Beaumont School

3301 North Park Boulevard
Cleveland Heights, Ohio 44118-4296
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An All-Girls Catholic high school in the Ursuline tradition educating women for life, leadership & service.
Sponsored by the Ursuline Sisters of Cleveland

Name _____ **HR** _____ **Locker** _____

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216-325-****

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BEAUMONT SCHOOL MISSION

Beaumont School is an all-girls Catholic school in the Ursuline tradition that educates women for life, leadership and service.

Beaumont is dedicated to a college preparatory and International Baccalaureate liberal arts education that is rooted in Jesus Christ and inspired by the spirit of Saint Angela. The single sex, culturally diverse learning environment encourages every student to develop the qualities to thrive personally, spiritually, and professionally in an evolving global society.

BEAUMONT SCHOOL STATEMENT OF BELIEFS

1. Beaumont School cultivates its Catholic Christian identity and instills Ursuline values, heritage, history, and the spirit of St. Angela within its programs and activities.
2. Beaumont School embraces a strong spiritual formation that cultivates faith development and encourages the creation of a nurturing spirit in its students and the Beaumont community.
3. Beaumont School fosters respect for the uniqueness of its individual community members and promotes the development of the whole person.
4. Beaumont School supports faith-based living and leadership in a global community while striving for peace and justice.
5. Beaumont School ensures that service permeates every aspect of the Beaumont community.
6. Beaumont School inspires intellectual curiosity, independent thinking, pursuit of academic excellence, and sense of responsibility for the common good.
7. Beaumont School engenders the educational philosophy of the International Baccalaureate Program by developing students who are open-minded, intellectual risk-takers, articulate, caring, principled, reflective, and well-balanced.

PHILOSOPHY OF RELIGIOUS EDUCATION

The United States bishops, in addressing the identity of Catholic schools, have outlined three goals they should work to accomplish. As a Catholic educational community, Beaumont strives to meet each of these challenges:

❖**TO PROCLAIM THE GOSPEL MESSAGE**

At Beaumont, we teach the message of Jesus as it is proclaimed in the New Testament, specifically as it is interpreted in the Catholic tradition through the Ursuline charisms and the Counsels of St. Angela.

❖**TO ESTABLISH A FAITH COMMUNITY**

At Beaumont, we require each student to study theology and to make an annual retreat. We provide multiple opportunities for liturgies, prayer, service and social justice involvement.

❖**TO FOSTER ATTITUDES OF SERVICE**

At Beaumont, each student must earn 80 hours of service at school, her faith community, and other non-profit organizations as a requirement for graduation.

NON-DISCRIMINATION POLICY

Beaumont School admits students of any race, color, religion, and national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. Beaumont does not discriminate on the basis of race, color, religion, sexual orientation, or national and ethnic origin in the administration of its educational and admissions policies, financial aid policies, athletic and other school-administered programs.

BEAUMONT SCHOOL SCHEDULES
2020-2021

Regular A or B Day
90 minute classes

Block 1(5) 8:00 - 9:30
Homeroom 9:35 - 9:45
Block 2(6) 9:50 - 11:20
Block 3(7)
Lunch A 11:25 -11:50
Class 11:55 - 1:25
Class 11:25 - 12:55
Lunch B 1:00 - 1:25
Block 4(8) 1:30 – 3:00

Convocation Days
85 minute classes

Convocation 8:00 - 8:30
Block 1(5) 8:35 - 10:00
Block 2(6) 10:05 - 11:30
Block 3(7)
Lunch A 11:35 -12:00
Class 12:05 - 1:30
Class 11:35 - 1:00
Lunch B 1:05 - 1:30
Block 4(8) 1:35 - 3:00

9:30 Late Start
75 minute classes

Faculty Mtg. 7:30 – 9:00
Block 1(5) 9:30 - 10:45
Block 2(6) 10:50 - 12:00
Block 3(7)
Lunch A 12:05 -12:30
Class 12:35 - 1:45
Class 12:05 - 1:15
Lunch B 1:20 - 1:45
Block 4(8) 1:50 - 3:00

TWO-DAY ROTATION	
'A' Day	**'B' Day**
1	5
HR	*HR*
2	6
3	7
4	8

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This handbook is designed to guide and assist the student in her career at Beaumont. In addition, parents will find valuable information concerning the organization and functioning of the school. While not all-inclusive of every school policy, this handbook should serve as a guide and resource.

The Beaumont Administration, faculty and staff pledge to do our best to challenge and encourage our students to reach their full potential spiritually, mentally, and physically.

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ACADEMIC PROGRAM & REQUIREMENTS FOR GRADUATION

Beaumont is accredited by the Ohio Department of Education and the Ohio Catholic Schools Accrediting Association.

GRADUATION REQUIREMENTS

Theology	4 credits
English	4 credits
Mathematics	4 credits
Science	4 credits
World Language	3 credits
Social Studies	3 credits
Physical Education/Health	1 credit
Fine Arts	1 credit
Electives	1 credit
Technology	1 credit

In order to graduate from Beaumont, each student is required to register for seven classes each semester, complete 80 hours of service, attend class level retreats, and pass all state testing requirements. Furthermore, each student must earn a passing grade for Junior Shadowing and Project REAL.

Transfer students who do not have credit in Theology are required to earn as many credits in that subject as the number of years they attend Beaumont.

HONORS DIPLOMA

A student must complete 7 of the following 8 criteria to be eligible for the Diploma with Honors:

Subject	**Requirement**
English	4 credits
Mathematics	4 credits, including algebra I, geometry, algebra II, and another higher lever course
Science	4 credits including physics and chemistry
Social Studies	4 credits
Foreign Language	3 credits, including at least 2 units in each language studied
Fine Arts	1 credit
Electives	Not counted toward requirements
GPA	3.5 on a 4.0 scale *Beaumont follows a 4.3 scale therefore, required GPA needs to be a _____
ACT/SAT (excluding the writing section)	27 ACT/1210 SAT

Credits are earned for work satisfactorily completed. A failing grade for a class forfeits the credit for that course.

Any failure grade must be made up no later than July 31 of the same school year in an accredited school or program approved by the principal. The grade earned in such a way restores the credit but does not eradicate the 'F' in the student's transcript or GPA. Any senior who receives an 'F' in a required subject must earn credit in that subject before she can receive a diploma.

GRADING SYSTEM:

Special Notes:

> Grade Point Averages are computed on a 4.3 scale

> All AP/IB/Honors are given a .5 increase in value toward GPA calculation

Grade	Percentage Range	Grade Points
A+	97 – 100	4.3
A	93 – 96	4.0
A-	90 – 92	3.7
B+	87 – 89	3.3
B	83 – 86	3.0
B-	80 – 82	2.7
C+	77 – 79	2.3
C	73 – 76	2.0
C-	70 – 72	1.7
D+	67 – 69	1.3
D	63 – 66	1.0
D-	60 – 62	0.7
F	59 and below -	0.0
I	Incomplete	

HONORS:

<u>First Honors</u> - semester average of 3.8 or above
- D or F in any subject disqualifies a student from Honors

<u>Second Honors</u> – semester average of 3.25 - 3.79
- D or F in any subject disqualifies a student from Honors

The Valedictorian and Salutatorian Honors are bestowed on the students with the two highest grade point averages. This distinction requires four full years of attendance at Beaumont.

CREDIT FLEXIBILITY PLAN:
Ohio's Credit Flexibility Plan is an opportunity for students to gain knowledge and skills outside of the traditional school setting and one that is generated on the part of an individual student. The program is designed to broaden the curricular options available to students, increase the depth of study available for particular subjects and tailor the learning time or conditions needed. In these ways, students can customize aspects of their learning around more of their interests and needs.
Beaumont students have the opportunity to participate in Credit Flexibility Plans (CFP). Students approved for off-campus CFPs are required to adhere to Beaumont School's Code of Conduct. Beaumont School is not responsible for developing a Credit Flexibility Plan or for any cost incurred by a student's participation in a CFP. High school students who wish to receive credit for a CFP are required to 1) complete a detailed application process outlining learning goals and expectations by February 1 for first semester or September 1 for second semester; 2) receive prior approval from the principal or a review panel for their learning activity; 3) stay within the agreed upon time frame, and 4) meet rigorous, measurable standards as defined in course competencies or ones specific to their particular CFP. A review panel established by the principal (or the principal's designee) consisting of representation from the content area and school counseling department, administration, and other staff as appropriate, will determine the final awarding of credit. For more information on this program, please contact the Guidance Department. Flexible credit arrangements imply no reduction in tuition charges.

COLLEGE CREDIT PLUS (CCP):
College Credit Plus is a dual enrollment program sponsored by the State of Ohio for juniors and seniors in high school. Specifics for participation in this program are included in the Beaumont School Curriculum Guide. For more information on this program, please contact the Guidance Department directly.

REPORT OF STUDENT PROGRESS:
Parents and students may view student grades through the online program, PowerSchool, which may be accessed through www.beaumontschool.org. If a student is in threat of failure, teachers will reach out to parents prior to the end of the term. Parents, however, should regularly login to PowerSchool and review their students' grades. An interim report will be issued to parents half way through each semester. A report card will be issued to parents at the end of each semester. No reports will be issued unless all financial obligations have been met.

ACADEMIC PROBATION:
If a student's GPA falls below 2.0 on her interim report, she will be placed on academic probation for the remainder of the semester. Probation terms include:
- Mandatory extra time spent with her teachers and/or tutors at Beaumont;
- More structured, disciplined approach to home study;
- Close contact with her guidance counselor to discuss progress;
- Attendance and punctuality for all classes;
- Reconsideration of appropriate academic placement; and
- Other conditions determined by individual need.

Failure to improve academically and/or adhere to the probation terms listed may result in academic dismissal.

ACADEMIC DISMISSAL:
Academic Dismissal is at the discretion of the principal. A student may be asked to leave Beaumont if she:
- Earns below a 2.0 grade point average,
- Qualifies for academic probation for more than two semesters,
- Receives two or more Fs in one semester, and/or
- Identifies on any disciplinary probation for more than one semester.

SCHEDULE CHANGES AND DROP/ADD POLICY:
Schedule changes may be initiated by the administration without fee when an error has been made, a student lacks a prerequisite, a student has already received credit for the course, the scheduler is unable to schedule the offering or alternatives indicated on the course selection sheet, the scheduler needs to balance courses/classes, or a teacher and/or counselor suggests an alternate placement due to academic or other considerations.

Any student or parent-initiated change requires a $35 fee per course and is considered only as space is available. Courses may be added or dropped within the first two weeks of a term, and such drops will not appear on the student's transcript nor impact the student's GPA. Such changes are processed through the Guidance Department

and require signatures of the student, teacher, parent and Guidance Counselor. The school reserves the right to make final judgment on whether a student's request for a change will be honored. Schedule changes based on preference of teacher will not be considered. Student schedules are available online through PowerSchool.

STUDENT RECORDS:
A student's transcript includes the courses taken, grades received, GPA, attendance record, state tests scores, and completion of Junior Shadowing, Project REAL and service projects, as required. Information will not be released without written authorization from the student (if 18 yrs. of age) or parent/guardian. **No transcript is issued until all financial obligations are met.** A $3.00 processing fee is charged for each transcript requested. The student and her parent/guardian may review her record by making an appointment with the school officials.

GRADUATION POLICY:
A student may participate in the graduation ceremony and receive a Beaumont diploma only if she has met all Beaumont's academic and disciplinary requirements, passed state mandated assessments, completed Junior Shadowing and Project REAL, attended all class retreats, and fulfilled the service requirement. If a student fails to complete **one** graduation requirement, administration *may* grant her permission to participate in the graduation ceremony, but receive a blank diploma pending arrangements made to complete the requirement. A blank diploma is also issued to graduating seniors with outstanding tuition and fee balances. Official transcripts will not be sent to any college until all amounts owed have been paid in full. Graduation, Baccalaureate, and Class Day activities are privileges, which may be revoked for individuals or classes who disrespect safety and school policies and practices.

SERVICE HOURS REQUIREMENT:
The Beaumont Service Program allows for student awareness, growth, and development in the Ursuline tradition. As part of the Beaumont graduation requirements, students must complete 80 hours of service, as follows: Freshman 25 hours; Sophomore 25 hours; and Junior 30 hours [as part of the Junior Service Project (JSP)]. All service hours and forms must be submitted to the Campus Ministry Office by June 1st of each academic year to be recorded as the student total service hours for that year.

Extra earned service hours do NOT carry over to fulfill grade level requirements (e.g. completing 50 hours during freshman year does not satisfy the requirement for sophomore year) but are accepted for recognition/awards for exceeding service requirements. Any additional hours should be submitted by May 1st of the academic year in which they were earned. Service will appear on the year-end report card as a *pass/fail* grade. A student who does not submit required service hours by June 1st receives a failing grade for service which will remain on the student's official transcript. (A failure make-up grade is be entered on the transcript once the hours have been completed.)

All service must be completed with a non-profit organization. A student is not to be paid for her service, nor perform service for family or friends. Students may *not* miss school to complete service; therefore, any hours completed during a school day are not accepted. Campus Ministry and/or Service Coordinator will help students determine which service opportunities meet these requirements. Falsification of service forms is subject to disciplinary action under the Academic Honesty Policy.

All of these requirements must be met in order to graduate. Students transferring to Beaumont will be required to meet the school's 80-hour service requirement, but will be permitted to make up annual service hours in consultation with administration. Specific, service-related guidelines can be found on the Beaumont School website.

RETREATS:
Class Level Retreats are a foundational component of the religious formation at Beaumont School. As a *graduation requirement,* participation and attendance for these retreats are mandatory for every student. If a student misses a retreat (in full or part), she *must* complete either an approved alternate retreat experience or a reflection assignment within the same academic year, according to the discretion & parameters set by Campus Ministry or Administration.

GUIDANCE AND SCHOOL COUNSELING SERVICES

STANDARDIZED TESTING PROGRAM:
The standardized testing program gives the student an opportunity to assess her academic progress, to compare her scores with local and national norms, and to evaluate her scores in relation to college and career requirements. Students and parents are always welcome to confer with the counselors concerning test results.
Beaumont School Code: 361440

COLLEGE REPRESENTATIVES/VISITS:
Representatives from numerous colleges and universities visit Beaumont during the year, and students are urged to take advantage of these visits. Students are encouraged to attend outside college fairs after the school day and to make use of free days on the school calendar for taking college visits/tours. *College visits are considered excused absences and no more than two should be taken during the school year.* Students are required to adhere to Beaumont's Pre-Arranged Absence policy for college visits taken during regular school days.

COLLEGE CONFERENCES:
Beaumont students and their parents are expected to schedule an appointment with the College Counselor during their junior year to evaluate their academic performance and consider options for college and career.

GROUP GUIDANCE:
Group guidance sessions, coordinated by the counselors, are a required part of the Beaumont curriculum and typically meet weekly. This developmental program encourages community-building, guides students in decision-making, and provides a forum for discussing academic topics, such as scheduling, standardized testing, college acceptance, and time management.

PROJECT REAL (Realistic Education: Alternative Learning):
Because Beaumont believes that direct experience in a variety of environments can enhance learning, we offer a community education program for seniors. Project REAL, directed by a professional in the field, is a job shadowing experience occurring in the last two weeks of the senior year. It seeks to expose students to people, experiences, and ideas beyond the ordinary classroom. Seniors participating in this specific requirement are provided with complete details and must successfully fulfill all program components by scheduled deadlines. **Completion of Project REAL, if applicable to the individual student, is a graduation requirement.**

ADVANCED PLACEMENT(AP) and INTERNATIONAL BACCALAUREATE (IB) TESTS:
Any student enrolled in an AP or IB course is required to take the final AP or IB exam, as scheduled.

ILT (INDIVIDUAL LEARNING TIME):
Beaumont believes that Individual Learning Time program encourages responsibility, time management and self-control. During ILT, a student may meet with teachers and/or tutors for extra help and confer with counselors and college representatives. ***All students from all grade levels must check into ILT for attendance at the beginning and at the end of the ILT class block.*** *With teacher permission and a designated pass*, freshmen and sophomores may then use the media center, computer lab, or guidance offices. Juniors and seniors with ILT privileges may choose to work in specific ILT areas which include the library, computer lab, guidance suite, foyer, courtyard, and Bertrand Student Commons (with VanAuken-Akins patio). If juniors and seniors desire to use the courtyard or patio, they must sign out and back in at the Main Office.
If a student's parents, teachers, or counselor find she is unable to use her ILT profitably, a conference will be held with appropriate action taken. Students on academic probation and disciplinary contracts forfeit ILT privileges and remain in the classroom.

BEAUMONT CONTINUOUS ENROLLMENT POLICIES

Beaumont School ("Beaumont") utilizes a Continuous Enrollment process through which students will be continuously enrolled in the School through and until graduation from Beaumont, or, if applicable, until Beaumont's withdrawal process is completed in accordance with Beaumont policies.

The parent(s) or legal guardian (hereinafter "Parent(s)") of a Beaumont School student who is entering the school as a ninth-grade student, are required to complete and sign a Continuous Enrollment Agreement by June 15 of the year of enrollment. (For the 2020-2021 school year only, this will be required for all Beaumont School students as it is the first year we are implementing this process).

The Parent(s) of a student transferring into Beaumont are required to complete and sign a Continuous Enrollment Agreement within 10 business days of being accepted to Beaumont.

The Continuous Enrollment Agreement documents the Parent(s)' responsibilities for their daughter(s)' education at Beaumont. This includes, but is not limited to Parent(s)' agreement to:
• Fulfill their annual tuition obligation in a timely and complete manner; • Provide complete, accurate and truthful information during the enrollment process and throughout the time their daughter(s) are enrolled in Beaumont; • Provide complete, accurate and truthful information in applying for Tuition Assistance; • Read and follow Beaumont policies outlined in the Handbook, as updated from time to time; and • Understand other Beaumont policies and procedures.

Key Dates and Activities:
Following is an overview of key activities that are pertinent to the Continuous Enrollment process and their timing each year:
• June: FACTS Payment Plan registration • July: Tuition payments begin for the current school year • August: Financial obligations current to begin first semester classes • October: Financial obligations current to receive interim report cards • November: Incoming Freshman FACTS Grant & Aid application completed • December: Financial obligations current to receive first semester report cards
• January: Financial obligations current to begin second semester classes • February: New student registration begins • March: Returning student FACTS Grant & Aid application completed • April: Financial obligations current to receive interim report cards; Tuition payments conclude for the current school year. • May: Financial obligations current to receive grades, transcripts and/or diploma

Student Information:
• Each student's information (i.e. address, phone number, email, emergency contacts, photo and medical release statements, and immunization records and other applicable medical information) is continuous from year to year in our information system. Families must keep student information up to date. Beaumont will help maintain records by reminding parents to provide updated information, as necessary, but each parent is ultimately responsible for the completeness and accuracy of information; • In order to ensure the health of all Beaumont students, each child

must receive all immunizations required by law and Parent(s) must provide Beaumont with current copies of immunization records at least 21 days before the start of each school year. Students will not be permitted to attend classes or participate in any school-related activities, including athletics, unless and until such records are received. Failure to provide the School with a child's immunization records will have no effect on Parent(s) financial obligations to the School. • Beaumont may discontinue this Continuous Enrollment process at any time and/or may require families to sign a new Continuous Enrollment Agreement as a condition of continued enrollment.

STUDENT ACTIVITIES

Extracurricular activities offer many opportunities for students to develop social and leadership skills while at Beaumont. Participation in extracurricular activities is a privilege, and that privilege may be denied as part of disciplinary action or in consideration of a student's overall academic welfare. The Beaumont Activities Board meets monthly to review student organizations and to coordinate all student activities through proposals submitted by individuals or groups.

Beaumont sponsors a variety of sports (varsity, junior varsity, & freshman) governed by our Code of Conduct for Athletes, in keeping with OHSAA and NCL guidelines. Teams include: (FALL) soccer, tennis, cross country, golf, club crew, volleyball; (WINTER) basketball, indoor track, swimming & diving; and (SPRING) outdoor track & field, lacrosse, club crew, and softball. Beaumont reserves the right to suspend/discontinue any extracurricular activity.

STUDENT ELIGIBILITY for Leadership Boards:

A student must meet the following standards in order to run for a leadership board in a club or student activity. Membership in some student organizations, such as Student Council and national honor societies, may require additional standards, per by-laws. Uniform standards for leadership boards include:

1. A cumulative GPA of 2.0 or above
2. No "D ", "D+" or "F" grades in any academic subject in the preceding semester
3. No suspensions, attendance, or disciplinary agreements
4. Not on academic or behavioral probation

In special cases, a committee will review an appeal when/if a candidate who does not meet the criteria submits a petition. Students must continue to *maintain* eligibility standards during their year of service and will be reviewed for eligibility at the end of the first semester. Students not meeting the standards at semester review will be ineligible to run for office the following year. Students may be removed from a leadership board at the discretion of the moderator and administration team if the standards are not maintained and/or occurrence of a student's serious misbehavior.

Athletic and Activity Eligibility Guidelines:

- Students must have a minimum 2.0 GPA to be eligible for athletic and extra-curricular activities.
- Students must be in school at least a half-day on the day of practices, games &/or matches to participate.
- Students must pay a team/activity fee by the assigned due date following try-outs for each sport before participating in activities.
- Students must observe all Beaumont policies at all sports and/or any school activities, aware the they represent Beaumont at all times.
- Students recognize that violation of a disciplinary agreement may result in a school suspension and/or ineligibility to participate.
- Students acknowledge that a violation of the drug/alcohol/smoking policies will result in a suspension or removal from a team/activity, requirement of service, and apology to the coach/team.

Athletic Eligibility Guidelines:

- Students in Beaumont's athletic programs must adhere to the Code of Conduct for Athletes; each athlete and her parent pledge of a commitment to its guidelines and sign the code outlined in Final Forms.
- Students must file an annual physical examination report with the Athletic Office.
- Students must observe specific team and training rules established by their coaches, as well as those published in the Student Athlete Handbook

Athletic Academic Eligibility Guidelines:

- **OHSAA standards:** Beaumont complies with all standards enacted by the Ohio High School Athletic Association, which are not up for interpretation nor are there exceptions made. A student-athlete is required to achieve a passing grade in a minimum of five one-credit courses or the equivalent in the immediate-preceding semester (not including summer school).
- **Mid-Semester Review:** A student-athlete earning a D+, D, or F grade on her mid-semester interim report card will be placed on athletic probation until the grade improves. During the probation period, the student-athlete may participate in practice and games with the stipulation that the student-athlete works directly with her classroom teacher(s) or a tutor during the probation period.
- **Semester Eligibility:** Beaumont School places a strong emphasis on academics, and student-athletes must exceed the Ohio High School Athletic Association minimum requirements. To be eligible for athletic participation, the student-athlete must have a minimum 2.0 GPA. If the student's GPA falls below a 2.0 in the preceding semester, the student will be deemed ineligible and may not participate in practices or meets/games for ten academic days. During that period, the student-athlete will work closely with her classroom teachers and/or the tutor. After ten academic days in the new semester, if the student-athlete

earns a 2.0 GPA or higher, she may return to practice and contests. If the student fails to earn a 2.0 GPA or higher during that period, she will be reevaluated on a weekly basis.

ATTENDANCE POLICIES

Quality education is possible only when a student attends class physically, consistently and punctually. To establish patterns of regular daily attendance, it is important to avoid habitual tardiness, scheduling of appointments during the school day, and extended vacations during the school year.

Valid reasons for excused absence include: personal illness, serious family illness, family death, home emergency, and emergency school closing. Students are expected to schedule any medical/dental appointments, college/job interviews, driver exams and family vacations during non-school time. Teachers are not expected to reteach material missed due to absence. It is a student responsibility to make up missed work.

All absences are recorded on the student's daily attendance record. [Absence from two blocks constitutes a half-day absence; absence from three blocks constitutes a full day absence.] *Students may not participate or attend school activities if they have not attended classes for at least a half-day on the day of the activity.*

Absences over five consecutive school days require a doctor's note.

CONCUSSION ATTENDANCE POLICY:

Students with documented concussions, especially those who are receiving accommodations at school, may not participate in extra-curricular events which are counter-productive to the concussion healing process, such as school dances, athletic events (as participant or spectator), and other similar events. Students who do not heed this medically-sound request are not guaranteed any further accommodations in school. For more information regarding Beaumont's concussion policy, see the Student-Athlete Handbook.

REPORTING AN ABSENCE:

If a student is unable to attend school for any reason, her absence must be reported by **her parent (or legal guardian) with either a phone call to the school office at 216-321-2954 x9 or an email to the school receptionist (receptionist@beaumontschool.org) *prior to 8:30 am* that same day, stating the name of the caller, name of the student, and reason for absence.**

** *A parent/legal guardian must always report a student's absence to the School Main Office*.

MEDICAL/DENTAL/APPOINTMENTS (during school day)**:**

A written note signed by the student's parent/guardian, submitted to the office *by 8:30 am*, is required for a student's early release to attend any appointment scheduled during a school day. To qualify as 'excused,' documentation from the medical professional must be submitted to the main office upon the student's return to school. *Students must sign out at the Main Office before leaving school for an appointment and sign back in upon return to receive an admit pass before returning to class*.

STUDENT EARLY RELEASE PROCEDURES (UNPLANNED ILLNESS OR EMERGENCY REASONS during a school day)**:**

The health, safety and security of our students is our top priority. Beaumont School's established early-release procedures are in effect for all students leaving the school building during regular school day hours*:*

- In any situation that arises when a student becomes sick or must leave during a school day, she MUST report to the Clinic where she will be assessed by our health professional. If it is deemed necessary for her to leave school due to her illness, the health aide will call the parent/guardian directly to communicate the details of the situation and to make arrangements for the student to go home.
- ***Direct calls between a student and her parent/guardian are not accepted as permission or authorization to leave school.*** In any case of a student leaving school during a school day (by student or parent request), the student is still required to check into the Clinic to have permission verified with her parent/guardian *before* she is permitted to leave school. **There are no exceptions to this policy**.
- ***ALL parents/guardians arriving to pick up a student during school day hours MUST enter the school, report to the Main Office, show a valid photo ID, and sign the student out via Beaumont procedure***. Any adult, *including* persons listed on the student's emergency forms, ***must*** follow this same procedure and *additionally* have their permission confirmed by school staff directly with a parent/guardian ***prior*** to the student release. [In the case of parent/guardian authorization for an Uber/Lyft driver to pick up a student, these same procedures apply.] **For student safety, will be no exceptions to this policy.**

ABSENCE/MISSED WORK:

It is a student's responsibility to contact her teachers upon her return from an absence and to complete any work she has missed according to the teachers' individual student absence policies.

If an extended absence necessitates an "Incomplete" grade on a report card, the student has two weeks to complete the work before the 'Incomplete' converts to an "F" grade.

Our teachers and counselors work with students following an absence, but when absences become excessive, it may be necessary for parents to make arrangements for outside supplemental help.

After the student has been absent for the equivalent of ten (10) full school days per semester, a conference with an administrator, counselor, parent/guardian and student will be required, at which time the student will sign an attendance agreement outlining one or more of the following actions:

- Disciplinary probation;
- Ineligibility for athletics, extra-curriculars, field trips or special activities (including Beaumont-sponsored trips abroad and dances);
- Attendance in mandatory before-school or after-school work-monitored sessions, hosted by the subject-area teacher, guidance, or administration;
- Requirement to complete outside tutoring in the specific subject area by a certified teacher/tutor; and/or
- Loss of credit for the course.

Attendance agreements may be created at the school's discretion in exception to this policy, especially for unique circumstances. Special consideration is given to absences due to prolonged illness, and extended absences due to injury or illness are treated on an individual basis. Parents are asked to inform the school of special circumstances and to provide medical documentation so provisions can be made to assist with the student's progress.

PRE-ARRANGED ABSENCE:
For an anticipated absence, written verification from a parent/guardian must be presented at least one day prior to the scheduled absence. If a student anticipates an *extended* absence (more than two days), written verification from her parent or guardian should be submitted **at least one week** in advance. She will be issued an "Extended Absence" form to be signed by each of her teachers and returned to the Main Office. Work missed during the absence should be obtained from her teachers prior to the anticipated absence. If these procedures are not followed, the student may be unable to make up any missed work and other disciplinary measures taken.

TARDINESS:
A student is considered tardy when she reports to school after 8:00 a.m. or reports after the start of a class, supervised study, ILT, or assembly. A student must be in her first block class or ILT before the prayer begins at 8:00 a.m. or she is considered tardy. Students who do not enter the classroom before 8:00 a.m. must proceed directly to the main office to receive an admission pass to class. All tardiness is recorded on the student's record. **There are no "excused" tardies to school, regardless of parent contact.** Tardiness to class is only excused with a pass from a teacher or staff member. *Students reporting to school at 8:30 or later need a parent note.*

Action taken for a pattern of tardiness each **semester** will be as follows:
4 tardies will result in a written warning to the student
5 tardies will result in a letter to the parent(s)
6 tardies will result in a 40-minute detention
7 tardies will result in a 40-minute detention
8 tardies will result in an 80-minute detention after school
9 tardies will result in a parent conference and a suspension on a non-school day (teacher work day or Saturday)
10 tardies will result in the student being placed on disciplinary probation/attendance agreement and the *possible* loss of 2% from quarter grades
* According to teachers' discretion, tardy students may lose participation credit/grades if consistently late.

EMERGENCY SCHOOL CLOSING OR DELAY
Announcement of school closing or delay for weather or other emergencies is made through television and internet. Beaumont is closed or delayed only if "Beaumont School" is specifically listed in the media cancellations. Families and/or students will also be contacted via the automated phone system, email, and, cell text message*. [*If cell text message is selected by the family as an agreeable option.]

DRESS CODE
The Beaumont uniform sweater and crest sweater must be purchased through Schoolbelles; Beaumont polo shirt must be purchased through either Schoolbelles or Lands End; leggings, uniform sweatshirt, gym shorts, and Beaumont socks must be purchased through the Beaumont Spirit Store. Khaki or navy pants, navy or black socks, and navy or black tights may be purchased locally, but must meet the listed school requirements.

The Beaumont uniform is required for all students and must be clean and properly hemmed, without stains, rips or tears. The uniform skirt should extend to mid-thigh without any other article of clothing visible below the hemline (i.e. shorts). There should also not be any article of clothing visible outside the perimeter of the polo (i.e. undershirts). Coats, jackets, backpacks, large purses and blankets may not be carried in the school building at any time during the school day and must be secured in lockers, if brought to school.

While an attempt has been made to present the dress code as completely as possible, there may be special cases when an accessory or an article of dress is in question. Questions regarding attire and/or this dress code policy must be directed to the Assistant Principal before a student arrives at school wearing questionable attire.

DRESS UNIFORM:
To be worn for **all liturgies, field trips, off-campus school events**, **and special occasions *as announced.***
- Uniform Schoolbelles Beaumont plaid **skirt**, hemmed no shorter than mid-thigh and worn at the waist.
- Uniform Schoolbelles navy **crest sweater** embroidered with the Ursuline Coat of Arms.
- Uniform Schoolbelles or Lands End Beaumont navy **polo** (worn under crest sweater) w/ "B" monogram.
- Navy or black **tights** (solid in appearance with no pattern; *with feet*). Socks are **not** worn over the tights on dress uniform days.

- Appropriate **dress school shoes** having a closed-heel and toe, a non-canvas upper that is tan, gray, navy, brown, or black in color, with no exterior fur/fleece, and that does not extend above the ankle. No slippers, sandals, crocs, boots or athletic shoes are permitted.

REGULAR DAILY UNIFORM:
To be worn for usual school days (most often, Mondays through Thursdays).

- Uniform Schoolbelles Beaumont plaid **skirt**, hemmed no shorter than mid-thigh and worn at the waist **OR** navy or khaki-colored **pants** with straight or slightly flared legs, worn at the waist, that are free of embroidery, designs, cargo or carpenter style pockets/loops, and not faded or torn.
- Uniform Schoolbelles or Lands End navy short or long sleeve **polo** shirts with "B" monogram.
- **Optional** - A plain white, grey, or navy, short-sleeved or long-sleeved T-shirt may be worn under the uniform polo shirt (this undershirt is *not* to have wording/graphics visible nor extend outside of the hem or sleeves of the polo).
- **Optional** – "Beaumont" uniform sweatshirt (navy crewneck with white satin-stitched lettering) from the Spirit Store.
- **Optional** – Beaumont Navy Crest sweater OR Schoolbelles navy cardigan sweater with "B" monogram.
- Navy or black **socks** (plain) which reach above the ankles. "Beaumont", "Blue Streaks", or "Seniors" socks from the Spirit Store are also acceptable as part of the Regular Uniform.
- Navy or black **tights** *or* navy or black **SPIRIT STORE** leggings; **if leggings are worn, socks must cover the ankle.**
- Appropriate **dress school shoes** having a closed-heel *and* toe, a non-canvas upper that is tan, gray, navy, brown, or black in color, with no exterior fur/fleece, and that does not extend above the ankle. No slippers, sandals, crocs, boots or athletic shoes are permitted.

SPIRIT TOP UNIFORM:
May be worn on *scheduled* Fridays and other school days *as announced*.

- Follow all "regular" daily uniform guidelines, except Beaumont spirit-wear tops (t-shirts or crew-neck sweatshirts) may be substituted for the polo. [*NO hooded tops, coats/jackets, or non-Beaumont apparel.*]

SPIRIT DRESS-DOWN UNIFORM:
May be worn on *Spirit Dress Down* school days *as announced*. Beaumont Spirit Top must always be fully visible.

- TOPS: Beaumont spirit-wear top (t-shirts or crew-neck sweatshirts WITH short or long sleeves) *[NO HOODS]*
- BOTTOMS: pants (jeans without rips/tears/holes; sweatpants; pj pants; capris) *[NO shorts]*
- FOOTWEAR: secured-heel, closed-toe casual shoes [*NO slippers, sandals, slides, flipflops, or boots*]

Full DRESS-DOWN UNIFORM:
May be worn on *Full Dress Down* school days *as announced*.

- TOPS: Loose-fitting shirts (MUST have sleeves – short or long), covered midriff, neckline allowing for coverage of cleavage, appropriate designs/phrasing for school setting, and in good condition; [*NO hoods*]
- BOTTOMS: Jeans, pants, capris or sweatpants in good condition *(clean with no holes or tears);* Leggings may be worn WITH a longer top extending to the thigh; *[NO shorts]*
- FOOTWEAR: secured-heel, closed-toe casual shoes *[NO sandals, slides, slippers, flipflops, or boots]*

UNIFORM/APPEARANCE Guidelines:
THE FOLLOWING ITEMS ARE NEVER PERMITTED AS SCHOOL DAY ATTIRE AT BEAUMONT SCHOOL:

- *HOODED tops (of any kind), sleeveless/tank/camisole tops, coats/jackets, SHORTS, sandals, and flipflops.*

Beaumont administration reserves the right to determine the appropriateness of student appearance and to send non-compliant students home.

GYM UNIFORM:
Beaumont t-shirt [any Beaumont spirit, club or athletic t-shirt] with Beaumont navy gym shorts [from Spirit Store] or Beaumont sweatpants [from Spirit Store].

JEWELRY, HAIR, & ACCESSORIES:
All jewelry and accessories must be school-appropriate in nature and are subject to approval by the administration.

- Facial piercings: ONE nose STUD earring is acceptable. *No nose rings or septum piercings are permitted.*
  - No lip, tongue, eyebrow, or chin piercings or the camouflaging of those piercings are permitted.
  - No earlobe plugs or extenders are permitted.
- Hair: Hair color must be within the range of natural human hair coloring; subtle and without stark contrast.
- Hair Accessories: Headbands and hair clips are acceptable. NO hats, hoods, bandanas, or head-coverings/ headwraps *(except those that are religiously affiliated)* are permitted during any school day.
- Tattoos or any skin markings which resemble tattoos must not be visible during the school day or during any Beaumont school-sponsored activity or athletic event.

INFRACTIONS OF THE DRESS CODE:
All students are required to be in the appropriately scheduled Beaumont uniform. A violation, in all or in part, of the uniform or scheduled dress code marks a student as 'out of uniform' and will result in a misconduct.
Exceptions to the dress code may be allowed for serious reason. Parents may make written requests for special considerations of the dress code in the event of an injury, incapacity, or for other exceptional reasons.

- Blatant disregard for the uniform after warnings will result in a 40-minute detention.
- No dress uniform (in all or in part) for special school events or field trips will result in a misconduct report.

DISCIPLINARY POLICIES AND PROCEDURES

Expectations of Beaumont Student Conduct:

By establishing and empowering individual responsibility, we hope to enhance the student's sense of self-worth and valued membership in the school community. As Beaumont students strive to be women of moral conviction and integrity, the community is bound by a code of ethics representing the school mission, faith, and policies.

Students and parents have selected Beaumont, and Beaumont has accepted students, on the basis that they comply with the rules and policies of Beaumont. Our teachers have the right to establish structures that provide for optimal learning, both inside and outside the classroom. Likewise, teachers have the right to hold students accountable and limit any inappropriate or disruptive behavior with consequences. Teachers handle student misbehavior inside and outside of the classroom with such means as verbal corrections, student-teacher conferences, written disciplinary referrals, parent contact, and group conferences. If the student's misbehavior is judged severe, she will be sent immediately to the Assistant Principal's office. In serious or consistent cases, the teacher or Assistant Principal notifies the parents and a conference may be scheduled.

When a pattern of misbehavior occurs, the student will be placed on Disciplinary Probation or a comparable contract. Reviews of disciplinary records at the semester and year end are held to determine continued enrollment.

Students must understand that they are representatives of Beaumont off-campus as well as on-campus. Beaumont, therefore, reserves the right to pass judgment on a student's off campus behavior when it is inconsistent with the mission and values of Beaumont School. This includes social media postings and text message exchanges. *Students who are suspended or expelled may not be present on school property nor participate or attend any school activities or contests*.

HARASSMENT POLICY:

Beaumont School seeks to create and foster a Catholic School Community in which all individuals are treated with dignity, integrity, compassion, and respect. In light of these beliefs, Beaumont is committed to enhancing and protecting every person's human dignity. We believe that *all* individuals are *created in the image and likeness of God*. For these reasons, the Beaumont Community is entitled to pursue their fullest spiritual, intellectual, physical, social and emotional potential. Harassment interferes with this development and, therefore, will not be tolerated.

Harassment occurs when an individual is intimidated, teased, bullied, threatened, or discriminated against because of race, religion, age, gender, physical appearance, socioeconomic status, or sexual orientation. Harassment creates an offensive, hostile, and intimidating environment. Examples of harassing behavior include, but are not limited to, the following:

- **Verbal Harassment:** Derogatory, intimidating, or demeaning comments, jokes, or words spoken to or about another person or group
- **Physical Harassment:** Unwanted physical contact, touch, impedance, blocking, assault, hazing, or any intimidating interference with normal activity or movement
- **Visual Harassment:** Derogatory, demeaning, or inflammatory drawings, written words or pictures (including those on the Internet), cartoons, posters, gestures/body language, or any photographs reposted, including those with alterations (e.g. memes), physically-produced or posted online in any fashion
- **Sexual Harassment:** Unwelcome sexual advances, staring, insults, and other verbal or physical misconduct of a sexual nature, including those on technology or social media
- **Cyber Harassment:** Insults, threats, pictures, or other unkind and unwelcome commentary emailed, exchanged in text messaging, or posted on social media
- **Hazing:** Hazing is defined in Ohio Revised Code Section 2903.31 as "doing any act of coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a risk of mental or physical harm to any person." Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition in this policy. The statute prohibits actual harm as well as actions that create a substantial risk of harm to another. Therefore, any fear, embarrassment, or pain caused by an act of hazing violates Ohio law and is actionable under this policy. Hazing of any type is inconsistent with educational process and is prohibited at all times. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing or knowingly fail to inform a school administrator or faculty member if she reasonably suspects that hazing activities have taken place, are taking place, or will take place in the future. Students involved in hazing or who otherwise violate this policy are subject to disciplinary action, up to and including suspension or expulsion, in addition to removal from school activities or sports, and the loss of any and all awards or distinctions.

Our school will treat all allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Egregious circumstances, especially those including threats off-campus and/or violence, will be referred to the police or proper authorities. Cases which reveal that the student is unsafe will be referred to appropriate resources, such as social services.

As a Beaumont family, we trust that you will embrace and practice these principles both on our campus and in your home. Students who violate this policy will be subject to disciplinary action up to and including expulsion.

STUDENT THREATS:
In accordance with the policy of the Catholic Diocese of Cleveland, any or all students who threaten to inflict harm to self or others will be taken seriously and such threats will be reported immediately. **The following steps will be taken: the student issuing the threat will be isolated, the police may be notified, parents/guardians of the student making the threat will be notified, parents/guardians of any student that has been verbally mentioned as a potential victim or listed in writing as a potential victim will be notified, and the student making the threat will be suspended pending further investigation. Depending upon circumstances, Beaumont may take further disciplinary action up to and including expulsion. In the event that the student is permitted to return to school, such return may be conditioned upon receipt of adequate written medical certification from an appropriate medical professional (as determined by Beaumont) verifying that the student is not a danger to self or others. The school may further require additional professional verification. *Beaumont reserves the right to place additional conditions on the student for returning to school.***

CELL PHONES AND ACCESSORIES:
Beaumont strives to empower students to collaborate with their classmates, interact directly with their teachers, and develop interpersonal skills. Cell phone use can interfere with student social and academic advancements during a school day. It further impedes concentration, focus, and attention during classes, labs, and assemblies. Beaumont Cell Phone Policy includes parameters that support learning, minimize distractions, and encourage development of interpersonal communication skills.

During school hours of 8:00am-3:00pm, cell phone use is **not** permitted in Beaumont School. Students carrying cell phones, for any reason, are expected to use them responsibly and according to Beaumont Policy.

Beaumont Policy allows students to *carry* their cell phones with them during the school day in their pocket or in a purse, with the limitation that they may **NOT** be heard, seen, or utilized unless a specific classroom teacher has granted students temporary use for *an academic purpose* in her/his specific classroom area. Outside of this specific exception, students my use cell phones ONLY during their scheduled ILT in the Bertrand Commons or during their scheduled lunch periods in the Dining Hall. **THERE IS NO CELL PHONE USE IN THE HALLWAYS (including at LOCKERS), RESTROOMS, FOYER, KLMC, CHAPEL, ST. URSULA LOBBY, LOCKER ROOMS, or CLASSROOMS (unless permission has been given by a classroom teacher for a specific academic purpose, as previously stated).** If a student needs to make a call outside of those designated times and places, she should request permission from her teacher and make her call either in the main office or in the Clinic (as appropriate for the situation).

A cell phone will be confiscated by a teacher and given to the Assistant Principal, if it is:

- Visible at all during the school day outside of the Commons or the Dining Hall during appropriate class periods, *regardless if it is in use or being transported*;
- Used to take photographs (including selfies) or create videos (of any kind, including those to be posted on social media platforms) during a school day; and/or
- Utilized inappropriately in any way (as defined in Beaumont mission and policy).

In the event a phone is confiscated, it will be held in the main office until 3:00pm that day at which time the student has the opportunity to claim her phone and engage in a conference with the Assistant Principal. After a first offense, consequences increase to a 40-minute detention for the second offense. Consequences for the third offense will be determined by the Administration, up to and including a suspension on a non-school day.

If the cell phone misuse occurs during an assessment or test, it will be considered a violation of the Academic Honesty Policy (in addition to a violation of the cell phone policy) and incur additional appropriate consequences.

Earbuds, headsets, or headphones may not be worn or visible on a student in classrooms or in the hallways. They are not to be seen, especially on the head, in the ears, over the shoulders, around the neck, or threaded up through the uniform polo or sweater, of a student at any time. The only acceptable use of these items is with special permission of a classroom teacher for a specific academic purpose, during a scheduled ILT in the Bertrand Commons, or during a scheduled lunch period in the Dining Hall. Earbuds, headsets, or headphones may not be worn or visible while walking to, or from, those locations.

Note to parents/guardians about cell phone use: Parents/guardians are encouraged to contact the school main office if there is need to leave messages for their daughters, especially in the case of emergency. Parents and/or guardians are also free to text or leave voicemails for your daughter during the school day with the understanding that the students may only check these texts or voicemails during the described appropriate times. If you text your daughter about a special arrangement (i.e. leaving for a doctor's appointment), please FIRST call the main office and report the special arrangement. The main office will contact your daughter's teacher and your daughter will only then be released from class at the agreed-upon time. If your daughter leaves class without formal permission from the office apart from our Beaumont Student Early-Release Policy, *even if she has received a text/voicemail throughout the day from a parent/guardian*, it will be considered as cutting class, which will result in disciplinary consequences. Please refer to the Beaumont Student Early-Release Policy.

Possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or illegal images of photographs, whether by electronic data transfers or otherwise (texting, emailing or sexting, etc.) may constitute a

crime under state and/or federal law. Any student possessing, taking, disseminating, transferring or sharing nude, obscene, pornographic, lewd or illegal images or photographs may be punished under this code of conduct and may also be reported to the appropriate law enforcement agencies.

COMMUNICATION PROTOCOL:
Students and guardians are expected to use school email or school landlines when communicating with faculty, staff, and coaches. Faculty, staff, and coaches may also utilize the REMIND app as a vehicle of communication.

ACADEMIC INTEGRITY POLICY

Beaumont students are to exhibit integrity in all academic undertakings. In efforts to define and clarify academic honesty, Beaumont outlines responsibilities, expectations, and procedures for administration, faculty, and students.

Defining Academic Misconduct (*including, but not limited to):*

- Violation of copyright laws
  - Plagiarism – the act of presenting someone else's ideas as one's own (See *Writer's Inc.* Pg. 275)
  - Submitting another's work as one's own (and/or using copy-and-paste)
  - Neglecting necessary quotation marks
  - Failing to cite sources or paraphrasing without citing the source
  - Identification by "turnitin.com"
- Cheating (the misrepresentation of academic work presented for credit)
  - Copying another's quiz, test or homework
  - Using body language to communicate answers
  - Relating what is or is not on a quiz/test to someone in a later class
  - Keeping one's own paper when asked to exchange for grading
  - Loaning work to others unless permitted by the teacher
  - Forgery or misrepresentation
  - Utilizing electronic devices (i.e. cell phone) to take pictures, store information (i.e. calculator) or send information to help herself or someone else on a quiz, test or homework
  - Facilitating academic dishonesty
  - Unauthorized use of calculators or other electronic devices

If a student is found to have violated the Academic Integrity Policy, the following consequences will occur:

First Offense

- Loss of credit or failing grade for the work
- 40-minute detention
- Notification of parents
- Teacher submission of an Academic Honesty Report to the Assistant Principal, placed in the student's file
- Re-evaluation and/or revocation of any honor society membership

Second Offense

- A second offense requires a conference with the student, teacher, parent and administrator Consequences (including suspension or expulsion) for a repeated offense will be determined at that time.

Beaumont reserves the right to deviate from the disciplinary procedures above and elsewhere in this Handbook depending on the particular circumstances involved. Students' prior record of academic integrity and willingness to be forthcoming will weigh heavily in determinations regarding discipline.
Beaumont records regarding academic integrity issues may be shared with other institutions by request (i.e. colleges).

Roles and Responsibilities in Prevention of Academic Dishonesty:

Student Responsibilities

- Understand and support Beaumont's Academic Honesty Policy as stated in the handbook
- Recognize the different forms of academic misconduct defined in the handbook
- Learn the proper techniques for crediting and citing other's ideas & work, taught in English I and documented in *Writers Inc.: A Student Handbook for Writing and Learning*
- Ensure that all work submitted is authentic, with work or ideas of others fully and correctly cited
- Accept the responsibilities and consequences of academic misconduct

Parent Responsibilities

- Understand and support Beaumont's Academic Honesty Policy as stated in the handbook
- Encourage and support their daughter(s) in consistent practicing of academic honesty

SMOKING/Vaping/Juuling:
Beaumont is a non-smoking campus. Smoking (including e-cigarettes, juuls, and any similar devices) is NOT permitted anywhere at any time at school, on campus, or at school functions. In addition, smoking is not permitted before or after school at Shaker Lakes or in surrounding areas. Any such products brought on campus will be confiscated and destroyed. Students caught smoking or possessing such paraphernalia will be subject to discipline. Serious violations or repeated violations are grounds for expulsion.

THEFT AND VANDALISM POLICY:
Theft or destruction of property violates the mutual trust and respect that should mark all relationships.

Actions involving theft or destruction of property will be reported to and handled by the Assistant Principal. Any student responsible for theft or vandalism will be required to make financial restitution to pay for the time and materials needed for any repairs and serve appropriate disciplinary consequences.

WEAPONS:
Any type of lethal weapon or dangerous object (e.g. knives, guns, fireworks, lasers, mace, explosives, etc.) is prohibited on school property at all times. No student shall possess, use or threaten to use, handle, transmit, conceal, or store any weapon or instrument capable of harming another person. Neither shall a student possess any object that is indistinguishable from a deadly weapon, especially if a student indicates that she possesses the object and further indicates that it is a deadly weapon or she brandishes or displays the object and indicates that it is a deadly weapon. This includes at school, in the school parking areas, or at any school event or activity. Parents and/or police will be contacted immediately, and appropriate administrative and disciplinary action will be taken, up to and including immediate expulsion.

GANG & RELATED ACTIVITIES:
A gang is defined as any non-school group, usually secret and/or exclusive in membership, whose purpose or practice includes unlawful action or anti-social behavior that threatens the welfare of others. If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, and/or initiates or recruits for any gang-related activity, the parent/guardian will be contacted and appropriate intervention and disciplinary consequences may be initiated. Realizing gang activity as a community concern, communications will be maintained with the police department when an indication of gang-related activity is suspected.

SEARCH AND SEIZURE:
Student lockers, desks, cabinets, and similar property are the property of Beaumont School, provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning.

Search of a student and her possessions, including vehicles, backpacks or bags, computers, cell phones, and other electronic devices may be conducted if there are reasonable grounds to suspect that a student has violated or is violating the law or school rules, or to protect the safety of the student or others. Any student who exercises the privilege of parking a vehicle on school grounds is considered to have given implied consent to a search of such vehicle at any time a search is requested by school administration. Failure to comply with a reasonable search is considered insubordination and disciplinary action may be taken.

DRUG AND ALCOHOL POLICY:
Our goal in the Beaumont community is to support and educate any student whose life is affected by the misuse of drugs, alcohol, or other substances. The policies outlines below have, at their core, the intent to help students make the best decisions possible during their time at Beaumont. It is Beaumont's position that the use of illicit drugs or controlled substances is never acceptable.

CONSEQUENCES FOR THE POSSESSION/USE/DISTRIBUTION/SALE OF DRUGS, ALCOHOL, OR OTHER CONTROLLED SUBSTANCES:

Possession or Use
If a staff member discovers that a student has possession of a drug, alcohol, or other controlled substance on her person, in her locker, or in a vehicle **OR** if a staff member believes he/she has grounds to suspect that a student is under the influence of a drug, alcohol, or other controlled substance, that staff member will immediately refer the student to a school administrator.

The following actions will be taken:
- Student will be isolated (possibly in the clinic) where medical attention will be given if emergency conditions exist. Local authorities and emergency response may be contacted.
- Parents will be notified to take student home as soon as possible. The student will not return to school until a parent conference is held.

If it is a student's first offense, she will:
- Serve a one-day in school suspension.
- Complete a drug/alcohol abuse assessment.
- Receive 70% for all academic work, missed and made up.
- Comply with any additional consequences that may be implemented if she is involved in leadership positions, athletics, honor societies, etc.

If it is a student's second offense, she will:
- Serve an out-of-school suspension.
- Complete a medical/drug/alcohol abuse assessment, at parent expense, by an appropriate outside agency (i.e. New Directions, hospital, etc.) to determine the extent of the problem and to recommend further treatment. The assessment must occur before the student may return to school.
- Comply with any additional consequences that may be implemented if she is involved in leadership positions, athletics, honor societies, etc.

- Participate in a family (student, parent/guardian, school counselor, administration) conference to receive information of the actions to be taken.
- Accept the Beaumont position that her (*or* her parent/guardian) refusal to cooperate with these procedures may warrant expulsion.

Beaumont reserves the right to deviate from the disciplinary procedures above and elsewhere in this Handbook, and to place additional conditions on students in violation of this policy, depending on particular circumstances involved. Students' prior discipline record and willingness to be forthcoming weighs heavily in determinations. Beaumont may, in its sole discretion, deny participation in any senior, prom and/or graduation ceremony events.

Sale or Distribution of illegal chemicals or prescription medication

If a student sells chemicals or prescription medication, the following actions will be taken:

1. The student will be isolated in the main office or clinic (as appropriate) and parents will be notified to immediately remove the student from the school or school activity.
2. Any appropriate law enforcement agencies may be notified.
3. The student will automatically be suspended for at least three days, with expulsion likely.
4. A parent/guardian conference will be held to inform the parent/guardian of the action(s) to be taken.

Off-campus drug/alcohol policy

When the school has knowledge of off-campus alcohol/drug use, sale, or possession, the above policies will be implemented in full or part, as deemed appropriate by Beaumont School administration.

DISCIPLINARY CONSEQUENCES

This policy may be amended at any time by the Principal or Assistant Principal. Any such changes will be communicated to parents, students, faculty and staff.

Misconduct Report:

A misconduct is issued for minor infractions of school rules and policies such as, but not limited to:

- Dress code violations (including designated special dress code days)
- Gum chewing
- Drinks (other than water) or food being consumed in any location other than the Dining Hall
- Failure to fulfill responsibilities in cleaning dining hall/lunch tables
- Failure to submit school/class forms and/or other requested items
- Infraction of classroom or teacher policy
- Disturbing quiet study in the Foyer or KLMC (library) during the school day

** For every three misconducts earned, a student is required to serve a 40-minute misconduct detention.

Behavior Detention:

A detention is issued for more severe infractions of school rules and policies, such as (but not limited to):

- Disrespect, rudeness or defiance
- Inappropriate behavior or offensive language (including, but not limited to HR, assemblies, safety drills, field trips, etc.)
- Skipping all or part of a class block period
- Cell phone offenses (as preciously detailed)
- Violation of Academic Honesty Policy (first offense)
- Disruption of the educational environment or assembly atmosphere
- Gross misconduct or flagrant misbehavior
- Blatant or repeated disregard of the school uniform/dress code policy
- Any language or action deemed inappropriate and in violation of the Beaumont School Policy

Students will be scheduled for a detention date and time. *Failure to serve an assigned detention will result in the detention being doubled.* Students with scheduling or transportation issues must personally discuss the conflict(s) with the Assistant Principal *in advance* of the scheduled detention.

The accumulation of four (4) detentions in one quarter will result in a conference with the Assistant Principal and parent/guardian and a disciplinary agreement with the student will be established.

IN-SCHOOL SUSPENSION:

In-school suspension may result from the following conduct (including, but not limited to):

- Leaving campus without permission
- Breaking a disciplinary probation contract
- Extreme or escalating inappropriate and disrespectful behavior, actions, or language
- Tardy/late accumulation
- Smoking (or possession of smoking or juuling-related materials) in the school building, on school campus, or at school functions
- Theft (restoration/restitution will also be required)
- Violation of the drug/alcohol policy
- Harassment or hazing and/or use of any type of technology to harass another party (as appropriated by Administration)

- Behavior that Administration deems inconsistent with the Beaumont School Mission and Ursuline values

In-school suspensions are served in the Main Office where the student is isolated from her peers. The parents/guardians are notified and a conference is required before the student is readmitted to classes. Work missed during in-school suspension may only be made up for 70% of its value. Students serving in-school suspension may not participate in practice, rehearsal, athletic, or extra-curricular events on the day or evening of the suspension. Failure to serve an in-school suspension warrants an out-of-school suspension, with length of suspension determined by Administration.

OUT-OF-SCHOOL SUSPENSION:
An out-of-school suspension is incurred for any of the following and for the number of days deemed appropriate:
- Repetition of serious infractions (1-3 days)
- Threat or actual physical harm to another person (3-5 days)
- Violation of the drug/alcohol policy (2-4 days)
- Use of technology for hazing or harassment on or off campus (2-4 days)
- Harassment, hazing and/or use of any type of technology to harass another person(s)
- Lack of respect for the religious, racial, or cultural differences of other students or school staff
- Slander or harassment of other students or school staff
- Verbal altercations with other students or school staff
- Setting off a safety alarm
- Theft of school property or property of other students or school staff
- Behavior that Administration deems inconsistent with the Beaumont School Mission and Ursuline values

The parent/guardian is notified immediately, and the student must be removed from the campus. A parent conference will be required before the student is readmitted to school. A student is not be permitted to make up work missed during out-of-school suspension. A student on out-of-school suspension may not participate in practice, rehearsal, or athletic or extra-curricular events on the day(s) or evening(s) of the suspension.

DISCIPLINARY PROBATION:
Out of concern for the individual and her potential for growth, private conferences involving the student, parent/guardian, teacher(s) (if appropriate), and Administration are held for serious or chronic disciplinary matters. If a student's conduct warrants disciplinary probation, either because of a single serious incident or an accumulation of lesser infractions, terms are discussed in conference and confirmed in writing. Specific terms may include:
- Weekly/monthly teacher evaluations
- Increased monitoring of student behavior
- Conferences with Assistant Principal and/or Guidance Counselor
- Special parameters or restriction of activities (ILT, athletics, extra-curricular activities, senior privileges, etc.)
- Other actions as deemed appropriate by the Beaumont Administration

A student on disciplinary probation for more than two quarters, or twice in one academic year, will be subject to expulsion.

EXPULSION:
Expulsion of a student from Beaumont school is a serious matter and is only used when absolutely necessary. In some cases, the Principal may deem an action by a student so severe that it results in immediate expulsion from school. This decision is the right and responsibility of the Principal.
Reasons for expulsion include, (but are not limited to):
- Serious misbehavior and/or violation of the terms of a disciplinary probation
- Sale/distribution of alcohol or other drugs at school or a school-sponsored event
- Possession of a weapon on school property or at a school-sponsored function
- Setting a fire or endangering others
- Acts or threats of physical violence
- Behavior by student, parent or guardian that administration judges inconsistent with Beaumont Mission and Ursuline values

Beaumont also reserves the right to deviate from the disciplinary procedures in this Handbook depending upon the circumstances. Students' prior discipline record and willingness to be forthcoming will be considered in decisions. Beaumont may, with sole discretion, deny participation in senior, prom and/or graduation ceremonies.

DISCIPLINARY APPEALS:
If a student objects to the application of the disciplinary code to her behavior, she may discuss it with the staff member who has observed the behavior. She may then request a conference with the Assistant Principal. If this is not satisfactory, she may then request a conference with the Principal, whose decision will be final.

PARENT and GUARDIAN RESPONSIBILITY:
It is expected that parents and families conduct themselves in accordance with our Beaumont mission and Ursuline values. Beaumont School reserves the right to dismiss a student if, as determined by Beaumont Administration or Board of Directors, her parent/guardian violates our policy due to harassing behavior or disrespectful conduct directed toward any faculty, staff, students, administrators, or board members.

SPECIAL AREA GUIDELINES

During normal school hours, most areas of the building are formally supervised; however, before and after classes, not all areas of the building are formally supervised. Students may **not** be in unsupervised areas.

ASSEMBLIES:

Assemblies are planned for liturgies, prayer services, speakers, performances, and special presentations. Homerooms rotate setting up and taking down the chairs for assemblies in the gym. Assembly seating is by grade level and students are to sit in their assigned homeroom within their grade level section. In all assemblies of any kind, attention, respect, and proper behavior are expected at all times.

CONVOCATION:

School weeks typically begin with Convocation (all school gathering/assembly) in the gym. Convocation is scheduled from 8:00am-8:30am and often features special announcements and guests. Students sit by homerooms in the gym (in alphabetical order), seated by 8:00am, quiet and in full uniform. (Students tardy to school must first report to the Main Office.) Backpacks, coats, drinks, and food are **not** allowed in the gym, foyer, or halls during Convocation (belongings must be secured in students' lockers). Students are to be respectful and attentive, *not* doing homework, accessing cell phones/technology, eating, or grooming. Full and respectful attention is expected.

COMPUTER and INTERNET USE:

The use of technology is a tool of engaged learning used in support across the curriculum. Access to the Internet is provided for students to conduct research, assist in the learning process, and communicate with others. Internet access and use is a privilege, not a right, and entails responsibility. Access is given to students who agree to act in a considerate and responsible manner. Students are to be polite and respectful and to use appropriate language. All technology and internet use must be consistent with the Beaumont mission and Ursuline values. Parents must complete the Waiver for Internet/Email and the Acceptable Use Policy prior to the start of the school year.

Students must engage in responsible behavior on school computers, personal computers, and all devices brought into the school, just as they are in a classroom or a school hallway. The following activities are prohibited:

- Accessing or participating in chat rooms
- Using personal smartphones for access of school networks
- Establishing or using independent hot spots
- Sending or forwarding chain letters
- Using instant messenger programs or personal blogs; personal blogging
- Downloading files without staff approval
- Using proxy web surfers
- Accessing blocked websites
- Accessing web sites that do not enhance learning (i.e. social media platforms [Facebook®, Twitter®, Instagram®, TikTok®, etc.])
- Viewing, uploading, downloading, accessing or distributing pornographic, obscene, or sexually explicit material
- Using another student's password, giving another student's password to a third party, or misrepresenting ownership of a password
- Accessing or intentionally modifying files, other data, or passwords belonging to others
- Posing as another user or misrepresenting other users and/or identities on networks
- Sending or displaying offensive messages or pictures, or using obscene language
- Gaming
- Harassing, insulting, intimidating, discriminating, hazing, or attacking others
- Failing to notify faculty or administration about a network security problem
- Damaging school computers, devices, computer systems or networks [physical damage or loss to any piece of Beaumont technology may require replacement at the expense of the student]
- Infiltrating computer systems or altering software components of a computer or computer system (including but not limited to viruses, forging email, hacking, using VPNs, bypassing school filters, firewalls, or network security through any method, and/or attempting to use administrative passwords or commands). *Beaumont has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection*
- Violating copyright laws
- Accessing any unauthorized sites
- Using the network for commercial purposes, advertisement, political lobbying, or any illegal activities

Beaumont has sole discretion in determining the propriety of any activity as it pertains to the school's mission, and/or Catholic Christian and Ursuline values. Violations may result in loss of access to the Internet, suspension of account privileges, monitoring of Internet use, discipline up to and including expulsion, referral to law enforcement agencies and/or legal action, when and if applicable.

Communications on the network are often public in nature; therefore, Beaumont school rules for behavior and communications apply. Students should not reveal personal information about themselves or others while on the Internet. Students should keep their identity private and never get together with someone they meet online. If a student should receive or open objectionable material while using email or the Internet at Beaumont, she should immediately clear it from the screen and report the incident to a staff member.

Students should not have any expectation that files, documents, email or other material stored on computers at school or accessed on the school network will be private. Electronic messages and files stored in school-based computers and/or accessed via the school network should be treated like school lockers and school backpacks. *School and network administrators and faculty may search, monitor, or review any/all activity, files and messages on **any device used at school** to maintain system integrity and to ensure that users are acting responsibly.*

The Krupansky Library and Media Center (KLMC) and computer rooms are not "social" gathering places during lunch or after-school time because classes, tutoring, and study occur in these areas. Students who do not return Beaumont technology as required or who act irresponsibly (i.e. leaving a laptop on the floor in a hall) will receive a detention.

Students bringing their own device for educational use are to connect to the Beaumont BYOT Student Network, which offers a filtered internet experience in compliance with Federal CIPA (Children's Internet Protection Act) regulations. Any personally owned device will not be in compliance if accessing unfiltered internet (via 3G/4G/LTE data plans) during times when the device is on school grounds. Beaumont will not be responsible for personal property used to access school computers or networks, or for financial obligations arising out of a student's unauthorized use of school computers or networks. See Beaumont's Bring Your Own Technology (BYOT) policy for more information.

COURTYARD, PATIO, and OUTDOOR SPACES:
The Bertrand Courtyard and Van Auken-Akins patio are the only outdoor areas on campus open to students during ILTs, and appropriate school behavior is expected. Seniors and juniors may use the courtyard and patio during ILTs; but students must sign in and out at the main office. While in the courtyard and on the patio, the school uniform must be worn appropriately and in its entirety. The outdoor classroom (off the SLC) is for class use only and a teacher *must* accompany students at all times. Parking lots are off limits to students during the school day.

DINING ROOM:
The dining room is the *only* area of the school where food and beverages (other than water) are permitted. Students who choose to purchase a snack during their ILT *must* remain in the dining room to eat it. Purchasing or eating food from the dining room in no way acts as an excuse to be tardy for any homeroom or class. Students are responsible to access the dining room services according to the Beaumont policy and expectations. Gum is prohibited in all areas on Beaumont's campus, during both the school day and sponsored functions/events. Students should be seated at [not on] dining room tables as they are arranged. All students are responsible for clearing/cleaning their own places and are expected to assist in table washing. No students may leave the dining room before the lunch period is over other than to use the restroom by the gym hall with moderator permission.

ELEVATOR:
Students should request permission and obtain a pass from the main office in order to use the elevator. Misuse of the elevator will result in disciplinary consequences.

FOYER:
The Foyer is the central open space in our school building. During the school day, the foyer is reserved as place for quiet study. Students should be seated, no more than four to a table, and chairs and tables are not to be moved. Food, beverages, gum, and unattended belongings are prohibited at all times, including before and after school. No belongings, backpacks, instruments, portfolios or unattended personal items are to be left in the foyer.

HALLWAYS:
Hallways are not social gathering places during ILTs, lunch, or after school. When in the hallway during class time, students should be silent. Hallways must be kept litter-free. No belongings, backpacks, or unattended personal items should be left in the hallways or on the shelf areas above the lockers. Students may be given misconducts for leaving their personal items in any common area, outside of their locker, or for leaving their locker open/jammed.

HOMEROOM:
All students are to report to homeroom promptly, to be seated in assigned homeroom seats, and to be attentive to all announcements. Since attendance is recorded in homeroom, no student can be excused from homeroom. Students are to remain in homeroom for the entire scheduled homeroom period. Refer to individual teacher's homeroom rules for a complete listing of homeroom guidelines.

AFTER SCHOOL:
At 3:30pm, all students must be in one of the following areas: Bertrand Student Commons, Krupansky Library and Media Center, or a *supervised* classroom. Students may *not* be in hallways or stairwells. There is front desk supervision until 5:30pm and students not involved in athletics or supervised activities will move to the Dining Hall at that time to wait for their transportation. There should be no expectation of supervision after this time.

MEDIA CENTER/LIBRARY POLICIES

Use of the Krupansky Library and Media Center (KLMC):
The school media center and library is open daily before and after school. The main space is reserved for silent study while tutoring and group study may also be conducted in these spaces. Students are expected to keep a tidy workspace and follow all media center policies. NO food or drink is permitted in the media center at any time.

Books, online journals, and other technological resources are available for student use. During ILTs, freshmen and sophomores must have a pass signed by their teacher to use the library. They must be working on a specific

assignment; the staff reserves the right to send any students back to class if they are not "on task."

All materials taken from the library must be checked out. Any removal otherwise will be subject to disciplinary action. Circulating books are loaned for two weeks and may be renewed if no one else has requested them. Magazines circulate for one week, while reserve and reference materials are intended to be used in the library. In some cases, they may be loaned overnight with the permission of the librarian. Students are expected to return all library materials by the determined due dates and to pay for lost or damaged items.

To encourage prompt returns, circulating book and magazine fines are five cents per school day. Homeroom notices will be issued when materials are one week late and weekly thereafter. A lack of response will result in a misconduct report issued to the student after one week. Lost books will incur a processing fee of $5.00 in addition to the replacement cost of the book. Students must rectify all library obligations before final exams are taken. If obligations are not met, the student will be referred to the Assistant Principal for disciplinary action.

GENERAL INFORMATION AND POLICIES

AIDS/HIV POLICY:
Beaumont adheres to the policy on AIDS as outlined by the Catholic Diocese of Cleveland. If such a situation arises, every effort is made to assist the student to continue her education at Beaumont, if she so chooses. Full information on these policies may be obtained in our main office.

ANNOUNCEMENTS:
Students who wish to have information/announcements on Foyer television ***must*** have the information and/or announcement approved in advance by their moderator (if applicable) and submitted to the website coordinator. Announcements are restricted to Beaumont activities. *Outside activities may be publicized only if approved by the Assistant Principal.*

Daily prayer and pledge are recited at the start of the school day over the P.A. from the main office, at which time all people in our school building stop wherever they are at that time and pray together as a Beaumont Family. Announcements pertaining to the total student body are be made at the start of homeroom, with short reminders announced just prior to afternoon dismissal. Other updates are provided through school e-mail.

BACKPACKS:
When backpacks are carried to and from school, students should be mindful of the weight and bulk of the bag so that it is not detrimental to their health or does not impede the flow of hallway traffic while at their lockers. During the school day, *all* backpacks, messenger bags, or large purses *must* be stored inside of lockers – there is no use of backpacks in the school building. Students are *required* to use school lockers for backpacks and personal items during school hours. Only small hand-held purses or appropriate-sized laptop/device bags may be carried during the school day.

THE DELANEY CLINIC:
The clinic is staffed full time by health aides that provide care and notify the parent/guardian in the case of illness or emergency. If a student becomes ill during the school day, she must present a pass signed by her teacher to be admitted to the clinic. **Students must visit the Delaney Clinic when ill before going home; students will not be released without visiting the Clinic first, where our health professional will contact parents.** [See Student Early Release Policy.] Students' current immunization data and emergency forms must be on file. Medication forms must also be on file for any medication needed during the school day. Students may never give medication of any kind (prescription nor over-the-counter) to another student. All forms requiring medical accommodations must list the applicable dates (beginning and end of accommodations). Prolonged medical situations require a new form at the beginning of *each* school year.

CRISIS POLICIES AND EMERGENCY DRILLS:
Fire and Emergency instructions are posted in every room and area of the school. Drills are conducted regularly to insure preparedness for emergencies including fire, tornado, active shooter, evacuation, lockdown, or other such emergencies. Students and staff are trained in the ALICE method. During safety drills, students should listen to directions and follow procedures as learned and given. In all drills except ALICE, absolute quiet and attention at all times is essential to the safety and well-being of all personnel. If evacuation of the school is necessary, students will typically be moved to Conway Field or Ruffing School. We ask that parents not contact the school, but rather wait until the school contacts you so that phone lines can remain open for communication with the law enforcement and safety officials. Parent reunification information will be communicated to parents regarding dismissal through email, phone, television, and/or radio.

DANCE POLICY:
School sponsored dances at Beaumont are planned with the enjoyment and safety of our students and their guests. When purchasing a bid for a dance, the Beaumont student must list the name(s) of her guest(s) and the school he/she attends. Guests must be at least in ninth grade and under the age of 21. *Non-Beaumont students must complete **a guest form** signed by parents and their school administrator. Non-Beaumont students will be denied entry to the dance without the form.* All participants must arrive at the dance within thirty minutes of the beginning of the dance or call the school (216-325-7318) and leave a message as to 1) why they are late, 2) when they will arrive, and 3) who is with them. Once students arrive, no one is permitted to leave the dance until fifteen minutes before its scheduled end. Nothing may be brought into the dance, except a cell phone and/or

camera – all other items must be checked at the door.

All students will be breathalyzed for alcohol use prior to admittance into a Beaumont dance. Any student who dresses inappropriately, displays behavior that suggests alcohol/substance use, or behaves in ways not consistent with the Beaumont mission, will have her parents contacted to pick her (and her guests, if applicable) up immediately. Disciplinary action may result.

DELIVERIES:
ALL deliveries MUST come through the school Main Office for safety and security reasons. Deliveries to students are discouraged, and any deliveries will be held by at the Main Office until the **end** of the school day. NO food deliveries (i.e. UberEats, DoorDash, etc.) nor gift deliveries (i.e. flowers, balloons, etc.) will be distributed before the end of the school day.

DIRECTORY:
The school follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding student records. The exception to disclosure of student information without consent is the release of directory information. The school will make the information listed below as directory information available upon a legitimate request unless a parent/guardian notifies the school in writing by September 1st of each school year that he/she will not permit distribution of this information. Our directory will include:

- Student name and year of graduation
- Address and telephone listing
- Family email address

Parents/guardians who do not want directory information for their child released to colleges, universities, and military recruiters should contact the guidance office.

DROP-OFF AND PICK-UP PROCEDURES:
Students may be dropped off and picked up near the front school entrance off North Park Boulevard. Students should NOT be dropped off or picked up in the Fairmount or West parking lots for safety reasons. When dropping off or picking up students, cars should proceed to the end of the drive toward the main entrance off of North Park Boulevard; they should not stop in front of the North Park foyer doors.

All adults arriving to pick up a student must come into the Main Office, provide photo identification, and sign the student out. Students will only be released to parents/guardians or verified adults included on their emergency contact list (see Student Early Release Policy for detailed information).

FINANCIAL OBLIGATIONS:
A student may not begin a new semester, receive grades, or participate in certain school-sponsored activities until all financial obligations have been met. Tuition and related fees must be current for grades and/or transcripts to be released to any other institution.
PLEASE NOTE: Enrollment is understood to be for a full academic year and no deductions or adjustments in tuition will result for illness, withdrawal, dismissal or absence from school for any cause except by special arrangement.

LEGAL CUSTODY INFORMATION:
During a student's tenure at Beaumont, it is the responsibility of the custodial parent to request that information be released to the non-custodial parent and/or to inform the school and submit copies to the school of any court order or decision or subsequent modifications concerning visitation rights, custody and contacts.

LOCKERS:
Each student is issued a locker, which must be kept closed and locked at all times. Students are responsible for the locker(s) *assigned to them*; they should not switch lockers or locker combinations. *All personal belongings are expected to be locked inside a locker*. Beaumont is not responsible for lost, stolen, or damaged items not placed in a locked locker. Students may use their lockers between classes but are expected to be in class promptly.
[Gym lockers and locks are available for athletes and are issued through the Athletic Department with all applicable school rules.]

All lockers are property of Beaumont School and the school reserves the right to have an administrator open them for inspection or to remove non-Beaumont locks at any time. Intentional jamming of the locking mechanism results in damage to the locker and is never permitted.

Lockers may be decorated on the outside **for special occasions through pre-approval by the Assistant Principal only.** Students may *only* use magnets or blue tape to post any decorations/signs and all items must be removed in a timely manner, as related to the occasion or season.

MEDICATION POLICY:
The parent/guardian should inform the health aide in writing of any medical conditions or limitations that need special consideration, and of any medication that the student is required to take daily. This information is kept in the student's health record and referred to in case of illness. Medication administration cannot be supervised during the school day without the doctor and parent's permission. Forms are available from the Beaumont Clinic health aide and the Beaumont website. Students may *not* bring any medication (over-the-counter or prescription) to school without these forms completed and on file in the clinic. Non-prescription medication (aspirin,

Tylenol, ibuprofen, ointments, cold tablets, etc.) cannot be distributed by the nurse without a signed Physician and Parental Medicine Request Form. Prescription medication must be in the original container and must also be accompanied by a Physician and Parental Medicine Request Form. *Students may not self-medicate or give medication of any kind (prescription or over-the-counter) to another student*.

MESSAGES AND TELEPHONES:
The school offices are open from 7:30am until 3:30pm. Those wishing to speak to a staff member may leave a message with the receptionist or voice mail, and the staff member will return the call when he/she is available. If a parent/guardian needs to convey an emergency message to a student, the receptionist/Main Office will insure the delivery of the message to the student. [The office will also relay non-emergency phone messages to students at appropriate times near the end of the school day, if requested.] Before relaying emergency information directly to your student on her personal cell phone, it is imperative for safety, security, and procedural reasons that you first make the School Main Office aware of the emergency before directly contacting your daughter. (See both Student Early Release Policy and Cell Phone Policy)

PERSONAL BELONGINGS:
Beaumont is not responsible for students' belongings. Student individual responsibility and life skills are encouraged through the school policy requesting that all belongings are secured in a locker at all times. Unattended items (i.e. lunches, beverages, musical instruments, and technology) will be collected by administration/staff and misconducts will be issued to the owners. The Main Office operates a lost-and-found bin, from which unclaimed items are periodically donated to those in need.

PREGNANCY POLICY:
In accordance with the policy of the Catholic Diocese of Cleveland, all possible means will be employed to assist a pregnant student to complete the course of studies, to graduate with her class, and to continue within the school setting in as normal a manner as possible. Everyone involved, including the student, should recognize that pregnancy is not a usual event in the school setting, and that adjustments will have to be made. Compassion and cooperation are necessary from the administration, faculty, family, and student throughout this time.

For the health and wellness of the expecting mother and the baby, the Beaumont student is to receive counseling from a qualified professional at the school and/or from an outside agency, preferably affiliated with the Diocese.

Beaumont will attend to all aspects of the pregnant student's involvement in school activities to ensure her health and that of her unborn child. The student's family physician together with the school nurse will note situations that might jeopardize the health of the mother and/or child. Documentation from the student's physician should indicate how long the student can stay in school before the birth and when she can return.

PUBLICATIONS:
Publications such as the student newspaper, literary magazine, and yearbook are connected to the overall school program and subject to editorial control by the school's administration. Beaumont reserves the right to approve or reject written materials prior to publication and/or distribution that are not in accordance with the Beaumont School mission and Ursuline mission.

SIGNS, POSTERS, & VIDEOS:
Clubs, organizations, or individual students wishing to display ANY signs or posters in the school building ***must*** get approval from the Assistant Principal ***prior*** to posting such items. Signs, posters, and videos must be appropriate and consistent with the Beaumont mission. Any approved signs and decorations ***must*** be secured using *only* magnets or blue painter tape. ***Personal photos must remain on the inside of lockers and not be displayed on the outside of the locker front.*** Administration and staff may remove any posted items from lockers which do not uphold the integrity of Beaumont School.

STUDENT PARKING:
All students driving to school must have their vehicle information on file. Students who wish to park in a student lot must purchase a Beaumont School parking permit. Parking permits are $100.00, available on a first-come, first-paid basis, and based on space availability. Permits purchased during the second semester, if available, are $50.00. Students must follow guidelines listed on their permission slips and park only in their assigned space. For safety reasons, Beaumont prohibits students from parking on North Park Blvd., unless specified for a particular event. Once parked, cars must be vacated by occupants and locked. Students who wish to go to their cars during the school day must obtain permission and sign out from the Main Office, where they will be supervised.

Students not purchasing a parking permit may not park on Beaumont property, but may legally park on adjacent side streets as (or if) available. Those who park at Beaumont without permits will initially be given a verbal warning. A subsequent violation results in a detention, after which any inappropriately parked cars may be towed at the owner's risk/expense. See Search & Seizure Policy for guidelines of searching vehicles parked on school property.

SWIPE CARDS:
Swipe cards must be returned at the end of the year to homeroom teachers. If any swipe cards are misplaced, it will result in a $15 non-refundable replacement fee.

TRANSPORTATION:
Information regarding R.T.A., various public school district busing, car pools, and private van service is available through our School Office. R.T.A. bus tickets can be purchased in the School Office.

VISITORS:
The safety and security of our students on our campus are Beaumont priorities, therefore, unauthorized visitors are not permitted on campus and loitering is prohibited. Visitors are not permitted in the building without contacting the office. All visitors must sign in at the main office, receive a visitor's badge, and sign out upon departure. Persons waiting to drive students home after 3:00pm school dismissal must meet their riders outside.

Student visitation is scheduled through our Admission Office and is permitted *only* as part of our admissions recruitment or exchange program.

Parents are welcome on campus but must sign in at the office and wear a visitor's badge. If a parent/guardian arrives for student early release or early dismissal, school personnel will go to the classroom to get the student. For any early student release prior to the end of the school day, parents/guardians must report directly to the main office to sign their daughter out of school (please see Student Early Release Policy).

WATER BOTTLES:
Students are permitted to carry transparent water bottles (containing only water) during the school day. Water bottles are never allowed, however, in rooms or areas where they may be dangerous or disruptive (i.e. science labs).

WITHDRAWALS:
If a student withdraws from Beaumont for any reason, all financial obligations must be met before her transcript is released. Any student anticipating a transfer to another school must:
1) Notify her guidance counselor of her intention to withdraw;
2) Participate in an exit interview that includes herself, her parent/guardian, the counselor and/or the Principal or Assistant Principal; and
3) Complete a transcript release form and pay the processing fee.

Acceptance of the policies and procedures of this Beaumont Student Handbook is assumed upon enrollment and payment of the registration fee.

NOTICE
During the course of the school year, policies may be added, revised or deleted by Beaumont Administration; parents and students will be informed of any changes.

Dress Code Quick Reference Guide

	Dress Uniform	Regular Daily Uniform	Spirit Dress-Down
Top	Uniform navy **crest sweater** with the Ursuline Coat of Arms (Schoolbelles) Uniform navy short or long sleeve **polo** shirt with "B" monogram (Schoolbelles or Lands End)	Uniform navy **polo** shirt with "B" monogram (Schoolbelles or Lands End) **Optional** - plain white, grey, or navy T- shirt worn *under* the uniform polo; the shirt may not have visible wording or graphics. **Optional** – Uniform navy crest sweater (Schoolbelles) **Optional** – Uniform navy cardigan with "B" monogram (Schoolbelles) **Optional** – Uniform "Beaumont" sweatshirt [navy crewneck w/white lettering] (Spirit Store)	**Beaumont Spirit-Wear Tops** [t-shirts or sweatshirts WITH short or long sleeves] (Spirit Store or Beaumont-issued) ***AVOID**: Hooded tops, sleeveless tops, jackets, coats, and/or hats, [these items are NEVER permitted]*
Bottom	Uniform Beaumont plaid **skirt** [hemmed no shorter than mid-thigh & worn at the waist (Schoolbelles)	Uniform Beaumont plaid **skirt** [hemmed no shorter than mid-thigh & worn at the waist] (Schoolbelles) **Optional -** Navy or khaki **pants** [cotton or corduroy w/ straight or slightly flared legs; worn at the waist; free of embroidery, designs, cargo or carpenter style pockets/loops; no denim or jeans] (Local purchase)	Jeans, pants, capris, pj pants, leggings or sweatpants [in good condition with no rips, holes or tears] (Local purchase) ***AVOID**: Shorts of any kind [these items are NEVER permitted]*
Socks & Tights	Navy or black **tights** *with feet*. [Solid appearance with no pattern on the tights; socks are **not** permitted with dress uniform] (Local purchase)	Navy or black **socks** [must extend above the ankles] (Local purchase) **Optional –** "Beaumont" school logo socks (Spirit Store) **Optional** – Navy or black tights [No pattern on the tights; socks are permitted with regular daily uniform] (Local purchase) **Optional** – Navy or black leggings [must be worn WITH navy or black socks that extend above the ankle] (Spirit Store)	Any socks or tights (Local purchase)
Shoes	Appropriate school **dress shoes** [closed-heel & closed-toe, with a non-canvas upper that is tan, gray, navy, brown, or black w/ no exterior fur/fleece and does not extend above the ankle] (Local purchase) ***AVOID**: Athletic shoes, slippers, sandals, crocs, & boots [these items NOT permitted]*	Appropriate school **dress shoes** [closed-heel & closed-toe, with a non-canvas upper that is tan, gray, navy, brown, or black w/ no exterior fur/fleece and does not extend above the ankle] (Local purchase) ***AVOID**: Athletic shoes, slippers, sandals, crocs, & boots [these items NOT permitted]*	Casual shoes [appropriate school dress shoes, athletic shoes, crocs, & sandals *w/back strap* are permitted on dress down days] (Local purchase) ***AVOID**: Slippers, slides, sandals, and flipflops [these items NOT permitted]*

Spirit TOP Uniform: Beaumont Spirit TOP Uniform may be worn on scheduled Fridays and/or other school days as announced. Follow "regular" daily uniform guidelines, but Beaumont Spirit Wear TOPS (with short or long sleeves) can be **substituted** for the **polo**.
AVOID: Hooded tops of any kind, coats, jackets & non-Beaumont apparel.

Quick Reference: *Clothing items to always avoid during the Beaumont School Day (NEVER permitted)*

- Hats, hoods (even if attached to a clothing item), bandanas, & head coverings or scarves (unless *religiously* affiliated)
- Piercings, or any camouflaging of a piercing, in the lips, tongue, eyebrow and chin
- Plugs in earlobes, nose rings, or septum piercings
- Hair color that is not within the range of natural human hair coloring (or with stark contrast)
- Tattoos or any skin markings which resemble tattoos and are visible
- Sleeveless/tank/camisole tops (note: *all* shirts must have short or long sleeves when worn at Beaumont during the school day)
- Coats, jackets, outerwear, or blankets
- SHORTS
- Flipflops or sandals