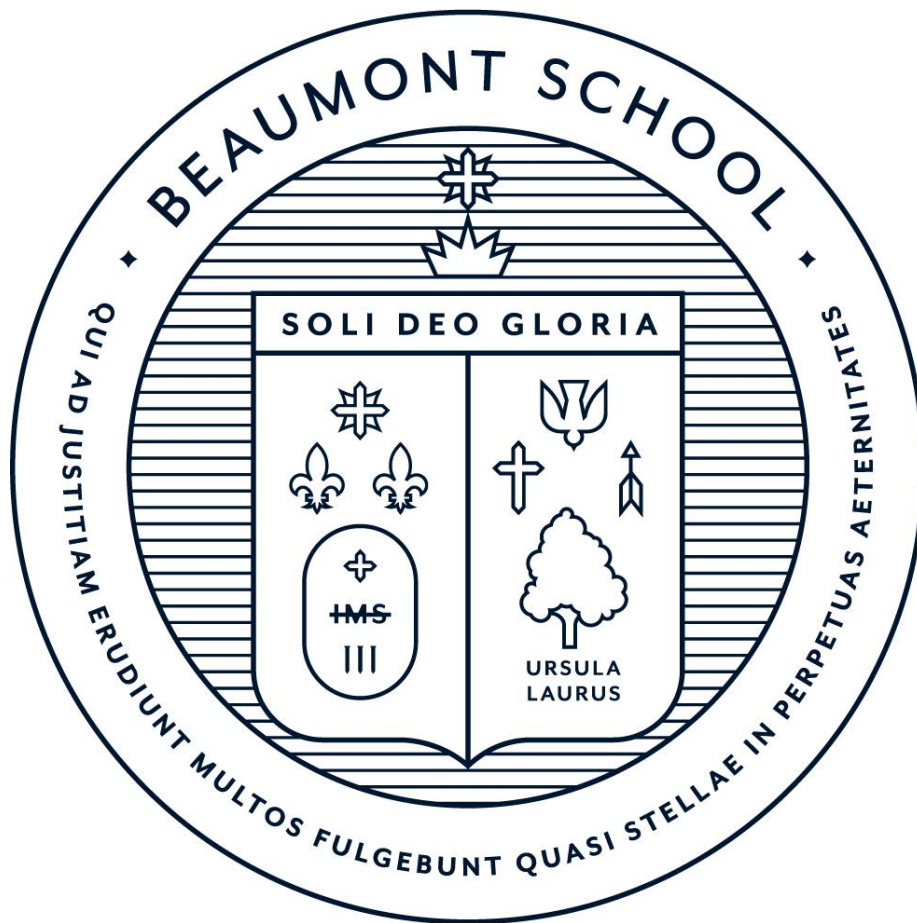


Beaumont School Student Handbook



2023 - 2024

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Beaumont School

3301 North Park Boulevard, Cleveland Heights, OH 44118

Quick Contacts		
Attendance Line		216-321-2954 (Ext. 1)
School Clinic		216-325-7314
Beaumont Main Office		216-321-2954
President	Mrs. Wendy Hoke	216-325-7324
Principal	Mrs. Ann Hoelzel	216-325-7315
Dean of Students	Mrs. Michele Bernot	216-321-2954
Dean of Academics	Mr. Simon Masters	216-325-7322
Director of School Counseling (Grades 11 & 12)	Mrs. Alicia McLean	216-325-7333
School Counselor (Grades 9 & 10)	Mrs. Christy Salata	216-325-7321
Director of College Counseling	Ms. Rebekah O'Connor	216-325-7323
College Counselor	Ms. Missy Rose	216-325-7351
Athletic Director	Mr. Tim Ertle	216-325-7342
Assistant Athletic Director	Ms. Courtney Young	216-325-7349
Controller	Mrs. Amber Lupardus	216-325-7329
Student Accounts & Accounts Receivable Coordinator	Mr. Seth Boda	216-325-7312

School Hours and Visitors

During the school week, Beaumont School building is typically open for Beaumont staff and students and accessible by Beaumont-issued swipe card on Monday - Friday from 6:30 am - 9 pm.

However, the Main Office is only staffed from 7:30 am - 5 pm.

All visitors to Beaumont School are welcomed through the Main Office and must wear a Visitor's Badge at all times. The badge must be returned to the Main Office before leaving campus.

Non-Discrimination Policy

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

Beaumont School Mission

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

Founded in 1850, Beaumont is sponsored by the Ursuline Sisters of Cleveland in collaboration with its lay educators.

Beaumont School Statements of Belief

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, the pursuit of academic excellence, and a 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 75 hours of service in different environments, including at school, in her faith community, at community programs, and at non-profit organizations as a requirement for graduation.

Daily Prayer to Saint Angela

Saint Angela,
assist us in our efforts to respect each other,
to accept each other without any desire to control or change,
to help each other,
and to bear each other's burdens by sharing our stories and insights.
Watch over us and guide us.
Amen.

Daily Beaumont Litany

St. Angela *Watch over our days.*
St. Ursula *Protect our future.*
Sr. Dorothy Kazel *Walk with us.*

Beaumont School Alma Mater

Beautiful place we call Beaumont
Beautiful scenes everywhere
Beautiful ideals to follow
Beautiful times we had there.

We may journey to distant places
Where learning is renowned
No lovelier school than Ursuline
At Beaumont will be found.

Beaumont, Beaumont,
pledge we our true loyalty
Your charming sights,
Your glowing lights,
Beaumont we love.

Your sylvan air, your vistas fair,
Beaumont we love.

Dear name of Notre Mere.
Beaumont, Beaumont,
Dear name of Notre Mere.

Beaumont School Calendar 2023-2024

Month	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	School Holidays & Notes	
Aug 2023				16	17	18	19	New Student Orientation First Day of School	W Aug 16 TH Aug 17
	20	21	22	23	24	25	26		
	27	28	29	30	31	1	2		
Sep 2023	3	4	5	6	7	8	9	Labor Day Late Start (9:30) All School Service Day Wellness Day/Teacher In-Service/ Alumnae Reunion	M Sep 4 M Sep 11 W Sep 13 F Sep 22
	10	11	12	13	14	15	16		
	17	18	19	20	21	22	23		
Oct 2023	24	25	26	27	28	29	30	Late Start (9:30) Early Dismissal (Gr. 10 & 11 PSAT/Gr. 9 ALICE) (Gr. 12 No School - College Visit) Parent-Teacher Conferences/Midterm Fall Break	M Oct 2 W Oct 11
	1	2	3	4	5	6	7		
	8	9	10	11	12	13	14		
Nov 2023	15	16	17	18	19	20	21	Student Wellness Day/Teacher In-Service Late Start (9:30) Thanksgiving Break Possible Day Off if Raffle Goal Reached	W Oct 11 TH-F Oct 12-13
	22	23	24	25	26	27	28		
	29	30	31	1	2	3	4		
Dec 2023	5	6	7	8	9	10	11	Late Start (9:30) Semester Exams Christmas Break	F Nov 3
	12	13	14	15	16	17	18		
	19	20	21	22	23	24	25		
Jan 2024	26	27	28	29	30	1	2	First Day of Spring Semester Late Start (9:30) Martin Luther King Jr. Day Beaumont Day	M Nov 6 W-F Nov 22-24 M Nov 27
	3	4	5	6	7	8	9		
	10	11	12	13	14	15	16		
Feb 2024	17	18	19	20	21	22	23	Late Start (9:30) Wellness Day/Teacher In-Service Presidents' Day	M Dec 4 T-TH Dec 12-14 F-M Dec 15-Jan 2
	24	25	26	27	28	29	30		
	31	1	2	3	4	5	6		
Mar 2024	7	8	9	10	11	12	13	Late Start (9:30) Midterm Easter Break	R Jan 4 M Jan 8 M Jan 15 F Jan 26
	14	15	16	17	18	19	20		
	21	22	23	24	25	26	27		
Apr 2024	28	29	30	31	1	2	3	Late Start (9:30) Career Day Wellness Day/Teacher In-Service	M Feb 5 F Feb 9 M Feb 19
	4	5	6	7	8	9	10		
	11	12	13	14	15	16	17		
May 2024	18	19	20	21	22	23	24	Late Start (9:30) Semester Exams	M Mar 4 F Mar 8 M-M Mar 25 - Apr 1
	25	26	27	28	29	1	2		
	3	4	5	6	7	8	9		
May 2024	10	11	12	13	14	15	16	Late Start (9:30) Semester Exams	M Apr 8 F Apr 19 F Apr 26
	17	18	19	20	21	22	23		
	24	25	26	27	28	29	30		
May 2024	31	1	2	3	4	5	6	Late Start (9:30) Semester Exams	M May 6 W-F May 22-24
	7	8	9	10	11	12	13		
	14	15	16	17	18	19	20		
May 2024	21	22	23	24	25	26	27	Late Start (9:30) Semester Exams	M May 6 W-F May 22-24
	28	29	30	1	2	3	4		
	5	6	7	8	9	10	11		
May 2024	12	13	14	15	16	17	18	Late Start (9:30) Semester Exams	M May 6 W-F May 22-24
	19	20	21	22	23	24	25		
A DAY		B DAY			SPECIAL DAY		NO SCHOOL		WELLNESS DAY/PD DAY

Beaumont School Daily Schedules 2023-2024

Daily Schedule - 85 Minute Block

7:35 - 8:10 am	Blue Streak Block
8:15 - 8:24 am	Advisory
8:29 - 9:54 am	Block 1 (5)
10:00 - 11:25 am	Block 2 (6)
11:31 am - 1:26 pm	Block 3 (7) LUNCH A: 11:31 - 11:56 Class: 12:01 - 1:26 or Class: 11:31 - 12:56 LUNCH B: 1:01 - 1:26
1:32 - 3 pm	Block 4 (8) with PM Announcements

Liturgy Schedule - 70 Minute Block

7:35 - 8:10 am	Blue Streak Block
8:15 - 9:25 am	Block 1 (5)
9:31 - 9:36 am	Advisory Attendance
9:42 - 10:32 am	Liturgy in the Gym
10:38 - 11:48 am	Block 2 (6)
11:54 am - 1:40 pm	Block 3 (7) LUNCH A: 11:54 - 12:24 Class: 12:30 - 1:40 or Class: 11:54 - 1:04 LUNCH B: 1:10 - 1:40
1:46 - 3 pm	Block 4 (8) with PM Announcements

Convocation Schedule - 80 Minute Block

8:15 - 8:40 am	Convocation
8:46 - 10:06 am	Block 1 (5)
10:12 - 11:32 am	Block 2 (6)
11:38 am - 1:34 pm	Block 3 (7) LUNCH A: 11:38 - 12:08 Class: 12:14 - 1:34 or Class: 11:38 - 12:58 LUNCH B: 1:04 - 1:34
1:40 - 3 pm	Block 4 (8)

Late Start Schedule - 65 Minute Block

9:30 - 9:40 am	Advisory
9:46 - 10:51 am	Block 1 (5)
10:57 am - 12:02 pm	Block 2 (6)
12:08 - 1:49 pm	Block 3 (7) LUNCH A: 12:08 - 12:38 Class: 12:44 - 1:49 or Class: 12:08 - 1:13 LUNCH B: 1:19 - 1:49
1:55 - 3 pm	Block 4 (8)

Academics and School Counseling

Academic Probation

If a student's GPA falls below 2.0 or she earns two or more 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 and/or administration.

Student Improvement Plan terms may include:

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

****Failure to improve academically and/or adhere to 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*
- Qualifies for Disciplinary Probation for more than one semester.

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 and Visits

Representatives from numerous colleges and universities visit Beaumont during the year. Students are also encouraged to attend college fairs and visits outside of school hours, on Wellness Days, and on school breaks. Although these are excused absences, Beaumont discourages students from missing more than two school days for college exploration.

Credit Flexibility Plan & College Credit Plus (CCP)

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, more options for individually-suited pathways to post-secondary and career goals, 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) for that academic year. The detailed *Credit Flex* Information and Guidelines may be obtained directly from the Guidance Department.

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 about this *CCP* program, please contact the Guidance Department directly.

Distinctions of Honor

Distinctions of Honor are any academic recognitions or awards that are earned by a student.

A grade of 'D' or 'F' in any subject disqualifies a student from Distinctions of Honor.

- First Honors: Semester average of 3.8 or above
- Second Honors: Semester average of 3.25 - 3.79
- Valedictorian and Salutatorian Honors: Distinction bestowed on the students with the two highest grade point averages. This distinction requires two (2) full years of attendance at Beaumont.

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.

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

**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.*

Accelerated/special interest courses taken outside of Beaumont, including but not limited to: College Credit Plus, online, AP, IB, and/or those taken at another accredited school, will transfer and the grade and credit will be posted to the student's transcript, however, these grades will not be included in the student's GPA at Beaumont. IB course grades received outside of Beaumont will be converted according to the following scale:

7	A+
6	A
5	A-
4	B
3	B-
2	C
1	D

When a failing grade is made up by re-enrolling in the course *at Beaumont*, credit is accepted and the make-up grade will be included in the GPA. When a failing grade is made up *outside of Beaumont*, the credit will be accepted, the make-up grade will be posted to the transcript, but the grade will not be included in the student's GPA.

Credit Flexibility courses are Pass/Fail and will be posted to the transcript as such.

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 school 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 released to any college until all criteria is met and outstanding balances are paid in full.

[Class Day, Baccalaureate, and Graduation activities are privileges which may be revoked by School's discretion for individuals or classes who disrespect safety and school policies.]

Graduation Requirements

Please see Beaumont School Curriculum Guide for Graduation Requirements.

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.

PowerSchool

Students and parents may view student grades in real time through Beaumont's Student Information System, PowerSchool, which is accessible through www.beaumontschool.org. Interim reports will be issued on PowerSchool halfway through each semester and a report card at the end of each semester. If a student is in danger of failure, teachers will reach out to parents prior to the end of the term.

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.

Retreats

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

Schedule Changes

Schedule changes may be initiated by the Principal without fee when there is administrative cause. Any student-initiated change requires parent notification and a \$35 fee processed through the Guidance Department. Student changes will be considered only as space is available and may only occur within the first two weeks of a course. Beaumont reserves the right to make final judgment on whether a student's request for a change will be honored.

Service Hours [Serviam: I Will Serve]

In the spirit and example of our patroness St. Angela Merici, the Beaumont Serviam Program encourages faith-filled, active personal growth and leadership in the Ursuline tradition. By engaging in meaningful service experiences, Beaumont students develop as servant leaders who make a positive difference in the greater world. As a requirement for Beaumont graduation and expression of our mission, students must earn a minimum of **75 hours of service** during their Beaumont career.

The Serviam Program requirements are due by April 30 of each academic year and are as follows:

- Freshman Year: **25 earned service hours** [submitted and approved through the Mobile Serve App]
- Sophomore Year: **25 earned service hours** [submitted and approved through the Mobile Serve App]
- Junior Year: **25 earned service hours**, all in one location/agency **AND a completed Project Reflection through Campus Ministry**. [These service hours are also to be submitted and approved through the Mobile Serve App.]
These components combine as the **JUNIOR SERVICE PROJECT (JSP)**.
Details for the JSP are given to students through Campus Ministry and Service Coordinator departments.
- Senior Year: No required hours due, but all service hours continue to be earned and recorded on the student permanent profile for recognition, award, and scholarship potential.
- **GRADUATION REQUIREMENT:**
75 total earned service hours (minimum) and the successful completion of Junior Service Project.

"Service" is an active, compassionate response to others in need. It is an opportunity for students to serve others, build relationships, and learn about the greater needs in our human family through non-profit, faith-based, social justice-oriented, and/or community-focused agencies or projects. Service is much more than simply volunteer hours - the hours served must be in support of a greater need or non-profit agency. [Service is *not* just 'working for free' or doing a favor for family. As a responsible young adult, Beaumont students should be regularly helping their families and not 'counting it' as service.] Service hours must be scheduled and completed during non-school times. Ultimately, the Director of Campus Ministry will determine which service opportunities meet requirements. Falsification of service records is subject to disciplinary action under the Academic Honesty Policy.

All service requirements must be met in order to graduate. Any student who does not submit required service hours by April 30 of each academic year 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 graduation service requirement for the years they are enrolled at Beaumont School. The Beaumont Serviam Program Guidelines are available on the school website and through the Campus Ministry office.

Standardized Testing

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 school counselors concerning test results. **Beaumont School's code is 361440.** For more information regarding Beaumont's Standardized Testing Program, please see pages 7-8 in the Curriculum Guide.

Student Records

Beaumont follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding 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 hours as required. Information will not be released without written authorization from the student, if 18 years 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.

Attendance

Beaumont School values the presence of our faculty, staff, and students on a daily basis. To establish positive life skills and maximize learning opportunities, it is important for all students to adhere to our Attendance Policy. Concerns or questions may be directed to the Dean of Students.

Absences

All absences are recorded on the student's daily attendance record.

- Absence from two (2) class blocks constitutes a half-day absence; and
- Absence from three (3) class blocks constitutes a full day absence.

Students may not attend or participate in Beaumont activities if they have not been present at school for at least a half-day on the day of the activity/game [regardless if absence is 'excused'].

Absences occurring for five or more consecutive school days require a doctor's note for verification.

Valid reasons for excused absence include: personal illness, family illness, family death, family religious observances, home emergency, and extreme weather hazards.

Students and families are expected to make purposeful efforts to schedule medical/dental appointments, job interviews, college visits, 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.

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.1) or email (receptionist@beaumontschool.org) prior to 8:15am 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 daily absence to the School Main Office.***

***** Any excused absence not reported by a parent/guardian by 10 am on that school day will be entered as 'Unexcused.' If a guardian does not excuse the student's absence, it constitutes a skip of the school day resulting in a one-day suspension to be served on a non-school day. Thank you in advance for being diligent in your communication with the school.***

Reporting Student Pre-Arranged Absences

If a student anticipates an extended absence (more than three days), written verification from her parent/guardian should be submitted to the Main Office **at least one week** in advance. Also 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 and Missed School 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' class absence policies. The School retains the discretion to decide if, and under what circumstances, partial credit for late work may be awarded and missed tests made up. 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. Teachers and counselors work with students following an absence, but if absences become excessive, it may be necessary for parents to arrange for outside supplemental help for their student at the student's expense.

Procedure for Medical and Dental Appointments (during school day)

In the unavoidable 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 8:15 am 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 at the Main Office upon return to receive a pass before returning to class.* According to Beaumont policy, a student's 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.

Prolonged (or Multiple) Absences

If a student has been absent for the equivalent of ten (10) or more 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, dances, etc.);
- 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 course(s).

Student attendance agreements may be created at the Administration's discretion in exception to this policy for 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 and support the student's progress.

If an extended absence necessitates an Incomplete grade ('I') on a semester or year-end report card, the student has two weeks to complete the work before the Incomplete converts to an 'F.' Though counselors and teachers will support the student in work completion, it may be necessary for parents to make arrangements for outside supplemental help.

****Concussion Attendance Policy****

Students with documented concussions, especially those receiving accommodations at school, may not participate in extracurricular events which are counter-productive to the concussion healing process, such as school dances, athletic events (as participant or spectator), and other similar events during their recovery period. Student health is the priority as recovery continues. Students who do not heed this medically-sound request are not guaranteed further accommodations in school. More information regarding this concussion policy is in the Beaumont Student-Athlete Handbook.

In accordance with the CDC's encouragement to "stay home when sick" and Beaumont's focus on overall student wellness, Beaumont School does not honor a "Perfect Attendance Award."

TARDY/LATE ARRIVAL POLICY:

A student is tardy when she reports to school after 8:15 am or reports after the start of a class, Advisory period, supervised study, ILT, or assembly.

- To start the school day, students must be in their assigned school area before daily prayer begins at 8:15am or are considered tardy and must report to the main office to receive an admission pass to class.
- To start each class throughout the day, students must be in their classroom and in their assigned places at the start time of that class block.

All tardiness is recorded on the student's record. **There are no "excused" tardies to school, regardless of parent contact.** *[There is a 3-tardy grace per semester to allow for the occasional unavoidable late situations.]* Students reporting to school after 8:30 am will need a parent note.

Action taken for a pattern of **tardiness each semester** will be as follows:

- 1-3 tardies** listed on student attendance without misconduct
- 4 tardies** result in a misconduct and written email warning to the student
- 5 tardies** result in a misconduct and an email to the student and parent/guardian(s)
- 6 tardies** result in a misconduct and a 40-minute detention
- 7 tardies** result in a misconduct and a 40-minute detention
- 8 tardies** result in a misconduct and an 80-minute detention
- 9 tardies** result in a parent conference and student suspension on a *non-school day (*teacher work day or Saturday, as scheduled by Dean of Students)
- 10 tardies** result in disciplinary probation/attendance agreement, possible loss of academic credit, and/or revocation of extracurricular activities or privileges

** According to teachers' class policies, tardy students may also 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 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. 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.

DROP OFF & PICK UP

Students are to be dropped off and picked up at the main school entrance on North Park Boulevard. For safety reasons, students should not be dropped off or picked up in the Fairmount or West parking lots, nor on North Park Boulevard itself. 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, nearest the St. Angela statue. When stopped, cars should be pulled on the right side of the driveway allowing other vehicles to pass on the left. [Cars should not stop in front of the foyer doors, instead pulling all of the way up to the St. Angela statue to allow for all waiting vehicles to be along the front of the school building.]

Extracurriculars

Extracurricular activities offer students the opportunity to further develop social and leadership skills. 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 or revoked as part of disciplinary action or in consideration of a student's overall academic welfare and wellness.

In general, all students must have a minimum 2.0 GPA to be eligible for athletic and extracurricular activities. In order to participate in evening practices, games, matches, or activities, students must be in school at least a half-day. Students must pay any required fees by the assigned due date before participating in activities.

Beaumont School does not actively seek to gain knowledge of off-campus behavior of its students. However, all students of Beaumont school are expected to conduct themselves in the same manner off-campus as they would on Beaumont School's campus. Any student whose behavior outside the School violates this Student Handbook (including but not limited to the Drug and Alcohol Policy), demonstrates serious disregard for the rights and dignity of others, or harms the reputation of Beaumont School may be subject to immediate removal from a team/activity, eligibility to participate in future School events, and disciplinary measures including expulsion.

Student Leadership Board Eligibility

A student must meet specific standards to be eligible to run for the Leadership Board of 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 Beaumont Leadership Boards include:

- Cumulative GPA of 2.0 or above;
- No 'D's or 'F's in any subject in the current or preceding semester;
- No suspensions on record;
- No disciplinary or academic concerns (not be on disciplinary or academic probation); and
- Good attendance and tardy record.

In special cases, a committee will review an appeal 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/or administrative team if the standards are not maintained and/or in the event of student misconduct.

Athletic Eligibility

Beaumont sponsors a variety of sports (varsity, junior varsity, and freshman) governed by the Ohio High School Athletic Association and Crown Conference guidelines. Beaumont reserves the right to suspend or discontinue any extracurricular activity in its discretion.

Students in Beaumont's athletic program must adhere to policies spelled out in Final Forms. Requirements include filing an annual physical examination with the Athletic Office, attending/viewing OHSAA preseason meetings, completing state authorization forms and completing the Ohio Department of Health concussion paperwork.

Beaumont complies with all academic standards enacted by the Ohio High School Athletic Association; there are no 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.

A student-athlete earning a D+, D, or F grade on her mid-semester interim report card will be placed on athletic probation until the grade improves. During the probation period, the student-athlete may participate in practice and games with the stipulation that the student- athlete works directly with her classroom teacher(s) or a tutor during the probation period.

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 a 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.

Health, Wellness, and Spiritual Life

Birthday Celebrations

Each Beaumont Student is celebrated at our school with her Beaumont sisters, faculty, and staff. Every student can expect these considerations on her birthday:

- Beaumont Dress Down attire (Beaumont top with any long pants, leggings, sweatpants);
- PA School Announcement; and
- Beaumont Cookie coupon redeemable at the MAK Dining Hall.

For students with birthdays not falling on school days, *students should directly contact the Dean of Students to schedule a specific celebration date of their choice* according to this general guideline:

- Weekend birthdays are celebrated on the Monday following; and
- Summer birthdays choose a celebration date on or around their half-birthday date

Clinic Guidelines and Protocols

The Delaney Clinic is staffed full-time by a registered nurse, who provides certain student care, notifies the parent/guardian in the case of illness or emergency, and maintains and administers student prescription and over-the-counter medications.

Before a student can begin a school year, all immunization data, emergency forms, and medication forms must be current on Final Forms, which may require both parent/guardian and healthcare professional signatures. *Medication will not be administered to a student unless forms are signed, complete, and uploaded on Final Forms.* Forms requesting student medical accommodations must list applicable dates, be signed by a healthcare professional for *each* school year, and be uploaded to Final Forms.

Medication forms must be completed at the beginning of *each* academic year for each medication (prescription and over-the-counter), in addition to each time there is a change in dosage or time of administration of a medication, and when medication usage is discontinued.

- All medications to be administered during the school day or at school events are to be stored in the Beaumont Clinic or other school authorized location. All medications will be administered by the School RN, or equivalent authorized personnel, and no medications will be administered or provided by any other school faculty, employees, staff or volunteers.
- No medications will be administered after expiration date on the medication's original container.
- All prescribed medications must be in their original pharmacy container. The container must have a fixed, legible label in English indicating the student's name, name of the medication, dosage, method of administration, and time of administration.
- *Students may not bring any medication (prescription or otherwise) to school – a parent/guardian must always personally bring prescription medication to the School, including refills.*
- 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 necessary exceptions to this policy (such as insulin, EpiPens, prescribed inhalers, etc.) may be noted by a student's Authorized Prescriber, in which case parent/guardian must also sign, complete and submit separate paperwork.

Beaumont School keeps certain over-the-counter medications in stock for student use during the school day. *If a student needs [and is permitted] to take over-the-counter medications during School, the appropriate form must be signed, fully completed, and submitted via Final Forms in order for Beaumont School to administer over-the-counter medication.*

The School expects that parents/guardians contact the School before the start of the academic year to discuss medication administration and an approved Emergency Action Plan if a student's Authorized Prescriber recommends preparedness for a potential medical emergency. To the extent a student may require administration of prescribed or over-the-counter medication outside of school hours (e.g., during athletics, field trips, and other off campus events and travel), a parent/guardian must also sign, complete and submit separate paperwork.

Parents must claim remaining medication by the last day of the school year or it will be discarded.

Beaumont School will not administer a student's first dose of a new medication during school time or at any school-related activities.

Concussion Protocol & Concussion Attendance Policy

A concussion is a traumatic brain injury, and therefore all concussions must be documented.

- Students suffering a concussion must be evaluated by a medical professional and complete paperwork that must be presented to the Beaumont Nurse before returning to school and attending classes.
 - The Nurse will work together with the student's grade-level counselor to arrange any medically-necessary accommodations. Students are not to arrange these accommodations with their teachers on their own.
- Students with documented concussions, especially those receiving accommodations at school, may not participate in extracurricular events which are counter-productive to the concussion healing process, such as school dances, athletic events (as participant or spectator), and/or other similar events during their recovery period.

Student health is the priority as recovery continues. Students who do not heed these medically-sound requests are not guaranteed further accommodations in school. More information regarding this concussion policy is in the Beaumont Student-Athlete Handbook.

In accordance with the CDC's encouragement to "stay home when sick" and Beaumont's focus on overall student wellness, Beaumont School does not honor a "Perfect Attendance Award."

Confidentiality of Student Health Information

To ensure the confidentiality of student 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.

Parents are encouraged to talk to Administration or the Clinic directly if they have concerns regarding the confidentiality of student health information.

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. Compassion, cooperation, and flexibility are expected 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. 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. Absence from school following the birth of a child will be considered an extended medical absence.

Reporting of and Teaching about Sexual Abuse

As a school community, we acknowledge our special responsibility to protect 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, 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 Principal, School Counselors, or Dean of Students; and

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.

By virtue of signing off on this Handbook and the Beaumont enrollment agreement, parents consent to the teaching of prevention of sexual abuse in due course of regular subject area curriculums, including but not limited to: Theology, Health, and Psychology courses. The Dean of Students must be actively notified in writing if parents/guardians wish to withhold this permission for their student.

Retreats

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

School Safety

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, and other emergencies. 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 the grassy area around the monument sign on North Park Boulevard or to Ruffing School. We ask that parents not contact the school, but wait until the school contacts them so that phone lines remain open for communication with law enforcement and safety officials. Parent reunification information will be communicated to parents through email, phone, TV, and/or radio.

Sleep

The American Academy of Sleep Medicine recommends that teenagers aged 13–18 years should sleep 8–10 hours per day. To that end, Beaumont encourages its students to develop a tech-free bedtime routine and to store their cell phones outside of their bedrooms while sleeping. Social engagement, “doomscrolling,” and blue light all prolong falling asleep.

Student Support Team

Beaumont School is committed to caring for students experiencing a personal, academic, medical, or mental health challenge whenever possible. The Student Support Team consists of the Principal, Dean of Students, and all school counselors. The Team meets bi-weekly to ensure that students’ emotional, social, physical, and academic needs are addressed.

Wellness Days

Four times per year, Beaumont grants its students Wellness Days. On these days, school is not scheduled and students are encouraged to rest their minds and bodies, catch up on school work or work ahead, or enjoy activities they love.

Spaces and Property

Students may not be in unsupervised areas before, during, or after school.

In all spaces during the school day, including outdoor campus spaces, students must wear their uniform in its entirety.

Deliveries

FOOD OR GIFT DELIVERIES intended for students via delivery services are strictly prohibited at any time during the school day at Beaumont School. Safety and security are the focus of this policy.

- *At no point during the school day* may a student order food to be delivered to Beaumont.
 - Food and/or drink (e.g coffee, etc.) is not to be delivered anywhere on campus.
 - Deliveries from *any* service (including, but not limited to, UberEats and DoorDash) are strictly prohibited.
 - Any student utilizing a food delivery service during the school day will serve a double detention; subsequent infractions will result in additional discipline.
- Deliveries of balloons, flowers, gifts, etc. are not permitted during a school day.

In the event that any items for a student are received via delivery service during the school day, the delivered items will be held at the Main office until after school when the Dean of Students will secure verbal permission from a parent/guardian before giving any items to the student. No delivered items will be given to the student before 3:15pm. ***There are no exceptions to this policy.***

** All items dropped off by parents must arrive through the Main Office. Essential items (necessary changes of clothing, etc.) will be given to the student by the receptionist during pass time between classes and non-essential items (after-school athletic equipment, etc.) will be available for student pick up in the Main Office at the end of the school day.

Elevator

The elevator located in the academic building is not for student use without special permission received from the Dean of Students.

Food and Drink

With focus on student safety, health guidelines, and cleanliness of our school facilities, *all food and drink is to be enjoyed in specified places at Beaumont School only*. This guideline applies to all times before, during, and after school hours.

Specified, approved Beaumont areas for food and drink, including lunch times, are:

- MAK Dining Hall
- Hallway Cafe (tables & chairs in the hallway between the MAK Dining Hall and the Courtyard)
- Gym Hallway (tables and chairs in the hallway extending from the Spirit Store to the Fairmount Lot doors)
- Courtyard (tables and chairs in the outdoor greenspace bordered by the Hallway Cafe, Gym Hallway, and Hallway outside of the President's Office)

Restricted areas where food and drink are not permitted at any time are:

- Classrooms and learning spaces (unless a classroom teacher gives specific permission for a special occasion or situation);
- Foyer, Bertrand Commons, and the KLMC space;
- Computer Labs and Science Labs;
- St. Angela Merici Chapel; and
- Gym (***including during Convocation and Mass***); Locker Rooms; and Weight Room areas.

WATER only, in unbreakable containers with a secured lid,
is permitted in classrooms and approved food & drink areas of the school building.

No food or drink are permitted in the Science Labs, Computer Labs, and/or Chapel at *any time*.

****Food and drink delivery to our campus are never permitted. ****

See "Delivery" policy on page 20 of this handbook for more details.

ILT Study Spaces

Students are assigned a classroom for Independent Learning Time. *If students would like to access other study spaces throughout the building, they must check in with their ILT proctor at the beginning of the block and check out at the end of it.*

- Grades 9 and 10: With ILT proctor permission, 9th and 10th graders may utilize the Computer Lab or visit with a Guidance Counselor by appointment.
- Grades 11 and 12: With ILT proctor permission, 11th and 12th graders may elect to work in the KLMC, Computer Lab, Guidance Suite, Foyer, Courtyard, Dining Room, and Student Commons (including its patio).

Students on academic probation, disciplinary contracts, or who are otherwise deemed in need of supportive structure may lose ILT privileges and be required to remain in the assigned ILT classroom.

KLMC (Krupansky Library and Media Center)

The KLMC is open daily before and after school, though it is reserved for silent study. Students are expected to keep a neat workspace in this dedicated space (no food is permitted in the KLMC at any time). To borrow a book from the KLMC, email receptionist@beaumontschool.org with the title of the book and return all borrowed materials in a timely manner.

Learning Lab

Students who could benefit from supplemental support in Math and/or English will be assigned to our Learning Lab for one full school year, in lieu of an ILT. Faculty members will be available to work closely with students during Learning Lab. Peer tutors may also be available to help students. As structure and support are key goals of this initiative, students enrolled in Learning Lab may not study elsewhere in the building and must remain in their assigned classroom space. Attendance will be recorded.

Lockers - School and Gym

Lockers are school-issued spaces for students to secure their belongings and valuables. They should be closed and locked at all times. Locker combinations should be kept private and should never be shared - also, lockers should never have their locks jammed open for any reason.

Locker decorations visible on the outside of the locker face are not permitted. If a student decides to decorate the inside of her locker, care must be taken to keep it in a sanitary and respectful condition. Permanent markers, stickers, and glitter (of any kind) may not be used to decorate the inside of lockers. Only **blue painters' tape** is permitted to be used on any school surfaces (including the inside of lockers) to hang any items.

All lockers are the property of Beaumont School and the School reserves the right to open them for inspection at any time.

Lost and Found

Lost and Found items are collected in the Main Office. Students are encouraged to build community and trust with each other by returning any items that they find in the school to the Main Office, and they are likewise encouraged to check with the receptionist to see if they can identify/find their own misplaced items. All unclaimed lost and found items remaining at each semester-end will be donated.

Mass and Convocation Seating

To encourage spirit and solidarity, our entire student body sits in the bleachers for Convocation.

To encourage reverence and prayer, our entire student body sits in chairs for Mass.

- Students have an assigned row and sit in Advisory groups for both Convocation and Mass.
- When Mass is held in the Meadow, students sit with their Advisory.

To establish interpersonal skills, respectful presence, and reverent participation at ALL of our Beaumont gatherings, the following items are not permitted:

- Cell phones (may not be seen nor heard), airpods/earbuds/headphones, or personal devices;
- Food or drink of any kind, including water bottles;
- Backpacks, purses, or bags; and
- Non-uniform clothing or items (including, but not limited to, jackets, outerwear, hats, boots, non-uniform sweatshirts, and blankets).

Beaumont students are expected to display respect and leadership with their posture, attention, and behavior.

Open Spaces Before and After School

During the week, Beaumont's main buildings are typically open from 6:30 am - 9 pm. The Main Office, however, is only staffed from 7:30 am - 5 pm and supervision cannot be expected outside of these hours.

Between 3:30 - 5 pm, students must be located in the Student Commons; KLMC; Dining Room; the Foyer; or a supervised classroom. However, **before 7:30 am and after 5 pm, students may only be in the MAK Dining Hall, Foyer, or KLMC.**

Personal and School Property

Students should not leave personal belongings unattended, especially in common spaces. Adult-collected belongings will be stored in the Main Office and returned to the owner/student in exchange for a misconduct, unless the belonging is a school-owned piece of technology, which will be returned in exchange for a detention. Beaumont reserves the right to seek financial restitution for harm to Beaumont property, including time and materials needed for repair, and students responsible for damage to Beaumont property will suffer disciplinary consequences up to and including expulsion.

Student valuables and belongings should always be secured in the student locker.

Beaumont is not responsible for lost, stolen, misplaced, or damaged personal items students bring to school.

Restrooms

Restrooms are to be respected as school property and shared spaces.

- In no circumstance are two or more students permitted behind a locked or obstructed bathroom stall door.
- In no circumstances are students permitted to lock themselves inside a restroom or obstruct the door.
- There is to be no eating or loitering in bathrooms.
- Use of cellphones in bathrooms is strictly prohibited.

Appropriate disciplinary action at the discretion of the Dean of Students will apply in these circumstances, up to and including expulsion.

Student Conduct

By establishing and empowering individual responsibility, we hope to enhance the student's sense of self-worth, accountability, and membership in the school community. As Beaumont students strive to be Ursuline 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.

Students must understand that they are representatives of Beaumont, both on-and-off-campus, 365 days a year, 24 hours a day. 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. Conduct that violates Beaumont School mission and values, or is otherwise unlawful per local, state, and national laws, will be met with a disciplinary consequence, up to and including expulsion from the School..

Beaumont reserves the right to deviate from the disciplinary procedures below and elsewhere in this Handbook, and to place additional conditions on students who engage in student misconduct and violate the following student conduct policies, depending on particular circumstances involved. Beaumont may, in its sole discretion, deny student participation in any events, including Prom, Graduation, and other events.

Parent/Guardian Responsibilities

The education of Beaumont students is a partnership among parent(s)/guardian(s), the student, and Beaumont School. It is essential that students and parent(s)/guardian(s) familiarize themselves with the policies in this Handbook and that students, parent(s)/guardian(s) and the School work together and conduct themselves in accordance with our Beaumont mission and Ursuline values. The School reserves the right to take disciplinary action, including dismissal of a student, if the School determines that the partnership is irretrievably broken.

Some guidelines for the parent/School partnership include, but are not limited to, the following:

- Beaumont School expects parent(s)/guardian(s) and students to work courteously and cooperatively with the school to assist each student in meeting the academic, moral, and behavioral expectations of Beaumont School. This includes respectful treatment of all faculty, coaches, moderators, school counselors, administrators, support staff, other students, and other parent(s)/guardian(s);
- Parent(s)/guardian(s) are expected to abide by the same social media guidelines as we expect from our students; and/or
- Parent(s)/guardian(s) and students are encouraged to express their concerns about school operations and personnel to the appropriate staff and administrators, however, they must not do so in a manner that is harassing, discourteous, rumor-driven, disruptive, threatening, hostile or divisive.

These behavioral guidelines/expectations of parent(s)/guardian(s) and students include, but are not limited to, all school-sponsored events (e.g. athletics, performances, field trips, etc.) as well as interaction with any faculty, school staff, administrators, other Beaumont School students and parents, Board Members, and individuals who are part of the Beaumont Community at any other time.

Beaumont School reserves the right to determine, in its sole discretion, when violations of this policy have occurred. Such violations may result in disciplinary action short of dismissal, suspension of a student and/or parent/guardian's privilege of attending or participating in School activities, or dismissal.

Teacher Intervention

Our teachers have the right to establish structures that provide for optimal learning, both inside and outside the classroom, and are mission-centered. Likewise, teachers have the right to hold students accountable and limit any inappropriate, disrespectful, and/or disruptive behavior with consequences. Teachers handle student misbehavior with such means as verbal corrections, student teacher conferences, disciplinary referrals, parent contact, and group conferences. If a student's misbehavior or disrespect is judged to be severe, she will be sent immediately to the Dean of Students' office. In serious or consistent cases, the Principal or Dean of Students notifies the parent(s)/guardian(s) and a conference may be scheduled.

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## **Disciplinary Consequences**

### **Student Misconducts**

Misconducts are issued for minor infractions of school rules and policies, *such as, but not limited to*:

- Dress code violations;
- Tardies to school or to class (see page 13 of this Handbook for specific details);
- Food or drinks in unauthorized areas (see page 20 of this Handbook for specific details);
- Infraction of teacher or classroom policy;
- Failure to keep a shared area tidy;
- Jamming a locker; and/or
- Disturbing quiet student areas or classroom instruction.

Three (3) misconducts earns a detention.

## **Student Detentions**

Detentions are issued for more serious infractions of school rules and policies, *such as, but not limited to*:

- Accumulation of three (3) misconducts;
- Disrespect, insubordination, defiance, and/or inappropriate behavior, including offensive or profane language;
- Disruption of educational environment, faith services, convocations, or assemblies;
- Blatant or repeated disregard of school policy (including parking on campus without a pass or visiting a vehicle without permission);
- Inappropriate cell phone or technology use;
- Skipping or 'cutting' all or part of a class block;
- Violation of Beaumont School Academic Integrity Policy (first offense); and/or
- Behavior that Administration deems inconsistent with Beaumont mission and/or Ursuline values.

Every detention assigned will be accompanied by a meeting with the Dean of Students to discuss the circumstances and to schedule the detention. Detentions are 40 minutes and served in the Dean of Students' Office and/or an assigned classroom. Any skipped detentions result in a double-detention.

## **Suspensions**

Suspensions are issued for severe infractions that warrant an elevated response, *such as, but not limited to*:

- Verbal altercations or slander of school staff or students;
- Threat or actual physical harm to another person;
- Violation of the Beaumont School Drug and Alcohol Policy (see page 26 of this Handbook for more details);
- Leaving campus without permission;
- Extreme, escalating, and/or inappropriate behavior;
- Theft, vandalism, or illegal entry of school property;
- Gambling/card playing;
- Harassment or hazing of any kind (see pages 27 & 28 of this Handbook for more details);
- Participation, possession, viewing, and/or disseminating lewd or illegal images or videos; and/or
- Behavior that the Administration deems inconsistent with Beaumont School mission and/or Ursuline values.

Depending on the individual circumstances, a student may be assigned an in-school suspension (ISS) or an out-of-school suspension (OSS), for the number of days deemed appropriate by Administration. All school work completed during the suspension is accepted at 70% credit.

Students may not participate in any extracurricular activity (including practices and rehearsals), attend any school event, nor be present on school property on the day of the suspension. Failure to serve a suspension may result in immediate dismissal.

## **Disciplinary Probation**

Any student receiving one suspension or five detentions per school year will be immediately placed on Disciplinary Probation for the remainder of the school year. Probationary terms may include regular teacher evaluations and/or conferences with a counselor, Dean of the Students, or Principal; increased monitoring; privilege restrictions, including but not limited to athletics; or other actions deemed appropriate by the Beaumont Administration. During the Disciplinary Probation period, the student must demonstrate her intent to improve her conduct.

Further misconduct during the period of probation may result in dismissal from the School at the sole discretion of the Principal. A student on Disciplinary Probation for more than one semester may be subject to expulsion.

## **Expulsion**

Expulsion of a student from Beaumont school is a serious matter and is only used when absolutely necessary. Beaumont reserves the right to deviate from the disciplinary procedures above and elsewhere in this Handbook depending on the particular circumstances involved. 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 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 or school property;
- 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; and/or
- Behavior by student, parent, or guardian that administration judges as inconsistent with Beaumont mission and Ursuline values.

Students who are expelled may not be present on Beaumont School property nor participate in any school activities or contests. A student who is dismissed during her senior year will be required to receive her diploma from another school.

### **Disciplinary Appeals**

Students who object to a misconduct or detention may first discuss it with the staff member who has observed the behavior. She may then request a conference with the Dean of Students. 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) calendar days of the Principal's decision. The President will review the appeal and advise the student and her parents of the outcome. The President's decision will be final.

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Student Conduct Policies

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.

Public Displays of Affection

Schools, like other professional communities, avoid behavior that may be a distraction to others. Prolonged embracing, kissing, lap-sitting, inappropriate touching, and other intimate behaviors are not permitted. Students engaging in such behavior will be addressed privately and parents will be notified, if necessary. Discipline may also result to one or both students, depending on the circumstances and in the School's discretion.

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, bags, computer/devices, cell phones, any personal electronic device, water bottles and other receptacles] 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 engaged/is engaging in unlawful conduct or has violated/is violating school rules or this Handbook, 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. Beaumont School reserves the right to contact the appropriate law enforcement authorities in connection with any search it conducts and any items discovered/seized.

Student Threats

In accordance with the policy of the Catholic Diocese of Cleveland, any student who threatens to inflict harm to self or others will be taken seriously. The following steps will be taken: the student issuing the threat will be isolated; the police/law enforcement 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.

Weapons

Any type of weapon or dangerous object (i.e. knives, guns, fireworks, mace, explosives, etc.), in addition to look-alike items, are prohibited on school property or at school-related events at all times. No student may possess, use, 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 applies 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. Students who are aware that any weapon or dangerous object of any kind is present must immediately notify a school official. Failure to notify a school official may result in disciplinary consequences at the discretion of the Principal.

Student Conduct and Mission Policies

Academic Integrity Policy

Beaumont students are to exhibit integrity in all academic undertakings. A violation of the Academic Integrity Policy may include a violation of copyright laws; plagiarism, the act of submitting another's work or ideas as one's own; failing to cite source or paraphrasing without citing source; identification by an online plagiarism checker; cheating, the misrepresentation of academic work presented for credit; copying another's quiz, test, or homework; communicating answers to another student during an assessment; relaying the contents of an assessment to another student; forgery of one's 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 aid in cheating; unauthorized use of calculators, cell phones, smartwatches, or other electronic devices; otherwise facilitating or engaging in academic dishonesty.

If a student has violated the Academic Integrity Policy, at first offense, the following consequences will occur: loss of credit for the work/assessment; a detention with notification of parents; a detailed report placed in student file; and re-evaluation and/or revocation of any honor society membership.

A second offense requires a conference with the student, teacher, parent and administrator; a more severe loss of credit for the work/assessment; an 80-minute detention with notification of parents; a

second detailed report placed in the student's file; and the understanding that any additional offenses would likely result in expulsion from the school.

Beaumont reserves the right to deviate from the disciplinary procedures above and elsewhere in this Handbook depending on the particular circumstances involved.

Beaumont records regarding academic integrity issues may be shared with other institutions, such as colleges, by request.

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, including those inhaled by vaping. 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. Use of tobacco products, smoking, and vaping are prohibited on school property and at all school-related events. .

The possession, transfer, or use of a controlled substance by students is strictly prohibited, both on and off School property. If a staff member discovers that a student is in possession of or has used or transferred drugs, alcohol, drug paraphernalia, or other controlled substance (including on her person, in her locker, in a water bottle or similar receptacle, in a vape pen or e-cigarette, or in a vehicle) or if a staff member has reasonable grounds to suspect that a student is under the influence of a drug, alcohol, or other controlled substance, that staff member will immediately detain the student and refer the matter to a school administrator.

The following actions will be taken:

- The student will be isolated where medical attention will be given, if emergency conditions exist.
- Local authorities and emergency response may be contacted.
- Parents will be notified to take the student home as soon as possible.
- The student will not return to school until a conference between the Principal and the family is held.

In most cases, for a first offense, the student will serve a one-day suspension; complete a substance abuse assessment at parent expense before returning to school; and comply with additional consequences pertaining to extracurricular membership.

In most cases, on her second offense, the student will serve a two-day suspension and complete a second abuse assessment and provide evidence of a plan for continued counseling at parent expense before returning to school; comply with additional consequences pertaining to extracurricular membership; and sign an acknowledgment with her parents that further violations of the Drug and Alcohol Policy may warrant expulsion.

Beaumont School reserves the right to deviate from the disciplinary procedures above and elsewhere in this Handbook depending on the particular circumstances involved.

If a student abuses/misuses, possesses, sells, or otherwise transfers chemicals or unauthorized prescription medication, the following actions will be taken: the student will be detained and isolated; parents will be notified to immediately remove the student from the school or school activity; any appropriate law enforcement agencies may be notified; the student will automatically be suspended for at least three days, with expulsion likely; a conference between the Principal and the family will be held to inform the student and family of the action(s) to be taken.

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 in its sole discretion.

Students may also be asked to take a breathalyzer or any other drug-screening test. If this request is made, the student must comply. Refusal to do so may result in serious disciplinary consequences, including dismissal from school.

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 of any kind (including hurtful remarks or conduct that reflects intolerance or prejudice) 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 and is not consistent with our Beaumont Mission.

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, or any intimidating interference with normal activity or movement;
- **Visual Harassment:** Derogatory, demeaning, or inflammatory drawings, written words or pictures, cartoons, posters, gestures/body language, or any photographs reposted, including those with alterations (i.e. 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:** 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, thorough manner and maintain confidentiality to the extent possible. If the investigation supports the complaint, immediate action will be taken and disciplinary action will result to the offending party(s) commensurate with the seriousness of her/their actions, up to and including expulsion. No retaliation will result to students making legitimate, good faith complaints under this policy.

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 members of the Beaumont School community,
we trust that you will embrace and practice these principles both on our school campus and in your home.***

Student Life

Advisory

Acting on St. Angela's counsel to "build community wherever you go," Beaumont has an Advisory system for all students. The typical school day begins with Advisory, which allows for announcements, attendance, exchange of school information and event explanation, and interpersonal development. Advisory is a scheduled class period that is integral to the school day.

All-School Service Day

Every academic year, Beaumont School engages as a united Ursuline Community in service to our community. Both on our campus and at various locations throughout the Cleveland area, students and faculty may volunteer at schools, non-profits, parks, food banks, gardens, and other organizations in need. Students may remain on campus; walk to a nearby location; or be transported by bus or van. Students who wish to participate in off-campus service must have a parent/guardian complete, sign, and submit a Service Day Permission and Medical Treatment Form, which is available on Final Forms.

Announcements and Daily Prayer

Announcements are read over the P.A. during morning Advisory and also at the end of the school day, and are also available as a link on the Weekly Preview. Students may ask a faculty member to add an announcement to the Google Document. As a general rule, announcements are restricted to Beaumont activities.

Prayer is a foundation of our Ursuline environment at Beaumont. We pray together as a family to begin and to end each school day over the P.A., and teachers pray with their students to begin each class block in their classrooms.

Our daily Morning Prayer to St. Angela is prayed together at the start of every school day over the P.A. All present in the building are asked to pause, stand, and pray together as a family. The introduction, "Please direct students in and around your area in the model of prayer this morning. At this one moment of the day, all of Beaumont stands in solidarity as we begin ..." signals the formal beginning of our school day as we pray together. The full Prayer to St. Angela is listed on page 4 of this handbook.

At the end of every school day, we recite our traditional litany together. The full Litany is also listed on page 4 of this handbook.

Blue Streak Block

Blue Streak Block is designated time before the scheduled school day, from 7:35 am - 8:10 am, which provides students with the opportunity to engage in clubs and activities, meetings, and/or receive individualized tutoring from teachers. Clubs, activities, and meetings usually occur on Tuesday and Thursday mornings, and tutoring occurs on Wednesday and Friday mornings. Mandatory student attendance in Blue Streak Block is at the discretion of club moderators and teachers.

Dance Policy

Beaumont School dances are planned with the enjoyment and safety of our students and their guests in mind. 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 Dean of Students (216-325-7331) and leave a message including information indicating the reason they are late, expected time of arrival, and the names of the other people 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.

Parent(s)/guardian(s) are encouraged to monitor the appearance and attire of students before they leave home for a dance. The School reserves the right to refuse admittance to dances for any students or guests whose attire it deems to be inappropriate or immodest. Any student or guest who dresses or behaves 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 and contacted to pick her (and her guests, if applicable) up immediately. Disciplinary action may result up to and including expulsion.

Emergency School Closing or Delays

Occasionally, inclement weather or other emergencies force the cancellation or delay of in-person classes. Families can expect to be notified as early as possible by email, the news media, social media, and the Beaumont School messaging system. Unless no advanced notice is possible, Beaumont School will host Virtual Learning Days when school is closed. Students may be asked to log into synchronous Zoom meetings or complete asynchronous assignments.

School-Related Trips

To streamline family logistics and encourage experiential learning, permission forms are now available to be completed annually on a per-activity/sport/class basis. Before attending an off-campus activity/sport event/class field trip with students, the chaperoning teacher or coach will email all parents details about the travel in advance, though no response will be necessary if a form has been signed relating to that activity/sport/class. To revoke permission, the parent/guardian must contact the teacher or coach at least 48 hours in advance of the planned travel.

If a parent does not sign the annual activity/sport/class permission form, the chaperoning teacher will require permission from the guardian for each and every specific instance of off-campus travel and, if permission is not granted, the student will not be permitted to travel off-campus and an alternate lesson will be provided for the student at Beaumont School. Student emergency contact information will be provided by the school to the chaperoning teacher or coach.

Generally, students *in good standing* may attend school-related trips during the school day. Students are expected to wear Beaumont Dress Uniform whenever participating in a school field trip or school activity off-campus during the school day, unless the trip activity requires other attire. If a student has two Ds or one F in any class or any disciplinary record, she may forfeit her ability to attend a school-related trip, including, but not limited to: field trips and non-mandatory optional retreats.

Financial Obligations

A Continuous Enrollment Agreement and non-refundable, one-time enrollment fee are required for all students. 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 the student's remaining high school academic career and no deductions or adjustments in tuition will result for illness, withdrawal, dismissal or absence from school for any cause except by special arrangement. If a student desires to withdraw between academic years, the Principal must be notified before July 1 to be released from the upcoming academic year's tuition. Any notification after that will result in a full tuition charge.

Parking Passes and Parking Lots

All students who park at Beaumont School must purchase an annual parking pass. [Passes are \$125 for the year or \$75 for a single semester.] The make/model of car; license plate number; driver's license number; and insurance information are required for a Beaumont School parking pass. Students must only park in their designated space between designated parking lines, and their parking pass must be visible through the front windshield. If, for any reason, the student's designated space is occupied, she

should park in a “Visitor” space and come immediately to the Main Office to report the conflict. Students who park at Beaumont without a permit will result in a detention, after which inappropriately parked cars may be towed at the owner’s expense. Due to safety concerns, students may not park on North Park Boulevard during the school day.

In the case of an emergency during school hours and only *after receiving permission from the Main Office*, a student may go to her vehicle. Going to a vehicle without permission results in a detention; leaving campus without permission results in a suspension. Students loitering in parking areas is not permitted.

Beaumont School reserves the right to search student vehicles at any time and without prior notice.

Speeding or reckless driving on School property will result in disciplinary action for the driver. Beaumont School assumes no liability for damage to, or theft of, vehicles or their contents while parked on School property.

Posters, Music, and Videos

Clubs, organizations, or individual students wishing to display *any* posters or flyers, and/or play music or videos in the school building must take care to verify that all content is consistent with the Beaumont mission; have approval from the Dean of Students prior to circulation or posting; and posters must be hung using painter’s tape. Administration reserves the right to remove any posters hung in the school.

Publications

Beaumont publications such as the student newspaper, literary magazine, and yearbook are 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.

Student IDs and Swipe Cards

As an integral part of our ALICE Safety Protocol, students should keep their Student ID on their person at all times. Students are expected to keep and utilize their swipe cards until graduation. During school breaks and when no longer enrolled at Beaumont, students can expect that their building access to be turned off. Lost swipe cards incur a \$15 replacement fee - contact Main Office for replacement process.

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., public school district busing, carpools, and private van service is shared through the Main Office as available.

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 notify her guidance counselor of her intention to withdraw; participate in an exit interview that includes her parent/guardian and the Principal and/or Guidance Counselor; and complete a transcript release.

Technology

Cell Phones, Earbuds/Headphones, and Digital Watches

We embrace the cell phone as an academic and social tool, though we are also cognizant of its inherent ability to increase distraction and impulsivity, and at worst, cause and exacerbate depression and anxiety, and be used as a tool for harassment and bullying. We believe in the value of face-to-face human interaction and in sacred *cell-phone-free* time and space.

Beaumont strives to empower students to positively collaborate with their classmates, interact directly with their teachers, and develop lifelong interpersonal skills. The school approach to cell phone and

technology use addresses concerns while supporting the building of relationships and focusing on in-person interaction.

Students may have cell phones, earbuds, headphones, and/or digital watches on their person outside of class time, but they must not be seen, heard, or utilized. Students may use this technology responsibly as detailed below:

Students may responsibly use cell phones, earbuds, headphones, and/or digital watches at these times:

- Before or after school times;
- ILT times while seated, if student has free time *[this option does not apply to Learning Lab]*;
- Lunch, while seated in any of the food/drink areas; and
- Lockers, while standing at their lockers before or after school and during pass times.

A note for parents and guardians: Please be cognizant of our guidelines when choosing to call or text your student during the school day. If you have sensitive information to share with your daughter, please do so by contacting the Main Office. Additionally, please be sure to call the Main Office regarding any school-day arrangements. Students will not be released from class without a verified communication from the main office or clinic. If a student leaves class without school permission, it is considered a cut of class and will result in a detention.

Students will follow individual classroom guidelines as to placement of cell phones, earbuds, and headphones during class times. [Most often, cell phones are to be placed in a holder or container during class, at the direction of the teacher. Teachers reserve the right to have students remove their digital watches when they are a distraction or disruption, or interfere with academic integrity.] Students will avoid using this technology as detailed below:

Students may not use cell phones, earbuds, headphones, and/or digital watches during these times:

- Class times and Advisory [unless given specific permission from the classroom teacher];
- Convocation, assemblies, class meetings, and presentations;
- Masses and prayer services; and
- Service projects.

Students may not use cell phones, earbuds, headphones, and/or digital watches in these locations:

- Restrooms and Locker Rooms.
- Additionally, students may not use these devices while walking [including, but not limited to, hallways].

Barring emergency situations, students may not make phone calls of any kind outside of the Main Office or Clinic.

IMPORTANT: At no time should students utilize technology to take photos, videos, or audio recordings [including, but not limited to TikToks, social media stories, etc.] during the school day without first securing permission from a teacher or administrator. [For the 2023-2024 academic year, the school day is accepted as 8:15am through 3:00pm.]

Students not following these guidelines may have their cell phones, earbuds, headphones, and digital watches confiscated, delivered to the Dean of Students, and returned at the end of the school day, along with an assigned detention.

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 Dean of Students' Office. We recommend the labeling of student-owned devices.

Beaumont School reserves the right to confiscate, examine, and search student devices in the event of any policy violation. Refusal to cooperate in the School's investigation of policy violations will result in discipline up to and including expulsion.

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. The following activities are prohibited: accessing or participating in chat rooms; using personal smartphones for access of school networks; establishing or using independent hotspots; sending or forwarding chain letters; engaging in instant messenger programs or personal blogging; downloading files without staff approval; using proxy web surfers; accessing blocked websites; accessing web sites that do not enhance learning, such as 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; and 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 confiscate, examine, and search any device that is suspected of causing problems or was the source of an attack or virus; violating copyright laws; accessing any unauthorized sites; or using the network for commercial purposes, advertisement, political lobbying, or any unlawful 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; and/or 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/5G/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.

Bring Your Own Technology Policy

Definition of Technology: For purposes of 'Bring Your Own Technology,' "Technology" means a privately-owned wireless and/or portable electronic device with: Capability to connect to the Internet, Minimum screen size of 10 inches, capability to attach to a keyboard (a touchscreen only keyboard does not meet our guidelines) and earbuds/headphones for quiet listening. Earbuds/headphones may not be needed daily, but there may be times when they will be required by the classroom teacher. All students are required to purchase an internet-ready device and bring it to daily classes. Teachers may restrict the use of these devices by asking students to put them away during testing or at other times where their use is not appropriate or serves as a distraction, but unless otherwise instructed, students are by default free to use the devices to enhance their education.

Smartphones/Cell Phones: The BYOT policy does NOT apply to smartphones or cell phones. While students are permitted to have cell phones on their person or "within their reach," (i.e. on a teacher-designated space nearby) during the school day, they are not permitted to have them out in class unless given explicit permission from the teacher.

Internet Access: Students bringing their own device for educational use are to connect to the 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. Independent hotspots are not permitted. Smartphones are not acceptable BYOT devices. Smartphones are not allowed to connect to our BYOT Network unless given specific permission.

Security and Damage Responsibility: Students are solely responsible for the proper care of their device, including any costs or repair, replacement, or any modifications needed to use the device at school. Students are advised to keep their device with them at all times. Beaumont School is not liable for any device stolen or damaged while on campus. If a device is stolen or damaged, it will be handled through

the assistant principal's office similar to other personal items that are impacted in similar situations. We recommend the labeling of student-owned devices with a name as it will assist in the return of a misplaced device.

Technological Support: Beaumont School does not provide comprehensive technological support for student-owned devices and will not fix any personally owned BYOT device. Any troubleshooting of a BYOT device by school personnel will be done in the presence of the student and may not result in a solution.

Printing: Access to the BYOT Student Network permits networked printing from a BYOT device. Students wishing to print must access the BYOT Student Network. Individual print jobs are limited.

Rules of BYOT Use: All students must follow the school's Computer and Internet Acceptable Use Policy (see above). In addition, the following rules apply:

1. Each teacher has the discretion to allow and regulate the use of personal devices in the classroom, campus, and at school events.
2. Each teacher has the discretion to determine the appropriate use of a device on tests, quizzes, and assignments.
3. All devices must be maintained in silent mode on campus, unless otherwise allowed by a teacher.

Students are not permitted to walk the halls with earbuds/headphones, whether in use or not in use.

4. Devices may only be used to access files on the device or Internet sites which are relevant to the classroom curriculum. Texting/instant messaging/gaming is not permitted.
5. Use of camera and/or recording function on any device on campus or during school hours/activities requires approval from an administrator, teacher or staff member and is otherwise prohibited.
6. Possession of pornographic images or video on any device is strictly prohibited.
7. All wireless activity on the BYOT Student Network may be monitored by school personnel.
8. Use of devices in the following areas is not permitted: The Chapel (including the exterior area), school hallways, and school stairwells unless given explicit permission by a teacher or administrator.
9. Devices may NEVER be used in locker rooms and bathrooms.
10. Do not download apps or update operating systems while on campus, as these data transfers can make undue demands on the school's Internet bandwidth.
11. Devices should be fully charged and ready to use at the start of each school day. Students will not always have access to power sources.
12. Network filters in compliance with CIPA apply to the BYOT Student Network; students shall make NO ATTEMPT to bypass the filter using any technology available (i.e., proxy servers, remote desktops, browsers, or VPNs).
13. Infecting any school network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the Beaumont School Computer and Acceptable Use Policy. BYOT devices should have up-to-date Anti-Virus software installed; we do not recommend AVG Free Anti-Virus or Avast Free Anti-Virus software.
14. Processing or accessing information via "hacking", altering, or bypassing network security and filters is considered a serious violation. Beaumont School has the right to confiscate, examine, and search any device that is suspected of causing problems or being the source of an attack or virus infection.
15. Consequences of Misuse: Student abuse or misuse of school technology will result in disciplinary action, up to and including a meeting with the student's parents and possible expulsion as determined by the Dean of Students and/or Principal, and/or requirement that the student make full restitution to Beaumont School for resources consumed. Students should also be aware that their conduct may result in civil and criminal liability and that their conduct may be referred to law enforcement agencies at the discretion of school administration.

IMPORTANT NOTES:

- The School may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.
- However, the School may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social networking account violated the School's disciplinary policy.
- The School may require the student to share content in the course of such an investigation.

Uniform

Beaumont School Uniform 2023 - 2024

Beaumont School believes our uniform encourages development of self-discipline, pride in tradition, life skills, and unity among the student body.

	Dress Uniform	Regular Daily Uniform	Spirit Top Friday Uniform	Beaumont Dress Down Day Attire
Top	<ul style="list-style-type: none"> Uniform navy polo; <u>and</u> Navy crest sweater 	<ul style="list-style-type: none"> Uniform navy polo Optional additions: Solid navy, gray, black, or white t-shirt worn beneath polo; navy crest sweater; uniform cardigan; uniform crewneck sweatshirt 	<ul style="list-style-type: none"> Any Beaumont t-shirt or sweatshirt (including Class sweatshirts and t-shirts) Options: Regular Beaumont uniform polo, uniform crest sweater, or uniform crewneck sweatshirt 	<ul style="list-style-type: none"> BEAUMONT Tops: <ul style="list-style-type: none"> Any Beaumont t-shirt or sweatshirt (including Class sweatshirts and t-shirts)
Bottoms, Socks, & Tights	<ul style="list-style-type: none"> Uniform skirt <u>with</u> solid navy or black opaque tights or leggings; <u>or</u> Navy or black dress pants <u>with</u> navy or black socks 	<ul style="list-style-type: none"> Uniform skirt <u>with</u> solid navy or black opaque tights or leggings; <u>or</u> Navy, black, or khaki dress pants <u>with</u> navy, gray, black, white, or Beaumont "B" socks 	<ul style="list-style-type: none"> Uniform skirt <u>with</u> solid navy or black opaque tights or leggings; <u>or</u> Navy, black, or khaki dress pants <u>with</u> navy, gray, black, white, or Beaumont "B" socks 	<ul style="list-style-type: none"> Any <u>Long</u> Pants as bottoms: <ul style="list-style-type: none"> Any Beaumont sweatpants or pj pants; Jeans without tears; PJ or sweat pants; Full-length leggings worn with hip-length Beaumont top; NO SHORTS OR SKIRTS of any kind.
Shoes	<ul style="list-style-type: none"> Any closed-toe & secured-heel dress or athletic shoe; NO slippers, sandals, Crocs, or boots above the ankle 	<ul style="list-style-type: none"> Any closed-toe & secured-heel dress or athletic shoe; NO slippers, sandals, Crocs, or boots above the ankle 	<ul style="list-style-type: none"> Any closed-toe & secured-heel dress or athletic shoe; NO slippers, sandals, Crocs, or boots above the ankle 	<ul style="list-style-type: none"> Any closed-toe & secured-heel dress or athletic shoe; NO slippers, sandals, or Crocs.

Uniform notes:

- Uniform skirts must be worn at the waist and hemmed no shorter than mid-thigh.
- Solid navy or black TIGHTS and/or LEGGINGS MUST BE WORN WITH THE UNIFORM SKIRT at all times, if a student opts to wear the skirt.**
- Uniform pants must be made of cotton or dress materials, no spandex or denim, be full-length, and extend to the top of the shoe.
- Beaumont DRESS Uniform is required for all All-School Mass Days, Field Trips (unless otherwise noted by teacher), and special occasions as communicated.
- Not permitted on any school day:** Shorts, Hats; head coverings (unless religiously affiliated with student family); facial piercings outside of a *single* nose *stud*; gages in earlobes; visible tattoos; unnaturally-hued hair (purple, blue, cherry red, pink, etc.) including hair extensions.

Beaumont Uniform Quick Glance

	Polo Shirt	Skirt	Crest Sweater	Uniform Sweatshirt
	 <p>Schoolbelles Ribbed Bottom Embroidered Polo Shirts 5708 (short-sleeve) or 5709 (long-sleeve) in Navy with School Monogram</p>	 <p>Schoolbelles Skirts 3521, 3525, or 3533 in Navy/Green Polyester Plaid</p>	 <p>Schoolbelles Embroidered Formal Sweater 1983 in Navy with School Crest Monogram</p>	 <p>Beaumont Spirit Store Navy Sweatshirt with White BEAUMONT Applique or Class Sweatshirt</p>

Beaumont faculty and staff may assign a misconduct for each dress code violation; three misconducts result in a 40-minute detention. Beaumont administration reserves the right to determine the appropriateness of student appearance and to send any non-compliant student home. If a student requires an exception to her uniform for the day, she must see the Dean of Students before the start of the school day. .

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.