

## 2021-2022 Beaumont School A/B Calendar

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Aug 2021				18	19	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
Sep 2021	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	1	2
Oct 2021	3	4	5	6	7	8	9
	10	11	12	13	14*	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
Nov 2021	31	1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	1	2	3	4
Dec 2021	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
Jan 2022	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31	1	2	3	4	5
Feb 2022	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	1	2	3	4	5
Mar 2022	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
Apr 2022	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
May 2022	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	

School Holidays & Notes	
Freshman Orientation	W Aug 18
First Day of School	TH Aug 19
Labor Day	M Sep 6
Late Start (9:30)	M Sep 13
All School Service Day	W Sep 15
Wellness Day/Teacher In-Service/ Alumnae Reunion	F Sep 24
Late Start (9:30)	M Oct 4
Early Dismissal (Gr. 10 & 11 PSAT/Gr. 9 ALICE) (Gr. 12 No School College Visit)	W Oct 13
Parent-Teacher Conferences/ Midterm No School	Oct 14 Oct 15
Late Start (9:30)	M Nov 1
Wellness Day/Teacher In-Service	TH Nov 5
Thanksgiving Break	W-F Nov 24-26
Late Start (9:30)	M Dec 6
Semester Exams (40)	T- TH Dec 14-16
Christmas Break	F- M Dec 17- Jan 3
First Day of Spring Semester	T Jan 4
Late Start (9:30)	M Jan 10
Martin Luther King Jr. Day	M Jan 17
Beaumont Day	F Jan 28
Late Start (9:30)	M Feb 7
Wellness Day/Teacher In-Service	F Feb 11
Presidents' Day	M Feb 21
Late Start (9:30)	M Mar 7
Midterm	F Mar 11
Spring Break	M-F Mar 28 -Apr 1
Easter Break	F-F Apr 15-18
Late Start (9:30)	M Apr 4
Career Day	F Apr 22
Wellness Day/Teacher In-Service	F Apr 29
Late Start (9:30)	M May 2
Semester Exams (46)	W-F May 25-27

**Key:**

- A Day
- Special Day
- B Day
- No School
- Student Wellness Day

# BEAUMONT SCHOOL 2021-2022 CLASS SCHEDULES

## Regular Daily Schedule

7:45a - 8:25a	Zero Block
<b>8:30a - 9:50a</b>	<b>Block 1 (5)</b>
<b>10:00a - 11:30a</b>	<b>Block 2 (6)</b>
<b>11:40a - 1:35p</b>	<b>Block 3 (7)</b> * with lunch periods
	<b>11:40a - 12:10p</b> LUNCH A <b>OR</b> <b>11:40a - 1:00p</b> Class
	<b>12:15p - 1:35p</b> Class <b>1:05p - 1:35p</b> LUNCH B
<b>1:45p - 3:05p</b>	<b>Block 4 (8)</b>

## Late Start Schedule

---	NO Zero Block
<b>9:30a - 10:35a</b>	<b>Block 1 (5)</b>
<b>10:45a - 12:00p</b>	<b>Block 2 (6)</b>
<b>12:10p - 1:50p</b>	<b>Block 3 (7)</b> * with lunch periods
	<b>12:10p - 12:40p</b> LUNCH A <b>OR</b> <b>12:10p - 1:15p</b> Class
	<b>12:45p - 1:50p</b> Class <b>1:20p - 1:50p</b> LUNCH B
<b>2:00p - 3:05p</b>	<b>Block 4 (8)</b>

## Convocation Schedule

---	NO Zero Block
<b>8:30a - 9:00a</b>	<b>CONVOCATION</b>
<b>9:10a - 10:20a</b>	<b>Block 1 (5)</b>
<b>10:30a - 11:50a</b>	<b>Block 2 (6)</b>
<b>12:00p - 1:45p</b>	<b>Block 3 (7)</b> * with lunch periods
	<b>12:00p - 12:30p</b> LUNCH A <b>OR</b> <b>12:00p - 1:10p</b> Class
	<b>12:35p - 1:45p</b> Class <b>1:15p - 1:45p</b> LUNCH B
<b>1:55p - 3:05p</b>	<b>Block 4 (8)</b>

## Morning Liturgy Schedule

7:45a - 8:25a	Zero Block
<b>8:30a - 9:40a</b>	<b>Block 1 (5)</b>
<b>9:45a - 10:35a</b>	<b>LITURGY</b>
<b>10:40a - 11:50a</b>	<b>Block 2 (6)</b>
<b>12:00p - 1:45p</b>	<b>Block 3 (7)</b> * with lunch periods
	<b>12:00p - 12:30p</b> LUNCH A <b>OR</b> <b>12:00p - 1:10p</b> Class
	<b>12:35p - 1:45p</b> Class <b>1:15p - 1:45p</b> LUNCH B
<b>1:55p - 3:05p</b>	<b>Block 4 (8)</b>

# Beaumont School

3301 North Park Blvd.  
Cleveland Heights, Ohio 44118-  
4296  
Office (216)321-2954  
[www.beaumontschool.org](http://www.beaumontschool.org)

**An All-Girls Catholic high school in the Ursuline tradition  
educating women for life, leadership & service.**  
*Sponsored by the Ursuline Sisters of Cleveland*

Name \_\_\_\_\_ Grade \_\_\_\_\_ Locker \_\_\_\_\_

**Attendance:** 216-321-2954 Ext. 9  
**Clinic:** 216-325-7314

**ADMINISTRATIVE  
STAFF**  
216-325-  
\*\*\*\*

President	Mrs. Wendy Hoke	Ext. 7324
Principal	Mr. Nicholas Beyer	Ext. 7315
Assistant Principal of Academic Affairs	Mrs. Ann Hoelzel	Ext. 7335
Assistant Principal of Student Affairs	Mrs. Coreen Schaefer	Ext. 7318
Director of School Counseling (gr. 11 & 12)	Mrs. Alicia McLean	Ext. 7333
Guidance Counselor (gr. 9 & 10)	Mrs. Christy Salata	Ext. 7321
Director of College Counseling	Mrs. Mary Durkalski-Ina	Ext. 7322
Campus Minister	Mrs. Michele Bernot	Ext. 7332
Athletic Director	Mr. Tim Ertle	Ext. 7342
Chief Financial Officer	Mrs. Lisa Andreani	Ext. 7313

## BEAUMONT MISSION

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

Beaumont School 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 Catholic 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 Merici.

➤ **TO ESTABLISH A FAITH COMMUNITY**

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

➤ **TO FOSTER ATTITUDES OF SERVICE**

At Beaumont, each student will earn 80 hours of service in different environments, including at school, in her faith community, at community programs, and for 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.

## **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

- Waiver available for .5 Technology credit for students completing 4-credit Art or Music programs.
- 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.
- 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 receiving an 'F' in a required subject must earn credit in that subject before she can receive a diploma.

### **GRADING SYSTEM**

Beaumont calculates grade point averages on a 4.3 scale. All AP, IB, and Honors courses are given a .5 increase in value toward GPA calculation.

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

#### **HONORS:**

##### **First Honors:**

Semester average of **3.8 or above**  
[D or F in any subject disqualifies a student from Honors]

##### **Second Honors:**

Semester average of **3.25 - 3.79**  
[D or F in any subject disqualifies a student from Honors]

**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.

## HONORS DIPLOMA

Students must meet all but one of the criteria in a given category for an Honors Diploma in that category:

CRITERION	ACADEMIC HONORS DIPLOMA	INTERNATIONAL BACCALAUREATE HONORS DIPLOMA
<b>Math</b>	4 units, Algebra I, Geometry, Algebra II (or equivalent) and one other higher-level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher-level course or 4 course sequence that contains equivalent or higher content
<b>Science</b>	4 units, including 2 units of advanced science	4 units, Biology, Chemistry, and at least one additional advanced science
<b>Social Studies</b>	4 units	4 units
<b>World Languages</b>	3 units of one world language or no less than 2 units of each of two world languages studied	4 units minimum, with at least 2 units in each language studied
<b>Fine Arts</b>	1 unit	1 unit
<b>Electives</b>	N/A	N/A
<b>GPA</b>	3.5 on a 4.0 scale	3.5 on a 4.0 scale
<b>ACT / SAT</b>	27 ACT or 1280 SAT	27 ACT or 1280 SAT
<b>Field Experience</b>	N/A	Complete a field experience and document in a portfolio specific to the student's area of focus
<b>Portfolio</b>	N/A	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts

### CREDIT FLEXIBILITY PLAN:

Ohio Senate Bill 311 allows alternate pathways for students to receive high school credit by broadening the scope of curricular options available to students by increasing the depth of study available for a particular subject and by tailoring the learning time or conditions.

A credit flex opportunity at Beaumont School is a student-owned learning opportunity that:

- Provides more choice and autonomy in deciding how, when, and where students learn.
- Provides more options for individually suited pathways to post-secondary and career goals.
- Provides acceleration and convenience including more options for courses in the school schedule.

Students interested in earning credit through the Credit Flexibility Plan (CFP) must notify the Guidance Department by March 31 and apply by the deadline dates (June 1 for first semester and December 1 for second semester). The detailed Credit Flex Information and Guidelines may be obtained directly from the Guidance Department.

### 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.

### REPORTS OF STUDENT PROGRESS:

Students and parents may view student grades through the online program, **PowerSchool**, which is accessible through [www.beaumontschool.org](http://www.beaumontschool.org). [If a student is in danger of failure, teachers will reach out to parents prior to the end of the term.] Students and parents should regularly login to PowerSchool to review their students' grades. An interim report will be issued to parents halfway 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.

### 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 a course, the scheduler is unable to schedule the offering or alternatives as indicated on the course selection sheet, there is need to balance classes, teacher and/or counselor suggests an alternate placement due to academic or other considerations, or there is a lack of sufficient enrollment to offer a class.

Any student or parent-initiated change requires a \$35 fee and will be considered only as space is available. Course changes may only occur within the first two weeks of a course. Changes require parent/guardian notification and are processed through the Guidance Department. Beaumont reserves the right to make final judgment on whether a student's request for a change will be honored.

### STUDENT RECORDS:

A student's transcript includes the courses taken, grades received, GPA, attendance record, state tests scores, completion of IB or AP testing (if applicable), 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 request. The student and her parent/guardian may review her record by appointment with the school officials.

### **ACADEMIC PROBATION:**

If a student's GPA falls below 2.0 (or earns 2 or more failing grades ["Fs"]) on her interim report, she will be placed on academic probation following that semester and will develop an improvement plan with her guidance counselor or administration. Improvement terms may include:

- Mandatory extra time spent with her teachers and/or tutors at Beaumont;
- Structured, disciplined approach to home study;
- Scheduled meetings with her guidance counselor to discuss progress;
- Specific expectations regarding attendance and punctuality for all classes;
- Reconsideration of appropriate academic placement; and/or
- Conditions determined by individual need and deemed appropriate by her guidance counselor.

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.

### **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 IB or AP testing and Project REAL (as applicable), 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 to complete the requirement. A blank diploma is also issued to graduating seniors with outstanding tuition and fee balances. Official transcripts are not sent to any college until all outstanding balances are paid in full. Class Day, Baccalaureate, and Graduation activities are privileges which may be revoked for individuals or classes who disrespect safety and school policies.

### **RETREATS:**

Retreats are foundational in student faith formation at Beaumont in the tradition of St. Angela. *As a graduation requirement, participation and attendance at her class level retreats are mandatory for every student.* If a student is not present for a class level retreat (in full or part), she must complete an approved alternate retreat experience within that same academic year through Campus Ministry in accordance with Beaumont graduation standards.

### **SERVICE HOURS REQUIREMENT:**

The Beaumont Service Program allows for student awareness, growth, and development in the Ursuline tradition. As a requirement for Beaumont graduation and expression of our mission, students complete 80 hours of service, as designated: Freshman 25 hours; Sophomore 25 hours; and Junior 30 hours [Junior Service Project (JSP)]. All service documentation must be submitted to the Campus Ministry Office by May 1<sup>st</sup> of each academic year to be recorded as the student total service hours for that year. The Beaumont Service Program Guidelines are available on the school website and through the Campus Ministry office.

Service must be completed with or for a non-profit organization. [A student is not paid nor compensated for service, nor performs service for family or friends intended to be 'counted' toward fulfillment of the requirement.] Students may not miss school to complete service; therefore, any hours completed during a traditional school day are not accepted. Campus Minister and/or Service Coordinator will determine which service opportunities meet these requirements. Falsification of service records is subject to disciplinary action under the Academic Honesty Policy.

Extra service hours do NOT carry over to fulfill grade level requirements but are accepted for service awards and distinctions. Additional hours must be submitted by April 1<sup>st</sup> of the academic year in which they are earned.

**All service requirements must be met in order to graduate.** Service appears on year-end report cards as a *pass/fail* grade. A student who does not submit required service hours by May 1<sup>st</sup> receives a failing grade for service which will remain on her official transcript. (A failure make-up grade is entered on the transcript once the hours have been completed.) Students transferring to Beaumont are required to meet the school's 80-hour graduation service requirement but will be permitted to make up annual service hours in consultation with administration.

## **GUIDANCE AND SCHOOL COUNSELING INFORMATION**

### **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**

### **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.

### **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.

### **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 also 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.

## **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, empowers wellness initiatives, guides students in decision-making, and provides a forum for discussing academic topics (such as scheduling, standardized testing, college preparation, and time management).

## **ILT (INDIVIDUAL LEARNING TIME):**

Beaumont believes that Individual Learning Time program encourages responsibility and time management. **All students from all grade levels must check into ILT, in person, directly to the teacher for attendance at both the beginning and end of the ILT class block.** With ILT teacher permission, freshmen & sophomores may then use the media center, computer lab, or guidance suite. With ILT teacher permission after attendance check-in, juniors & seniors may elect to work in specific ILT areas including KLMC, computer lab, guidance suite, foyer, courtyard, and commons/patio. If a student's parents, teachers, or counselor find she is unable to use her ILT profitably, a conference will be scheduled to develop a profitable student plan. Students on academic probation or disciplinary contracts forfeit ILT privileges and adhere to their specific improvement plan.

## **PROJECT REAL (Realistic Education: Alternative Learning):**

Project REAL, directed by a career professional, is a job shadowing experience occurring at the end of senior year. Seniors not enrolled in an IB course or scheduled to take an IB/AP exam are required to successfully complete this project. Specific project requirements are provided and students must successfully fulfill all program expectations by the deadlines. *Completion of Project REAL, if applicable to the individual student, is a graduation requirement.*

## **STUDENT ELIGIBILITY GUIDELINES:**

Extracurricular activities offer many opportunities for students to develop social and leadership skills throughout their Beaumont career. The Beaumont Activities Board meets monthly to review student organizations and to coordinate all student activities through proposals submitted by individuals or groups. Student 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 and wellness.

## **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.

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.

## **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 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.

## **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 sports and/or any school activities, aware 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.



## **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, family illness, family death, home emergency, and extreme weather hazards. Students are expected to schedule any medical/dental appointments, job interviews, driver exams, and vacations during non-school time. Teachers are not expected to reteach material missed due to absence. It is a student responsibility to contact her teachers and to make up any missed work and assessments.

All absences are recorded on the student's daily attendance record. [Absence from two class blocks constitutes a half-day absence; absence from three class 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/game.*

**Absences over five consecutive school days require a doctor's note with verification of situation.**

**If a 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.

Student attendance agreements may be created at Beaumont's discretion in exception to this policy in unique circumstances. Special consideration is given in cases of prolonged illness, hospitalization, injury, and unique circumstances on an individual basis. Parents are asked to inform the school of their student's situation and to provide medical documentation so provisions can be made to assist with the student's progress.

### **TARDY/LATE ARRIVAL POLICY:**

A student is considered tardy when she reports to school after 8:30 a.m. or reports after the start of a class, supervised study, ILT, or assembly. A student must be in her assigned school area before daily prayer begins at 8:30 a.m. or she is considered tardy. Students who do not enter the classroom before 8:30 a.m. must report 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.** Students reporting to school after 8:45 a.m. 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 possible loss of 2% from quarter grades

\* According to teachers' discretion, tardy students may lose participation credit/grades if consistently late.

### **EARLY RELEASE STUDENT POLICY & 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 school day hours, **without exception**:

- **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 school health professional will call the parent/guardian directly to communicate the details of the situation and confirm 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 process and have 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, there are no exceptions to this policy.**
- **ALL students MUST sign out at the main school office before leaving school for any reason (and then sign back in if she is returning during the school day) – including parent-authorized early dismissals.** If a student does not sign in and out at the Main Office in any situation where she is leaving the school campus, that action is considered 'cutting school' and disciplinary consequences will result.

### **REPORTING STUDENT ABSENCES:**

If a student is unable to attend school for any reason, her **parent/guardian must report her absence** directly to the school by phone call (216/321-2954 x.9) or email ([receptionist@beaumontschool.org](mailto:receptionist@beaumontschool.org)) prior to 8:30am 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.**

### **REPORTING STUDENT PRE-ARRANGED ABSENCES:**

If a student anticipates an extended absence (more than two days), written verification from her parent/guardian should be submitted to the Main Office **at least one week** in advance. Prior to that anticipated absence, the student should directly communicate with her teachers to obtain instructions and available assignments from her classes. If this procedure is not followed, the student may not be permitted to make up work from this absence.

### PROCEDURE FOR 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.

### 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.

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

In the event that a student must attend a medical/dental appointment at any time during the school day, a written note signed by the student's parent/guardian must be submitted to the office prior to 8:30am that morning as notification of that appointment. At the time indicated on that notification, *the student must sign out at the Main Office before leaving school for that appointment and sign back in upon return to receive a pass before returning to class.* According to Beaumont policy, a student absence will qualify as 'excused' for a medical/dental appointment when documentation from the medical professional is submitted upon the student's return to school.

### STUDENT UNIFORM POLICY

#### SCHOOL UNIFORM POLICY AND DRESS CODE

The Beaumont School Uniform provides opportunity for students to practice important life skills while building confidence as young women leaders. It encourages development of self-discipline and professional demeanor while showing a united presentation, relationship, and pride in our Ursuline tradition. With the same enthusiasm as team members and career professionals, Beaumont students show preparedness, work ethic, and unity through the school uniform and dress code policies.

The **Beaumont Uniform Reference Guide** is an easy reference provided at the end of this Handbook section and on our website. Specifically, the Beaumont uniform is required for all students and must be clean, worn as intended, and be without rips, stains, or embellishments. The 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). If any article of clothing or accessory is in question, the situation is to 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.**

- Uniform Schoolbelles Beaumont plaid **skirt**, hemmed no shorter than mid-thigh and worn at the waist.
- Uniform Schoolbelles navy **crest sweater** or **crest blazer** embroidered with the Ursuline Coat of Arms.
- Uniform Schoolbelles or LandsEnd navy **polo** (worn under sweater or blazer) w/"B" monogram.
- Navy/gray/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 secured-heel and closed-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 Schoolbelles crest sweater, crest blazer, or cardigan sweater with "B" monogram.
- Navy/gray/white/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/gray/black **tights** or navy/gray/black solid color leggings; **if leggings are worn, socks must cover the ankle.**
- Appropriate **dress school shoes** [see description above]

#### SPIRIT TOP UNIFORM:

To 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 crewneck or hooded sweatshirts) may be substituted for the polo. [NO coats, jackets, sleeveless tops, 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 sweatshirts WITH short or long sleeves)
- **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
- **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 APPROPRIATE ATTIRE AT BEAUMONT SCHOOL:

- Sleeveless/tank/camisole tops
- SHORTS (of any kind)
- Hats, bandanas/head scarves, and/or hoods
  - o Hooded tops are only permitted on Spirit Top Days or Dress Down Days with the understanding that hoods are NOT worn up over the head at any time in the building during the school day.
  - o Bandanas or scarves may only be worn as headbands and must not cover the entire head.
- Coats and/or jackets
- Sandals and/or flipflops
- Blankets (NEVER worn as an article of clothing or carried through the school building as an accessory)

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

## **GYM UNIFORM:**

Beaumont t-shirt [any Beaumont spirit, club, or athletic t-shirt with sleeves] 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.*
  - o No lip, tongue, eyebrow, or chin piercings or the camouflaging of those piercings are permitted.
  - o 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 (including bandanas or scarves folded & worn as headbands) and hairclips are acceptable.
- NO hats, hoods, bandanas/scarves/head-coverings/headwraps worn to cover the head (*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 reasons at the discretion of administration. Parents may provide written physician documentation for special considerations of the Beaumont uniform in the event of an injury, incapacity, or health reason.

- Blatant disregard and each 3-increment infraction of dress code 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 Beaumont mission and policies. 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 and discretion to pass judgment on a student's off-campus behavior when it is inconsistent with the mission and values of Beaumont School. This includes, but is not limited to, social media postings and text message exchanges. Students who are suspended or expelled may not be present on school property nor participate in any school activities or contests.**

### **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 Dishonesty & 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 (or using copy-and-paste)
  - Failing to cite source or paraphrasing without citing source (neglecting necessary quotation marks)
  - Identification by "turnitin.com"
- Cheating (the misrepresentation of academic work presented for credit)
  - Copying another's quiz, test, or homework
  - Communicating answers to another student during an assessment
  - Relating what is or is not on a quiz/test/assessment to someone in a later class
  - Forgery or misrepresentation of one's work or project material in any way
  - Loaning work to others unless permitted by the teacher

Utilizing electronic devices to take pictures, store information or send information to help herself or someone else on a quiz, test or homework  
Facilitating academic dishonesty  
Unauthorized use of calculators, cell phones, smartwatches, 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/assessment
- 40-minute detention with notification of parents
- Teacher submission of academic dishonesty documentation to the Assistant Principal [placed in student 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
- 80-minute detention with notification of parents
- Teacher submission of the academic dishonesty documentation to Assistant Principal [placed in student file]

**Additional Offenses:** Consequences (including possible suspension or expulsion) in the unlikely event of repeated offenses are determined by Administration for each specific circumstance.

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 Integrity 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 Integrity Policy as stated in the handbook
- Encourage and support their daughter in consistent practicing of academic honesty and integrity

### **CELL PHONES, SMARTWATCHES, AND RELATED DEVICES POLICY**

Beaumont strives to empower students to collaborate with their classmates, interact directly with their teachers, and develop interpersonal skills. Cell phones, smartwatches, and personal devices interfere with student social and academic advancements during a school day. Unauthorized use of these devices can impede concentration, focus, and attention during classes, labs, and assemblies. This Beaumont Policy supports learning, minimizes distractions, and encourages development of foundational interpersonal communication skills.

During school hours of 8:30am-3:05pm, cell phone/smart watch/related device use is **not** permitted in Beaumont School. Students carrying or wearing these devices for any reason are expected to adhere to Beaumont Policy.

Beaumont Policy allows students to carry their cell phone in their pocket or purse and wear their smartwatch during the school day with the limitation that these devices **NOT** be heard, seen, or utilized unless a teacher grants them temporary use for *an academic purpose* in that specific classroom. Likewise, these devices must be muted and silenced with notifications turned OFF throughout the school day. Outside of this exception, students may use cell phones and smartwatches **ONLY** while seated during their scheduled ILT in the Commons or while seated during their lunch period in the Dining Hall. **THERE IS NO CELL PHONE OR SMARTWATCH USE IN THE HALLWAYS** (including at **LOCKERS**), **RESTROOMS**, **FOYER**, **KLMC**, **GYM**, **LOCKER ROOM**, **CHAPEL**, **ST. URSULA LOBBY**, or **CLASSROOMS**. If a student needs to make a call outside of those designated times/places, she may request permission from her teacher and make her call either in the main office or Clinic (as appropriate for the situation).

A cell phone/smartwatch 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 or 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/smartwatch is confiscated, it will be held in the Assistant Principal's Office until 3:05pm that day, at which time the student may 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 cell phone/smartwatch misuse occurs during an assessment or test, it is also considered a violation of the Beaumont Academic Honesty Policy and incurs additional appropriate consequences.

Earbuds, headsets, or headphones may not be worn or visible on a student in classrooms or in the hallways, including walking to and/or from a location. 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) on 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, while seated during a scheduled ILT in Bertrand Commons, or while seated during a scheduled lunch period in the Dining Hall.

Note to parents/guardians about cell phone/smartwatch use: It is requested that all parents/guardians directly contact the school main office if there is need to leave messages for their daughters for any reason. Parents and/or guardians are also free to text or leave voicemails during the school day with the understanding that students may only check these texts or voicemails during the described school appropriate times. If parents make a day-of arrangement for their daughter (i.e. doctor's appointment), they must **FIRST** directly call the main office to report the information. The main office will contact the classroom teacher and only then will the student be released from class at the agreed-upon time. **If a student leaves class without formal permission from the office apart from our Beaumont Student Early-Release Policy, even if she has directly received a text or message throughout the day from a parent/guardian, it is considered 'cutting class' and will result in disciplinary consequences.** Refer to the Beaumont Student Early-Release Policy for details and procedures.

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.

Students assume responsibility for the proper care of their devices, including any costs or repair, replacement, or any modifications needed to use the device at school. Beaumont School is not liable for any device stolen or damaged while on school property or at school-related events. If a device is stolen or damaged, it will be handled through the Assistant Principal's Office. We recommend the labelling of student-owned devices with a name on it as it will assist in the return of a misplaced device.

### **COMPUTER and INTERNET USE POLICY**

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
- 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*
- 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.*

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.

### **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, hate speech, 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, hate speech, 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.
- **Bullying:** Taunts, ridicule, shunning, or other acts of alienation, coercion, or intimidation whether emotional, verbal, physical, or electronic.

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.

#### **REPORTING OF ABUSE POLICY:**

As a school community, we acknowledge our special responsibility to protect the students committed to our care and control, and we are committed to taking action to protect our students from abuse and neglect, including sexual abuse. Any student or parent is encouraged to report any behavior of concern to any adult at Beaumont School: Faculty, administration, staff, teacher, or Chaplain. Any and all allegations of abuse or neglect suffered by any student, past or present, will be taken very seriously by Beaumont School. Ohio Revised Code 2151.421 requires reporting for any school authority or employee who “knows or has reasonable cause to suspect” that a student under the age of 18 is suffering, has suffered, or faces a threat of suffering abuse or neglect. Abuse can be physical, sexual, verbal, or emotional.

Thus, the following procedures will be observed in handling any allegations of abuse or neglect suffered by a student:

- 1) Any student who believes that she has been the victim of abuse or neglect should immediately report such abuse or neglect in person or in writing to the Assistant Principal. If the student is uncomfortable reporting the issue to the Assistant Principal, she should report the conduct to any teacher or counselor at Beaumont School.
- 2) Any employee, or other person affiliated with Beaumont School, who hears or learns of any allegations of abuse or neglect, or who observes abuse or neglect, must immediately report those allegations to the Principal or the President who will in turn notify the local law enforcement authorities. An individual may also directly contact local law enforcement or child protective services (in Cuyahoga County, 216-696-KIDS).
- 3) The local child protective services agency or the local police or county sheriff will be notified where required by Ohio Revised Code 2151.421.
- 4) As soon as a report is made to the Principal or President, the school will take those actions it believes necessary to assure the safety of its students.
- 5) In any investigation made in accordance with a report of abuse, the school shall cooperate fully with the investigating authorities.
- 6) Any administrator, faculty member or other employee of the school who fails to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in accordance with Ohio Revised Code 2151.421.
- 7) The parent(s) or legal guardian(s) of any student who knows or suspects that abuse or neglect are suffered by a student of Beaumont School may report such abuse or neglect to the Assistant Principal.
- 8) The school will immediately notify the parents or legal guardian of any such reports involving their child, and will offer counseling and pastoral support.

Based upon the particular circumstances, the school will follow the more detailed procedures regarding the reporting of abuse and neglect.

#### **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.***

#### **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 outlined below have, at their core, the intent to help students make the best decisions possible for their wellness and wellbeing 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, in a water bottle or similar receptacle, 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.

**FIRST OFFENSE:** The student 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.

**SECOND OFFENSE:** The student 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 out-of-school 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.

### **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 will 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.

### **SMOKING/Vaping/Juuling:**

Beaumont is a non-smoking campus. Smoking (including e-cigarettes, juuls, vapes, and all similar devices) is NOT permitted anywhere at any time at school, on campus, or at any school functions. In addition, smoking is not permitted before or after school at Shaker Lakes, neighboring property, 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:**

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 and 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 weapon or dangerous object (i.e. knives, guns, fireworks, mace, explosives, etc.) is prohibited on school property at all times. No student may 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 indicates that it is a deadly weapon, or she brandishes or displays the object and indicates that it is a deadly weapon. This includes in school, on campus, and at any school event. Parents and/or police will be contacted immediately and appropriate administrative/disciplinary action will be taken, up to and including expulsion.

## **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, pockets, backpacks or bags, computers/devices, cell phones, any personal electronic device, water bottles, etc.; as well as the contents contained within those items) may be conducted if there are reasonable grounds to suspect that the search will yield evidence 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.

## **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; littering
- Failure to submit school/class forms and/or other requested items
- Infraction of classroom or teacher policy
- Tardy(s) to class, as indicated in the Beaumont Tardy Policy or teacher classroom policy
- Disturbing quiet study in the Foyer or KLMC (library) during the school day

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

### **Detention:**

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

- Disrespect, rudeness, insubordination, or defiance
- Inappropriate behavior, or offensive or profane language (including, but not limited to, classes, 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 or Mission

Students will be scheduled for a detention date and time. Failure to serve an assigned detention will result in the detention time 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, vaping, 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

The Assistant Principal will determine the length and terms of any in-school suspension and will inform the student and her parents.

In-school suspensions are served in the Main Office with the Assistant Principal. 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, as 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
- Threat or actual physical harm to another person
- Violation of the drug/alcohol policy
- Use of technology for hazing or harassment on or off campus
- Possession, taking, viewing, transferring, sharing or disseminating nude, obscene, pornographic, lewd, or illegal images or videos
- Harassment, hazing and/or use of any type of technology to harass another person(s)
- Lack of respect for the religious, racial, cultural, or other 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 false safety alarm
- Illegal or unpermitted entrances onto school property
- 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 campus. A parent conference will be required before the student is readmitted to school. A student is not permitted to make up work missed during out-of-school suspension. A student on out-of-school suspension may not participate in practice, rehearsal, 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 one semester 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 firearm (R.C. Sec. 2923.122) or other weapon on school property or at a school-sponsored function
- Endangerment of others; acts or threats of physical violence
- Desecrating religious and/or national symbols
- Setting a fire
- Acts or threats of physical violence
- Cybersecurity-related misconduct, including but not limited to hacking or attempted hacking of, as well as, unauthorized disruption, damage, modification or access to, Beaumont data, information systems, or hardware
- Serious and/or repeated violation of the Beaumont Student Handbook and guidelines
- Behavior by student, parent or guardian that administration judges as inconsistent with Beaumont Mission and Ursuline values

Beaumont also reserves the right to deviate from any disciplinary procedures in this Handbook depending upon the specific circumstances involved, including but not limited to expulsion of a student from Beaumont at Administration discretion.

Beaumont may, with sole discretion, deny participation in senior, prom and/or graduation ceremonies.

A student who is dismissed during her senior year will be required to receive her diploma from another school.

#### **DISCIPLINARY APPEALS:**

For all discipline short of expulsion, students who object to the application of the disciplinary code to her behavior in a particular instance 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.

With respect to expulsion decisions, appeals must be delivered in writing to the President of Beaumont School within three (3) days of the Principal's decision. The President will review the situation and advise the student and her parents of the outcome. The President's 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 & GATHERING 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.

#### **AFTER SCHOOL:**

At 3:30pm, all students still in the building must be in one of the following areas: Bertrand Student Commons, KLMC, Dining Hall, 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/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.

#### **ASSEMBLIES:**

Assemblies are planned for liturgies, prayer services, speakers, performances, and special presentations. All students are to report to these activities promptly, in uniform, and prepared to participate. No cell phone or smart watch use is permitted, including to take photos unless specific permission is received from a teacher or administrator. Students are to sit in assigned seating as communicated by their teachers. In all assemblies, attention, respect, and proper behavior are expected from our Beaumont Community.

### **BEFORE SCHOOL:**

The Beaumont School building opens at 6:30am on school days. If arriving at Beaumont before the scheduled start of classes, students must be in one of the following areas: Student Commons, KLMC, Dining Hall, or *supervised* classroom. (Students may go to their lockers to put away or retrieve items but are **not** to remain in hallways or stairwells.) Front desk staffing begins at 7:30am. There should be no expectation of supervision before this time.

### **CLINIC:**

The Delaney Clinic is staffed full time by a health aide to provide student care, notify the parent/guardian in the case of illness or emergency, and handle student medications. **Students must visit the Clinic when ill before going home; students will not be released from school without first visiting the Clinic where our health professional will contact parents.** [See Student Early Release policy.] All student immunization data, emergency forms, and medication forms must be on file and current in the Clinic. Forms requesting student medical accommodations must list applicable dates and be signed by a health professional *for each school year*.

### **CONVOCATION:**

Convocation is an all-school gathering, scheduled from 8:30am-9:00am in the Gym, that often features special presentations, announcements, and guests. ALL STUDENTS are expected to report to Convocation by 8:30am, ready for the school day, in full uniform with all personal items secured in their lockers. Backpacks, coats, drinks, and food are **not** allowed in the gym, foyer, or halls during Convocation (belongings must be secured in students' lockers). Students will sit in assigned areas in a respectful and attentive manner as a Beaumont Community. (*no* cell phone or smart watch use, eating, grooming, etc.)

### **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 with their ILT teacher. While in the courtyard and on the patio, the school uniform must be worn appropriately and in its entirety. The outdoor classroom (off of the SLC) is for class use only where teachers *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 class. Students are responsible to access the dining room services according to the Beaumont policy and expectations. Students should be seated at [not on] dining room tables as they are arranged. 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:**

There is no typical student use of the elevator. Students must request special permission 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. No belongings, backpacks, or unattended personal items should be left in the hallways or on the shelf areas above the lockers at any time. 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.

### **KLMC (Krupansky Library and Media Center):**

The school media center 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 neat workspace and follow all school policies while using the KLMC. NO food or drink is permitted in the media center at any time.

**All materials taken from the library must be checked out through a teacher.** Students are expected to return all borrowed materials by the determined due dates and to pay for lost or damaged items.

## **GENERAL INFORMATION & POLICIES**

### **ANNOUNCEMENTS:**

Students who wish to have information/announcements on the morning announcements or afternoon one-minute reminders **must** have the information approved in advance by their moderator (if applicable) and submitted to the Assistant Principal PRIOR to the announcement being made. Announcements are restricted to Beaumont activities.

Our Beaumont daily prayer is 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 and pray together as a Beaumont Family. School announcements are made at an assigned time of the school day with short reminders announced just prior to afternoon dismissal. Other updates are provided through school e-mail and Google Classroom.

### **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, recognizing the safety hazards involved when stored in classrooms or hallways. Only small purses or appropriate-sized laptop/device bags may be carried during the school day.

**CRISIS POLICIES, SAFETY, AND EMERGENCY DRILLS:**

Emergency process instructions are posted in every room and area of the school in a clear packet labeled "Quick Emergency Guides." Drills are conducted regularly to ensure 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 is essential to everyone's safety and well-being. 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.

**CONFIDENTIALITY OF STUDENT HEALTH INFORMATION:**

To ensure the confidentiality of health information, individual health information will only be shared with certain school faculty and staff for the purposes of serving the student and protecting the health, safety, and learning of this student. Faculty and staff are informed of health concerns on a 'need to know' basis. All faculty and staff who are trusted with personally identifiable health information take seriously their responsibility to safeguard that information.

The Clinic may contact a student's health care provider to clarify facts surrounding a student's condition or treatment plan. Parents are encouraged to talk to Administration or Clinic directly if they have concerns regarding the confidentiality of student health information.

**DANCE POLICY:**

Beaumont School dances 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 including information indicating why they are late, when they will arrive, and 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 and guests 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, registers an elevated BAC on the breathalyzer, 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 strongly 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 to students before the end of the school day. There are NO exceptions to this policy.**

**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. Beaumont School will make the directory information available upon a legitimate request unless a parent/guardian notifies the school in writing by September 1 of each school year that he/she will not permit distribution of this information. The Beaumont directory includes student name, year of graduation, address, phone listing, and family email address. If a parent/guardian does not want directory information for their child released to colleges, universities, and/or military recruiters, they 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 of 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.

Parents or guardians arriving to pick up a student between the hours of 8:30am and 3:05pm during a school day must come into the Main Office, provide photo identification, and sign the student out. Students are only released to parents/guardians or verified adults included on their emergency contact list (see Student Early Release Policy).

**EMERGENCY SCHOOL CLOSING OR DELAY:**

Announcement of school closing or delay for weather or other emergencies is made through Power School, media, and internet. Beaumont is closed or delayed only if "Beaumont School" is specifically listed in the media cancellations. Families and/or students will 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.]

**FINANCIAL OBLIGATIONS:**

A re-registration fee is required for all students by the end of the third quarter. An enrollment agreement and non-refundable deposit are required for all students by the end of April. 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.

**GENERAL HEALTH (Students with infectious/contagious diseases) POLICY:**

Any student suspected or reported to have a communicable disease is to be examined by the Beaumont Clinic staff. Upon the Clinic's recommendation and depending upon the circumstances, the student may be temporarily isolated from other students and staff, and be excluded from school.

Permission to return to school property, for class or other activities, is within the School's discretion and requires written clearance signed by the student's healthcare provider that must include the following information: diagnosis, treatment, return to school date, and any physical activity limitations. The decision to permit a student to return to school is determined on a case-by-case basis and in accordance with state and federal guidelines and regulations in effect at the time, including, but not limited to, the length of time the disease is contagious and feasible/reasonable control measures.

### **LOCKERS:**

Each student is issued a locker, which must be kept closed and locked at all times. Students are responsible for their assigned locker(s) and should not switch lockers or locker combinations. Personal belongings are expected to be locked inside a locker. Beaumont is not responsible for lost, stolen, or damaged items.

[Gym lockers and locks are available for athletes and are issued through the Athletic Department with all applicable school rules.]

All lockers are the property of Beaumont School and the school reserves the right to 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. Disciplinary action will result in these cases.

Lockers may be decorated **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.

### **MEDICATION POLICY:**

A parent/guardian must inform the health aide in writing of any medical conditions or limitations that need special consideration and of any medications that their student is required to take daily. This information is kept in the student's health record. Both prescription and non-prescription medication (tylenol, ibuprofen, cold tablets, etc.) cannot be distributed by the health aide without a signed Physician and Parent Medicine Request Form (available through the clinic or on the Beaumont website). All medication must be in its original container which must have a fixed label indicating the student's name, name of the medication, dosage, method of administration, and time of administration. Students may *not* bring any medication (over-the-counter or prescription) to school without the appropriate forms on file in the clinic. All medications needed during the school day are to be stored in the Clinic.

Students are not permitted to have any medication (including over-the-counter medication) on their person, in their locker, or in their bags. Certain medically-related exceptions to this policy include, but are not limited to, epi-pens, asthma inhalers, and diabetic supplies.

***Students may not self-medicate or give medication of any kind (prescription or over-the-counter) to another student.***

***If possible, all medication should be administered at home.***

***A student's first dose of a new medication will NOT be administered at school.***

### **MESSAGES AND PHONES:**

The school offices are open from 7:30am until 3:30pm. Those wishing to speak to a staff member may send an email, leave a message with the receptionist, or a voice mail at the school number for that person. In situations when **parents/guardians need to relay emergency information to their student, it is critical for safety, security, and procedural reasons that they first make the School Main Office aware of the emergency before directly contacting their daughter on her cell phone.** (See Student Early Release Policy & 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. water bottles, portfolios, musical instruments, etc.) will be collected by administration/staff and misconducts will be issued to the owners. Lost & Found items can be brought to the Main Office or Athletic Offices.

### **PREGNANCY POLICY:**

In accordance with the policy of the Catholic Diocese of Cleveland, all possible means will be employed to support 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 expectant mother and her 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 School will attend to all aspects of the pregnant student's school academics and activities to ensure her health and that of her unborn child. Documentation from the student's physician should indicate any necessary accommodations, how long the student can stay in school before the birth, and when she can return.

### **PUBLICATIONS:**

Beaumont publications such as the student newspaper, literary magazine, and yearbook are central to the academic program and subject to editorial control by administration. Beaumont reserves the right to approve or reject written materials prior to publication and/or distribution that are not in accordance with Beaumont and Ursuline Missions.

### **SIGNS, POSTERS, MUSIC, & VIDEOS:**

Clubs, organizations, or individual students wishing to display ANY signs or posters or play music or videos in the school building must get approval from the Assistant Principal prior to posting/playing. All displayed signs, posters, music, and videos must be consistent with the Beaumont mission. Approved signs and decorations must be secured using *only* magnets or blue painter tape. Administration may remove any items which do not uphold our mission.

### **STUDENT PARKING:**

For the safety and security of our students, all vehicles parked on the Beaumont Campus must display a current Beaumont Parking Permit (visible from their front windshield) and have their vehicle information on file with the school. Students who wish to park on campus must purchase a Beaumont School parking permit. [Annual parking permits are \$100.00, available on a first-come first-paid basis, based on space availability. Permits purchased during the second semester, if available, are \$50.00.] Students must follow all Beaumont guidelines and park only in their assigned space. [For safety reasons, Beaumont prohibits students from parking on North Park Blvd during the school day.] See Search & Seizure Policy regarding vehicles parked on school property.

Students who park at Beaumont without permits will initially be given a verbal warning. A subsequent violation results in a detention, after which inappropriately parked cars may be towed at the owner's risk/expense.

Students may only go to their cars during the school day with the explicit permission of the Assistant Principal.

### **STUDENT RAFFLE:**

Student participation in the annual Beaumont Student Raffle is required.

**SWIPE CARDS:**

Swipe cards are collected at the end of each academic year. Lost swipe cards incur a \$15 replacement fee.

**TRANSPORTATION:**

Beaumont School does not have its' own bus system. Beaumont families are responsible for providing their own transportation to and from Beaumont School. General information regarding R.T.A., various public school district busing, carpools, and private van service is available through our website and main school office.

**VISITORS:**

The safety and security of our students on our campus are Beaumont priorities, therefore unauthorized visitors are not permitted on campus for any reason. Any visitors must arrive through the main school entrance, sign in at the main office, state the purpose for their visit, receive a visitor's badge, and sign out upon departure. Persons waiting to drive students home after 3:05pm school dismissal must meet their riders outside.

\*Parents must also follow this policy. Parents/guardians arriving prior to the end of the school day to pick up their daughters must report directly to the main office to sign their daughter out of school (see Student Early Release Policy).

\*Persons arriving after 3:05pm to pick up students are to wait outside for them to exit the building after dismissal.

**WATER BOTTLES:**

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

**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**

**At any time 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.**

# Beaumont Uniform Quick Reference Guide

	<b>Dress Uniform</b>	<b>Regular Daily Uniform</b>	<b>Spirit Dress-Down</b>
<b>Top</b>	Uniform navy <b>crest sweater OR</b> Uniform navy <b>crest blazer, both embroidered with the Ursuline Coat of Arms</b> (both available from Schoolbelles)  Uniform navy short or long sleeve <b>polo shirt with "B" monogram</b> (Schoolbelles or Lands End)	Uniform navy <b>polo shirt with "B" monogram</b> (Schoolbelles or Lands End)  <b>Optional</b> - plain white, grey, or navy T- shirt worn <u>under</u> the uniform polo; the shirt may not have visible wording or graphics. <b>Optional</b> – Uniform navy crest sweater (Schoolbelles) <b>Optional</b> – Uniform navy cardigan with "B" monogram (Schoolbelles) <b>Optional</b> – Uniform "Beaumont" sweatshirt [navy crewneck w/white lettering] (Spirit Store)	<b>Beaumont Spirit-Wear Tops</b> [BEAUMONT t-shirts or sweatshirts <u>WITH</u> short or long sleeves; hoods permitted but may not be worn pulled up or covering head] (Spirit Store or Beaumont-issued)  <b>AVOID:</b> Sleeveless tops, jackets, coats, shorts, and/or bandanas/hats that cover the head. [These items are <u>NEVER</u> permitted]
<b>Bottom</b>	Uniform Beaumont plaid <b>skirt</b> [hemmed no shorter than mid-thigh & worn at the waist.] (Schoolbelles)	Uniform Beaumont plaid <b>skirt</b> [hemmed no shorter than mid-thigh & worn at the waist] (Schoolbelles)  <b>Optional</b> - Navy or khaki <b>pants</b> [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)	<b>Jeans, pants, capris, pj pants, leggings or sweatpants</b> [in good condition with no rips, holes or tears] (Local purchase)  <b>AVOID:</b> Shorts of any kind [Shorts are <u>NEVER</u> permitted]
<b>Socks &amp; Tights</b>	Navy, gray, or black <b>tights with feet.</b> [Solid appearance with <u>no</u> pattern on the tights; socks are <b>not</b> permitted with dress uniform] (Local purchase)	Navy, gray, white, or black <b>socks</b> [must extend above the ankles] (Local purchase)  <b>Optional</b> – "Beaumont" school logo socks (Spirit Store)  <b>Optional</b> – Navy, gray, or black <b>tights</b> [No pattern on the tights; socks are permitted with regular daily uniform] (Local purchase)  <b>Optional</b> – Navy, gray, or black <b>leggings</b> [must be worn WITH navy, gray, or black socks that extend above the ankle] (Spirit Store)	<b>Any socks or tights</b> (Local purchase)
<b>Shoes</b>	Appropriate school <b>dress shoes</b> [secured-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)  <b>AVOID:</b> Athletic shoes, slippers, sandals, crocs, & boots [these items <u>NOT</u> permitted]	Appropriate school <b>dress shoes</b> [secured-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)  <b>AVOID:</b> Athletic shoes, slippers, sandals, crocs, & boots [these items <u>NOT</u> permitted]	<b>Casual shoes</b> [appropriate school dress shoes, athletic shoes, crocs, & sandals w/back strap <u>are</u> permitted on dress down days] (Local purchase)  <b>AVOID:</b> Slippers, slides, sandals, and flipflops [these items <u>NOT</u> permitted]

**Spirit TOP Uniform:** Regular Daily Uniform w/ Beaumont Spirit Wear TOP **substituted** for polo.

**Quick Reference: Clothing items NEVER PERMITTED during a Beaumont School Day (do NOT wear them)**

- **SHORTS** (of any kind or for any reason)
- Hats, hoods (**only** permitted on Spirit Top /Dress Down Days), headwraps or head coverings (unless *religiously* affiliated)
- Piercings, or any camouflaging of a piercing, in the lips, tongue, eyebrow, and/or chin
- Plugs in earlobes, nose rings, or septum piercings (*only ONE STUD in nose* is acceptable)
- Hair color that is not within the range of natural human hair shade or coloring (or with stark contrast)
- Tattoos or any skin markings which resemble tattoos and are visible
- Sleeveless/tank/camisole tops (*all* tops must have short or long sleeves when worn at Beaumont during the school day)
- Flipflops or sandals (no open-toe or backless footwear for safety reasons may be worn at Beaumont during the school day)