is imposed from the time the advisor has notified the student of probation. If the offense occurs late in the school year, the denial to participate may, if necessary, be carried over into the next school year's extracurricular participation. The term of denied participation is determined by the building administrator and extracurricular advisor.

For athletes, a full season is defined as including all the contests scheduled for a specific sport. Should the offense occur in mid-season, the denial to participate may, if necessary, be carried over into the next seasonal sport that the athlete wishes to participate. The number of contests to be missed will be determined by the athletic director, building administrator and athlete's coach.

Second Violation:

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

agency. The assessing agency must be chosen by agreement between the parents of the student and the school administration with assistance from the CAPA Coordinator.

Violations Beyond a Second Offense:

Additional violations of the alcohol/drug policy past the stipulated number of incidents will result in permanent denial to participate in any extracurricular and/or athletic programs until the offender has successfully completed a treatment program which is acceptable to the building administration and the CAPA Coordinator. The student shall be denied participation for a minimum of one calendar year from the date of violation and must apply for reinstatement in the extracurricular and/or athletic program after completing the treatment program.

Sale and/or Distribution:

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

Self-Referral by Students:

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

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

DISCIPLINARY/DUE PROCESS EXPLANATION AND PROCEDURES:

1. Participation in practice for students in violation may be allowed at the discretion of the athletic director, athlete's coach, activity advisor, and building administrator. However, the student may not dress/participate with the team for contests/performance.
2. All students must complete the Insight Program by the end of the school year. Non-compliance will result in underclassmen (freshman, sophomore and junior) being ineligible for further participation in extracurricular or athletics until the Insight Program has been completed. Seniors noncompliant will not be eligible to receive awards and/or recognition for the activity they participated in or the sport they played.

3. At no time is Brecksville-Broadview Heights City School District responsible to incur fees for chemical dependency assessment /treatment/ counseling. Financial responsibility for these recommendations must be incurred by the parent and/or legal guardian.
4. Notification Process: The principal, assistant principal, organization advisor or the athletic director will submit immediate written notification to the parent/guardian and student of disciplinary action.
5. Situations not covered in this policy will be reviewed by the extracurricular advisor, athletic department and the administration with a final decision being made by the building principal.
6. In certain circumstances, advisors of activities, clubs, and organizations may wish to hold an appeals hearing with the building administrator and the C.A.P.A. Coordinator in regard to a student's continued involvement.
7. Students apprehended by law enforcement agencies for use of illegal substances (i.e. alcohol or other drugs) are referred to the C.A.P.A. office year round and must participate in the Insight Program. (8/94)

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

NETWORK ACCEPTABLE USE AND SAFETY

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

Overview

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

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

Network Access

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

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

Internet privileges may be denied, suspended, or revoked as a consequence of violation of the provisions of this Acceptable Use Policy. Furthermore, Brecksville-Broadview Heights City

Schools administrators and staff will cooperate fully with law enforcement officials when there is suspicion that unlawful activity has taken place.

Code of Conduct

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

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

Network users agree to follow security guidelines. A user will not use another person's account, pretend to be someone else, or attempt to conceal his or her identity on the network. Users will not give others access or permission to use their accounts. Users will not re-post personnel communications without the author's consent. Students will not give out personal information such as address or phone number, send other users pictures of themselves, or agree to meet with people encountered online. Exceptions to avoiding such sharing of personal information may occur only within the context of projects directed by and under the supervision of a teacher.

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

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

Users are expected to follow generally accepted network etiquette guidelines.

DISCLAIMER

The information gathered from the Internet does not reflect the views of the Brecksville-Broadview Heights city Schools. The district does not endorse the veracity or utility of any materials obtained using its equipment or access to network resources. The school district is

not responsible for the consequences of receiving or using advice or information from an Internet source. Neither is it responsible for the consequences of any disruption or changes in services of its network or Internet connection, nor for loss of data stored on its system.