

# **Berkshire Jr./Sr. High School**

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



## **Parent – Student Handbook 2018/2019**

## DISTRICT INFORMATION

### **Berkshire Board of Education**

14259 Claridon Troy Road  
P.O. Box 364  
Burton, OH 44021

**Superintendent:** Mr. John Stoddard

**Treasurer:** Mrs. Beth McCaffrey

**Director of Pupil Services:** Ms. Dawn Fleming

**Transportation Supervisor:** Mrs. Suzanne Steinhoff

### **Board of Education Members:**

Mr. Jim Boyd, President

Ms. Robin L. Stanley, Vice President

Mr. John Manfredi, Member

Mrs. Barbara Raikes, Member

Mr. Bryan Wadsworth, Member

### **Berkshire Jr./Sr. High School\***

14510 North Cheshire St.; P.O. Box 365  
Burton, OH 44021  
Phone: 440-834-3380, ext. 3301  
Fax: 440-834-0440

### **Burton Elementary**

13724 Carlton St.  
Burton, OH 44021  
Phone: 440-834-4616, ext. 1101  
Fax: 440-834-8361

### **Ledgemont Elementary**

16200 Burrows Rd.  
Thompson, OH 44086  
Phone: 440-298-3341, ext. 201  
Fax: 440-298-3342



### **Principal:**

Mr. Michael King  
[michael.king@berkshireschools.org](mailto:michael.king@berkshireschools.org)

### **Dean of Students/Athletic Director:**

Mr. Brian Hiscox  
[brian.hiscox@berkshireschools.org](mailto:brian.hiscox@berkshireschools.org)

### **Guidance Counselors:**

Mrs. Michelle Paluf (A-L)  
[michelle.paluf@berkshireschools.org](mailto:michelle.paluf@berkshireschools.org)  
Mrs. Brittany Bakalar (M-Z)  
[brittany.bakalar@berkshireschools.org](mailto:brittany.bakalar@berkshireschools.org)

### **Main Office:**

Mrs. Maryalice Horton  
[maryalice.horton@berkshireschools.org](mailto:maryalice.horton@berkshireschools.org)

### **Attendance Office:**

Mrs. Nancy Sherbondy  
[nancy.sherbondy@berkshireschools.org](mailto:nancy.sherbondy@berkshireschools.org)

### **Guidance Office:**

Mrs. Elizabeth (Bitsy) Hansel  
[bitsy.hansel@berkshireschools.org](mailto:bitsy.hansel@berkshireschools.org)

### **School Nurse:**

Mrs. Kathy Pinkava  
[kathy.pinkava@berkshireschools.org](mailto:kathy.pinkava@berkshireschools.org)

### **School Hours**

7:42 a.m. – 2:41 p.m. (M,T,W,F)  
(Breakfast is served in cafeteria  
until the start of 4<sup>th</sup> period.)

### **Early Dismissal - Every Thursday**

1:55 p.m.  
\*Doors are open to students beginning at 7:00 a.m.

### **Principal:**

Mrs. Mandy Randles  
[mandy.randles@berkshireschools.org](mailto:mandy.randles@berkshireschools.org)

### **Guidance Counselor:**

Mrs. Cindy Metzung  
[cindy.metzung@berkshireschools.org](mailto:cindy.metzung@berkshireschools.org)

### **Main Office:**

Jennifer Ambrose  
[jennifer.ambrose@berkshireschools.org](mailto:jennifer.ambrose@berkshireschools.org)  
Barb Lillibridge  
[barb.lillibridge@berkshireschools.org](mailto:barb.lillibridge@berkshireschools.org)

### **School Nurse:**

Mrs. Kathy Pinkava  
[kathy.pinkava@berkshireschools.org](mailto:kathy.pinkava@berkshireschools.org)

### **Building Hours**

School Hours: 8:45 a.m. – 3:15 p.m.  
Doors open for students: 8:35 a.m.  
Tardy Bell Rings: 8:45 a.m.  
(Breakfast is served in cafeteria  
at 8:30 a.m.)

### **Dismissal Schedule (M,T,W,F)**

3:15 p.m. – Pick-ups, walkers and latchkey  
3:20 p.m. – Bus Riders

### **Early Dismissal – Every Thursday**

2:30 p.m. – Pick-ups, walkers and latchkey  
2:35 p.m. – Bus Riders

### **Latchkey Schedule**

6:30 – 9:00 a.m. and 3:15 – 6:00 p.m. daily.  
Parents: drop-off and pick-up from small gym.

### **Principal:**

Mrs. Kelly Rinehart  
[kelly.rinehart@berkshireschools.org](mailto:kelly.rinehart@berkshireschools.org)

### **Guidance Counselor:**

Mrs. Tricia Hart  
[tricia.hart@berkshireschools.org](mailto:tricia.hart@berkshireschools.org)

### **Main Office:**

Kathy McKeon  
[kathy.mckeon@berkshireschools.org](mailto:kathy.mckeon@berkshireschools.org)

### **Health Care Provider:**

Mrs. Sarah Sidley/PSI Services  
[sarah.sidley@berkshireschools.org](mailto:sarah.sidley@berkshireschools.org)

### **Building Hours**

School Hours: 8:45 a.m. – 3:15 p.m.  
Doors open for students: 8:35 a.m.  
Tardy Bell Rings: 8:45 a.m.  
(Breakfast is served in cafeteria  
at 8:30 a.m.)

### **Dismissal Schedule (M,T,W,F)**

3:15 p.m. – Pick-ups and Latchkey  
3:20 p.m. – Bus Riders

### **Early Dismissal – Every Thursday**

2:30 p.m. – Pick-ups and walkers  
2:35 p.m. – Bus Riders

### **Latchkey Schedule**

6:30 – 9:00 am and 3:30 – 6:00 pm daily.  
Parents: drop-off and pick-up using the  
sidewalk and North entrance by bus  
garage.

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## **MISSION**

Maximizing each student's potential as an individual and a responsible citizen.

## **PHILOSOPHY OF EDUCATION**

It shall be the purpose of the Berkshire School District to nurture each individual's self-esteem, strength of character, development of mind and body, and respect for the worth and dignity of every human being.

An attitude of striving for excellence and a respect for learning will be required in all endeavors within the school system. A coherent academic curriculum including reading, writing, speaking, science, mathematics, social science and an appreciation of the arts will be maintained. The program of studies will be designed to cultivate skills that enable learning, develop intellectual curiosity, and expose students to the variety of disciplines necessary to prepare them for effective participation in a vocation and in satisfying human relationships in a global society where lifelong learning will be the standard. The opportunity will be provided to develop skills of analysis, synthesis and evaluation in conclusions about what is good, true and real.

The Berkshire School District is equally concerned for its students' personal and social growth. The district will encourage each individual to develop what is sensitive, creative and unique within themselves, a respect for all people and the environment, a work ethic and an attitude of lifelong physical well-being.

The school district will provide an environment that is physically safe and one in which each student can contribute with courage and confidence. It will also establish an atmosphere that is conducive to learning and will promote understanding, respect, and tolerance for diverse ideas and compassion for persons with special needs.

The district will endeavor to employ a faculty of dedicated teachers whose professional and personal stature make them effective educators, mentors and worthy role models. Also, it will strive to make the best use of the abilities of its teachers and will provide its faculty with avenues for professional growth and an atmosphere of professional freedom conducive to a stimulating and satisfying environment in which to teach.

The Berkshire School District recognizes that education at the elementary and secondary levels is inherently a cooperative undertaking of the students, their families, the schools and the community and that each must bear a share of responsibility for its quality and continual improvement.

The Berkshire School District further recognizes its responsibility to both conserve what is best from the past and to seek new and better ways to meet the needs of its students and their community in a complex and changing world.

## FOREWARD

This student handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school rules at the time of Board adoption. If any of the rules or administrative guidelines herein referenced after the date of Board adoption, the language of the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's website.

## STUDENT RIGHTS

School districts are authorized by law to release directory information relating to students without the written consent of the parents. "Directory" information includes: The student's name, address, telephone listing, place of birth, major field of study, participation of officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. [20 U.S.C. 123g(a)(5)(A)] Directory information will not be provided to any organization for profit making purposes. Parents and adult students may refuse to allow Berkshire Local School District to disclose any or all of such directory information upon written notification to the District within five (5) working days after receipt of the District's public notice (BOE Policy 8830). Address such requests to Elizabeth Hansel, Berkshire High School, P.O. Box 365, Burton, OH 44021.

A student attending Berkshire schools has basic rights and responsibilities under the Constitution of the United States. All rules and guidelines with regard to student behavior are set forth by state law or district policy. These rules are also in effect while the student is away, on school buses, and on other school property. All school personnel have the complete authority to direct the activities and behavior of the student. School personnel include teachers, administrators, support personnel (cafeteria, coaches, custodians, volunteers, aides, etc.), substitutes, bus drivers, secretaries, invited guests, and all others employed by the Berkshire Board of Education. A violation of any school rule or regulation will result in disciplinary action; including detention, in-school restriction, out-of-school suspension, emergency removal, expulsion, possible referral to police/coFtarurt or other disciplinary action.

Any student who accumulates multiple infractions of school rules will be subject to an increased level of disciplinary action, regardless of the infraction, including recommendation for expulsion.

Any action judged by school officials to involve misconduct not specifically mentioned in other sections of the code of conduct will be dealt with as insubordination.

Students with disabilities will be dealt with on an individual basis in accordance with the student's Individual Education Plan (I.E.P.) and with the Individuals with Disabilities Education Act (I.D.E.A.), the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

### Search and Seizure

1. The Board, or its designee, reserves the right to search the lockers, desks, person, and personal belongings of a student on school grounds, or at any school activity when reasonable suspicion exists for the maintenance of order, discipline and safety, and in the supervision and education of students. If possible, the student's consent prior to the search will be obtained. At the beginning of the school year, students will be advised that their lockers, desks, persons, and personal belongings are subject to search for contraband, harmful, or dangerous substances.
2. Searches will be made only upon reasonable suspicion. In determining whether there is reasonable suspicion, the following factors will be taken into account:
  - a. The age, history, and school record of the student,
  - b. The prevalence and seriousness of the problem,
  - c. The need to avoid delay, and
  - d. The probative value and reliability of the information on which the suspicion is based.
3. A more intrusive search, as of the student's person, should be based on a higher standard as to these factors, than for a less intrusive search of a locker or other area, or of personal belonging.



## STUDENT RESPONSIBILITIES

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student or parent/guardian should contact the school.

In order to keep parents or guardians informed on their child's progress in school, parents will have access to the Parent Portal. The Portal will provide information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use email, mail or hand delivery when appropriate. Parents are encouraged to build a two-way link with their child's teacher and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

## SCHOOL BEGINS AT HOME: STEPS TO STARTING A GREAT SCHOOL DAY

We want every child to experience success at school and you can help your child to do so. Getting your child's day off to a good start is one of the best things you can do for him/her. You can make sure your child starts each day on a positive note by cooperating and supporting our efforts in the following ways:

1. A good breakfast is a healthy start for the day, it helps your child concentrate better.
2. Send your child to school on time; not late, or too early. **We are mandated by the county to report tardies of 7 or more to the county truancy officer.**
3. Help support our efforts to teach your child to respect other students and all school adults. All staff members have authority and are responsible for the safety of children and general building order.
4. Talk with your child about treating other children in the same manner and as he/she wishes to be treated (avoid name calling, arguing, fighting, bullying behaviors etc.)
5. Help formulate a route/routine every day for their arrival and dismissal procedures.
6. Send your child to school properly washed and dressed, using the dress code and weather conditions as guides.
7. Discuss with your child all the information in this handbook so that he/she clearly understands what is expected from him/her at school.
8. Become actively involved in your school.
9. Above all else, tell your child when he/she is doing a good job in school - praise him/her for good efforts and good behavior at school. We will do the same at school. This can be a successful learning experience for your child, but it will take a lot of hard work on his/her part as well as your cooperation as parents. It's worth everyone's best effort and we guarantee to give each child our very best.

## GENERAL INFORMATION

### ACADEMIC INTEGRITY

Cheating/Plagiarism – Aristotle may have said it best, “Dignity does not consist in possessing honors, but in deserving them.” When students cheat they only cheat themselves. Cheating keeps the students from learning at a critical point: When the material is challenging and time consuming. By cheating, the student is denied the opportunity to learn the material, to be challenged with an assignment or concept, and to master it.

The education of each student is important to teachers, parents and the community. It should also be important to you, the student! Cheating, plagiarism, or copying homework all stand in the way of your obtaining the education you need and deserve. Your teachers are glad to help.

When you do not understand the material, or are having difficulty mastering it. Please consult them before you consider cheating or copying another student’s work.

It is your education. You are the one who must master the concepts and learn the material. Mastery cannot be accomplished if you cheat.

At Berkshire Local Schools cheating and plagiarism are two of the most serious offenses against the educational goals of our students. Therefore, the following policy has been adopted. To help you the student, understand what cheating is and how it is defined, the subsequent definition is presented.

Definition of Cheating and Plagiarism – Cheating and plagiarizing involves any of the following actions:

1. Using another person’s work as your own.
2. Copying another’s homework, test, examination, theme, book report, term paper or downloading material from the Internet.
3. Preparing to cheat in advance of a quiz, exam, or in-class writing with such things as:
  - a. Having in your possession a copy of the test to be given by the teacher
  - b. Using unauthorized notes, references, or devices during the test, exam, or written essay.
  - c. Talking or communicating in any way while taking quizzes, tests, or examinations.
  - d. Failing to follow test procedures or instructions announced by a teacher (such as no talking, no turning around in seat, raise hand to ask questions, or any instructions given by the teacher).
4. Plagiarizing means to use as your own any other person’s idea, expression, or words without giving the original author credit.
5. If you are caught cheating or plagiarizing, the following will occur:
  - a. There may be times when further action, by the administration, may be required as by rule #21.
  - b. Repeated acts of cheating and plagiarizing may deny the student access to any and all academic honors and awards (Honor Society, Academic Awards, etc.).

### ATTENDANCE/TARDINESS TO SCHOOL

#### **Attendance**

**Absence from school:** When a student is absent from school, a **legal parent/guardian** must contact Berkshire Jr./Sr. High by 9:00 a.m. on the day of the absence. The building has a voice mail system and parents may call any time before or after school hours, prior to the absence, and leave appropriate information. If no parental call is received on the day of an absence, a phone call will be made to the student’s primary contact person’s phone number by the school. Excessive absences due to illness (15 days or more) may require a medical excuse from your doctor.

All absences beyond 15 days require the normal phone call on the day of absence, and a conference with the principal. Any absence beyond 15 days, not excused with a medical explanation or a legal excuse will be considered as unexcused and handled accordingly.

**Seniors who do not maintain an attendance rate of 90% or above will NOT be permitted to participate in the graduation ceremony**

#### **House Bill410 (HB 410)**

In December 2016, the Ohio General Assembly passed HB410 as a preventative approach to excessive absences and truancy. These changes became effective beginning with the 2017-2018 school year. The new definition of Truancy and Excessive Absences are defined as follows:

1. ‘Habitual truant’ has changed from days to hours. Students will be considered ‘habitually truant’ if they are:

- a. Absent 30 or more consecutive hours without a legitimate excuse (i.e. unexcused absence)
  - b. Absent 42 or more hours in one school month without a legitimate excuse (i.e. unexcused absence); or
  - c. Absent 72 or more hours in a year without a legitimate excuse (i.e. unexcused absence)
2. 'Excessive Absences'
- a. Absent 38 or more hours in one school month with or without a legitimate excuse; or
  - b. Absent 65 or more hours in one school year with or without a legitimate excuse

Even excused absences will be reported within 7 days if a student has 'Excessive Absences'. (See Student Conduct Code Rule 8.) An Absence Intervention Plan (AIP) will be developed for students that are habitually truant from school.

For more information on HB 410, please click on the Ohio Department of Education's House Bill 410 Requirements link below:

<https://education.ohio.gov/getattachment/Topics/Chronic-Absenteeism/House-Bill-410-FAQ.pdf.aspx?lang=en-US>

The following are considered excused absences by the District, the entire list may be viewed under Board of Education Policy 5200:

1. personal illness ( a written physician's statement verifying the illness may be required)
2. illness in family necessitating the presence of the child
3. quarantine for contagious disease
4. death in the family
5. observance or celebration of a bona fide of religious holiday

If you are absent from school for **two days**, it is best to get your assignments from your teachers when you return. If you are going to be out for **three or more days**, your parents may call the main office to have your assignments prepared for you.

Makeup work due to absence - An excused absence gives a student the privilege of making up work that has been missed. It is the responsibility of the student to consult with the teachers to make up this work as soon as possible at the convenience of the teacher. A student has the same number of days to make up work, as the student was absent from school.

Makeup work due to travel - The Berkshire Local Schools Board of Education does not believe that students should be excused from school for non-emergency trips out of the district. The school will not excuse students to be taken out of school for trips or vacations. Responsibility for this will rest with the parents and they must not expect any work missed by their child to be re-taught by the teacher. However, if the school is notified in advance of such a trip by the parents (legal guardian), a form will be given to the student to take to all teachers in order to procure assignments. Parents are to contact the guidance counselor at least a week prior to leaving. Teachers are not obligated to permit makeup work if proper arrangements have not been made prior to departure. Assignments are due on the day of the student's return to school.

A student who has been absent must present a written excuse, signed by a parent or guardian, to the attendance office by the warning bell within two days of the last day of his/her absence. Phone calls will not be accepted in lieu of a written excuse. If no written excuse is provided, the absence will be unexcused and the student will be considered truant. Below are guidelines:

1. Any student who does not comply with this policy will be subject to disciplinary action including referral to the County Attendance Officer.
2. If this procedure is not followed, the student will be unexcused. This means the student will receive NO CREDIT for the day(s) missed. To receive credit, the student must present each of his/her teachers with a blue admit slip.
3. More than seven (7) absences from a class period unsubstantiated by a doctor within a nine-week grading period may result in a loss of course credit. A doctor's verification must be presented to the attendance office within one week of the absence for it to be excused. If a student is absent five (5) or more consecutive days in a 9-week grading period, a doctor/professional excuse must be presented to the attendance office within one week of the absence for it to be excused.
4. Only a legally emancipated student may be permitted to write his/her own excuses after receiving administrative permission.
5. Students who arrive at school after 9:00 am or leave before 1:00 pm will be counted absent for a half-day.
6. Seniors who do not maintain an attendance rate of 90% or above will NOT be permitted to participate in the graduation ceremony.

## **Tardiness To School**

### **Berkshire Jr./Sr. High School**

\*1st Period begins at 7:00 a.m. If students arrive after this time, they are tardy.

All tardiness to school is unexcused unless the bus is late. Missing the bus and/or getting up late are not considered excused tardies. Excessive tardiness will be considered truancy and will be reported to the Attendance/Residency Officer. Circumstances may arise in which it is necessary for students to arrive after our starting time (7:45 a.m.) or to be picked up or released from school prior to dismissal (2:41 p.m.). The following times are used to determine tardies and absences for students:

1. Signed in after 7:45 a.m. – tardy
2. Signed in after 9:20 a.m. – ½ day absence
3. Signed in after 10:30 a.m. – whole day absence
4. Signed out before 10:30 a.m.- whole day absence
5. Signed out after 10:30 a.m. but before 12:40 p.m. - ½ day absence

### **Tardiness to class-**

1. When tardy to any class during the school day, report to your scheduled class. If a teacher is responsible for your tardiness, that teacher should give the student a pass showing that the tardiness is excused.
2. Except in the event of an emergency, students must report to class to get a pass to visit in the clinic. Otherwise, a late admission slip will not be issued from the office.
3. Students reported tardy four times or more per quarter will be issued the minimum of a lunch detention. Each subsequent tardy will warrant a more severe consequence.

### **Permanent Late Arrival / Early Dismissal / Senior Study Hall**

Seniors who have a first or last period study hall may apply for late arrival (end of period 1) or early dismissal (end of 8<sup>th</sup> period). Juniors who have a last period study hall may apply for early dismissal and must provide evidence of employment or other approved need. Class schedules will NOT be changed to accommodate permanent late arrival/early dismissal requests.

1. A permanent late arrival/early dismissal form must be completed by the student and signed by the Principal and the student's parent/guardian.
2. Students on permanent early dismissal are responsible for their own after-school transportation. Student without a ride must report to study hall. Students with excessive "no ride" days may temporarily or permanently lose this privilege.
3. Student failing to leave school grounds within five minutes of the early dismissal time may have this privilege temporarily or permanently revoked.
4. Senior study hall rules and eligibility requirements will be provided to every senior. A senior study hall form must be completed by the student and signed by the Principal.
5. No student with privilege(s) will be allowed more than five (5) excused tardies/absences and two (2) unexcused tardies/absences per quarter/nine (9) weeks or they will lose their privilege. Students whose GPA falls below 2.0 for Late Arrival/Early Dismissal or 3.0 for Senior Study Hall will lose their privilege. Student's GPA will be checked each quarter.

## **AWARDS**

Students may be recognized for special achievement in many ways and will receive recognition for participation and achievement in special programs at their respective buildings.

## **INFINITE CAMPUS –MESSENGER AND ONLINE REGISTRATION/ANNUAL UPDATES**

Keeping you informed is a top priority here at Berkshire Local Schools. That's why we have adopted the Infinite Campus Messenger System which will allow us to send telephone messages or emails to parents/guardians about school emergencies or events, school delays or cancellations due to inclement weather. Parents/Guardians may also be called to verify absences.

Parents/Guardians will now be required to make 'Annual' updates to their child's records through the Infinite Campus Parent Portal. By logging in to your Parent Portal account and clicking on the 'Online Registration/Annual Updates' tab in the menu options, you can begin the step-by-step process of updating emergency medical information, emergency contacts, and electronically sign required school documents. This system will allow parents to update and complete forms the district is required to have on file for students every year rather than the district sending multiple forms home to families. **This option will only be available to primary household parents at the start of the school year. Any changes that need to be made after September 15<sup>th</sup> will need to be made, in writing, by the parent/guardian to the building secretary.**

## **BULLYING PREVENTION**

The Berkshire staff makes anti-bullying education a priority. Through our on-going classroom guidance, small group and individual guidance, positive behavior procedures, and assemblies, students are taught about bullying and what to do if they are bullied or witness someone else being bullied. Please support this effort at home by reminding your child to tell an adult right away if they see someone bullying another student. Please also refer to the Code of Conduct RULE 22: Harassment/Bullying at the end of this handbook and Board of Education Policy 5517.01.

## **CAFETERIA LUNCH/BREAKFAST PROGRAMS AND PROCEDURES**

Student breakfast and lunch programs are designed to provide every student with balanced meals that are both nutritious and tasty. So that no student is neglected, a government-subsidized, free and reduced breakfast and lunch program is available for families who qualify. Students who were using the program at the end of the previous school year will continue with the program until new applications are required in October. Any family not using the program last school year, but who may now qualify, may request a paper application by calling the school **or** complete the online application form through Infinite Campus Parent Portal (under 'Applications/Forms'). All applications must be re-submitted annually as required by the state of Ohio.

Berkshire Local Schools allows students to charge a maximum of one lunch and one breakfast. Students who have outstanding charges and come to school without lunch money will receive a cheese sandwich and milk (barring a dairy allergy). If a student comes to school with no money on more than two consecutive days, cafeteria managers are required to contact the child's parent/guardian to investigate and determine the cause of the situation.

For the 2018-2019 school year, school lunches will cost \$3.25 for students in grades 7-12 and \$3.00 for elementary students in grades K-6. Students who want to purchase milk only for packed lunches, the cost is 50¢. Breakfast is \$2.00 (costs are subject to change). Meals may be paid for in advance. Forms and information regarding the School Lunch Program can be obtained through your child's school. There is also an option to pay for school lunches online through Infinite Campus Parent Portal.

### **Lunch Procedures**

Lunch periods are 30 minutes in length. Students may buy a school lunch or bring a lunch and buy milk. While in the lunchroom, students must display good manners and courteous behavior at all times.

1. Students must eat in the cafeteria. No food or drink is to leave the lunchroom.
2. Students must arrive to the lunch area before the bell rings or you will be considered tardy. Do not cut in line.
3. No loitering in the halls, or locker area if applicable, is permitted.
4. Once a table has been chosen students are to remain seated until lunch is finished. No more than 10 students are allowed to sit at a table.
5. A pass from a supervising teacher or staff member must be given in order to leave the cafeteria.
6. A supervising staff member will be assigned to various sections of the cafeteria. If needed, this person can assign seats.
7. It is each student's responsibility to properly dispose of all of their refuse and clean their place at the table. Failure to do so may result in cleaning duty or a lunch detention.
8. After eating, Junior High students are permitted in the gym for recreation. If you decide to participate in the gym activities you must stay there until the bell rings. If you do not participate you may be asked to leave the gym.
9. Everyone going through the lunch line will be required to state their name to the cashier.
10. Charge lunches are not permitted. Students must be responsible to bring a lunch or have the appropriate money for purchase.
11. Breakfast is available for purchase in all buildings prior to the start of school, with the exception of Berkshire Jr./Sr. High School, breakfast is available 1<sup>st</sup> through 4<sup>th</sup> periods.

## **CALAMITY DAYS**

There will be no practices, meetings, contests, or other related activities on a day when school is cancelled by the superintendent due to inclement weather. Any exceptions to this will occur at the discretion of the superintendent. In the event of severe weather or other calamity necessitating the closing of school, a phone call will be made to the student's primary contact person's phone number and announcements will also be posted on the District's website, local television and radio stations.

## CLINIC AND MEDICAL INFORMATION

INJURY OR ILLNESSES occurring during the school day should be reported immediately to the supervising teacher. He/she will issue an excuse admitting the student to the clinic. No student who is ill is to call his parents from the school phone and leave the building without permission. It should be understood by parents and students that clinic and office personnel are forbidden to diagnose ailments or dispense medication without a medical authorization form, including aspirin. Students who are too ill to attend class are generally too ill to remain in school (the health department states that any student with an elevation in temperature of 100 degrees or over should not remain in school.) Parents will be notified to arrange for transportation when necessary. The nurse will investigate reasons for an unusual number of clinic visits and parents will be notified. Parents must provide each student with the name of some relative, neighbor, or doctor who the school will contact if they are unable to reach the parents in case of emergency. A student emergency card is on file in the office for this purpose.

All communicable diseases should be reported to the school nurse.

**MEDICATION POLICY:** Should it be necessary for a student to take medication at school, parents **MUST** adhere to the Board of Education Policy 5330 and 5331. Forms are available in the school office or on the website.

**USE OF MEDICATIONS:** Students, who must take prescribed medication during the school day, must comply with the following guidelines:

- Parents should determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The appropriate form must be filed with the respective building principal and/or clinic before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication. Forms must include the student's name, nature of illness, name of medication, dosage, time and duration the medication is to be given and possible side effects.
- All medications must be registered with the clinic and must be delivered to school in the original childproof containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and physician's name, name of medication, dosage and time of administration.
- Medication that is brought to the clinic will be properly secured. Except as noted below, medication must be delivered to the School Nurse by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent and physician and has submitted the proper forms. In the case of epinephrine auto injectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.
- The Board shall appoint a responsible person or persons to supervise the storing and administering of medication in the absence of the school nurse. Person(s) designated, either by name or position, to administer medication shall be recorded in the Board minutes.
- If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- The school nurse will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.
- Non-prescribed (Over-the-Counter) Medications - No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent and physician authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the principal's office. Physician authorization is also required in such cases.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the school office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received. Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code. A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the clinic. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

**Note: Parents are responsible for informing the school of their child's allergies; especially allergies to nuts and bee stings. In the case of bee sting allergies, the parents are responsible for providing the school with the bee sting medication, doctor's orders and doctor's statement about how the medication is to be administered.**

### **Emergency Medical Treatment**

In order to handle emergency situations, the school must know how to reach parents quickly. It is required that every parent or legal guardian must complete an Emergency Medical Authorization for each child in September or when enrolling a new student. This is kept on file at school. When your child becomes ill (vomiting, fever or symptoms of a communicable disease) or injured, we will get in touch with the parent or legal guardian indicated as an emergency contact as soon as possible. Parents/Guardians or person designated as an emergency contact, who are contacted because of a child's illness or injury, are requested to pick up the child immediately.

**Note: Parents are responsible for informing the school of their child's allergies; especially allergies to bee stings. In the case of bee sting allergies, the parents are responsible for providing the school with the bee sting medication, doctor's orders and doctor's statement about how the medication is to be administered.**

### **Control of Casual-Contact Communicable Diseases**

The Board of Education recognizes that control of the spread of communicable disease spread through casual contact is essential to the well-being of the school community and to the efficient operation of the District.

For purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Ohio Department of Public Health.

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

If a student exhibits symptoms of a casual-contact communicable disease, the principal will isolate the student in the building and contact the parents/guardians. Protocols established by the County Health Department shall be followed.

The Superintendent shall develop administrative guidelines for the control of communicable disease which shall include:

1. instruction of teaching staff members in the detection of these common diseases and measures for their prevention and control;
2. removal of students from District property to the care of a responsible adult;
3. preparation of standards for the readmission of students who have recovered from casual-contact communicable diseases;
4. filing of reports as required by statute and the State Department of Health.

Please see refer to BOE policy 8453 for Control of Noncasual-Contact Communicable diseases and 8453.02 Control of Blood Borne Pathogens

### **SYSTEMS OF COMMON CONTAGIOUS ILLNESSES WHEN A STUDENT SHOULD BE KEPT HOME** **CONJUNCTIVITIS**

Symptoms:

- Inflammation and swelling of the conjunctiva (lining of the eyelid.)
- Burning sensation or itching of eyelids.
- Feeling that something is in the eye.
- Blurred vision.
- Sensitivity to light.
- Increased tearing - may become purulent (having pus.)

State/School Exclusion:

Must be seen by a physician for diagnosis and treatment. A note stating the diagnosis, treatment and date the student is permitted to return to school (24 hours on antibiotics) must be signed by the doctor and must accompany the student when they return.

### **STREP THROAT**

Symptoms:

- Fever may be present. Persistent red, sore throat, pus spots on the tonsils or back of the throat, and tender and swollen glands of the neck.

State/School Exclusion:

Contact your family doctor immediately for an examination and throat culture. Notify the school if the culture reveals strep throat. Please keep your child home for 24 hours on antibiotics.

### **IMPETIGO**

Symptoms:

Blister-like lesions which later develop into crusted, pus-like sores which are irregular in outline. Please keep your child home for 24 hours on antibiotics.

State/School Exclusion:

Must be seen by a doctor for treatment. May return to school when the sore(s) no longer drain. A note stating the diagnosis and treatment and signed by the doctor must accompany the student when they return.

### **Immunizations**

Students **MUST** be current with all immunizations required by law, included but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. For the safety of all students, the school principal may remove a student from school after a fourteen day grace period from the first day of school for students without proof of proper immunization or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should contact the principal. Proof of proper immunization must be in by the first day of school.

**After a fourteen day grace period from the first day of school, students without this proof are not allowed to attend school.** Acceptable documentation is a copy of an official physician record, "baby book", or Health District record. Please call the building secretary or school nurse if you have any questions regarding current immunization requirements.

### **CONFERENCES AT BERKSHIRE JR./SR. HIGH SCHOOL**

Parent-teacher conferences are made by appointment on the dates specified for high school students through the school's website. Conferences are held in the fall and spring.

### **CODE OF CONDUCT (SEE ALSO "DISCIPLINE")**

Students are afforded rights guaranteed by the United States Constitution and the Bill of Rights, and their rights will not knowingly be denied or abridged by the district Code of Student Conduct or actions taken thereunder.

Students are subject to all provisions of the Berkshire Local School District Code of Conduct whenever on school property, including buses, at all times, both during, before, and after school hours, when school is in session or during periods of vacation, and at extracurricular activities and field trips involving Berkshire Students. This code shall also be inclusive for the right to exercise authority for the protection of all school staff members and their property.

Consequences for violation of the Code of Student Conduct may include: detention, emergency removal, out-of-school suspension, expulsion, and/or other forms of disciplinary action to help modify behavior or to ensure the safety, health and welfare of other students and staff. Consequences are administered at the building level in accordance with administrative procedures.

*Please note: The Berkshire Local School District's Code of Conduct and Discipline Guidelines appear at the end of this handbook.*

### **CONDUCT AT SCHOOL EVENTS**

Students planning to attend events must leave the school grounds and return when the event begins. *No student is to stay after unless permission from a principal has been given. Failure to adhere to this policy may result in denial of access to after school programs.*

### **CUSTODY**

Students must reside within the Berkshire Local School District with legal guardian/parent to attend the Berkshire Local Schools or must have completed the Open Enrollment process with approval from the Superintendent. A copy of the legal document giving parent custody (in case of parent separation or divorce) is required when students are enrolled. **IMPORTANT: For the protection of the student, when a custody change occurs for a student already enrolled in school, a copy of the court order giving custodial rights must be submitted, as soon as possible, to a building administrator to be placed in the student's file.** Non-custodial parents may receive copies of their child's progress by supplying the guidance department their address. See Board Policy 5111 for more details.



## DANCE GUIDELINES

1. Parents provide transportation to and from dances, and should be at the school promptly at the end of the dance.
2. Make sure that your child has the phone number where you can be reached during the evening in case of an emergency.
3. Tell your child to stay for the entire dance - not to leave early, if they leave, they cannot return.
4. Students are not to bring any food or beverage of their own.
5. **For Jr. High dances only seventh and eighth graders are permitted at the dances. No outside guests.**
6. Students are asked to dance appropriately and in good taste. Failure to do so could result in removal from the dance and ineligibility from future dances.
7. Students will not be admitted unless they dress appropriately.
8. Our music is provided by a company that routinely takes pictures of the students and posts them on a web-page (no names are provided). Please contact the school if you would not like your student to participate in this promotional program.

## DEBTS

Students have the responsibility of paying all financial obligations before the end of the school year. Report of grades and copies of records will be withheld on a nine-week basis for fees, fines, athletic equipment, or damaged property, and charges that have not been paid. Contact the principal if you have any problems with meeting the deadlines. Students may lose the opportunity of attending the dances, trips, or even participation in graduation if fees are not paid current.

## DIRECTORY INFORMATION AND FERPA

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received. Please refer to Board Policy 8330 regarding student records. Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within twenty (20) days after receipt of the Superintendent's annual public notice.

## DISCIPLINE (See also code of conduct)

It is our goal to help every student grow in knowledge and personal strength by providing an atmosphere of warmth, safety, and security in which all individuals can function to the best of their ability. It is necessary to establish basic rules that all students must follow in order to provide an environment that is conducive to effective learning.

The Board of Education:

1. expects the teacher-pupil relationship to be one of mutual respect,
2. recognizes the teacher (or other supervising staff member) as the person of authority in the classroom and building,
3. authorizes principals to use such reasonable disciplinary measures necessary to ensure a properly functioning school, and
4. gives full support to teachers and administration in their efforts to maintain a positive atmosphere for learning within the school.

A list of disciplinary actions that are part of the Berkshire Local Schools Discipline Guide appear at the end of this handbook. This list has been created as a sample of consequences a student might experience at Berkshire Jr/Sr High School. It is a representative list and is not meant to be comprehensive. Specific disciplinary actions will depend on the severity of the offense and the violator's previous behavior. Please keep in mind that more than one disciplinary action may be applied at a time and repeated violations of the Student Code of Conduct will warrant increased discipline, including possible recommendation for expulsion.

The goal of discipline is not solely to punish a student. We recognize that disciplinary consequences can also be learning opportunities and strive to allow students to move beyond a mistake and try to make better choices in the future.

## DUE PROCESS

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

There are two facets to due process: substantive and procedural. Substantive due process provides for fair and reasonable treatment under the law in satisfying a person's due process rights; a student can expect to receive written notice of intent to suspend or expel and the reason(s) for such action. The student will be given the opportunity to explain his/her actions or challenge the reasons. Within twenty-four (24) hours after the time of a student's suspension, written notice of suspension will be sent to the parent(s)/Guardian(s). The notice will specify the duration of the suspension and the reason(s) for the suspension, as well as the right and procedure to appeal.

Prior to expulsion, the Superintendent will give the student and his/her Parent(s)/Guardian(s) written notice and provide an opportunity to appear to explain the student's actions or challenge the reason(s). The notice will include reason(s) for the possible expulsion and the time and place of the appeal hearing. Within twenty-four (24) hours after the time of an expulsion, the Superintendent will send written notice to the student and his/her parent(s)/guardian(s). The notice shall specify the duration of the expulsion and reason(s) for the expulsion. It shall also include notification of the right to appeal.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

For further information, refer to Board of Education Policy 5611.

### **EARLY DISMISSAL/PICK UP**

Parent pick-up of students will require a written notification to the office. Emails are not sufficient notice as the secretary may be absent and the email will not be accessed. This is to ensure your child's safety. We encourage advanced notification due to the large number of parent pick-ups. During the day pick-up is in the school office. Photo identification is required every time for parent pick-up. If someone other than a parent/guardian will be picking up your child, please be sure they appear on your child's emergency card.

### **EMERGENCY DRILLS- FIRE DRILLS, TORNADO ALERTS AND A.L.I.C.E.**

Fire drills are held from time to time without warning. Information concerning fire exits is posted in each room. When the signal is heard, all students are requested to walk quickly and quietly out of the building and remain out of the building until told to return.

Tornado Alert Drills will also be held throughout the school year. Such drills are necessary and serious. Students must co-operate fully by listening to directions carefully and not talking, running, or otherwise fooling around.

In the event of a "Tornado Warning" (which means that a tornado has been sighted or indicated on radar), the students will do the following:

1. Total silence is to be maintained. Listen carefully to all instructions.
2. Follow your teacher in a single file line from your room to the designated areas within the school. Move in a slow, orderly manner.
3. If directed to do so, kneel down, place your heads between your knees, and cover your heads.
4. The sounding of a continuous bell will signal the end of the alert.

Students will also be trained in the A.L.I.C.E. safety method for building security.

### **EMERGENCY MEDICAL AUTHORIZATION (THROUGH INFINITE CAMPUS-OLR & FORMS)**

It is a school requirement that each student must have an emergency medical authorization, signed by parents, on file through the Parent Portal's On-Line Registration/Annual Update system. If there is any change in information during the year, such as:

- phone numbers - this can be very important in the case of an emergency, illness or other school matter)
- custody – If the family status changes because of divorce or legal separation, or if a child lives with someone other than his/her natural mother and father, proof of custody or guardianship must be provided to the school office.
- address (proof of residency **must** be provided before any address changes can be made in the OLR system)

Please notify the school office immediately upon any of the above changes. This can be very important in the case of an emergency, illness or other school matter.

## **EMERGENCY PARENT NOTIFICATION**

It is imperative that the school be able to contact parents during the school day. Should school have to be dismissed early due to an emergency, we will attempt to contact all parents. Parents are encouraged to include a neighbor's name and phone number for "early dismissal" purposes online through the Parent Portal On-Line Registration/Annual Update system. All children should be directed to report to a neighbor's home in case of an emergency. Parents should keep the school office informed of telephone number changes that should be made to their emergency contacts list during the school year. It is also a good idea to leave email information for your child's teachers.

## **ENROLLMENT**

1. A kindergarten child must have attained the age of five (5) years on or before **August 1<sup>st</sup>**.
2. A first grade child must have attained the age of six (6) years on or before **August 1<sup>st</sup>**.
3. A birth certificate **MUST** be presented at the time of enrollment.
4. A child entering school for the first time (kindergarten and first grade) or students transferring from one school to another (grades 1-8) must present a certification form signed by a physician or authorized representative of the State Department of Health that the child is adequately protected against diphtheria, whooping cough, tetanus, rubella (seven day hard measles), rubella (German measles), polio and mumps.
5. A child transferring from another school must present official records or sign for authorization
6. Requesting release of records from the previous school.
7. At the time of enrollment all parents must complete a Statement of Residency form. Divorced or separated parents must provide a certified copy of court documents verifying temporary or permanent custody.
8. At the time of enrollment, all parents/guardians must complete a "Home Language Survey". This is to ensure students with English as a second language (ESL) are identified to meet their language and educational needs.

## **ENTERTAINMENT EQUIPMENT**

I-Pods, DVD players, CD players, televisions, MP3 players, PSP's, games, pagers, or other items, which may disrupt your education, are not to be brought to school. Failure to comply may result in disciplinary action that could include, but not be limited to the confiscation of aforementioned items until the end of the **school year**. *All confiscated items may be released to the parent/guardian of the student during school hours.*

## **EXTRACURRICULAR ACTIVITIES**

There are numerous activities and organizations available. In most cases, a student must meet the Ohio High School Athletic Association academic eligibility requirements in order to participate.

## **FACILITY USE**

Use of the school facility must be cleared with the appropriate principal/supervisor/coordinator/director for any activity held in a school during the evening, over weekends, and/or during vacations. Completion and approval of the Facility Rental Application must be made for access to the school.

## **FEES AND BOOKS**

### **FEES**

It is necessary to charge fees to cover part of the District's expenses for consumable items such as workbooks and materials used in the classroom. A check made payable to the Berkshire Board of Education should be sent to school with your child during the first few weeks of school.

Kindergarten fees must be paid before entrance in September. All other grade level fees should be paid during the first few weeks of school. Failure to pay fees and fines can result in the withholding of your child's report card as sanctioned by the Ohio Revised Code 3313.64.2. Failure to pay fees will result in the accumulation of fees over time (e.g., multiple years of fees). Failure to pay fees may result in the inability to participate in school activities (i.e. school dances, 6<sup>th</sup> Grade Camp, 8<sup>th</sup> Grade Washington Trip, Homecoming, Prom, etc.), 6<sup>th</sup> Grade Promotion, and High School commencement ceremonies. School fees for Burton and Ledgemont Elementary buildings are \$55 for students in grades K-6. School fees for BHS students vary depending on courses taken. Course fees can be found in the Jr. High and High School Course Selection Guides.

Those with a financial hardship who are part of the Free/Reduced Lunch Program can have their student's fees waived as long as they indicate such on the Free/Reduced Lunch Application form. The waiver only applies to course fees.

### **BOOKS**

Students are expected to take good care of the books and equipment loaned to them. Fines may be charged for all books or equipment lost or damaged.

## FIELD TRIPS

At Berkshire Local Schools, we realize the great value in alternate learning experiences and specifically in field trips. In order to learn any academic subject, one of the best ways is to have a hands-on experience. The subject then becomes clearer and more relevant to the student. He/she learns easily and without pressure because the knowledge becomes a part of his/her life. In addition, overnight trips provide the opportunity to learn the skill of living together with the students' peer group, and to experience living away from the home and the family. It is very obvious that these trips become a major responsibility for all those involved. First, and foremost, in all of our planning is the safety of all students. We feel it is necessary that these trips be viewed as a privilege for those students attending. It is imperative that due to the tremendous responsibility involved, students prove they will be able to handle themselves appropriately on such trips. **Students with an excessive amount of office discipline referrals or any missing assignments may not be permitted to attend field trips.** The decisions will be at the discretion of the administrators and staff. Additionally, truancy or excessive absence may disqualify a student. Parents will be notified prior to the possibility of their student being excluded from a field trip. It is our hope and expectation that this policy does not exclude students but rather set a minimum level of expectation for daily behavior in school and as representatives of our student body. **All fees/fines must be paid prior to attending a grade level field trip.** Each student must have a signed parental permission slip on file at the school in order to attend.

## FOOD AND BEVERAGES

All food and beverages shall be confined to the cafeteria and consumed during the lunch period only. Please cooperate with teachers by conforming to the individual teacher's rules.

## GRADING SYSTEM

### **Interpretation of Grades**

A = Outstanding (90-100%)

B = Above Average (80-89%)

C = Average (70-79%)

D = Below Average (60-69%)

F = Failing (0-59%)

### **Exams**

In the junior high, final exam grades are optional unless a student is taking a course for high school credit. It is also permissible for students in a particular grade level and subject to be given an exam or project. It is also permissible to give a nine-week test or semester test. The nine week test shall count no more than 35 percent of the nine week grade.

### **Grade Reporting**

A report card will be completed at the end of each nine-week grading period. Only the 4<sup>th</sup> quarter report card will be mailed home. Parents/guardians who do not receive a report card, should call the school no sooner than six days after the students last day. The grading period dates are on the school calendar.

### **Incompletes**

Students should be made aware that failure to complete all class requirements may merit a failing grade. "Incompletes" may be temporarily assigned in the case of excused absence when the remaining time of the grading period does not equal the time missed by the student.

### **Nine Week Grades**

The teacher expectations will be presented to every student in every class by the teacher during the first week of school and will include the information regarding each teacher's grading system. Tests, quizzes, projects, and homework will be averaged toward the nine-week grade. Class participation can also be a part of a grade average.

### **Report Cards**

The school year is divided into four nine-week grading periods. Report cards are issued four times each year in grades K-12. The report card is a means of reporting the progress of the students to the parents. Report Cards will be available online through Infinite Campus. Every parent can use their online access code to check student report cards and grades. Grades will be posted and updated every two weeks. Please feel free to set up an appointment with your child's teacher to discuss any concerns about grades.

### **Honor and Merit Roll**

A student must achieve a 3.5 nine-week grade average or above in order to be placed on the Honor Roll. Students achieving a 3.0 to 3.49 nine-week grade average will be placed on the merit roll.

### **GUIDANCE DEPARTMENT**

Guidance counselors are available to help all students in adjusting to school and assist any students that have school and personal questions. BHS students wishing to see a counselor to discuss these questions and/or questions pertaining to CCP and vocational courses should make an appointment through the main office during study hall, lunch, or before or after school.

Parents are encouraged to contact the counselors for information or assistance whenever necessary by calling 440.834.3380.

### **HALL PASSES**

During class time a student may not be out of the classroom without a pass being signed by a teacher.

### **HOMEWORK (ACADEMIC PRACTICE)**

In accordance with School Board Policy, your teachers are encouraged to extend your education beyond the regular school day by assigning meaningful homework assignments.

**MAKE-UP WORK DUE TO ABSENCE** – An excused absence gives a student the opportunity of making up work that has been missed. It is the responsibility of the student to consult with the teachers to make up this work as soon as possible at the convenience of the teacher. A student has the same number of days to make up work as the student was absent from school.

**MAKE-UP WORK DUE TO TRAVEL** – The Berkshire Board of Education does not believe that students should be excused from school for non-emergency trips out of the district. Students who are taken out of school for trips or vacations will not be given permission to do so by the school. The responsibility for this will rest with the parents, and they must not expect any work missed by their child to be taught again by the teacher. However, if the school is notified in advance of such a trip by the parents (legal guardian), a form will be given to the student to take to all teachers in order to procure assignments. Parents are to contact the office, in writing, at least a week prior to leaving. Teachers are not obligated to permit make-up work if proper arrangements have not been made prior to departure. Assignments are due on the day of return to school.

### **HOMEBOUND INSTRUCTION**

The school may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician.

### **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 the basis of a disability. This protection applies not just to the student, but all individuals who have access to the District's programs and facilities.

The Berkshire Local Schools provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEIA).

A student can access Special Education services through the proper evaluation and replacement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant.

\*Parents, who believe their child may have a disability that substantially limits major life activities of their child, should contact the guidance counselors at 440.834.3380.

### **INFINITE CAMPUS PARENT PORTAL: ON-LINE REGISTRATION(OLR) & FORMS UPDATES SYSTEM**

The Berkshire Local School District uses the OLR/Annual Updates system through the Parent Portal. All students must have all Annual Forms and necessary information completed through the OLR/Annual Updates system prior to the start of the school year. This system will allow parents to electronically update their information, review and sign for annual forms required by the district, and update emergency contact information.

A new student registration is a two-part process. Part one is to start the process using the OLR system and completing the registration application. The parent/guardian will then need to schedule an appointment and bring required documents to the district registrar, located at the Berkshire Board of Education Office, at 440.834.3380. If you do not have access to the internet, please contact the main office for assistance.

### **INTERNET/NETWORK USER POLICY**

To obtain a computer account that will allow access to the network, internet, or electronic mail resources, all students and their parents/guardians must read and sign their school's handbook or agenda containing the Acceptable Use Policy. All students are bound and required to adhere to all Network/Internet bylaws and policies established by Administration and the Board of Education.

When you obtain a Berkshire Local School District (BLS D) network account, it is understood the account is to be used for class work or individual school related research. You are responsible for your account's use or misuse. The school code of conduct applies.

Berkshire also provides students with Google Apps for Education (GAFE) accounts. Google Apps for Education run on an Internet domain purchased and owned by the school and is intended for educational use. GAFE is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of GAFE when students are at school. Parents are responsible for monitoring their child's use of GAFE when accessing programs from home.

Students are responsible for their own behavior at all times. Students should take all reasonable precautions to prevent others from being able to use their account. Passwords must be constructed so that they are not obvious or easily determinable. Under no conditions should a student provide his or her password to another person.

Your accounts (BLS D and GAFE) and the files on them are school property, not your private property. School personnel reserve the right to inspect its property. Students should have no expectation of privacy

Access to the BLS D network and GAFE is considered a privilege. BLS D maintains the right to immediately withdraw the access when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred for further investigation and account restoration, suspension, or termination.

The use of personal communication devices (hereafter referred to as "PCDs") on campus is a privilege which the District grants to any student who is willing to assume the responsibility of abiding by the guidelines set forth in Policy 5136 & 5136.01. PCDs include computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers", e.g., Kindles and similar devices), cell phones, smartphones, iPods, and/or other web-enabled devices of any type. All policies set in place in the AUP continue to apply when the student uses his/her PCD on campus. In addition, cell phone watches are also considered PCDs and fall under the guidelines set forth in Policy 5136 & 5136.01.

Students may connect to the BLS D wireless network from a PCD (and only wirelessly) with their network username and password for educational purposes only. However, they may not do so in a classroom without explicit teacher approval.

The District reserves the right to inspect a student's PCD if there is reason to believe that the student has violated any School Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device. Students must surrender their PCD to district personnel upon request. See Policy 5136 – Personal Communication Devices.

Avoid illegal activities. These include tampering with computer hardware or software, unauthorized entry into computer files, or vandalism or destruction of computer files. Obey all copyright laws applying to software and its use. We are governed by the U.S. Copyright Code, PL 94-553 and PL 96-517 Section 117, and U.S. Code 2510.

Profanity or obscenity will not be tolerated on the network. All users should use language appropriate for school situations as indicated by school codes of conduct. Students must respect the right of others in the school and on the internet at large. Personal attacks are an unacceptable use of the network.

Harassment, intimidation, or bullying behavior by any student is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate.

If you are the victim of a personal attack ("flame"), respond rationally if a response is appropriate and bring the incident to the attention of a person in authority.

Users must be aware that there are many services available on the internet that could potentially be offensive to certain groups or users. The Berkshire Local School District cannot eliminate access to all such services. Individual users must take responsibility for their own actions in navigating the network. Policy is subject to change per Board of Education Action during the school year.

### **LOCKERS**

Lockers are Board property and assigned to students for their personal use. **Lockers and locker combinations are not to be shared with friends and classmates. Students must use their own locker. Sharing a locker with another student is a violation and will result in consequences from an administrator.** Any locker difficulties should be reported immediately to the office. **Since lockers are the property of the school, they may be opened by school officials for reasonable suspicion or to get work if a student is absent from school for an extended period of time.**

Book bags and draw string bags are to be kept in lockers and are not permitted to be carried during the school day. For further reference, see **Board Policy 5771**.

Students should not leave any item in their gym lockers overnight. Do not leave items in any locker over vacations. Any item left in any locker is at the student's own risk. The school assumes no responsibility for school or personal property lost or stolen from lockers provided. The school is not responsible for the loss or theft of money that students bring to school and/or keep in their lockers.

### **LOST AND FOUND**

The lost and found center is located in the cafeteria. PLEASE PUT YOUR NAME ON ANY ITEMS YOU BRING TO SCHOOL (books, lunches, purses, shoes, etc.) Lost textbooks will be returned to teachers. Lost library books will be returned to the library. Found property should be returned! The lost and found is cleared of all items and donated to a local charity at the end of each quarter.

### **MEDIA CENTER**

1. The Berkshire Jr./Sr. High School Media Center (library) opens at 7:30 a.m. Any student may come to the library with a pass from the teacher to return or check out books.
2. Students may come to the library with a pass from study hall or as arranged with the classroom teacher.
3. Any student may come to the library during his/her lunch period with a pass from the librarian or a teacher.
4. The library closes at regular dismissal time.

### **NONDISCRIMINATION AND EQUAL EDUCATIONAL OPPORTUNITY POLICY**

The Berkshire Local School District affirms that no person shall, on the basis of race, color, national origin, age, sex, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This policy shall prevail in all Board policies concerning school employees and students.

Copies of the District's complaint procedures, Administrative Guideline 2260B and 2260.01B, may be obtained from the District Compliance Officer. A formal complaint concerning Title VI of the Civil Rights Act of 1964 (race, color, and national origin), the Age Discrimination Act of 1975, Title IX of the Civil Rights Act of 1964 (sex), Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990 (disability) can be made in writing to the District Compliance Officer listed below:

Director of Pupil Services  
Berkshire Local School District  
14259 Claridon-Troy Rd.  
Burton, Ohio 44021  
440.834.3380, ext. 2108

Inquiries concerning the application of this policy may be referred to the District Compliance Officer or the Superintendent of Schools. The Superintendent may be reached at:

Superintendent of Schools  
Berkshire Local School District  
14259 Claridon-Troy Road  
Burton, Ohio 44021  
440.834.3380, ext. 2101

### **OFFICE HOURS**

Office hours for each building are as follows:

- **Berkshire Jr./Sr. High School**: 6:30 a.m. until 3:30 p.m. Phone 440.834.3380, ext. 3301
- **Burton Elementary**: 7:30 a.m. until 4:30 p.m. Phone 440.834.3380, ext. 1101 or ext. 1104
- **Ledgemont Elementary**: 8:00 a.m. until 4:30 p.m. Phone 440.834.3380, ext. 4201

### **PERSONAL ITEMS**

1. Children are responsible for any monies, jewelry or other valuables brought to school. It is encouraged that students not wear items of value or bring items of value, (e.g., jewelry).
2. Children are **not** allowed to carry matches, lighters, guns of any type, gun caps, knives, rubber bands, sling shots or other items that can cause disruption. Such articles will be confiscated. Possession of such items may result in disciplinary action.
3. Children are **not** allowed to sell or trade anything among themselves at school, on the school grounds, or on the bus.
4. Pets should **not** be brought to school without permission from the teacher. Parents must transport pets.
5. Candy and chewing gum are **not** permitted.
6. Items should **not** be brought in glass jars or aerosol cans.

7. Students are **not** permitted to bring or use phones, radios, hand held computer games, laser lights, or electronic devices of any type (e.g., video cameras, cameras, music) to school.
8. **Cell phones are not permitted to be used in school.**
9. Any toys or personal items **must** have teacher approval.

#### **POSTERS AND SIGNS**

Any poster displayed by an organization or an individual in the school must have the approval of the administration. Any literature distributed must also have the appropriate approval.

#### **RELIGIOUS OBSERVANCE**

As within any public school, students have varied religious beliefs. Ohio Revised Code allows schools to excuse students for a religious observance. Please send a note to school if you wish your child to be excluded from activities, which may include the Pledge of Allegiance, etc. or if they will be absent due to a religious holiday. In your note, please indicate if you would like your child to participate in an alternative educational activity or if you prefer to pick them up for an excused dismissal from school.

#### **SCHOOL CLOSING**

During the school year, there may be an occasion to cancel school due to weather or road conditions which may endanger the safety of the students. Parents are encouraged to watch television channels 3, 5, 8, and 19 for broadcasts of our school closing. Every effort will be made to cancel school and notify the Metro Cleveland Area's closing and cancellation system before 6:00 a.m.

#### **SCHOOL PICTURES**

Each school year individual student pictures are taken. Information will be sent home with your child prior to the pictures being taken regarding possible purchase of the pictures. Every child will now have a picture taken for his/her school file.

#### **SELLING WITHIN THE SCHOOL**

Students are not permitted to sell anything within the school to classmates or teachers. Please cooperate by not buying anything from friends and classmates.

#### **SERVICES AVAILABLE IN THE BERKSHIRE LOCAL SCHOOL DISTRICT**

Psychological and testing services for students as determined by the Response to Intervention team (RtI)

- Speech, hearing, and language therapy
- Title I Reading assistance and/or remediation
- Occupational/Physical therapy
- Art, music, and physical education classes taught by highly qualified teachers
- Conferences twice a year, or upon request
- Special education services

#### **SPECIAL EDUCATION**

The Board of Education, is committed to providing a free appropriate public education to children with disabilities identified in accordance with applicable State and Federal laws, rules, and regulations.

In order to satisfy the requirements of the Operating Standards for Ohio Educational Agencies Serving Children with Disabilities ("Ohio Operating Standards"), the Board of Education adopts the model policies and procedures promulgated by the Ohio Department of Education's Office of Exceptional Children (ODE-OEC), which is incorporated by reference into this policy. While the Special Education Model Policies and Procedures ("Model Policies") issued by the ODE-OEC are comprehensive, the document does not include every requirement set forth in the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA"), the regulations implementing the IDEIA, the Operating Standards, the Ohio Revised Code, and/or the Ohio Administrative Code. As such, the Board affirms its obligation to follow these laws and regulations, regardless of whether their provisions are restated in the Model Policies.

Copies of Model Policies and Procedures are available at the office of the Board of Education.

#### **STUDENT CONDUCT CODE**

The Board approved Student Conduct Code for the Berkshire Local School District is included in this handbook. Additional copies are available in the office.

#### **STUDENT RESOURCE OFFICER (SRO)**

The SRO program enables our schools to have a uniformed police officer in the school throughout the school day. This program is funded by Berkshire Local Schools and Geauga County Sheriff's Department for the purpose of bridging the gap between the police department and the student population. The goals of this program are to increase positive attitudes toward law enforcement; reduce juvenile crime through counseling, teaching, and personal contact; and provide a positive role model, liaison, and resource.



## **STUDENT SUPERVISION AND WELFARE**

Professional staff members shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities and are expected to establish and maintain professional staff/student boundaries that are consistent with their legal, professional and ethical duty of care for students.

The Superintendent shall maintain and enforce the following standards:

1. A professional staff member shall report immediately to a building administrator any accident, safety hazard, or other potentially harmful condition or situation s/he detects.
2. A professional staff member shall provide proper instruction in safety matters as presented in assigned course guides.
3. Each professional staff member shall immediately report to a building administrator knowledge of threats of violence by students.
4. A professional staff member shall not send students on any personal errands.
5. A professional staff member shall not associate or fraternize with students at any time in a manner that may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal prosecution and disciplinary action by the Board up to and including termination of employment.
6. If a student approaches a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should such staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.
7. A professional staff member shall not transport students in a private vehicle without the approval of the principal.
8. A student shall not be required to perform work or services that may be detrimental to his/her health.
9. Staff members shall only engage in electronic communication with students via email, texting, social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., when such communication is directly related to curricular matters or co-curricular/extracurricular events or activities with prior approval of the principal.
10. Staff members are prohibited from electronically transmitting any personally identifiable image of a student(s), including video, photographs, streaming video, etc. via email, text message, or through the use of social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., unless such transmission has been made as part of a pre-approved curricular matter or co-curricular/extracurricular event or activity such as a school-sponsored publication or production in accordance with Policy **5722**.

Since most information concerning a child in school other than directory information described in Policy **8330**, is confidential under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

## **SUPPLIES**

Seventh grade students are given a supply list prior to the start of school. Supplies should be brought and placed in their locker during 7<sup>th</sup> Grade Orientation. Teachers will notify students in grades 8<sup>th</sup> through 12<sup>th</sup> what supplies are needed. Students are expected to have supplies readily available for each class.

## **SUSPENSIONS**

### **In-School Restriction (ISR)**

In-School Restriction (ISR) is an opportunity for students to complete their school assignments in a setting other than the regular education classroom while offering students' accountability for their behavior. Upon entering the school, students are to collect all needed material for the day then report directly to the main office. After the Pledge of Allegiance and announcements, each student participating in ISR is to write each of the ISR rules on notebook paper and raise their hand to submit to the instructor. Any additional assignment(s) will be given to students to improve judgement and build character and must be submitted to the ISR instructor for approval prior to obtaining the teacher assignment/make up work.

1. Upon arriving at school, students are to go to their lockers, collect all textbooks, notebooks, writing utensils, lunch/lunch money, and any other supplies needed for a day of classes, then report directly to the main office.
2. Students DO NOT have privileges to go to their locker, restroom, or anywhere else without an escort.
3. There is to be NO eating or drinking for the duration of ISR, except lunch and restroom breaks.
4. Restroom breaks will be scheduled twice a day, using the restrooms in the 7th grade hallway.
5. Students must serve ISR for the entire day. Auburn students are the only exception to this rule.
6. Students are required to remain seated and quiet all day. DO NOT speak unless given explicit permission by ISR instructor to do so. If a student has any questions or needs any help in any of his/her subjects, he/she is to raise his/her hand to be acknowledged by the ISR teacher. Otherwise, students are not to disturb anyone at anytime.

7. Students must be awake, sitting in proper position with heads up, and working on school work at all times.
8. All electronics (including cell phones and iPods) are to be turned in to the ISR instructor at the beginning of the day and will be returned at the end of the day. If not turned in, but motion indicates possession or use, further disciplinary action will result.
9. All work must be completed in ISR. Additional ISR dates may be scheduled for students who are noncompliant and refuse to complete assignments.
10. No ISR assignments will be taken home. Any work not completed during that day of ISR will receive zero credit. Students are to be working diligently on assignments all day.
11. If a test is scheduled in your class, you will take the test in ISR. The student will receive the same amount of time to complete exams as in the regular class. Tests are to be returned to the ISR teacher.
12. While in ISR, students are permitted to attend, or participate in, extracurricular activities, before or after school. However, ISR students are not permitted to attend in-school activities (i.e.: assemblies).
13. Profanity or disrespect is not tolerated.
14. If a student is absent on a day that they are scheduled to be in ISR, that day will automatically be counted as one day OSS.
15. If a student is found breaking any of the above ISR rules or other school rules while in ISR, further disciplinary action will be taken.

### **Out-of-School Suspension (OSS)**

The Principal/Assistant Principal of a school building or the Superintendent of the school district may suspend a student from school for up to ten (10) days for infractions or violations of the adopted Student Code of Conduct. If the Principal, Assistant Principal, or Superintendent contemplates suspension of a student, the Principal, Assistant Principal or Superintendent must:

1. Give the student actual written notice of the intent to suspend and immediately withdraw the student from the classroom.
2. Provide the student with the opportunity of an informal hearing before the Principal, Assistant Principal, Superintendent, or the Superintendent's designee to challenge the reason(s) for the intended suspension or otherwise explain his/her actions.
3. If, as a result of the hearing, the administrator determines to suspend the student, written notification to the parent(s), guardian(s), or custodian(s) of the student and the Treasurer of the Board of Education will be made within twenty-four (24) hours of suspension.
4. The notice to parent(s), guardian(s), or custodian(s) must include the reason(s) for the suspension plus the right of the student, parent(s), guardian(s), or custodian(s) to appeal the suspension to the Superintendent. This includes the right to be represented in the appeal.
5. **Students who are assigned an out-of-school suspension will be permitted to make up work missed.**
6. **Students who are out of school - suspended or expelled - are not permitted to be on school grounds or participate in/attend any school functions for any reason. Police will be contacted.**

### **TELEPHONE/CELL PHONES**

There are no public telephones in the school. In the case of an extreme emergency or illness, students will be allowed to use the office phone. Cell phones shall use is at the discretion of the adult supervising the student (teacher, aide, coach, etc.). Students using cell phones improperly will be subject to disciplinary action.

### **TEXTBOOKS**

Books are classified as to condition when issued. Students must pay for any damage of a book. If a book is lost, the student must pay for a replacement. To minimize damage, students are expected to cover every textbook issued to them. Your name must be written in ink on the space provided in each of your books.

### **TRANSPORTATION**

Students must get on and off the bus at their assigned stop. **Students are only allowed to ride their own assigned bus to and from school. Students are not allowed to ride home on any other bus but their own (we do NOT allow students to ride the bus to a friend's house).**

Additional guidelines concerning appropriate behavior on the bus are included in this handbook. To maximize the safety of our students and standardize procedures across the state - all bus drivers now use a hand signal for all students to board their school bus. The driver will open the door to activate the red lights, and will have his/her hand raised. The driver will ensure traffic has stopped and then will signal by dropping their hand to let the students know it is safe to approach the bus.

Each student shall be assigned a residence side designated place of safety. Students are to remain at their designated place of safety and are not to proceed to their residence until the school bus has departed. The purpose of the place of safety is to reduce, as much as possible, the potential of a student being injured by a school bus while they are in the process of being picked up or dropped off.

1. Students shall arrive at the bus stop at least 5 minutes before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and 20 steps away from the bus stops.
3. Behavior at the school bus stop must not threaten life, limb or property of any individual.
4. Students must go directly to their assigned seat so the bus may safely resume motion.
5. Students must remain seated keeping aisles and exits clear.

6. Students must observe classroom conduct and obey the driver promptly and respectfully.
7. Students must not use profane language.
8. Students must refrain from eating, drinking, and littering on the bus.
9. Students must not use tobacco, vape, or any other type of drug or drug-like substance on the bus.
10. Students must not have alcohol or drugs in their possession on the bus.
11. Students must not throw or pass objects on, from or into the bus.
12. Students must not put head, arms or any object out of the bus windows.
13. Students may carry on the bus only objects that can be held in their laps.
14. Students must leave or board the bus at locations to which they have been assigned (Place of Safety).
15. Students may not operate any electronic device that could be deemed distracting to the safe operation of the bus.

\*Consequences for breaking these rules are included in the Code of Conduct

### **TRANSFERRING AND WITHDRAWING FROM SCHOOL**

When moving out of the school district, parents must contact the main office a week prior to leaving. Student records will not be released without parental consent. All fees/fines, books and materials returned upon withdrawal.

### **TRUANCY**

Students absent for one of the reasons listed below are considered truant. Truancy might include, but is not limited to:

1. Leaving school without permission.
2. Being absent from school without parent(s) knowledge.
3. Being absent from class without permission.
4. Obtaining permission to go to a specified place and failing to report there
5. Being absent from school for reasons not excused
6. 10 or more occurrences of tardiness.

In accordance with the Requirements of Ohio House Bill 410, 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 support 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. Beginning with the 2017-2018 school year, several changes take effect. Schools cannot suspend or expel students for missing too much school. Districts will amend or adopt policies that outline the district's interventions and plan for students who miss too much school.

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. 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 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, and
- Referral for truancy if applicable.

### **VACATIONS**

Any vacation absence from school must be approved in advance by the principal. The request must be submitted at least one week prior to the requested day(s) on a form that is available in the school office. This will enable the teacher time to prepare work if he/she feels it is necessary. All vacations are authorized, but are recorded as unexcused absences.

Berkshire Local School Board Policy, as directed by ORC 3321.04, states that when a child is absent more than ten (10) consecutive school days, you will receive a letter from the District to acknowledge this absence. When a child is absent fifteen

(15) days, a second letter will be sent home and the District will be required to develop an intervention plan to address to excessive absences from school.

Parents may choose to withdraw their children during the period of an extended absence; however, they must indicate how their child will be educated during the time he/she is not enrolled in Berkshire Local Schools. Parents must re-enroll their child upon return to the district, however, there is no guarantee the student will be placed in the same classroom.

### **VOLUNTEERS**

Parents wishing to volunteer within the classroom during the school day must have a local background check completed prior to parent helping for any event or activity. Volunteer packets are available on the school website or in the school office. Completed volunteer packets must be returned to the office and processed properly before volunteering.

### **WEBSITE**

Please refer to the district website at [www.berkshireschools.org](http://www.berkshireschools.org) for the latest information about our schools. Click on "Berkshire Jr/Sr High School" for specific updates and news about Berkshire Jr/Sr High School. There is news from the principal and teachers who use their individual web pages to share videos, photos, and information about their classes. Check often for the latest news!

### **ZERO TOLERANCE**

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated. For further information refer to board policy **5500** and **5600**.

### **CODE OF STUDENT CONDUCT**

Students are afforded constitutional rights guaranteed by the United States Constitution and the Bill of Rights, and their rights will not knowingly be denied or abridged by this Code of Student Conduct or actions taken there under.

Consequently, students have a responsibility to conduct themselves in a manner, which contributes to an appropriate school atmosphere. This implies an obligation to be aware of the rights of others and have knowledge of the school. It is the belief of the staff and administration of the Berkshire Local Schools that our students are young adults. We believe that all students have a right to be treated with respect and dignity. Also, students have a responsibility to treat all members of the education community with respect and dignity and to respect the school's constituted authority.

Students are subject to all provisions of the Code of Student Conduct whenever on school property, including buses, at all times, both during, before, and after school hours, when school is in session or during periods of vacation, and at extracurricular activities involving Berkshire Students. This code shall also be inclusive for the right to exercise authority for the protection of all school staff members and their property.

Consequences for violation of this Code of Student Conduct may include: detention, work sessions, emergency removal, ISR (in-school suspension), out-of-school suspension, expulsion, and/or other forms of disciplinary action to help modify behavior or to ensure the safety, health and welfare of other students and staff. Consequences are administered at the building level in accordance with administrative procedures. **Any violations of the Student Code of Conduct which involves a staff member may result in consequences up to and including expulsion. Additionally, depending upon the violation, a police report may be filed.**

#### **RULE 1: ALCOHOL, DRUGS**

A student shall not possess, use, transmit, sell, offer to sell, conceal, consume, or be under the influence of narcotics, alcohol, inhalants, intoxicants, non-prescription drugs, prescription drugs or look-a-likes. Any type of drug paraphernalia is prohibited. Students who must take prescription drugs during the day must deliver them to the school nurse and have a release form on file. (For more information, see Board Policy #5530.) (EMIS Code 10: Alcohol/Code 11: Drugs)

#### **Consequences:**

**Note: Any student found supplying, selling, attempting to sell, offering to sell, or attempting to distribute a controlled chemical, drug, or "look-a-like" will be recommended for immediate expulsion (this applies to all offenses including a student's 1st Offense).**

**1st Offense: 10 day out-of-school suspension** (possible referral for expulsion) for possession and/or use. In all cases, a police report will be filed when students are found in possession of drugs.\*

\*If the student enters a treatment program, and the agency verifies in writing, the student's involvement, the suspension will be reduced to 5 days O.S.S., provided that the full 10-day suspension may be imposed if the treatment program is not completed. A completed assessment report should be sent to the principal from the treatment facility and that the recommendations have been followed.

**2nd Offense: 10 day O.S.S., referral for expulsion**

\*\*If an expelled student enters a treatment program, and the agency verifies in writing, the student's involvement, the expulsion will be reduced to 10 days out of school. If the student does not complete the treatment program, the expulsion will be reinstated.

A complete assessment report should be sent to the principal from the treatment facility and that the recommendations have been followed.

**3rd Offense: 10 day O.S.S.,** referral for expulsion

Note: Refer to the Student Activities section for additional consequences for drug/alcohol violations.

## **RULE 2: ARTICLES PROHIBITED IN SCHOOL**

Problems arise when students bring articles to school which are hazardous to the safety of others, or which interfere in some way with school procedures. While students may possess personal communication devices (PCDs) in school, the use is a privilege. The student must adhere to any additional guidelines which the classroom teacher or building personnel may require. The use of PCD may in no way disrupt or distract from the learning environment. PCDs include computers, tablets (e.g., iPads and similar devices), electronic readers (“e-readers”, e.g., Kindles and similar devices), cell phones, smartphones, iPods, and/or other web-enabled devices of any type. PCD’s will be permitted in the classroom for academic purpose only. **Classroom use will be at the discretion of individual classroom teachers.** Students will use the device appropriately at all times. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Any student using an electronic device to record on school property or at a school event will have the device confiscated. All recorded items will be erased before the device is returned to the student or parent. Improper use of electronic media will be reported to law enforcement agencies and may result in violation of criminal laws.

*The school is not responsible for the theft, loss or damage that may occur if these items are brought to school.*

**Administration will support an investigation when parents file a police report.**

Students are not permitted to carry flower or balloon bouquets. The school will not accept or make deliveries of these items.

Failure to turn over a prohibited article to staff or administration will result in an out-of-school suspension for insubordination. (EMIS Code 18)

### **Consequences:**

1st Offense: Article will be confiscated and returned to the:

- A) Parent or guardian
- B) Student, at the discretion of the assistant principal, if a parent or guardian is unable to retrieve the item

2nd Offense: Administrative Discretion

## **RULE 3: ARSON/UNAUTHORIZED USE OF FIRE**

A student shall not purposely set fire, or attempt to set fire to anything in or around the school, school board property, including buses. Lighting any flame is prohibited. (EMIS Code 8)

### **Consequences- for first offense:**

- Emergency removal
- 10 days OSS and recommendation for expulsion
- Notice given to fire and police department
- Restitution, possible prosecution

## **RULE 4: ASSAULT**

Unwanted physical contact, or attempted actions that could cause, or threaten to cause, physical injury is strictly prohibited. *Any type of assault on school personnel will result in a 10-day O.S.S., with recommendation for expulsion, and charges filed with the local police department.* (EMIS Code 22)

### **Consequences:**

**1st Offense: 5 days O.S.S.**

**2nd Offense: 10 days O.S.S.,** refer for expulsion

## **RULE 5: BUS CONDUCT**

Although the Berkshire Local School District furnishes transportation, in accordance with Ohio law it does not relieve parent(s)/guardian(s), from the responsibility of supervision. When riding the bus to or from school, or waiting at the bus stop, being dropped off at the bus stop, students are expected to conduct themselves in a mature manner and are subject to all school rules and regulations. Any major infraction may result in immediate suspension of bus privileges. (EMIS Code 18)

**Consequences:**

**Administrative discretion** (possibilities include an office detention up to and including an Out of School Suspension depending on the infraction other consequences may apply in cases where warranted such as an assault on the bus)

**RULE 6: CAFETERIA CONDUCT**

All students will eat in the cafeteria and abide by the following rules:

- a. Students must secure a seat by placing books on seat before getting in line.
- b. Students are not to leave their seat for any reason without permission.
- c. Students shall raise their hands for restroom, cleaning or seat changes.
- d. Students must clear their tables of all debris and place waste materials and trays in the designated areas, during the last five minutes of the period.
- e. Voices are to be kept at conversational levels at all times.
- f. Excessive noises, theft, disruptive behavior, throwing of food, or other materials are actions subject to disciplinary measures.
- g. Students are to remain seated when not cleaning tables; no aimless wandering.
- h. Food/drink may not be taken out of the cafeteria.
- i. Students are not permitted to exit the cafeteria during the lunch periods.
- j. Students are to arrive at the Cafeteria within 5 minutes and are NOT to linger in the halls, restroom or lockers.
- k. **Food is not to be brought into the building from outside eateries or delivered to the school.**

Any violation of lunch period regulations may result in assigned clean-up duty, detention(s), or suspension(s.) Students may not have beverages in hallways, classrooms, office areas, or restrooms during lunch periods, or at any other times during the school day, without permission from the administration. (EMIS Code 18)

**Consequences:** Lunch detention, after school detention or Saturday detention.

**RULE 7: COMPUTER USE POLICY AND CONSEQUENCES**

**Berkshire Local School District  
Network/Internet User Policy**

To obtain a computer account that will allow access to the network, internet, or electronic mail resources, all students and their parents/guardians must read the Network/Internet User Policy. Signature for receipt of the handbook signifies acceptance of this policy.

**When you obtain a Berkshire Local School District computer account, it is understood the account is to be used for class work or individual school-related research.** You are responsible for your account's use or misuse. The school code of conduct applies.

Each computer user is to select a password known only to the registered computer user. Passwords must be constructed so that they are not obvious or easily discernible. Maintaining the secrecy of passwords is the sole responsibility of each registered computer user.

Access to other account files and information is prohibited. This is the same as trying to logon using another account. Obey all copyright laws applying to software and its use. We are governed by the U.S. Copyright Code, PL-94-553, and PL 96-517 Section 117 and U.S. Code 2510.

Your account, and the files contained in it are school property, not your private property. **You are given the account for your work, but school personnel reserve the right to inspect its property if there is reasonable suspicion of illegal or unethical activities.** It is important to remember that the computer is not a secure environment for private material.

Avoid illegal activities at all times. These include altering the computer hardware or software in any way, unauthorized entry into computer files, or vandalism or destruction of computer files.

Profanity or obscenity will not be tolerated on the network. All users should use language appropriate for school situations as indicated by the school code of conduct.

Students must respect the rights of others in the school and on the Internet at large. Personal attacks are an unacceptable use of the network. If you are the victim of a personal attack do not respond, and bring the incident to the attention of a person in authority.

Users must be aware that there are many services available on the Internet that could potentially be offensive to certain groups or users. The Berkshire Local School District cannot eliminate access to all such services. Individual users must take responsibility for their own actions in navigating the network. **The policy is subject to change per Board of Education action during the school year.** (EMIS Code 18)

**Consequences:**

**Administrative discretion**(possibilities include an office detention up to and including an Out of School Suspension depending on the infraction)

### **RULE 8: CUTTING CLASS**

Students, who fail to attend a scheduled class due to an unexcused absence, will be considered truant. Students who are later than 5 minutes will be considered truant. Students who leave class without permission will be considered truant. Students found truant will forfeit the right to make up missed assignments. (EMIS Code 1)

#### **Consequences:**

**1st Offense:** Saturday detention per class cut. Over 2 class cuts during the same day = 1 ISR

**2nd Offense:** ISR. (1-3 days)

**3rd Offense:** Out of School Suspension (3-5 days)

**Additional Offenses:** May result in Out-of-School Suspension or assignment to T.A.P.

### **RULE 9: DESTRUCTION OF PROPERTY**

A student shall not cause or attempt to cause damage, or to remove property from private, public, or school-personnel property. This is in effect at all times and at any school function on or off school grounds. A student who accidentally defaces or damages school property, or the property of another, is obliged to notify the office of this damage and is liable for restitution. Failure to report such damage may entail serious disciplinary action. It is unlawful to enter any board owned/leased building or vehicle with the intent to destroy, steal or vandalize property or contents. (EMIS Code 4)

#### **Consequences:**

**1st Offense:** OSS (1-5 days) and restitution

**2nd Offense:** OSS (5 days) and restitution

**3rd Offense:** OSS (10 days) and restitution

### **RULE 10: DISRESPECT**

Good conduct shows respect for others. No student shall engage in any act, which disrespects, degrades, disgraces another person, gender or race by written, verbal, or physical gestures. Swearing, profanity, vulgar language, racial slurs, or sexually suggestive remarks are prohibited. (EMIS Code 18)

#### **Consequences:**

#### **TOWARD STUDENT**

**Administrative discretion** (possibilities include an office detention up to and including an Out of School Suspension depending on the infraction)

#### **TOWARD STAFF**

**Administrative discretion** –up to and including expulsion

### **RULE 11: DISRUPTION OF SCHOOL**

A student shall not by use of violence, force, noise, coercion, threat, intimidation, insubordination, fear, passive resistance, false alarm or any other conduct attempt to interfere with the safety, welfare, or the orderly operation of school events or the educational process. (EMIS Code 18)

#### **Consequences:**

**Administrative discretion** (possibilities include an office detention up to and including an Out of School Suspension depending on the infraction)

### **RULE 12: DRESS CODE**

Students attending school or any school function, on or off school premises, shall not dress in such a way as to substantially interfere with the conducting of a class or activity. It should be noted that in the interest of good decorum what students wear to school is not necessarily the same as what students may choose to wear outside of school. **Any wording or images other than the school name, school logo, or the manufacturer's logo, may be viewed in violation of the dress code.**

A. In general, hair and clothing will be neat and clean, not constitute threat to student health and safety, or damage school property. In reference to what might be detrimental to school property, clothes and footwear (with metal rivets, wheels, cleats or spikes which can damage furniture and floors or may be unsafe) are not permitted.

B. Students will wear shoes or sandals at all times.





C. Any appearance creating a disruption or distraction of the educational process will be considered improper. Mode of dress exposing the midriff is prohibited as well as halters, spaghetti straps, severely styled T-shirts, oversized basketball shirts (worn without a T-shirt), muscle shirts, and tank tops making for inappropriate disclosure of the body. Cut-out or tattered garments that are deemed inappropriate by principals are not to be worn. Clothing with pictures or sayings which are in poor taste is not allowed. (Including anything chemical, alcohol, or sexual related.)

D. Students are permitted to wear skirts that assure acceptable standards of modesty and shorts mid-thigh or longer in length. Boxer shorts, gym shorts (except in P.E. classes), **spandex-like (tight and form-fitting)** shorts and pants (unless worn with a top that is fingertip length with arms straight down at your sides), and unhemmed cut-offs are not appropriate. All pants and shorts must be worn at the students' waists and properly secured. See-through clothing is not permitted. Shorts and skirts are permitted no less than fingertip length. No exposed skin (holes) is permitted above fingertip length.

E. Chains, other than those specifically sold as jewelry, are not permitted in schools (this includes dog collar, choker chains and "truckers" wallet chains). Drooped or sagging pants are not permitted.

F. Apparel advertising activities considered illegal to young people that are related to drugs, alcohol, and tobacco use, promiscuity and/or sexual implications are not permissible. Likewise, any garment or style of dress, which displays any obscene word, symbol, racial slur, ethnic epithets, gang affiliations, sexist attitudes, terrorist or violent messages is inappropriate.

G. Students are not allowed to wear or carry scarves, gloves, bandanas, wave caps, visors, masks, sweat bands or hats of any kind, sunglasses, goggles, outer wear coats or jackets during school hours. Upon entering the building, students are expected to secure these items in their assigned school lockers. Windbreakers and matching jogging suits are acceptable in lieu of sweaters and sweatshirts. Coats are for outside wear only and are to be kept inside the student's locker. Students that wear the hood on a hooded sweatshirt may be asked to remove the sweatshirt.

H. Backpacks, brief cases, gym bags or book bags of any type are not permitted. Student possessions must be secured in the student locker at all times.

A student may be asked to change any article of clothing that in the judgment of the building principal(s) is in poor taste. If a clothing item is in question, bring the item in and have the principal judge its suitability prior to wearing it. (EMIS Code 18)

#### **Consequences:**

**1st Offense:** Warning and student will change into appropriate attire (Student held in ISR till changed)

**2nd Offense:** Change clothing, office detention, and parent contact

**3rd Offense:** Change clothing and Saturday School

### **RULE 13: DRIVING**

Although the Berkshire Local Schools provides bus transportation, it recognizes the necessity for some students to drive automobiles to school. Driving is a privilege, not a right. In the interest of safety, student-driving practices shall be subject to strict control by school officials and the city police. Students will be sold parking permits based upon space and availability.

#### **Driving Rules and Regulations**

##### **Auburn Career Center**

Students in grade 11 (juniors) attending Auburn Career Center are expected to ride the bus to and from Auburn daily. Proper paperwork must be completed in advance if one needs to drive. No unauthorized students may ride in the vehicle. Outside food may not be brought into school when you return.

A. All motor vehicles must be registered before driving to school

B.A parking tag will be issued upon satisfactory completion of the application. Students must have insurance, parental/guardian permission, etc.

C. Parking permits must be placed on the student's lower driver side windshield.

D. Students are to park in their designated student spot only.

E. All automobiles will be kept locked during regular school hours. Park at your own risk.

F. No students will be permitted in any automobile during the regular school hours without permission from the administration or parking lot supervisor.

G. All vehicles must be parked between lines so as not to inconvenience other drivers.

H. All vehicles must obey all traffic rules (10 m.p.h., not cutting in front of buses, no excessive noise, etc.).

I. No vehicle is permitted to pass any bus while it is parked or moving on school property.

J. Repeated tardies to school will result in loss of driving privileges.

**K. By parking on school property students consent to the search of their vehicle by school officials. Refusal to consent to the search of the vehicle is considered insubordination and may result in a 10 day Out-of-School Suspension and possible recommendation for expulsion.**

**L. Students who park on school grounds without a parking permit may have their vehicles towed at the expense of the owner.**

Students who violate the school's driving rules regulations/Code of Conduct may have their permits revoked. This includes violations in which the student used the vehicle to cut class, leave the school property, or engages in any activity that is against school policy. A student's parking permit will be revoked for the remainder of the year if any contraband described under Rule 1 is discovered in their vehicle while on school property. (EMIS Code 18)

**1st Offense:** Administrative discretion, 5 day driving suspension

**2nd Offense:** Administrative discretion, permit revoked the remainder of the semester

#### **RULE 14: EXPLOSIVES**

Possession of, or the igniting of any explosive, incendiary, pyrotechnic or gaseous device, which produces an explosion, smoke, fire, gas, or odor, is prohibited. (EMIS Code 8)

##### **Consequences:**

- Emergency removal, 10 O.S.S., referral for expulsion.
- Notify the police and fire departments.

#### **RULE 15: FALSE ALARMS/BOMB THREATS**

It is unlawful to set off fire alarms or falsify bomb threats. No student shall participate in the act of initiating a false alarm or initiating a false warning report of a fire or an impending bombing, catastrophe, or damaging or tampering with fire alarm system or security equipment without just cause. (EMIS Code 14)

##### **Consequence:**

- 10 day O.S.S., referral for expulsion, notification of public authorities

#### **RULE 16: FALSIFICATION OF INFORMATION**

A student shall not falsely represent or attempt to falsely represent any information given to school officials, or use the name of another person to commit libel or slander. Libel is defined as defamation expressed in print, writing, pictures or signs. Slander is defamation by speech. (EMIS Code 18)

##### **Consequences:**

**1st Offense:** Saturday detention

**2nd Offense:** ISR (1-3 days)

**3rd Offense:** O.S.S. (3-5 days)

#### **RULE 17: FIGHTING**

**A student shall not retaliate to assault.** Any student **involved in**, or guilty of, instigating or encouraging others to engage in a physical conflict will be determined to be an active participant. *Any type of assault on school personnel will result in a 10-day O.S.S., with recommendation for expulsion, and charges filed with the local police department.* (EMIS Code 3)

##### **Consequences:**

**1st Offense:** O.S.S. (5 days)

**2nd Offense:** O.S.S. (10 days) refer for expulsion

**Other Physical Confrontations**- Other physical confrontations such as pushing may result in a 1-3 day, out-of-school suspension.

#### **RULE 18: FOOD, DRINK, AND SNACKS**

Food, drink, and snacks are only permitted in the cafeteria. This applies at all times and at all functions. (EMIS Code 18)

##### **Consequences:**

**1st Offense:** food or drink is confiscated and student is warned

**2nd Offense:** Saturday detention and/or cleaning assignment

**3rd Offense:** ISR. (1-3 days)

## **RULE 19: GAMBLING**

Students are not permitted to engage in games of chance, or betting for money or other forms of material gain. Card playing is not permitted in the school. (EMIS Code 18)

### **Consequences:**

**Administrative discretion** (possibilities include an office detention up to and including an Out of School Suspension depending on the infraction)

## **RULE 20: GANGS**

A gang is defined as any group whose practices include the commission of illegal acts, violation of school rules, establishment of territory or turf, or any action that threatens the safety and welfare of others. Students are not permitted to wear gang affiliated "colors," and/or clothing, use hand signs, graffiti gestures or acts which are intended to harass, threaten, or intimidate. Gang activity is prohibited and will be reported to the local police. (EMIS Code 18)

**Consequence:** O.S.S. (10 days)

## **RULE 21: GENERAL MISCONDUCT**

Any conduct not specifically set forth herein which disrupts or interferes with the good order, discipline, operation, academic or educational process (copying, cheating, excessive tardies, etc.) taking place in school, or which possesses a threat to the safety of persons or property is a violation of the code of conduct. (EMIS Code 1: Tardiness/Code 18: Cheating)

### **Consequences:**

**Administrative discretion** (possibilities include an office detention up to and including an Out of School Suspension depending on the infraction)

## **RULE 22: HARASSMENT**

**Verbal:** Written or oral innuendoes comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, sexual orientation etc. toward a fellow student, staff member, or any other person associated with the district is strictly prohibited. Conducting a "campaign of silence" is considered a like form of harassment.

**Nonverbal:** Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, visitor or other person associated with the district.

**Physical:** Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the district.

**"Cyber-bullying," identity theft, fraud, libel:** Cyber-bullying is the above prohibited behavior which disrupts school and is perpetrated with computers, cellular phones, internet websites, and/or any other electronic device. The harassment does not have to originate on school property or at a school event; where the language is communicated is also a consideration. Libel is a written or oral defamatory statement or representation that conveys an unjustly unfavorable impression. A statement or representation published without just cause and tending to expose another to public contempt.

Students and parents should be cautioned that creating fraudulent web pages (e.g.: Myspace, YouTube, Facebook, Kik, SnapChat, or other similar websites) under another person's identity is considered a crime under the Ohio Revised Code. (Identity theft and fraud: ORC 2913.29), (Libel: ORC 2739). Consequences for this infraction may include disciplinary consequences as outlined in the student handbook as well as criminal and civil charges under Ohio law.

Any student who believes that he/she is a victim of any of the above actions, or who has observed such actions taken by another student, staff member, or other person associated with the school district should report the incident to a building principal. The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each report is to be prepared promptly and a copy is to be forwarded to the assistant superintendent. Each report received by a designated person, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation. (EMIS Code 19)

### **Consequences:**

**Administrative discretion** (possibilities include an office detention up to and including an Out of School Suspension depending on the infraction)

**"Sexting"** defined as sending, receiving, sharing, viewing or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or other form. Violations shall result in disciplinary actions as defined below and a referral to the Title VI Coordinator (Director of Student Services) of the Berkshire Local School District. Furthermore, such actions may be reported to local law enforcement and child services as required by law.

**Consequences:**

**1<sup>st</sup> Offense:** 1-10 day Out of School Suspension, possible recommendation for expulsion.

**RULE 23: INCITING, INSTIGATING, OR ASSISTING TO VIOLATE THE STUDENT CODE OF CONDUCT**

A student shall not place his or her self in such a position as to allow, **instigate**, or assist another student to be in violation of any school rule. This specifically includes students who serve as lookouts, and students who encourage other to fight by participating as "go-betweens" and encouraging conflict between other students. (EMIS Code 18)

**Consequences:**

**Administrative discretion** (possibilities include an office detention up to and including an Out of School Suspension depending on the infraction)

**RULE 24: INSUBORDINATION**

A student shall neither disregard nor refuse to obey reasonable directions, requests, or refuse to identify him or herself. A student shall not refuse to accept a consequence earned as a result of inappropriate behavior. Repeated violations of any rules, directions or disciplinary procedures shall also constitute insubordination. Students must turn over electronic devices upon request. (EMIS Code 18)

**Consequences:**

**1st Offense:** Saturday Detention

**2nd Offense:** I.S.R. (2-3 days)

**3rd Offense:** O.S.S. (3-5 days)

**RULE 25: LEAVING SCHOOL BUILDING/SCHOOL GROUNDS**

Students are not permitted to leave the school building or grounds without the permission of a principal or designee. The office must have permission from a parent/guardian before they can grant the student permission to leave the building. Students are to sign out at the attendance desk prior to leaving the building; they are to sign in upon re-entering. Failure to follow this proper procedure will result in disciplinary action. Students who leave school and engage in criminal activity will be subject to the third level of consequences. (EMIS Code 1)

**Consequences:**

**1st Offense:** Saturday School

**2nd Offense:** I.S.R. (1-3 days)

**3rd Offense:** O.S.S. (3-5 days)

**RULE 26: OBSCENITY**

Swearing, profanity, obscenity, vulgar language, gestures or pictures will not be tolerated. Conduct of this type directed at a staff member, is cause for out-of-school suspension. (EMIS Code 18)

**Consequences:**

**Administrative discretion**

**RULE 27: PUBLIC DISPLAY OF AFFECTION**

A public display of affection is distasteful to some people and generally unacceptable. Students using poor judgment in this matter will be subject to disciplinary action.(EMIS Code 18)

**Consequences:**

**Administrative discretion**

**RULE 28: REPEATED AND/OR FLAGRANT VIOLATIONS OF THE STUDENT CODE**

Students who repeatedly, and/or flagrantly violate school rules code will face increasingly severe consequences leading to school expulsion.(EMIS Code 18)

**Consequences:**

1-10 O.S.S., possible referral for expulsion

## **RULE 29: SEXUAL HARASSMENT/MISCONDUCT**

Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:

**Verbal:** The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, toward a fellow student, staff member, or any other person associated with the district is strictly prohibited.

**Nonverbal:** Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like toward a fellow student, staff member, or other person associated with the district.

**Physical:** Any unwanted physical advances of any nature toward a fellow student, staff member, or other person associated with the district.

**On-line/texting/sexting:** In the above prohibited behavior which disrupts school and is perpetrated with computers, cellular phones, internet websites, and/or any other electronic device in a sexual manner (e.g. pictures, drawings, wording, or similar items). The harassment does not have to originate on school property or at a school event; where the language is communicated is also a consideration. Libel is a written or oral defamatory statement or representation that conveys an unjustly unfavorable impression. A statement or representation published without just cause and tending to expose another to public contempt.

Students and parents should be cautioned that creating fraudulent web pages (e.g.: My Space, Youtube, Face Book, Kik, or other similar websites) under another person's identity is considered a crime under the Ohio Revised Code. (Identity theft and fraud: ORC 2913.29), (Libel: ORC 2739). Consequences for this infraction may include disciplinary consequences as outlined in the student handbook as well as criminal and civil charges under Ohio law.

Any student who believes that he/she is a victim of any of the above actions, or who has observed such actions taken by another student, staff member, or other person associated with the school district should report the incident to a building principal. The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each report is to be prepared promptly on for 5517 F1 and a copy is to be forwarded to the human resources director. Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.(EMIS Code 21)

### **Consequences:**

#### **Administrative discretion**

## **RULE 30: THEFT**

Students are expected to maintain a trustworthy posture, respect the property rights of others, and refrain from acts of dishonesty. Extortion, wrongful possession, use without permission, deceit, gambling, games of chance, and stealing are subject to strict disciplinary consequences.(EMIS Code 5)

### **Consequences:**

**1st Offense:** Saturday Detention

**2nd Offense:** I.S.R. (1-2 days)

**3rd Offense:** O.S.S. (1-3 days)

**\*\*\* If the object in question has a value of more than \$50.00, the 1<sup>st</sup> offense will result in a 3 day out of school suspension.**

## **RULE 31: THREATS/EXTREME THREATS**

A student shall not act or behave in such a way as to cause another to believe they may attempt to inflict physical injury to any person or their property.

Extreme threats: any verbal or written threat to cause extreme or excessive harm to a student, staff member, or facilities.(EMIS Code 19)

### **Consequences:**

#### **TOWARD ANOTHER STUDENT**

**1st Offense:** Saturday Detention

**2nd Offense:** I.S.R. (2-3 days)

**3rd Offense:** O.S.S. (3-5 days)

#### **TOWARD STAFF**

**1st Offense:** 10 days O.S.S., with recommendation for expulsion. A police report will be filed.

### **ANY EXTREME THREAT**

**1<sup>st</sup> Offense:** Emergency removal, 10 days O.S.S., with recommendation for expulsion. A police report will be filed.

### **RULE 32: TOBACCO USE/LIGHTERS/MATCHES**

Use, selling, or transmission of tobacco on school grounds, before, during or after school hours, or when school is being used by a school group, or at any school activity, home or away is prohibited. This violation includes holding or passing a cigarette, cigar, pipe, chewing tobacco, electronic cigarettes and like devices in or on any vehicle on school grounds, buildings, or school owned vehicles. Smoking material does not have to be lit for a student to be in violation of this rule. Any type of lighter or match is prohibited and will be confiscated, additionally a consequence will be issued. (EMIS Code 9)

#### **Consequences:**

**1st Offense:** O.S.S. (3 days)

**2nd Offense:** O.S.S. (5 days)

**3rd Offense:** O.S.S. (10 days)

### **RULE 33: TRESPASSING AND/OR LOITERING**

Students are not permitted on school grounds unless they are actively engaged in a properly supervised activity. A student under suspension/expulsion shall not enter upon school grounds without the express permission of an administrator.

Only parents/legal guardians or such other adults authorized to do so per the student's Infinite Campus-OLR EMA card are permitted to pick up students on school grounds. An administrator or the police will escort other adults and/or former students off school grounds.(EMIS Code 1)

#### **Consequences:**

**1st Offense:** Escort from premises, possible additional suspension period.

**2nd Offense:** 10-day out-of-school suspension with recommendation for expulsion or police report filed

### **RULE 34: TRUANCY**

Truancy is unexcused absence from school. Repeated truancy may subject a student to referral to court authorities. (EMIS Code 1)

#### **Consequences:**

**1st Offense:** Saturday School

**2nd Offense:** I.S.R.. 1 day

**3rd Offense:** I.S.R.. 2 days

**Any further offenses may result in a suspension.**

### **RULE 35: UNAUTHORIZED AREA**

There are areas "inside" and "outside" of the school and other Board owned properties that are "off limits". These areas include, but are not limited to the; teacher's work room, boiler rooms and maintenance areas, staff offices, staff desk, cabinets, computers, unoccupied classrooms, elevators, the bus garage, all parking lots, the stadium and grounds. Students are required to have a written pass to be in these areas. **In addition, students not in assigned areas are considered being in an unauthorized area.** (EMIS Code 1)

#### **Consequences:**

**1st Offense:** Saturday School

**2nd Offense:** I.S.R. (1-3 days)

**3rd Offense:** O.S.S. (1-10 days)

### **RULE 36: UNAUTHORIZED TOUCHING AND HORSEPLAY**

This includes contact that could be described as "horseplay," tripping, wrestling, etc., that may (or may not be) playful in nature, but is inappropriate in an educational environment. (EMIS Code 18)

#### **Consequences:**

**Administrative discretion**

## **RULE 37: WEAPONS AND ITEMS USED AS DANGEROUS INSTRUMENTS**

A student shall not use, possess, handle, transmit, sell, or conceal any object that can be used as a weapon or dangerous instrument. Weapons and dangerous instruments shall include any object that is used or may be used to inflict physical harm.

**OHIO REVISED CODE SECTION 2923.122 MANDATES THAT A VIOLATION OF A SCHOOL WEAPON RULE IS PUNISHABLE AS A FELONY. STUDENTS GUILTY OF A WEAPONS VIOLATION MAY BE EXCLUDED FROM SCHOOL FOR A YEAR.** (EMIS Code 6: Firearm/Code 7: Dangerous Weapon/Code 20 Firearm Look-a-like)

### **Consequences:**

**1st Offense:** 10-day out-of-school suspension, police report filed, possible recommendation for expulsion/permanent exclusion, and possible prosecution

A student shall not use, possess, handle, transmit, sell, or conceal any counterfeit weapon or counterfeit dangerous instrument. Counterfeit weapons and counterfeit dangerous instruments are those that are designed to resemble real weapons and dangerous instruments and include, for example, toy guns, and toy knives.

### **DISCIPLINE GUIDE**

The Board of Education: (1) expects the teacher-pupil relationship to be one of mutual respect; (2) recognizes the teacher as the person in authority in the classroom and building; (3) authorizes principals to use such reasonable disciplinary measures as seem necessary to insure a properly functioning school; and (4) gives full support to teachers and administrators in their efforts to maintain a good atmosphere for learning within the school.

The authority of school officials extends beyond the school day. Any misconduct on or off school property that directly relates to and adversely affects the welfare and morale of the school is within the scope of authority of school officials. The following list of student offenses and disciplinary actions has been prepared for the information of Berkshire students and their parents. To a great extent the list is general in nature. Specific disciplinary action will depend on the severity of the offense and the violator's previous behavior. The list does not attempt to include all possible offenses or disciplinary actions, and does not imply that an offense not listed will not receive appropriate disciplinary action. Also, it is often appropriate to employ more than one disciplinary action at a time. Repeated violations will warrant increasing discipline, including possible recommendation for expulsion and referral to the Student Resource Officer.

### **Some Possible Disciplinary Actions**

1. Verbal reprimand.
2. Student-teacher conference.
3. Remedial assignments.
4. Notification of parents in writing, via e-mail or over the telephone.
5. Lunch detention.
6. Loss of privilege - such as recess, assembly, intramurals, field trips, etc.
7. Items removed, collected and/or destroyed.
8. After School Detention. Office detentions may be longer as arranged. Written notice will be sent home with the student at least one day prior to the detention. It is the parent's responsibility to provide transportation home following detention.
9. Parent-teacher conference.
10. Counseling.
11. Behavior Contract.
12. Referral to the school guidance counselor, school psychologist, or school nurse.
13. Referral to public service or medical agencies.
14. Saturday Detention may be held from 8:00-12:00 noon on Saturday mornings as assigned by the principals. Saturday detentions are provided by the Berkshire Board of Education as an alternative step to out-of-school suspension. When a student is assigned to Saturday detention, the parent(s) will be notified. The student is to be prompt and equipped with study materials. Sleeping will not be permitted. Tardiness or failure to follow the rules of Saturday detention will lead to further disciplinary action. Parents wishing to appeal the Saturday detention(s) option, must make their appeal to the building principal. If enough supportive evidence is provided, the principal may approve "alternative B" which is one day out-of-school suspension. In most cases, however, students are to serve Saturday Detention.
15. Removal from class.
16. Notification of police, SRO, juvenile court, or other proper authorities.
17. Social Privilege Removal - Students are not permitted to participate in or attend after school events, athletic events, practices, club meetings, dances, etc.
18. Denial of Participation in Extracurricular Activities- In accordance with the rules for the activity and/or school rules, coaches or advisors may deny participation in athletic or other extracurricular activities.
19. Emergency Removal - If a student's presence poses a continuous danger to persons or property or an ongoing threat of disrupting the academic process, then that student may be removed from the premises under emergency removal. In such circumstances the student may not participate in any school function or be on school grounds.
20. Bus Removal - During bus removal students are not permitted to ride any school bus.
21. In-School Resource (I.S.R.) (1-10 days) During I.S.R., students attend school, but work in an isolated area. Students are to be in the I.S.R. room throughout the entire school day and must leave the school immediately at the regular dismissal time.

While serving I.S.R., students may be denied the opportunity to participate in any school activities including athletics, concerts, dances, etc. Failure to comply with the rules of the I.S.R. class will result in additional days of I.S.R., or out-of-school suspension, or expulsion as appropriate.

22. Out-of-school suspension - (1-10 days) During out-of-school suspension students are not to be on school property at any time during or after school or attend any or all extracurricular and school related activities. Students are expected to keep up with their school work and turn in assignments when they return. Students who fail to hand in written assignments which were sent home for them will lose credit for this work.
23. Expulsion - (1-80 days) Restrictions are the same as those for suspension except that work cannot be made up. The principal may recommend to the superintendent of schools that a student be expelled.  
\*In all cases of suspension, bus removal, or expulsion, parents will be notified within 24 hours. Copies of this correspondence go in the student's record. The student and/or parent have the right to request an appeal hearing before the superintendent, and the right to be represented in such a hearing. An appeal hearing must be requested in writing to the Board within seven (7) calendar days of the first day of suspension.
24. Permanent Exclusion.

**Special Note:** Incidences involving two or more students from the same or different buildings may result in equal punishment for all students involved.

### **HIGH SCHOOL STUDENT ATHLETICS**

The Athletic Handbook is available to both student athletes and their parents through the 'Final Forms' program.

#### **REFERENCE LIST**

**NOTE: Be advised that the Board of Education policies are available on the school website or in the School Office as they are referenced in the Student/Parent Handbook:**

- Student Assessment and Academic Intervention **2632**
- FERPA Regulations: An Overview for Parents and Students **8330**
- Health Services - Health Examinations **5310**
- Student Conduct **5500**
- Anti-Harassment **5517**
- Bullying and Other Forms of Aggressive Behavior **5517.01**
- Drug Prevention **5530**
- Student Discipline **5600**
- Removal Suspension Expulsion and Permanent Exclusion **5610, 5610.01**
- Suspension of Bus Riding Privileges **8000**
- Due Process Rights **5611**
- Search and Seizure **5771**
- Waiver of School Fees for Instructional Materials **6152.01**
- Video Surveillance and Monitoring **7440.01**
- Student Records **8330**
- Preparedness for Toxic Hazard and Asbestos Hazard **8431**