

BEDFORD CITY SCHOOL DISTRICT

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PARENT / STUDENT HANDBOOK

Elementary Edition



2011 - 2012

The Mission of the Bedford City Schools – a district rich in tradition and diversity – is to educate all students to their potential, so they will become responsible, resourceful adults who appreciate the differences among people, by providing a well-disciplined, safe, secure learning environment, utilizing a progressive, comprehensive curriculum facilitated by highly qualified, caring personnel, incorporating state-of-the-art technology in partnership with our four communities.

SCHOOLS

Carylwood Intermediate

(Grades 4-6)
(440) 439 – 4509

Central Primary

(Grades K-3)
(440) 439 – 4225

Columbus Intermediate

(Grades 4-6)
(440) 786 – 3322

Glendale Primary

(Grades PS-3)
(440) 439 – 4227

RESPECT

A RIGHT AND A RESPONSIBILITY

Principally Speaking...

Dear Parent(s)/Guardian(s) and Students:

On behalf of the faculty and staff, it is our pleasure to welcome you to the 2011 – 2012 school year. We hope that everyone has enjoyed a restful summer vacation. We are very excited and anxious to begin the new school year.

The pages of this handbook are filled with information that you will find useful about our schools. We suggest that parents/guardians and students read it together. We ask that you sign and return the following important forms:

- Parent / Student Handbook Receipt form at the beginning of the Handbook, and the,
- Acceptable Use Policy and Internet Safety Agreement at the end of the Handbook.

Parents/Guardians are our partners in the important job of educating children. We encourage and welcome you to become involved. The doors are always open to you.

We wish you and your child a positive and rewarding school year and pledge our support to you.

Again, welcome to the 2011 – 2012 school year.

Sincerely,

Terry D. Lipford
Principal
Central Primary

Paul G. Ward
Principal
Carylwood Intermediate

Nora C. Beach
Principal
Glendale Primary

Iwanda S. Huggins
Principal
Columbus Intermediate



BEDFORD CITY SCHOOL DISTRICT

Board of Education • 475 Northfield Road • Bedford, OH 44146-2201

Phone: 440-439-1500 • FAX: 440-439-4850 • Website: www.bedford.k12.oh.us

August 2011

Dear Parents,

Welcome to a new school year! We look forward to working with you to make the most of your child's education. Effective schools are those that involve parents in their children's learning. A strong partnership between schools and parents is the best way to ensure a successful school year for all of our students.

You can become a partner in your child's education by becoming a school volunteer. Serving as a volunteer offers you one of the best opportunities to get to know your child's teachers and to keep step with activities at the school. It is the perfect opportunity to help your child's school to be the best that it can be.

There are many volunteer assignments available which can accommodate as much time as you are able to spare. You can work on a regular schedule or come in for a special project. Some of the ways you can help are listed below:

- ◆Tutor students in an academic area.
- ◆Help students on computers.
- ◆Prepare teaching materials.
- ◆Conduct drills in spelling, vocabulary words, or math facts.
- ◆Supervise field trips.
- ◆Work in the school library.
- ◆Assist students with disabilities or special needs.
- ◆Read or tell stories to children.
- ◆Provide career or hobby information in different interest areas.
- ◆Assist art, music or physical education teachers in special assignments.
- ◆Join the PTA, PTSA, or other parent support groups.

A volunteer form will be sent home soon. Please take a minute to complete the form and return it to school with your child. If you have any questions, please contact the building principal.

Volunteering is an excellent way to help make a difference in our schools. We hope you will consider becoming a partner in education by becoming a school volunteer. Thank you!

Sincerely,
Bedford Board of Education

Phil Stevens
President

Tim Tench
Vice President

Debora J. Kozak
Board Member

Barbara A. Patterson
Board Member

Joseph V. Mestnik
Board Member

BEDFORD CITY SCHOOL DISTRICT

2011 - 2012 PARENT/STUDENT HANDBOOK

RECEIPT FORM

**PLEASE COMPLETE THIS FORM AND RETURN IT TO YOUR CHILD'S TEACHER BY
SEPTEMBER 16, 2011**

I acknowledge receipt of a copy of the 2011 - 2012 Bedford City School District Parent/Student Handbook.

I have read the important information contained in this Handbook including details about the District's student discipline plan and expected student behavior. I understand the rights and responsibilities pertaining to student behavior and agree to support and abide by the rules of the district.

Parent/Guardian Signature: _____ Date: _____

Student's Signature: _____ Date: _____

School: _____ Teacher: _____

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NOTIFICATION TO PARENTS OF DIRECTORY INFORMATION

Each year the District will 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; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received, including honor rolls and scholarships. Directory information shall not be provided to any organization for profit-making purposes.

Only directory information regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student, except those persons or parties stipulated by the District’s policy and administrative guidelines and/or those in the law.

Parents and adult students may refuse to allow the District to disclose any or all of such “directory information” upon written notification to the District within ten (10) days after receipt of the District’s public notice.

A complete *Notification to Parents, The Family Educational Rights and Privacy Act* (FERPA) is included at the end of the handbook. Please refer to it regarding student records.

EQUAL EDUCATION OPPORTUNITY/ CIVIL RIGHTS NOTIFICATION

The Bedford City School District is an equal opportunity employer and does not discriminate on the basis of gender, race, color, age, disability or national origin in the education programs and activities, which it operates. Any questions or claims may be directed to the district’s Title IX/Section 504 Coordinator, Mr. Richard Dillman at 475 Northfield Road, Bedford, OH 44146.

MISSION STATEMENT

The mission of the Bedford City Schools – a district rich in tradition and diversity – is to educate all students to their potential, so they will become responsible, resourceful adults who appreciate the differences among people, by providing a well-disciplined, safe, secure learning environment, utilizing a progressive, comprehensive curriculum facilitated by highly qualified, caring personnel, incorporating state-of-the-art technology in partnership with our four communities.

**BEDFORD CITY SCHOOL DISTRICT
CENTRAL OFFICE PERSONNEL
(440) 439-1500**

Superintendent of Schools	Sherman C. Micsak
Assistant Superintendent	Linda O'Neill
Treasurer	Janet Pavlic
Assistant Treasurer	Don Houghton
Business Manager	Jerry Zgrabik
Director of Pupil Services	Rick Dillman
Director of Elementary Education	Lea R. Travis
Special Education Supervisor	Monique R. Winston
Special Education Supervisor	Diane Schentur
Coordinator of Communications & Public Relations	Beth Russell

BEDFORD BOARD OF EDUCATION

Phil Stevens – President
 Tim Tench – Vice President
 Debora J. Kozak
 Barbara A. Patterson
 Joseph V. Mestnik



EXPECTATIONS FOR STUDENTS

Students attending our schools will:

Be courteous to teachers, staff personnel and to each other.

Exhibit good manners through the use of verbal compliments such as “please”, “thank you” and “you’re welcome”.

Answer questions in full and complete sentences.

Come to class with the necessary materials prepared to learn.

Handle disagreements by utilizing the following rules:

- a. identify the problem
- b. attack the problem **NOT** the person
- c. treat the other person’s feelings with respect
- d. look for a win-win solution

GUIDELINES FOR CHILD SAFETY

For your child’s protection, make sure you review the following items carefully.

Children should:

Know their full name, address and phone number (including the area code) as well as your full name, address and work number.

Never go near a car with a stranger in it.

Never tell someone on the phone that they are home alone.

Understand that no one has the right to touch them, or make them feel uncomfortable, that they have the right to say “NO”. If someone does attempt to touch them, tell them to let you know immediately.

Let you know if someone offers them candy, money or a gift, or wants to take their picture.

Never walk home alone or through dark places. Always go to a public restroom with a parent or a friend.

Never answer an adult who asks for directions or wants help. Adults should ask adults for help.

Know the difference between doing something bad and being the victim of wrongdoing, especially when an adult is involved.

Parents/Guardians should:

Know all the places your children and their friends play. Set definite times for them to return home or to check in by telephone. Know the routes they take to and from each place.

Explain that some adults may threaten children by saying that their parents/guardians may be hurt or killed if the child ever shares a "secret".

Practice having children write their name, address and telephone number.

Be cautious when setting up a car pool. Make sure you and your child knows everyone who will be driving.

ACCIDENTS/INJURIES

Report all injuries or accidents, however slight, to the teacher, bus driver, principal or staff member in charge.

ASSEMBLIES

Several school assemblies are held during the year to enhance the school curriculum, to reward students for special achievements, or to provide fun, educational experiences.

ATTENDANCE/ABSENCE PROCEDURES

Parents/Guardians are to notify the school if a student is going to be absent. Please state the child's name, teacher name, and cause of absence. Anticipated absences of more than one (1) day may be reported during the initial call. Additional calls will not be necessary in these cases.

When a child returns to school, a written excuse signed by his/her parent or guardian **MUST** be brought to the teacher. When no excuse is provided, the absence will be unexcused and the student will be considered truant. Excessive absenteeism will be handled through Bedford City Schools' attendance officer.

Students who arrive after the start of the school day **MUST** report to the office with parent or guardian before going to class. Excessive tardiness will be handled through Bedford City Schools' attendance officer.

The Half Day Attendance Guideline is Listed Below: Half day morning attendance will be marked if the child arrives to school one (1) hour and 20 minutes (80 minutes) after the start of the school day. Half day afternoon attendance will be marked if the child leaves school one (1) hour and 40 minutes (100 minutes) before the end of the school day.

BICYCLES are prohibited at the elementary schools (K-6).

BMI SCREENINGS

Students in grades kindergarten, third grade, fifth grade and ninth grade will undergo a screening for Body Mass Index (BMI) and weight status. This screening will be done under the direction of the district nurse. Parents will receive information about the screenings before February 1st. Parents may "opt out" of the requirement by submitting to the school, a signed statement indicating that the parent does not wish to have the student undergo the screening.

BUS RULES AND REGULATIONS

Pupils who ride the buses are under the school's disciplinary rules to the same extent that they are in the regular classroom. Proper behavior is expected on the buses at all times. The principal can refuse to grant riding privileges to any student who misbehaves on a bus.

Transportation of school children is a large, complex operation. To perform this service safely and efficiently, the cooperation of all concerned - Board of Education, parents/guardians, principals, teachers, drivers and pupils are necessary. Completion of *A Change in Transportation Form* and approval from the Transportation Department are required if parent(s)/guardian(s) desire a change from the regular bus or the original stop. For a one-day change, **STUDENTS ARE PERMITTED TO CHANGE TRANSPORTATION ARRANGEMENTS WITH WRITTEN PERMISSION FROM PARENTS/GUARDIANS.** All requests must be approved by the office prior to the end of the school day.

BUS RULES AND REGULATIONS (cont'd)

Parents can contribute to the efficient transportation of their children in the following ways:

1. See that children are at the proper bus stop approximately five (5) minutes before the scheduled time. Drivers are instructed not to run ahead of the scheduled route times. Furthermore, the drivers are not required to wait for tardy students, as all children further along the route would be forced to wait that much longer. On some roads, waiting also causes long lines of cars behind the bus, creating a traffic hazard.
2. See that students ride their assigned buses, as well as board and exit the buses at their correct stops. Any request to ride to or from school on a different bus route or from a different bus stop requires a written permission slip signed by the parent/guardian, countersigned by the school principal and presented to the driver.
3. Parents/Guardians can assist the school program by teaching their children traffic safety procedures.
4. Parents/Guardians will be responsible for any damage to a bus by their children.
5. In cases of disciplinary problems, the driver shall issue the offender a citation, which will be sent home for a parent's/guardian's signature and returned to the driver the following school day.
6. Parents/Guardians are asked to review this information with their children and remind them that parents/guardians are also inconvenienced when children are denied bus privileges.
7. Parents/Guardians are not permitted to ride either to or from school on the school bus.

Students have duties and obligations, which contribute to their safe and orderly bus riding. The following rules will help provide some guidelines for bus conduct.

1. Enter and exit the bus at your designated stop in an orderly manner.
2. Eating, littering and chewing gum are not permitted on a bus.
3. There must be absolute quiet at railroad crossings and other places of danger as specified by the driver.
4. Noise on the bus shall be kept to a minimum. The same behavior is expected on a school bus as in a classroom with the exception of talking quietly to the person beside you.
5. You must **NOT** change seats while the bus is in motion.
6. Do not throw objects while on the bus.
7. You must not hang any object or part of your body out the bus window.

BUS RULES AND REGULATIONS (cont'd)

8. Smoking, consuming alcoholic beverages, and fighting will cause immediate termination of bus riding privileges.
9. Cross the street at least ten feet ahead of the bus. If crossing in either direction while bus is stopped, wait until driver signals that the way is clear, and traffic in front of and behind the bus is completely stopped.
10. Dogs or other animals are not permitted on a school bus.
11. Glass jars, balloons, toys and electronic devices are not permitted on school buses.
12. When dismissed from school, go promptly to your bus.

CAFETERIA

A full cafeteria program, including breakfast, is available for all students. Prices are established by the Bedford Board of Education and will be published in local papers in August. We encourage you to have your child use our cafeteria services. Menus are sent home monthly listing the daily selections. Free and reduced breakfasts/lunches are available based on family income. Applications will be sent home for your convenience.

To keep our lunchroom program running smoothly, the children are expected to adhere to the following lunchroom behavior plan:

- RULES:**
1. Keep hands, feet and other objects to yourself.
 2. Walk in the cafeteria.
 3. Use quiet voices.
 4. Use polite table manners.
 5. Chew with mouth closed.
 6. Do not share food.
 7. Do not talk with your mouth full.
 8. No throwing food.
 9. Listen and follow directions.
 10. Clean up your space (floor, table, etc.)

CARE OF PROPERTY

Damage to or loss of school equipment and facilities undermines the school program. Therefore, if a student does damage to or loses school property, the students or his/her parents/guardians will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to school discipline and/or police action. All textbooks need to be covered with removable book covers.

CHANGE OF ADDRESS

Report to the office all changes of address or changes in telephone numbers in writing so that school records can be up to date. **Any change in address will require the immediate completion of the Bedford City School District's Residency/Enrollment Requirements (refer to page 29.)**

COMMUNICABLE DISEASES

Due to the various communicable diseases, it is necessary to take specific measures to insure the health and safety of our children. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

COMPUTER POLICY/ ACCEPTABLE USE POLICY AND INTERNET SAFETY AGREEMENT

Computer use at our schools is encouraged and made available, under adult supervision, to students for age-appropriate educational purposes. The school retains the ownership of all data, hardware and software. The school reserves the right to inspect, copy and/or delete all files and records created or stored on school owned computers.

Students must observe all guidelines outlined in the “Acceptable Use Policy and Internet Safety Agreement”. The Consent form must be signed prior to computer usage (located at the end of this handbook). Failure to observe guidelines will result in penalties as determined by the teaching staff or school administrators.

CONFERENCES

Positive communication between parents/guardians and teachers contributes to the child's success in school. Therefore, fall conferences (PreK-6) and spring conferences (PreK-6) will be scheduled to provide an opportunity for you to meet with your child's teacher to discuss the educational program and your child's individual progress. Additional conferences may also be scheduled. Your child's teacher will contact you about setting a mutually convenient time. You may also initiate a conference by contacting the school office.



CURRICULUM

Our schools offer a strong academic program in the basic skills of reading, math, language arts, social studies, science and health. Special programs in art, physical education and music support the academic curriculum.

Reading and Mathematics intervention, English as a Second Language (ESL), and Special Education Services, may be provided to students who have special needs.

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 Bedford School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). The district is responsible to identify, locate, and evaluate all children with disabilities from birth through age 21. If you know of a child with a disability who is not currently enrolled in a Special Education program, please contact your child's principal or guidance counselor.

DISCIPLINE

STUDENT CODE OF CONDUCT * BEDFORD CITY SCHOOL DISTRICT

Education cannot proceed without a climate of good order and effective learning conditions within the school. In seeking to create an atmosphere of good order, it is necessary to direct attention to lessening or eliminating behavioral problems with a view toward protecting students and teachers from the frustration, interruption and loss of time as a result of misconduct. The Bedford Board of Education hereby establishes the following categories of misconduct as those which may result in disciplinary action(s) which may include: detention, parental contact, referral to legal authorities, emergency removal, disciplinary removal, suspension, or expulsion, or permanent exclusion from the Bedford City School District. A student may be suspended pending the outcome of expulsion proceedings.

During an out of school suspension, a student is denied the privilege of attending any school function and/or being on school property. In the event of a calamity day(s) in which school is closed (e.g. snow days), the suspension will be extended to include the designated number of days when school resumes.

Students shall comply with all policies, rules and regulations of the Board of Education. Such policies, rules and regulations will be posted on school bulletin boards. Students are responsible for becoming familiar with these items.

1. Arson (purposely setting a fire) and Related Offenses

A student shall not cause or attempt to cause the setting of fire, use any incendiary device (such as fireworks), lighting of matches or lighters, cause false fire alarms, or make bomb threats. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and may subject the student to expulsion.

2. Assault/Fighting

a. A student shall not cause physical injury or behave in such a way, which could threaten to cause physical injury to other students, school staff, or visitors while under the jurisdiction of the school district.

DISCIPLINE (cont'd)

- b. In the event a student is identified as a participant in an assault-type activity in which a weapon is used or which results in bodily injury requiring medical attention, an administrator will promptly contact the police department. In each instance, the matter will be further investigated by the police and the parent/guardian must arrange for the release of the student.
- c. Fighting is an unacceptable method of dealing with problems. Fighting in school will not be tolerated, and students who fight will be disciplined. The school district encourages students involved in a conflict to seek the aid of a peer mediator, teacher, counselor, or administrator.
- d. A violation of this provision calls for an immediate out-of-school suspension and may result in a recommendation for expulsion.

3. Collusion

No student shall assist or aid in any way another student in violating either school rules and regulations or any law or ordinance when either student is properly under the authority of school personnel.

4. Dangerous Instruments, Weapons, Fireworks and Explosives

- a. A student shall not possess, handle, transmit, or conceal any object, which might be considered a dangerous weapon or instrument of violence, or any object, which may reasonably be deemed a "look alike" for such weapon or instrument. This list is not totally inclusive but some examples are bullets, shotgun shells, shell casings, firecrackers, sharp instruments, guns, ice picks, switchblades, pocketknives, brass knuckles, chemicals, and gasses including mace and pepper spray.
- b. Any object that is used to threaten or harm another may be considered a weapon.
- c. If a student brings a firearm on school property, in a school vehicle, or to any school-sponsored activity, s/he shall be expelled for one (1) year.
- d. A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, missile, or mine, or other similar device.
- e. The Superintendent may expel a student for up to one (1) year if the student brings a knife onto school property, in a school vehicle, or to any school-sponsored activity. A knife is defined as any cutting instrument consisting of at least one sharp blade.
- f. The Superintendent may expel a student for up to one (1) year for possessing a firearm or knife at a school or on any other property owned or controlled by the Board which firearm or knife was initially brought onto school Board property by another person.
- g. If a student is found to be carrying, or have a weapon or dangerous instrument in his/her possession, an administrator may promptly contact the police who may transport the student having the weapon or "look alike weapon" in his/her possession to the police department. The matter may be investigated by the police, and the parent/guardian must arrange for the release of the student.
- h. Random and unannounced locker, desk, and storage area searches will be conducted.

DISCIPLINE (cont'd)

5. Devices Prohibited

No students shall bring on to school property or possess at school any device, instrument, substance, or object knowing it may facilitate violation of any rule set forth in this code. This prohibition shall include pagers and other portable communication devices, drug paraphernalia, substances and equipment intended for causing damage to property or persons, and items which are designed to cause disruption.

6. Displays of Affection

Students demonstrating affection between each other are personal and not meant for public display. This includes touching, or any other contact that may be considered sexual in nature.

7. Disruption of School

a. A student shall not cause or threaten to cause the material disruption or obstruction of any function or operation of the school, including curricular and extra-curricular activities. This shall include use of same to incite others toward acts of disruption.

b. No students shall bring on to school property or possess at school, any device, instrument, substance, or object knowing it may facilitate violation of any rule set forth in this code. This prohibition shall include pagers and other portable communication devices, drug paraphernalia, substances and equipment intended for causing damage to property or persons, and items which are designed to cause disruption

8. Extortion

A student shall not compel or attempt to compel any student, school employee or other person to give up any thing of value by means of threat, harassment, intimidation, or injury to person, property, or reputation.

9. Failure to Comply with Directives -- Insubordination

a. A student shall not fail to comply with the directions and/or accept discipline of teachers, student teachers, substitute teachers, teacher aides, principals or other authorized school personnel.

b. A student shall not refuse, upon request, to identify himself to proper school authorities in the school building, on the school grounds, or at sponsored events including the appropriate display of identification cards.

c. The School may use a variety of disciplinary methods to prevent the student from being removed from school. When a student refuses to accept the reasonable discipline for an infraction, the refusal can result in a sterner action.

DISCIPLINE (cont'd)

10. Falsification -- Forgery and Cheating

- a. A student shall not falsify in writing the name of another person, times, dates, grades, addresses or other data on school forms or correspondence directed to the school. Forgery of hall passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. A student shall not make false accusations or give false testimony to school personnel.
- b. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action.

11. Gambling

A student shall not play a game for money or other considerations. Gambling includes casual betting, betting pools, organized-sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.

12. Harassment

a. Generally

The School believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct constituting harassment may take different forms, including but not limited to the following:

b. Sexual Harassment

(1) Definition

Unwelcomed sexual advances, request for sexual favors and other inappropriate, oral, written or physical conduct of a sexual nature when made by any student to another student constitutes sexual harassment when:

- (a) Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile or offensive academic environment; or
- (b) Submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting that individual.

(2) Sexual harassment, as defined above, may include but is not limited to the following:

- (a) Verbal harassment or abuse;
- (b) Pressure for sexual activity;
- (c) Repeated remarks to a person, with sexual or demeaning implications;
- (d) Unwelcomed touching;
- (e) Suggesting or demanding sexual involvement accompanied by implicit or explicit threats;
- (f) Making sexually suggestive or insulting gestures, sounds, leering, whistling; or
- (g) Making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature or sexual propositions;
- (h) Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment.

DISCIPLINE (cont'd)

c. **Gender/Ethnic/Religious/Disability Harassment**

(1) **Verbal:**

Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

(2) **Nonverbal:**

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

(3) **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.

d. **Reporting of Harassing Behavior**

(1) Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should take immediately the following steps:

(a) If the alleged harasser is a student, staff member, or other person associated with the District other than the student's Principal, the affected student should, as soon as possible after the incident, contact his/her Principal.

(b) If the alleged harasser is the student's Principal, the affected student should, as soon as possible after the incident, contact the Director of Pupil Services.

(2) The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s).

(3) The report 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 will discuss the subject outside of the investigation.

(4) If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

(5) Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

(6) Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.

DISCIPLINE (cont'd)

- (7) Hazing by any school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

13. Hazing

Hazing is prohibited. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

14. Inappropriate Dress

A student shall not dress or appear in a fashion deemed inappropriate by the district or that which interferes with the student's health and safety or that of other students.

15. Loitering or Littering

A student shall not loiter, litter or cause a disturbance on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities.

16. Narcotics, Alcoholic Beverages and Drugs

- a. A student shall not possess, handle, use, transmit, conceal, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamines, barbiturates, marijuana, or alcoholic beverage of any kind and/or drug paraphernalia.
- b. The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes non-alcoholic beers, wines, and over the counter drugs.
- c. If a student is found to have in his/her possession a controlled substance or drug paraphernalia, an administrator will promptly contact the police who will transport the student to the police department. The matter will be investigated by the police, and the parent/guardian must arrange the release of the student.
- d. A violation of this provision calls for an immediate out-of-school suspension and may result in a possible recommendation for expulsion. The principal has the option of combining intervention programs and disciplinary actions for first-time offenders.
- e. Random and unannounced locker, desk, and storage-area searches will be conducted.

17. Obscene, Profane or Indecent Language or Actions

A student shall not engage in any act which frightens, degrades, disgraces or tends to frighten, degrade, or disgrace a teacher, student, employee of the school district, or visitor by written, verbal, physical, or gesturing means. This shall include use of obscene gestures, pictures or signs.

18. Persistent Absence or Tardiness -- Truancy

A student shall not be tardy or truant to school or class. Any student who is absent from school without the knowledge of his parents and school authorities is considered truant from school. Attendance laws require students to be in school all day or have a legitimate excuse. Penalties can range from detention, to a referral to court, and/or revocation of the student's driver's license. Students receive no credit for work missed during truancy. A student shall not leave school property or assigned area prior to specified dismissal time without official permission.

DISCIPLINE (cont'd)

19. Refusal to Identify Self

A student shall not refuse, upon request, to identify himself to proper school authorities in the school building, on school grounds, or at sponsored events.

20. Repeated Offenses or Flagrant Violations

A student shall not repeatedly violate school rules nor flagrantly disregard school policies or accepted standards of school behavior.

21. School Bus Rules

A student shall not interfere with or disrupt the operation of a school bus through activities, which pose or tend to pose a danger to the safe operation of a school bus. These include, but are not limited to failing to remain seated, throwing objects out the window or at passengers or the driver, shouting, failure to board their bus at their assigned stop and/or other disorderly conduct which could cause physical harm or diversion of the driver's attention. Eating or drinking on a school bus is prohibited. Students who ride school buses are expected to follow all school rules and regulations. Violations may result in a student being denied the privilege of riding the bus and may be suspended or expelled.

22. Student Operation of Motor Vehicles

A student shall not misuse a motor vehicle while on school property or at school activities off school property. Examples of misuse include: speeding, unauthorized occupancy, reckless operation and illegal parking.

23. Theft

A student shall not take, or attempt to take school property or the personal property of any individual. When a student is caught stealing school or someone's property s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring to school anything of value that is not needed for instruction without prior authorization from the principal. The school is not responsible for personal property.

24. Tobacco

A student shall not smoke, use, or possess tobacco products in any form on school property or at school events. Smoking and other tobacco uses are a danger to a student's health and to the health of others.

25. Trespassing

a. A student shall not enter upon school grounds or premises of a school building to which the student is not assigned during or after school hours except with the express permission of the school principal, or participate in a school-sponsored event where students from his assigned school or the general public have been invited to attend or participate.

b. A student already under suspension, expulsion, or permanent exclusion, shall not enter upon the grounds or premises of any school building without the express permission of the principal.

26. Unauthorized Sales

No student shall sell or cause to sell anything during school hours, anytime on school property, or at school-sponsored events without the prior approval of the building administrators.

DISCIPLINE (cont'd)

27. Vandalism

A student shall not cause or attempt to cause damage by any means including graffiti, to school property or private property including buildings, buses, equipment, or materials.

28. Violation of Federal or State Statutes

A student shall not violate any law or ordinance when the student is properly under the authority of school personnel, and shall not violate any state student mandates including, but not limited to, required immunizations.

29. A student shall not engage in any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the Administration and as outlined in the student/parent handbook for the building in which the student is enrolled.

Ohio school law states: "The authority to regulate and control pupil conduct does not necessarily end at the schoolhouse door." Provisions of the law permit school discipline codes to address student misconduct which occurs off school grounds if such misconduct occurs at school-related functions, is connected with school activities or incidents occurring at school, or is directed at school personnel regardless of location. Misconduct which starts in school and continues off school grounds or misconduct which begins off school grounds and continues on school property will result in consequences as outlined in the Code of Conduct.

DISCIPLINE (GENERAL RULES)

1. Gum chewing is NOT permitted in school or on school property.
2. Food may not be taken from the cafeteria.
3. Snowballs and rocks are not to be thrown on school property.
4. Squirt guns are not permitted on school property.
5. Students must have the necessary books, paper, materials, etc. when they come to class
6. Students are expected to take an active role in classroom endeavors. They should be ready to ask questions and make positive contributions.
7. A doctor's note is required if it is necessary for a child to remain indoors for recess due to illness.
8. All balls must be carried to and taken from school in a bag. Students are not permitted to dribble, toss, or throw balls when entering or exiting the school property.

Bedford City School District
Student Dress Code K-12
Effective Date: Tuesday, August 26, 2008
Revised: December 10, 2008
Revised: June 24, 2010

I. Introduction

Students must dress in a manner that is neat and clean and appropriate for the school's positive learning environment. A uniform is not required, but the following dress code has been developed to allow for flexibility in choice of school apparel by students and parent/guardians. Items not listed as approved are not permitted as part of the dress code. Dress code apparel may be purchased at any store, provided that the attire meets the following requirements:

II. Permitted Attire

The following indicates what **IS** appropriate for school dress:

A. Tops:

1. Tops must be appropriately sized; no oversized or tight-fitting clothing.
2. Tops may be in the following solid colors only: white, tan/cream, brown, yellow, green, blue, black, and gray.
3. Tops may be worn in the following styles only:
 - a. Polo shirts (with folding collars), also known as golf shirts, that button down the front, long or short sleeve.
 - b. Oxford-style shirts or blouses (with folding collars) that button down the front, long or short sleeve.
 - c. Turtlenecks and mock turtlenecks.
 - d. Tops must be long enough to be tucked into pants or skirts and must properly cover the torso.
 - e. Any logos may be no larger than the size of a quarter – no more than two logos per garment.
4. Sweaters, vests, and suit jackets (blazers) may be worn over an approved-style top, in the approved solid colors: white, tan/cream, brown, yellow, green, blue, black, and gray.
5. Ties are optional and may be in any color.

B. Pants and Skirts (including capris, skorts, and shorts):

1. Pants and skirts must be appropriately sized; no oversized or tight-fitting clothing, including Skinny Pants (fitting tight to the leg) or any type of stretch pants or any pants that are form-fitting and tight on the leg.
2. Students must wear pants, skirts, capris, skorts, or shorts in the following solid colors only: tan, navy, brown, or black. "Dickie" pants with a slit pocket on the leg are permitted.
3. Any logos may be no larger than the size of a quarter – no more than two logos per garment.
4. Lower garments must be worn at the natural waist.
5. Pants (including capris) and shorts must have belt loops and must be worn with a belt. Belts must be worn in any solid color. (Students K-3 are exempt.)
6. Skirts and skorts with belt loops must be worn with a belt. (Students K-3 are exempt.)
7. Shorts may be worn during the specified time period only (April 1 – October 21).
8. Skirts, skorts, and shorts must be knee length or longer (*i.e.*, hems must be at the top of the knee or longer).
9. Tights and leggings may be worn with an appropriate-length skirt, dress, or jumper (hems must be at the top of the knee or longer) in the following solid colors: white, tan, navy, brown or black.

C. Jumpers and Dresses:

1. Jumpers may be worn in the same approved colors as tops with an approved shirt/blouse underneath and must be knee length or longer. (*i.e.*, hems must be at the top of the knee or longer).
2. Dresses are permitted in the same approved colors as tops and must be knee length or longer (*i.e.*, hems must be at the top of the knee or longer). Dresses must also have tops that are polo-style or oxford-style with a folding collar, or have turtlenecks or mock turtlenecks.

D. Footwear:

1. Hard-soled or tennis shoes are permitted in any color.
2. Shoes must be full shoes with closed toes and closed backs.
3. Maximum heel height is one and one half inches.
4. Heeleys (tennis shoes with wheels) and cleats are not permitted.

5. Boots of any kind may not be worn during the school day in grades K-6. Boots with a maximum heel height of one and one half inches may be worn during the school day in grades 7-12.
6. Socks are approved in any color.

III. Prohibited Attire

- A. ANY TIGHT FITTING GARMENTS.
- B. Jeans or jean-style pants (regardless of color /material), cargos (pants, shorts, capris, and skorts -- bottoms with pockets on the outside), cut-offs, sweat pants, and rolled-up pants.
- C. Athletic shorts with drawstring and/or elastic waistbands.
- D. Any dress or grooming that is distracting or is a possible health or safety hazard. This includes, but may not be limited to, clothing or jewelry that has a stated or implied reference to alcohol, drugs, tobacco, sex, gangs, cults, symbols of death violence, obscene language, or language that belittles others (e.g. race, ethnicity, religion, gender, or physical characteristics), or that is likely to cause a hostile, intimidating, degrading, offensive, harassing, or discriminatory environment.
- E. Any visible tattoo that is derogatory in nature.
- F. Transparent clothing or material that reveals undergarments.
- G. Clothing with tears or holes.
- H. Hats, hoods, hoodies, bandanas, scarves of any kind (on any part of the body), sweatbands, and head coverings (except for religious purposes).
- I. Jewelry with spikes, and other articles judged potentially harmful.
- J. Chains or metal accessories attached to clothing.
- K. Belts made of chain link, or with wording, nameplates, or oversize buckles.

IV. Additional Information

- A. **Bedford City Schools** “Spirit Wear” may be worn within the following requirements.
 1. Spirit Wear is defined as apparel which is sold or awarded by a school organization and which identifies a school, athletic team, or student activity, and is approved by the building administrator.
 2. Bedford City School District logos that identify the school and/or school district may appear on spirit wear apparel.
 3. Spirit Wear is permitted only in the following colors: green, white/cream, black, or gray.
 4. Hoodies are permitted as Spirit Wear, but they may not be worn over a student’s head.
 5. Sweatpants are prohibited as Spirit Wear.
 6. Bedford City Schools’ Spirit Wear purchased outside the school must be approved by the building administrator.
 7. Spirit Wear may be worn on Fridays or the last day of the school week, unless otherwise approved by the building administrator.
 8. Student athletes may wear approved team apparel on designated game days.
- B. High school students in Career and Technical Education Programs may be required to wear uniforms including appropriate footwear necessary for their special programs. These uniforms may be worn only in the career and technical education classroom settings.
- C. Physical education uniforms are to be worn only in physical education classes.
- D. Students are permitted to wear a uniform of a nationally recognized youth organization, such as Boy Scouts or Girl Scouts.
- E. The building administrator may allow modification to the dress code on specified days such as Spirit Day, holidays, or a school-wide event.
- F. The following items are NOT permitted to be worn inside the building:
 1. Coats and jackets
 2. Gloves
 3. Boots
 4. Outerwear vests
 5. Sunglasses

These items must be stored in the locker or coatroom provided.

Please note: In the event any discrepancies arise regarding this dress code, the administrator retains the right to use his/her discretion and professional judgment to settle all concerns or issues.

DRESS CODE POLICY PROGRESSIVE DISCIPLINE STEPS
Kindergarten through Grade Six

We need your help to implement the dress code policy successfully. You can join us in this team effort by making sure that your child comes to school dressed within the approved dress code. However, in the event that a student chooses to violate the dress code, we want you to be aware of the consequences for grades K-6. These consequences are listed below:

1st and 2nd OFFENSES

Parents will be called and asked to bring their child appropriate clothing.
The student will be removed from class until he or she is properly dressed within the dress code.
The student may be assigned one recess detention.

3rd and 4th OFFENSES

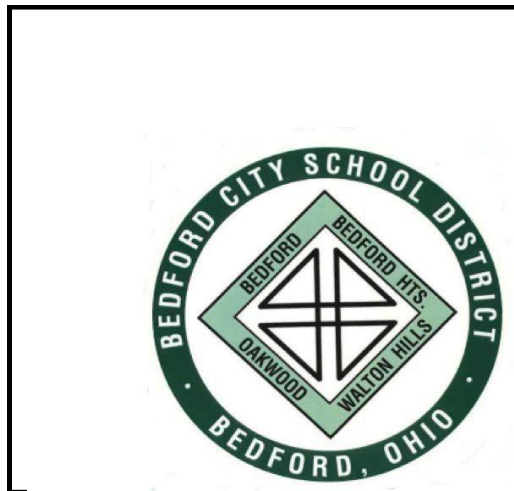
Parents will be called and asked to bring their child appropriate clothing.
The student will be removed from class until he or she is properly dressed within the dress code.
The student may be assigned two recess detentions.

5th and beyond OFFENSES

Parents will be called and asked to bring their child appropriate clothing.
The student will be removed from class until he or she is properly dressed within the dress code.
The student may be assigned one day of out-of-school suspension.

Severe/repeated offenses will result in discipline at the principal's discretion.

We appreciate your assistance in helping to enforce the dress code at home by requiring that your child dress appropriately for school. This is essential to creating a positive environment where every student comes to school ready to learn every day. If you have any questions, please contact your child's school principal.



EMERGENCY CLOSING PROCEDURES

The superintendent has the authority to close school because of extreme weather conditions or other emergencies. Every attempt will be made to get a school-closing announcement on the radio, local TV stations and the BCS-TV Channel 22 by 7:00 a.m. Listen to local radio and TV stations or tune in to BCS-TV Channel 22 for school closing information. If you have provided us with your emergency phone contacts you will also be notified by our automated telephone *Alert Now System*. **PLEASE DO NOT CALL THE SCHOOL.**

FEES

Most school costs are paid by the Bedford Board of Education. However, parents/guardians are charged a fee for Language Arts workbooks, art supplies and homework notebooks. School fees should be paid during the first month of school. Failure to pay school fees will result in the withholding of report cards. Fees for Preschool are \$18.00. Fees in K-6 are \$40.00. **PLEASE NOTE: THERE WILL BE NO REDUCTION IN FEES DUE TO LATE ENROLLMENT OR EARLY WITHDRAWAL FROM SCHOOL AND UNPAID FEES WILL ACCRUE FROM YEAR TO YEAR UNTIL PAID IN FULL.**

FIELD TRIPS

Students take field trips each year, if funding is available, which coordinate with their units of study or serve to increase their awareness of the community in which they live. Many field trips are free, but sometimes it is necessary for students to pay an admission fee. Parents/Guardians are notified of these special opportunities and are asked to grant written approval.

Students are expected to be in the approved dress code for all field trips unless otherwise specified on the permission slip.

All chaperones must be at least twenty-one (21) years of age and be affiliated with the District as a parent/guardian, school volunteer, part-time or full-time employee, and/or Board member.

Chaperones may be asked to supervise a group of students by themselves, however they are not to invoke any kind of discipline on a student except in cases of imminent threat to that student's and other people's safety or well being. A chaperone is to report any student behavior problems or inappropriate conduct of a chaperone or staff member to the trip leader(s) as soon as possible.

Each chaperone, as well as the trip leader(s), should model the behaviors expected of students throughout the times on the trip when s/he is associated with the students.

No chaperone is to be accompanied by another person who is not also a chaperone. This includes small children. Chaperones are expected to ride the school bus while accompanying children on the field trip.

Chaperones are expected to stay with their assigned students and to follow schedules outlined by trip leader(s).

FIRE AND TORNADO DRILLS

The Bedford City School district has a written disaster plan for evacuating the building in case of fire and seeking safety areas inside the school in the event of a tornado. Emergency exits and tornado safety areas are posted in each classroom. Drills are conducted regularly throughout the year. Students are required to exhibit exemplary behavior during these emergency drills.

GRADING SCALE

GRADES K – 2

- 3 – MEETS** the expectations of the grade level standard
- 2 – SHOWS** progress toward the expectations of the grade level standard
- 1 – BELOW** the expectations of the grade level standard
- NE** – Not evaluated at this time
- * - Adjusted grade

GRADES 3 – 6

SUPERIOR	A+ = 100	A = 94 – 99	A- = 92 – 93
ABOVE AVERAGE	B+ = 90 – 91	B = 85 -89	B- = 83 – 84
AVERAGE	C+ = 81 -82	C = 76 – 80	C- = 74 – 75
BELOW AVERAGE	D+ = 72 – 73	D = 67 – 71	D- = 65 – 66
FAILING	F = 0 – 64	I = Incomplete	M = Medical

GUIDANCE SERVICES

The elementary guidance program provides opportunities to assist students in better understanding themselves. The program focuses on helping children to develop a positive self-image and to improve their problem solving skills. The guidance counselor offers individual and group counseling for children and works closely with parents and school personnel.

HEARING TESTS

In the fall, the nurse administers individual pure-tone hearing tests to all kindergartners, new students, students in special education programs, students referred to the Intervention Assistance Team, and students referred by parents or teachers. Students with known hearing losses typically have regular follow-up appointments with their physicians and/or audiologist. If a student fails a screening twice, then the nurse refers to the speech and language pathologist to administer a third screening. If a hearing loss is discovered, the parents are notified.

HOMEWORK

Purpose

The purpose of homework is to reinforce and extend what your child has learned in class and to develop a sense of self-discipline, personal responsibility, and independent thinking. Homework is also a way to help your child to develop work and study habits that will assist him or her throughout the years in school.

In the interest of variety and in order to give students an opportunity to develop different kinds of skills, not all assignments will necessarily be written assignments. Some will be to read, to interview, to cut out, to collect, to study, to do research, to listen to a particular radio program or to watch a special TV program.

The school's practice is, generally, not to give homework on weekends. This allows students time to take part in family experiences, such as trips, visits, outings, etc.

Parents of Kindergarten students can expect
15 minutes of homework three nights per week.

Parents of First and Second Graders can expect
30 minutes of homework four nights per week.

Parents of Third Graders can expect a minimum of
45 minutes of homework four nights per week.

Parents of Fourth Graders can expect a minimum of
45 minutes (not to exceed 60 minutes)
of homework four nights per week.

Parents of Fifth Graders can expect a minimum of
45 minutes (not to exceed 75 minutes)
of homework four nights per week.

Parents of Sixth Graders can expect a minimum of
60 minutes (not to exceed 90 minutes)
of homework four nights per week.

Please note

1. A homework assignment book will be used in first through sixth grades. Kindergarten teachers will use a pre-printed homework sheet for each student.
2. Generally, homework will not be assigned on the weekends and over vacations with the exception of special projects or special assignments.
3. Unfinished class work may be sent home at the discretion of the classroom teacher, in addition to homework.

HOMEWORK (CONT.)

4. In addition to assigned homework, the professional staff members believe that there are many opportunities for children to grow academically. Reading for pleasure, practicing basic math skills, and reviewing current schoolwork will benefit all students. Parents should encourage children to engage in these activities as much as possible.
5. When a student is absent for one day, the student will get missed homework upon returning to school. For longer absences, a parent can request homework. Please give a 24-hour notice to the teacher. Homework can be picked up in the school office.

How Parents Can Help

You can help your child develop some routines that will be of assistance in successfully completing homework assignments. The following suggestions are offered for this purpose:

- Provide necessary school supplies to complete homework.
- Ask your child if he or she has homework that day. Be aware that homework is generally assigned every day except Friday or the day before a holiday.
- Provide your child with a quiet place to work and study where younger children or pets do not disturb him or her.
- Set a regular time for doing homework each day and be consistent.
- See that your child brings home assignments clearly written down in his or her homework assignment book (if used by the teacher) or a form designed by the classroom teacher or school.
- Assist by offering helpful explanations and seeing that homework is neat and complete. Never do an assignment for your child.
- Check with your child's teacher if an assignment is not clear.
- Offer encouragement; avoid pressure.

Homework will help your youngster grow and develop. It is our desire for parents, students, and teachers to work together to establish a meaningful learning community that involves quality in-school and out-of-school experiences.

IDENTIFICATION OF GIFTED STUDENTS

The State of Ohio has undergone significant changes for identifying gifted students. As of February 1, 2000, House Bill 282 mandates that all school districts use specific State approved assessments to identify areas of giftedness. The State also requires, beginning in June of 2000, that identified students be reported by name and areas of giftedness.

The District uses a three-part approach to screen gifted students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creativity and visual and/or performing arts.

Referral forms and brochures are available at each school. Upon receipt of a referral, the district will follow the process outlined in the brochure and notify parents of the results of screening, assessment and identification.

The District will provide at least two (2) opportunities a year for assessment for children recommended for assessment by teachers or parents. Scores on assessment instruments approved for use by the Ohio Department of Education provided by other school districts and/or trained personnel outside the school district are accepted.

Parents should contact the building principal for information about the referral packets.

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the county nurse.

The State of Ohio now requires that students entering the 7th grade have a Td (Tetanus) or Tdap booster (Tetanus, Diphtheria, Pertussis) before their first day of school. According to the Ohio Department of Health, any student who completed the original DTP/DTaP/DT series and later received Td or Tdap for an injury or other reason before August 1, 2005, will meet this requirement and not need to be re-immunized for entry to 7th grade. Parents are encouraged to get Tdap as a booster for their child rather than only Td.

Please check with your child's doctor to make sure he or she is properly immunized before school starts in the fall. The cost of the immunization is \$12 through the Cuyahoga County Board of Health. For more information, contact the Board of Health at 216-201-2041.

Incoming kindergartners must have a DTP, Polio, Chickenpox, and Hepatitis B vaccine series well as the measles immunization booster (second MMR shot). Immunization records of children entering the 7th through 12th grade also will be checked to assure that they have received the second MMR shot. All immunizations are required *before* the first day of school in order to be enrolled.

REQUIREMENTS:

4-DTP, DTaP, DT (Pediatric) or **Td** (Adult) or a combination thereof.

A **5th dose** is required if the 4th dose was received prior to the child's 4th birthday.

3-Polio vaccines of oral polio vaccines (OPV) or inactivated polio vaccines (IPV).

A **4th dose** is required if

- the 3rd dose was received prior to the child's 4th birthday
- a combination of OPV and IPV has been received.

2-MMR (measles, mumps and rubella)

Required in Kindergarten starting in August, 1999

- This is a progressive law. Each school year the following grade is included in the requirement (e.g. August, 2000: requirement includes Kindergarten and Grade One).
- The first dose must have been received on or after the child's first birthday.

Required for Grades 7-12

- Students must have the **MMR#2** prior to entrance to 7th grade.
- Any student in grades 8-12 who has not received the MMR#2 vaccine must receive the vaccine prior to entry to school starting with the 1999-2000 school year.

3-Hepatitis B required in Kindergarten starting in August 1999

- This is a progressive law. Each school year the following grade is included in the requirement (e.g. August, 2000: requirement includes Kindergarten and Grade One).

LEAVING SCHOOL PROPERTY

Students are NOT permitted to leave the school grounds at anytime during the school day without a permission slip from home and permission from the principal's office. Before leaving, the person responsible must sign the students out from the office.

LIBRARY AND MEDIA CENTER

Students visit the library with their class and can do research and other projects. The library features story telling, book talks, library instructions, and more! Computers, with Internet access, are also available. The library experience enhances the basic curriculum and supports our school-wide activities.

LOCKERS

Some students, grades 4-6, will be assigned a locker. All coats, hats, boots, book bags, backpacks, and purses are to be stored in the lockers. Students are responsible for keeping the lockers neat and orderly. The school is NOT responsible for any items lost, stolen or damaged due to students' negligence

LOST AND FOUND

Many children have clothing and school supplies which are very similar -- or identical! Therefore, please label all of your child's belongings with his/her name. When items are found, they will be placed in the Lost and Found. Unclaimed items will be discarded periodically. Please encourage your child to look for lost items in the Lost and Found. Money, jewelry, glasses or keys or any other item of value are turned into the office.

MEDICINE POLICY/CLINIC PROCEDURE

The Bedford Board of Education has adopted a policy regarding the administration of medicine at school. We encourage parents to administer medication before and after school; however, if a student must bring medication to school, the following requirements are to be met. A request form must be completed by you and your child's physician BEFORE medication can be given to your child at school. It is the responsibility of the parent to provide the school with the completed paperwork. It is NOT the responsibility of school personnel to fax or mail these forms to any physician.

ALL medicine must be stored and administered in the principal's office according to procedures outlined on the form provided on the last page of this handbook.

1. All medication must be in the original, childproof container.
2. All containers must have affixed a legible label with the student's name, name of medication, dosage and time of administration.
3. New requests must be made each year and as necessary for changes in the medication order.
4. The medication should be brought to school by the parent/guardian. The child should not bring cough drops, cough syrup, or other over the counter medicine to school.

The school nurse visits the school one morning each week. The nurse and other school personnel are permitted to administer minor first aid. However, if a child becomes ill at school, the parents will be contacted and requested to take the child home. If the child has a serious accident or illness, the Bedford Rescue Squad will be contacted and parent(s) will be notified.

OUTDOOR RECESS

Recess is an important part of the school day. All children are expected to go outside for recess unless they have a detention or note from a doctor stating that they cannot go outside due to a medical condition. During the winter season, it is important to dress your child appropriately for the weather. The principal may cancel outdoor recess and/or restrict the use of playground equipment due to inclement weather.

PARTIES

A Halloween/Fall party and a Valentine's Day party may be given each year with the assistance of the PTA Volunteers. If applicable, students are encouraged to wear appropriate costumes. Also, on Valentine's Day students may be encouraged to bring in cards for every classmate. All birthday treat arrangements must be made in advance with the classroom teacher. Due to the increase of food allergies, and our district-wide emphasis on healthy eating, only healthy snacks are preferred as birthday treats, as opposed to cupcakes, cookies, etc. Please inform your child's teacher if you prefer that your child not participate in these activities.

PERSONAL PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Toys, trading cards, candy and gum should not be brought to school from home. Valuables such as jewelry, large amounts of money, electronic devices/games (radios, pagers, laser pointers, tape and CD players, cameras, etc.) are not permitted in school. **Cell phones are not permitted in school. The principal will confiscate items considered unacceptable, including cell phones, the first time. Parents/Guardians will be notified. The parent/guardian must come to the school to retrieve the item. Upon the second infraction all electronic devices including cell phones, will be taken and returned in June.**

PETS

Animals are not to be brought to school without permission from both the classroom teacher and the principal.

PHOTO/IMAGE USAGE

The Bedford City School District considers student photos/video as directory information under our Board Policy. Student photos and or video captured while students participate in athletics and other school activities, may be used in school newspapers, yearbooks, news reports or releases, interactive sites, calendars, cable television channels, district reports or any other school related communications media produced on behalf of the Bedford City School District and third parties such as the news media.

Bedford City School District cannot control images photographed or videotaped by third parties such as the news media. In addition, the district may publish student work such as a school newspaper or yearbook article, fiction, poetry, art or other similar works used by the Bedford City School District in school related communications media. Surveillance system video is not included in this policy.

Permission to use the media will be considered valid until it is revoked in writing by the parent/guardian. If you do not want your child's photo, video image, or schoolwork to be available, please notify your child's principal, in writing, that you do not want this directory information available.

PHYSICAL EDUCATION

Physical education is an important part of the school curriculum. Therefore, a doctor's note is required if it is necessary for a child to be excused from two (2) or more consecutive physical education classes. For safety reasons, a student must have a pair of "tennis shoes", in order to participate. Rubber-soled boots or shoes, shoes with heels, or shoes with exposed metal shoelace clips should not be worn.

PICKING UP YOUR CHILD AT SCHOOL

In order to alleviate interruptions in the classrooms, please send a note to the classroom teacher-indicating pick up information.

During the day – “The Board of Education requires all students enrolled in the schools of the District to attend school regularly in accordance with the laws of the State. The District’s educational programs are predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose”. (Policy 5200 Students)

“Only principals may release a student from school before the end of a school day. Principals may release a student before the end of the school day only upon presentation of a written or face-to-face request from the child’s parent or for emergency reasons”. (Policy 5230 Students)

The above paragraphs are a part of the Bedford Board of Education’s Policy/Guidelines for Attendance. Parents/Guardians/Approved adults are to wait in the designated area for children and sign the dismissal form. In order to avoid classroom interruptions, School Policy does NOT allow teachers to dismiss students, therefore **PLEASE DO NOT GO TO YOUR CHILD’S CLASSROOM**. Only in cases of a medical appointment, an emergency, or with prior approval by the principal will a student be released prior to the end of the school day.

At dismissal - If you pick up your child at dismissal, please park in the designated area for student pick-up. Please follow the appropriate guidelines of your individual school. Please note: Any child who will walk home without an adult picking him or her up, must have the parent/guardian write a note at the beginning of the year.

Change in transportation - If your child is to be transported home in a different way from usual, please send a note to the principal and the classroom teacher. Without such a note, your child must go home in the usual manner. If calling in a change in transportation, please do so at least one hour before the end of the school day. For example, if your child is assigned to ride a school bus, s/he must ride the bus each day unless you send us a note indicating that s/he will walk home or be picked up an adult.

PLAYGROUND RULES

1. Respect the rights and property of everyone on the playground.
2. Do not do anything which might injure another person...**NO** tackle football, wrestling, karate kicks or hitting.
3. Stay on the blacktop or the grassy areas near the blacktop. Do NOT play by the fence near the street or near the windows. Stay on the blacktop if the grassy areas are muddy.
4. Do NOT eat, drink or chew gum on the playground.
5. If a ball goes on the street or on the roof, report it to the teacher or aide on duty. Do NOT try to get the ball yourself.
6. Do NOT enter the building or return to your classroom during recess without permission.
7. Report accidents or injuries immediately to the teacher or aide on duty.
8. Line up immediately when the bell rings and wait for your teacher to meet you. Then walk quietly to your classroom.
9. Do not throw rocks or snowballs.

PROMOTIONS, PLACEMENTS AND RETENTIONS

Promotions, placements and retentions are based on an evaluation of academic, physical, social and emotional growth. The primary reasons for considering a placement or retention are: a) indifference or lack of effort on the part of a capable student, b) physical or social immaturity, and c) frequent or long absences. Parents/Guardians can assume their child will be promoted unless the alternative of either placement or retention has been discussed during the school year. Parents/Guardians will be included in any retention decision. Formal, written documentation regarding the child's progress during the current school year and the decision regarding placement or retention will be mailed to the parent/guardian. A copy of this documentation will be filed in the student's cumulative school record.

PSYCHOLOGIST

A staff psychologist visits the school on a regular basis. The psychologist is also available to parents/guardians who have special concerns about their children.

PTA (PARENT-TEACHER ASSOCIATION)

The PTA is a vital part of our learning community. If you would like to serve on a committee, volunteer at school, or get more involved, please contact the school office. Be a part of our PTA.

REPORT CARDS

Education of children in the Bedford City Schools is a joint effort shared by the home and school. Written and verbal communications of progress are tools used to convey the academic, developmental, behavioral and social growth of each child. It is our sincere hope that our reporting system, including parent-teacher conferences, mid-term progress reports, and the report card, will serve as effective communication for every parent/guardian. These reports show the progress of your child as an individual. They reflect his/her performance in relation to student effort, student ability and school expectations. The home and school collaborate to guide the child's physical, emotional and academic development and assist students in building good study habits, creating a positive learning environment. The home-school partnership, along with the support of the community, will provide the conditions essential to the growth and development of our children.

Report cards will be distributed to all students four (4) times each year, at the end of each nine or ten week grading period. Academic achievement, personal and social development, work-study habits and effort will all be evaluated. Students also receive grades from Special Area teachers, (Art, Music and Physical Education).

When a student appears to be at risk of failure, **Mid-Term Progress Reports** will be sent home mid-way through the grading period. This notification is provided so parents/guardians can meet with the teacher about what actions can be taken to improve poor grades. Students may receive these reports if s/he:

- a. shows a significant decrease in a previously earned grade, i.e. drop in a full letter grade.
- b. shows a marked improvement at the mid-term point of the grading period.
- c. has parents/guardians who request a mid-term progress report for each grading period.
- d. is in danger of receiving a failing mark for the end of the grading period.
- e. is being considered for support services.
- f. is being considered for Placement or Retention and additional information is needed.
- g. has the ability but shows no effort to improve and consistently maintains low grades

If a student does not fall into any of the above-mentioned categories, it can be assumed that the student is working up to expectations. Failure to pay school fees will result in the withholding of report cards. For more information related to Report Cards, see the following sections in this Handbook: **Conferences, Grading Scale and Promotion, Placement and Retention.**

SCHOOL COLORS

Our school colors are green and white.

SCHOOL PICTURES

Individual student pictures will be taken sometime in the fall and spring. Within four (4) to six (6) weeks of the photography session, the pictures will be available for distribution.

SEARCH AND SEIZURE

Search of a student and his/her possessions may be conducted at any time the student is under jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers and/or desks in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

SECURE OUR SCHOOLS

The Bedford City School District has a plan to assure the safety of our students and staff in light of an emergency. Our Secure Our School procedure serves many functions during an emergency:

When a Secure Our School alert is initiated, students and teachers can be isolated from the threat:

- Accounting for students can accurately take place in each classroom.
- Depending on the situation, an organized evaluation can take place away from the dangerous area.

The Bedford City School District also has a procedure in place to protect our students and staff in situations where there is a threat of immediate harm to students, staff, or property and an immediate evacuation is not safe. This alert is also referred to as "Shelter in Place." Secure Our School alerts are practiced on a regular basis throughout the school year.

STUDENT RECOGNITION

Our schools are committed to educational excellence and strive to have all students reach success. Students are recognized for their achievements and accomplishments.

STUDENT RECORDS

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents/guardians, an adult student or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent. Please see the *Notification to Parents* at the end of the handbook.

Included in the confidential records may be test scores, psychological reports and communications with the family and outside service providers. The school must have parents'/guardians' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent/guardian through the originator and parents/guardians should keep copies of such records for their home file. Parents/Guardians may also provide the school with copies of records made by non-professional agencies or individuals. A formal appointment must be made for students and/or parents/guardians to review all educational records generated by the school district.

STUDENT VERIFICATION

A request for student verification must be done in writing. The verification request must be signed by the parent/guardian and should include the following information:

- Current date
- Student name
- Student social security number
- Student address
- Parent(s)/Guardian(s) name(s)
- Reason for request
- Name and address of person to whom the letter should be addressed

Your student verification will be ready for you within 24 hours of your request.

SUPPLIES

A supplies list will be available at each individual school.

TELEPHONE MESSAGES

Students will NOT be called from class to answer the telephone except in the case of an extreme emergency.

TELEPHONE SYSTEM

We are very proud of our Telephone System. This System allows parents/guardians to communicate directly to the classroom teacher via voice mail. Parents/Guardians will receive a listing of staff school phone numbers at the beginning of the school year. Staff members will respond in a timely manner.

TITLE I – PARENTS’ RIGHTS

You have the right to know about the teaching qualifications of your child’s classroom teacher. The federal law, No Child Left Behind (NCLB), requires that any local school receiving federal Title I funds, must notify parents that they may request information regarding the professional qualifications of their student’s classroom teacher, including the following:

1. Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
2. Whether the teacher is teaching under emergency or temporary status that waives State-licensing requirements.
3. The college degree major of the teacher and any other graduate degree or certification (such as National Board Certification).
4. Whether your child is provided services by instructional paraprofessionals (sometimes called teacher’s aides) and their qualifications.
5. If your child has been assigned to be taught or has been taught for four or more consecutive weeks by a teacher who is not Highly Qualified (as defined by NCLB).

You may request this information by calling the Assistant Superintendent’s office of the Bedford City School District at 440-439-4377.

TOBACCO

The Bedford Board of Education recognizes that the use of tobacco presents a health hazard, which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board. This hazard has been substantiated and documented by the findings of the Surgeon General and the EPA. In order to protect students, staff, and visitors, the use of tobacco is prohibited in school buildings, district offices, and non-instructional facilities, grounds, and school-owned vehicles, and at any school-related events.

VACATIONS

If a student will be absent from school because of a family vacation, please inform the principal and the classroom teacher prior to the trip. If possible, school assignments will be given in advance. Students must assume responsibility for class assignments and tests when they return to school. The time missed will be counted as an authorized, unexcused absence, but shall not be a factor in determining grades unless make-up work is NOT completed. Vacations will not be authorized during the week ending each semester.

VISION SCREENING

The school nurse provides vision screening for kindergartners, first and second graders, new students, and students referred by parents/guardians or teachers. If potential vision problems are detected, parent(s)/guardian(s) are notified.

VISITORS

The Bedford City School District makes the safety and security of students, parents/guardians and visitors a top priority. At the same time, we encourage parents/guardians to visit our school to participate in meetings, conferences and school programs. Parents/guardians are welcome at our schools.

In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into our school, it is necessary to establish visitation guidelines. Persons wishing to visit our schools are to make arrangements at least 24 hours in advance of the visit through the school office.

We ask that all visitors enter through the front doors and report immediately to the Main Office to sign in and to receive a Visitor's Badge. This badge indicates to the staff and others that the visitor has a legitimate reason to be in the school. During school hours, all other doors are secured from the outside to prevent access by unauthorized individuals. Students are reminded not to open these doors to anyone from the outside.

The safety of our staff and students is important. Please note, unless otherwise authorized by law, pursuant to Ohio Revised Code section 2923.122 no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone. A video monitoring system and a door buzzer have been installed to assist with building security. This system allows us to watch all visitors as they enter and exit the building. Our parking lot is well lit and provides parking spaces for visitors.

WELLNESS POLICY: SNACKS AND LUNCHES

School districts participating in the Free and Reduced Lunch Program are required to write and implement a Wellness Policy. This is a timely requirement as information found on *kidshealth.org* states that children and adults in the United States are struggling with maintaining ideal body weight and obesity. The government estimates that there are nine million 6-16 year olds in our country who are overweight. This is not surprising as research shows that snacks, desserts, and pizza make up one third of American kids' diet. The Bedford City School District's Board of Education approved a Wellness Policy for our district June 2006. A study by the National Heart, Lung, and Blood Institute (NHLBI) suggests that simply educating children about good nutrition can help them develop smart eating habits. One component of the plan is to offer suggestions of healthy snacks and lunches that could be brought to school.

Healthy Snack Suggestions:

- Raw vegetables such as celery, carrots, cauliflower, broccoli, green peppers, green beans, cucumbers, mushrooms, or zucchini
- Fresh Fruit (cut in slices or halves) such as apples, oranges, bananas, peaches, grapefruit, grapes, melons, pears, plums, or strawberries
- Low fat quick breads and muffins, such as pumpkin, zucchini, banana or bran
- Granola mixes, Dried Fruits, Goldfish, Yogurt
- Bagels, Rice cakes
- Crackers, Popcorn or Pretzels
- Half a sandwich

WELLNESS POLICIES: SNACKS AND LUNCHES (Cont'd)

Healthy Lunch Suggestions:

- Low fat deli meats
- Whole Grain Breads
- Light mayonnaise or mustard
- Baked chips, air-popped popcorn, trail mix, veggies and dip
- Fruit in natural juices or fresh fruit
- Trail Mix, yogurt, or homemade goods such as oatmeal cookies or fruit muffins
- Milk, water, or 100% fruit juices

In an effort to educate children about eating healthy, the following items are not allowed to be brought to school for snack time: candy, pop, fried chips, cookies and snack cakes.

WITHDRAWALS

An application for withdrawal which includes a Release of Information Form and Withdrawal Form should be completed by the parent(s)/guardian(s) of any student who is withdrawing during or after the school year. We will need the name and address of the school that the child will enter once withdrawn from our district so that records can be forwarded to the new school. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to their next school of enrollment. Please notify the secretary at least two (2) days in advance of your child's withdrawing from our district. All books must be collected from the student before s/he leaves. School records will NOT be forwarded if school fees are not paid and all text and library books are not returned.

WITHDRAWAL/RESIDENCY REMINDER

Students whose parents and /or legal guardian reside within the boundaries of the Bedford City School District are entitled to attend school here in the district. In the district, residency is defined as where an individual eats, sleeps, take their meals and votes.

Parents and guardians who move **WITHIN** the school district need to submit a new Residency Affidavit for their children's records. Forms may be picked up at any school building. The form needs to be notarized and submitted to the Registrar at the Administration Center, 475 Northfield Road.

Parents and guardians moving **OUTSIDE** the school district must withdraw from school by completing a Withdrawal Form and a Release of Records Form. These forms are available in the main office of any school building. Parents who fail to withdraw their child (ren) will be charged a daily rate exceeding \$ 45.00 a day and may be prosecuted.

For more information, contact the Department of Pupil Services at 440.439.4363.

NOTIFICATION TO PARENTS

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

(1) The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. A fee may be charged for handling and reproducing documents.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Directory information about a student may be released to any person or party other than the student or his or her parent, without the written consent of the parent or student over the age of 18. Directory information is defined as a student or former student’s name, photograph/video, major field of study, participation in sports or activities, height and weight, if the student is a member of an athletic team, dates of attendance, date of graduation, awards received, honor roll, and scholarships. Parents and adult students have a right to refuse to allow the district to disclose any such directory information upon written notification to the district within ten (10) days after receipt of the District’s public notice.

Parents wishing to review their child’s records or who would like more information on the district’s policy on student records may contact the Department of Pupil Services at 440-439-4363.

Policy

BOARD OF EDUCATION
BEDFORD CITY SCHOOL DISTRICT

STUDENTS
5517.01/page 1 of 4

PROHIBITION OF HARASSMENT, INTIMIDATION, OR BULLYING

The Board of Education is committed to fostering a safe, positive, productive and nurturing educational environment for all of its students. The decision and follow-up action of a student to harass, intimidate, or bully another student is strictly prohibited.

Definition

Harassment, intimidation, or bullying means any intentional written, verbal, or physical act that a student has exhibited toward another student more than once and the behavior both:

- **Causes mental or physical harm to the other student; and**
- **Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.**

Prohibited activities include any intentional gestures, teasing, comments, threats, or actions exhibited by a student toward another student more than once where the behavior both causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This policy applies to all events or functions in the School District, including those on school property, in a school vehicle, or en route to or from school if there is a direct connection to the operation of the school. This policy also applies to prohibited activities occurring off of school property if the student is at any school-sponsored, school-approved, or school-related activity or function, such as fieldtrips or athletic events where students are under the school's control.

Prohibited activities need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. Prohibited activities may include, but are not limited to such behaviors as stalking, bullying, cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, hazing, extortion, stealing, spreading rumors, teasing, and acts of group aggression. Also included is harassment, intimidation, or bullying by means of electronically transmitted acts {i.e., Internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device}.

Further information about this policy is available in the school office.

RIGHTS UNDER THE PROTECTION OF THE PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include the right to:

- * Consent before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education-
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex, behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom there are close family relationships;
 6. Legally recognized privileged relationships such as those with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- * Receive notice and an opportunity to opt a student out of -
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- * Inspect, upon request and before administration or use -
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

The Bedford City School District has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Bedford City School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Bedford City School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Bedford City School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities schedules after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- *Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- *Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- *Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

**Bedford City School District
Parent/Guardian Permission to Administer
Medication by School Personnel**

School: _____ Date: _____
Student: _____ Date of Birth: _____ Grade: _____
Address: _____ Phone: (____) _____
Teacher/Classroom: _____

I the undersigned parent/guardian of _____ hereby grant permission and specifically request the staff of _____ School to administer the dosage of the medication prescribed by a licensed physician, or authorized prescriber, whose instructions are attached (Form B).

In making this request, I understand:

1. That the school is rendering this service upon my specific request, because the medication must be administered during the school day and I find it impossible to come to school to administer the medication to my child;
2. That I absolve the staff of the school from any liability arising from the administration of this medication;
3. That the medication must be sent to school in the original container (with no more than a one month dosage) marked with:
 - A. name of student;
 - B. name of medication, dosage, and time to be given; and
 - C. name of pharmacy and prescription number.
4. Name of medication: _____

5. Reason for medication: _____

Form of medication:

{ Tablet/Capsule { Liquid { Inhaler { Injection { Nebulizer { Other _____

6. That the school staff will respond to a change in dosage only upon receipt of new instructions from the licensed physician, or authorized prescriber and;
7. It is not the responsibility of the school personnel to remind the child to take the medication at the appropriate time.

I, having given full consideration of the ramifications hereof, hereby expressly and voluntarily agree, for and on behalf of myself and my child, _____ that I absolve the Board of Education and the Bedford City School District and all its officers, agents and employees of any and all liability which may arise in any way from the administration of medication to my child as I have requested, and, for and on behalf of myself and my child, I waive and forever release any and all claims of any nature which may arise in connection therewith.

Signature of Parent/Guardian: _____ Date: _____

**Bedford City School District
Physician's Request for the
Administration of Medication by School Personnel**

School: _____ Date: _____
Student: _____ Date of Birth: _____ Grade: _____
Address: _____ Phone: (____) _____
Teacher/Classroom: _____

TO BE COMPLETED BY THE PHYSICIAN:

Name of medication: _____
Reason for medication: _____
Form of medication: _____

{ Tablet/Capsule { Liquid { Inhaler { Injection { Nebulizer { Other _____

This medication (or a similar medication) is not available in a form that does not require administration during the school day.

INSTRUCTION

Dose: _____ Frequency: _____

Special storage instructions: _____

Start { date received Other date: _____

Stop { end of school year Other date: _____

{ For episodic/emergency events only
{ Student may carry this medication (**for emergency medication only**) (Note: MUST secure principal's approval)

RESTRICTIONS AND/OR IMPORTANT SIDE EFFECTS:

{ None anticipated
{ Yes, please describe: _____

PLEASE INDICATE IF YOU HAVE PROVIDED ADDITIONAL INFORMATION:

{ On the back side of this form { As an attachment

Physician's Signature: _____ Date: _____

Physician's Name: _____ Phone: _____

Address: _____

When completed, please fax to the school nurse at 440-439-3487

Required by Ohio Revised Code 3313.203, 3313.56, 3313.671, 3313.712, 3313.713
Pursuant to Ohio Administrative Code 4723-13-03, 4723-13-05, 4723-13-07

Bedford City School District Acceptable Use Policy and Internet Safety Agreement

The Bedford City School District makes available to students access to networked computer systems within the district and to the Internet for educational materials and opportunities.

To continue to make its computer network and Internet access available to educational purposes only, all students must take responsibility for appropriate and lawful use of this access. This access is a privilege, not a right, and carries with it responsibilities for all involved. One student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While teachers and staff make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation to exercise and promote responsible use of this access.

Below is the "Acceptable Use and Internet Safety Policy" of the Bedford City School District. Upon reviewing, signing, and returning this policy as the students have been directed, each student will be given the opportunity for Internet access at school and is agreeing to follow this policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the policy.

The Bedford City School District cannot provide district network or Internet access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parents or guardians. Listed below are the provisions of your agreement regarding computer network and Internet use.

A student who violates this agreement shall, at a minimum, have his/her access to the network and Internet terminated and is subject to disciplinary action by the school administrator.

I. Acceptable Uses

A. Educational Purposes Only

The Bedford City School District is providing access to its computer networks and the Internet for educational purposes ONLY. If you have any doubt about whether or not a contemplated activity is educational, you may consult with the person(s) designated to help you decide if a use is appropriate. Teachers may allow individual students to use email, electronic chat rooms, instant messaging, social networking sites, and other forms of direct electronic communications for educational purposes only and with proper supervision. This supervision may include district personnel having documentation of student user names and passwords on file.

B. Netiquette (Network Etiquette)

All users must abide by the rules of network etiquette, which include the following:

1. Be polite. Use appropriate language and graphics. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and/or graphic representations which may be offensive to other users. Don't use network or Internet access to make, distribute, or redistribute jokes, stories, or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be aware that all forms of harassment in cyberspace, often called cyber-bullying, are unacceptable and will be investigated fully.

II. Unacceptable Uses of Network

The following uses are considered unacceptable and constitute a violation of this policy:

- A. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student code of conduct; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others and download or transmit confidential/trade secret information or copy written materials. Even if materials on the networks are not marked with the copyright symbol, students should assume that all materials are protected, unless there is explicit permission on the materials to use them;
- B. Uses that cause harm to others or damage property: e.g., defamation, identity theft, using a password other than one's own, uploading a virus or other malware, or unauthorized access;
- C. Uses that jeopardize the security of and access to any network: i.e., use of proxies;
- D. Uses that involve buying and selling over the networks;
- E. Uses of forums other than those approved for educational purposes;
- F. Uses for political, commercial, illegal, financial, and/or religious purposes are prohibited;
- G. Use of threatening, profane, harassing or abusive language;
- H. Use of profanity in messages and/or accessing pornographic or obscene materials;
- I. Uses that involve all forms of harassment in cyberspace, often called cyber-bullying, are unacceptable. Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by e-mail messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). All reports of harassment in cyberspace will be investigated fully.

III. Student Photos/Student Work

Publishing student picture/video/work on websites promotes learning and collaboration and provides an opportunity to share the achievements of students. Images and products of K-12 students may be included on the website without identifying captions or names. Parents/guardians must indicate annually if they do not wish to allow the district to publish their child's image/work on any school-related website before the item is published to the web. Please note that under no circumstances will K-12 student photo/video/work be identified with first and last names on a school-related website.

IV. Use of Web Tools

Online communication is critical to students learning of 21st century skills and tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression. Expectations for classroom blogs, student protected e-mail, podcast projects or other web interactive use must follow all established Internet safety guidelines.

- The use of blogs, podcasts or other web tools is considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web tools. This includes but is not limited to profanity, racist, sexist or discriminatory remarks.
- Students using blogs, podcasts, or other web tools are expected to keep all personal information out of your posts.
- Students should never post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers, or photographs). Students are not to, under any circumstances, agree to meet someone they have met over the Internet.
- Any personal blogging or other online writing relative to class blogs/work is typically linked to a student profile, therefore should follow the blogging guidelines above. Therefore, the log-in is used, the account should be treated as a school-related activity. Comments made on blogs should be monitored, and if they are inappropriate, deleted.

- Never link to websites from a blog without reading the entire article to make sure it is appropriate for a school setting.
- Students using such tools agree not to share their username and password with anyone and treat webspaces as classroom extensions. “Speech” that is inappropriate for class is also inappropriate for the web.
- Students who do not abide by these terms and conditions will be subject to consequences appropriate to misuse.

V. Internet Safety

- Parents and users: Despite every effort for supervision and filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to material inappropriate for school-aged students. Every user must take responsibility for his/her use of the network and Internet and avoid these sites.
- Personal Safety: In using the network and Internet, users should not reveal personal information or arrange face-to-face meetings with someone “met” on the Internet.
- Confidentiality of Student Information: Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.
- Active Restriction Measures: The district will utilize filtering software to prevent students from accessing visual depictions that are obscene, pornographic, harmful to minors. The school will also monitor the online activities of students through direct observation and/or technological means.

VI. Teacher Responsibilities

- Teachers will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum.
- All students will be informed of their rights and responsibilities as users of the district network prior to gaining access to the network, either as an individual user or as a member of a class or group.
- Use of networked resources will be in support of educational goals.
- Student infractions of the Acceptable Use Policy shall be treated according to the school discipline policy.
- Alternative activities for students who do not have permission to use the Internet will be provided.

VII. Principal Responsibilities

- Principals will include Acceptable Use Policy in student handbook
- Principals will be sure handbooks are distributed to all students
- Principals will treat student infractions of Acceptable Use Policy according to the school discipline policy
- Permission forms will be kept on file for one year
- Students who do not have permission to use the Internet must be identified to the teaching staff

VIII. District Responsibilities

- The Bedford City School District will oversee the provision for filtering software used to block access to materials that are inappropriate, offensive, obscene, or contain pornography.
- The Acceptable Use Policy will be approved by the Board and reviewed as necessary.

**Bedford City School District
Acceptable Use Policy and Internet Safety
Consent Form**

As a parent or legal guardian of, _____, I have read and
(print student first and last name)
understand the Acceptable Use Policy and I agree to the following:

As the parent or legal guardian of the student named above, I grant permission for my son or daughter to access or use a school computer or network software as well as the Internet services provided by the Bedford City School District.

Student's Name: _____

Student's School: _____

Parent/Guardian Phone Number: _____

Parent/Guardian E-mail Address: _____

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____