

Student Handbook

2018-2019

Beavercreek City School District – Elementary Schools

Fairbrook Elementary

260 N. Fairfield Rd.
Beavercreek, OH 45430
937-429-7616
Principal: Joell Mangan

Main Elementary

2942 Dayton-Xenia Rd.
Beavercreek, OH 45434
937-429-7588
Principal: Sharma Nachlinger

Parkwood Elementary

1791 Wilene Dr.
Beavercreek, OH 45432
937-429-7604
Principal: Sue Bamford

Shaw Elementary

3560 Kemp Rd.
Beavercreek, OH 45431
937-429-7610
Principal: Susan Peveler
Assistant Principal: Michelle Hight

Trebein Elementary

1728 Dayton-Xenia Rd.
Xenia, OH 45385
937-458-2300
Principal: Lisa Walk
Assistant Principal: Michelle Hight

Valley Elementary

3601 Jonathan Dr.
Beavercreek, OH 45434
937-429-7597
Principal: Dan Schwieterman

ALL VISITORS

- **MUST ENTER ONLY THROUGH THE MAIN ENTRANCE.**
- **MUST REPORT TO THE OFFICE IMMEDIATELY UPON ENTERING THE BUILDING DURING SCHOOL HOURS.**
- **MUST SIGN IN AND RECEIVE A VISITOR BADGE**
- **MUST SIGN OUT BEFORE LEAVING THE BUILDING.**

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Beavercreek City Schools Vision Statement

Inspiring today, preparing for tomorrow.

Beavercreek Schools Mission Statement

To create a student-centered educational community through innovation and collaboration, inspiring and preparing all to lead and serve.

Enrolling in School

Beavercreek City Schools has Central Registration. Call 458-2400 for an appointment at the Central Offices. Students are expected to enroll in the attendance district in which they live. Students are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- a birth certificate
- proof of custody, if not living with both natural parents
- proof of immunizations
- proof of residency (DP&L bill, phone bill, etc.)

Questions relevant to any aspect of enrollment will be forwarded to the District Attendance Officer.

In some cases, temporary enrollment may be permitted. If that is done, parents will be told what records are needed to make the enrollment complete.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. We will assist in obtaining the transcript, if not presented at the time of enrollment.

II. ATTENDANCE

The Board requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. The District's educational program is predicated on the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned, instructional activity under the tutelage of a competent teacher are vital to this purpose.

In accordance with the statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement, written, oral, or electronic, of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Reporting an Absence

Compulsory attendance laws apply to all students between the ages of 6 and 18. When your child will be absent, please call the school attendance line before 8:00 AM. This is to insure the safety of the children by letting us know which students will not be present. The attendance phone: **School number, extension 1** is operational 24 hours a day. Parents and/or guardians of children who are absent (for any reason) must provide a statement, written, oral, or electronic, of the cause for each absence. If you are sending an email, please copy your child's teacher, the building office assistant and administrative assistant.

- Students participating in school-sponsored activities after school must be present for a minimum of one half (.5) of the school day.

Excusable Reasons for Absence

The Board considers the following factors to be reasonable excuses for time missed at school:

- Personal illness or accident
- Family illness necessitating presence of child
- Quarantine of home
- Death in the family
- Work at home necessitated by absence or incapacity of parent or guardian
- Observation or celebration of holiday
- Out of state travel (up to 24 hours) for a district approved extra-curricular activity
- Medical or dental appointments
- Medically necessary leave for pregnant student
- Service as a precinct officer at a primary, special, or general election with principal approval (must be 18 years old)
- Pre-approved family vacations up to 5 days (within or outside of the country)
- Pre-approved college visit
- Field Trip
- Home Instruction
- Legal Appointment (with documentation)
- Others as reviewed and approved by the Superintendent

Unexcused Reasons for Absence

Unexcused absences may prevent a student from receiving credit for schoolwork done during the period of the student's absence. Examples of unexcused absences include:

- Overslept (child or family member)
- Missed the bus
- Running late
- Car trouble
- Family vacations without prior approvals or more than 5 days
- Student refusal

- Suspensions
- Personal or Appointment (without further clarification)
- Absence reasons not listed above will be reviewed on a case to case basis.

Habitual and Chronic Truancy

It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts often can directly impact their students' attendance. By using data to identify and support students who may need extra resources and services, districts can target supports to get students to school every day.

In December 2016, the Ohio General Assembly passed [House Bill 410](#) to encourage and support a preventative approach to excessive absences and truancy. Schools cannot suspend or expel students for missing too much school. Districts will amend or adopt policies that outline their interventions and plans for students who miss too much school.

To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absence to the parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive services for students and families;
- Counseling; Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities;
- Referral for truancy, if applicable.

Definition of Truancy and Excessive Absences

Definition of 'habitual truant' changed from days to hours. The new definition is:

- ❖ Absent 30 or more consecutive hours without a legitimate excuse;
- ❖ Absent 42 or more hours in one school month without a legitimate excuse;
- ❖ Absent 72 or more hours in one school year without a legitimate excuse.

Excessive absences is defined as:

- ❖ Absent 38 or more hours in one school month with or without a legitimate excuse;
- ❖ Absent 65 or more hours in one school year with or without a legitimate excuse.

District Responsibilities When a Child Has Excessive Absences

When a student is excessively absent from school, the following will occur:

- The district will notify the student's parents in writing within seven days of the

- triggering absence;
- The student will follow the district's plan for absence intervention; and
- The student and family may be referred to community resources.

District Responsibilities When a Child is Habitually Truant

When a student is habitually truant, the following will occur:

- Within seven days of the triggering absence, the district will do the following:
 - Select members of the absence intervention team;
 - Make three meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team.
- Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
- Within 14 days after the assignment of the team, the district will develop the student's absence intervention plan;
- If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

With any course of action, the expected goal is that the **student will attend school on a regular basis**. If that is not possible, then parents will provide the school with legitimate reasons for the absences that are acceptable and can be verified.

Tardy/Early Dismissal

All students who are tardy to school or who leave early must be signed in/out by an adult. Students reporting to school tardy must get a class admittance slip from the office before reporting to class.

Tardy Definition –arriving between 1 and 59 minutes after the start of school.

Early Dismissal Definition – leaving school early, no more than 59 minutes prior to the end of the school day.

For a list of excused and unexcused reasons for missing school, please see page 7.

Please Note: all tardies and early dismissals are considered time missed from school and are included in attendance calculations as applicable.

Child Security Policies and Procedures

During the regular school day, students will only be released from the office. Students will only be released to parent/guardian or their designee.

Because we share your concern about the safety, security, and welfare of your child, we ask that all parents and visitors please abide by the following security guidelines.

Picking up Your Child Prior to Dismissal

- You must come in to the office and sign your student out.
- You must show an ID before we can release your child.
- We encourage parents to schedule trips, appointments, etc., so as to minimally interrupt the normal school day. However, if you need to pick up your child prior to dismissal, please send a note to the classroom teacher who will forward an Early Dismissal Form to the office. Your child will immediately be called to the office when you arrive to pick him/her up. All parents must sign out children who are being picked up prior to dismissal. This will be counted as an *Early Dismissal*.
- If it is necessary for someone other than the parent to pick up a child, the parent must notify the office and the person must have the proper paperwork and show an ID.

Vacations During School Year

It is strongly recommended that family vacations be planned during breaks from the school year. If a parent or guardian plans to take a vacation during the school year, a Vacation Request Form must be completed and returned to the principal 5 days prior to the start of the vacation for approval. Vacation days may be counted as excused absences if 10 parent notes have not been exhausted for the school year. Please contact the building secretary or visit the district webpage to access this form

1. If a student is provided classwork prior to leaving on a vacation, then the assignments are due when they return to school.
2. Any scheduled test that occurred during the course of the vacation must also be made-up when the student returns to school unless otherwise scheduled by the teacher.

III. TRANSPORTATION

Bus Transportation

School bus transportation is a privilege to students and not a right. All students are expected to follow the rules and regulations of our Transportation Department and abide by the instructions of the bus drivers.

1. Pupils will ride only on assigned school buses. In the event of an emergency, a note may be sent to the principal with exact reasons stated. If the bus is not overloaded, the principal may grant permission for a limited time. Playing at a friend's house, parties, attending social functions, etc., **do not** constitute an emergency.

2. Questions or problems on transportation should be referred to the Transportation Department and not to the school (429-7531, ext. 1)
3. Parents are responsible for the safety of pupils while going to and from pick-up points and while at pick-up points. In no case is a child ever to chase after a bus.
4. Students may not take animals, glass objects, large band instruments, knives, or medication on the bus.
5. The bus driver is the ultimate authority on the bus in areas of student behavior and safety. Drivers will review bus rules with students.
6. Non-bus riders are not to arrive at school before 7:25 AM.

School Bus Rules

Major offenses which may cause loss of bus privileges:

- Throwing of any object inside school bus
- Throwing of any object out of bus
- Fighting, pushing or tripping
- Profane or vulgar language
- Possession or use of tobacco, drugs or alcohol
- Any act of vandalism-marking or destroying any part of bus
- Opening of emergency door without driver permission
- Hands, head or any part of body sticking out window after warning from driver
- Carrying concealed weapon
- Any act endangering safety and well-being of students or driver
- No eating, drinking or chewing gum
- Any act of an inappropriate nature

Walkers

Students who will plan to walk must have written parent permission in their file. This must be updated each year. Walkers may not arrive before 7:25 AM.

Bike Riders

Bike riders may ride to school with written parent permission. This must be updated each year. Please review with your child guidelines for bicycle safety. Students must walk their bicycles along the edge of the parking lot. Students are not permitted to ride on school property. All bicycles must be parked in the rack and preferably should be locked. The school is not responsible for damaged or stolen bicycles. Bike helmets are required to be worn while on school property. Bike riders may not arrive before 7:25 AM.

Parking

Parents and visitors are requested to park only in the designated parking areas. If you find it necessary to leave your vehicle, please make sure to turn off the motor.

Parents – *Important Safety Alert*

Help us protect your children. Long, dangling jacket or sweatshirt drawstrings, long backpack straps and long scarves or other loose clothing can create a hazard for your child. Such clothing

can be caught in vehicle doors, handrails, cribs, playground equipment, escalators, bicycles, farm equipment, etc. Remove drawstrings immediately, or sew a seam through the drawstrings at the middle of the hood and neck, so neither end can pull out and catch onto an object and cut all string ends as short as needed to close the garment. Please take the time to check your children's clothing to make sure it is safe. Safety is a team effort. Nothing is more precious than a child's life.

IV. PROGRESS REPORTS/CONFERENCES/HOME-SCHOOL COMMUNICATION

Beavercreek schools have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Grading and Report Cards

Reports to parents will be issued four times each school year for students in grades 1-5 and two times each year for students in kindergarten. The report will indicate the skill level of the student, and the student's achievement. In addition, parents of those students who are doing below average or unsatisfactory work as of the mid-point of the nine week grading period will receive notice indicating the nature of the problem, as viewed by the teacher. Other students may receive progress reports as well. The teachers, counselor, or principal will gladly meet with you to explain any part of the program. Please call for an appointment.

Do check the report card carefully as it will indicate to you the areas in which your child is making satisfactory progress. The following symbols will be used.

Skills Key for Kindergarten

- E – Exceeding semester expectations
- M – Meeting semester expectations
- P – Progressing towards semester expectations
- N – Needs improvement meeting semester expectations
- * - Not assessed this semester

Skills Key for Grades 1-5

- E – Exceeding quarterly expectations
- M – Meeting quarterly expectations
- P – Progressing towards quarterly expectations
- N – Needs improvement meeting quarterly expectations
- * - Not assessed this quarter

Achievement – Grades 3 through 5

A – Excellent	90-100%
B – Above Average	80-89%
C – Average	70-79%
D – Below Average	60-69%
F – Failing	59% and below

NOTE: Report card envelopes are to be signed and returned to school the next day whenever possible. A fee of \$1.00 is charged for lost report card envelopes. Grades are a private matter between the student, parent and school. Grades are not for public display. Parents should keep the copy of report card sent home. Return only the envelope.

Kindergarten Report Cards

The kindergarten children will receive their report cards at the end of each semester only. Sign and return the report card envelope.

Conferences

We believe very strongly in good communication between the home and school. One of the best effective means of communication is the Parent/Teacher Conference. An appointment to talk with your child's teacher may be made by calling the school or by sending a note to the teacher requesting a conference. Regularly scheduled Parent/Teacher Conferences have been planned for November so that you may discuss your child's progress with the teacher. Students remain at home both days. Teachers schedule conferences for half their class each day. We schedule one conference per child. Conferences are scheduled during the beginning-of-the-year Open House. Separated or divorced parents need to work together to schedule a conference time convenient to both.

Complaint Procedure

Occasionally, a parent or community member may have a complaint concerning a school program, procedure or staff member. With the many interactions that occur each day, it is probable that, on occasion, misunderstanding or disagreement is going to happen. In an attempt to resolve any complaint or problem as quickly and effectively as possible, school officials ask that the following procedures be followed.

Concern or Complaint about Staff Member

Make arrangements to have a conference with the staff member of concern as quickly as possible. Most questions or concerns can be best answered by the person most directly involved. The best place for a resolution is right at the source and not by another person such as the Superintendent, Board of Education member, etc., who will only refer the issue back to the proper person and level. By negotiated contract, if any administrator or board member receives a written or verbal complaint about a teacher, then such teacher shall be fully advised of the expressed concerns addressed in the complaint. Conference arrangements may be made by contacting the building principal or department supervisor (transportation, cafeteria, buildings and grounds) whose contact information is readily available.

Concern or Complaint about Some Other Program, Procedure or Activity

If the program, procedure or activity in question is connected to one person, then make arrangements for a conference with that person. If the program or procedure is building or department-wide, then the first person to contact is the building principal or department supervisor. If the program or procedure is district-wide, then telephone the Central Office (426-1522) and ask for the administrator responsible for the area of concern.

When making a complaint, please be as clear and specific as possible about the area of concern. Be timely. Do not wait until the situation or problem becomes even more difficult to resolve due to an accumulation of concerns or conditions over a long period of time which could boil over into anger. Please do not anticipate some type of retaliation against you or your child because of registering a complaint. However, if you are convinced the retaliation is in fact occurring following the registration of a complaint share this new concern immediately with the person in the next higher position of authority.

The basic goal of any complaint procedure is to try to quickly resolve the issue at the most basic level, with the person most directly involved. If the issue cannot be resolved satisfactorily at the most basic level, then the complainant has the opportunity to meet with the person's immediate principal or supervisor and, if not resolved at this level, continue on to the Superintendent and possibly even to the Board of Education level to reach a resolution. Hopefully, this clarification is helpful to our readers and with everyone's assistance and cooperation, all school-related complaints and problems will be resolved quickly and to the satisfaction of all involved.

V. HEALTH/MEDICAL

Student Health Services

All injuries must be reported to a teacher or the clinic, other than those that are easily taken care of in the classroom. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and contact a parent.

Students who become ill during the school day should request permission from the teacher to go to the clinic. The clinic will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

The school has a nurse available every school day. On some days this will be a certified school nurse, and at other times a classified staff nurse. The clinic will be monitored by an office staff member at times, such as when the nurse is at lunch or is teaching in the classroom. The clinic is a first aid station for problems occurring at school. It is not a diagnostic clinic. Please do not send your child to school when he/she is obviously not feeling well or has symptoms of illness such as vomiting or a fever. If a child becomes ill or is injured at school, parents will be notified by the school nurse or a member of the office staff if the illness or injury is medically significant or may become significant. This contact may be verbal or written, depending on the nature of the

illness or injury. If we are unable to reach either parent by phone, the alternate person (as designated on the Emergency Medical Authorization Form and other information provided by the parent) will be called. It is very important that parents provide the school with updated contact information.

Students are not permitted to call home to inform their parents they do not feel well unless an adult at school has directed them to do so. Please do not direct a child who is not feeling well to go on to school and call if they are not better. It is the clinic policy of Beavercreek Schools to send any child home who has a temperature of over 100.4, is vomiting for a reason possibly having to do with a contagious illness, has active head lice, has a generalized rash of unknown cause, or for other reasons at the discretion of the nurse. It is the responsibility of the parent to provide transportation for the child or to arrange transportation for them when a child is being sent home. Students must be fever free for 24 hours before returning to school. Also, if a student has had more than one episode of vomiting, there should be 24 hours since the last episode before the student returns to school.

Special Medical Concerns

When completing any medical information at school, please list any medical issues and regular medications. If there is a medical issue that may require emergency treatment (ie diabetes, seizures, severe allergies), we ask that medication/treatment orders and any other information be provided on or before the student's first day of school. Any paperwork needed can be provided.

Immunizations

In Ohio children must have been immunized against the common childhood diseases prior to entrance to school. If you have any questions about immunizations, please call the school nurse. Immunization records should be provided on or before the first day for a new student. By state law, any student not up to date on immunizations must be excluded after 14 school days if he or she is not in process of obtaining these immunizations.

Medication Administration

No prescribed medication will be given without a physician's order, and specifically the Beavercreek City Schools medication administration form is available on the BCS website and in the office/clinic. Medications should not be transported with a student on a school bus except for special circumstances. Certain non-prescribed or "over-the-counter" medications can be administered by a district nurse or staff member who has completed the district medication administration training. Parents should refer to the OneView Emergency Medical Authorization online form, which is completed at enrollment and at the beginning of each school year, for instructions and to provide consent regarding administration of over-the-counter medications during the school day.

Health-related Screening

Students will be screened according to the mandates of the Ohio Department of Health. Students in Kindergarten, first grade, third grade, and fifth grade will be screened for vision and hearing problems. Also students in all grades will have vision and hearing checks as requested by the teacher or parent. A student may be screened for signs of head lice if requested by the teacher due to something observed in class (ie persistent scratching of the scalp) or due to suspected exposure to head lice. At times, entire classes are screened for head lice if there has been more than one case in the classroom.

Health Related Requests for Dismissal from PE Class

Physical Education is a normal part of our curriculum and all grade 1-5 students are required to participate. Students may be excused for one period by bringing a note from home. Requests for more lengthy dismissals must come from a doctor.

Control of Casual Contact Communicable Diseases and Pests

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has or potentially has a contagious illness. Any removal will be only for the contagious period as specified in the School's administrative guidelines.

VI. SCHOOL FEES/SUPPLIES

School Supplies

Supply lists are distributed in end-of-year report cards for each grade K-5 so families can purchase the necessary items on their own. Supply lists are also posted the school web page and are available in the office at the beginning of school.

School Fees

There is an Elementary Student Fee for kindergarten thru fifth grade. Information regarding the student fee will be sent home in September. This fee is to offset the costs of special activities/assemblies scheduled during the year as well as the cost of consumable items such as art supplies, paper and workbooks. Some classes may subscribe to a student newspaper (*e.g., Weekly Reader*) at a minimal cost to the student. Grades, transcripts and/or school records will not be released for any student that has unpaid fees.

Acceptable methods of payment for fees, fines, and other charges can be made online with a credit card or in cash, personal check, certified check, or money order at the school. Checks or money orders should be made payable to **Beavercreek City Schools** unless otherwise specified. There will be a collection fee assessed for checks that are returned by the bank for any reason. To pay online, go to the school website and click on the QuickLink at the bottom, EZPay. Instructions will be sent home with the fee information.

Please instruct your child not to bring money to school. When it is necessary for students to bring cash, the money should be placed in a sealed envelope with the student's name, teacher's name

and homeroom number clearly marked on the front, along with the purpose for the money (lunch, field trip, etc.).

Fees may be waived in cases where there is a financial hardship. Please request a fee waiver from the school office.

Failure to pay fines, fees and charges may result in the withholding of grades and credits.

VII. LUNCH

School Lunches

All students are given a 40-minute lunch/recess period.

The Student Nutrition Department is pleased to provide healthy school meals for your child(ren) each and every school day.

Our school meals provide protein, whole grain bread, fruits, vegetables and lowfat milk for one low price. All ala carte foods and beverages follow the latest USDA regulations. For current Student Nutrition Department information, please visit, www.beavercreek.k12.oh.us. Click on the fork and spoon on the orange ribbon. There you will find our menu, meal price(s), the ala carte milk price, the National School Meals application, our meal charging procedure and other helpful information. If you have any additional questions, please contact the Student Nutrition Office at 937-458-2446.

Parents are advised that we do have a free/reduced price lunch program for those who need financial assistance. Applications are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the school office at 429-7616.

Lunchroom Rules

- Students are to enter the cafeteria in an orderly fashion following designated traffic flow.
- Running, pushing, and shouting are prohibited.
- Students are to be seated in their assigned areas.
- Once seated, students are expected to remain seated until dismissed by an adult supervisor or student manager. Each class has a 20 minute eating time.
- Students are expected to leave their eating area clean and orderly. All trash is to be deposited in the proper containers.
- Students are not permitted to handle any other student's lunch.
- Students are not permitted to throw, flip, or otherwise play with food.
- Students are expected to treat the lunchroom personnel, including cooks, student managers and adult supervisors, with respect.
- Students are not to return to other parts of the building without written permission.
- No carbonated beverages.
- No food or drinks in glass containers.
- Milk is required to be taken unless a doctor excuse is on file.
- Parents are asked not to bring restaurant fast food lunches for their children.

Lunchroom Invitation to Parents & Grandparents

The elementary schools maintain an open lunch invitation to parents and grandparents to have lunch at school with their child. Please notify the office or the teacher when you are planning to attend. Adult lunches are a la carte. You are welcome to bring a packed lunch. Please do not bring restaurant fast food lunches or carbonated beverages to share with your child.

VIII. PARTIES AT SCHOOL

Our PTO and room parents provide for several parties during the school year. Other parties such as "surprise parties" are discouraged. Parents may bring in a birthday treat if they wish—please notify the teacher in advance.

Birthday treats need to be *finger foods* appropriate for distribution by the child. Low sugar foods are recommended. Please check with your child(ren)'s teacher(s) about any possible food allergies that may be present in the classroom. In lieu of a treat, many parents choose to purchase a good book or classroom indoor recess game.

Invitations to private parties may not be distributed at school unless everyone in the class is included. The school cannot provide you with home address or phone numbers of classmates.

IX. STUDENT DRESS CODE

Student behavior is often influenced by mode of dress and our goal is to provide a learning environment as free of distractions as possible. Therefore,

We encourage:

- neatness, safety, good grooming and common sense when choosing articles to be worn to school
- parents to read the wording on their child's clothing for suggestive language or prints
- wearing apparel and appearance that is not disruptive to the instructional process

We prohibit:

- revealing clothing including exposed midriffs
- articles suggesting violence, alcohol, drugs or sex or make reference to body parts and clothing articles showing skulls, weapons of violence and partially clothed people
- short shorts (bottom of shorts need to be at least at end of finger length)
- sagging pants to include oversized baggy pants worn low on the waist or large pants cut off to allow a sagging crotch
- mini skirts
- tank tops (may wear sleeveless shirts if shoulder straps are at least 1 inch thick and arm holes are not oversized)
- halter tops
- muscle shirts
- net/mesh shirts
- bikers spandex shorts unless worn under another loose fitting pair

- jeans with large holes
- hats worn inside the building
- bandanas
- flip flops
- high heels
- sunglasses being worn inside the building
- watches with active noise features
- chains hanging from wallets/clothing
- suggestive jewelry
- Items or methods used to alter regular appearance that cause a distraction in the classroom, including make-up, body piercing, and body art.
- Dangling earrings

We require:

- appropriate footwear to be worn at all times (gym shoes/sneakers are best)
- coats to be removed while in the building
- pants to be worn at the natural waist line
- underwear to be covered by outer clothing

It is our intent to establish a safe environment where our primary goal is academic achievement. The majority of our time needs to be focused on teaching and learning. Violations to the dress code are unnecessary disruptions to the learning environment and will not be tolerated. We encourage parents to assist us in this endeavor and monitor their child's apparel. The Principal has the right to make final decisions on all matters concerning dress and appearance.

Dress for PE

Comfortable clothing (pants or shorts) with athletic type shoes should be worn on physical education days. Sandals, boots, and dress shoes are not allowed. Appropriate dress for PE class is essential for safety and hygiene purposes. Students who are not appropriately dressed for PE class will not be allowed to participate. Non-participation results in lowering of the PE grade.

X. RECESS

All children are to play outside when the weather permits unless they have a written excuse from home. We do not play outside when the outside temperature is below 20 degrees. If a child has been sick or if he/she has a bad cough, etc., it is all right for the parent to send a note to the teacher requesting that he/she be allowed to stay in at recess for one or two days. Excuses for a longer period of time will be given only with a doctor's request. Normally, if the child is well enough to come to school, he/she is well enough to play outside for a short time. Children remaining inside are to bring a book or quiet activity to an assigned area. Students cannot be left in their room unsupervised.

It is the parent's responsibility to insure that the child is adequately dressed to play outside. All students do go outside when the outside temperature is above 20 degrees.

XI. BEAVERCREEK BOARD OF EDUCATION STUDENT DISCIPLINE GUIDELINES

Student Code of Conduct (Zero Tolerance)

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive, harassing, intimidating, bullying or any other 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 and/or at school-related events is subject to approved student discipline regulations.

Students are also subject to discipline, as outlined in the student code of conduct for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process. The Superintendent/designee develops regulations that establish strategies ranging from prevention to intervention to address student misbehavior, and provides continuing instruction in dating violence prevention in education courses in grades seven (7) through twelve (12).

Students and parents receive, at the opening of the school year or upon enrolling in the Districts schools during the year, written information on the rules and regulations to which they are subject while in school or participating in any school related-activity or event. The information will include the types of conduct that will make them liable to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

The student code of conduct is made available to students and parents. If a student violates this policy or the student code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

New Guidance (effective Fall 2017)

- A student may be suspended for threats to harm others: first offense- 5 day suspension, second offense – 10 day suspension with a recommendation for expulsion.
- A student may be suspended for fighting: first offense – 3 day suspension, second offense – 5 day suspension, third offense – 10 day suspension with recommendation for expulsion.

- A student may be suspended for bringing a weapon to school: 10 day suspension with a recommendation for expulsion.

A student may be expelled for up to one (1) year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

The Superintendent is authorized to expel a student from school for a period not to exceed one (1) school year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Individual factors are considered when determining disciplinary action which include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

Any pupil engaging in the types of conduct, either specifically or generally, like the kinds of conduct listed below is subject to expulsion, suspension, emergency removal from curricular or extracurricular activities or transportation pursuant to S3313.661, Ohio Revised Code.

The types of conduct prohibited by this policy are as follows:

BCS Infraction	BCS Description
Academic Dishonesty	Students shall not give or receive unauthorized information regarding assignments or assessments. This includes claiming the work of other individuals, groups or agencies as one's own.
Alcohol	Students shall not use, possess, transmit, sell or offer to sell, buy or attempt to buy, or conceal alcoholic beverages, narcotics or other drugs including counterfeit drugs, or any paraphernalia capable of being used to use drugs. Evidence of use of alcohol or drugs at school or school-related event is a violation of the Code of Conduct.
Class Skip	Purposely not attending an assigned class.
Dangerous Weapon	A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such a term does not include a pocket knife with a blade of less than 2 1/2 inches in length (18 U.S.C. section 930).

Disobedient/Disruptive Behavior	Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment.
Dress Code	Failure to abide by reasonable dress and appearance guidelines as outlined in the school handbook.
Explosives	Any destructive device, which includes a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce and a mine or similar device. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter.
Failure to fulfill consequences	Failure to fulfill assigned disciplinary actions.
False Alarm/Bomb Threat	Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, to harm students or staff, or induce panic. This may include falsely reporting fires, tornadoes, bombs, or disaster alarms.
Fighting	Fighting is mutual participation in an incident involving physical contact
Firearm	A firearm is any weapon which will, 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 machine gun. This includes zip guns, starter guns, and flare guns.
Firearm Look-a-likes	Any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object or substance (i.e., toy guns, cap guns, bb guns, pellet guns).
General Misconduct	Any activity by a student which the student knows or should know will disrupt the academic process or a curricular or extracurricular activity while on school premises or while in the control or custody of the school district regardless of whether on or off school premises, or while at a school-related activity regardless of location.

Harassment/Intimidation	Repeatedly annoying or attacking using physical, verbal, written, or electronic action that creates fear or harm, an intimidating or hostile education or work environment, without displaying a weapon and without subjecting the victim to actual physical attack (i.e., bullying, hazing, threat of harm).
Instigating/Abetting	Willfully aiding another person to violate school regulations and/or interfering in school investigation. This may include: assembling to observe, record, or encourage a fight and/or disruptive behavior.
Misuse of Technology	Misuse of technology including but not limited to audio/videotaping without permission, internet use, and electronic devices, as outlined in the Acceptable Use of Technology Policy.
Motor Vehicle Violation	A student shall abide by the school's automobile regulations and parking privileges while on school property or while attending school-sponsored events in other venues.
Other Illegal/Controlled Substances	Students shall not use, possess, transmit, sell or offer to sell, buy or attempt to buy, or conceal alcoholic beverages, narcotics or other drugs including counterfeit drugs, or any paraphernalia capable of being used to use drugs. Evidence of use of alcohol or drugs at school or school-related event is a violation of the Student Code of Conduct.
Out of Assigned Area	Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of a school staff member.
Over the Counter Medication	Use, possession, sale or distribution of over the counter medication not in accordance with the district's policies.
Physical Aggression	Physical aggression/actions involving unauthorized physical contact
Profanity/Obscenity	Use of abusive, obscene, profane, or offensive language, gestures, or signs.
Property Damage	Vandalism is the willful destruction or defacement of school or personal property.
Public Display of Affection	Public displays of affection that disrupt the educational environment.
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 disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty (18 U.S.C. 1365(3)(h)).

Theft	Theft is the unlawful taking of property belonging to another person: Act of possessing, attempting to possess, having passed on, disposing of, or depriving the owner of private or school property.
Threatening Behavior (does not meet the definition of harassment)	Written, verbal, or electronic threat to harm another person; including threatening gestures
Tobacco/Nicotine/Vapor	Use, possession, or distribution of tobacco, tobacco substitutes, electronic cigarettes, vaporizers, or paraphernalia on school grounds or any school sponsored event.
Truancy	Truancy is unexcused absences from school.
Unwelcome Sexual Conduct	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 environment (i.e., pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity).
Violation of Bus Rules	Disregard or failure to abide by transportation rules and regulations.

Student Harassment

Harassment of a student(s) by other students or any member of the staff is a violation of Federal law and is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn.

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment.

The Superintendent is to ensure that the Student Code of Conduct contains language prohibiting any form of sexual harassment and any use of racial or ethnic slurs. It should also provide a means for a student to report any incident of harassing behavior from a fellow student, staff member, or a school visitor, in a way that avoids embarrassment and protects the confidentiality of the student.

All such reports are to be investigated by the Superintendent/Designee promptly. Anyone found to have violated this policy and/or the Code of Conduct shall be subject to appropriate disciplinary action up to and including removal from the District.

Bullying

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal,

(oral or written), electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Some examples of bullying are:

- Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact
- Verbal – taunting, malicious teasing, insulting, name-calling , making threats.
- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

Bullying behaviors are known to be harmful for everyone – victims, targets and bystanders. In the spirit of Beaver Creek City Schools’ commitment to excellence, this policy guide is intended to support Beaver Creek staff and student’s efforts to reduce bullying behaviors that will result in optimal mental and physical health for all. Research has shown that academic achievement is enhanced in environments where students feel safe and welcome.

Cyberbullying

Cyberbullying is the use of information and communication technologies such as e-mail, cell phone, and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites to support deliberated, repeated, and hostile behavior by an individual or group that is intended to harm others. (Bill Blesey: <http://www.cyberbullying.ca>)

The Board recognizes that Cyberbullying can be particularly devastating to young people because:

- Cyberbullies more easily hide behind the anonymity that the Internet provides;
- Cyberbullies spread their hurtful messages to a very wide audience with remarkable speed
- Cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
- The reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to the following:

- Posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog
- Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim’s cell phone bill
- Using a camera phone to take and send embarrassing photographs of students
- Posting misleading or fake photographs of students on websites

Hazing

The Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in the school facilities, on school property, at any school sponsored events, or in connection with any school activity, team, or purpose.

Administrators, faculty members, volunteers (including coaches) and other employees of the school district shall be alert to the possible situations, circumstances, and events which might include hazing. If hazing or planned hazing is discovered by the staff, the students involved shall be informed of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action.

What is bullying? Bullying occurs when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a difficult time defending himself or herself. Bullying involves intentional aggressive behavior, a pattern of behavior repeated overtime, and an imbalance of power or strength.

The school will address any reports of bullying that impact the school environment. The behavior may happen in school or out of school.

BULLYING BEHAVIOR – GUIDELINES & CONSEQUENCES

Verbal Bullying	Physical Bullying	Social/Relational Bullying	Sexual Bullying	Procedures & Consequences
Harm to someone's self-esteem or feeling of safety	Harm or threat to harm someone's body or property	Harm to someone's group acceptance	Harm of a sexual nature to someone's self-esteem, feeling of safety, body or property	It is important to recognize that each incident will be dealt with individually as all circumstances will be different. These are guidelines only and will be used at the discretion of the Principal and/or Counselor.
LEVEL 1				
VERBAL: <ul style="list-style-type: none"> • Teasing, including about possessions, clothes, and physical appearance • Name calling • Insulting remarks • Verbal harassment, includes cyber-bullying NONVERBAL: <ul style="list-style-type: none"> • Giving dirty looks • Holding nose or other insulting gestures 	VERBAL: <ul style="list-style-type: none"> • Blaming the victim for starting the conflict NONVERBAL: <ul style="list-style-type: none"> • Horseplay • Expressing physical superiority • Making threatening gestures • Taking items from others 	VERBAL: <ul style="list-style-type: none"> • Telling others not to be someone's friend • Gossiping, spreading or starting rumors • Teasing publicly about clothes, looks, relationships with boys/girls NONVERBAL: <ul style="list-style-type: none"> • Purposeful exclusion from a group 	<ul style="list-style-type: none"> • Bullying Policies & Procedures do not replace sexual harassment laws • Automatic Level 2 	<ol style="list-style-type: none"> 1. Staff member: identifies incident on Office Referral Form; informs Team, Counselors, and Principals 2. Student referred to Counselor to: contact parents; review and sign bullying policy and its implications; student completes Student Reflection Form 3. Counselor or Principal completes a Bullying Investigation Report <p style="text-align: center;">** Further disciplinary action to be determined by principal or counselor.</p>

Purpose of Bullying Policy and Consequences:

Bullying behaviors are known to be harmful for everyone – victims, targets and bystanders. In the spirit of Beaver Creek City Schools' commitment to excellence, this policy guide is intended to support Beaver Creek staff and students' efforts to reduce bullying behaviors that will result in optimal mental and physical health for all. Research has shown that academic achievement is enhanced in environments where students feel safe and welcome.

LEVEL 2 (some of these behaviors are against the law)

Verbal Bullying	Physical Bullying	Social/Relational Bullying	Sexual Bullying	Procedures & Consequences
<p>-Any Level 1 infraction that has occurred more than once or any of the following</p> <p>VERBAL:</p> <ul style="list-style-type: none"> • Profanity • Slander • Insulting comments about family, intelligence, size, ability, race, color, religion, ethnicity, gender, disability, or sexual orientation • Purposefully embarrassing or humiliating another student • Harassing behavior via social media, phone, or face to face <p>NONVERBAL:</p> <ul style="list-style-type: none"> • Defacing school work or other personal property, such as clothing, locker, or books 	<p>-Any Level 1 infraction that has occurred more than once or any of the following</p> <p>VERBAL:</p> <ul style="list-style-type: none"> • Threatening physical harm <p>NONVERBAL:</p> <ul style="list-style-type: none"> • Biting, scratching • Pushing, tripping, causing to fall • Threatening gestures • Damaging property • Stealing, purposefully taking, or hiding of property • Starting fights • Hitting • Assaulting 	<p>-Any Level 1 infraction that has occurred more than once or any of the following</p> <p>VERBAL:</p> <ul style="list-style-type: none"> • Purposefully embarrassing or humiliating another student in a social setting • Teasing publicly about clothing, looks, relationships, socioeconomic status • Ostracizing using notes, photos, social media, email, etc. <p>NONVERBAL:</p> <ul style="list-style-type: none"> • Playing mean tricks to embarrass someone in a social setting 	<p>-Automatic Level 2</p> <p>VERBAL:</p> <ul style="list-style-type: none"> • Sexual comments • Sexual harassment verbal and teasing in nature <p>NONVERBAL:</p> <ul style="list-style-type: none"> • Leering, smirking • Sexual or vulgar gestures 	<ol style="list-style-type: none"> 1. Staff member: identifies incident on Office Referral Form; informs Team, Counselors, and Principals 2. Counselor: contact parents; educate student on the implications of bullying; review with and have student sign bullying policy Student completes Student Reflection Form 3. Principal completes a Bullying Investigation Report 4. Disciplinary action to be determined by Principal using building disciplinary procedures 5. Law enforcement contacted, if applicable <p align="center">* Suspension or expulsion is possible depending on the severity of the incident or the repetitive nature of the incident(s)</p>

LEVEL 3 (most of these behaviors are against the law)

Verbal Bullying	Physical Bullying	Social/Relational Bullying	Sexual Bullying	Procedures & Consequences
<p>-Any Level 2 infraction that has occurred more than once VERBAL:</p> <ul style="list-style-type: none"> • Threats – verbal, forced silence • Verbal cruelty • Harassing because of bias against race, color, religion, ethnicity, gender, disability, or sexual orientation <p>NONVERBAL:</p> <ul style="list-style-type: none"> • Threats – physical, forces silence • Writing graffiti with your bias against race, color, religion, ethnicity, gender, disability, or sexual orientation 	<p>-Any Level 2 infraction that has occurred more than once VERBAL:</p> <ul style="list-style-type: none"> • Harassing by making graphic threats • Extortion, like taking money from • Threatening to keep someone silent: “If you tell, it will be a lot worse!” <p>NONVERBAL:</p> <ul style="list-style-type: none"> • Assault, battery, physical fighting • Physical cruelty • Purposefully damaging or destroying personal property, like clothing, books, jewelry • Setting fires • Acting in a violent, threatening manner • Assaulting with a weapon 	<p>-Any Level 2 infraction that has occurred more than once VERBAL:</p> <ul style="list-style-type: none"> • Extortion • Harassing with racial or religious slurs or insults • Enforcing total group exclusion against someone by threatening others if they don’t comply <p>NONVERBAL:</p> <ul style="list-style-type: none"> • Arranging public humiliation 	<p>-Any Level 2 infraction that has occurred more than once VERBAL:</p> <ul style="list-style-type: none"> • Verbal sexual harassment with intent to emotionally harm <p>NONVERBAL:</p> <ul style="list-style-type: none"> • Any type of physical harassment • Displaying sexually explicit pictures or objects 	<ol style="list-style-type: none"> 1. Staff member: identifies incident on Student Incident Report form or Student Behavior Report form; informs appropriate staff, counselor, and principal and all will monitor student’s behavior and follow up 2. Student referred to principal to: contact parents; sign Bullying Policy; student completes Student Reflection Form 3. Principal meets with student and parents to review bullying policy and its implications; plan for student is arranged 4. Principal will update appropriate staff 5. Student: privileges reduce to classes only for five days with after school detentions; possibly receives suspension, or expulsion, student completes community service 6. Student is responsible for payment or restitution for damages, if applicable 7. Law enforcement contacted, if applicable

Discipline Process

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth Offense</u>	<u>Fifth Offense</u>
<p><u>Physical Aggression</u> <i>Actions involving physical contact or attempt to physically injure another</i></p> <p><u>Fighting</u> <i>Actions involving intentional physical contact where injury may occur</i></p>	<p>1. Written warning and call to parents</p> <p style="text-align: center;"><i>And</i></p> <p>2. Student will write a reflection about incident to be placed in their discipline file.</p> <p style="text-align: center;"><i>And/ Or</i></p> <p>3. Student will lose a privilege as determined by the administrator. <i>** Suspension is a possibility depending on severity of incident.</i> <i>Suspension with recommendation for expulsion is a possibility depending</i></p>	<p>1. Call to parents</p> <p style="text-align: center;"><i>And</i></p> <p>2. Student will write a reflection about incident to be placed in their discipline file.</p> <p style="text-align: center;"><i>And/ Or</i></p> <p>3. Student will serve an afterschool detention. <i>** Suspension is a possibility depending on severity of incident.</i> <i>Suspension with recommendation for expulsion is a possibility depending on severity of incident</i></p>	<p>1. Meeting with parents</p> <p style="text-align: center;"><i>And</i></p> <p>2. Student will write a reflection about incident to be placed in their discipline file.</p> <p style="text-align: center;"><i>And/ Or</i></p> <p>3. Student will serve a school suspension. <i>** Suspension with recommendation for expulsion is a possibility depending on severity of incident</i></p> <p>4. Student referred to Intervention</p>	<p>1. Meeting with parents</p> <p style="text-align: center;"><i>And</i></p> <p>2. Student will write a reflection about incident to be placed in their discipline file.</p> <p style="text-align: center;"><i>And/ Or</i></p> <p>3. Student will serve a school suspension. <i>** Suspension with recommendation for expulsion is a possibility depending on severity of incident</i></p>	<p>1. Meeting with parents</p> <p style="text-align: center;"><i>And</i></p> <p>2. Student will write a reflection about incident to be placed in their discipline file.</p> <p style="text-align: center;"><i>And/ Or</i></p> <p>3. Student will serve a school suspension. <i>** Suspension with recommendation for expulsion is a possibility depending on severity of incident</i></p>

	<i>on severity of incident.</i>		Assistance Team.		
	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth Offense</u>	<u>Fifth Offense</u>

<p><u>Stealing</u> Student is in possession of, having passed on, disposed of, or being responsible for removing someone else's property or has signed someone else's name without that person's permission</p> <p><u>Defiance/Disrespect</u> Refusal to follow adult directions, talking back and/or socially rude interactions. Defiance includes disrespect, insubordination, non-compliance, and defiance.</p> <p><u>Property Damage</u> Student participates in an activity that results in destruction or disfigurement of property.</p> <p><u>Cheating/Lying</u> Student delivers message that is untrue and/or deliberately violates rules.</p> <p><u>Inappropriate Language</u> Verbal messages that include swearing, name calling, or use of words in an appropriate way.</p> <p><u>Other</u> Problem behavior causing this referral is not listed above. Staff using this area will specify the</p>	<p>1. Written warning and call to parents</p> <p><i>And</i></p> <p>2. Student will write a reflection about incident to be placed in their discipline file.</p> <p><i>And/ Or</i></p> <p>3. Student will lose a privilege as determined by the administrator.</p>	<p>1. Call to parents</p> <p><i>And</i></p> <p>2. Student will write a reflection about incident to be placed in their discipline file.</p> <p><i>And/ Or</i></p> <p>3. Student will serve an afterschool detention.</p>	<p>1. Meeting with parents</p> <p><i>And</i></p> <p>2. Student will write a reflection about incident to be placed in their discipline file.</p> <p><i>And/ Or</i></p> <p>3. Student referred to Intervention Assistance Team.</p> <p>4. Suspension is a possibility depending on severity of incident. <i>Suspension with recommendation for expulsion is a possibility depending on severity of incident</i></p>	<p>1. Meeting with parents</p> <p><i>And</i></p> <p>2. Student will write a reflection about incident to be placed in their discipline file.</p> <p><i>And/ Or</i></p> <p>3. Student will serve a school suspension. <i>**Suspension with recommendation for expulsion is a possibility depending on severity of incident</i></p>	<p>1. Meeting with parents</p> <p><i>And</i></p> <p>2. Student will write a reflection about incident to be placed in their discipline file.</p> <p><i>And/ Or</i></p> <p>3. Student will serve a school suspension. <i>** Suspension with recommendation for expulsion is a possibility depending on severity of incident</i></p>
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problem behavior observed.

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Dangerous Weapons in the Schools

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

A "*firearm*" includes 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 by federal law - 189 U.S.C. Sections 921-924), which includes but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, or rocket having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

A "*knife*" includes any cutting instrument consisting of a sharp blade fastened to a handle.

Students are prohibited from bringing any firearm or knife on school property, onto any school vehicle, or to any school-sponsored activity and/or possessing any firearm or knife brought to school, onto any school vehicle, or to any school sponsored activity by another person. If a student brings, possesses or conveys a firearm or knife onto school property, onto any school vehicle, or to any school-sponsored activity, the Superintendent shall expel the student from school for a period of one calendar twelve (12) month period. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. Procedures for notices, hearings, and appeals applicable to expulsions of up to eighty days apply to expulsions for violations of this rule.

The Superintendent may reduce the required twelve (12) month expulsion, on a case-by-case basis, in accordance with State law, considering the following factors:

- The child's age and grade level
- Academic, co-curricular and extracurricular record of the student
- Prior disciplinary record of the student
- Aggravating and/or mitigating circumstances related to the offense, including the type of dangerous weapon
- The probable danger of the health and safety of the other students or staff posed by the offense.

After an opportunity for a hearing, any student who has been expelled from another school district for bringing a firearm or knife onto school property may be denied admission to Beavercreek City School District, without regard to the requirements of O.R.C. Sections. 3313.64 or 3313.65. Such temporary denial of admission shall not extend beyond the expiration of the period of expulsion from the other school district. Students who possess or use other dangerous weapons, such as metal knuckles, razors, clubs, or common fireworks may be subject to expulsion.

Possession of Fire-Setting Materials

Possession of fire-setting materials is considered an act that would endanger the safety and/or welfare of the school community. Possession of fire-setting materials will result in the minimum

of a suspension from school and a referral to the Beavercreek Fire Department for participation in the Juvenile Fire Setters Program.

SUBSTANCE ABUSE PHILOSOPHY

The Board recognizes that chemical dependency is a treatable disease which is often preceded by misuse and abuse of mind-altering chemicals, including alcohol. The Board also recognizes that use of chemicals has the potential to interfere with the learning process and students' normal physical and emotional development.

The health problems of our students are primarily the responsibility of the home and community. Because chemical dependency and/or *co-dependency problems often disrupt the educational process, it is the prerogative of Beavercreek City Schools to intervene with students whenever behavior is observed or an incident occurs suggesting chemical use or co-dependency.

The District will take positive action through establishment of a comprehensive K-12 prevention/intervention program. This program may include: education, counseling, parental involvement, appropriate referral, support groups, and a program of continuous training for staff members.

The District recognizes that punitive actions - unless coupled with prevention and treatment - offer little encouragement to students to confront problems associated with their use and abuse of chemicals. Therefore, the District is establishing a policy and procedure which couple disciplinary action for violations of its Student Code of Conduct, along with motivations for self-improvement.

This policy will be subject to enforcement and/or disciplinary action by the administration during the course of any school year including summer school sessions and school-sponsored activities.

(*Co-dependency refers to problems students are experiencing due to someone else's chemical use, such as a close family member.)

Student and Parent Notification Regarding Student Substance Abuse

The District will make parents and students aware of the student substance abuse policy and all related disciplinary sanctions.

At the beginning of each school year the student substance abuse policy and Code of Conduct will be made available to all parents and students as part of the Student Handbook.

Compliance with the Code of Conduct is mandatory.

Substance Abuse Education

It is the goal of the District, along with families and community, to provide staff and students factual information regarding the effects of substance use/abuse.

1. School officials shall survey and attempt to determine the extent of usage and abuse, and convey that information, as needed, to students, parents, and community.

2. School officials shall provide continuing in-service to staff personnel which will enable them to identify symptoms of drug and alcohol abuse.
3. School officials shall work cooperatively with other agencies to educate students, parents, staff, and community members.
4. School officials will endeavor to instruct students in areas including: physical, emotional, mental, social, and legal ramifications of drug and alcohol involvement.
5. The school shall encourage activities that are compatible with a chemical-free lifestyle.

Substance Abuse by Students

It is a primary objective of the District to assure that the education of all students shall proceed in an efficient, orderly, and non-disruptive manner. The sale, use, or possession of intoxicants, mind-altering drugs or other controlled substances, including alcohol, on school premises is an obstacle to that objective and an interference with the rights of students to receive quality academic instruction.

Responsibility of Students

No student shall use, have on his person or possession, have within his assigned school locker, automobile, be within easy access of, be under the influence of, sell, intend to sell, transport, give away or conceal any unauthorized mind-altering chemical or substance. Those substances included as mind-altering chemicals include, but are not limited to the following: stimulants such as diet medications, caffeine pills, amphetamines, cocaine, crack, etc.; depressants such as alcohol, barbiturates, sleeping medication, tranquilizers, muscle relaxants, etc.; narcotics such as heroin, steroids, morphine, codeine, etc.; hallucinogens such as LSD, PCP, peyote, psilocybin; marijuana or any of its derivatives including hashish or marijuana seeds; inhalants such as butyl nitrite, thinners, solvents, aerosols, etc. Also included in this category are look-alike or counterfeit controlled substances. This policy defines counterfeit controlled substances according to R.C. 2925.01(P). This policy applies to the following areas:

1. On or in close proximity to any property owned, leased by, or under the control of the Beavercreek Board of Education, including vehicles used for the transportation of students.
2. At any school-sponsored or sanctioned activity or event away from or within the school district.

The Board wishes to cooperate fully with students, parents, and the medical profession to assure that any student receives prescribed medication; therefore, prescribed medication may be taken in accordance with the Beavercreek Board of Education Policy 5330 (Use of Medications).

Responsibility of Staff

Staff members in the District will be made aware of their responsibilities for reporting all cases of drug and/or alcohol use to the appropriate building administrator. All staff members will report to the building administrator alleged possession, use, or selling drugs, alcohol, and/or drug paraphernalia or instruments. Staff members will be provided with information and procedures to allow them to fulfill their responsibilities.

Responsibilities of School Administrators

When a school administrator has reason to believe that a student is in violation of the drug/alcohol policy, the following action will be taken:

1. If the student is in need of medical attention, the school nurse and/or the medical emergency squad will be notified to render medical attention.
2. The parent(s)/legal guardian(s) may be notified and asked to meet with school officials.
3. School administrators will cooperate fully with law enforcement agencies and report to them any information that would be considered beneficial in their efforts to stem the use of drugs and alcohol.
4. The incident will be reported to the student assistance team leader for possible intervention, referral, and support.

STUDENT ASSISTANCE

The District will provide a program of support, assistance, and intervention to students experiencing problems which may be related to the use of substances including alcohol. Because the types of assistance may vary, the program may include, but is not limited to, the following:

1. A functioning prevention/intervention team in each building that will assist staff and administration in the identification, intervention and referral, and facilitation of support groups.
2. Support groups that meet during the school day to aid in positive growth for students in recovery, students who are co-dependent and students who may be considered at "high risk" for use. Groups will be conducted by trained staff.
3. Academic tutoring may be provided to the student enrolled in a residential treatment program who qualifies according to the Beaver Creek Board of Education Policy 5330 (Substance Abuse).
4. While student drug education and referral to counseling resources will continue to be made available, such measures should be viewed as instructional or rehabilitative and will not be considered as an alternative to the disciplinary measures set forth in this Policy, in Policy 5610 (Removal, Suspension, Expulsion, and Permanent Exclusion of Nondisabled students), and in the Student Code of Conduct.

DISCIPLINARY ACTION

The administration shall establish rules and regulations which combine disciplinary action for violation of student code, with incentives for self-improvement. Disciplinary action for student use, possession or distribution of drugs, alcohol or drug paraphernalia or for being under the influence of drugs or alcohol shall conform to the Board Policy 5610 (Removal, Suspension, Expulsion, and Permanent Exclusion of Nondisabled Students) and the Student Code of Conduct.

A. Use or Possession of Mind – Altering Drugs or Substances and/or Being Under The Influence of Such Substances

1. First Offense:
 - a. Parent(s)/legal guardian(s) will be notified immediately and the student will be removed from school for the remainder of the day.
 - b. The police may be notified of the incident.
 - c. The clinic may be notified and the emergency squad called if necessary.

- d. Consultation with parent(s)/legal guardian(s) and the student emphasizing available services for referral will be conducted.
- e. The student assistance team leader will be notified.
- f. The student shall be suspended from school for ten (10) days, or the student shall be suspended for five (5) days if the student has initiated within such five (5) day period, an assessment by a trained chemical dependency counselor and agrees to follow the recommendation of the assessment.

All cost or expense incurred as a result of assessment and/or recommendations will be covered by parent(s)/legal guardian(s). A written copy from the evaluator will be requested by school officials including findings and recommendations for the student.

- g. If the student fails to follow the recommendation of the assessment, the remaining five (5) days of suspension will be reinstated in accordance with R.C. 3313.66.

2. Second and Subsequent Offenses:

- a. Parent(s)/legal guardian(s) will be notified, and the student will be removed from school for the remainder of the day.
- b. The police may be notified of the incident.
- c. The clinic may be notified and the emergency squad called if necessary.
- d. Consultation with parent(s)/legal guardian(s) and the student, emphasizing available counseling and treatment, will be conducted.
- e. The student assistance team leader will be notified.
- f. The student shall be suspended for ten (10) days and may be recommended for expulsion for the remainder of the semester.
- g. Student, parent(s)/legal guardian(s) will have a re-admission conference.

B. Sale and/or Distribution of any Quantities or Possessing Any Bulk Amount (as Defined by R.C. 2925.37) of Intoxicants, Illegal Drugs, Controlled Substances, or Counterfeit Controlled Substances

1. First Offense:

- a. Parent will be notified and the student shall be removed from school for the remainder of the day.
- b. The police will be notified of the incident.
- c. Consultation with parent(s)/legal guardian(s) and the student emphasizing available services for referral, will be conducted.
- d. The student assistance team leader will be notified.
- e. The student will be suspended for ten (10) days from school and recommended for expulsion.
- f. A re-admission conference will be required.

R.C. 2925.37,3313.60(E), 3313.661,3313.662,3313.752,3313.95,3319.012 Public Law 101 - Drug-Free Schools and Communities Act of 1986
20 U.S.C. 3171, et seq.
20 U.S.C. 3224A

Beavercreek Board of Education Tobacco-Free Policy

The Beavercreek School District is to be totally tobacco-free, at all times, including employee vehicles, in or on all property owned, leased and/or managed by the Beavercreek City School District Board of Education.

For the purpose of this policy, tobacco-free means that the use of chew or chewing tobacco, tobacco cigarettes, clove cigarettes, cigars, dip, snuff, pipes, and pipe tobacco is prohibited.

For the purpose of this policy, property means all school grounds, all outdoor facilities, all vehicles and all buildings owned, leased and/or managed by the Beaver Creek Board of Education.

For the purpose of this policy, the use of tobacco is prohibited at all adult activities conducted on Board of Education property.

Search and Seizure

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

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

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

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

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

The Board also authorizes the use of canines trained in detecting the presence of drugs or devices when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with

organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

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

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

Possible Reasons for Suspension

1. 10 or more office referrals
2. Class skipping
3. Smoking (see #21 under Possible Reasons for Expulsion)
4. Loitering in unauthorized area
5. Fighting and/or intimidation
6. Verbal abuse or obscene gestures toward staff member(s)
7. Improperly dressed
8. Disregard for rules and regulations
9. Unacceptable language
10. Stealing and/or destruction of property
11. Involvement with drugs or alcohol including drug paraphernalia, counterfeit and look-alike drugs. (Pending expulsion hearing whenever expulsion is recommended)
12. Throwing objects or other physical assault on other student(s) or staff member(s)
13. Possession, use of, or involvement with any explosive device
14. Any act that would endanger the safety and/or welfare of the school community
15. Extorting money from other student
16. Leaving school grounds without permission
17. Gambling on school property

Possible Reasons for Expulsion

18. Drugs- any drug abuser, pusher, or possessor not seeking help may be recommended for expulsion and the proper authorities will be notified. This includes the possession of objects that are used for drugs (See BOE Policy 5330 - Substance Abuse).
19. Alcohol - Any student in possession of or under the influence of alcohol, may be recommended for expulsion.
20. Stealing - Any student taking anything not belonging to him or her may be recommended for expulsion.

21. Use of Tobacco - The use of tobacco by student is not allowed in school buildings or on school grounds. Any student with tobacco on his person is liable for suspension. Normally the punishment will be as follows:
 - a. First offense, a 3-day suspension
 - b. Second offense, a 5-day suspension
 - c. Third offense, a 10-day suspension and probable recommendation for expulsion
22. Other possible reasons for recommendations for expulsion:
 - a. Excessive truancy
 - b. Assault on a staff member
 - c. Repeated disregard for rules and regulations
 - d. Tampering with fire alarms or setting a fire
 - e. Destroying school property
 - f. Immoral conduct
 - g. Possession on school grounds of a dangerous weapon
 - h. Possession, use of, or involvement with any explosive device
 - i. Any act that would endanger the safety and/or welfare of the school community

Definitions of Emergency Removal, Suspension, Expulsion, and Permanent Exclusion of Non-disabled Students

The Board recognizes that exclusion from the educational program of the schools, whether by emergency removal, suspension, expulsion, or permanent exclusion is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process.

No student is to be removed, suspended, expelled, or excluded from an activity, program, or a school unless his/her behavior represents misconduct as specified in the Student Code of Conduct. The Code shall also specify the procedures to be followed by school officials.

For purposes of this policy and the Superintendent's administrative guidelines, the following definitions shall apply:

"Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property of persons in the District or whose behavior represents an on-going threat of disrupting the educational process provided by the District.

"Suspension" shall be the temporary exclusion of a student by the school principal from the District's program for a period not to exceed ten (10) school days.

"Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed eighty (80) school days.

"Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio. (See Policy 5610.01)

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply the remaining period to the following school year.

If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

The Board designates the Superintendent as its representative at all hearings regarding the appeal of a suspension.

The Board authorizes the Superintendent to provide for options to suspension/expulsion of a student from school which shall include a program whereby a student performs community service either in lieu of or as a part of a suspension or an expulsion.

Procedures for Expulsion, Suspension and Removal of Pupils

Expulsion:

- 1.** Only the superintendent may expel. The pupil and his parent or guardian shall be provided with written notice of the expulsion hearing.
 - a. The notice will include reason(s) for the intended expulsion.
 - b. The notice will state the time and place to appear, which must not be less than three days or no more than five days after the notice is given.
 - c. The superintendent may grant an extension of time for the hearing; if granted, all parties must be notified of new time and place.
 - d. The notice shall include a statement(s) indicating that the pupil, parent, or representative have the opportunity to appear at the hearing to challenge the action or to otherwise explain the pupil's actions. The administrator cannot compel such hearing in the event the pupil and parent choose not to have a hearing.
2. Within 24 hours of the expulsion, the pupil, parent, guardian or custodian of the pupil and treasurer of the Board of Education shall be informed of the expulsion. This notice must include the reason(s) for the expulsion; and the right of pupil, parent or custodian to appeal to the Board of Education; the right to be represented at the appeal and to request the hearing be held in executive session.

Appeal to Board:

1. A pupil or his parent, or custodian may appeal his expulsion or suspension by a superintendent or principal to the Board of Education or to its designee. Such pupil or his parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the Board or its designee in order to be heard against such suspension or expulsion.
2. A verbatim, word for word, record of the appeal hearing is required. (This may be a tape recording, etc.)

3. Formal action to affirm, vacate or modify the disciplinary action, on the appeal may only be taken in "public" session.
4. The decision of the Board can be furthered appealed to Court of Common Pleas under ORC 2506.

Suspension:

1. The superintendent or principal may suspend.
2. No suspensions are to exceed 10 school days.
3. The superintendent or principal must give written notice of intention to suspend and the reasons why to the pupil.
4. The pupil must have an opportunity to appear at an informal hearing before the principal, assistant principal, superintendent or his designee, and have the right to challenge the reasons for the intended suspension or otherwise explain his actions. The hearing may take place immediately.
5. Within 24 hours the parent, guardian, or custodian of the pupil and treasurer of the Board must be informed in writing of the suspension.

NOTE: If a suspension is appealed, it should follow this progression until resolved—assistant principal, principal, superintendent, board of education.

Removals:

1. If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, then
 - a. The superintendent, principal, assistant principal, athletic director or athletic director for girls may remove the student from the premises, curricular or extra-curricular activity.
 - b. A teacher may remove the student from curricular or extra-curricular activities under this supervision, but not from the premises.
 - c. If a teacher makes an emergency removal, his reasons must be submitted to the principal in writing as soon after the removal as practicable.
2. A due process hearing must be held within 72 hours after removal is ordered.
 - a. Written notice of the hearing and the reason for the removal and any intended disciplinary action must be given to pupil as soon as practicable prior to the hearing. The pupil must have the opportunity to appear at an informal hearing before the principal, assistant principal, superintendent or his designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his actions.
 - b. The persons who ordered or requested the removal must be at the hearing.
 - c. Within 24 hours of the decision to suspend, the administrator must notify the parent, guardian, or custodian of the pupil and treasurer of the board of the suspension.
 - d. The notice must include the reasons for the suspension and the right of pupil, parent to appeal to the Board of Education or its designee; the right to be represented at the appeal and to request the hearing on appeal be held in executive session.
3. If the superintendent or principal reinstate a pupil prior to the hearing for emergency removal, the teacher may demand and shall be given written reasons for the reinstatement. The teacher cannot refuse to reinstate even though reasons are given.

4. In all cases of normal disciplinary procedures where a pupil is removed from a curricular or extra-curricular activity for less than 24 hours and is not subject to further suspension or expulsion, the due process requirements of HB 421 do not apply.
5. In an emergency removal, a pupil can be kept from class until the matter of his misconduct is disposed of either by reinstatement, suspension or expulsion.

XII. VOLUNTEERS

Parent volunteers are an important part of our total program. In addition to helping with a wide variety of PTO activities, volunteers also assist the school as classroom aides, clinic aides, office assistants, and library helpers.

XIII. TRANSFER/WITHDRAWAL OF STUDENTS

Transfer to Another School

When a student is transferring to another school, the parent must request records to be released to the new school. See the school secretary for a copy of this form. Records will not be given directly to the parent for hand carrying unless the child is going to an overseas school. School records shall be transferred within fourteen days of the receipt of the request to the new district as required by Missing Children Laws. All volunteers must sign a volunteer

Withdrawal from School

No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parents. A student who withdraws from school shall be reported to the Bureau of Motor Vehicles for suspension of their driver's license if he or she is under the age of 18.

Intra-District Transfers

The Board determines school attendance areas of the District and expects students within each area to attend the school so designated. A student may be assigned to a school other than that designated when such exception is justified by circumstances and is in the best interest of the child. Examples include:

1. A student whose parents/legal guardian change residence to another Beaver Creek School attendance area after the end of the fourth grade year and prior to the beginning of the fifth grade year would be permitted to return to the school for the completion of their fifth grade year. Transportation for such students must be provided by the parents/legal guardian.
2. A student whose parents/legal guardian change residence to another Beaver Creek School attendance near the end of a school year would be permitted to return to the school for the completion of the current school year. Transportation for such students must be provided by the parents/legal guardian.
3. When the child care provider resides in a different Beaver Creek School attendance area than the parent, every effort will be made to accommodate the child in the attendance area of the child care provider. These decisions cannot be made until August and are based on space and availability of needed services in the building requested. If room allows, the student may be picked up and dropped off at the regular school bus stop that would normally provide school bus service to the school of requested attendance.

4. A student receiving the Superintendent's approval for an Intra-District Open Enrollment transfer request under Board Policy 5113.10

XIV. WEATHER ANNOUNCEMENTS

Beavercreek City Schools uses the technology of School Messenger (SM) to notify parents and families in emergency situations. The telephone number(s) you provide when you enroll your child or send in at the beginning of the school year will be input into SM and that number will be notified by automation for situations like those described in the following paragraphs. This system may also be used by the building principal or Central Office Staff on occasion to distribute information of an immediate or timely nature.

School Closing

In the event of inclement weather, power failure or other emergency situation, school may be closed or starting times delayed. School will be closed the entire day only to ensure the safety of the students. In the event our schools operate on a two-hour delay, you will be notified by the School Messenger calling system and through local media. School transportation will run regular bus routes at the 2-hour adjusted times.

When schools are open during bad weather, the decision to send a student to school rests with the parents but the students will be marked absent.

Emergency Dismissal

On rare occasions the school is forced to close early due to weather, water breaks, electricity, fire, etc. It is essential that your child know what procedure to use if he/she will be arriving home prior to the normal time. It is impossible for each child to call his/her parent to clarify the procedure. Each child will be given a form for parents to complete providing us with necessary emergency procedure information.

It is the responsibility of the parent to keep this form updated. Additional forms are located on the web page or in the office.

In an event of an emergency closing, announcements will be made on local radio and television stations and notification will be made by the School Messenger.

XV. RESPONSIBILITY FOR TEXTBOOK, WORKBOOKS, MATERIALS

Responsibility for Textbooks/Library Books

Textbooks are the property of the Board of Education and are loaned to the students. As textbooks are distributed in the fall, their condition will be noted. When a student loses a library or textbook they are required to pay the replacement fee for that book. The classroom teacher assigns textbooks to students. If that textbook is lost, regardless of the reason, it must be replaced by the person to whom the book was assigned. The same is true in the library. Each student has a student number for the library. When checking out books, they give their number and the person running the checkout verbally verifies the name. If the computer shows a book checked out to a

child, that child is responsible for the book. Many times children will say they have never checked out the lost book, but once it is found, they will remember having the book.

We realize that this is not a perfect system and that occasionally mistakes are made. Very few books turn up missing and most that do appear to be missing eventually are found. If you have paid for a lost book and it is later found, we will refund your money. We cannot ignore a lost book. By the end of the year the book will need to be found, replaced or paid for by the person to whom the book is assigned or checked out.

iPADs and/or Chromebooks

Beavercreek City School District provides its students with iPads and/or Chromebooks. In exchange for the privilege of using this equipment, the District requires each student and his/her parents/guardians to agree to the following:

1. Be responsible for the equipment – The student and parents/guardians agree to safeguard and take good care of the equipment to avoid any theft or damage. The student and parents/guardians will promptly report any loss, damage or problems with the equipment to the District.
2. Use the equipment for school purposes only – All use of the equipment by the student shall be for educational purposes only, pursuant to the District's Acceptable Use Policy. Students may only download applications (apps) and software as directed by the District.
3. Follow the acceptable use policy – All use of the equipment provided by the District will be in accordance with the District's Acceptable Use Policy and the Student Code of Conduct. Violations of that Policy or Code may lead to discipline and/or confiscation of the equipment.
4. Follow teacher instructions regarding the equipment – Students are expected to bring the equipment to class fully charged and ready for use as directed by their teachers and may be required to purchase and bring their own earbuds/headphones.
5. Return equipment for maintenance and upon request – The students and parents/guardians will cooperate with the District regarding any maintenance, to be provided through the District, and will return all equipment to the District immediately upon request. The equipment must be returned immediately upon graduation from or withdrawal from the District.
6. Permit monitoring/inspection of equipment – The equipment is the property of the District, and there is no right of privacy with regard to the equipment. The equipment and its contents, including browsing history, documents, pictures, files and any other information or content on the equipment may be monitored and/or inspected at any time by the District.

Additional information about the iPad and peripheral equipment and parent/guardian agreements are available from the elementary schools.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry, CD players, radios, electronic

games, etc. or other valuable items should not be brought to school. The school may confiscate such items and return them to the student's parent.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

XVI. TELEPHONE CALLS AND SCHOOL VISITS

Telephone Usage by Students

Students are permitted to call home from a school phone if they are uncertain about transportation arrangements or in need of lunch money. Students are not permitted to call home for homework or forgotten gym clothes, unless given specific permission by the classroom teacher. Telephones are located in each classroom. These phones can place outgoing calls. All incoming calls go through the office and can be transferred to the classroom. Students are not permitted to use classroom phones without the permission of the teacher.

Except in an emergency, students will not be called to the office to receive a telephone call. Please do not request your child to call you during the school day.

Visiting the School

State law requires all visitors to report to the school office:

- When entering the building, please report directly to the school office.
- If you are a volunteer, please sign in and be sure to wear your individual volunteer sticker.
- If you are visiting the school or a classroom, please sign in as a visitor and obtain a visitor's sticker.
- **When visiting a classroom, please be sure to arrange the visit with the teacher ahead of time. We like to avoid unnecessary interruptions to the educational process.**

Cell Phone Policy

Cell phones have become an important method for parents to keep in touch with their children and the school staff recognizes the need for your son or daughter to have a cell phone for communication with you before or after school. However, cell phones can be a major distraction to the educational process if a student is using it during the school day for casual communication with friends or family. **All student cell phones brought to school must be turned off and kept in the student's book bag during the school day.** If a parent needs to reach a child during the school day, we ask you to please call our main office and allow us to get the message to your child. Your cooperation in this matter is greatly appreciated.

XVII. HOMEWORK POLICY

Make-Up Work

Please allow 24 hours for us to assemble make-up work assignments. The length of time for completion of make-up work shall be commensurate with the length of the absence.

Students will be given the opportunity to make up missed work due to suspension during the first suspension only. Parents should contact the teacher to discuss when work will be ready.

Homework

Periodically, your child may have homework assignments. The amount depends upon his level, his ability to use his time wisely, and individual subject requirements. Types of assignments might include unfinished or incomplete class work, review or practice work, drill assignments or special projects or reports. You will help your child most by providing an established time and place for such work as well as some "guidance" if necessary. You should not be placed in a situation of having to do the assignments for the student. Students should expect about 10 minutes of work per grade level, *i.e.* 10 minutes for 1st grade, 20 minutes for 2nd grade, etc.

XVIII. DISASTER DRILLS

Procedures for disaster drills are posted in each classroom. Fire drills are held 6 times per year. Tornado drills are held during the months of March, April, and May. We also conduct 3 building safety drills.

XIX. UPDATING FAMILY/MEDICAL INFORMATION

Change in Address/Phone

Change of address or change in home/work/cell phone numbers should be given to the school immediately. To facilitate communication or in the event of an emergency, our information needs to be up to date.

Changes in Medical Information

It is essential that the nurse be notified of changes in medical information. New procedures or changes in medication dosage or time schedules require doctor authorization.

Court Documents

For the safety and protection of our students, it is important we have any proper court documentation relating to the student. This could include divorce decrees, adoption papers, name change, etc.

XX. SUPERVISION TO AND FROM SCHOOL

The school is directly responsible for supervision of students only while they are on school property. Once they leave school property they become the responsibility of the parents. The school will cooperate with parents in stressing the rules of safety to and from school and will assist, when possible, with discipline problems that occur between the departure of school property and home.

XXI. ACADEMICS

Beavercreek City Schools' curriculum is aligned to meet the Common Core State Standards. Please visit <http://www.beavercreek.k12.oh.us/Curriculum/> to access our courses of study or you may request information from the school office.

Individuals With Disabilities

The American's with Disabilities Act (A.D.A.) and section 504 of the Rehabilitation Act provide that no individual will be discriminated against on a basis of a disability. This protection applies not only to a student, but to all the individuals who have access to the District's programs and facilities.

The Beavercreek School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, the parent should contact the building's school counselor.

Parents who believe their child may have a disability that substantially limits the major life activities of their child should contact the school counselor.

Inclusive Education

Beavercreek staff has worked to evaluate how we are providing special services to identified children with special needs. Special educators now serve students as needed, where needed. This may mean a regular education classroom with a regular education teacher, in a learning center, and/or in a special education classroom. The special educator may serve as a teacher, a tutor, and/or a consultant. Services are based upon the needs of the students.

We have assigned our special educators to cover grade levels rather than "labels". A special educator assigned to third grade will serve any child with special needs at third grade level. We have clustered our special needs children into one or two classes per grade level depending on the number of students

It is our philosophy that all children have a civil right and a human right to be educated in a least restrictive environment. The research suggests there is much incidental learning that occurs in classrooms and that children in pull out programs are not exposed to this learning.

Inclusive schools assist in the development of citizens who value people regardless of learning, physical or emotional characteristics. The research collected in integrated classrooms indicates that the learning of all students increased. The key element to a successful inclusion program is the addition of appropriate aides and services to support the needs of identified children.

Individualized special education services range from moderate adaptations to designing parallel curriculum. Our goal is to have every child participate to the greatest extent possible in a regular classroom. Pull out occurs only when we have determined that placement in the regular class is more restrictive than placement in a segregated classroom.

Integrating the child with special needs into the regular classroom is an individual process. We need the support of all involved including staff, students, and parents. If you have questions or concerns about this process, please speak with your child's teacher, counselor, or call the school principal.

Policy and Plan for the Identification of Children Who Are Gifted

The State of Ohio defines children who are "gifted" as students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment. Ohio law requires the Beavercreek City School District to identify gifted students annually under Ohio Revised Code Sec. 3321.03. Children in grades K-12 may be identified as gifted in one or more of the following areas:

1. Superior Cognitive Ability
2. Specific Academic Ability in one or more of the following content areas: Mathematics, Science, Reading, Writing, or a combination of these skills, and Social Studies
3. Creative Thinking
4. Visual or Performing Arts Ability such as the visual arts, music, dance, or drama.

The District Policy and Plan for the Identification of Children Who Are Gifted which complies with the Ohio Rule regarding screening and identification is accessible to parents in each building office. Brochures that explain the identification process and gifted education services are available, too. Formal screening periods will be scheduled in the fall and spring. Parents may refer their children for screening in any or all of the four areas. Referral Forms may be obtained at www.beavercreek.k12.oh.us/Page/12062 . Parents of students transferring into the District who have been identified as gifted in other school districts in Ohio or out-of-state should use the Referral Form to initiate a review of data to determine compliance with Ohio standards.

Elementary Gifted Education Services

Ohio School Districts are not mandated to provide service to students who are identified as gifted. However, Beavercreek City Schools established in 1981 a gifted education resource room for elementary students who are gifted in the superior cognitive area. The centralized gifted education resource room, staffed by teachers certified to work with gifted students, meets with students each week. Participants are provided with differentiated learning experiences beyond the normal daily program. Units, topics, seminars, and independent studies combine the content of many disciplines, and are used as a means to enhance processing skills and encourage self-directed learning. This pullout program serves identified students in grades three, four and five.

Parents can find out more about Gifted Education Services from the District Coordinator at 426-1522.

XXII. P.T.O.

Actively participating in PTO activities and attending PTO meetings is the best way for parents to share in their children's educational experience. Throughout the year you will receive a newsletter, which outlines many of our PTO activities. In addition to the newsletter, a PTO handbook is published at the beginning of each school year. Please refer to this handbook for more PTO information.

XXIII. FIELD TRIPS

Field Trips are academic activities that are held off school grounds.

Prior to a field trip, teachers will send home information which outlines the purpose of the trip, the cost per student, lunch arrangements, necessary supplies, dress code, and departure/return times. Parents will also be asked to sign a permission slip.

It is imperative that students return the signed parental permission slip prior to the field trip. Without this written permission, students will not be permitted to go on the field trip and will have to remain at school.

XXIV. STANDARDS FOR PROMOTION, TRANSFER OR RETENTION

Promotion in the elementary grades is based on academic achievement in reading, math, and English. Factors such as mental ability, chronological age, social-emotional development, and attendance are also considered.

Non-special education students who are at least one-half year below the average for their grade should be considered for retention. The authority to place a child rests with the superintendent or his designee. Parents will be kept informed of progress and given the opportunity for input.

Students who have not met the requirements for promotion but would not benefit from retention are transferred to the next grade. Parents will be notified in the case of a transfer.

XXV. TESTING PROGRAM

Various state and standardized tests are given to elementary students. Please check school-to-home communications for the most updated information concerning standardized tests or contact our school counselor.

XXVI. STUDENT RECORDS

Student academic and behavioral records are confidential. School personnel working with the child and legally recognized natural parents have access to all student records. The step-parent does not have access to the step-child's record unless the step-parent has adopted the child, the

natural parent has given power of attorney, or the natural parent shows the record to the step-parent.

Parents who desire to review their child's records, should phone the administrator or counselor for an appointment. The law requires that access be granted within a reasonable period of time not to exceed 45 days. Original records may not be taken out of the building.

When both natural parents do not reside in the same household as the child, the natural parent living in the second residence may request copies of the school newsletter, student handbook, school calendar and report cards. This request needs to be sent to the school office in writing. The parent will need to provide the school office with self-addressed, stamped envelopes.

Federal Law Governs Access To Student Records

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. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access
 - a. 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 school official 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 for a hearing to challenge the contents of the record and to insure records are not inaccurate, misleading, or otherwise inappropriate.
3. A provision that students records will not be accessible in any form to any individual, agency, or institute without a written consent of the parent, except for the following: a) professional staff members of the schools; b) officials of other school systems provided the parent knows of the transfer, receives a copy of the record if desired, and has an opportunity for a hearing to challenge the contents of the record; c) authorized representatives of a federal or educational agency, in compliance with a judicial order or subpoena, provided that parents are notified in advance of the compliance by the school; and information connected with a student's application for financial aid.

The school may disclose personally identifiable information from the education record of a student who is in attendance at the school if that information has been designated as 'directory information'. Directory information may be used by schools in such school publications as school directories, athletic programs, school annuals, newsletters, media releases, videos, and other mediums of communication. Categories of information designated as "Directory Information" are as follows:

1. Student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

2. Deleting Directory Information: Parents and eligible students 18 years or older must inform the School in writing each school year if all or part of the "Directory Information" should not be released.
3. Any questions regarding the Federal Law or Beaver Creek Schools' policy may be answered by telephoning the Pupil Services Office, (937) 426-1522.

XXVII. SCHOOL SPONSORED CLUBS AND ACTIVITIES

Title IX of the Civil Rights Act (1973)

Educational programs, activities, and employment offered by the Beaver Creek City School District are available to students and staff without regard to race, color, creed, age, national origin, sex or handicap in compliance with the rules and regulations of Title IX of the Civil Rights Act of 1973. Questions concerning any matters in these areas, or pertaining to grievance procedures, should be directed to: Title IX Coordinator, 3040 Kemp Road, Beaver Creek, Ohio 45431, phone (937)426-1522; or Section 504 Coordinator, 3040 Kemp Road, Beaver Creek, Ohio 45431, phone (937)426-1522.

1. Extracurricular clubs are formed on a year to year basis. Announcements will be made to students.
 - Students participating in school-sponsored activities after school must be present for a minimum of one-half (.5) of the school day.

XXVIII. NON-SCHOOL SPONSORED ACTIVITIES

There is a community sponsored basketball program for girls and boys in grades three through 5. The PTO sponsors scouting activities. Information will be sent home with students promoting these activities.

Schools distribute information about a variety of programs offered through Greene County Parks and Recreation, the Wright State University Saturday Enrichment Program, various summer camps and activities available through the Greene County Library.

XXIX. SCHEDULING AND ASSIGNMENT

Parent Input Into Placement

Many hours are spent each spring considering classroom placements for the coming school year. Teachers complete information sheets, providing valuable information about student progress, learning styles, and achievement. Our focus is on the whole child and we consider the social and academic development of each student. In order to balance classes, many factors are considered.

- **Achievement:** Each child's achievement is considered with particular attention paid to both reading and math. All children offer a model to other students. Creating a classroom with various levels of achievement allows children to learn from each other.
- **Work Habits:** Work habits and study skills are factors to consider when developing a classroom and when pairing children with specific teacher strengths.
- **Social and Emotional Needs:** Children have varying social and emotional needs and some will benefit from a specific placement.
- **Gender Balance:** It is important to balance each class with an equal mixture of boys and girls of different ability levels. To the greatest extent possible, each class should reflect the same gender ratio as reflected by the total grade level.

- **Special Needs:** Unique needs which require extra time and attention from the teacher may be physical, academic, emotional or behavioral. Children with specific needs identified through an individualized educational plan (IEP) are clustered with their case manager who is assigned to a specific class.

A classroom teacher is the authority on a child's performance in the school setting and every effort is made to place the child in a classroom setting that is appropriate for them. Sometimes we may not be aware of the unique needs of a particular child, which makes parent input a valuable part of the placement process.

We see the current year classroom teacher as the authority on a child's performance in the school setting. Every effort is made to place the child in a classroom that is appropriate for them. However, sometimes we may not be aware of special needs and that is where parent input is very valuable.

XXX. TECHNOLOGY

Computers in the Classroom

Our schools are networked buildings with both an intranet and internet connection. Each building has two class-sized computer labs and all classrooms can access the library card catalogue via their classroom computers and from home.

Network and Internet Acceptable Use Agreement for Students

The Beaver Creek City School District provides access for students to electronic resources such as the Internet. Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. **Following is a brief outline of the district policy and procedure regarding network and Internet acceptable use and safety. Please refer to policy 7540.03 and administrative guideline 7540.03 for full information.**

The district uses Internet filtering software to prevent students from encountering inappropriate material. No filtering software is 100% effective. Therefore, students are responsible for informing their teacher or other staff member if they inadvertently encounter material that may be inappropriate and immediately leave the site. All Internet usage is to take place in an area supervised by a staff member or volunteer.

Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers would always be private.

Proprietary rights to a work product created using District technology at school shall remain the property of the District.

The following are not permitted:

- Obtaining, sending, or displaying offensive messages, pictures, or materials
- Altering system software
- Placing unauthorized information, computer viruses or harmful programs on the system
- Trespassing in others' folders, work, or files
- Disrupting the operation of the network through abuse of the hardware or software (e.g. chain letters)
- Violating copyright laws
- Using the network for commercial purposes
- Downloading files, shareware, or software without the permission of the Director of Technology
- Installing of software
- Interfering with others use of the network
- Misrepresenting other users of the network
- Sharing passwords with others
- Accessing personal e-mail

While in some instances student use of personal electronic devices, including cell phones, may be appropriate, often the use of such equipment or devices by students at school can have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Consequently, students shall not use personal electronic devices during the school day without permission of the principal, classroom teacher and/or other District employed staff.

- If a cell phone or other electronic device is seen or heard by a staff member, it will be confiscated.
 1. The first time, it will be returned to the student to take home at the end of the day.
 2. The second time, a parent/guardian will be notified to pick it up
 3. The third and subsequent time, a conference will be scheduled with the parent and it will be returned at the conference.
- **Students are personally and solely responsible for the care and security of any electronic equipment or devices they bring to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic equipment and devices brought onto its property, or the unauthorized use of such devices. Taken from Board Policy 5136.01.**

Sanctions for misuse of district technology:

- The use of the district computer networks is a privilege that may be revoked.
- Additional disciplinary action may be determined commensurate with the offense.
- Any fees, expenses, or damages incurred as a result of misuse of district technology are the responsibility of the student and his/her family.

- When applicable, law enforcement agencies may be involved.

Publication of Student Likeness or Work in the Media

Consent for Beaver Creek City Schools to use pictures, videotapes, film and/or recordings of a student's likeness and/or voice or student work for news or promotional purposes is assumed unless a parent or 18-year-old student completes and submits form 9120af3, *Refusal for Publication of Student Likeness or Work in the Media*, which can be obtained from any school secretary or downloaded from the district's web site (<http://www.beavercreek.k12.oh.us/forms>) and returned to either the school office or a school official. This includes print and broadcast media, Internet, social media, and other means or purposes

This consent does **not** include the use of materials that specifically identify the student. In the event that personally identifiable information is to be used, the appropriate release form 9120af2, *Consent for Publication of Student Likeness or Work in the Media*, must be signed by a student's parent or guardian.

This consent releases Beaver Creek City Schools and its agents, successors or assigns from any liability for any violation of privacy or personal or property rights which said parent or 18-year-old student has in connection with such materials. Said consent also means that parties wave any right to approve accompanying material.

XXXI. ADDENDUM

Building-specific information for each elementary school will be provided in the addendum attached to this Handbook.