# 2019-20 Berea-Midpark High School Handbook

Berea-Midpark High School  
165 East Bagley Road • Berea, Ohio 44017  
Office Hours: 7:00 a.m.–3:30 p.m., Monday-Friday

### 216-898-8900

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<th>Role</th>
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<th>Extension</th>
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<tr>
<td>Principal</td>
<td>Dr. Mark Smithberger</td>
<td>5407</td>
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<tr>
<td>Assistant Principal</td>
<td>Mr. Johnny Bollin</td>
<td>5409</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Mr. Mark Mucha</td>
<td>5413</td>
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<tr>
<td>Assistant Principal</td>
<td>Mr. Anthony Riccio</td>
<td>5412</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Mr. Gregory Soos</td>
<td>5808</td>
</tr>
<tr>
<td>Athletic Director</td>
<td>Mr. Adam Howard</td>
<td>5814</td>
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Activities/Events: 216-267-2057  
Athletics: 216-898-8902  
Attendance Line: 216-898-8901  
Transportation: 216-898-8301

### Guidance Counselors

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<tr>
<td>Mr. Robert Schuff</td>
<td>(A – Ct students)</td>
<td>5812</td>
</tr>
<tr>
<td>Ms. Sarah J. Kolis</td>
<td>(Cu – Ho students)</td>
<td>5826</td>
</tr>
<tr>
<td>Ms. Tina Medina</td>
<td>(Hp – Mi students)</td>
<td>5816</td>
</tr>
<tr>
<td>Ms. Laura Johnson</td>
<td>(Mj – Se students)</td>
<td>5829</td>
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<tr>
<td>Dr. Dawn Ruebensaal</td>
<td>(Sf – Z students)</td>
<td>5813</td>
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School Resource Officer  
Officer Gute: 5482

Polaris Career Center: 440-891-7600
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Dear Parent/Guardian,

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

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

Let's have a terrific year!

Sincerely,

Tracy L. Wheeler
Superintendent
Berea City School District is partners with FinalForms, an online forms and data management service. FinalForms allows you to complete and sign back-to-school and athletic participation forms for your students. The most exciting news is that FinalForms saves data from season-to-season and year-to-year, meaning that you will never need to enter the same information twice! FinalForms also pre-populates information wherever possible, for each of your students, saving you time.

You will need to review your information once per school year to verify information is current and sign the forms.

We are asking that ALL parents please register by going to the Berea City School District web site at www.berea.k12.oh.us and click on the word “Popular” in the upper right corner and from the dropdown list select FinalForms.

If you require any support during the process, scroll to the page bottom and click “Use Support.”

When entering the student portion in FinalForms for your student(s), be sure to use their Berea City School District Gmail account.

Note: If your student is NEW to the district (kindergarteners and transfers), upon completion of student registration, you will then be registered for FinalForms.

Thank you for your assistance in streamlining our paperwork processes in the Berea City School District.
Berea City School District  
390 Fair Street  
Berea, Ohio 44017  
216-898-8300  
www.berea.k12.oh.us

Twitter @BereaCSD  
Facebook.com/BereaCSD

Board of Education  
Ana Chapman | President  
Cori Farris | Vice President  
Steve Dockman  
Jeff Duke  
Neal Postel

Administration  
Tracy Wheeler | Superintendent  
Mike Draves | Assistant Superintendent

Lori Bobincheck | Director of Pupil Services  
Cristina Capretta | Director of Marketing and Community Relations  
Karen Frimel | Director of Academic Affairs  
Vincenzo Ruggiero | Director of Personnel and Employee Relations  
Michael Slivochka | Director of Business Services  
Vicki Turner | Director of Information Technology

School Directory  
Berea-Midpark High School | Mark Smithberger, Principal .................. 216-898-8900  
Berea-Midpark Middle School | Nick Discenza, Principal ..................... 216-676-8400  
Big Creek Elementary | Katie Rolland, Principal .......................... 216-898-8303  
Brook Park Memorial Elementary | Mike Kostyack, Principal ...................... 216-433-1350  
Brookview Elementary | Tracy Schneid, Principal ...................... 216-676-4334  
Grindstone Elementary | Teri Grimm, Principal ......................... 216-898-8305  
Snow School | Joseph Kornick, Principal ..................... 440-260-8251
The Berea City School District is a diverse community dedicated to inspiring lives of character, learning, leadership, and service.
1 Administration Building
   390 Fair Street
   Berea, Ohio 44017
   216-898-8300

2 Berea-Midpark High School
   165 E. Bagley Road
   Berea, Ohio 44017
   216-898-8900

3 Berea-Midpark Middle School
   7000 Paula Drive
   Middleburg Heights, Ohio 44130
   216-676-8400

4 Big Creek Elementary School
   7247 Big Creek Parkway
   Middleburg Heights, Ohio 44130
   216-898-8303

5 Brook Park Memorial Elementary School
   16900 Holland Road
   Brook Park, Ohio 44142
   216-433-1350

6 Brookview Elementary School
   14105 Snow Road
   Brook Park, Ohio 44142
   216-676-4334

7 Grindstone Elementary School
   191 Race Street
   Berea, Ohio 44017
   216-898-8305

8 Polaris Career Center
   (separate school district; serves BCSD students)
   7225 Old Oak Boulevard
   Middleburg Heights, Ohio 44130
   440-891-7600
   www.polaris.edu

9 Roehm Sports Complex
   Lou Groza Field
   7220 Pleasant Street (facing Bagley Road)
   Berea, Ohio 44017

10 Buildings & Grounds
    205 Riveredge Parkway
    Berea, Ohio 44017
    216-898-8302

11 Transportation
    235 Riveredge Parkway
    Berea, Ohio 44017
    216-898-8301

www.berea.k12.oh.us
This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Please take time to become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building administration. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board’s policies and Berea-Midpark High School’s rules as of August 2019. If any of the policies or administrative guidelines referenced herein are revised after that date, the language in the most current policy or administrative guideline prevails. Current copies of the Board policies and administrative guidelines are available from the principal and on the Berea City School District website.

**EQUAL EDUCATION OPPORTUNITY** Berea City School District Policy No. 2260

Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the school administrator or guidance counselor.

Complaints will be investigated in accordance with the procedures as described in the pages of this Handbook. Any student making a complaint or participating in a school investigation will be protected from any threats or retaliation.
ABSENCE FROM SCHOOL / DAILY ATTENDANCE Berea City School District Policy 5200

Berea-Midpark High School has a closed campus. No student may leave the building at any time for any reason without permission. All students are expected to be in school and in all classes, study halls and lunch on time, every day. Regular school attendance is very important to ensure the continuity of a student’s education. All students are expected to be in school every day unless ill or involved in a set of personal circumstances or family circumstances that constitutes a viable cause for absence.

Ohio State Board of Education Regulations
Governing excuses from Future School Attendance and Post Absences
3301-51-13

The State Board of Education has adopted regulations governing excuses from future school attendance and past absence from school attendance within the framework of section 3321.04, Revised Code. These rules and regulations are binding upon the authorities empowered to issue excuses from school attendance.

STUDENT ATTENDANCE RECORD Rule 3301-69-02

An excuse for absence from school may be approved on the basis of any one or more of the following conditions:

- **Personal illness**: The approving authority may require the certificate of a physician if he/she deems it advisable. If illness in the family. The approving authority may require a written statement from a physician and an explanation as to why the child’s absence was necessary. Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.

- **Death of a relative**: The absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence

- **Medical or Dental Appointment**: The approving authority may require a written statement from a physician or dentist and an explanation as to why the child’s absence was necessary.

- **Observance of religious holidays**: Any child of any religious faith shall be excused if his absence was for the purpose of observing a religious holiday consistent with his truly held religious beliefs

- **Emergency or other set of circumstances**: Circumstances which in the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school

- **College Visitation**: The approving authority may require verification of the date and time of the visit by the college, university, or technical college

- **Out-Of-State (3321.04I)**: School districts, community schools, and STEM schools (Science, Technology, Engineering and Mathematics) are required to count as excused absences, up to four (4) days per year, time that a student is absent from school for the sole purpose of traveling out of state to participate in an enrichment activity approved by the district or school governing body or in an extracurricular activity. The student is required to make up all missed classroom assignments. It is specified that, if the student will be out of state for four (4) consecutive school days for a school-approved enrichment activity, a classroom teacher employed by the district or school must accompany the student to provide instructional assistance.

- If not one of the reasons, they should be marked unexcused for that day

- Written documentation is required, dated and collected in a timely fashion for a prolonged absence.

continued on next page
If a student is absent, and it is unexcused, no make-up work is allowed. Examples:

1. Missed bus  
2. Truancy  
3. Oversleeping  
4. Car trouble, etc.

1. If a student is absent from school, the parent/guardian is responsible for calling the attendance office prior to 3:00 p.m. the day of the absence to give the reason for the absence. The Attendance Line is available 24 hours at 216-898-8901 and the Attendance Office is available between the hours of 7:00 a.m. and 2:00 p.m. at 216-898-8900 extension 5425.

2. If the reason falls within the state guidelines (see Ohio State Board of Education Regulations) for an excused absence, the attendance office will mark the student “excused” for up to 10 days, or 67 hours. All other absences will be marked “unexcused.”

3. Any student who has reached absences totaling the hourly equivalence of 10 school days, will be asked to supply a physician’s excuse for any further absences. Failure to do so will result in the absences being considered unexcused. Once a student has reached the hourly equivalent of five consecutive (or seven nonconsecutive) unexcused absences, a truancy warning letter from the school will be issued. If a student reaches the equivalent of 10 consecutive (or 12 non-consecutive) unexcused absences, filing for truancy with the Cuyahoga County Juvenile Court will ensue.

No student is permitted outside the building during the regular school day without first having received authorized written permission from the attendance office or an administrator. School personnel must contact a parent and proper sign-out must occur before a student may leave the building to go home or to an appointment. **Students outside the building without permission are considered truant and disciplinary action will result.**

**Note:** Polaris students suspended from either BMHS or Polaris are suspended from both schools.

**ADULT STATUS**

Students who become eighteen (18) years of age may apply for adult status if they are living independently as approved by the Board of Education. The application should be secured from the principal’s office. Once the application is completed, it needs to be returned to the principal’s office. This approval then results in the student assuming all responsibility for one’s self and one’s education and denies one’s parent/guardian from having any further contact with the school. All adult status requests must have administrative approval.

**ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within one school day of its receipt. Berea-Midpark High School has bulletin boards located throughout the building which may be used for posting notices. No postings are permitted without permission from the administration.

**ALL-CALL SYSTEM**

Berea-Midpark High School utilizes an automated communication system which provides parents/guardians with immediate telephone notification of situations, such as school closings, updates of events, and emergencies.

**ATHLETIC ATTENDANCE**

Any student participating in an athletic program must be present in classes all day on the day of the contest or practice in order to be able to participate. A student who is absent on Friday may practice or compete on Saturday. Exceptions to this requirement include field trips, other educational experiences, death in immediate family, religious holidays, or absences approved by the principal.
ATHLETIC DEPARTMENT

Athletic Opportunities
- Athletic Trainees, Statisticians & Managers
- Football
- Baseball
- Soccer
- Basketball
- Gymnastics
- Bowling
- Lacrosse
- Cheerleading (Football & Basketball)
- Swimmers & Divers
- Cross Country
- Tennis
- Volleyball
- Wrestling

Admission
Southwestern Conference - Regular Season
- $7.00 — Adult general admission to all Varsity sports
- $4.00 — Student general admission at Varsity sports
- $4.00 — Senior Citizens* (BCSD senior citizens are no cost with Gold Card obtained at the Board of Education Office)
- $120.00 — Adult All-Sports Pass (ALL home sports events)
- $30.00 — Student All-Sports Pass (ALL home sports events)
- $3.00 — Adult general admission to Junior Varsity & Freshmen Contests
- $2.00 — Student and Senior Citizens general admission to Junior Varsity & Freshmen Contests
- Season Football Passes, including reserved seating may be obtained from the athletic office

*(SENIOR CITIZENS ARE 60+ YEARS OLD)

ACADEMIC ELIGIBILITY
All participants in athletic, extracurricular or co-curricular activities must meet the following academic eligibility requirements. The program is twofold, with a credit check and a minimum grade point requirement each 9 weeks. A probationary program is available to those not meeting the minimum grade point requirements.

ACADEMIC ELIGIBILITY FOR ATHLETICS, CO-CURRICULAR OR EXTRACURRICULAR ACTIVITIES

PART ONE – OHSAA REQUIREMENT
Students must have received passing grades in a minimum of five one-credit courses, or the equivalent, in the grading period immediately preceding, to be eligible.
- A student becomes a member of an interscholastic squad, and thus establishes eligibility, when he/she participates in a contest (scrimmage, preview or regular season game).
- For eligibility purposes, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or because of the lack of sufficient courses passed during the preceding grading period.
- Semester or yearly grades have no effect on OHSAA eligibility.
- Students not meeting these minimum requirements will be ineligible for participation in athletics, extra-curricular activities, and a portion of co-curricular activities for the duration of the current 9-week period.

PART 2 BEREA CITY SCHOOL DISTRICT REQUIREMENT (EFFECTIVE BEGINNING THE 2018-2019 SCHOOL YEAR)
The second requirement for academic eligibility is a 2.0 minimum grade point average for the grading period immediately preceding for grades 7-12. (Option available for the 2018-2019 school year only).
If a student in grades 7-12 has a grade point average that falls between a 1.5 and 1.99 they will be placed on an academic contract that will allow them to participate under probationary status. The student and parents or guardian will be notified. They will be given the opportunity to participate in a probationary program. This program will be established by the athletic director, the student’s guidance counselor, and the student’s teachers in order to remain eligible.
Areas to be considered for improvement are:
Test grades | Homework | Class work/participation | Attendance | Attitude
Improvement must be evident on the student’s interim Report to remain eligible for the remainder of the current athletic season.
If the student and/or parents or guardian do not participate the student is considered ineligible.
NCAA DIVISION I / II COLLEGE ELIGIBILITY RULES
Students who wish to participate in NCAA Division I/II intercollegiate athletics as a freshman or receive an athletic grant-in, aid scholarship must meet specific criteria. The requirements are intended to ensure that entering student-athletes are prepared and motivated adequately to handle college-level course work. Student-athletes should consult with their coaches and/or Berea-Midpark High School’s Athletic Director for copies of NCAA Initial-Eligibility requirements.

The NCAA requires all seniors to be registered with the NCAA Initial-Eligibility Clearinghouse if you intend to play sports at a Division I/II college. If you are considering participating in athletics at any post - high school institution, please see Mr. Howard, Athletic Director, for specific regulations. Students may log on to the NCAA Clearinghouse Website for further information at: www.ncaaclearinghouse.net.

SPORTSMANSHIP CODE
It is important for all athletic fans to remember to cheer responsibly. We ask fans to be courteous, respectful and supportive of the players, officials, coaches, and other fans. Good behavior and sportsmanship is expected from each person present. This means there can be no gestures, comments, chants or actions that may embarrass or intimidate players, coaches, officials, or opposing fans. These activities may result in fans being removed from the games and the premises. You are invited to cheer for the Titans, but do not embarrass the team or the school by engaging in inappropriate or negative actions or words.

APPOINTMENT TO SEE YOUR COUNSELOR
Students wishing to see their guidance counselor must have an appointment scheduled with their counselor. Students can fill out a “request to see counselor” form. Parents are encouraged to make appointments to see the guidance counselor so the counselor can set aside time to meet with them.

CAFETERIA
Lunch is offered at a cost for all students. Free/Reduced lunch forms are available on-line. Contact Nutrition Services if you need assistance at (216)267-2142

CAFETERIA USE
During the lunch periods proper behavior and good manners are expected by all who use the facility. The following rules and regulations should be observed.
- Students are to report directly to the lunchroom and not loiter in the halls or restrooms.
- Food should be eaten in the cafeteria area.
- Students are expected to clean up after themselves; failure will result in disciplinary actions.
- Students must remain in the cafeteria for the entire period. Students may not wander the building.
- Outside vended food may not be delivered to the school at any time unless under the supervision of a teacher, advisor or coach.

EXPECTATIONS OF CAFETERIA
It is the expectation that students using the cafeteria must do so in a respectful manner.
- The table must be kept clean
- All trays must be returned to the proper area
- Students are to remain seated until the bell rings

Students who fail to keep the cafeteria clean or behave improperly will face disciplinary action, which may include clean-up of cafeteria, assigned seats, detention, alternatives to suspension, or other disciplinary action, loss of privilege to use the cafeteria, or out of school suspension.
CLASSROOM / STUDY HALL ATTENDANCE
Regular, punctual, and consistent class attendance is a basic ingredient for success in every course. All students are to be in each assigned class, study hall each and every day that they are in school. Attendance is taken in every class study hall. Any unauthorized absence from class/study hall will result in disciplinary action.

CLINIC
The clinic is located opposite the auditorium lobby. ALL STUDENTS MUST HAVE A PASS FROM A TEACHER TO ENTER THE CLINIC. Students may only remain for 15 minutes then return to class. Students are not permitted to sleep for the entire period. Appointment slips are often passed out for physicals, eye tests or appointments to see the nurse. Students entering or leaving the clinic must sign in and out on the “Clinic Sign-In Sheet”. It is the responsibility of the student to clear up their class absence by using the clinic pass. Failure to follow the correct procedure could result in the student being reported as a class cut. If the clinic is closed, students are to report directly to the Guidance Office.

HEALTH HISTORY UPDATE / EMERGENCY CONTACTS FORM Berea City School District Policy 5341
ALL STUDENTS/PARENTS ARE REQUIRED TO HAVE AN EMERGENCY MEDICAL INFORMATION ON FILE. (Ohio Revised Code - Section 3313.712). This information should completed and submitted through FinalForms within the first week of school.

Each year a “Health Alert List” is generated to school staff based on the current information provided. This confidential list alerts school staff to things such as students’ allergies, special needs, seizures, diabetes, etc. Parents/Guardians must keep the school informed of “day-time” telephone numbers where they or a designated adult may be reached. “Emergency Contacts” must be able to come to school within 45 minutes of a call to pick up a sick or injured student during the school day or at activities.

A Student who becomes ill or injured during the school day should get a pass to the Clinic (or guidance area if Clinic is closed). Ask for help in getting to the clinic if needed. Do not spend time in lavatories or the cafeteria when you are ill or go home without properly checking out of school. The nature of the illness or injury will determine the following result:

1) Parent contacted by nurse or counselor for permission to send student home
2) Parent unable to be contacted, no emergency, student returned to classroom.
3) Emergency situation - transport student to Southwest General Hospital - parent contacted.
4) Students who are leaving the building from the clinic must sign out in attendance unless illness or injury requires parent/guardian to meet with health professionals.

In the event of an injury, you must inform the teacher in charge. All students and parents are asked to immediately report injuries occurring on school property or at school sponsored activities to the school administrator or supervising staff member. This person will complete a STUDENT SCHOOL INJURY REPORT form, which will be kept on file by the principal. Personal claims for insurance reimbursement for medical expenses require proof of injury forms that can only be completed by your teacher.

NOTE: Leaving the building without prior approval through the nurse, Guidance Department, Attendance Office, or Administrator’s Office and failing to sign out, will be an unexcused absence and disciplinary consequences will occur.

IMMUNIZATION POLICY Berea City School District Policy 5320
Students enrolled in kindergarten through grade twelve must have written proof of immunizations currently required under Ohio law on file at their school. Ohio law requires schools to exclude students from attendance no later than fifteen school days after admission if they are not properly immunized. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized waiver. For specific requirements please consult your School Health Specialist or the School Health Coordinator at the Board of Education.
MEDICATION

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student without parental authorization.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school’s Code of Conduct and will be disciplined in accordance with the drug-use provisions of the Code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activities, event, or programs sponsored by or in which the student’s school is a participant if the appropriate form is filled out and on file in the Clinic.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student. Medication in school includes over-the-counter medication such as cough drops, Motrin, Tylenol, etc.

CLUBS AND ACTIVITIES SPONSORED BY BEREA-MIDPARK HIGH SCHOOL

Berea-Midpark High School offers a wide variety of clubs and activities to supplement classroom education. The co-curricular program provides students with various opportunities to explore areas of interest, exhibit leadership, and serve the community. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

Berea-Midpark High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter. Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. For a complete list of these opportunities, students should visit the Activities Office.

CO-CURRICULAR CODE OF CONDUCT

All students participating in the co-curricular activities program, which includes all sports, Marching Band, clubs, and activities, must sign and agree to the rules and regulations stated in the co-curricular code of conduct. Each student should read the Co-Curricular Code of Conduct and Rules Governing the Privilege of Participation booklet supplied to athletes at the beginning of each sports season and by advisors upon enrollment in a club/activity. Each student is covered by all provisions of the Code of Conduct during the sports season for athletes or active members of any club or activity at Berea-Midpark High School.

COLLECTIONS

All collections must be approved by the principal prior to any advertisement, sale or collections. Unauthorized solicitations may result in disciplinary actions. Any fundraising activity must first be approved by the principal.

COLLEGE CREDIT PLUS

Berea City School District Policy 2271

Taking College Courses in High School

The Ohio Legislature has established a program that awards high school and college credit to high school students. Students enrolled in college courses for high school credit under this plan will not be charged for tuition, textbooks, materials, or other fees directly related to the course. The Ohio Department of Education will reimburse the college for participants in this program. To qualify for the program, students must have at least a 3.0 cumulative grade point average in high school courses in the same subject area(s) as the college courses they elect to take. Students with parent permission must enroll in this option by March 30th of each year. Once the student enrolls with his/her counselor, the student must seek application and acceptance into his/her desired college. Each college establishes its own application and admission policies. Applying for admission does not guarantee acceptance. The student’s cumulative high school grade point average and admissions tests continued on next page
are major factors considered by the college admissions office. **Students who fail or withdraw from one or more CCP courses in a semester may be denied the privilege of continuing in the CCP program.** Any student, who fails a CCP course, will be charged the tuition cost of the program. After gaining acceptance at the desired college, it is the student’s responsibility to arrange for college course selection and scheduling. College course(s) combined with high school courses cannot exceed seven courses each semester. Students may withdraw from a CCP course by September 15th, first semester and February 1st, second semester with no penalty. Students who withdraw from a CCP course after the above deadlines will withdraw with an F in the course(s). Intent to participate forms for the post-secondary enrollment option can be obtained from the guidance department. Please note — grades in college courses may affect high school grade point averages and class standing.

Any student in grades 10 through 12 may enroll in a post-secondary program provided he/she meets the requirements established by law and by the District. A student will be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. Any interested student should contact their Guidance Counselor to obtain the necessary information.

**COLLEGE REPRESENTATIVES AT BEREA-MIDPARK HIGH SCHOOL**

A calendar will be posted each fall with a listing of the college representative who will be visiting Berea-Midpark High School. A student may sign up to attend three (3) of these sessions. A form will be given to the student, which requires a teacher signature to be excused from that class period to attend the college session.

**COLLEGE VISITS**

Juniors and seniors will be excused from school up to a maximum of three days (total) for college visitations. In order to be excused, students must obtain a verification form and field trip forms from the appropriate administrator, complete the forms, and submit college verification of their visit upon return to school.

**COMPUTER POLICY**

Students and teachers have access to electronic communication, global information and news, public domain and shareware software of all types, and discussion groups. The internet offers vast, diverse, and unique resources to both students and teachers. The goal in providing this service to students and teachers is to promote educational excellence by facilitating worldwide resource sharing and communication. One of the greatest advantages is of the immediacy of the information about topics and issues, which are not yet available in traditional sources. The use of the Internet is in support of the educational objectives of the Berea City School District. It is a privilege, not a right, to use it. Inappropriate use and vandalism may result in cancellation of privileges and may be subject to discipline consequences. The Internet Acceptable Use Policy establishes the terms and conditions for usage. Students sign and return the Acceptable Use Policy Agreement Form. Parents/Guardians sign and return the Internet Use Consent Form. No student will have computer access at Berea-Midpark High School unless a current Acceptable Use Policy form is signed and on file.

**CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASE**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school’s professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or high-transient pest, such as lice.

Specific communicable diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be only for the contagious period as specified in the School’s administrative guidelines.

**CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASE**

The School District has an obligation to protect staff and students from non-casual-contact, communicable diseases. When a non-casual-contact communicable disease is suspected, the student’s health will be reviewed by a panel of resource people, including the County Health Department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

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Non casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other disease that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child’s blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

**When should I keep my child home from school?**

- Coughing: If they have a persistent, disruptive cough
- Diarrhea: Until diarrhea has ceased for 24 hours without medication
- Fever 100 degrees or higher: Until fever is below 100 degrees for 24 hours without medication
- Lice or Nits: Until treated and “nit free” (must be checked by clinic or office staff before returning to classroom)
- Rash: If rash is untreated or if child is too uncomfortable even if treated
- Strep Throat/Scarlet Fever: Until he/she has been on antibiotics for 24 hours
- Conjunctivitis: Has red, swollen eyes that itch and are draining pus or have a crusty appearance upon awakening.
- Keep home until he/she has been on eye drops/antibiotics for 24 hours and cleared by a doctor
- Vomiting: until vomiting has ceased for 24 hours without medication
- Communicable Diseases: If your child has been diagnosed with a communicable disease, keep him/her home until the doctor clears your child to return to school. Examples include but are not limited to Chicken Pox, Impetigo, Scabies, Lice and Ringworm

**What happens if my child gets sick at school?**

Students who become ill at school are sent to the clinic or office (if the clinic is closed). A child may be allowed to rest up to fifteen minutes. If the child has a fever of 100 degrees or higher, vomits, or has persistent diarrhea, the clinic will contact the parent/guardian or alternates listed on the Emergency Contact Form to come to school to take the student home.

**CONTROL OF BLOODBORNE PATHOGENS**

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

- Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.

**CORRESPONDENCE COURSES**

A student must enroll in a correspondence course by March 1st to receive credit by June of that school year. Students may only enroll in correspondence courses to make-up deficient credits, not to accelerate their current grade status or use for early graduation.

**COURSE OFFERINGS**

All course offerings may be found in the Berea-Midpark High School Registration Booklet in the Guidance Office.

**CREDIT FLEXIBILITY INFORMATION & GUIDELINES**

Credit Flexibility applies to credit earned through pre-approved coursework, assessments and/or performances that demonstrate proficiency. Credit awarded through this policy will be posted on the student’s transcript and counted as graduation credit in either the related subject or as an elective.

The school district will communicate the guidelines of the Credit Flexibility policy and program on the district website and through the middle and high schools’ Guidance Departments.
DANCES
Dances are open to any Berea-Midpark High School student, who is in good standing, as well as their guest. Berea-Midpark students must use the appropriate guest form and register their guest. At the dance, the guest must show proper picture identification (i.e., high school identification card, college identification, driver’s license). All students must arrive to the dance within one hour from the official start time of the dance. The only exceptions to this rule are if the student is participating in another school sponsored event or if the student is accompanied by a parent/guardian. In the event of students acting or dancing in an inappropriate fashion or engaging in a lewd fashion, as deemed by the administration and chaperones, the offending students may be removed from the dance. No guests over 20 years old are allowed at school dances. Guests must be in at least 8th grade to attend a dance. No student shall be permitted to attend homecoming or Prom if they have outstanding school fees.

DISTRICT RETENTION POLICY
Any student who is truant (absent without excuse) for more than 10% of the required attendance days of the current school year (18 days) and has failed two or more of the required curriculum subject areas in the current grade will be retained, unless the student's principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

A student needs to have earned 16 credits and have completed three years of high school to be classified as a senior.

DOCTOR AND OTHER APPOINTMENTS
All doctor or other appointments must be authorized through the attendance office no later than the day of the appointment. Any call after that day will NOT be excused. When you return to school after the appointment, you are to sign in at the attendance office where the time of your re-entry will be recorded. EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without either:

- Parent or guardian verbal notification to the attendance office prior to the time of the student's departure
- The parent or guardian coming to the school office to request the release.

No student will be released to a person other than a custodial parent(s) or guardian without permission by the custodial parent(s) or guardian.

EARLY DISMISSAL - LATE ARRIVAL PASS
To be eligible for this privilege, students must have parental approval, apply for permission and be granted such by the appropriate grade level administrator. Students must have all school fees paid in full.

Exceptions are those students involved in vocational work programs within the school, or outside school responsibilities with the RSVP program, CCP, or special permission from the principal. These students may receive an Early Dismissal/Late Arrival pass authorizing them to regularly leave school prior to the end of the day or arrive after 7:30 AM. Students must have their I.D. card with attached Early Dismissal pass with them at all times and show the pass to any school employee and/or security people upon request.

Students are required to leave the property at the time marked on their pass unless they have advance permission in writing from their vocational teacher. Students are not to be in the building prior to their arrival time or after their dismissal time without permission of an administrator.

EARLY GRADUATION
Students who request early graduation must write a letter to the principal, indicating when they hope to graduate, how they plan to meet the graduation requirements, including attaining passing criteria for the end-of-course exams, and all courses designated by the Board of Education. Students must have achieved the passing criteria for the end-of-course exams prior to application. After the letter has been given to the principal or the student’s guidance counselor, a meeting will be set up with the student, parent, guidance counselor and principal. Deadline to apply for January graduation of your senior year is May 1st of your junior year. Deadline to graduate one year early, in June of your junior year, is May 1st of your sophomore year.
EMERGENCY CLOSING AND DELAYS
At times, due to inclement weather, or other unforeseen circumstances, the Berea City Schools may experience a two-hour, delayed start. The BMHS day will commence at 9:30 a.m., with first two periods omitted. Transportation will proceed on a two-hour delay, and end at the usual time. The school bell schedule will run as usual from third period forward. On two-hour delayed days, Field Trips will be cancelled and the Breakfast Program will not operate, nor will Before-School Activities/Programs. All other programs and after school activities will proceed as usual. For additional information, refer to School Closings and Delays.

END-OF-COURSE EXAMS Berea City School District Policy 2623
Students are expected to meet passing criteria for the seven end-of-course exams for graduation. Senior must have met appropriate criteria for late arrival and early dismissal eligibility

ENROLLING IN THE SCHOOL Berea City School District Policy 5111
In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling and paying tuition.

New Enrollment
For enrollment in the district, please contact Central Registration at the Berea City School District Administration Building, 390 Fair Street, Berea, Ohio at (216) 898-8300 ext. 6233. You will be given a registration packet, which includes forms such as a Residence Affidavit and a custody form. Proof of residence will need to be established. Please follow the verification requirement on the Residence Affidavit form.

New students under the age of eighteen (18) must be enrolled by their parent, legal guardian, or grandparent under the provisions of Policy 5111. When enrolling, parents must provide copies of the following:
1. a birth certificate or similar document,
2. court papers allocating parental rights and responsibilities, or custody papers (if appropriate),
3. proof of residency,
4. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment. Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred.

The Guidance Department will assist in obtaining the transcript, if not presented at the time of enrollment.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. These students must meet with the administration for enrollment approval. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Ohio may be temporarily denied admission to the District’s schools during the period of suspension or expulsion even in that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District’s schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

Change of Custody or Residency
Parents have an immediate legal obligation to notify the registrar at the Administration Building of the Berea City School District when there is a change of custody or residency involving a student who is enrolled in the Berea City School District. The phone number is (216) 898-8300.

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Moving Within the District
Anyone who moves within the district is REQUIRED to do the following:
1. Contact either the home school Guidance Office or Central Registration at the Administration Office (216) 898-8300, ext. 6233 to notify someone of the move
2. You will be required to complete a new Residence Affidavit and/or custody form (if applicable). You will also be required to provide proof of residency as outlined in the Residence Affidavit

EVACUATION DRILLS
Berea-Midpark High School complies with all safety laws and will conduct emergency drills in accordance with State law. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

FACILITY USAGE
No student is to use any facility (gym, weight room, pool) without a staff member being present. Use of building facilities and grounds are to be scheduled through the Building Permit Office at the Administration Building at 390 Fair Street, Berea, Ohio (216) 898-8300, ext. 6219.

Equal Access for Non-District-Sponsored, Student Clubs and Activities  Berea City School District Policy 5730
The Board of Education will not permit the use of school facilities by non-district-sponsored, student clubs and activities during the regular school day. Beyond the school day, however, no group of students regardless of the size of the group will be denied an opportunity to meet on the basis of the religious, political, philosophical, or other content of the activity. An application for permission for non-district-sponsored, student clubs and activities to meet on school premises shall be made to the principal and/or business services office, who shall grant permission provided that it is, determined that:

1. the activity has been initiated by students;
2. attendance at the meeting is voluntary;
3. no agent or employee of the District will promote, lead, or participate in the meeting;
4. the meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school;
5. non-school persons do not direct conduct, control, or regularly attend the activity.

FAMILY VACATIONS
Students who will be absent from school because of a family vacation or extended trip with their parents will be excused. Forms are available in the attendance office. If the attendance office and teachers are notified at least one week in advance of such a trip, every effort will be made to prepare a list of assignments for the student to complete while absent.

FEES AND FINES  Berea City School District Policy 6152
Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Berea-Midpark High School charges specific fees for activities, workbooks, and materials used in the course of instruction. Charges may be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students, using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

• Fees may be waived in situations where there is financial hardship.
• Students can avoid late fines by promptly returning borrowed materials.
• Failure to pay fines, fees, or charges may result in the withholding of transcripts and diplomas and may result in submission to a collection agency.

Instruction Fees
General Instructional fees will go to help defray the cost of consumable materials used by the students. The fee for High School students is $22.00. It is $11.00 for part time Polaris and vocational students. The fee will be payable during the first few weeks of school.

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The Berea City School District has signed an agreement with an electronic check recovery company. For any checks returned, the fee to the parent will be $35 per NSF check. The amount of the school fee along with the $35 fee will be automatically debited from the account.

**Participation Fees**
The participation fee at the high school for athletics will be $80.00 per sport no maximum per family. **Participation Athletic Fees will not be waived for free-reduced lunch students.**

### FIELD TRIPS
A student, who plans to miss class due to Camp MI-BRO-BE, field trips, or any extended absence other than illness, must secure a field trip form from the trip sponsor. Parental signature needs to be obtained BEFORE Administrative signatures have been acquired on the “Authorized Absence Forms”. Field trip forms are to be turned in to the designated Administrator’s office. **No field trips will be approved to take place during the last week of any grading period.**

### FUNDRAISING
Berea City School District Policy 5830
Students’ participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. Students involved in any fund-raiser must not interfere with students participating in other activities when soliciting funds.

Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

Students may not sell any item or service in school without the prior approval of the building Administration. Violation of this policy may lead to disciplinary action.

### GIFTED SERVICES
Students who meet special criteria have many individualized options available to them including, but not limited to, enrichment seminars, career shadowing, internships (1/4 credit), mentorship (1/2 credit), and Cleveland area programs. Students enter Talented and Gifted (TAG) based on superior performance on standardized tests or validation from a professional in the fine and performing arts. Those interested should contact their counselor for more information.

### GRADE CARD REPORTING
Grade cards will be made available online following each nine-week grading period. Included on the grade cards will be information relative to academic progress, attendance, grade point average, and teacher comments. Questions regarding grade cards should be directed to the student’s counselor. Progress reports will be made available online at the approximate mid-point of each nine week grading period.

### GRADE LEVEL CLASSIFICATION

<table>
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<th>Grade</th>
<th>Level</th>
<th>Description</th>
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<tbody>
<tr>
<td>9</td>
<td>Freshman</td>
<td>First year at High School</td>
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<tr>
<td>10</td>
<td>Sophomore</td>
<td>Second year at High School</td>
</tr>
<tr>
<td>11</td>
<td>Junior</td>
<td>Third year at High School</td>
</tr>
<tr>
<td>12</td>
<td>Senior</td>
<td>Has successfully completed two full years of High School and obtained 16 or more credits</td>
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To receive semester credit in a course, a student must earn passing grades in at least two of the three grades assigned each semester.

### GRADING SCALE
<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>AP Courses</th>
<th>Honors &amp; CCP Courses</th>
<th>Regular Courses</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>5.0</td>
<td>4.5</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
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<tr>
<td>C</td>
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<tr>
<td>F</td>
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**GRADUATION HONORS**

The following honors are bestowed upon our Seniors, at commencement, based on the first seven semester cumulative GPA.

**Summa Cum Laude (With Highest Honor):**
Any student having earned a cumulative GPA of 4.250 or higher

**Magna Cum Laude (With Great Honor):**
Any student having earned a cumulative GPA of 3.850 to 4.249

**Cum Laude (With Honor):**
Any student having earned a cumulative GPA of 3.500 to 3.849

**GRADUATION REQUIREMENTS**

In order for a student to graduate from high school in the Berea City School District, he/she must achieve a total of 22 credits, and meet all attendance and testing requirements. Actual graduation requirements may be found in the High School Student Registration Booklet, the school guidance office or on the school/district web site. Information concerning Honors Diplomas, NCAA Eligibility Requirements, and Vocational Education can also be found in the Student Registration Booklet and on the school/district web site.

**HOMEWORK** Berea City School District Policy 2330

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student’s preparation for the proficiency test and graduation.

**HALL PASSES FOR STUDENTS**

Students are not permitted to pass through the halls or to go to lockers except during regular class changes and before and after school unless given written authorization in the form of an administrative pass. An official hall pass may be granted for the following reasons:

1. restroom (emergencies);
2. library (research/project);
3. medical emergencies;
4. special class/school projects.

Any student caught out of class without a hall pass may be given discipline or placed in the Student Management Room for the remainder of the period and be processed as a Class Cut.

**HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the district. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency.

For additional information contact the liaison for Homeless Students at Berea City School Board at 216-898-8300.
**HONORS DIPLOMA CRITERIA**

To be awarded a High School Academic Diploma or a Career-Technical Diploma with Honors, the student shall be required to meet the criteria which can be found in the Berea-Midpark School Registration Booklet. Any student who receives high school credit through post-secondary enrollment options shall receive credit towards the Honors Diploma as long as the course meets criteria areas.

**IDENTIFICATION CARDS**

I.D. cards are required of all students. They are valid for the entire time you attend Berea-Midpark High School. If your I.D. is lost, report to administration to and have a new card issued. Replacement cost is $5.00. Students must carry I.D. cards and present them when requested by staff. Student I.D. cards will be needed for the following purposes:

1. For admission to dances at Berea-Midpark High School or other schools dances if invited as a guest.
2. For admission to standardized tests (SAT and AP ACT)
3. Other special situations as notified ahead of time by school personnel

**INCOMPLETE GRADE ("I")**

The grade of “I” indicates that course obligations have not been met. If these obligations are not met within a three-week time period, a final grade of “I” in that course will change to a grade of “F”.

**INDEPENDENT STUDY** Berea City School District Policy 2370

Independent Study is an option that is available to students under the Educational Options Board Policy. Below are guidelines that are to be followed by students who are initiating an independent Study.

1. An Independent Study can be initiated by a student for any course listed in the Registration Booklet for which the student is unable to schedule the course, either through a scheduling conflict or the course not being offered during that school year.
   
   *A teacher can also initiate an independent study for a course not in the Registration Booklet, but next in the natural sequence of courses that are offered in the Registration Booklet.*
   
   • These courses will earn credit and a grade carrying a grade point average. If the course is an honors course in the Registration Booklet, then the Independent Study can earn honors credit. The grade will be calculated into the cumulative G.P.A.

2. An Independent Study course can also be created by a student in conjunction with a certified teacher. These courses will be courses that are not listed in the Registration Booklet, but would serve to expand the student’s learning into areas of interest or into greater depth.
   
   • These courses will earn credit only. The grade and credit will be listed on the report card and the transcript; however, no G.P.A. value will be assigned to these courses.

3. Any student initiating an Independent Study either through 1 or 2 listed above, must complete the Independent Study/Correspondence Course Plan and receive parent signature, student signature, evaluating teacher signature and superintendent designee signature. At the conclusion of the Independent Study, the Independent Study Organization Log must be completed and submitted to the guidance counselor with the appropriate signatures.

**INFINITE CAMPUS PORTAL**

The Berea City School District has a communication tool to enhance information sharing between parents, students and their schools. The Infinite Campus Portal is part of our district’s student information system.

The portal connects students and parents/guardians to students’ data online, anytime, from anywhere there is internet access. Once the portal is accessed, information about only their child’s progress can be viewed. The portal offers the most current information for student schedules, attendance, courses and grades.

To use the Infinite Campus Portal, parents/guardians need a device with internet access. Access to the portal can be gained from home, work, public library or anywhere an internet connection can be established. The portal is a free service to our district families. Instructions and training for using the portal are available on the district’s website. (www.berea.k12.oh.us)
LIBRARY LEARNING RESOURCE CENTER
The J.B. Crabbs Library intends to be an inviting and accessible information hub. Our vision is to be a safe, challenging, and respectful place for learning, communicating, information seeking, exploring new ideas, cultural expression, awareness, and growth. The library provides a wide variety of materials and services for individual and classroom use. Students are welcome in the library before and after school; and during lunch periods and study hall for a limited number of students. While in the library, students must abide by the student code of conduct. No food and drink is allowed near the computers. Students may sign-up to utilize the library during their study halls only. This can be done by referencing the library website on the BMHS homepage.

LOCKERS / STUDENT VALUABLES
Lockers are available for students to use but the school retains ownership of the locker. School administrators may randomly inspect students’ lockers. Students who misuse a locker will face disciplinary action. If a locker or lock requires repair, or if student needs to obtain his or her locker combination, the student should report to their grade administrator or the bookkeeper. General locker inspections and clean outs are conducted periodically during the school year.

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, are tempting targets for theft and extortion. The school is not responsible for their safe-keeping and will not be liable for any loss or damage to personal valuables. The school is not responsible for replacing items stolen or lost from a student’s locker. Students should not bring valuables to school. All lockers should be locked and students should not allow other students to use their lockers nor give their combinations to other students.

Decorating Lockers
Students may decorate lockers in an appropriate fashion. Signs must be in good taste and not portray or advertise sex, drugs, alcohol, tobacco products, or words with inappropriate innuendo. BALLOONS, CONFETTI, AND GLITTER MAY NOT BE USED. Signs may be taped to lockers only. All decorations applied to lockers must be removed by 2:30 PM on Friday.

Gym Lockers
It is strongly suggested that students secure their belongings and valuables properly while in PE class or practice. Combination locks are available from PE teachers but in a limited supply. Students may bring their own combination locks from home. VALUABLES SHOULD BE SECURED EITHER IN A LOCKED LOCKER OR GIVEN TO THE TEACHER TO BE SECURED IN THE OFFICE. Berea-Midpark High School is not responsible for replacing items stolen or lost from the locker room or gym lockers.

LOST AND FOUND
In the event items are lost or stolen, report to the main office and complete a MISSING PROPERTY REPORT. When you find someone else’s property, please return it to the main office. You can claim lost articles by describing them to the main office secretary. Prevent loss by never carrying valuables to school, leaving articles unattended, giving out your locker combination or leaving hall or gym lockers unlocked. Periodically, unclaimed items will be donated to charity.

MAKE-UP WORK FOR EXCUSED ABSENCES
1. Students who are excused from school (must be excused through the Attendance Office) are expected to make up the work missed during their absences.
2. It is the student’s responsibility to see the teacher immediately upon his/her return to arrange for the work missed.
3. A student must be given at least the same amount of time to make up the work as the student was absent from school. (i.e. Family Vacation, Camp MI-BRO-BE, etc.)
4. If requesting homework from the Guidance Department for a student who has been ill for more than one day, at least 24 hours’ notice is needed to obtain assignments from all of the student’s teachers.
5. An assignment made prior to an absence from school is due immediately upon the student’s return to school.
Any exception to the above rules must be arranged between the teacher and the student.

MESSAGES AND DELIVERIES FOR STUDENTS
The office will not accept deliveries such as flowers, balloons, gifts, etc. for students. Arrangements should not be made to have such items delivered to the school. Emergency messages will be delivered to the student immediately. Parent/Guardians and students should not request the Main Office to deliver routine messages.
**NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Non-school sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from Administration or the activities secretary. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

All groups must comply with school rules and must provide equal opportunity to participate. Non-district-sponsored organizations may not use the name of the school or school mascot on any materials or information. Membership in any fraternity, sorority, or other secret society as proscribed by law is not permitted.

**NON-SCHOOL SPONSORED PUBLICATIONS**

Students who edit, publish and/or wish to distribute non-school-sponsored handwritten, printed or duplicated matter among their fellow students within the schools must assume responsibility for the content of the publication. Students may be restricted as to the time and place of distribution, or may be prohibited from distribution. The Board also prohibits such publications and productions which fail to identify the student or organization responsible for distribution and/or solicit funds for non-school organizations or institutions when such solicitations have not been approved by the Board.

**OFFICE TELEPHONES**

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

**OMBUDSMAN**

Ombudsman is an off-site, alternative placement that can be utilized for BCSD students. Those attending Ombudsman are not permitted in BMHS during the school day, unless arrangements have been made with an administrator or counselor. Prior to the first bell, Ombudsman students are only permitted in the gym lobby, or the cafeteria to get a breakfast. Ombudsman students may remain in the gym lobby breezeway while waiting for their bus once the school day has begun.

**PE (PHYSICAL EDUCATION) WAIVER**

Under legislation by the Ohio General Assembly as part of The Core Curriculum, interscholastic sports, cheerleading, and after-school marching band may be used to fulfill the requirement for the physical education requirement for graduation. Students may request the opportunity to receive academic credit for physical education by participating in an interscholastic athletics, cheer-leading or after school marching band in grades 9 -11. Please note, grade 11 students need to fulfill the requirement by the end of their junior year.

In the Berea City Schools, only athletic programs sanctioned by the Ohio High School Athletic Association, cheerleading, and after-school marching band will be accepted for this educational option. A minimum of sixty hours in a sanctioned activity and successful completion of a full-season is required for a .25 credit to be granted.

Please remember that the state of Ohio requires that a student pass .50 credits of physical education course work to be eligible for graduation and receive a high school diploma. Therefore, this requirement can be met by successfully completing two full- seasons of sanctioned activities during the high school years.

Annually, a student who is committed to completing two seasons of interscholastic athletics, marching band, or cheerleading needs to indicate that on his/her course selection sheet and each year, the parent is required to complete the online application form found on the district website under BMHS school counselors by March 1st for participating students.

**PEER MEDIATION**

Peer mediation is a proactive approach to resolving conflicts peacefully. Through mediation the disputants have a chance to sit face to face and talk uninterrupted, so each point is heard. After the problem is identified the disputants with the help of trained peer mediators create options for mutual gain and choose a win-win solution. The disputants finalize a written agreement to behave in some way from that point forward. Hence peer mediation empowers students to resolve conflicts among their peers and be accountable to the agreed solution.
PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS
Berea-Midpark High School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District’s Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request.

POLARIS
High school students may desire to enroll in a vocational program at Polaris Vocational Career Center. Application is made during the student’s sophomore year. Transportation is provided by school bus. Full details are available from your counselor.

PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS
Berea City School District Policy 9130.01
Although care is exercised in selecting learning resources, occasions will arise when a parent(s) or resident(s) may wish to request a reconsideration of the use of certain learning resources. In such an event, the individual shall contact the teacher or school employee in an attempt to informally resolve the issue. If the matter cannot be resolved between the teacher or school employee and the individual calling for reconsideration of the learning resource, the matter will be referred to the principal or his/her designee to resolve the issue. This might include the parent/resident and the teacher or school employee. If this effort is unsatisfactory, and if the parent or resident cares to pursue the issue further, the principal will send the necessary form to the complaining person.

REPEATING COURSES
When a student repeats a course in the normal school program, summer school, and or night school that has already been taken and passed with a “D” or “C” or failed, the student receives the grade for the latest attempt and the previous grade is replaced.

A student may not repeat a course that has already been taken and passed with an “A” or “B” grade.

The student does not earn double credit for the same course when it is repeated. The student’s previous attempt is removed from his/her record at the time the repeated course is completed.

TITAN TEACHER AIDE CREDIT Berea City School District Policy 2575
Titan Teacher Aide credit must be turned in to the Activities Office before the end of each semester.

SAFETY AND SECURITY
- All visitors must report to the office when they arrive at school.
- All visitors are given and required to wear a building pass while they are in the building.
- Staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are “hanging around” the building after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- As many unneeded outside doors as possible are locked during the school day.
- Portions of the building that will not be needed after the regular school days are closed off.
- All students entering the building late, or due to excused delays, must report to the attendance office and sign in anytime after 8:00 a.m.
- All Polaris students entering the building, during lunch hours, are required to enter through the gym lobby doors and report immediately to the cafeteria. The exception are students who have excused absences. Those students should report to the attendance office upon their return to school.
- Only staff members are permitted to allow access to students through any locked door during the school day.
**SCHEDULE / ASSIGNMENT**

All tenth graders must have seven (7) classes per semester and eleventh and twelfth graders must have five (5) classes per semester.

**SCHEDULE CHANGE PROCEDURE**

Student schedule changes will be made for the following reasons: clerical or machine error, summer school attendance, failure of courses, scheduling conflicts, error in course placement, medical reason, after care, counseling, and individual student needs with counselor support.

A student who wishes to drop an academic course (including honors or AP) must be done through their guidance counselor.

**SCHOOL HOURS**

Berea-Midpark High School hours are from 7:20 a.m. to 2:20 p.m. Students must leave the building by 3:00 p.m. unless they are being supervised. Failure to comply may result in discipline consequences.

**SCHOOL PHOTOGRAPHY**

Cavanaugh takes underclassmen pictures in the fall. Packages are available for purchase. Brochures and price lists are distributed to each student prior to picture day.

**Senior Photography**

Berea-Midpark High School is contracted with Cavanaugh for all senior photos. In order for the senior photo to appear in the Berea-Midpark High School yearbook, a photo must be submitted from Cavanaugh Photography. The phone number for Cavanaugh Photography is (440) 973-4390.

**SCHOOL PUBLICATIONS**

Official school publications may reflect the policy and judgment of student editors. However, this involves the obligation to be regulated by standards of responsible journalism, including the avoidance of libel, obscenity and defamation. The suitability of the subject matter relating to the maturity level of the reader for which it is intended must also be considered. The publications should all provide as much opportunity as possible for expression of varying opinions. Staff members will sponsor student publications.

**SEARCH & SEIZURE** Berea City School District Policy 5771

The Board or its designee reserves the right to search the lockers, desks, person, personal belongings of a student (wallet, purse, book bag, gym bag, locker, automobile or any other container), and conduct K-12 searches on school grounds or at any school activity when it is reasonable necessary for the maintenance of order, discipline and safety, and in the supervision and education of students. If possible, the student’s consent prior to the search will be obtained

1. If the student refuses permission, the student will be subject to suspension for insubordination
2. In some cases, the police may be called and the matter turned over to the legal authorities

At the beginning of the school year, students will be advised that their lockers, desks, persons, and personal belongings are subject to search for contraband, and/or harmful or dangerous substances. The presence of a staff member or adult witness is required in all instances of a search or seizure of the property of a student. All contraband seized will be safeguarded and disposed of appropriately or turned over to the proper authorities.

**SEMESTER FINAL EXAMS** Berea City School District Policy 5421.01

All academic courses will have a semester final exam or project. The exam/project is 20% of the semester grade. Students must turn in textbooks or show receipt of payment to be eligible to take final exams. Without these items, students will be asked to schedule make-up exams when they are able to produce their books or receipts for them.

**SENIOR BEHAVIOR**

Participation in the graduation ceremony, prom or any other senior activity is a privilege that may be impacted by behavior with loss of participation in events.
**SKATEBOARDS / ROLLERBLADES**
Skateboards and rollerblades are prohibited on the grounds of or in the building or on the school buses. These items present a clear and present danger and therefore may be confiscated.

**STUDENTS WITH DISABILITIES**
The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provides that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District’s programs and facilities.
A student may access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Guidance Department to inquire about evaluation procedures and programs.

**STUDENT PARKING**
Because of the limited number of parking spaces available at Berea-Midpark High School, only students with “Senior” status who attend BMHS full-time, have no outstanding fees, and have attendance issues that are considered chronic may park at the Berea-Midpark High School “West” lot. A lottery will be held to determine the recipients of the tags during the summer break. Parking applications may be received in the main office, and are due prior to the end of the previous school year. The cost of the tag, for the entire year is $60.
All 11th and 12th grade students with no outstanding fees will be able to purchase parking passes for the Roehm parking lot at a cost of $30 at any time. The Roehm parking passes will be issued on a first come first serve basis. Once these tags are sold out, there will be no more parking passes issued from BMHS. Violation of school rules may result in a loss of driving privileges for either lot. There will be no discounts and no refunds given for any reason.

**Rules and Regulations**
1. Parking permits are issued for the school year.
2. Vehicles must display a Berea-Midpark parking permit at all times when the vehicle is on the campus of Berea-Midpark High School.
3. Students issued a permit are able to park only in their designated parking lot, and may not park in any other location.
   Students without permits are not permitted to park at BMHS during the school day (7:00 a.m. –3:00 p.m.) at any time.
4. The speed limit for vehicles in the BMHS lot is 10 MPH.
5. Students are not permitted to sit in or on cars in the lot at any time.
6. Students are required to follow the directions of school personnel and authorities monitoring parking and traffic.
7. Students may not use the vehicle to violate any school rules and regulations governing things such as truancy; leaving without permission; transporting or concealing contraband such as drugs, alcohol, drug paraphernalia, weapons, or tobacco products. In accepting a school parking permit, students agree that school personnel may search a student vehicle if there is reasonable suspicion that illegal materials have been brought onto school property. Possession or use of any illegal materials in a student vehicle will result in loss of permit and banning of vehicle from school property plus disciplinary action and/or prosecution.
8. All accidents must be reported immediately to an administrator.
9. DRIVING TO SCHOOL IS A PRIVILEGE, NOT A RIGHT. Berea-Midpark High assumes no liability for any damage or loss from vehicles parked in the Berea-Midpark High lot. Failure to adhere to the regulations will result in revocation of the permit with no refund and/or towing and storage of the vehicle at cost to the owner. Disciplinary action may also be assigned for infractions.
10. Students leaving school grounds without permission may be subject to having their parking pass revoked.
11. Must not interfere with buses entering or exiting school grounds. From 6:30 a.m. to 3:00 p.m. Students must enter the parking lot from the South entrance off of Maple Street and must exit from the North exit onto Maple Street.

continued on next page
12. Cars which are towed may be picked up at Rich’s Towing and Services, Inc., 20531 First Avenue, Cleveland, OH 44130. The cost of the towing will be the responsibility of the owner. Students unable to obtain a parking pass from Berea-Midpark High School may purchase a parking permit-tag at an alternative location. Parking tags must be displayed on vehicles at all times. Students are subjected to rules of the alternative site, which may be different from those at Berea-Midpark High School.

13. Parking passes are non-transferable.

Students unable to obtain a parking pass from Berea-Midpark High School may purchase a parking permit-tag at an alternative location. Parking tags must be displayed on vehicles at all times. Students are subjected to rules of the alternative site, which may be different from those at Berea-Midpark High School.

**STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

Berea City School District Policy 2416

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District’s curriculum, without prior written consent of the student (if an adult or an emancipated minor) or, if any un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or his/her parents;
2. Mental or psychological problems of the student or his/her family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged and analogous relationships, such as those of lawyers physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or his/her parents; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

**STUDENT PROGRESS REPORTING**

Berea-Midpark High School’s calendar is divided into two semesters. The first semester covers August 22 to January 16. The second semester covers January 21 to June 3. Each semester is divided into two nine-week grading periods. At the conclusion of each grading period, report cards are made available online through Infinite Campus, and parents are notified via our recorded phone message service.

<table>
<thead>
<tr>
<th>Grading Periods Days</th>
<th>Days</th>
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</thead>
<tbody>
<tr>
<td>1st Nine Weeks</td>
<td>August 22 - October 24</td>
</tr>
<tr>
<td>2nd Nine Weeks</td>
<td>October 28 – January 16</td>
</tr>
<tr>
<td>3rd Nine Weeks</td>
<td>January 21 – March 19</td>
</tr>
<tr>
<td>4th Nine Weeks</td>
<td>March 30 – June 3</td>
</tr>
</tbody>
</table>

176 Total Days
STUDENT RECORDS / DIRECTORY INFORMATION

The teachers, counselors, and administrative staff keep many student records. Student Records include — directory information and confidential records.

Notice to Parents Regarding Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires the Berea City School District, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the Berea City School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures.

FERPA defines “directory information” as information that would not generally be considered harmful or an invasion of privacy if disclosed. The Berea City School District has designated the following information as directory information:

- Name Address
- Grade Level Telephone Number
- Dates of Attendance Date & Place of Birth
- Electronic Mail Address Photograph
- Major Field of Study
- Most recent education agency (school) or institute attended
- Participation in officially recognized activities & sports
- Weight & Height of members of athletic teams

The primary purpose of directory information is to allow the Berea City School District to include this type of information from your child’s education records in certain school publications. Examples include: school or district newsletters, annual yearbooks, school programs (such as drama and music productions), graduation programs, or other recognition lists, and sports programs and activity sheets. Directory information shall not be provided to any organization for profit-making purposes.

In addition, two federal laws require the District to provide military recruiters, upon request, with three directory information categories – names, address and telephone numbers – unless parents have advised the District that they do not want their student’s information disclosed without their prior written consent.

If you do not want the Berea City School District to disclose directory information from your child’s education records without your prior written consent you must notify the district in writing within the first two weeks of school.

Confidential 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, or the adult student. The only exception is to comply with state and Federal laws that authorize the release of such information without consent.

Confidential records include test scores, psychological reports, behavioral data, disciplinary actions, and communications with 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 filed. Parents may also provide the school with copies of records made by non-school professional agencies or individuals. Students and parents have the right to review all educational records generated by the School District, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying cost may be charged to the requestor.

To review records, please contact the Guidance Counselor, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions.

Emergency Medical Information

Emergency Medical Information should be updated through FinalForms at the beginning of each school year. Parents/Guardians must keep the school informed of “day-time” telephone numbers where they or a designated adult may be reached. “Emergency Contacts” must be able to come to school within 45 minutes of a call to pick up a sick or injured child. Students who fail to have an emergency medical form on file may not participate in any athletics or extracurricular activities or participate in any class/group field trips.
STUDENT RECORDS / EMERGENCY INFORMATION

All existing parents and or guardians of Berea City School District students are required to log into their Infinite Campus Parent Portal accounts and click on the “OLR Annual Update” button. This process has replaced the yearly census verification form process and allows the district to collect important student information in a much more efficient and cost saving manner. Parents/Guardians will have from June 1 through September 1 to complete this process. It is vital that we have all information updated in case of emergency.

We are also requesting that you update FinalForms. Please be sure that your phone number, medical information, etc., is correct. You will need to verify that your information is correct/current and sign the forms.

Please remember that these are 2 different and separate requirements for the 2018-19 school year.

STUDENT RIGHTS AND RESPONSIBILITIES Berea City School District Policy 5780

Berea-Midpark High School expects students to be good citizens and follow all school rules and procedures. Failure to do so will result in consequences, which may impose other penalties in addition to the ones listed. For seniors this may lead to suspension not only from school but also from senior activities such as prom, graduation, and award recognitions.

**RIGHT** - Students have the right to attend school in a safe, respectful, and orderly learning environment.

**RESPONSIBILITY** - Students have the responsibility to attend school regularly and to maintain acceptable behavior while attending school and to behave in such a way that the education, health, and welfare of others are not endangered. This implies an obligation to be aware of the rights of others and to have knowledge of school rules and regulations.

**RIGHT** - Students have a right to be treated with respect and dignity.  
**RESPONSIBILITY** - Students have the responsibility to treat others with respect and dignity.

**RIGHT** - Students have a right to expect a meaningful education.  
**RESPONSIBILITY** - Students have the responsibility to actively participate in the education program.

**RIGHT** - Students have the right to due process for their concerns and grievances; to use established procedures to examine concerns/grievances.  
**RESPONSIBILITY** - Students have the responsibility to use the established procedures to examine concerns/grievances.

**RIGHT** - Students have the right to freedom of expression through speech, assembly, and petition. They have a right to express opinions, take a stand, and support causes within reasonable regulations as to the time, manner, and place in which such rights are exercised.  
**RESPONSIBILITY** - Students have the responsibility to exercise restraint and good taste in their expression and to refrain from the use of expression that is vulgar, profane, obscene, slanderous, or which advocates violation of State or Federal law or official school policies, rules and regulations.

**RIGHT** - Students have the right to responsibly determine personal dress and grooming styles.  
**RESPONSIBILITY** - Students have the responsibility to dress in a manner that is appropriate and not hazardous to the health and safety of self or others and not disruptive to the educational program of the school.

**RIGHT** - Students have the right to have a voice in the formulation of school policies and decisions.  
**RESPONSIBILITY** - Students have the responsibility to become actively involved in the school program and to constructive suggestions for improvement.

**RIGHT** - Students have a right to have time set aside during the school day for a lunch period.  
**RESPONSIBILITY** - Students have the responsibility to be aware of cafeteria rules and regulations and to conduct themselves in a manner appropriate for a large group.

**RIGHT** - Students have a right to use school facilities under the supervision of school district employees.  
**RESPONSIBILITY** - Students have the responsibility to maintain integrity of the facilities and respect the rules and guidance of district personnel.
STUDENT RIGHTS OF EXPRESSION

Berea-Midpark High School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials.

All items must meet school guidelines.

1. Material cannot be displayed if it:
   a. is obscene to minors, libelous, indecent or vulgar,
   b. advertises products or services not permitted to minors by law,
   c. intends to be insulting or harassing,
   d. intends to incite fighting or presents a likelihood of disrupting school or a school event.

2. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the administration twenty-four (24) hours prior to display.

STUDY HALLS

Attendance in study hall is mandatory. Students going to other classrooms during study hall without notification in advance will be counted as truant.

Students may use the library when available following the rules for library attendance. Students may utilize the library during their study halls by signing up on the BMHS dashboard ahead of time. The student will arrive at the library, on time, instead of study hall, and must then sign-in upon arrival. Failure to follow the correct procedures may result in disciplinary action.

SURVEYS, PETITIONS, QUESTIONNAIRES, AND PUBLICATIONS

All surveys, petitions, questionnaires and publications cannot be distributed without the administration’s permission. The administration has the right to determine the time, place, and manner in which this is done. Surveys petitions, questionnaires, or publications advocating the use of drugs, alcohol, or other illegal activities may not be possessed or distributed on school property at any time. These may be a violation of guidelines found in the Student Privacy and Parental Access to Information section listed in this handbook. Violators may be subject to suspension or expulsion.

TEST SECURITY

Students taking competency, achievement, ability, and other standardized tests need to be aware of the following:

1. testing materials may not be removed from the testing location;
2. giving or receiving unauthorized assistance from anyone is not permitted;
3. revealing or discussing actual test questions is not permitted;
4. instructional materials may not be brought to the testing location unless students are directed to do so;
5. looking at someone else’s answer sheet is not permitted; and
6. questions or parts of the test booklet may not be copied.
7. phones and communication devices may be collected by the test administrator(s) to ensure test security and reduce distractions.

*Failure to follow these rules may result in the invalidation of the student’s test score and disciplinary action that may include suspension or expulsion.

TRANSCRIPTS

The following procedure is to be followed when requesting transcripts:

1. Come to the Guidance Office for a Transcript Request Form.
2. Complete and sign the form.
3. Return the form with the completed applications, checks, etc. to the guidance department.
4. The Guidance office will mail all information directly to the college.
5. There will not be a charge for a CCP transcript request.
6. Upon graduation from Berea-Midpark High School, a final transcript is sent to a senior’s intended college or university free of charge. It may take five to seven days to process transcript requests. Please plan accordingly.

**TRANSPORTATION (School Bus Procedures/Policies)** Berea City School District Policy 5610.4

Students who live beyond the Board adopted walking distance will be given a bus pass to ride an assigned school bus. Students given this privilege are to follow rules and regulations issued by the transportation department. Bus drivers have the same authority by state law as the classroom teacher. Bus drivers have the responsibility for the safety and welfare of the students on the bus and may assign students to specific seats on the bus. Students whose conduct violates regulations may lose their privileges of riding the bus for a specific period of time. The following rules and regulations are to be followed by all students:

**Busing students are to:**
1. Arrive at the bus stop five (5) minutes before the bus is scheduled to arrive.
2. Wait in a location clear of traffic and away from the road.
3. Form a line and wait until the bus comes to a complete stop.
4. Cross streets or highways in front of the vehicle. Never cross a street behind a vehicle.
5. Board the vehicle in an orderly manner.
6. Go directly to an available or to an assigned seat.
7. Keep silent at all railroad crossings.
8. Remain seated until the vehicle has come to a complete stop.
9. Obey the driver and other persons in positions of authority.
10. Board and leave the bus at locations to which they are assigned.
11. Place all personal items such as books or supplies on their laps or under the seats.
12. Keep heads, hands, arms and feet inside the windows of the vehicle. Keep feet on the floor. Do not place them in aisles or on the seats.
13. Students are not permitted to transport skateboards on the bus.
14. Bus misbehavior will result in a bus report and the student will face consequences from their grade level administrator.
15. Students are only permitted to ride their assigned bus route.

**Penalties for Infractions**
A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline code and may lose the privilege of riding on the bus.

**School Bus Emergency Procedures**
In an emergency situation pupils are to observe the following procedures:
- Remain seated and follow the driver’s directions
- Students nearest the exit go first
- Keep order
- Wrap loose clothing, such as shirttails or coat edges, around the body to keep from getting caught on objects which may impede evacuation
- Keep hands free
- Do not try to take anything with you
- Bend knees if you have to jump
- Move to a safe distance from the vehicle as instructed by the driver. The drivers will review evacuation procedures annually with the students

**Ombudsman Busing**
Bus transportation will be offered to students attending Ombudsman. These students may arrive to and from BMHS on normal routes from home. These students are to load and unload in the BMHS parking lot. Students attending Ombudsman are not permitted in the high school building prior to school, during regular school hours, or after school without consent of administration. Ombudsman students are permitted to attend BMHS and district functions and activities.

**Transportation to a Care Giver**
The Board of Education has approved transportation to a caregiver under the following circumstances:
- The caregiver must reside within the boundary of the school of attendance.
• The appropriate form must be completed and signed by the parent and the adult at the address where the student is going. Forms are available through the school offices and from the Transportation Department and must be received by the Transportation Department three (3) days prior to the dates requested.
• Changes must be made by contacting the Transportation Department. The driver will not accept notes. If there are any questions concerning transportation, please call the Transportation Department at 216-898-8301.

USE OF SCHOOL EQUIPMENT AND FACILITIES
Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

VIDEO SURVEILLANCE
The interior and exterior of the high school, as well as school buses, are under surveillance by video equipment. The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior. A recording may be used as evidence by the administrators or by the police in any situation involving the violation of any rule, regulation, policy, or law.

VISITOR PASSES Berea City School District Policy 9150
Berea-Midpark High does not allow student visitors or guests during the school day. All non-students coming to school for business purposes must report to the main office upon entering the school. Visitors must sign in and be issued a pass. If a visitor wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to avoid any inconvenience. Berea-Midpark High students are not permitted to have visitors or guests attend school with them.

WITHDRAWING FROM SCHOOL Berea City School District Policy 5130
A student under age 18 may withdraw from school for the following reasons:
• A change of residence to another school district,
• Enrollment in and attendance in an approved program to obtain a diploma or its equivalent, or
• If the student holds a full-time Age and Schooling Certificate and is regularly employed a minimum of 32 hours per week.
A work permit must be on file and a student must be working for a minimum of 32 hours per week in order to withdraw from school under age 18. Should the student withdraw for any other reason, the superintendent will notify the Bureau of Motor Vehicles and request denial, suspension, or revocation of the student’s driving license.

WORK PERMITS
Students under the age of 18 who wish to work outside of the school must obtain a work permit from the main office. There are three parts to the permit. All three parts must be completed and returned to the main office. When applying for a work permit, students must provide proof of identification with a birth certificate, driver’s license, or a state ID card. A Social Security card will not be accepted. The Guidance office will mail all information directly to the college. Please plan accordingly.
DISCIPLINE
Schools must provide a climate that promotes academic learning in a safe and democratic atmosphere. To this end, there must be organizational rules governing the conduct and behavior of all who work and learn at Berea-Midpark High School. These rules must be firmly and consistently enforced throughout the school, on school vehicles, and at all school sponsored activities. Furthermore, the enforcement of these rules include the time the student leaves for school until the time of their return from school, as well as anytime a student is within the line of sight of any school property. Rules and regulations are necessary to maintain good order and discipline and to promote a healthy educational climate. Students are responsible for their actions. Violations of rules will result in disciplinary action, which may include parent contact, after school detentions, or Wednesday/Saturday School, out of school suspension, expulsion, referral to appropriate law enforcement authorities, etc. The discipline procedure will be organized into two areas, administrative and nonadministrative offenses.

Every individual throughout the school system must take a direct, personal, and active responsibility for discipline.

STUDENT DUE PROCESS RIGHTS (Berea City School District Policy 5611)
Students are provided due process in any situation which may result in an interruption to or loss of their rights to an education, except in an emergency removal lasting less than 24 hours. During an informal hearing, the student is given written notice of the charges. During this hearing, the student has the right to challenge the reasons for the intended suspension or removal and to otherwise explain his/her actions. This hearing may occur immediately or during the period of the removal. In the event a suspension or expulsion is determined, the student and parents have the right to appeal the decision through the procedures outlined in the student suspension and student expulsion policy.
STUDENT CONDUCT (Zero Tolerance Policy) Berea City School District Policy 5610

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the district must conform to school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property, while on properties immediately adjacent to school district property, within the line of sight of school district property, while on school transportation, and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

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

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

ADMINISTRATIVE OFFENSES

Administrative offenses will include interaction with the school administrative staff and possibly law enforcement authorities. Since the school environment is an extension of the public community, any legally unacceptable behavior, demonstrated in a school setting, will also include the intervention of public law officials. Examples of administrative offenses are:

1. Destruction of school property
2. Theft
3. Smoking
4. Confrontational, disrespectful, and abusive language directed towards others
5. Fighting or abetting a fight
6. Possession of firearm, fireworks, or a weapon
7. Assault/threatening a staff member
8. Possession, use, or under the influence of drugs
9. Insubordination
10. Possession, use, distribution, or creation of counterfeit money or documents
11. Repeated acts of misconduct

Consequences for administrative offenses may result in 1-10 days out of school suspension or expulsion. Parents will be called to pick up their student(s) and to participate in a parent conference.

NON-ADMINISTRATIVE OFFENSES

Violation of non-administrative offenses, including tardies, will initially be subject to faculty intervention. This includes each teacher’s own individual classroom management techniques of rules, consequences, and rewards. Before any student is sent to the Student Management Room (unless direct insubordination or any administrative offense) all of the following SMR intervention steps must have been followed. Students should only be sent to the Student Management Room with a referral form from the classroom teacher.

1. Teacher/Student conference
2. Call to parent
3. Teacher initiated discipline (may involve I.A.T. members)
STUDENT MANAGEMENT ROOM
The Student Management Room (SMR) is staffed by SMR personnel and is used as a central location for student discipline referrals. Students who have been dismissed from class are to report to the student management room for further disciplinary intervention. Failure to report or to report in a timely manner will result in further discipline actions. In addition, the SMR may be used to facilitate a working lunch, detentions and/or before and after school make-up periods.

ALTERNATIVE TO SUSPENSION
This disciplinary measure is assigned to students, in lieu of suspension, who have violated school rules and regulations. This is an extended detention period of individual study assigned by the administrator or SMR personnel. These alternatives to suspensions are either Saturday School Detentions or a Wednesday Major Detention. Failure to serve the Alternative to Suspension will result in out-of-school suspension.

EXPULSION & SUSPENSION Berea City School District Policy 5610
“Emergency Removal” is the exclusion from school and all school related activities of a student whose presence poses a continuing danger or embarrassment to District property or persons or whose behavior presents an ongoing threat of disruption of the academic process taking place in the classroom or elsewhere on the school premises, for a period not to exceed seventy-two (72) hours. A hearing will be held with the assistant principal to determine if the actions of the student that resulted in the removal will result in suspension from school.

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

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

“Out-of-School Suspension” results in loss of the privilege to participate in school and extra-curricular activities during the time of the suspension. Suspension is a serious consequence, which stops short of expulsion. Suspension results in exclusion from classes and all school activities, which includes work/study and Polaris. Students are permitted to make up and receive academic credit for any projects, tests, quizzes, or work assigned while on suspension. It is the student’s responsibility to request assignments from his or her teachers. The same amount of time will be given to make up the work as the amount of days suspended from school. Students attending Polaris may not attend Berea-Midpark High School or Polaris if suspended out of school. During suspension, students are not permitted in the school building, on school grounds, or in attendance at any school-sponsored event off school grounds.

An “Expulsion” shall be the exclusion of a student from the schools of this district for a period not to exceed the greater of eighty (80) school days of the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 – Due Process Rights.

“Permanent Exclusion” shall mean the student is banned forever from attending a public school in the State of Ohio. (See Policy 5610.01). This process is formal and will usually follow an expulsion with the proper notification to the parents.
CONSEQUENCES FOR VIOLATIONS
The following is a list of consequences for violating school rules:
  1. Warning
  2. Before and after school detentions
  3. Removal of privileges
  4. Parent notification
  5. Conference with parents(s)/guardian(s)
  6. Suspension from a particular class
  7. Withdrawal from a particular class with "no credit"
  8. Alternative to Suspension
  9. Emergency Removal
 10. Out-of-School suspension
 11. Community Service
 12. Referral to Juvenile court
 13. Withdrawal from school
 14. Expulsion from school
 15. Prosecution to the fullest extent of the law
 16. Other appropriate consequences as determined by an administrator

Note: All participants in the co-curricular program (activities and athletics) are subject to rules and regulations in addition to those stated in this book.

LIST OF OFFENSES
These are the established rules and regulations of the high school. A violation of any section or rule of this code may result in disciplinary action including suspension or expulsion.

AIDING OR ABETTING VIOLATION OF SCHOOL RULES
If a student assists another student in violating any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

ALCOHOL
The use, concealment, possession, sale, transmission, or being under the influence of alcoholic beverages by students on school grounds or any school activity shall not be tolerated.

ARSON
Setting a fire in the school building or on the grounds is hazardous to the total school population. Those who set fires will face suspension or expulsion and will be turned over to the police for prosecution.

CARELESS / RECKLESS DRIVING IN SCHOOL PARKING LOT
Driving on school property in such a manner as to endanger persons or property shall be defined as careless/reckless. Offenses of this nature may result in loss of privileges, and or police involvement.

CHEATING AND PLAGIARISM
Dishonesty of any kind with respect to examinations, course assignments, alteration of records, or illegal possession of tests shall be considered cheating; this also includes electronic downloading of information. Likewise, making it possible for another student to cheat makes you as guilty as the student you help. It is the responsibility of the student to maintain an honorable posture and his/her integrity. Honesty requires that ideas or material taken from another for either written or oral use must be fully acknowledged. Offering the work of someone else as one’s own is plagiarism. Any student who fails to give credit for ideas or material that he/she takes from another is guilty of plagiarism and is subject to consequences from his/her teacher. The teacher in charge of the class involved will handle cheating in each individual situation. Depending on the nature and severity of the situation, the administration may become involved. Penalties may include: failing grade for the items involved, failing the course involved.

continued on next page
CLASS ABSENCE UNEXCUSED
Violations will result in one of the following:
1 class cut = 1 After School Detention (only first offense)
2+ classes = Alternative to Suspension and parent notification
Last Period of Day = Alternative to Suspension and parent notification

CLASS TARDIES UNEXCUSED
For periods 2-11, tardiness will be considered as a student’s arrival to class after the tardy bell and within the first 15 minutes of class. Any arrival to class after this 15-minute grace period will be considered as an unexcused class absence. For period 1, this grace period will extend until 7:50 a.m. Students who miss the following totals to all classes will receive the following discipline.
1st – 3rd Tardy = No consequence
4th – 6th Tardy = Student referral for detention for each infraction
7th Tardy and beyond = Student referral made for Alternate to Suspension (Wednesday and Saturday School)

COMPUTER USE BOE Policy 7540.03
Acceptable Uses of Computers and On-Line Services
Users may only use District computers, networks, and on-line services for the following acceptable uses:
• Learning activities in support of Board instructional objectives;
• Research supporting educational programs sponsored by the Board;
• Communications between faculty, staff, students and others outside the Berea City School District containing messages or information, the content of which is not in conflict with this policy and District regulations.

Unacceptable Uses of Computers and On-Line Services
Users may not use District computers, networks, and on-line services for unacceptable uses, specifically included, but not limited to the following:
1. Damaging or altering the operation of the District’s computer network services, or interfering with other users’ ability to use District computer network services.
2. Creating or distributing communications, materials, information, data or images reasonably regarded as threatening, abusive, harassing, discriminatory, obscene, or in violation or inconsistent with any other Board Policy.
3. Infringing on the rights or liberties of others; using profanity or harassing language as a method to offend or insult others.
4. Illegal or criminal use of any kind.
5. Causing or permitting materials protected by copyright, trademark, service mark, trade name, trade secret, confidentially or proprietary data, or communications of another, to be uploaded to a computer or information system, published, broadcast, or in any way disseminated without authorization from the owner.
6. Installing or maintaining any hardware of executable software not owned or licensed by the Berea Board of Education. This includes software in the public domain and “shareware”.
7. Granting access to District computers, networks, and on-line services to individuals not authorized by the Board, either by intentional conduct such as disclosing passwords, or by unintentional conduct such as failing to log off.
8. Conducting commercial, profit-motivated, or partisan political activities not related to Board programs.
9. Interfering with other users’ ability to use District computers, networks, and on-line services; attempting to read, delete, copy, modify, or forge information contained in the files of other users.
10. Promoting the use of drugs, alcohol, or tobacco or unethical practices that violate law or Board policy.
11. Accessing, viewing, printing, storing, transmitting, disseminating or selling any information protected by law or subject to privilege or an expectation of privacy.
CRIMINAL MISCONDUCT AWAY FROM SCHOOL
A student who engages in any misconduct in violation of the criminal code of the State of Ohio off school property or at a non-school sponsored or related activity, function, or event may, in accordance with the procedures set forth within the due process procedures, be suspended or expelled from school if the superintendent determines that the student’s continued presence in school is reasonably certain to substantially disrupt or interfere with the educational process or substantially endanger the health or safety of the student or others.

DEFIANCE OF AUTHORITY–INSUBORDINATION
There is to be no disrespectful behavior or willful disobedience of the requests and direction of the adults in charge (principals, teachers, substitutes, secretaries, educational assistants, custodians, cafeteria staff, bus drivers, or other school officials). Violation may result in suspension or expulsion.

DISRUPTION OF THE NORMAL SCHOOL DAY
A student shall not, by use of violence, force, noise, coercion, threat, harassment intimidation, fear, passive resistance or any other conduct, cause attempt or threaten to cause the substantial & material disruption or obstruction of any lawful mission, process or function of the school. Neither shall he/she urge other students to engage in conduct for the purpose of causing, attempting or threatening to cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school.

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

1. Occupying any school buildings, school grounds or part thereof in an attempt to deprive others of its use;
2. Blocking the entrance or exit of any school building or corridor or room therein in an attempt to deprive others of lawful access to or from use of the building, corridor or room;
3. Setting fire or attempting to set fire to or damaging any school building or property;
4. Preventing or attempting to prevent by physical act or verbal utterance, the convening or continued functioning of any school, class or activity or any lawful school meeting or assembly on or off school property;
5. Preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event;
6. Except under the direct instruction of the principal or other authorized school personnel, blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored/related activity/or event;
7. Continuously and intentionally making noise or acting in a manner so as to interfere seriously with a teacher’s ability to conduct a class or an extracurricular activity.
8. Use of lewd, vulgar, profane, or harassing language as a method to offend, intimidate, or insult others that results in a substantial disruption to school operations. This includes the use of text messaging and/or the creation or modification of a social networking site or electronic account that specifically results in a substantial disruption to school operations. Anything not listed specifically but causes a disruption to the educational process may result in suspension.
DRESS AND GROOMING CODE Berea City School District Policy 5511

Students are expected to attend school and school activities in clean and appropriate attire. Dress and appearance significantly contribute to a positive learning environment. Therefore the administration reserves the right to determine the appropriateness of clothing and accessories worn by the students. In general clothing and accessories may not interfere with the learning climate, be disruptive to teaching, learning or the general operation of the school and/or activity, be deemed unsafe, contain inappropriate language or symbols, or damage the property of others.

Violations of the dress code will be addressed by the school administrator and may result in suspension or the recommendation for expulsion for repeated acts of misconduct. The following are general guidelines to be followed:

- Footwear must be worn.
- NO headwear (hats, hoodies, bandanas, or “do-rags”) is permitted.
- Shorts and skirts must be of appropriate length (must not be shorter than fingertip length when arms are naturally hanging at sides).
- No bicycle shorts or shorts made from spandex or Lycra are permitted.
- No tank tops or shirts which expose any part of the torso except the neckline, or any shirts made of transparent material.
- No clothing may have inappropriately placed holes, tears, or patches.
- Pants must be worn properly around waist, not sagging below the hip line.
- No spiked jewelry or accessories, no pocket chains, no sunglasses are permitted.
- No clothing, accessories or body markings that are inappropriate for the school setting or which promote drugs, alcohol, tobacco, sex, gangs, racial/ethnic slurs or violence may be worn.
- Pajamas/Nightware may not be worn as school appropriate clothing.
- Undergarments may not be worn as outergarments.
- School officials will make judgments on student dress based upon the following criteria:
  1. Is it disruptive or likely to be disruptive to the teaching activity?
  2. Does it pose a threat to the health or safety of any individual?
  3. Can it be damaging to the property of others?
  4. Is it neat, clean, and appropriate for school?

NOTE: The administration of the school reserves the right to adjust these rules for special medical or religious circumstances and for special school sponsored activities or programs.

DRUGS/COUNTERFEIT, CONTROLLED SUBSTANCES

A student shall not possess, use, transmit, sell, conceal or be under the influence of any alcoholic beverage or intoxicant or any of the drugs of abuse defined by Ohio Revised Code Section 3719.011 on school grounds, while on property immediately adjacent to school district property, within the line of sight of school district property, while on school transportation, at school-sponsored or related functions or activities off the school grounds or at any other time the student is subject to the authority of the school. This prohibition also includes any substances substantially resembling an illegal or controlled substance. Any substance or equipment will be turned over to legal authorities.

If a building administrator has a reasonable individualized suspicion of drug or alcohol use, he/she may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, he/she will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.
ELECTRONIC COMMUNICATION DEVICES
During the regular school day (7:20 a.m. – 2:20 p.m.), the use of electronic devices will be determined by “colored zone” in which they are located.

Green Zones – Includes hallways and the cafeteria. While students are in a green zone, students may use electronic devices at any time.

Yellow Zones – Includes any classroom, office, library, gym, study hall, or other educational space. While students are in a yellow zone, the use of electronic devices is at the discretion of the adult supervisor.

Red Zones – Includes all locker rooms and restrooms. While students are in a red zone, the use of any electronic devise is completely prohibited.

All use of electronic devices must be appropriate and follow all rules in the student handbook. Use of lewd, vulgar, profane, or harassing language as a method to offend, intimidate, or insult others that results in a substantial disruption to school operations is not permitted. This includes the use of text messaging and/or the creation or modification of a social networking site or electronic account that specifically results in a substantial disruption to school operations.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messages. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the device.

Students are not permitted to video, record, or take pictures during the regular school day without consent from administration.

EXTORTION
Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

FIGHTING, INSTIGATING, OR ABETTING A FIGHT
Engaging or abetting a physical confrontation with another person on school grounds, during school or at a school activity will not be tolerated. Punishment will be determined by the severity of the offense and will result in suspension. In the event of any fight, local law enforcement authorities may be notified and may intervene.

FALSE ALARMS/BOMB THREATS
The pulling of false alarms, the stealing or discharge of fire extinguishers, the threat of a bomb and/or inducing panic is in direct violation of Ohio law. The superintendent also has authority to expel a student for up to one year for making a bomb threat to a school building or any premises at any school activity occurring at the time of the threat. Violators may be suspended or expelled from school and may be prosecuted to the fullest extent of the law.

FORGERY
No student shall willfully deceive school officials by altering or forging passes, records, or documents. Punishment will be determined by the severity of the infraction. Violations may result in alternative to suspension, suspension, or expulsion.

GAMBLING
Gambling is forbidden on school grounds or at any school activity. Violators will receive a warning and disciplinary action as warranted.

GANG INVOLVEMENT Berea City School District Policy 5516.01
An individual gang member refers to anyone who threatens to cause, or causes harm to another or his or her family or property for the purpose of solicitation or causing membership in any association or organization. A gang is any combination, confederation, alliance, network conspiracy, understanding or similar conjoining, in law or in fact, of three persons with an established hierarchy that, through its membership or through the agency of any member, engages in a course or pattern of criminal activity. The high school prohibits the wearing and displaying of gang apparel which includes but not limited to tattoos, clothing, jewelry, signs, etc. Any student in violation will receive a warning and disciplinary action as warranted.
HARASSMENT/SEXUAL HARASSMENT/BULLYING/DATING VIOLENCE/THREATS
Berea City School District Policy 5517/5517.01 and ORC 3316.666

The harassment and/or bullying and/or threatening of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Individuals engaging in such conduct will be subject to disciplinary action.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the Principal.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes she/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

A threat is an expression of intent to harm someone (self or others). Threats may be spoken, written, or gestured. It is important to recognize the signs, verbally or written, especially in social media, of an individual who may be a threat to him or herself or others to say something and get help for that person. A student who has been a target of a threat or has knowledge of a threat should contact either the building principal or Safer Schools Ohio Hotline (844-723-3764 844-SAFEROH).

STUDENT HAZING Berea City School District Policy 5516

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students and Board employees, and shall incorporate it into building,
Administrators, staff members and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

**Complaint Procedures**

1. The Board of Education encourages students who believe that they have been subjected to or have witnessed hazing to promptly report, either orally or in writing, such incidents to the building administrators.

2. The administrator will prepare a written report summarizing the findings of the investigation and recommending the disposition of the complaint. The written report will be submitted to the Assistant Superintendent.

3. If the investigation results in the substantiated finding of hazing, the administrator shall administer appropriate disciplinary action for all parties involved. Additionally, students may be subject to disciplinary action by the coach or advisor according to the procedures of the co-curricular code of conduct.

4. If circumstances warrant, a report may be filed with the appropriate local authorities.

**LEAVING THE BUILDING WITHOUT PERMISSION**

Berea-Midpark High School has a closed campus. No student may leave the building at any time for any reason without permission. All students are expected to be in school and in all classes, study halls, and lunch on time every day. Students leaving early must sign out in the Attendance Office whenever they are leaving for an appointment or illness. Parents must notify the Attendance Office of the appointment before the student leaves the building. Failure to follow these procedures will result in disciplinary action.

**LITTERING**

There is to be no littering in the building or on school grounds. Each student has the responsibility for maintaining the cleanliness of the building. Any student in violation may receive disciplinary consequence.

**LOITERING**

No student is to loiter at any place on the campus. Students are expected to respect the neighboring properties and to behave in an acceptable manner while coming to or going home from school. High school students are not permitted to loiter on the grounds on any other school district property.

**MISCONDUCT AGAINST A SCHOOL OFFICIAL OR EMPLOYEE**

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type); vandalism; assault (verbal and/or physical), and destruction of property regardless of where it occurs.

**MISCONDUCT AWAY FROM SCHOOL**

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

**MISCONDUCT CLAUSE**

Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination.

In general, disciplinary action will result from, but is not limited to: disrespect to school personnel; habitual or extreme acts of misconduct; misappropriating teachers’ school records; being in an unauthorized area on school premises or property; leaving class or school premises without proper authorization; littering; loitering; refusing to pay for purchases; providing misleading information during an investigation; gambling; or any conduct in violation of the criminal code of the State of Ohio.

**PROFANITY AND VULGARITY**

Students may not use physical gestures or verbal expressions that carry obscene or disrespectful connotations. Students are prohibited from making slanderous remarks which may be interpreted as vulgar or offensive. Violations may result in suspension.
PUBLIC DISPLAY OF AFFECTION
Students must refrain from indulging in public displays of affection. Exhibitionism or any inappropriate physical contact or action that brings attention to the student is not acceptable. Violations may result in discipline consequences such as but not limited to: parent notification, alternatives to suspensions, or Out of School suspensions.

REFUSING TO ACCEPT DISCIPLINE
When a student refuses to accept the usual discipline for an infraction, the refusal may result in progressive consequences.

REPEATED ACTS OF MISCONDUCT
All students are expected to refrain from repeated violations of the Student Code of Conduct. Any student choosing to repeatedly violate the rules and regulations of the Student Code of Conduct may be subject to suspension or its equivalency.

SCHOOL PUBLICATIONS/PRODUCTIONS Berea City School District Policy 5722
Official school publications may reflect the policy and judgment of student editors. This involves, however, the obligation to be regulated by standards of responsible journalism including the avoidance of libel, obscenity, defamation, vulgarity, and offensiveness. The suitability of the subject matter relating to the maturity level of the reader for which it is intended must also be considered. The publications should all provide as much opportunity as possible for expression of varying opinions. A staff member will sponsor student publications. These guidelines should be followed:

A. Advisors shall advise on matters of style, presentation, grammar, format and suitability of materials.

B. The school publications and productions will reflect the policy and judgment of the student editors/directors. Materials of a controversial nature should not be prohibited unless:
   1. material imminently threatens to disrupt the educational process of the school, to damage other individuals or to advocate conduct that otherwise is inconsistent with the shared values of a civilized social order (e.g., advocating drug or alcohol use, etc.);
   2. material threatens any person or a group within the school or is prejudicial to an ethnic, racial, religious, or other delineated group;
   3. material advocates violation of the law or official school regulations;
   4. material is considered false, libelous or slanderous in the light of available facts and
   5. material is potentially harmful to juveniles or offensive according to community standards as to what is suitable for juveniles.

C. The final decision as to the suitability of material shall rest with the principal after consultation with the student editor and faculty advisor. Parties shall have the right of appeal to the Superintendent.

D. Advertising is permitted in school newspapers, yearbooks, programs, etc. which are published by student organizations. Permission should be given by the principal.

The production and/or distribution of any unauthorized publications are prohibited. Violation of this regulation may result in disciplinary consequences.

SMOKING and/or POSSESSION of TOBACCO PRODUCTS Berea City School District Policy 5512
The possession, transmittal, or use of any tobacco or tobacco-related product is prohibited in the school district building, on school district grounds, while on property immediately adjacent to school district property, within the line of sight of school district property, while on school transportation, at school-sponsored or related functions or activities or at any other time the student is subject to the authority of the school. This prohibition includes such items as cigarettes, e-cigarettes, cigars, pipes, lighters, matches, and chewing tobacco. Items such as these are not to be on a student’s person, or in a student’s locker. Violators will be subject to suspension. Any paraphernalia relating to smoking will be confiscated and destroyed.

THEFT
Any student found involved in theft of personal or school property or found to be in possession of stolen personal or school property may be subject to suspension or expulsion and may be prosecuted. Restitution will be required.
**TRESPASSING**

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

2. A student already under suspension, emergency removal or expulsion shall not enter on the grounds or premises of the student’s regularly assigned school building without the express permission of the principal.

3. A student shall not enter on the grounds or premises of the student’s regularly assigned school building after school hours unless the student is present to participate as a member of an extracurricular activity or to attend a school sponsored event where students from his/her regularly assigned school have been invited to attend.

**UNEXCUSED ABSENCE – TRUANCY** Berea City School District Policy 5200.01

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of work. Penalties can range from detention to a referral to court and/or revocation of the student’s driver’s license.

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year. Furthermore, a student will be considered chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or fifteen (15) or more school days in one (1) school year.

If a student is habitually or chronically truant and the student’s parent has failed to cause the student’s attendance to improve, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200. Habitual or chronic truancy may also result in a recommendation to the Superintendent for a loss of driver’s license and possible court action.

Repeated unexcused absence from school may subject a student to suspension and/or expulsion.

- 1st day of truancy = Alternative to Suspension and parent notification
- 2nd day of truancy = Alternative to Suspension and parent notification
- 3rd day of truancy = Alternative to Suspension and parent notification
- 4th day of truancy = Alternative to Suspension and parent notification

Further truancy will result in a filing in Juvenile Court.

**UNAUTHORIZED TOUCHING/ABUSIVE LANGUAGE TOWARD A SCHOOL EMPLOYEE, STUDENT OR OTHER PERSON**

These offenses are listed but not limited to the following:
- Abusive language toward a school employee.
- A student shall not use vulgar, profane or abusive language or gestures toward any school employee.
- Abusive language toward a student or other person.
- A student shall not use vulgar, profane or abusive language or gestures toward any other student or person.
- Assault toward a school employee.
- A student shall not cause or attempt to cause physical injury or behave in such a manner as to threaten to cause physical injury to a school employee.
- Assault toward a student or other person.
- A student shall not cause or attempt to cause physical injury to another student or person.

Suspension/expulsion and/or legal prosecution may result from this behavior.

**UNAUTHORIZED USE OF SCHOOL OR PRIVATE PROPERTY**

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.
VANDALISM/THEFT, DAMAGE, DESTRUCTION Berea City School District Policy 7440.10

1. A student shall not cause or attempt to cause damage to private property of students, teachers, school personnel or other persons or steal or attempt to steal private property either on the school grounds or during a school-sponsored or related activity, function, or event off school grounds.

2. Willful marking or defacing any part of the building or destroying school or personal property is the joint liability of the student and parent. Persons responsible will pay for the repair or replacement of damaged property and may be suspended, expelled, and/or prosecuted.

WEAPONS Berea City School District Policy 5772

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

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

The definition of a firearm shall include any weapon or “look alike” weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924.), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. Students are not permitted to bring any toy or look-alike firearms, knives or other simulated weapons onto school property.

A student shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument while on school grounds, at school-sponsored or related activities, functions or events off school grounds or at any other time the student is subject to the authority of the school. Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm and any object which is made to look like a weapon or dangerous instrument.

If a student brings a firearm on school property, in a school vehicle or to any school-sponsored activity, or to any other school program or activity that is not located in a school or on property owned or controlled by the district, the Superintendent may expel the student from school or the Superintendent may reduce this requirement on a case-by-case basis in accordance with State law. The reasons for reducing the term of the expulsion may include but are not limited to the age of the student, school record, disability and/or individual circumstances.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity.

If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may expel the student from school, with the same expulsion implications as noted above.

The Board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use a dangerous weapon, which is defined but not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

Any weapons and contraband found will be confiscated. The high school administration will work with the Berea Police Department to appropriately dispose of the weapons.

FIREARM OR KNIFE

Ohio Revised Code requires the superintendent of schools, in certain specifically defined cases, to expel a student from school for up to a period of one year for possessing a firearm or knife, as defined in Ohio law. Additionally, the superintendent has the authority under Ohio law to expel a student for up to one year for violent conduct occurring at school, on other school property, at interscholastic competitions, extracurricular events, or at any school program or activity if the act will be a criminal offense committed by an adult and if the act results in serious physical harm to persons as defined in Ohio law. Specific guidance regarding one year expulsions and permanent exclusion may be found in Policy 5610.
## Berea-Midpark High School
### Regular Bell Schedule
#### 2019-20

<table>
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<th>Period</th>
<th>Start Time - End Time</th>
<th>Minutes</th>
</tr>
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<td>3</td>
<td>9:10 - 9:59</td>
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<td>10:03 - 10:25</td>
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<tr>
<td>11</td>
<td>1:32 - 2:20</td>
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<td>Period</td>
<td>Start Time - End Time</td>
<td>Minutes</td>
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<td>8:04-8:48</td>
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<td>9 (L)</td>
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<td>12:56-1:36</td>
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<td>11</td>
<td>1:40-2:20</td>
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</tr>
<tr>
<td>Period</td>
<td>Start Time - End Time</td>
<td>Minutes</td>
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<tr>
<td>1</td>
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<td>8:04 - 8:48</td>
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<td>8 (L)</td>
<td>11:20 - 11:42</td>
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<td>9 (L)</td>
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<tr>
<td>10</td>
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<td>11</td>
<td>12:56 - 1:36</td>
<td>40</td>
</tr>
<tr>
<td>TAP</td>
<td>1:36 - 2:20</td>
<td>44</td>
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**IMPORTANT HIGH SCHOOL DATES TO REMEMBER**

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td><strong>August 2019</strong></td>
<td></td>
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</tr>
<tr>
<td>19</td>
<td>First Day for Teachers</td>
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</tr>
<tr>
<td>22</td>
<td>Freshman Orientation</td>
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</tr>
<tr>
<td>23</td>
<td>All Grades in the Building</td>
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</tr>
<tr>
<td>29</td>
<td>First Day for Kindergarten</td>
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<tr>
<td><strong>September 2019</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Labor Day - NO SCHOOL</td>
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</tr>
<tr>
<td>19</td>
<td>Parent-Teacher Conferences</td>
<td></td>
</tr>
<tr>
<td><strong>October 2019</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>NEOEA Day - NO SCHOOL</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>End of First Quarter</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Teacher Work Day - NO SCHOOL</td>
<td></td>
</tr>
<tr>
<td><strong>November 2019</strong></td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td>Parent-Teacher Conferences</td>
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</tr>
<tr>
<td>5</td>
<td>Election Day/Teacher Work Day - NO SCHOOL</td>
<td></td>
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<tr>
<td>27</td>
<td>Teacher Comp Day - NO SCHOOL</td>
<td></td>
</tr>
<tr>
<td>28-29</td>
<td>Thanksgiving Break - NO SCHOOL</td>
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<tr>
<td><strong>December 2019</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23-31</td>
<td>Winter Break – NO SCHOOL</td>
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<tr>
<td><strong>January 2020</strong></td>
<td></td>
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<tr>
<td>1-3</td>
<td>Winter Break – NO SCHOOL</td>
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<tr>
<td>6</td>
<td>School Resumes</td>
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<tr>
<td>16</td>
<td>End of Second Quarter</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Martin Luther King Day – NO SCHOOL</td>
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</tr>
<tr>
<td><strong>February 2020</strong></td>
<td></td>
<td></td>
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<tr>
<td>17</td>
<td>Presidents’ Day – NO SCHOOL</td>
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<tr>
<td>20</td>
<td>Parent-Teacher Conferences</td>
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<tr>
<td><strong>March 2020</strong></td>
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<td></td>
</tr>
<tr>
<td>19</td>
<td>End of Third Quarter</td>
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<tr>
<td>20</td>
<td>Teacher Work Day – NO SCHOOL</td>
<td></td>
</tr>
<tr>
<td>23-27</td>
<td>Spring Break</td>
<td></td>
</tr>
<tr>
<td><strong>April 2020</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>NO SCHOOL</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Teacher Comp Day - NO SCHOOL</td>
<td></td>
</tr>
<tr>
<td><strong>May 2020</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Memorial Day</td>
<td></td>
</tr>
<tr>
<td><strong>June 2020</strong></td>
<td></td>
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</tr>
<tr>
<td>3</td>
<td>Last Day for Students</td>
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</tr>
</tbody>
</table>
### BEREA CITY SCHOOL DISTRICT
### CALENDAR FOR THE 2019-2020 SCHOOL YEAR

#### IMPORTANT DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Aug. 19-20</td>
<td>Teacher In-Service</td>
</tr>
<tr>
<td>Aug. 21</td>
<td>Teacher Work Day</td>
</tr>
<tr>
<td>Aug. 22</td>
<td>First Day for Students</td>
</tr>
<tr>
<td>Sept. 2</td>
<td>Labor Day</td>
</tr>
<tr>
<td>Oct. 11</td>
<td>NEOEA Day</td>
</tr>
<tr>
<td>Oct. 24</td>
<td>End of 1st Quarter</td>
</tr>
<tr>
<td>Oct. 25</td>
<td>Teacher Work Day</td>
</tr>
<tr>
<td>Nov. 5</td>
<td>Teacher In-Service</td>
</tr>
<tr>
<td>Nov. 27</td>
<td>Teacher Conf Comp Day</td>
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<tr>
<td>Nov. 28-29</td>
<td>Thanksgiving Break</td>
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<tr>
<td>Dec. 23-Jan. 3</td>
<td>Winter Break</td>
</tr>
<tr>
<td>Jan. 16</td>
<td>End of 2nd Quarter</td>
</tr>
<tr>
<td>Jan. 16</td>
<td>Teacher Work Day</td>
</tr>
<tr>
<td>Jan. 16</td>
<td>Martin Luther King Day</td>
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<tr>
<td>Feb. 17</td>
<td>President’s Day</td>
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<tr>
<td>Mar. 19</td>
<td>End of 3rd Quarter</td>
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<tr>
<td>Mar. 20</td>
<td>Teacher Work Day</td>
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<tr>
<td>Mar. 23-27</td>
<td>Spring Break</td>
</tr>
<tr>
<td>Apr. 10</td>
<td>No School</td>
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<td>Apr. 13</td>
<td>Teacher Conf Comp Day</td>
</tr>
<tr>
<td>May 25</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>June 3</td>
<td>Last day for Students</td>
</tr>
<tr>
<td>June 4</td>
<td>Last day for Teachers</td>
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</table>

#### Key
- ○ Student First/Last Day
- ● No School
- ( ) Teacher Work Day (no students)

#### Grading Periods

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Dates</th>
<th>Days</th>
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<tbody>
<tr>
<td>1st Quarter</td>
<td>Aug. 22 - Oct. 24</td>
<td>44</td>
</tr>
<tr>
<td>2nd Quarter</td>
<td>Oct. 28 - Jan. 15</td>
<td>45</td>
</tr>
<tr>
<td>3rd Quarter</td>
<td>Jan. 21 - Mar. 19</td>
<td>42</td>
</tr>
<tr>
<td>4th Quarter</td>
<td>Mar. 30 - June 3</td>
<td>176</td>
</tr>
</tbody>
</table>

#### Key
- ○ Student First/Last Day
- ● No School
- ( ) Teacher Work Day (no students)