

2023-2024

BCSD

Berea City School District

EXCELLENCE • INTEGRITY • PURPOSE

Serving Berea, Brook Park and Middleburg Heights



Elementary

handbook

introduction

Dear Parent/Guardian,

It is a pleasure to welcome you to a new school year. Our teachers and staff look forward to ensuring that our students learn and grow in a safe and supportive environment. Your involvement and support will go a long way in helping make this a successful school year!

This handbook was developed to answer many of the commonly asked questions and to provide specific information about certain board policies and procedures. Let us know if you have any questions that are not addressed in this handbook.

Let's have a terrific year!

Sincerely,

A handwritten signature in blue ink, reading "Tracy L. Wheeler".

Tracy L. Wheeler
Superintendent

Big Creek Elementary School

Big Creek Parkway
Middleburg Heights, Ohio
216-898-8303

Ms. Bonnie Kubec | Principal
bkubec@bereaschools.org

Ms. Karen Frimel | Assistant Principal
kfrimel@bereaschools.org

Brook Park Elementary School

17001 Holland Road
Brook Park, Ohio 44142
216-898-8307

Mrs. Tracy Schneid | Principal
tschneid@bereaschools.org

Mr. Pete Carnabuci | Assistant Principal
pcarnabuci@bereaschools.org

Grindstone Elementary School

191 Race Street
Berea, Ohio 44017
216-898-8305

Mrs. Teri Grimm | Principal
tgrimm@bereaschools.org

Ms. Shannon Lazarus | Assistant Principal
slazarus@bereaschools.org

Berea City School District

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Vicki Turner | Director of Information Technology

School Directory

Berea-Midpark High School Mark Smithberger, Principal	216-898-8900
Berea-Midpark Middle School Tim Velotta, Principal	216-676-8400
Big Creek Elementary Bonnie Kubec, Principal	216-898-8303
Brook Park Elementary Tracy Schneid, Principal	216-898-8307
Grindstone Elementary Teri Grimm, Principal	216-898-8305
Snow School Tami Klammer, Principal	440-260-8251



Berea City School District

EXCELLENCE • INTEGRITY • PURPOSE

Serving Berea, Brook Park and Middleburg Heights

The Berea City School District is a diverse
community dedicated to inspiring lives of

character,
learning,
leadership,
and service.

STUDENT ABSENCES AND EXCUSES

[Board Policy 5200 Attendance](#) and [5200.01 Habitual & Chronic Truancy](#)

Parental Responsibility for Regular and Punctual Attendance

Each parent or person having charge of a child within the compulsory attendance age shall be responsible for such child's regular and punctual attendance at school as required under provisions of the law.

A child of compulsory school age residing in the District may be legally excused from public school attendance by:

- A. holding a full-time age and schooling certificate and being regularly employed;
- B. receiving approved homeschooling;
- C. attending a nonpublic/community school;
- D. having graduated from an approved high school.

Absences and Excuses

Students are required to be in regular attendance for their own benefit and in order to fulfill the State educational requirements.

A. Excused absences

The parent or guardian is required to provide an explanation of each absence. An excuse for absence from school may be approved on the basis of any one or more of the following conditions:

- 1. personal illness;
- 2. illness in the family;
- 3. quarantine of the home;
- 4. death of relative;
- 5. observance of religious holidays or;
- 6. emergency or set of circumstances approved by the Superintendent.

On occasion, it may be necessary for families to take extended trips or vacations during school days. In advance of such trips, it is necessary for parents/students to request a list of assignments and school work for the student to complete. Upon return, the assignments and school work should be submitted to the teacher for evaluation.

For trips lasting one month or longer, parents must withdraw their students from school and re-enroll upon their return.

B. Notification to parents of student's absence

The principal of each school shall ensure that the parent or guardian of each absent student (under eighteen [18] years of age) is notified each day of the absence, as soon as practicable, unless the parent notifies the school that they are aware of the absence.

PARENTS SHOULD CALL THE ATTENDANCE LINE AT YOUR CHILD'S SCHOOL TO REPORT THEIR CHILD'S ABSENCE

(building phone numbers are listed in this handbook)

The attendance line is available 24 hours a day, 7 days a week. If we do not receive a call, office personnel will contact parents. If we are unable to reach a parent by phone, the child is required to bring a written excuse from the parent/guardian upon returning to school.

Dental and doctor's visits should be made after school or on the weekend whenever possible. Most doctors agree that the child should be in school, and will cooperate when asked.

C. Administrative Guideline #2430 District Sponsored Clubs/Activities: **Eligibility Requirements**

No student who has been absent for a school day may participate in an extracurricular activity scheduled for the afternoon or evening of that school day without the approval of the Principal.

PARENT SIGN-OUT PROCEDURES

When dismissal during school hours is necessary, it is important that a child present a written excuse or appointment card. This excuse card is to be signed by a parent or guardian and brought to the school office no later than the morning on the day the excuse is requested. Children who are to be dismissed early are to be MET in the school office. Parents are required to sign children out in the office for early dismissal.

STUDENTS GOING HOME FOR LUNCH

Parents who wish to take their children home for lunch may do so by signing them out in the Main Office. These students are to return to school no later than five minutes prior to the end of their lunch hour. No child will be permitted to leave the school grounds without a parent/guardian signing him/her out. (Written permission is required in order for one person to sign out another's child.)

REPORTING TO SCHOOL IN THE MORNING

Children are not to arrive at school earlier than 8:50 AM unless instructed to attend an extra-curricular activity. There is no adult supervision prior to this time. Children are not permitted inside the building prior to this time unless they are in the breakfast program or a safety patrol guard. Upon arrival, children are to form a line at their grade level door(s).

TARDINESS

Any child who comes into school after the start of school is considered tardy. The child must report to the school office with a parent and/or guardian and sign in. Repeated tardiness is not excused and results in the loss of valuable instruction time and develops very poor habits.

AFTER SCHOOL PROCEDURES

For the safety of all our children, please send a note or call the school office if there is any change in your child's normal school procedure. Without this notification, your child will be sent home by normal procedure. Children are not permitted to go to other homes or places, or get out of the bus line, without notification from the parent/guardian.

PERSONAL ITEMS / ELECTRONIC COMMUNICATION DEVICES

Personal Items/Toys

Children are not permitted to bring personal items to school such as trading cards, toys, or radio-controlled devices. These items tend to become a disruption to the instructional process and create other disturbances. Additionally, toy guns are not permitted at school. Knives, real or play are likewise not permitted at school. These items are also not allowed at sharing time.

Electronic Devices (cell phones, smart watches, iPads, earbuds, etc.)

During the regular school day students are not permitted to use or have visible, any electronic communication devices (cell phones, headphones, iPod, etc.) unless specifically authorized for an educational or instructional purpose with the teacher's permission and supervision. Smart Watches, or the like, should not be used for communication during the school day so as not to be a disruption. Violation of this policy may result in the confiscation of the electronic device and/or disciplinary action.. Storage of such confiscated devices will be in the main office and retrievable only by a parent/guardian.

Bicycles/Skate Boards/Scooters/Roller Blades/Skates

To promote safety, skate boards, scooters, roller blades, "heelys" and skates are not permitted at school. Bicycles are permitted, but helmets must be worn and bikes must be locked up at all times. Students must be careful riding through any parking lot or driveway areas.

SCHOOL PROPERTY

Smoking and/or vaping

Per Ohio Law, there is to be no smoking/vaping on any school property.

Dogs

For the safety of students, staff and visitors, no dogs are permitted on school property during regular schools hours or during arrival/dismissal times unless they are part of an approved visit/program. Families walking students to and/or from school should not bring dogs on the property to drop students off or pick them up.

DRESS AND GROOMING

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. The Board authorizes the Superintendent to establish a reasonable dress code in order to promote a safe and healthy school setting and enhance the educational environment. The dress code shall be incorporated into the Student Code of Conduct.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. Present a hazard to the health or safety of the student himself/herself or to others in the school
- B. Materially interfere with school work, create disorder, or disrupt the educational program
- C. Cause excessive wear or damage to school property
- D. Prevent students from achieving their educational objectives because of blocked vision or restricted movement.

The Superintendent shall develop administrative guidelines to implement this policy which designates the principal as the arbiter of student dress and grooming in his/her building.

PARENT GUIDELINES FOR STUDENT DRESS

1. All clothing should be neat, clean, and safe.
2. Shorts are permitted on warm days only.
3. Coats are encouraged on cooler days and should be worn by students during outdoor recess.
4. The following clothing is not allowed:
 - That which exposes too much or is too tight, including but not limited to tank tops, spaghetti strap tops, halter tops, cut-off T-shirts, bare midriffs, short shorts, and spandex (biking) pants or shorts.
 - That which contains messages that are obscene, profane, drug-related, gang-related, or inflammatory or depicts weapons or violence.
 - Sagging pants.
5. Parents are encouraged to send a change of clothes to be kept at school for their child.

Disclaimer: Any new "fads" in clothing, or anything not specifically covered in the above guidelines, determined to be inappropriate dress or disruptive to the learning environment, shall be dealt with at the discretion of the Berea City School District Elementary Schools' Administration.

Any student not adhering to the above will be referred to the office where parent contact will occur.

RECESS GUIDELINES

When the temperature, including the wind chill, is 20 degrees or above, students will go out for recess and need to be dressed for the cold weather. The administration reserves the right to hold indoor recess based on the conditions of the playground/blacktop areas.

CAFETERIA AND FOOD GUIDELINES

Schools offer breakfast and lunch meals daily. These meals are part of the United States Department of Agriculture school meals program. Breakfast consists of a whole grain item, fruit, and milk. All students must take the fruit. Lunch consists of an entrée, fruit, veggie, whole grain item, and milk. All students must take a fruit or veggie. Our lunch meals average no more than 10% of the calories from saturated fat. Our elementary schools were the first in the country to receive the Cleveland Clinic Eat Right at School endorsement. Our elementary schools have also received the Healthier US Challenge Bronze Award. If you have any questions about Nutrition Services, please contact: The Nutrition Services Supervisor at 216-267-2142.

Nutrient Analysis

You can view the complete nutrient analysis on the district website, www.berea.k12.oh.us > Departments & Services > Nutrition Services. Students are offered all the items on the published menu, but they are not required to take all the items. Students must take a fruit or vegetable.

Meal Prices

Breakfast is \$1.50 and is available at all elementary buildings. Lunch is \$2.40 in K-4 grades. Current breakfast and lunch prices appear on the district website. Lunch prices are set to keep the Nutrition Services Department financially stable. Nutrition Services does not receive money from the taxes collected by the school district levies. We operate as a business and must cover all the costs from the revenue we take in.

Free/Reduced Price Meals

Parent/Guardians with students that may qualify for free/reduced price meals must complete an application every year. The application is available at www.mymealtime.com. A profile and password must be set-up the first time you use the system. You need your child's PIN number (used in the cafeteria) to complete an application. You may apply for free/reduced priced meals at any time during the school year.

A La Carte Choices

Cafeterias offer some a la carte type snack foods. These foods follow the guidelines of the Alliance for a Healthier Generation. If you do not want your student to be able to purchase a la carte food or you want to limit the amount they can spend, contact your school Nutrition Services Manager.

Fast Food

FAST FOOD WILL NOT BE PERMITTED. IF YOUR CHILD(REN) FORGOT HIS/HER/THEIR LUNCH(ES) PLEASE DO NOT BRING FAST FOOD FOR HIM/HER/THEM.

Healthy Choices/Carbonated Beverages

Families are encouraged to send students with healthy snacks. Carbonated beverages are discouraged due to the mess they can make if they spray when opened.

Sharing of Food

Due to increase in food allergies and other medical concerns families should not bring in any food product for other students to consume. Please help us keep all our students safe.

Point of Sale System

Our schools use a point of sale system for the cafeterias. All students use their five digit PIN number to access their account. Homeroom teachers will give new students their PIN number. The student will use this number for the entire time they are in Berea schools. The cashier can see a student's account after the student enters their number on the PIN pad. If your student comes home with a green stamp on his/her hand, that means they only have enough money left for three (3) lunches.

Parents may add money to their student's account by sending a check or cash with the student to turn in to the cafeteria, or by credit or debit Mastercard or Visa. To use a credit/debit card, visit www.mymealtime.com. A minimum \$25.00 deposit is required. Allow 24 hours for deposits to appear in your student's account.

First time users will need to set-up an account. Parents/Guardians may view their student's account on the Mealtime site once they have set up their profile and password. You may also set up the Mealtime account to email you when the account is getting low.

Charging

Students will now be allowed to charge 5 breakfasts and 5 lunches before receiving a gratis meal. The intent is to decrease the amount of gratis meals district wide and also give those parents/guardians who are having financial difficulties some lenience. The goal is to ensure students are receiving a healthy, sustainable breakfast and lunch every day. This is not meant to increase the negative balance at the end of the school year. Parents are encouraged to use [MealTime](http://www.mymealtime.com) to pay for meals and/or to track purchases made by their student(s).

Special Diets

Special diet requests should be directed to the Nutrition Services office at 216-267-2142.

Birthday Treats

Food birthday treats are not allowed. Non-food suggestions for birthday activities include: reading a book to your child's class, sending in non-food favors, purchasing a book for the school library or classroom, etc.

SAFETY PROCEDURES

Students are instructed each year in proper procedure for fire, tornado, and safety (Run/Hide/Fight) drills.

Fire and Tornado Drills

The school complies with all fire safety laws and will conduct fire drills in accordance with State law.

The school conducts tornado drills during the tornado season following procedures prescribed by the State.

Safety Drills - Run, Hide, Fight

The school conducts Run, Hide, Fight drills in accordance with State law.

Teachers/staff will provide specific instructions on how to proceed in the case of an emergency and will oversee the safe, prompt and orderly evacuation of the building in such cases.

EMERGENCY AND DISASTER POLICY

1. In the event of an emergency or disaster during a school day, pupils will remain at school until authorities deem it wise to send them home. Sufficient medical and food supplies are available in the various schools to care for pupils for a short period of time.
2. During an emergency or disaster, students will be moved from the classrooms, etc., to the safest portion of the school building as determined by school authorities.
3. In the event of an impending emergency (snow storm, tornado, etc.) the principal shall dismiss students to the parent or guardian who comes for their children, even though school is to continue in session.
4. If school authorities consider it necessary that elementary children be sent home before or after regular dismissal times, parents will be contacted.
5. In the event that the school is not in session due to weather or other conditions, such information will be announced repeatedly on the Cleveland radio and television stations and a call will be placed to all homes via our automated emergency notification system. The radio and television stations will announce only the school systems which will be closed. Any school system not announced as closed should be regarded as being open for regular school.

SCHOOL CLOSING ANNOUNCEMENTS

In case of severe or abnormal weather conditions or public calamity for which school may be closed, the following procedure for notifying students, parents, and Board of Education employees will be followed:

1. The Superintendent of Schools or his designee will communicate the "decision to close schools" to radio and television newscasts.
2. The Superintendent of Schools or his designee will place a call to all parents using our automated system. Please make sure to keep all contact information updated.
3. Announcements concerning "school closing" will be carried on the local radio and television newscasts, the BCSD website (www.berea.k12.oh.us), Facebook, and Twitter.
4. Only schools which will be closed will be announced.
5. Schools which will be open after they have been closed WILL NOT be announced as to being open.

COMPUTER USE (BOE POLICY 7540.03)

Below is an abridged version of [BOE Policy 7540.03](#)

The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students.

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act.

The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Any student who attempts to disable the technology protection measures will be subject to discipline.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the District's Education Technology.

SCHOOL HEALTH SERVICES

Clinic Staff

Clinics are staffed by an RN or LPN; some with an additional HA/STNA for the entire school day, based on the health needs of the building. All staff are trained in school health procedures and policies as developed by ODH/AHA guidelines. Contact your school health clinic to answer medical questions once school resumes. The School Health Personnel are responsible for:

- First Aid to ill/injured students and staff
- Safe administration of medication to students per BCSD policy
- Communicable disease control
- Mandated health screenings

Attendance and participation in school is critical to student success. Parents may be required to submit a signed physician's note in the event that a student experiences a temporary or permanent condition which impacts his/her ability to attend and participate in their educational experience which includes recess.

If your child has a significant medical history it is important to share the information with the nurse so that plans can be put in place to support your child's health needs during the school day.

First Aid

First Aid will be provided to ill/injured students by the School Health Specialist in accordance with medically-approved protocols.

The OLR must be completed/updated each school year for each student. The Health History form includes information regarding how to reach you or another responsible adult who can pick up your child from school promptly in the event of illness/injury. Please help us to stay current regarding your child's health needs by updating forms as your child's circumstances may change throughout the school year. In the event that emergency transport is required, a copy of this form will be given to the medical provider rendering treatment.

Health Screenings

State mandated Vision and Hearing screenings are conducted each year for students in preschool, Kindergarten, grades 1, 3, 5, 7, 9, and 11, students new to BCSD, as well as by request of parent or teacher. Screenings for Scoliosis are also conducted in appropriate age groups. All screenings are completed in accordance with Ohio Department of Health guidelines. Families are notified if the screening indicates that further medical evaluation is necessary.

Medication

Medications are authorized in accordance with BCSD policy. Medication Assistance forms are available from the school office/clinic or online. A separate form must be completed and signed by the physician for each medication or treatment, (prescription as well as over-the-counter, which includes cough drops, vitamins, ointments, sunscreens, etc.) and signed by the parent. Medication must be in the original container and labeled appropriately with student name, name and dose of medication, and safe expiration date. Medications and or treatments must be delivered to the clinic by an adult, along with the appropriate completed Medication form. Additional forms are required for certain medications such as Diastat, insulin, epi-pens, or asthma inhalers. Children will not be permitted to share medication; each student must have their own labeled medication. Parents/Guardians are to provide supplies needed for students (diabetic, etc.). Contact your School Health Specialist if you have questions concerning medication for your child.

Communicable Disease

In order to protect our children from vaccine-preventable disease, BCSD requires documentation of each student's immunization record.

STATE LAW REQUIRES THAT STUDENTS WITHOUT PROPER IMMUNIZATIONS OR EXEMPTION ON FILE BE EXCLUDED FROM SCHOOL AFTER 14 DAYS FROM THE START OF SCHOOL UNTIL PROOF OF VACCINATION IS PRESENTED OR EXEMPTION FORM FILED.

Please help us to keep all of our students healthy by updating the school when your child receives vaccines. Your School Health Specialist will be happy to answer any questions you may have regarding required immunizations.

We require students to be well in order to actively participate in their educational day. Please keep your child home for the following:

Coughing – if they have a persistent disruptive cough.

Diarrhea – until diarrhea has ceased for 24 hours without medication.

Fever 100° or higher – until fever below 100° for 24 hours without medication.

Lice or Nits – until treated & “nit-free”. (Must be checked by clinic or office staff prior to readmission to school.)

Parent/guardian must escort the student to school to be assessed. Students may not ride the bus or return on their own until they are cleared by the clinic/office staff.

Rash – oozing, unable to be covered, if rash is untreated or if child is too uncomfortable even if treated.

Strep Throat/Scarlet Fever – until he/she has been on antibiotics for 24 hours.

Vomiting – until vomiting has ceased for 24 hours without medication.

Conjunctivitis (Pink Eye) – until he/she has been on antibiotics for 24 hours.

Homebound Tutoring

Parents may request homebound tutoring for children who are unable to attend school because of prolonged illness or other lengthy disabling conditions. Contact your principal for information.

REPORTING STUDENT GRADES AND PROGRESS TO PARENTS

Report Cards will be communicated to all elementary students at the end of each period. Interim reports will be communicated to all students at the middle of each grading period. Kindergarten, first grade, and second grade are reported as trimesters. Grades three and four are reported within four quarters. Parents/Guardians of third and fourth graders should log-on to the Infinite Campus Parent Portal to see interim Progress Reports.

Parent-teacher conferences are held twice a year. However, should you desire to have a conference at any time during the school year, please contact your child's teacher to schedule a mutually acceptable time. Any concern you may have about your child's education should first be discussed with the classroom teacher. If further discussion is needed, you may contact the principal who will answer your questions or put you in touch with the appropriate central office administrator.

ELEMENTARY GIFTED SERVICES

Identification

Students may be identified in superior cognitive ability, specific academic ability (reading, mathematics, science or social studies), creative thinking, and visual and/or performing arts (music, art, dance, drama). It is very likely a child could be identified in two or more areas.

Referrals

Any student in kindergarten through grade twelve, regardless of cultural diversity, socioeconomic background, disability, or those for whom English is a second language, may be referred for testing at any time by a teacher, parent, peer, or others familiar with the student's potential or performance. Individual assessments generally are conducted after Labor Day until the end of March. [Referral forms](#) are available on the district web site or by mail, if requested, by calling Gifted Services at 216-898-8300 ext. 6262 or emailing bcsdgifted@bereaschools.org

Services

Districts are required to identify gifted students. However, school districts are not required to provide gifted education services. Currently, the state provides school districts with only partial funding for identifying gifted students and employing or contracting gifted education staff.

At the elementary level, the district offers three self-contained units (grades 2-4) for district Superior Cognitive students at Brook Park Memorial. For Superior Cognitive students who do not qualify for the self-contained unit or whose parent/guardian decline placement for their student, cluster groups will be in place at the home buildings. This is to provide support in differentiated instruction to insure that student needs are being met.

More information about Gifted Services is posted on the district web site at:
<http://www.berea.k12.oh.us> > Departments & Services > Academic Affairs > Gifted Services.

LINK

LINK is the parent advocacy group for gifted and talented services in the Berea City School District. The group provides information and communication for parents, educators, students and other interested persons in support of gifted and talented learners. LINK is an affiliate of the OAGC (Ohio Association for Gifted Children). Meeting notices are posted on the Berea City School District web site under Departments & Services > Academic Affairs > Gifted Services > Parent Advocacy.

Questions regarding gifted services should be directed to the Gifted Services Coordinator at 216-898-8300.

ENGLISH AS A SECOND LANGUAGE

All students enrolling in the Berea City School District are screened through Central Registration to identify those students whose native or home language is not English. A Home Language Survey is completed at the time of registration for all students.

If a student is identified as speaking a primary or home language other than English on the survey, the home school English Language Learner (ELL) tutor is notified to conduct an assessment of the student using a Language Assessment Scales test (LAS). The LAS test assesses language skills in reading, writing, speaking, listening and comprehension. Students are to be assessed using the LAS within ten days of enrollment.

Once it has been determined that a student is eligible for services, the ELL tutor will send the student's parents/guardians a letter within ten days of assessment advising them of the results and their child's eligibility to receive services. Pull-out services are provided for eligible students with the goal of students acquiring English proficiency. All identified ELL students in grades Kindergarten through 12 are required to participate in the Ohio English Language Proficiency Assessment (OELPA) in late winter/early spring.

An excellent resource for English Language Learners may be found on the Ohio Department of Education website (<http://www.ode.state.oh.us>) under Learning Supports > Limited English Proficient (LEP) Students.

For more information in the Berea City School District about ELL services, please visit our website at <http://www.berea.k12.oh.us> > Academic Affairs > ELL Services, or contact 216-898-8300.

PARENT/COMMUNITY INVOLVEMENT

Communications

Each elementary school publishes a weekly school newsletter which is shared digitally. Special bulletins or flyers are sent home as a reminder of special events by the school, PTA, and approved civic organizations.

Parent-Teacher Association

A strong Parent-Teacher Association at every school, backed by volunteers, supports the learning experiences for all students. Each school has its own PTA, which belongs to and cooperates with the Berea City School District PTA Council. If you do not receive a schedule of PTA meetings, call your school to obtain one and make an effort to get involved. Active participation in your school's PTA is an excellent means for you to become acquainted with staff members and other parents.

Visitors

Parents are encouraged to visit our schools. For the safety of our students, and to minimize disruption to the educational program, we request that all non-emergency visits be scheduled in advance with the classroom teacher involved. All visitors are asked to immediately report to the school office to sign-in and receive a visitor's badge.

Volunteers

Volunteers are valued members of our school communities. In order to ensure that our students are safely supervised, the Berea City School District has a policy that requires a background check of volunteers or chaperones who will be supervising children. Background checks disclose information that, according to State laws and/or Berea City School District Policy, exclude a volunteer from chaperoning or working in small groups with children. The background check is valid for five years. Your school office can verify if your records/prints are current and up to date. This policy helps make our schools as safe as possible while using your special skills to enhance learning opportunities for our students. Parents and community members wishing to volunteer in our buildings need to visit the Personnel Office to be fingerprinted for a background check during the following times:

Tuesdays and Thursdays from 8:15 AM to 10:00 AM
(No appointment necessary during these hours)
To schedule an appointment, call 216-898-8300 Ext. 6235

DISTRICT ORGANIZATIONS

Parents may call the district Administration Building (216-898-8300) if interested in participating in any of the following organizations/committees:

LINK, Curriculum Council, Diversity Committee, Safety/Security Committee, Berea PTA Council, The Education Foundation

STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

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. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

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.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
3. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
4. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; or a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

REGISTRATION AND RESIDENCY REQUIREMENTS

(BOE Policy 5112)

Please call 216-898-8300 to make an appointment to register your child in the Berea City School District. You may also register your child online. Only the child's parent or legal guardian may register a student.

Children entering kindergarten for the start of the 2023-24 school year must be five (5) years of age on or before August 1, 2023.

The following items will be required for registration of all pupils in all grades whether you choose in person or online registration:

- Registration packet – this may be obtained at any district building or may be downloaded and printed from the district website (www.berea.k12.oh.us). The papers must be completed (some will require a notarized signature) by the custodial parent or legal guardian. Directions for online registration can be found on the district website.
- Original or certified copy of the child's birth certificate. If this is not available, the Ohio Revised Code allows submission of a certified Baptismal Record, Hospital Transcript, or valid passport. Please note, if the latter documents do not contain sufficient information to establish custody, court documents may be required;
- Proof of residency – items such as valid lease, utility bills, pay stub with address, etc. These items will accompany the Notarized Residency Affidavit included in the registration packet. **PROOF OF RESIDENCY IS REQUIRED.**
- Residency and Custody Affidavit: One affidavit **MUST ALWAYS** be completed by the residential parent/legal custodian. Complete **ALL** items. This form **MUST** be notarized. Notaries Public are available at the Administration Building. If you are currently enrolling more than one child, you may complete one form and list all the children on the one form. (If the homeowner must also complete a form, you each may submit one form in the case of more than one child). Be sure to list all persons living in the household. If you do not own the home and are unable to provide a valid signed lease, you will be required to have the homeowner execute the "Owner Affidavit" which must be completed by the legal owner of the property, and signed in the presence of a Notary Public.
- Proof of legal custody – If the biological parents were married, separated or divorced, and anything has been filed in court, you are required to submit certified court documents which pertain to custody. If you are a court-appointed legal custodian or legal guardian, you are required to submit all court documents pertaining to custody;
- Emergency contact names and numbers;
- Special Education Records, if applicable.
- Immunization documentation and physical information will be required within 14 days of entrance in school.

CHANGE OF ADDRESS AND/OR CHANGE OF LEGAL CUSTODY

At any time throughout the year if you are moving or have moved, you are required to notify your child's school or Central Registration of your new address. You will be requested to complete new residency documentation – residency affidavit, proofs of residency – prior to having transportation established at the new address. If there has been a change in your custody situation, you are also required to submit certified custody documents from a court of competent jurisdiction.

If you have moved within the Berea City School District, but outside of the current building attendance area, you are required to request written permission from either the Superintendent or the Director of Pupil Services (if your child receives special education services) to remain at the same school. You will be required to provide transportation. Without written permission, your child will need to be transferred to the school appropriate to the new address.

SPECIAL EDUCATION

Child Find

The Berea City School District is in the process of locating, evaluating, and identifying children, from birth to age 21, residing in the District, who may be entitled to a Free Appropriate Public Education (FAPE), including special education and related aids and services, pursuant to the Individuals with Disabilities.

Education Improvement Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504). Children eligible for FAPE under the IDEA are those with disabilities such as Autism, Multiple Disabilities, Deaf, Deaf-Blindness, Hearing Impairment, Visual Impairment, Speech or Language Impairment, Orthopedic Impairment, Emotional Disturbance, Cognitive Disabilities, Traumatic Brain Injury, Specific Learning Disability, or other health impairments.

Children eligible for FAPE under Section 504 include children who have a physical or mental impairment that substantially limits a major life activity.

If you know of a child who may have a disability or a physical or mental impairment that substantially limits a major life activity, or if you would simply like additional information, please contact the Director of Pupil Services, at 216-898-8300, extension 6247.

IDEA (Individuals with Disabilities Education Improvement Act)

The Berea City School District Provides a free and appropriate public education (FAPE) to all students who are identified with a disability from ages 3-22. The district provides a continuum of services along with related services for students who qualify. Our goal is to educate children in the least restrictive environment.

SECTION 504 NOTICE

The Berea City School District does not discriminate on the basis of disability with regard to admission or access to and treatment of or employment in the district programs and activities. The district seeks out all children having a physical or mental impairment that substantially limits one or more major life activities, having a record of such an impairment or being regarded as having such an impairment.

For each student meeting the eligibility criteria, an appropriate education program is provided. The services are specified in a 504 service plan outlining the necessary services and/or reasonable accommodations that are to be provided. The plan is reviewed periodically.

A referral for a 504 evaluation can be made to the guidance counselor.

SPECIALIZED SERVICES

Specialized Services are provided to students in the Berea City School District.

Media Specialist

The school library has access to a certified librarian and technical assistant. All children in kindergarten through fifth grade visit the library weekly for selection of books. Children may also use the resource center during open periods for research.

Elementary Guidance

An Elementary Guidance Counselor provides assistance to children through involvement with teachers, parents and the school principal. The Elementary Guidance Counselor is involved in parent counseling and education. Parents are encouraged to use the services of the Elementary Guidance Counselor.

Gifted Services

Identified students are provided services based on need.

Title I / Academic Tutors

Assistance given to identified students to develop reading, language and math skills.

Lockers and Storage Spaces

Lockers and/or storage places are provided for student use and remain the property of the Berea City School District. Lockers and storage places are subject to random search.

Tutoring

Certified staff members are available for tutoring. A list of those staff members is available in the principal's office for interested parents. No established fee is designated. The tutor and parent mutually agree upon stipend, hours etc.

ELEMENTARY ASSESSMENTS


The Berea City School District participates in the state-mandated testing program and also conducts district-wide assessments for the purpose of monitoring student achievement. For example, Measures of Academic Progress (MAP) testing is done in grades K-3 for measuring growth to inform teaching and learning.

Whole-grade assessments given at the elementary level include the following assessments:

- Measures of Academic Progress (Fall/Winter/Spring) – grades 1-4
- Dynamic Indicators of Basic Early Literacy Skills (DIBELS) – Grades K-4
- Cognitive Abilities Test – Grade 2
- Ohio State Assessments – Gr. 3 & 4 ELA/Math

PBIS [\(BOE Policy 5630.01\)](#)

PBIS stands for Positive Behavior Intervention Supports and is a district-wide program. The fundamental purpose of PBIS is to make schools more effective learning environments by teaching students school/classroom expectations and acknowledging positive behaviors/interactions. Research shows that when positive interactions/behaviors are exhibited and acknowledged, the less negative behaviors/interactions will occur. The PBIS Matrix of behavior expectations can be found throughout the school and is reviewed with students throughout the school year.

 Titans Pride Matrix of Expectations								
	Arrival/ Dismissal	Hallway	Classroom	Restroom	Cafeteria	Playground	Bus	Parking Lot
Be Respectful	<ul style="list-style-type: none"> • Use inside voice • Walk quietly • Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> • Use quiet voices • Use school language • Maintain personal space 	<ul style="list-style-type: none"> • Talk with permission • Use kind words • Be honest • Follow same expectations with substitute teachers 	<ul style="list-style-type: none"> • Give privacy to others • Throw paper towels in trash • Use facilities properly 	<ul style="list-style-type: none"> • Use manners • Use inside voice • Follow adult directions 	<ul style="list-style-type: none"> • Use kind words and actions • Cooperate and include others • Listen to adults on playground • Take turns and share 	<ul style="list-style-type: none"> • Use kind words and actions • Follow drivers' instructions • Use quiet voice 	<ul style="list-style-type: none"> • Park in assigned parking spot • Keep the area clean
Be Responsible	<ul style="list-style-type: none"> • Leave when dismissed by staff • Walk quietly • Follow directions 	<ul style="list-style-type: none"> • Follow directions • Go directly to destination • Be on time • Be aware of your surroundings • Use hall pass • Keep hallway area clean 	<ul style="list-style-type: none"> • Be prepared for learning • Follow directions • Accept constructive feedback 	<ul style="list-style-type: none"> • Be efficient • Return to class promptly • Wash hands with soap 	<ul style="list-style-type: none"> • Follow directions/expectations • Clean up area • Accept constructive feedback 	<ul style="list-style-type: none"> • Line up when signaled • Agree on and follow game rules 	<ul style="list-style-type: none"> • Sit and remain in seat • Face forward, feet on floor • Follow directions and expectations 	<ul style="list-style-type: none"> • Park in assigned parking spot • Only go in vehicle when arriving or departing
Be Safe	<ul style="list-style-type: none"> • Go straight to your destination • Keep hands, feet, objects to self 	<ul style="list-style-type: none"> • Walk safely • Use stairs safely • Face forward • Keep the flow of traffic 	<ul style="list-style-type: none"> • Keep area clean and clear • Keep hands, feet, objects to self • Use materials appropriately 	<ul style="list-style-type: none"> • Use facilities properly • Keep hands, feet, objects to self • Inform adult of any problems 	<ul style="list-style-type: none"> • Keep hands, feet, objects to self • Only eat your food • Carefully dispose of trash 	<ul style="list-style-type: none"> • Use equipment properly • Keep hands, feet, objects to self • Stay within boundaries 	<ul style="list-style-type: none"> • Keep hands, feet, objects to self • Keep aisle clear • Be aware of location • Enter and exit cautiously 	<ul style="list-style-type: none"> • Follow driving laws • Observe speed limit • Watch for pedestrians • Walk safely

STUDENT CONDUCT [\(BOE Policy 5500\)](#)

The following sets forth rules prohibiting certain types of conduct by students of the Berea City School District. This code specifies the activities which may subject a student to suspension, expulsion or removal from schools. All procedures involve parental and student rights which shall be communicated at the time of notification of disciplinary action.

Suspension, expulsion, exclusion or removal from school results in an unexcused period of absence from regular classes. A student does not receive scholastic credit for the period of his/her absence. During this time, the student (if s/he is eighteen (18) years of age or older) and/or the parents/guardian or custodian are responsible for the conduct of the individual. While suspended, expelled, excluded or removed from school under this policy, students are not permitted to attend curricular or extracurricular activities or to be on school property. If a student is removed only from a particular class or activity, s/he may not attend the class or participate in the activity for the duration of the removal.

Students of the District must conform with school regulations and accept directions from authorized school personnel.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property, while on properties immediately adjacent to school district property, within the line of sight of District property, while on school transportation and/or at school-related events is subject to approved student discipline regulations.

The Board of Education realizes, accepts and supports the concepts: (a) that each instance pertaining to discipline, misconduct and improper behavior of students must be dealt with separately, (b) that decisions of punishment will be influenced by such factors as the age of the student(s), the degree, the time and/or nature, the gravity, the spontaneity or premeditation of the offense and (c) that administrators will apply prudent judgment concerning the gravity and effect of the offense(s) or situation(s) and the type, nature and degree of punishment.

The authority of school officials extends not only through the regular school day but also the time between home and school and at school events outside of school hours and away from school property. Any misconduct on the part of students in school, on the way to or from school, any misconduct which is connected to activities or incidents that have occurred on school property owned or controlled by the District, or any misconduct which is directed to a District employee or official, or the property of such employee or official, or the property of such employee or official which directly relates to and affects the management and efficiency of the school is within the scope of power of school officials and the Board of Education.

Parents and students will be informed of the Student Conduct Policy through publication in the school Handbook disseminated at the beginning of each school year and to all new entrants.

STUDENT CONDUCT

It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

- A. allows teachers to communicate effectively with all students in the class;
- B. allows all students in the class the opportunity to learn;
- C. has consequences that are fair, and developmentally appropriate;
- D. considers the student and the circumstances of the situation; and
- E. enforces the student Code of Conduct/Student Discipline Code accordingly.

Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property, while on properties immediately adjacent to school district property, within the line of site of District property, while on school transportation and/or at school-related events is subject to approved student discipline regulations.

The Superintendent/designee develops administrative guidelines which establish strategies ranging from prevention to intervention to address student misconduct.

The Board of Education realizes, accepts and supports the concepts that:

- A. each instance pertaining to discipline, misconduct and improper behavior of students must be dealt with separately;
- B. decisions of punishment will be influenced by such factors as the age of the student(s), the degree, the time and/or nature, the gravity, the spontaneity or premeditation of the offense; and
- C. administrators will apply prudent judgment concerning the gravity and effect of the offense(s) or situation(s) and the type, nature and degree of punishment.

The authority of school officials extends not only through the regular school day, but also the time between home and school and at school events outside of school hours and away from school property. Any misconduct on the part of students in school, on the way to or from school, any misconduct which is connected to activities or incidents that have occurred on school property owned or controlled by the District, or any misconduct which is directed at a District employee or official, or the property of such employee or official, or the property of such employee or official which directly relates to and affects the management and efficiency of the school is within the scope of power of school officials and the Board of Education.

Code of Conduct

The following code sets forth rules prohibiting certain types of conduct by students of the Berea City School District. This code specifies the activities which may subject a student to suspension, expulsion or removal from the schools; additionally, the procedure to be followed by school officials when such disciplinary sanctions are contemplated and/or imposed is outlined.

Suspension, expulsion, exclusion or removal from school results in an unexcused period of absence from regular classes. During this time, the student (if s/he is eighteen (18) years of age or older) and/or the parents/guardian or custodian are responsible for the conduct of the individual. While suspended, expelled, excluded or removed from school under this policy, students are not permitted to attend curricular or extra-curricular activities or to be on school property. If a student is removed only from a particular class or activity, s/he may not attend the class or participate in the activity for the duration of the removal.

A Berea City School District student who is suspended from another school or educational program with which the Berea City School District has an agreement for the student's enrollment, shall also be removed, suspended, expelled, or excluded from the Berea City School District for the designated period of time.

A. Definitions

Detention is defined as requiring a student to stay after the regular school day, after the student has been given twenty-four (24) hours notice.

"Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, administrative intern or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year. The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 - Due Process Rights.

"Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the

incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 - Due Process Rights.

Emergency Removal is the exclusion from school and all school related activities of a student whose presence poses a continuing danger to District property or persons or whose behavior presents an ongoing threat of disruption of the academic process taking place in the classroom or elsewhere on the school premises, for a period not to exceed seventy-two (72) hours.

Disciplinary Removal is an action less severe than suspension, expulsion or emergency removal and defined as the denial to a student of permission to attend a class in which s/he is enrolled or to participate in an extra-curricular activity in which s/he has been accepted or qualified for membership.

Permanent Exclusion is a recommendation by the Board of Education to the State Superintendent to permanently exclude a student (sixteen (16) years or age or older) from attending any school in the State of Ohio.

B. Suspension

Disciplinary suspensions may be imposed when the Superintendent, Principal, Assistant Principal, or any other administrator determines that a student has engaged in one (1) or more of the types of misconduct specified in "misconduct for which suspension may be imposed" whether the misconduct occurs on school property while on property immediately adjacent to school District property, within the line of sight of school District property, while on school transportation, at school-sponsored or related activities or events on or off District property. A student also may be suspended pending the outcome of expulsion proceedings.

The Superintendent, Principal, Assistant Principal, or any other administrator may suspend a student for a period not to exceed ten (10) school days

Misconduct for which suspensions may be imposed:

1. A student shall not possess, transmit, or use any tobacco or tobacco-related product in the school building, on school grounds, or at school-sponsored or related functions or activities. This prohibition includes such items as cigarettes, cigars, pipes, lighters, matches, and chewing tobacco. Items such as these are not to be on a student's person, or in a student's locker.
2. Violation of school policies pertaining to appearance and dress; students shall attend school 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 environment.
3. Truancy, tardiness, or class cutting, defined as an absence from all or any portion of regularly scheduled classes, other mandatory activities on school grounds without the knowledge and approval of the school administrator and parent.
4. Profane, vulgar, or other improper language spoken in any area of school buildings during school hours, or at school-sponsored or related activities or events on or off school property.
5. Insubordination, defined as a failure to accept and follow the directions, requests or orders of teachers, school officials, teacher aides or other authorized school personnel. Insubordination includes conduct which tends to interfere with the teacher's conduct of a class, tends to disrupt or interfere with the educational process of the school, or tends to endanger the health or safety of the student or others.

6. Failure to accept discipline or punishment from teachers, school officials, teacher aides or other school personnel

7. Bullying/Harassment/Intimidation/Hazing

Repeatedly annoying or attacking using physical, verbal, written, or electronic action that creates fear of harm and/or an intimidating or hostile education or work environment. Students may not coerce another to do or initiate any act to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

8. Sexual Harassment/Unwelcome Sexual Conduct

An act or participation in an act or acts that injures, degrades, disgraces or tends to injure, degrade, or disgrace any student. Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environments (i.e. - pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity).

9. Violation of bus requirements defined as activities which pose or tend to pose a danger to the safe operation of a school bus, including but not limited to failing to remain seated throwing objects at passengers or the driver, and shouting and other disorderly conduct which could cause physical harm, emotional stress or diversion of the driver's attention.
10. Commission of any of the acts of misconduct specified in the section on expulsions of this policy, dealing with grounds for expulsion.
11. Physical Aggression/Fighting/Violence – Students shall not make contact with another person in a manner that causes discomfort or is unwelcome, such as, but not limited to, tripping, shoving, kicking, hitting, punching, fighting, and slapping.
12. Violation of Board of Education policies or school rules and regulations. Such policies and rules and regulations will be posted on school bulletin boards. Students are responsible for becoming familiar with those items.

C. Expulsions

A student may be expelled when the Superintendent determines that a student has engaged in one (1) or more of the types of misconduct for which expulsion may result whether the misconduct occurs on school property, while on property immediately adjacent to school District property, within the line of sight of school District property, while on school transportation, at school-sponsored or related activities or events on or off school property.

Misconduct for which expulsions, or in a proper case, suspension, may be imposed:

1. 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 the substantial and material disruption or obstruction of any lawful mission, process or function of the school.

Neither shall s/he urge other students to engage in such conduct for the purpose of causing, attempting or threatening to cause the substantial and material disruption or obstruction of any lawful mission, process of function of the school.

While this list is not intended to be all inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule:

- a. occupying any school buildings, school grounds or part thereof in an attempt to deprive others of its use;
- b. blocking the entrance or exit of any school building or corridor or room therein in an attempt to deprive others of lawful access to or from use of the building, corridor or room;
- c. setting fire or attempting to set fire to or damaging any school building or property;
- d. preventing or attempting to prevent by physical act or verbal utterance (i.e., False Alarm/Bomb Threat), the convening or continued functioning of any school, class or activity or any lawful school meeting or assembly on or off school property
- e. preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event;
- f. except under the direct instruction of the principal or other authorized school personnel, blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event;
- g. continuously and intentionally making noise or acting in a manner so as to interfere seriously with a teacher's ability to conduct a class or an extracurricular activity.

Use of lewd, vulgar, profane, or harassing language as a method to offend, intimidate, or insult others that results in a substantial disruption to school operations. This includes the use of text messaging and/or the creation or modification of a social networking site or electronic account that specifically results in a substantial disruption to school operations.

2. Vandalism/Damage to School or Personal Property

Vandalism is the willful destruction or defacement of school or personal property. A student shall not cause or attempt to cause damage to school or personal property.

3. Theft/Stealing School or Personal Property

Theft is the unlawful taking of property belonging to another person. A student shall not steal or attempt to steal personal or school property on school grounds or during a school-sponsored or related activity, function, or event off school grounds.

4. Abusive language toward a school employee

A student shall not use vulgar, profane or abusive language or gestures toward any school employee.

5. Abusive language toward a student or other person

A student shall not use vulgar, profane or abusive language or gestures toward any other student or person.

6. Assault toward a school employee

A student shall not cause or attempt to cause physical injury or behave in such a manner as to threaten to cause physical injury to a school employee.

7. Assault toward a student or other person

A student shall not cause or attempt to cause physical injury or behave in a manner as to threaten to cause physical injury to another student or person.

8. Weapons and 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 while on school grounds, at school-sponsored or related activities, functions or events off school grounds or at any other time the student is subject to the authority of the school. Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm and any object which is made to look like a weapon or dangerous instrument.

9. Narcotics, alcoholic beverages and stimulant drugs

- a. A student shall not possess, use, transmit, sell, conceal or be under the influence of any alcoholic beverage or intoxicant or any of the drugs of abuse defined by R.C. 3719.011 on school grounds, at school-sponsored or related functions or activities off school grounds or at any other time the student is subject to the authority of the school. Examples of drugs of abuse include, but are not limited to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, glue, or other substances that could modify behavior.

Use of drugs authorized by medical prescription from a licensed physician shall not be considered violation of this rule.

- b. A student shall not possess, use, transmit, sell or conceal any drug of abuse instrument (for example, hypodermic needle, syringe) on school grounds, at school-sponsored or related functions or activities off school grounds or at any other time the student is subject to the authority of the school.

10. Trespassing

- a. A student shall not enter upon school grounds or premises of a school building to which the student is not assigned during or after school hours except with the express permission of the school principal of that building or to attend or participate in a school-sponsored event in which his/her regularly assigned school is involved where students from his/her regularly assigned school have been invited to attend or participate.
- b. A student already under suspension or expulsion shall not enter upon the grounds or premises of the student's regularly assigned school building without the express permission of the principal.
- c. A student shall not enter upon the grounds or premises of the student's regularly assigned school building after school hours unless the student is present to participate as a member of an extracurricular activity or to attend a school-sponsored event where students from his/her regularly assigned school have been invited to attend.

11. Failure to comply with directives; repeated acts of misconduct

- a. Students shall comply with directives and orders of teachers, student teachers, substitute teachers, educational aides, principals, or other authorized school personnel during any period of time when they are properly subject to the authority of the school.
- b. Students shall comply with all policies, rules and regulations of the Board of Education. Such policies and rules and regulations will be posted on school bulletin boards. Students are

responsible for becoming familiar with those items.

- c. A student shall not repeatedly engage in any of the acts of misconduct for which suspensions may be imposed.

12. Misconduct away from school

A student who sells or transmits any narcotic drug, amphetamine, barbiturate or marijuana off school property or at a non-school-sponsored or related activity, function or event may, in accordance with the procedures set forth be suspended or expelled from school if the Superintendent determines that the student's continued presence in the school is reasonably certain to substantially disrupt or interfere with the educational process or substantially endanger the health or safety of the students or others.

A student who engages in misconduct off of school property or at a non-school-sponsored event, but which is connected to activities or incidents that have occurred on property owned or controlled by the District, or who engages in misconduct while off of school property or at a non-school-sponsored event, directed at a District employee or official or the property of a District employee or official is subject to suspension and/or expulsion.

13. Possession, use, distribution, or creation of counterfeit money or documents.

A student shall not possess, use, distribute or create counterfeit money or documents.

14. Serious Bodily Injury

An incident that results in serious bodily injury to oneself or others. Serious Bodily Injury is defined as "A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurements; or protracted loss or impairment of the function of a bodily member, organ or faculty (18 U.S.C. Section 1365 (3) (h)).

Parents and students will be informed of the Student Conduct Policy through publication in the School Handbook disseminated at the beginning of each school year and to all new entrants.

Extra-Curriculars

Students may be prohibited by authorized school personnel from participating in all or part of extra-curricular activities without further notice, hearing or appeal rights.

Student Conduct on School Buses

Although the District furnishes transportation in compliance with State law, it does not relieve the parents of students from responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day. Once a student boards the bus, s/he becomes the responsibility of the School District. Such responsibility will end when the student is delivered to the regular bus stop at the close of the school day. Students on a bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct. When board vehicles are used for field trips and other board sponsored activities, the teacher, coach, advisor or other board employee shall be responsible for student discipline. Rules and regulations regarding student conduct on school buses as well general information about the school transportation program will be made available to all parents and students.

Authority

Board of Education employees have authority over students to take such actions as may be necessary to control the disorderly conduct of students in all situations and in all places where students are within the jurisdiction of the Board of

Education and when such conduct interferes with the educational program of the school or threatens the health and safety of others.

Dangerous Weapons ([BOE Policy 5610](#))

The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives and other dangerous weapons in the schools.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Section 921-924), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge or more than four ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. Ohio Revised Code requires the Superintendent of Schools, in certain specifically defined cases, to expel a student from school for up to a period of one year for possessing a firearm or knife, as defined in Ohio law.

BEREA CITY SCHOOLS TRANSPORTATION – STUDENT BUSING

WHO IS ELIGIBLE TO RIDE?

Please refer to the [Bus Eligibility/Attendance Area Directory](#) to see if your child(ren) are eligible for transportation services. If you have any questions, please contact the Transportation Office at 216-898-8301

SCHEDULES AND ROUTES

Pupils are to ride only the buses to which they have been assigned. **Students must be at their designated stop location 10 minutes prior to the scheduled bus arrival time.**

If you wish to ride a bus other than your own, to a one time emergency location, a parent or guardian must send a written note to the student's school office. The office will notify the Transportation Department and issue a one-day pass for your child to present to the bus driver.

Any long term alternate location request must be made in writing on a [Transportation Child Care Provider Form](#). (This applies to all daycare requests). These forms are available at the school office as well as the Student Registration office located at 390 Fair St., Berea. You can also obtain this form online [here](#).

CONDUCT ON THE BUS

- Remember that riding the bus is a privilege granted to our students. The bus is viewed as an extension of the classroom and conduct should be similar.
- Profanity or obscene language and gestures will not be tolerated on the bus. Use of such language or gestures will be considered serious enough misconduct to have riding privileges suspended.
- Eating, drinking, lighting matches, smoking, spitting or littering the bus floor with any material is not permitted.
- Windows may be opened with permission from the driver. Do not extend any part of one's body or any other objects out of a bus window at any time. Close the window when instructed by your driver. Throwing any object from a motor vehicle is prohibited by law.
- Absolute quiet must be observed while approaching, stopping and crossing all railroad tracks.
- Continued or serious misconduct or refusal to obey a driver's instructions shall be sufficient reason for refusing transportation services to any student. The parents of students that have done damage to a school bus will be billed for repair costs.
- Your driver has the authority to enforce all of the rules and regulations as described.

FORBIDDEN CARGO

- No glass containers, bottles, helium balloons, skateboards or fragile items may be carried on the bus (lunch thermos bottles are acceptable). No laser pointers can be used on the bus.
- The transportation or carrying of firearms or any other weapons or explosives on a school bus is prohibited by law.

- Animals are prohibited, with the exception of those intended for special needs assistance.
- Sharp or pointed school supply items (pens, pencils, compasses, etc) should be carried in a closed container.
- Please arrange another means of transportation if you must bring any large, fragile or forbidden cargo to school. Packages or large musical instruments may be carried if there is sufficient space. Students must check with the bus driver in advance.