

BEDFORD CITY SCHOOL DISTRICT

Parent/Student Handbook

Secondary Edition

2011 – 2012



Heskett Middle School

**Parent/Student Handbook
2011-2012 School Year**

**Heskett Middle School
5771 Perkins Road
Bedford Hts., OH 44146**

Phone: 440-439-4450 • Fax: 440-786-3572

BEDFORD CITY SCHOOLS

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.

BOARD OF EDUCATION

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Tim Tench, Vice President
Barbara A. Patterson, Board Member
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DISTRICT ADMINISTRATION

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Linda O'Neill, Assistant Superintendent
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Jerry Zgrabik, Business Manager
Richard Dillman, Director of Pupil Services
Felice Willis, Director of Secondary Education
Lea Travis, Director of Elementary Education
Sean Jackson, Director of Athletics/Student Activities/Special Events

HESKETT MIDDLE SCHOOL ADMINISTRATION

Virginia A. Golden, Principal (440) 439-4450
Mary Catherine Ratkosky, 8th Grade Dean of Students (440) 439-4459
Kevin L. Gibaldi, 7th Grade Assistant Principal (440) 439-4686

HESKETT MIDDLE SCHOOL PHONE NUMBERS

Attendance:	439-4485
Clinic:	439-4428
Custodian:	439-4498
Guidance:	439-4472
Main Office:	439-4450
Resource Center:	439-4429
Transportation:	439-4234
Safe School Hotline:	1-866-548-LIVETIP (5483) ext. 134

Heskett Middle School
5771 Perkins Road
Bedford Heights, Ohio 44146
440-439-4450

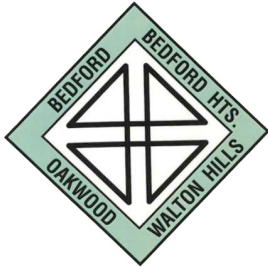
This handbook belongs to:

Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____



BEDFORD CITY SCHOOL DISTRICT

Board of Education • 475 Northfield Road • Bedford, Ohio 44146-2201 • 440-439-1500

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 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

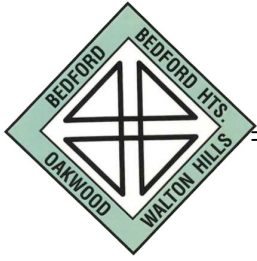

Phil Stevens
President


Tim Tench
Vice President


Barbara A. Patterson
Board Member


Joseph V. Mestnik
Board Member


Debra Kozak
Board Member



BEDFORD CITY SCHOOL DISTRICT

Heskett Middle School • 5771 Perkins Road • Bedford Hts., Ohio 44146 • 440-439-4450

August 2011

Dear Heskett Middle School Parents/ Guardians and Students:

Welcome to the 2011-2012 school year! This is going to be a great year at Heskett Middle School! I hope you had an exciting summer and are ready to start school. I want to welcome our new seventh grade students, our returning eighth grade students, and any students who are new to the Bedford City School District. The middle school experience is very important as it meets the essential educational, emotional and social needs of all adolescent students. I am confident that all of our students will find much success during their years at Heskett Middle School.

I am proud to announce that based on our 2010-2011 Ohio Achievement Assessment test results, Heskett Middle School made Adequate Yearly Progress (AYP) with all of our students. Adequate Yearly Progress (AYP) indicates the improvement made by all students as well as designated subgroups of students in the areas of reading and mathematics. I want to congratulate all of our students, parents, and staff for a job well done. This is the second year that Heskett students have hit the AYP goals for both, reading and math. Having made AYP for two consecutive years' means that Heskett Middle School is **no longer** in school improvement. This is wonderful news! We are now finally on our way to becoming a school of Academic Excellence. BRAVO!

The Heskett staff and I are eager to begin the new school year. We look forward to working with your family as we embark on an educational journey that will be both challenging and rewarding. The middle school years serve as a bridge to young adulthood. The staff is committed to providing our students with an excellent education, along with many opportunities to participate in extracurricular activities. To make sure we are meeting the needs of all of our students at Heskett Middle School, we have created a block schedule that will allow extended class time to teach all four core subjects: language arts, math, social studies, and science.

Mr. Kevin Gibaldi will serve as the **7th Grade Assistant Principal** for the 2011-2012 school year and we welcome back **Mrs. Mary Catherine Ratkosky** who will serve as the **8th Grade Dean of Students**. I am also excited and pleased to welcome the following new staff members to our Heskett family:

Ms. Daneen Ford
Ms. Leatha Goff
Mr. Patrick Griffis
Ms. Laura Hogue
Ms. Melissa Magilavy
Mr. Brandon Milne
Ms. Anita Ochwat
Mrs. Audrey Richardson
Mr. Robert Sloan
Ms. Nancy Vargo

Language Arts
Paraprofessional
Social Studies
Guidance Counselor
Speech Therapist
Language Arts
Paraprofessional
Science
Mathematics
Student Attendant

The dress code for the Bedford City School District will be in effect on the first day of school for the 2011-2012 school year. Please make sure that your child adheres to the guidelines and comes to school “Dressed for Success!” Any student not in dress code will be taken to the auditorium and will remain there until a parent/guardian is contacted and delivers appropriate clothing to his/her child.

Students, who are interested in playing fall sports and did not attend the organizational meeting this summer, please contact **Mr. Sean Jackson**, our Athletic & Activities Director for information at **440-439-4588**. This is a reminder that students interested in participating in athletics and extracurricular activities must meet the following eligibility criteria:

- **Must pass 5 classes taken in the 4th quarter of the year 2010-2011 school year**
- **Must have earned a Grade Point Average (GPA) of 2.0 or better during the grading period preceding participation.**

It is important that the home and school work together to foster a positive learning environment that enhances the educational and extracurricular opportunities we provide our students. Parents/Guardians, I invite you to take an active role in your child’s middle school experience. Please be sure to participate in the many school events that take place here at Heskett, including Open House, Parent-Teacher Conferences and extracurricular activities. I encourage you to join the **Heskett PTSA**, and the **Heskett Parent Booster Club**. If you are interested in joining any of these organizations, please contact our main office. I really need your help and encourage you to become involved in the work of these two wonderful parent organizations.

Parents, please be informed that 2011-2012 is a levy year for our school district. In November, there will be a **1.2 mill Permanent Improvement Levy** on the ballot to continue to maintain our wonderful facilities. Voting yes for this levy will not increase your taxes and will not cost the taxpayers any additional money. This money can only be used for items like building renovations, technology, buses, etc; this money cannot be used for salaries of any kind. I will provide more details regarding this issue next month. In the meantime, please know that we appreciate your support and will need volunteers from Heskett to help with the levy campaign this fall.


**RESPECT
A RIGHT AND A RESPONSIBILITY**

*In the Bedford City District, Respect is a **Right** and a **Responsibility** of all members of our school community.*

A Respectful Person:

- has pride in self and surroundings
- is considerate of others
- displays an understanding of personal space and boundaries
- demonstrates self control
- obeys authority and follows directives
- uses kind words and not profanity

Best wishes for a rewarding school year!


Virginia A. Golden
Principal

Parent/Student Handbook

2011 - 2012

RECEIPT

Directions: Please read our **Student/Parent Handbook**, discuss it with your son or daughter, read the following statement, complete this form, sign the bottom, and then have your son or daughter return it to their first period teacher.

Thank you,

Heskett Middle School Administration

I acknowledge receipt of a copy of the **Heskett Middle School 2011-2012 Student/Parent Handbook**. I have read and discussed with my child the important information contained in this handbook including details about the school's Student Code of Conduct and District Policies regarding student behavior. I understand the rights and responsibilities pertaining to student behavior and agree to support and abide by the rules of the school.

Student's Name: _____
(Please Print)

Grade: _____

Student's Signature: _____

Date: _____

Parent/Guardian's Signature: _____

Date: _____

First Period Teacher: _____

Please return the Completed/Signed Form to the Student's First Period Teacher

THIS FORM MUST BE RETURNED BY THURSDAY, OCTOBER 13, 2011!

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GENERAL INFORMATION

ACCEPTABLE USE POLICY AND INTERNET SAFETY AGREEMENT

Computer use at Bedford High School and Heskett Middle School is encouraged and made available to students for 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 "Student Acceptable Use Policy and Internet Safety Consent Form" which must be signed before computer usage at both schools. Failure to observe guidelines will result in penalties as determined by the teaching staff or school administrators.

A "Student Acceptable Use Policy and Internet Safety Consent Form" signed by the high school student and parent must be on file in the Library Resource Center. Student I.D. cards will be marked indicating a student is authorized to use the Internet. (See Appendix)

ASSEMBLIES

Assemblies are planned periodically as special events on the school calendar. Student attendance is a requirement unless the student is not eligible to attend as determined by teacher, administrator, or designee. Special attention to etiquette and good citizenship is expected of all students. All students may be assigned seats with their teacher at assemblies. Dismissal of students will take place by the principal or designee.

ATTENDANCE

The criterion for attending dances/prom/or extra-curricular activities relies on the attendance of students. Students must attend school through fourth period (Heskett through 11:11 A.M.) the day of the dance/prom/school activity unless they are on an approved field trip. Any student that is truant from school may not participate in any activity or extra-curricular activity during or after the school day.

BOOK BAGS

Book bags may be used to and from school. **Students may not carry book bags to class.** Purses or any bags that are used to carry books or notebooks are prohibited.

CELL PHONES

Rationale

The revision and implementation of this policy will assist administration, faculty, and staff in preventing student violations in the following areas: compromise of test securities, class/hallway disruptions, safety concerns, text messaging within/out of the school district, and the photographing of students/staff during the school day.

Cellular phones shall not be visible, heard, or used at any time on school property during the school day. This includes the use of a cell phone to call, text, or email parents/guardians. Students may go to their grade level office if there is an emergency and a need to contact their parent/guardian. Cell phones must be stored in a locker once a student enters the building and during the school day.

Use of cell phone for family/medical emergencies

The student and parent/guardian must contact the grade level principal regarding a medical or family emergency. Exception to the cell phone policy will be given under special circumstances to accommodate the student at the discretion of the principal. The grade level principal will contact the student's teacher(s) and other appropriate school personnel with the relevant information when necessary.

CHANGE OF ADDRESS

Parents/guardians must report all changes of address or change 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. Parents/guardians should contact Mrs. Darlene Redic, Registrar at 440-439-4395 to make an appointment.

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 that 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.

CONCEALED WEAPONS

Unless otherwise authorized by law, pursuant to the Ohio Revised Code Section 2923.122, no persons shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone.

DIRECTORY INFORMATION - NOTIFICATION TO PARENTS

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/video; 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 on page 29 of this handbook. Please refer to it regarding student records.

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 District is responsible to identify, locate and evaluate all children with disabilities from birth to age 21. If you know of a child with a disability who is not currently enrolled in a special education program, please call your child's principal or guidance counselor.

DRIVING PRIVILEGES

A student shall not misuse a motor vehicle while on school property or at school activities off school property. Examples of misuse include, but not limited to, speeding, loud music, unauthorized occupancy, reckless operation and illegal parking. Students will only be permitted to park in the south side parking lot. **No students will be allowed to park in the north side parking lot.**

Parking on Board of Education property is a privilege. This privilege may be suspended, limited, or revoked if Bedford School Board or High School driving/parking regulations are violated. The school assumes no responsibility for vehicles or the contents thereof. Parking is at the student's own risk. Student parking is limited to the south lot only. Parking in other areas may result in disciplinary action. All student drivers must have a valid driver's license, provide proof of vehicle insurance, register car and receive a decal, which must be displayed. Since parking is limited, a priority order of work-study students, post-secondary students, seniors and juniors, and demonstrated good behavior. Students with less than a 2.0 GPA may have their privileges revoked in certain circumstances as determined by the principal (**Freshmen will not be permitted to obtain a parking permit.**) Speed limit on all Board of Education property is 5 mph. **There will be a \$20.00 non-refundable fee for parking.**

DRIVING PRIVILEGES AND GOOD ATTENDANCE

The Ohio Revised Code authorizes the Superintendent of Schools to notify the Ohio Bureau of Motor Vehicles when a student of compulsory age has:

- Been absent (unexcused for 10 consecutive days or 15 total school days)
- Withdrawn from school under circumstance-which are not considered legitimate
- Been suspended or expelled from school as a result of substance abuse

The Ohio Bureau of Motor Vehicles will then notify the student of the immediate suspension of his/her driver's license of his/her right to apply for a driver's license (temporary permit). **Suspension of driving privileges remain in effect until the child attains 18 years of age or until reinstated for a reason described by the law.**

ELECTRONIC MONITORING DEVICES

The interior and exterior of Bedford High School and Heskett Middle School are under electronic surveillance. Administrators, security, or police involved in any situation involving the violation of any rule, regulation, policy, or law may use a recording as evidence. **Privacy considerations and other factors may prevent school officials from sharing surveillance recordings with parents/guardians, and students.**

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.**

EMERGENCY MEDICAL AUTHORIZATION CARD

The State of Ohio requires that a medical authorization card be on file at the school for each student. This form authorizes medical treatment in emergency situations when parents cannot be reached. **This card must be on file with the school by September 9, 2011.** Students not turning in their completed form will receive a consequence following progressive discipline policy in our Student Code of Conduct beginning with Opportunity School, and then the student may be excluded from school after September 12, 2011, until they bring in their medical authorization form. This form is sent home before the start of school and is available in the school clinic. Completed forms are to be returned to the student's grade level office.

EQUAL EDUCATION OPPORTUNITY

It is the policy of the Bedford City School District to provide an equal education opportunity for all students. Discrimination is not to occur against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the school district, or social economic background. 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.

FEES/STUDENT LOANED MATERIALS

Textbooks and materials (including musical and athletic equipment) are loaned to students. As such, they remain the property of the school. Any loss, "wear and tear" above and beyond normal usage, or theft is the responsibility of the student and payment is required from the student. Students are notified of fines or fees, which they owe.

At Bedford High School, failure to pay fees will result in the student not being able to receive and/or participate in:

- An official transcript
- The homecoming dance
- The Varsity B dance
- The PTSA talent show
- Prom
- After-prom
- Commencement

At Heskett Middle School, failure to pay fees will result in the student not being able to receive and/or participate in:

- A report card
- The 8th grade Washington D. C. field trip
- The 8th grade Farewell Dance
- The 8th grade Recognition Program

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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. (The document can be found on Page 29).

FIELD TRIPS

Students are encouraged to attend educational field trips with their classroom teacher or advisor. Students must have parent/guardian-signed permission slip, along with up to date emergency medical information. The Field Trip Permission Slip with Emergency Medical Authorization must be completed, signed, and returned to the appropriate staff member prior to the day of the field trip.

FIRE AND TORNADO DRILLS

Federal Law requires these drills. Each room will have the fire exit posted. When the fire alarm sounds, all persons are to leave the building immediately by the correct exit and move an appropriate distance from the building. This is necessary to allow the fire department to enter the building easily in case of a fire. A distinguishable signal will be used for tornado drill or warning. All persons are to follow the given instructions during the tornado drill.

FREE AND REDUCED LUNCH PROGRAM/NUTRITIONAL SERVICES

Bedford High School and Heskett Middle School participate in the Federal Free and Reduced Lunch Program. Information is presented to students on the first day of school or they can ask any of our cafeteria staff for assistance.

Our cafeteria service includes an ala Carte breakfast when school is in full day session. The hours are 7:00 a.m. – 7:35 a.m. at the high school and 7:45 a.m. – 8:00 a.m. at the middle school. Breakfast and lunch provide healthy food choices for our students.

HALL PASSES

It is necessary for students, at certain times, to leave a classroom for the following destinations: office, media center, clinic, lavatory, or another classroom. In such cases, students are to receive a hall pass from the staff member sending the student and a return pass, if necessary, from the appropriate person. No student is to be in the halls during class time without a pass from authorized personnel. It is the student’s responsibility to secure the pass from the staff member. Students will be sent to their grade level office if found in the halls without permission. Further consequences may occur as outlined in our Student Code of Conduct.

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 physician 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/guardians are notified.

IDENTIFICATION OF GIFTED CHILDREN

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. The district will provide at least two opportunities a year for assessment for children recommended for testing by teachers or parents.

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. 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.

LOCKERS AND LOCKS

Lockers are Board of Education property and are assigned and loaned to students at no fee. As such, school and/or police authorities may search lockers and contents without notice from time to time. Students should be aware that there will be periodic locker searches. Locks used on lockers are to be only those provided by the school. Unauthorized locks will be removed. Each student will receive a locker and the sharing of lockers is not permitted. Students should never leave sums of money or valuables in lockers. It is recommended that students purchase locks for their gym and swim lockers. **The school is not responsible for stolen or damaged articles.**

NO CHILD LEFT BEHIND

On January 8, 2002, President Bush signed into law the No Child Left Behind Act (NCLB) of 2001. The intent of NCLB is to close the achievement gap between students who are of different genders, belong to minority groups, have disabilities, are economically disadvantaged or have limited English proficiency. The goal of this new law is to have 100% of the children in our country 100% proficient in Reading and Mathematics by 2014.

The staff of Bedford High School and Heskett Middle School will do its part in reassuring parents/guardians that No Child is Left Behind by following the guidelines set up in compliance with this new law. For more information you can go to www.nochildleftbehind.gov

PERSONAL PROPERTY

Students are responsible for the care and storage of their own personal property. The school will not be responsible for any lost or stolen personal property. (i.e., cell phones, iPods, video games, cameras, CD players, etc.)

RESIDENCY/WITHDRAWAL 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, takes their meals and votes.

Parents or guardians of Bedford Schools' students who move **WITHIN** the school district must 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/Guardians who fail to withdraw their child or children 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.

SAFE SCHOOL HELP LINE

Students may call the Safe School Helpline to report an activity that they believe threatens the safety of our school. **This service is free and confidential.** The student can call 24 hours, 7 days a week. The Safe Schools Life Line number is 1-866-LIVE TIP (1-866-548-3847) and the Bedford City School District's extension is 134.

SEARCH AND SEIZURE

If there is a reasonable suspicion that the student is in violation of law or school rules, search of a student and his/her possessions may be conducted at any time that the student is under the jurisdiction of the Board of Education. 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 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.

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. Violation of the above is covered under our Student Code of Conduct and may require police notification

SECURE OUR SCHOOLS

The Bedford City School District has a plan in place 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 evacuation 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 through out the school year.

TELEPHONE MESSAGES

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

UNAUTHORIZED ARTICLES

Common sense and consideration are the best guides in determining whether or not to bring personal possessions to school. In general, toys, electronic devices, cameras, laser pointers, games, collector or playing cards, dolls, and stuffed animals may not be brought to school unless they are intended for a specific purpose in the classroom and have been approved by the teacher. In addition, students should not bring candy, bottles of hand cream, perfume or cologne, spray bottles or cans, or large sets of keys to school. Students may not put stickers on their bodies or write on their bodies with pens and/or wear or have possession of heavy chains. Selling of any item not approved by the administration is prohibited.

VIOLATION OF FEDERAL OR STATE STATUTES

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 that begins off school grounds and continues on school property, will result in consequences as outlined in the Code of Conduct. (Ohio Revised Code 3313.66)

VISITORS

The Bedford City School District, Bedford High School, and Heskett Middle School make 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 to visit Bedford High School/Heskett Middle School.

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 Bedford High School/Heskett Middle School are to make arrangements at least 24 hours in advance through their student's grade level office.

All visitors must sign in, provide identification, and receive a Visitor's Badge upon entering Bedford High School's/Heskett Middle School's visitors' entrance. This badge indicates to the staff and others that the visitor has 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 not to open these doors to anyone from the outside.**

The safety of our staff and students is important. 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. In addition, our parking lot is well lit and provides parking spaces for visitors.

Students of other school districts are not permitted to shadow students during the school day.

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 weapon in a school safety zone.

BEDFORD CITY SCHOOL DISTRICT STUDENT CODE OF CONDUCT

DISCIPLINARY SANCTIONS - The administration retains the right to use professional judgment in assigning disciplinary consequences. A range of disciplinary actions may take place from in school discipline, out-of-school discipline and/or a recommendation for expulsion/exclusion. Contact with the local police department may also apply.

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, conference, mediation, parental contact, opportunity school, referral to legal authorities, emergency removal, in-school restriction (if available), suspension, expulsion, or permanent exclusion from the Bedford City School District.

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.

“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, or are 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.

Due Process and Student Discipline: The Ohio Revised Code requires that serious disciplinary measures, including suspension or expulsion from school, require due process before they can be imposed. With regard to a suspension of ten (10) school days or less, no student will be suspended unless he/she receives both of the following:

1. A written notice of the intention to suspend and the reasons for the intended suspension; and
2. An informal meeting with the Principal, Assistant Principal, or other administrator to challenge the reason for the intended suspension and otherwise explain his/her (the student's) behavior.

If, following the above action, the administrator determines that a student should be suspended; the parent/legal guardian will be notified in writing within one (1) school day of the suspension. The notice will include the reasons for the suspension and notification of the right of the student or his/her parent/legal guardian to appeal. In addition to the above requirements in the Ohio Revised Code, the administrator will also contact the parent or legal guardian by telephone (or in person) to notify him/her of the suspension or recommendation to expel. If a student is recommended for expulsion, the Superintendent or the Superintendent's designee will conduct a hearing with the student and his/her parent/legal guardian to determine if expulsion is warranted.

Appeal Process: A student and his/her or parent/legal guardian has the right to appeal an Out of School Suspension or Expulsion. Notice of such an appeal must be made within ten (10) days of the date of the Suspension or Expulsion letter. The parent/legal guardian should call the Director of Pupil Services at 439-4363 to appeal.

PROGRESSIVE DISCIPLINE

Bedford High School and Heskett Middle School employ a progressive discipline plan. Students are expected to mature, learn from their mistakes, and improve their behavior over time. Students with chronic behavioral problems who do not improve during the course of the year will have increasingly more severe consequences. Students involved in the same incident may, therefore, receive different consequences depending on the individual's discipline history. In addition, in the case of severe misconduct the progressive discipline plan may not be followed.

Verbal Warning: This is a warning given to a student whose conduct is in violation of school rules. Any authorized school official may issue a verbal warning, including teaching and non-teaching personnel.

Conference: This is a verbal conference between a school authority and the student whose conduct is in violation of the school rules. A conference may involve more than one student and/or school personnel. Impending actions may take place upon the discretion of the school official.

Mediation: At some point that a student(s) conduct is in violation of the school rules, mediation may occur between conflicting parties. Mediation is set up with an appointed school authorized official and at this time, students are given the opportunity to deal with the conflict. Impending actions may take place upon the discretion of the school official.

Written Warning: A written warning can be administered to a student whose conduct is in violation of school rules.

Parent Notification: Direct contact is made with the parent or legal guardian of a student by school personnel through telephone, progress book, personal contact, email, or letter to inform them that their child's conduct was in direct violation of the school rules. Parent conferences can also be set up with the parent or legal guardian to discuss specific violations of school rules and the impending action school officials may take.

Teacher Detention: Individual teachers may schedule before or after school detentions prior to completing a disciplinary referral.

Office Detention: Grade level principals may schedule before school, during lunch, or after school office detentions.

Opportunity School: "Opportunity School" is an after school detention that can be assigned as a form of discipline. Opportunity School at Heskett will take place from 2:45-4:15 p.m. on scheduled days. Opportunity School at Bedford High School will take place from 2:30 –3:30 p.m. on scheduled days.

Students must arrive on time and bring work with them to complete. Failure to report to Opportunity School will result in a disciplinary action.

Student Management Room (SMR):

SMR is a "holding room" for students disrupting the learning environment during class time. SMR allows the student to be responsible for his/her actions and emphasizes that time in class and on task is of the utmost importance. Students may be assigned to SMR for a period or during class block (2 periods) for disruptive behavior during class. When assigned to SMR, students will be expected to return to complete a Working Lunch Session(s) the following day. During this time, students will complete all class work missed while in SMR.

Students receiving multiple SMR referrals or are removed from SMR for disciplinary reasons will receive a progressive disciplinary action.

Emergency Removal: This removal is in compliance with Ohio Revised Code Section 3313.66 (C): “If a student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the superintendent, principal or assistant principal may remove a pupil from curricular activities or from the school premises.”

Out-Of-School Suspension (OSS): Students may be suspended from school for as many as ten (10) days per occurrence. Suspended students are not permitted to attend or participate in athletic activities or extracurricular activities during the entire time of suspension.

Expulsion/Exclusion: A student may be recommended by the principal for expulsion for up to eighty days or excluded for up to one year by the superintendent. A student does not receive scholastic credit for the period of his/her expulsion. Moreover, since acceptable conduct is a prerequisite to successful completion of any semester, expulsion will, unless the superintendent provides otherwise, result in loss of academic credit for the semester in which the misconduct occurs. Upon the completion of the expulsion the student and parent/guardian must meet with the building principal prior to re-enrolling.

EDUCATIONAL DISCIPLINARY INTERVENTIONS

The Bedford City School District realizes that there are sometimes special needs and circumstances that do not always allow a student to follow the daily traditional educational path. Therefore, in order to serve all our students, the following programs are in place to assist our students, administration, teaching staff, and other personnel.

Alternative Education - Bedford High and Heskett Middle School’s Alternative Education Program (Alt. Ed.) is designed to help students succeed through the use of a nontraditional program. We have chosen to use NOVEL, a fully approved Internet-based curriculum. NOVEL employs rigorous course work that challenges students and helps them develop strong creative and critical thinking skills. Students can be assigned to Alt. Ed. by the grade level principal. NOVEL is accessible 24 hours a day, seven days a week on the Internet. We also provide students an on-site teacher for each subject area available, English, Health (BHS Specific), Mathematics, Science, and Social Studies. Students can communicate with their

teachers in two ways: by e-mail and in person in the alternative program classroom. This program is designed to be an appropriate part of student's total education program.

All students attending the Alternative Education Program fall under the jurisdiction of the Bedford City School District's Student Code of Conduct.

Anger Management - This program, run by trained staff members, is designed to assist students in dealing with their anger in an appropriate manner. If funding is available, this program could be used as an alternative consequence for the appropriate first time violation. It can also be used as a means of prevention upon student, parent, teacher, or administrator recommendation. (BHS Specific)

Conferences - Grade level principals can hold conferences with the student along with the grade level counselor, teachers, personnel staff, and/or with the parent/legal guardian.

Guidance Services - Individual Guidance Counselors may schedule individual counseling sessions, mediations and arrange group sessions to assist students.

Mediation - Grade level principals and/or their designee can hold mediation with students to assist in handling a problem or it may serve as a prevention method.

Parent Assisted Suspension - This suspension is combined with a predetermined number of days out of school suspension and a set number of days with parent or guardian attending classes with their student. If the parent agrees and does not attend classes, the remaining days must be served as an out of school suspension. This suspension would be available as an option two times each semester.

Outside Agencies - Recognizing that our school district cannot meet all the needs of each student, listed below are some outside organizations that parents/legal guardians are encouraged to contact, if needed. However, the Bedford City School District does not endorse nor recommend any specific agency.

Beech Brook - In addition to its' full range of mental health programs, Beech Brook has innovative treatment strategies for children with abuse recovery issues, development delays or disabilities. Contact (216) 831-2255 or <http://www.beechbrook.org>

Behavioral Management Associates - This organization can assist parents/guardians with family concerns. Please call 216-292-6007 for information about the program or www.behaviormanagement.com

Department of Human Services - Whenever an adult suspects child abuse it must be reported to the Department of Human Services by calling 216-696-KIDS (5437) or on the web at <http://jfs.ohio.gov>

Fire Prevention Program - A program designed to educate students about the dangers of fire starting acts. Contact your local fire department.

Diversity Center - The Diversity Center is a human relations organization dedicated to fighting bias, bigotry, and racism in America. The Diversity Center promotes understanding and respect among all races, religions, and cultures through advocacy, conflict resolutions, and education. Contact (216)-752-3000 or <http://www.diversitycenterneo.org>

Northcoast Afrocentric Counseling - This organization specializes in counseling for African American families and has a support group specifically for African American women. Interested parties should contact at 216-371-1991.

Safe School Help Line - Students may call the Safe School Helpline to report an activity that they believe threatens the safety of our school. This service is free and confidential. The student can call 24 hours, 7 days a week. The Safe School Life Line number is 1-866-LIVE TIP (1-866-548-3847) and the Bedford City School District's extension is 134.

Summer School Philosophy and Grading Procedure

Summer school in Bedford City School District is designed for:

1. Students who failed a course during the regular academic school year and therefore need to repeat the course
2. Students that are credit deficient for grade level promotion.

Transcripting Summer School Grades

A grade for a course that has been re-taken in **summer school** will be averaged with the previous failing grade for final posting and credit bearing purposes on the student's transcript. This average will be posted based on "quality points," not percentages. The grading and posting process for a re-take will be as follows:

- The student's first grade, from the failed attempt, will be listed on the transcript but not credit bearing.
- The student's summer school grade will be listed, as an adjusted grade. This adjustment will be calculated as a "quality point average" of the first attempt and the summer school attempt.

EXAMPLE:

Student A

First attempt: F, posted on transcript but not credit bearing

Second attempt (in summer school): C

Grade posted to transcript for this second attempt: D (quality point adjusted average of 1st and 2nd attempts), credit bearing

- If a student is **re-taking a course** to improve a low grade that was earned in the first attempt and student is **seeking to improve his/her GPA** (for example, for athletic eligibility, scholarship awards, college prerequisite), the following procedures shall be adhered to:
 - The course **MUST BE** re-taken in the Alternative Education setting
 - The student **MUST** pay the \$100 standard fee for the course
 - Posting of the grade to the transcript shall include both attempts, both of which are credit bearing and thus impacting the student's GPA. One attempt will count in the appropriate core content area and the other attempt will be counted as an elective credit towards graduation.

DISCIPLINE CODE OF CONDUCT

DISCIPLINARY SANCTIONS - The administration retains the right to use professional judgment in assigning disciplinary consequences. A range of disciplinary actions may take place from in school discipline, out-of-school discipline and/or a recommendation for expulsion/exclusion. Contact with the local police department may also apply.

The following is a listing of misconducts and discipline actions that serve as an administrative guideline in following our progressive discipline policy.

1. Assault

- 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.

- 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 SRO and/or the police will further investigate the matter and the parent/guardian must arrange for the release of the student. A violation of this provision calls for an immediate out-of-school suspension and may result in a recommendation for expulsion.

Disciplinary Action: Possible Recommendation for Expulsion

2. Bomb Threats and the Reporting of a False Fire, Tornado, or Other False Alarms

A student shall not by telephone, cell phone, computer, electronic device, or other means, make, or assist another to create, plan, relay, or disseminate a threat to damage or destroy school property or injure personnel, or to disrupt the school day or any school sponsored event.

Disciplinary Action: Recommendation for Expulsion

3. Bullying: Prohibition of Harassment, Intimidation, or Bullying

The Bedford 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:

- 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

Disciplinary Action: Possible Recommendation for Expulsion

4. Cell Phone Policy

Rationale:

The revision and implementation of this policy will assist administration, faculty, and staff in preventing student violations in the following areas: compromise of test securities, class/hallway disruptions, safety concerns, text messaging within/out of the school district, and the photographing of students/staff during the school day.

Cellular phones shall not be visible, heard, or used at any time on school property during the school day. This includes the use of a cell phone to call, text, or email parents/guardians. Students may go to their grade level office if there is an emergency and a need to contact their parent/guardian. Cell phones must be stored in a locker once a student enters the building and during the school day.

Use of Cell Phone for Medical and/or Family Emergencies:

The student and parent/guardian must contact the grade level principal regarding a medical or family emergency. Exception to the cell phone policy will be given under special circumstances to accommodate the student at the discretion of the principal. The grade level principal will contact the student's teacher(s) and other appropriate school personnel with the relevant information when necessary.

1st Offense Cell phone will be confiscated and turned into the appropriate grade level office and kept for 30 days. A cell phone agreement will be signed and the student or parent/guardian will be responsible for obtaining the cell phone at the end of the 30 days.

2nd Offense Cell phone will be confiscated until the end of the school year. The student or parent/guardian will be responsible for obtaining the cell phone at the end of the school year. The student will be assigned three (3) days OSS.

5. Cheating

Taking or receiving, copying, or providing information from an exam, test, homework, the Internet, or class assignment without the authorization of the instructor is defined as cheating. Cheating is a form of falsification and will subject the student to academic penalties and/or disciplinary action.

6. Class Cutting

Students who are absent from regularly scheduled classes or other mandatory activities, without school authorization or parent/guardian consent, cannot make up work missed on that day. Class cutting is not tolerated and will result in a consequence.

Leaving School Grounds without Permission and Returning to School:

Students will report to the appropriate grade level office for a disciplinary consequence.

7. Class/School Tardy

Persistent Absence or Tardiness: A student shall not be tardy or truant to school or class. Any student who is absent from school without the knowledge of his/her 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 drivers 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.

***Please Note: Chronic absences or tardiness is a violation of Ohio Mandatory Attendance Laws. Students and Parents in violation will be referred to Juvenile Court as well as disciplinary measures by the school district including suspension and expulsion.**

School Tardy:

Tardy to school or classes: Tardiness to school is detrimental to the students' education and chronic tardiness will result in disciplinary action. If a student is going to be tardy to school, the parent/guardian is expected to inform the Grade Level/Attendance office with a phone call. According to Board policy, the Principal or his designee for the following reasons can excuse rare tardiness.

- Personal illness
- Death of a relative
- Quarantine of the home
- Illness in the family
- Observance of a religious holiday
- Doctor/Dentist

Excuses involving the following conditions are not acceptable:

- Missing the bus
- Oversleeping
- Missing a ride
- Car problems

Hall Sweeps:

In an effort to encourage the students' prompt arrival to class, unannounced hall sweeps may occur. Students who are in the halls without a pass during a hall sweep will be assigned to a designated area. At that time, the student will be given a consequence at the discretion of the administrator or their designee.

In an effort to encourage students' prompt arrival to their assigned classes, students will receive a consequence.

8. Collusion

No student shall assist or aid another student in violating school rules or any law when either student is under the jurisdiction of the school district. Students who choose to incite verbal or physical disruptions through cheering on or promoting inappropriate behavior will be subject to consequences.

9. Computer Misuse

Bedford School District Network and Internet Rules state that the following are not permitted: "sending or displaying offensive messages or pictures; using obscene language; harassing, insulting or attacking others; damaging computers, computer systems or computer networks; violating copyright laws; using another's password; trespassing in another's folders, work or files; intentionally wasting limited resources; employing the network for commercial purposes; and using network and internet access to engage in "hacking" or other unlawful activities." Student and parent/guardian must sign the *Bedford City School District Student Acceptable Use Policy and Internet Safety Agreement* before a student can use a district computer. (See page A12)

10. Dangerous Instruments, Weapons, Fireworks, and Explosives

- A. A student shall not possess, handle, transmit, or conceal any object that 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, scissors, brass knuckles, chemicals, cigarette lighters, matches, and gasses including mace and pepper spray. Any object that is used to threaten or harm another may be considered a weapon.
- B. 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.
- C. 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, other similar device, or mine.
- D. 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.
- E. 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 even if the firearm or knife was initially brought onto school Board property by another person.

- F. If a student is found to be carrying, or have a weapon or dangerous instrument in his/her possession, an administrator will contact the police department. (The student may be arrested and transported to the police department. The parent/guardian must arrange for the release of the student.)
- G. Random and unannounced locker, desk and storage area searches will be conducted.

Disciplinary Action: Recommendation for Expulsion

11. Devices Prohibited

- A. No students shall bring on to school property or possess during school hours or at school sponsored events any device, instrument, substance, or object knowing it may facilitate violation of any rule set forth in this code.
- B. This prohibition includes, but is not limited to, portable communication devices, drug paraphernalia (see section 29 for an explanation), substances and equipment intended for causing damage to property or persons, and items that are designed to cause a disruption (i.e., stun guns, incendiary devices, blinking jewelry, laser pointers, toys, electronic notebooks, video cameras and televisions).
- C. Cellular phones should not be visible, heard, or used at any time. This includes the use of a cell phone to call parents/guardians. Students may go to their grade level offices if there is an emergency and a need to contact their parent/guardian. Cell phones must be turned off and stored out of sight during the school day.
- D. Placing objects, pictures, or graphic commentaries of any form on an electronic device that is used in the school environment or making insulting or threatening gestures toward a fellow student, staff member or other person associated with the District on an electronic device is prohibited.
- E. A student shall not by telephone, cell phone, computer, electronic device, or any other means, make, or assist another to create, plan, relay, or disseminate a threat to damage or destroy school property or injure personnel, or to disrupt the school day or any school sponsored event.
- F. Ipods, MP3 players, headsets, and radios are permitted before school and after school hours only. These items should be stored in lockers during the school day.

Disciplinary Action: Devices will be confiscated and turned in to the appropriate grade level office. A cellular phone and certain other electronic devices will only be returned to the child, parent or guardian. A form must be signed verifying receipt of the device. OSS and/or possible Recommendation for Expulsion

12. Display of Affection

Students who demonstrate consensual affection should remember that it is personal and they should not display this affection in public. This includes touching or any other contact that may be considered sexual or inappropriate in nature.

13. Disrespect of Faculty and Staff

Students are to show respect to all faculty and staff members. A student should not behave or act in such manner that the faculty or staff member interprets it as disrespect. This includes verbal and non-verbal actions.

Disciplinary Action: Possible Recommendation for Expulsion

14. Disruption of Class

A student shall not cause or threaten to cause the disruption or obstruction of any class. This shall include use of it to incite others toward acts of disruption.

15. Disruption of School

A student shall not cause or threaten to cause the disruption or obstruction of any function or operation of the school, including curricular and extra-curricular activities. Students who choose to incite verbal or physical disruptions through cheering on or promoting inappropriate behavior will be subject to consequences. High School students who participate in our work-study programs are to leave the building at their designated time. If the student does not have to report to work, he or she is to go directly home at the appropriate time. Failure to comply with this rule could lead to a possible consequence of disruption of school.

16. Dress Code – Bedford City School District K – 12

(Revised December 10, 2008 and June 24, 2010)

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:

Permitted Attire

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

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. Turtleneck and mock turtleneck
 - 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 jacket (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.

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” style 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 31).
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.

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.

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.
6. Boots with a maximum heel height of one and one half inches may be worn during the school day in grades 7-12.
7. Socks are approved in any color.

Prohibited Attire

1. **ANY TIGHT FITTING GARMENTS.**
2. 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, rolled-up pants.
3. Athletic shorts with drawstring and/or elastic waistbands.
4. 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.
5. Any visible tattoo that is derogatory in nature.
6. Transparent clothing or material that reveals undergarments.
7. Clothing with tears or holes.

8. Hats, hoods, hoodies, bandanas, **scarves of any kind (on any part of the body)**, sweatbands, and head coverings (except for religious purposes).
9. Jewelry with spikes, and other articles judged potentially harmful.
10. Chains or metal accessories attached to clothing.
11. Belts made of chain links or with wording, nameplates, or oversize buckles.

Additional Information

1. **Bedford City Schools** “Spirit Wear” may be worn within the following requirements:
 - a. 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.
 - b. Bedford City School District logos that identify the school and/or school district may appear on spirit wear apparel.
 - c. Spirit wear is permitted only in the following colors, green, white/cream, black, or gray.
 - d. Hoodies are permitted as spirit wear, but they may not be worn over a student’s head.
 - e. Sweatpants are prohibited as spirit wear.
 - f. Bedford City Schools spirit wear purchased outside the school must be approved by the building administrator.
 - g. Spirit wear may be worn on Fridays or the last day of the school week, unless otherwise approved by the building administrator.
 - h. Student athletes may wear approved team apparel on designated game days.
2. 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.
3. Physical education uniforms are to be worn only in physical education classes.
4. Students are permitted to wear a uniform of a nationally recognized youth organization, such as Boy Scouts or Girl Scouts.
5. The building administrator may allow modification to the dress code on specified days such as Spirit Day, holidays, or a school-wide event.
6. The following items are NOT permitted to be worn inside the building:
 - a. Coats and jackets
 - b. Gloves
 - c. Boots
 - d. Outerwear Vests
 - e. SunglassesThese 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.

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 grade level office.

17. Extortion

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

Disciplinary Action: Possible Recommendation for Expulsion

18. Falsifications and Forgery

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 and misuse of hall passes and excuses as well as false I.D. cards are forms of lying and are not acceptable. A student shall not make false accusations or give false testimony to school personnel.

19. Fighting

A. Fighting is an unacceptable method of dealing with problems. Fighting in school, or at any school-related function or activity (on or off campus), will not be tolerated and a student who fights will be disciplined. The school district encourages students involved in a conflict to seek the aid of a peer mediator, teacher, counselor or administrator.

B. Becoming involved in a fight, which requires the physical intervention of staff members, or in which the combatants refuse to cooperate with staff members will result in an out-of-school suspension, possible police contact, and may result in a recommendation for expulsion.

Disciplinary Action: Possible Recommendation for Expulsion. Student may also be placed in the Alternative Education Program upon returning to school.

20. Gambling

A student shall not play a game in exchange 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. In addition, card playing or dice throwing in school will not be tolerated.

21. Hall Passes (Misuse/Out of Area)

It is necessary for students, at certain times, to leave a classroom for the following destinations: office, media center, clinic, lavatory, or another classroom. In such cases, students are to receive a hall pass from a staff member sending the student and a return pass, if necessary, from the appropriate person. A student found misusing a hall pass will be subject to consequences.

22. 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 students or members of the staff, or any other individual 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 - Unwelcome 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. Unwelcome touching;
 - e. Suggesting or demanding sexual involvement accompanied by implicit or explicit threats;
 - f. Making of sexually suggestive or insulting gestures, sounds, leering, whistling, or;
 - g. Making of written or oral sexual innuendoes, suggestive comments, and jokes of a sexual nature or sexual propositions;
 - h. Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment.
- C. Gender/Ethnic/Religious/Disability Harassment
- D. Verbal Harassment
Written or oral innuendoes, 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 by refusing to have any form of social interaction with the person.
- E. Nonverbal Harassment
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.
- F. Physical Harassment
Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Disciplinary Action: Possible Recommendation for Expulsion

G. 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.
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.

23. Hazing

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation to 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.

24. Horseplay

- A. General horseplay is not permitted in class, the cafeteria, the hallway or on school premises. All participants will be disciplined.
- B. Horseplay that may result in an injury or damage, physical touching, pushing, grabbing, or throwing an object that may result in injury to a person or damage to school property will be taken seriously. A student who allows himself/herself to be drawn into this type of behavior will be disciplined along with the instigator.

25. Inappropriate Cafeteria Behavior

Cafeteria etiquette demands that students respect one another in the serving line. Do not cut in front of one another. Clean up is the responsibility of each student at the table. Yelling, abusive language, disrespect directed towards staff and students is unacceptable behavior. Throwing of food will not be permitted. Students are not to leave the cafeteria with food or open containers unless supervised by a staff member. No one is permitted to leave the school grounds for lunch. Food cannot be delivered or brought in from an outside restaurant or retail business during the school day.

26. Insubordination

A student shall comply with the directives of all authorized school personnel. Disregard or failure to obey reasonable directions is considered insubordinate.

27. Internet Use/Acceptable Use Violations

Computer use at Bedford High School and Heskett Middle School is encouraged and made available to students for 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 "Student Network Internet Access Agreement Form" which must be signed by student and parent/guardian prior to computer usage at Bedford High School and Heskett Middle School. Failure to observe guidelines will result in penalties as determined by the teaching staff or school administrators.

28. Loitering and/or Littering

A student shall not loiter, litter or cause a disturbance during the school day, before or after school, or during school activities. Students who choose to incite verbal or physical disruptions through cheering on or promoting inappropriate behavior will be subject to consequences.

29. Narcotics, Alcohol Beverages, and Drugs

A. A student shall not possess, handle, use, transmit, or conceal any narcotic drug, hallucinogenic drug, amphetamines, barbiturates, marijuana, or alcoholic beverages of any kind and/or drug paraphernalia.* The odor of alcohol or other prohibited substances on a student's breath or on his/her person while on school property or under the jurisdiction of the school constitutes a violation of this rule.

B. The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited.

C. If a student is found to have in his/her possession controlled substance or drug paraphernalia* an administrator will promptly contact the police who will transport the student to the police department. The police will investigate the matter, 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, classroom, desk, and storage-areas searches will be conducted. Police officers with the aid of trained dogs may be used to assist with the search.

F. When there is reasonable suspicion and it is deemed appropriate, individual searches may be conducted.

G. All medication must have physician and parent/guardian authorization in order for our school nurse to be able to dispense.

*Drug use: "It is unlawful for any person to use, or to possess with the intent to use, drug paraphernalia; to plant, propagate, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a controlled substance..." Section 513.04

Disciplinary Action: 10 days OSS and possible Recommendation for Expulsion

30. Obscene, Profane, or Indecent Language or Actions Directed Toward Staff
A. A student shall not engage in any act which frightens, degrades, disgraces or tends to frighten, degrade, or disgrace a teacher, employee of the school district, or visitor by written, verbal, physical or gesturing means. This shall include the use of obscene gestures, pictures or signs.
B. The described act/language above is unacceptable behavior and will not be tolerated.

Disciplinary Action: OSS and Possible Recommendation for Expulsion

31. Obscene, Profane, or Indecent Language or Actions – in general
A student shall not engage in any act which frightens, degrades, disgraces or tends to frighten, degrade, or disgrace another student by written, verbal, physical or gesturing means. This shall include use of obscene gestures, pictures or signs.

32. Physical Abuse directed towards staff
A student shall not cause physical injury to a school/district employee or school visitor.

Disciplinary Action: OSS and Possible Recommendation for Expulsion

33. Plagiarism
The copying of a document word for word without quoting and documenting the source; writing a paraphrase of another's idea without giving credit to that person; using another student's work (in part or in whole) and claiming it is yours; incorporating specific information or key terms from a source without citing that source; presenting any information that is not common knowledge without documentation of the source from which it was borrowed; and enabling another student to commit any of the listed acts are all forms of plagiarism and will not be accepted. Plagiarism is a form of falsification and will subject the student to academic penalties and/or disciplinary action.

34. Purposely Setting a Fire and Related Offenses
A student shall not cause or attempt to cause the setting of fire, use of any incendiary device (such as fireworks), light matches or lighters, cause false fire alarms. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Purposely setting a fire is a felony and may subject the student to expulsion. A more severe penalty will result if the evidence shows that the act was premeditated.

Disciplinary Action: OSS and Recommendation for Expulsion

35. Refusal to Identify Self
A. A student shall, upon the request by authorized school personnel, identify himself/herself in the school building, on the school grounds, or at sponsored events.
B. A student shall not refuse, upon request, to identify him/herself to proper school authorities in the school building, on school grounds, or at sponsored events.

36. Repeated Offenses or Flagrant Violations
A student shall not repeatedly violate school rules nor flagrantly disregard school policies or acceptable standards of school behavior.

37. Safety and Building Security

Bedford High School and Heskett Middle School are committed to maintaining a safe and secure environment for all students.

- A. All visitors are required to enter the building through the main/front entrance.
- B. Students are not permitted to allow access to others by the opening of outer doors for any person outside the school building at any time.
- C. Any inappropriate use of classroom materials that may create an unsafe environment will not be tolerated.
- D. Any actions verbal and/or physical that cause or tend to cause an unsafe environment will not be tolerated.
- E. If safety rules have been violated, a student may be removed from the class pending further investigation.

38. 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, he/she will be disciplined and may be reported to law enforcement officials.

Students are encouraged to not bring anything of value that is not needed for learning to school without prior authorization from the principal. Students are not permitted to have money pinned to their clothing, as this could lead to theft. The school is not responsible for personal property. Students are not to knowingly accept stolen property from another student.

39. Threats, Intimidation, and Menacing

Any and all students who threaten to inflict harm to oneself or others associated with Bedford High School or Heskett Middle School must be considered a threat to everyone's safety. Bedford High School and Heskett Middle School does not recognize the terms "just joking" or "just kidding" when faculty, staff, or students hear a threat. The student will be isolated from the rest of the school community. Parents will be contacted. The Bedford or Bedford Heights Police Department may be contacted. Threats must be reported to the principal immediately.

40. Tobacco

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

41. 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. Also, former students who have received a no trespassing letter are not to enter upon school grounds or attend school-sponsored events. The exceptions are permission received from the school principal or the student participates in a school-sponsored event where a student from his assigned school or the general public has been invited. The school administration retains the right to use professional judgment when dealing with a situation involving trespassing and the disciplinary consequences.

B. A student already under suspension, expulsion, or permanent exclusion, shall not enter upon the grounds or premises of any school building nor attend any school sponsored events without the express permission of the principal.

Disciplinary Action: Student will be removed from school grounds, police may be contacted and further disciplinary actions may be assigned.

42. Truancy from School

Students are to attend school every day. When a student is not in school he or she is not receiving an education. Therefore, when the parent/guardian does not account for the absence of the student that student is considered truant from school.

The Ohio Truancy Law defines Habitual Truant as; “Any school age child who is absent without legitimate excuse for 5 or more consecutive days, 7 or more days in one month, or 12 or more days in one year.” This law also defines Chronic Truant as: “Any school age child who is absent without legitimate excuse for 7 or more consecutive days, 10 or more days in one month, or 15 or more days in one year.”

43. 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. Depending upon the circumstances, restitution may also be required.

44. Vandalism

A student shall not cause or attempt to cause by any means damage to school property (including graffiti, or spitting) or private property including classrooms/building phones, buildings, busses, equipment, or materials.

* Restitution for damaged property will be issued

**Family Educational Rights and Privacy Act (FERPA)
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 is

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.

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 they survey is funded in whole or in part by a program of the U.S. Department of Education:
 - Political affiliations or beliefs of the student or student's parent;
 - Mental or psychological problems of the student or student's family;
 - Sex, behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom there are close family relationships;
 - Legally recognized privileged relationships such as those with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or parents; or
 - Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of:
 - Any other protected information survey, regardless of funding;
 - 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
 - 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:
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - 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 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

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.

Appendix

Heskett Middle School

2011- 2012



**These pages are specific to Heskett Middle School,
in addition to the Student/Parent Handbook**



BEDFORD CITY SCHOOL DISTRICT

475 Northfield Road, Bedford, OH 44146-2201

TEL: 440.439.1500

DO NOT PRINT THIS PAGE!

HESKETT MIDDLE SCHOOL

2011 – 2012 CALENDAR

<u>AUGUST</u>	18	Seventh Grade and New Student Orientation–6:00 p.m. - A-L & 7:00 p.m.- M-Z
	22	FIRST DAY FOR TEACHERS
	23	FIRST DAY OF SCHOOL FOR STUDENTS!
	26	PTSA Back to School Bash – 3:00 p.m. - 5:00 p.m.
<u>SEPTEMBER</u>	5	LABOR DAY – NO SCHOOL
	8	OPEN HOUSE & PTSA Book Fair – 6:30 p.m. - 9:00 p.m. (Early Dismissal)
	17	Football Extravaganza – 6:00 p.m. - 7th grade vs. Wiley MS 7:30 p.m. – 8 th grade vs. Milkovich MS
	23	MID-TERM OF THE FIRST GRADING PERIOD
	28	SCHOOL PICTURE DAY
<u>OCTOBER</u>	4	Mid-term Reports Mailed
	5	FALL SPORTS PICTURE DAY
	13	FALL PARENT-TEACHER CONFERENCES – 4:30 p.m. - 7:30 p.m.
	14	NEOEA DAY – NO SCHOOL
	22	Make A Difference Day
	27	Charity Basketball Game: District Staff vs. Police Officers – 6:30 p.m. – BHS
	28	END OF THE FIRST GRADING PERIOD
	28	Student Council Halloween Party – 3:00 p.m. – 5:00 p.m.
<u>NOVEMBER</u>	3	Fall Sports Awards Program – 6:30 p.m. – Auditorium
	4	Report Cards Mailed
	8	ELECTION DAY- TEACHER IN-SERVICE NO SCHOOL
	11	1 st Grading Period Academic Awards Program-7 th grade-9:15 am; 8 th grade-1:15 pm
	18	H.E.S.K.E.T.T. Night – Grade 7 – 5:00 p.m. - 9:00 p.m.
	23	CONFERENCE COMP DAY – No School
	24-25	THANKSGIVING BREAK!
<u>DECEMBER</u>	9	MID-TERM OF THE SECOND GRADING PERIOD
	14	Hand Bell and Vocal Chorus – 7:00 p.m. - Auditorium
	16	Mid-term Reports Mailed
	16	PTSA Winter Dance - 3:00 p.m. – 5:00 p.m. – Gym
	21	National Junior Honor Society Induction Ceremony – 9:15 a.m. – Auditorium
	22	WINTER BREAK BEGINS!
<u>JANUARY</u>	4	SCHOOL RESUMES
	13	Eighth Grade Student/Parents’ BHS Orientation – 7:00 p.m. – <u>BHS</u> Auditorium
	13	Heskett Tribute to Dr. Martin Luther King, Jr. – 1:30 p.m. – Auditorium
	16	DR. MARTIN LUTHER KING JR.’S BIRTHDAY - NO SCHOOL
	20	END OF THE SECOND GRADING PERIOD - END OF THE FIRST SEMESTER
	24	Winter Instrumental Concert – BHS 7:00 p.m.
	26	Science Fair for Students – GYM 6:30 p.m.
	27	Report Cards Mailed

HESKETT MIDDLE SCHOOL

2011 – 2012 CALENDAR

<u>FEBRUARY</u>	1	ORGANIZATION AND WINTER SPORTS PICTURE DAY
	3	2 nd Grading Period Academic Awards Program – Grade 8 - 9:15 am; Grade 7 - 1:15 pm
	14	Student Council Valentine’s Day Dance – 3:00 p.m. – 5:00 p.m. – Gym
	17	MID-TERM OF THE THIRD GRADING PERIOD
	20	PRESIDENTS’ DAY – NO SCHOOL
	24	Soul Food Fest & African American History Program – 6:00 – 8:30 p.m. –Café/Auditorium
	24	Mid-term Reports Mailed
<u>MARCH</u>	1	Heskett Drama Club Matinee – 3:00 p.m. – Auditorium
	2	Heskett Drama Club Production – 6:30 p.m. – Auditorium
	8	SPRING PARENT-TEACHER CONFERENCES – 4:00 p.m. – 7:00 p.m.
	14	Heskett Winter Sports Awards Program – 7:00 p.m. – Auditorium
	23	END OF THE THIRD GRADING PERIOD
	30	Report Cards Mailed
<u>APRIL</u>	4	3 rd Grading Period Academic Awards Program-7 th grade-9:15 am; 8 th grade-1:15 pm
	4	SPRING INSTRUMENTAL CONCERT @ BHS – 7:00 p.m,
	6	Good Friday - SPRING BREAK BEGINS!
	17	SCHOOL RESUMES
	18	SPRING SPORTS PICTURE DAY
	23-27	OHIO ACHIEVEMENT TEST – GRADES 7 & 8
<u>MAY</u>	4	MID-TERM OF THE FOURTH GRADING PERIOD
	10	Vocal/Hand Bell Concert – 7:00 p.m. – Auditorium
	11	Columbus/Carylwood 6 th Grade to visit
	11	Mid-term Reports Mailed
	14-18	PTSA Book Fair
	16-18	Washington, DC Trip
	25	Eighth Grade Farewell Dance – 7:00 p.m. – 10:00 p.m.
	24	Fashion Show Extravaganza – 6:30 p.m.
	26	Swings-N-Things
	28	MEMORIAL DAY – No School (Band performs in the Memorial Day Parade)
	30	Spring Sports Awards Program – 7:00 p.m. – Auditorium
	31	ACADEMIC AWARDS PROGRAM – 6:00 p.m. – BHS Auditorium
<u>JUNE</u>	1	EIGHTH GRADE RECOGNITION PROGRAMS – 9:15 a.m. (A – L) & 1:15 p.m. (M – Z)
	4	FINAL EXAMS
	5	FINAL EXAMS with EARLY DISMISSAL at 11:00 a.m.
	6	LAST DAY FOR STUDENTS, FINAL EXAMS, EARLY DISMISSAL at 11:00 a.m.
	6	END OF THE FOURTH GRADING PERIOD & SECOND SEMESTER

HAVE A GREAT SUMMER!

School Information and Procedures

SCHOOL COLORS: Green and White

SCHOOL NICKNAME: HESKETT BEARCATS

ACADEMIC REQUIREMENTS

Students are required to be active participants in their education. Students may not refuse to do an assignment in class, nor be disruptive and interfere with others' learning. Students who are not working will receive consequences as assigned by their teachers or the administration, in addition to jeopardizing their grades. School personnel may also request parent/guardian conferences so that we may all work to address academic and/or behavioral concerns.

ARRIVAL AND DISMISSAL

Upon arrival on school grounds, whether by walking, parental or school bus delivery, students may not leave school property before or during the school day without permission. Students may not go to area stores or walk off the property. Students are to report to the cafeteria or auditorium and remain there until being dismissed to their lockers at 8:00 a.m. An exception will be any student who has made prior arrangements to meet a teacher for tutoring. All students must be in their first period class by 8:10 a.m. Any student arriving after 8:10 a.m. will be considered tardy and may receive disciplinary action. All students must leave the school by 2:45 p.m., unless staying for a pre-arranged, supervised activity. A parent/guardian must send a signed hand-written note to the grade level office if there is a change in the way a student will be transported home (i.e. different bus, being picked up by someone, etc.).

Parents delivering or picking up students at school should use the side parking lot by the flagpole. School buses have the right of way, and parents should yield to them at all times. Also, watch for children who walk home, but exit through the north parking lot.

ATHLETIC AND ACTIVITY ELIGIBILITY 2011-2012

A student must pass *two standards* to be eligible to participate in athletics in the Bedford City School District. The first standard the student must pass is the Ohio High School Athletic Association requirement of passing 5 classes at the 7th-8th grade levels. If the student does not meet this standard they are ineligible until the next quarter grades are posted. The student will not qualify for the second standard.

If the student qualifies under the first standard of eligibility they will have to meet the second standard set by the Bedford Board of Education.

STANDARD ONE

Ohio High School Athletic Association Standards

Grades 7-8

1. To be eligible under the standards of the association you must be scheduled for and pass no less than 5 courses per quarter.

2. Fall eligibility is based off the previous 4th quarter grading period
3. Winter eligibility is based off the 1st quarter grades and the 2nd quarter
4. Spring eligibility is based off 3rd quarter grades
5. *Summer school grades do not count toward eligibility*

STANDARD TWO

Bedford City School Standards

1. To be eligible you must meet state standards and carry at least a 2.00 GPA. If you meet the state standards, but not the Bedford standard you may still participate, but you will be declared conditional. The conditional period will end at the midterm of the quarter after conditional eligibility was established.
2. If you are on a conditional basis you will still be able to participate as if you were eligible, but you must go to study table, have tutoring on your schedule or get tutoring after school from a teacher you currently have for class.
3. You must achieve a 2.00 GPA or higher by the midterm to continue to participate. If you do not, you will no longer be on the team or in the activity for the remainder of that quarter.
4. If 3 hours of intervention is not completed you will be removed from events until the quarter report card.

Students assigned to Out-of-School Suspension (O.S.S.), or Opportunity School may not participate in sports practice, competition for the day, or any other extra-curricular activities on the day he/she is assigned. Students must attend school for at least 3.5 hours in order to participate in sports or extra-curricular activities for that day. Students who fail to return school equipment or uniforms will be held responsible for the replacement cost, and may be excluded from activities until compensation is made.

ATHLETIC AND OTHER EVENT SPECTATORS

While attending events, it is important to remember all of us (participants and spectators) represent Heskett Middle School. Students failing to show appropriate behavior may be removed from one event or all events for the rest of the season. The participant/spectator guidelines are:

1. Students are to be courteous and polite at all times. Booing is impolite, shows poor sportsmanship and will not be permitted. Inappropriate comments to visiting or home team members, spectators or officials will not be tolerated.
2. Unsportsmanlike conduct will result in ejection from the event.
3. Students are not to go under the bleachers.
4. Spectators are to remain seated in the stands during the game. Individuals may leave and re-enter at half time, but under no circumstances are spectators ever to cross the playing court.
5. Students should take their coats and homework materials with them to the game.
6. No food or drink is permitted in the gymnasium.
7. Students must be present in school for at least 3.5 hours in order to attend after-school activities.
8. **Any student serving O.S.S. or ISR is ineligible to attend any after-school activity the day the suspension or restriction is served.**

ATTENDANCE PROCEDURES

A. ABSENCE - When a student must be absent from school, it is the parent's responsibility to call the school prior to 8:30 a.m. to report the child's absence. According to the Missing Children's Act, the

school must initiate contact with the parents or legal guardians on the day a student is absent. This is done for the protection and safety of the child. Please assist us with this by calling the office if a student is not going to be in school. **The Attendance Office number is (440) 439-4485.**

- B. EARLY DISMISSALS - Ideally, all student appointments should be scheduled outside of school hours. When necessary, parents may sign a note which states the reason for the requested early dismissal. The note is to be presented at the Assistant Principal's Office before 8:10 a.m. Students with an approved early dismissal must sign out in the office before leaving the building. Students returning to the building the same day must sign in. Students leaving school before 11:30 a.m., and not returning, will be issued a 1/2 day p.m. absence. Students leaving school after 1:30 p.m. will be issued an early dismissal and not considered an absence. **Due to bus arrivals, parents are requested NOT to schedule early dismissals between 2:15 p.m. and 2:40 p.m.**
- C. UNEXCUSED ABSENCE - Absences are marked unapproved for students if the parent/guardian does not contact the school. Parents will receive a phone call. In order to change an absence to excused, the parent/guardian must contact the student's grade level office within 5 school days. Schoolwork may not be completed for credit on days when the absence is unexcused. When a student is absent from school or fails to properly sign-in or sign-out, it is considered truancy. Unexcused absences will result in suspension and appropriate authorities will be contacted. The following are common **inexcusable absences** in accordance with State attendance laws:
- Truancy
 - Babysitting
 - Birthday
 - Missing a ride
 - Missing the bus (school bus or RTA)
 - Oversleeping
 - Non-school trips
 - Car problems
- D. EXCUSED ABSENCE - An excuse for absence or tardiness from school may be approved for the following conditions:
- a. Personal illness
 - b. Death of a relative
 - c. Quarantine of the home
 - d. Observance of a religious holiday
 - e. Absence of parent or guardian
 - f. Illness in the family
 - g. Emergency set of circumstances which in the judgment of the Principal, or designee, constitutes a good and sufficient cause for absence
 - h. Doctor/Dentist - Students who miss school due to medical appointments must bring documentation from the doctor upon their return to school for the time missed, to be marked as excused.

ATTITUDE AND RESPECT

1. Students are to respond promptly to the directions of all staff members at all times. Refusal to do so is considered insubordination, which is a serious breach of the Heskett Code of Conduct.
2. Students are expected to be respectful to all adults in the building and to peers. Using put-downs, teasing, threatening or displaying a rude attitude are all disrespectful behaviors that will not be tolerated.
3. Students are to enter offices and classrooms quietly and respectfully.
4. Good manners are expected of all students at all times. All requests made by students should be made politely and with consideration for others.

AUDIO-VISUAL MATERIALS AND EQUIPMENT

Our school has an excellent collection of audio-visual and other multimedia equipment. Proper care and security of this equipment is essential. Students are not allowed to operate or be in the possession of audio-visual equipment without authorization by their teacher. Use of the equipment is restricted to school activities.

BAND, CHORUS, ORCHESTRA

All seventh and eighth graders, who have been members of a school band and have the approval of the band director, may join the Heskett Band. Band class is held during school hours. However, part of the band experience is the participation in evening performances and marching in the Memorial Day Parade. Evening performances are required and are an important part of the student's grade. Performance participation is a mandatory activity for band, chorus, and orchestra students.

BELL SCHEDULE

8:10-8:50	1 ST PERIOD
8:53-9:33	2 ND PERIOD
9:33-9:38	ANNOUNCEMENTS
9:41-10:21	3 RD PERIOD
10:24-11:04	4 TH PERIOD
11:07-11:42	5 TH PERIOD 8 TH GRADE LUNCH
11:45-12:32	6 TH PERIOD
12:35-1:10	7 TH PERIOD 7 TH GRADE LUNCH
1:13-1:53	8 TH PERIOD
1:56-2:36	9 TH PERIOD
2:36-2:40	ANNOUNCEMENTS

BICYCLES

City ordinance requires the registration of all bicycles. The school assumes no responsibility for bicycles. Bikes ridden to school must be walked while on school property, properly parked in the provided bike racks and secured with a personal lock.

BUS ROUTES AND OPERATING POLICIES

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 – members of the Bedford Board of Education, parents, 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 WITH WRITTEN PERMISSION FROM PARENTS/GUARDIANS ONLY**. All requests must be submitted to the assistant principal's office for approval before 8:05 a.m.

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

1. See that students 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 students 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, countersigned by the assistant principal and presented to the driver.
3. Parents can assist the school program by teaching their children traffic safety procedures.
4. Parents 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 signature and returned to the driver the following school day.
6. Parents are asked to review this information with their children and remind them that parents may be inconvenienced when children are denied bus privileges.
7. Parents are not permitted to ride either to or from school on the school bus.
8. Students have duties and obligations, which contribute to their safe and orderly bus riding. The following rules will help provide some guidelines for bus riding.
 - A. Enter and exit the bus at your designated stop in an orderly manner.
 - B. Eating, littering and chewing gum are not permitted on a bus.
 - C. There must be absolute quiet at railroad crossings and other places of danger as specified by the driver.
 - D. 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.
 - E. You must NOT change seats while the bus is in motion.
 - F. Do not throw objects while on the bus.
 - G. You must not hang any object or part of your body out the bus window.
 - H. Smoking, consuming alcoholic beverages, and fighting will cause immediate termination of bus riding privileges.
 - I. 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.

- J. Animals are not permitted on a school bus.
- K. Glass jars, balloons, toys and electronic devices and the use of cellular phones are not permitted on school buses.
- L. When dismissed from school go promptly to your bus.

Safe operation of the bus requires students to follow the bus rules at all times. Misconduct may result in loss of bus privileges, writing assignments, or other school consequences.

Bus routes and stops are established by the district's transportation department and questions may be answered by calling Transportation at (440) 439-4234. Students and parents are encouraged to immediately notify Transportation or the school if any safety hazards have been noted concerning a bus.

Upon dismissal, all students must report promptly to their buses. **Once an administrator or a member of our security personnel has ordered that the bus doors be closed to prepare for departure, no students will be permitted to board.** Students arriving late to the bus or missing their bus ride will have to make alternative transportation arrangements.

CAFETERIA BEHAVIOR and FOOD SERVICE

Breakfast, plate lunches, and a la carte foods are available. A student may apply for free or reduced lunch by having his/her family complete an application form and submitting it to a homeroom teacher or the office. Parents are requested not to bring fast food to their children for lunch. Any lunch money brought to a student must be given directly to a cafeteria staff member to be put on the student's account. Students are expected to act appropriately while in the cafeteria during their breakfast and lunch periods.

1. Students are to be seated and quiet. Lunch monitors will excuse sections to the lunch lines.
2. Students are expected in the cafeteria no later than five minutes after the tardy bell, or they will be marked as tardy. This extra time before lunch should be used to get afternoon materials from lockers.
3. Students are to remain at their assigned seats unless purchasing food or throwing away garbage.
4. Students may not take food from others' plates, or circulate asking for money or food.
5. Students are expected to ask permission of the monitors to leave the cafeteria for any reason, including the resource center, restroom, and locker.
6. All students seated at a table are responsible for cleaning the table and picking up any items that are found on the floor around or under the table.
7. Cafeteria personnel and cafeteria monitors must be treated with respect and good manners.
8. Appropriate language and reasonable voice volume is expected at all times.
9. Chairs are expected to be pushed in before leaving the table.
10. Throwing of food or any object in the cafeteria will result in an immediate referral to the office.
11. Eating in the cafeteria is a privilege. Students with behavioral violations may be assigned an alternative location for lunch.

CARE OF PROPERTY

Damage to or loss of school equipment and facilities undermine the school program. Therefore, if a student does damage to or loses school property, the students or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to school discipline and/or police action. In the event that a textbook is lost, the student must notify his/her

teacher. The teacher will send a notification form regarding the lost textbook to the parent/guardian. This form must be signed and returned to school before another textbook can be issued. All textbooks need to be covered with removable book covers.

CLINIC

The goal of our clinic is to protect and promote the physical and emotional health of the students. Our clinic program consists of vision and hearing screenings, health consultations, evaluation of ill and injured students, and health record maintenance. Clinic personnel will refer students with suspected physical problems to their parents/guardians for follow-up by their healthcare provider. No medication will be administered without written consent signed by both the physician and the parent/guardian. A Bedford City School District Authorization for Medication or Treatment form is located in the back of this handbook.

Whenever students become ill during school hours, they are to report to the clinic with a pass from a staff member. If students are too ill to return to class, parents/guardians will be notified and arrangements made for the student to go home. Students will report to the Assistant Principal's Office when the clinic is closed. Clinic hours are from 8:10 a.m. to 2:40 p.m.

Any communicable disease (i.e., strep, mono, chicken pox, etc.) must be reported to the school. Students who are identified with head lice will be sent home for treatment. Upon return to school, the student must receive clearance from the clinic nurse before returning to class.

CONFERENCES

Positive communication between parents and teachers contributes to the child's success in school. Therefore, fall and spring conferences will be scheduled to provide an opportunity for you to meet with your child's teachers to discuss the educational program and your child's individual progress. Additional conferences may also be scheduled. Your child's teacher, or the Guidance Counselor, will contact you about setting a mutually convenient time. You may also initiate a conference by contacting the Guidance Office at (440) 439-4472.

DANCES

All dances held at the school must be approved by the administration and chaperoned by parents, teachers and administrators. Appropriate dress and behavior is required. Close or otherwise inappropriate dancing is forbidden. Criteria for attending will be established for dances, including the following: Students must attend school all day the day of the dance unless they are on an approved field trip, may not have served In-School Restriction or Out-of-School Suspension that day, and must meet the criteria regarding grades and behavior referrals established for the period preceding the dance. Students who display inappropriate behavior will be removed and sent home.

EMERGENCY DRILLS

Fire Drills, Tornado Drills, and Secure Our Schools Drills are conducted monthly throughout the school year. Designated exits and safe areas are posted inside the door of each classroom. During tornado drills each classroom goes to a designated area within the building. All children should kneel with hands covering their heads and face toward the wall. For fire drills, each class has an escape route to an outside area a safe distance from the building. Children are directed to these designated areas in less than 75 seconds in a safe, quiet, and orderly manner. During a Secure Our Schools Drill, teachers and

students are instructed to stay securely and quietly in the classroom until the principal concludes the drill. A detailed emergency preparedness plan is available in the school office.

EQUIPMENT USAGE

Our school contains a variety of educational, safety, and maintenance equipment. Students should not use or handle equipment unless they have been specifically authorized to do so. When school equipment is damaged through negligence or unauthorized use, the party at fault is held financially responsible.

GRADING SCALE

The grading scale used in the Bedford City School District is as follows:

Percent	Letter Grade	Rating	Regular	Weighted
100+	A+	Superior	4.1	5.1
94-99	A	Superior	4.0	5.0
92-93	A-	Superior	3.9	4.9
90-91	B+	Above Average	3.1	4.1
85-89	B	Above Average	3.0	4.0
83-84	B-	Above Average	2.9	3.9
81-82	C+	Average	2.1	3.1
76-80	C	Average	2.0	3.0
74-75	C-	Average	1.9	2.9
72-73	D+	Below Average	1.1	2.1
67-71	D	Below Average	1.0	2.0
65-66	D-	Below Average	0.9	1.9
0-64	F	Failure	0.0	0.0

*Note: Only Advanced Placement (AP) courses are weighted. Class rank is determined with weighted grades included.

GUIDANCE SERVICES

School counselors are available in each service center to assist with questions regarding class scheduling, career choices, social problems, and crisis situations. Counselors provide opportunities for students as individuals or in groups to discuss feelings, attitudes, goals, and problems in a confidential and supportive environment. Counselors confer with parents/guardians and teachers regarding the academic progress of students. Counselors provide materials and help students and their families learn about scheduling, standardized testing, careers, and the transition between Heskett Middle School and Bedford High School. Appointments with the counselors may be scheduled by calling (440) 439-4472.

HOMEWORK

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for students to work and by seeing that assignments are completed. If a student misses more than three days of school due to illness, a parent can request the work and pick it up after 3:00 p.m. the following day.

HOMEWORK POLICY

Definition: Homework is the reinforcement or extension of the Academic Content Standards taught in the lesson. Homework must be **completed and handed in on time for full credit**. Late assignments will be accepted for **partial credit** up to 3 days after the due date. After 3 days, the assignment will receive **“0” (zero) points**.

ILLNESS OR INJURY

In case of illness or injury, the school nurse or a member of the school staff will care for a child temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken by rescue squad to an emergency room at a local hospital. Remember, a current emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at Heskett at all times!

IMMUNIZATIONS AND VACCINATIONS

State Law requires that every child who is admitted to public school must have evidence of successful vaccinations for diphtheria, tetanus, whooping cough, and polio. A rubella/rubeola vaccination and a tuberculin skin test are also required. All seventh grade students must have records of a second dose of measles, mumps and rubella vaccine on file in the clinic before starting school. This is a requirement by the Ohio Department of Health.

LOST AND FOUND

All clothing found in the school, regardless of its value, is placed in the lost and found room near the Assistant Principal's Office. Money, jewelry, glasses, keys, or any other articles of value are turned in to the office. Students may claim them after providing proper identification. Students are encouraged to turn in any "found" items immediately. All unclaimed items are donated to charity.

MAKE-UP WORK POLICIES

1. Students absent for three (3) or more days, due to illness, a parent/guardian can request the work and pick it up after 3:00 p.m. Requests for collections of make-up work require 24-hours advance notice. This allows teachers time after school to gather the assignments. All work is due within three days of the student's return to class unless other arrangements are made with the teachers.
2. Out of School Suspension of one to three days - Student must ask for his/her work upon returning to school. All work is due within three days of the student's return to class.
3. Out of School Suspension of four to ten days - Upon the request of the parents or guardian, students will be permitted to make up work. However, the parent or guardian must pick up the work after 3:00 p.m. on the second day after the request is made. All work is due within three days of the student's return to class.

NEWSLETTER

Heskett teachers submit news articles that are published in our newsletter. The Heskett Herald is compiled with information and is distributed on a quarterly basis throughout the year. This is a great publication that informs students and parents of the wonderful activities and events happening at Heskett.

PARENT INVOLVEMENT OPPORTUNITIES

Families are an important part of Heskett Middle School. Parents, grandparents and guardians are encouraged to become active partners with Heskett Middle School. There are many opportunities for involvement including the Heskett Parent Booster Club, the Heskett Parent Teacher Student Association (PTSA), the Bedford Band and Orchestra Parents (BBOP), and the VITAL Volunteers Program.

PEER MEDIATION

This program is student led with a teacher advisor. At Heskett Middle School, a trained member of the Peer Mediation/Conflict Resolution Team runs Peer Mediation. Recommendations for participation in Peer Mediation can come from any staff member or by student request. Students are encouraged to use this service to combat conflict during the school day. All sessions are structured, supervised and confidential.

PHYSICAL EDUCATION

PARTICIPATION: Physical Education is an important part of the educational experience. If, for any medical reason, a student cannot participate in physical education activities, he/she must have a written excuse from his/her doctor. The excuse must state the reasons for excusing the student and the exact date(s) to be excused. The instructor will excuse the student who has a doctor's excuse, but students who bring notes from home asking to be excused from class are still **REQUIRED TO DRESS FOR PHYSICAL EDUCATION**, even if not required to participate.

LOCKERS: **Students are to use a personal combination lock on the physical education locker. The school will not be responsible for unsecured belongings.** The school is not responsible for any lost, stolen, or damaged items while a student is participating in physical education.

UNIFORMS/DRESS: Students are also required to wear proper attire and participate in physical education activities. Appropriate physical education attire includes: tennis shoes, athletic socks, gym shorts (no cut offs) or sweat pants that are not worn as school attire that day, and a P.E. T-shirt. Purchase of a P.E. T-shirt is required for all students new to Heskett. Eighth grade students have the option of purchasing a new physical education shirt or wearing last year's shirt, if wearable. Wearable means no holes, torn parts, or stains. Wearing physical education attire over street clothes is not permissible.

NON-DRESS: If a student is not dressed for Physical Education class, his/her grade will be affected. The student may receive disciplinary consequences from the teacher. Persistent non-dress may be referred to the office for further progressive discipline. Students failing to dress for class as required must bring writing materials to class and are given a writing assignment during the class period.

At the beginning of each quarter, students will be given a clean slate for non-dresses.

SAFETY RULES: Important safety regulations that are in effect at all times in the gym area:

1. All students must stay off of all apparatus set up in the gym or auxiliary rooms unless supervised by a teacher.
2. No one is to use the wrestling or tumbling mats without supervision.
3. Horseplay is forbidden in the gym area, locker rooms, and shower area.
4. All students must remain in the gym area until dismissed by the teacher.

PROMOTIONS, PLACEMENTS, AND RETENTIONS

Promotions and retentions are based on an evaluation of academic, physical, social, and emotional growth. The primary reasons for considering 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 can assume their child will be promoted unless the alternative of retention has been discussed during the school year, or the week after school has ended. Parents will be involved in any retention decision. Formal, written documentation regarding the student'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.

QUALITY WORK POLICY

Definition: Quality work is **C**omplete, **A**ccurate, and **L**egible, and responds to the specific directions for any given assignment. Where appropriate, quality work will require correct spelling, grammar and complete sentences.

C.A.L. - C = Complete A = Accurate L = Legible

When the assignments submitted by our students do not meet the standard for "Quality Work", teachers will return the work to the student and a zero "0" will be recorded in the grade book until the assignment is resubmitted up to standard for a grade.

REPORT CARDS AND PROGRESS REPORTS

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. 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 to create 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 are issued for all students four (4) times each year. At the end of each grading period, report cards are mailed home contingent upon all school fees being paid.

When a student appears to be at risk of failure, Mid-Term Progress Reports will be mailed home mid-way through the grading period. This notification is provided so parents can meet with the teachers about what actions can be taken to improve poor grades. The following criteria will be used in determining which students will receive these reports:

1. Shows a significant decrease in a previously earned grade (i.e. drop in a full letter grade)
2. Shows a marked improvement at the mid-term point of the grading period
3. Has parents/guardians who request a mid-term progress report for each grading period
4. Is in danger of receiving a failing mark for the end of the grading period

5. Is being considered for support services
6. Is being considered for Placement or Retention and additional information is needed
7. Has the ability but shows no effort to improve and maintains consistently low grades during the grading period

If a student does not fall into any of the above-mentioned categories, it can be assumed that the student is working up to expectation.

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.

RESOURCE CENTER

A full service Resource Center is available to all students from 7:45 a.m. until 3:00 p.m. each school day. Every student is given a bar code with his/her assignment book that enables him/her to check out books, magazines, and encyclopedias. Some materials cannot be checked out, but copies can be made for \$.15 per page. Students will not be allowed to check out books if they owe a library fine. In addition, a final report card will not be issued if a fee is owed. Students are encouraged to read and use the Resource Center often. The Resource Center should never be used as a cut-through from one side of the building to the other side.

STUDENT MANAGEMENT ROOM (SMR)

SMR is a "holding room" for students disrupting the learning environment during class time. SMR allows the student to be responsible for his/her actions and emphasizes that time in class and on task is of the utmost importance. Students may be assigned to the SMR room for a period or class block (2 periods) for disruptive behavior during class. When assigned to SMR, students will be expected to return to complete a Working Lunch Session(s) the following day. During this time, students will complete all class work missed while in SMR.

Students may receive full credit for work completed during Working Lunches as long as the C.A.L. policy is being followed. During Working Lunches, students will be offered a choice of peanut/butter jelly sandwich or a cheese sandwich box lunch. The student may choose to brownbag their lunch, however, **no fast food will be allowed to be delivered.**

Progressive disciplinary actions will take place when student is referred multiple times to SMR.

STUDENT RECOGNITION

The staff at Heskett Middle School is committed to educational excellence and strives to promote academic achievement in all of our students. Students are recognized by their teachers for academic achievement during quarterly Academic Awards Programs.

4.0 – 4.1+ GPA	High Honors
3.3 – 3.499 GPA	Merit
3.0 – 3.299 GPA	Honors
3.0 – 3.299 GPA	Achievement

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, 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 the parents' 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 through the originator and parents should keep copies of such records for their home file. Parents 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 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

Student verification will be ready within 24 hours of your request.

TARDY POLICY (see page A17)

Definition: A student is on time to class when their entire body is through the threshold of the doorway once the bell has stopped ringing. If the entire body is NOT through the threshold of the doorway, the student will be marked TARDY to class. The FIRST time a student is tardy to class, they will receive an "ON TIME TO CLASS CONTRACT" (see page A18), to be signed by both the student and parent then returned to the teacher the following day; otherwise, consequences will be assigned to the student.

VACATIONS

Vacations during the school year are discouraged. If a student will be absent from school because of a family vacation, please inform the principal and the student's teachers, in writing, prior to the trip. All vacations must be approved by the principal **prior** to leaving school. If possible, school assignments will be given in advance if time permits. Students must assume responsibility for class assignments and tests when they return to school. Upon approval, 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.

WASHINGTON, D.C. TRIP

Heskett sponsors a trip to *Washington, D.C., for eligible eighth graders. This trip is an educational culmination of the eighth grade curriculum. An informational night is held in the fall for eighth graders

and their parents/guardians. Parents and students are expected to sign contracts for eligibility criteria. In order to attend the trip, students must meet the following criteria:

1. Maintain a 2.00 GPA and receive no failing grades for the second semester.
2. Receive no more than three discipline referrals for the second semester.
3. All school fees/fines must be paid in full. *(Any refunds due to parent/student will be less any fees/fines that are due.)

WORK PERMITS

All students between the ages of 14 and 18 years of age must have a work permit in order to be legally employed whether full or part time. Application for a permit can be picked up in the Eighth Grade Service Center upon assurance of a job. There are three required sections of the form to be completed before the issuance of a work permit:

- **Student Section**
- **Physician Section**
- **Employer Section**

Reapplication must be made if the student changes jobs.

HESKETT MIDDLE SCHOOL TARDY POLICY

(Revised August 28, 2011)

**Students are expected to be in their classrooms when the tardy bell for each period is finished ringing.
NO EXCEPTIONS!**

In an effort to encourage the students' prompt arrival to class, unannounced Tardy Sweeps will occur. Students who are in the hallway without a pass during a Tardy Sweep will be immediately directed to go to the auditorium. Upon arrival to the auditorium, students will be given the appropriate consequence based on the progressive consequences stated below. It is the student's responsibility to make up the class work he/she missed due to the time spent in the auditorium waiting to be processed.

Persistent Absence or Tardiness: A student shall not be tardy or truant to school or class. Any student who is absent from school without the knowledge of his/her 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 drivers license. Students receive no credit for work missed during truancy. A student shall not leave school property or assigned area prior to dismissal time without official permission.

Students will be assigned consequences by teachers and administrators for being tardy to class. Students who are excessively tardy may be assigned Opportunity School or Out-Of-School Suspension for repeat offenses and persistent violation of rules and regulations.

All teachers will close their doors at the sound of tardy bell. Late students will be directed to SMR and given an immediate consequence for being late to class. If student is tardy three times in a day, an office referral will be written.

Progressive Consequences are as follows:

1 st Tardy	Sign "On Time To Class Contract" & return with Parent Signature
2 nd Tardy	Phone Call Home - complete "Tardy To Class" writing assignment & return with Parent Signature
3 rd Tardy	Recorded in Tardy Book – Office Referral – 1 day Opportunity School
4 th Tardy	Recorded in Tardy Book – Office Referral – 2 days Opportunity School
5 th Tardy	Recorded in Tardy Book – Office Referral – 3 days Opportunity School
6 th Tardy	Recorded in Tardy Book – Office Referral – 4 days Opportunity School
7 th Tardy	Recorded in Tardy Book – Office Referral – 5 days Opportunity School
8 th Tardy	Recorded in Tardy Book – Office Referral – 1 day Out of School Suspension

Anything beyond the eighth tardy will be considered as a repeated violation of the Heskett School Rules and Regulations. Students attending Opportunity School must be picked up at 4:15 p.m. by a parent.

*Please Note: Chronic absences or tardiness is a violation of Ohio Mandatory Attendance Laws. Students and parents in violation will be referred to Juvenile Court.

On Time To Class Contract

Student _____ Date/Time of Tardy _____

Teacher _____ Class/Period _____

Please read this contract with your Parent/Guardian. You must return this signed contract to your teacher tomorrow.

Punctuality is an important quality for success in school, work and life. Being on time enables a person to engage fully in the event that is happening in a calm and organized manner. Developing the quality of punctuality early in life ensures that a person will be prepared to meet the demands of school, work and life.

Consequences of being late to class.

Being late to class is not just about breaking rules. For example, when you are late to class, you may:

- Miss important announcements or assignments
- Lose out on part of the lesson
- Disturb the other students
- Delay the class in getting started
- Upset the daily schedule
- Make it harder for everybody to learn

Contract Agreement...

Since punctuality is so important in all parts of life, I agree to develop that quality in myself and I need to start now. I need to be on time for every class. I need to be in the room, in my seat, and ready to learn. I will commit myself from now on to being on time for every class. I will be prepared mentally and physically to take full advantage of every moment of my educational experience.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Writing Assignment for 2nd Tardy To Class

Please copy the following on a sheet of loose-leaf paper and staple to this sheet. Sign the bottom and return to your teacher tomorrow.

CLASS/PERIOD

TEACHER

TIME

Punctuality is an important quality for success in school, work and life. Being on time enables a person to engage fully in the event that is happening in calm and organized manner. Developing the quality of punctuality early in life ensures that a person will be prepared to meet the demands of school, work and life.

Being on time for class is critical for success. When a student is on time he/she is able to organize their materials and supplies and prepare mentally and physically to begin the lesson. They have time to open their notebook and scan the previous notes to refresh their minds as to the content of the lesson. They have time to get their writing instruments out and any needed paper or worksheets. They are ready to learn when the teacher begins the lesson so they will not miss any information. When everyone is on time the class can begin promptly and valuable educational time is not wasted. This skill is important in middle school and even more important in high school where credits are essential for graduation and grade point averages are part of the permanent record viewed by employers and colleges. Tardies to school are also accessible to employers and may influence whether or not a person is considered for a job.

Punctuality to work is demanded in every job. Much productivity and money is lost when workers are late to work. Many employers have tardy policies that include consequences for being late to work. Some consequences include reduced pay, forced days off without pay, and even loss of employment. When workers are considered for promotions or leadership positions, which usually mean more money, punctuality is one of the deciding factors. Many companies have workers punch a time clock to insure punctuality.

In life being on time is a quality appreciated by family and friends. Events can begin on time. No one is late for a game, program or get together. People can be counted on to be where they say when they say. Arguments and hurt feelings are avoided and everyone gets along better.

Since punctuality is so important in all parts of life, I need to develop that quality in myself and I need to start now. I need to be on time for every class. I need to be in the room, in my seat, and ready to learn. I will commit myself from now on to being on time for every class. I will be prepared mentally and physically to take full advantage of every moment of my educational experience.

Student Signature _____

Date _____

Parent Signature _____

Date _____

Bedford City School District Student 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 for 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 "Student Acceptable Use and Internet Safety Policy" of the Bedford City School District. Upon reviewing, signing, and returning the policy consent form 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/she must have his/her parents or guardians read and sign the policy consent form.

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 consent form to the school as directed or, if under 18, does not return the policy consent form 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 usernames 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 that may be offensive to other users. Do not use network or Internet access to make, distribute, or redistribute jokes, stories, or other material that is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Do not assume that a sender of email is giving his/her permission for you to forward or redistribute the message to third parties or to give his/her email 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 fully investigated.

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. Do not 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 copyrighted 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 email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). All reports of harassment in cyberspace will be fully investigated.

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 should students identify K-12 student photos/video/work 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 that offer an authentic, real-world vehicle for student expression. Expectations for classroom blogs, student protected email, podcast projects or other web interactive use must follow all established Internet safety guidelines.

- A. 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.
- B. Students using blogs, podcasts, or other web tools are expected to keep all personal information out of their posts.
- C. 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 circumstance, agree to meet in person anyone they have met over the Internet.
- D. Any personal blogging or other online writing relative to class blogs/work is typically linked to a student profile and should follow the blogging guidelines above. Therefore, any time the log-in is used, the account should be treated as a school-related activity. Comments made on blogs will be monitored, and if they are inappropriate, deleted.
- E. Never link to websites from a blog without reading the entire article to make sure it is appropriate for a school setting.
- F. Students using such tools agree not to share their username and password with anyone, with the exception of teaching staff if asked, and treat webspaces as classroom extensions. "Speech" that is inappropriate for class is also inappropriate for the web.
- G. Students who do not abide by these terms and conditions will be subject to consequences appropriate to misuse.

V. Internet Safety

- A. *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.

- B. *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.
- C. *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.
- D. *Active Restriction Measures*: The district will utilize filtering software to prevent students from accessing visual depictions that are obscene, pornographic, or 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
Student Acceptable Use Policy and Internet Safety
Consent Form

As a parent or legal guardian of, _____, or myself a student
(print student first and last name)

over 18, I have read and understand the Student Acceptable Use Policy and Internet Safety Agreement and I agree to the terms and conditions stated therein.

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: _____ Grade: _____

Student's School: _____

Parent/Guardian Phone Number: _____

Parent/Guardian E-mail Address: _____

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____