

**WELCOME TO  
BRIDGES COMMUNITY ACADEMY**

Dear Students and Parents:

This handbook is designed to inform students and parents/guardians of Bridges Community Academy's policies, procedures and services.

We hope you will take the time to read and discuss the information. Included in the booklet you will find the Attendance Policy, Student Acceptable Use and Internet Safety Policy, and other important items.

It is our intent to provide a safe learning environment at BCA that will allow students to learn and progress. Both online work and regular attendance are critical factors for students to be successful.

The BCA staff and Board are committed to having expectations for excellence, and we all sincerely hope that each student will strive to reach his/her potential.

Together, the home and school can prepare students to become lifelong learners.

Dona Kaufman  
*Director of Bridges Community Academy*

## **SCHOOL ENTRANCE AND PLACEMENT**

### **BIRTH CERTIFICATE/SOCIAL SECURITY NUMBER**

A birth certificate, hospital certificate or baptismal certificate is required for all students new to BCA at the time of enrollment. If one cannot be produced within 14 school days, school officials are to notify the local police department according to state law. The school also requests that a social security number for each student be submitted for the purpose of maintaining student records.

### **CUSTODY DOCUMENTS**

Custody papers need to be provided to the school by the custodial parent as soon as they are provided to the parent by the court and at the earliest possible time of enrollment. The school also needs to be immediately provided with court documentation of any changes in custody. An official court seal needs to be stamped on the document with the appropriate judge's signature.

### **IMMUNIZATIONS**

The Ohio Department of Health, under the authority granted in Sections 3313.671, 3701.13, and 5104.011A (5) of the Ohio Revised Code has established the following minimum requirements for school attendance:

1. Five doses of DtaP, DPT or DT (Adult). If the fourth dose was given after the fourth birthday, a fifth dose is not required.
2. Four doses of Polio Vaccine (OPV or IPV). If the third dose was given after the fourth birthday, a fourth dose is not required.
3. Two doses of Measles, Mumps, and Rubella (MMR). Effective January 15, 1999, all entering kindergarten students must have two doses of measles, mumps and rubella vaccine. The first dose must have been administered after the first birthday and the second dose at least 28 days later.
4. Three doses of Hepatitis B vaccine.
5. One dose of Hib. Any child entering who is still under the age of 5 will need at least one dose of the hib vaccine.
6. Any student entering seventh grade must show proof that they have had another MMR immunization. This information must be given within the first 15 days of school.

### **Kindergarten students must have the necessary immunizations to begin school.**

In accordance with the Revised Code of the State of Ohio, Section 3313.671, new students, at the time of entry, will not be permitted to remain in school for more than fourteen (14) days unless written evidence is satisfactorily presented to the director that he/she has been immunized by a method of immunization approved by the Department of Health, pursuant to Section 3701.13, 3313.671, and 5104.011A(5) of the Revised Code against Poliomyelitis, Diphtheria, Pertussis, Tetanus, Measles, Mumps, Rubella, Hepatitis B, and Haemophilus b.

### **SIGN-IN/SIGN-OUT BOOK**

When students need to leave school during the "official school day," parents are required to sign their students "out" in the school office. Upon their return to school, parents should also sign their students "in." A notebook is available in the school office for this purpose.

### **STUDENT RECORDS**

According to the Ohio Revised Code Section 3319.321 and the Education Rights and Privacy Acts of 1974 (FERPA), parents have a right to inspect their child's records. According to the Federal Register, Thursday, June 17, 1976, Part II, HEW, Privacy Rights of Parents and Students, Final Rule on Educational Records, Volume 41, No. 118-24673, prior consent for disclosure is not required of an educational agency or institution. Should you request that your child's records be sent to other agencies, you must sign a form for the release of information. School personnel will not release personally identifiable information of student records without a signed release.

Parents requesting personal copies of school records will be provided with the following at no cost: grade cards, front of cumulative folder, birth certificates, test records (back of cumulative folder), birth certificate, social security information, immunization records, IEPs, 504s, and attendance reports for the current school year. Those parents requesting additional information or copies will be charged the current copy rate (paper and lease charge).

Directory information about students will be released upon request in accordance with the Ohio Revised Code. Directory

information includes the student's name, address, telephone, date, place of birth, participation in officially recognized activities, sports, dates of attendance, date of graduation, pictures of students participating in school events and awards received. A parent or student over the age of 18 must inform the district in writing by October 1 of each school year if such information cannot be released without consent. The transfer of student records will be made to schools or school systems to which a student has sought to enroll.

Use of records in a missing child investigation may be accessed by a law enforcement officer who has indicated to school officials that an investigation is being conducted as the student may be a missing child as defined in the Ohio Revised Code. This information may be used by law enforcement agency personnel in any manner appropriate to solving the case.

### **CHANGE OF ADDRESS AND TELEPHONE**

Changes of address and telephone number must be reported **immediately** to the school office.

### **SCHOOL FEES**

Fees have been set for BCA by the Governing Board. The fee for the 2008-2009 school year is \$85.00. Checks should be made out to BCA and paid at the office. This fee should be paid by the first day of school. If this creates a problem, please contact the school director. Parents will also be responsible for any excess cost of high school course fees.

### **ATTENDANCE POLICY**

#### **PHILOSOPHY**

Learning activities that take place in the school classroom are a vital part of the teaching and learning process. A day lost from the classroom can never be recaptured, and the dialogue that has taken place between teacher and student cannot be duplicated. Thus, attendance at each day and/or class is very important. Good attendance is encouraged and required in our society for an individual to be successful. BCA encourages and expects students to develop good attendance habits.

#### **DEFINITIONS**

Attendance will be taken at the beginning of each morning and at the end of the day. Those students missing more than 2 hours of class, for any reason, will be considered absent for a half day. Students will not be marked tardy if they have a note from a doctor, dentist, counselor, psychologist, etc.

**Excused Absence** - Absence of students from school at the request of parent/guardian and with the consent of school authorities and in compliance with the Ohio Revised Code.

**Truancy** - Absence of students from school without the permission of parent/guardian or school authorities.

**Exclusions** - No birth certificate, lack of proper immunizations, lice, suspected pink eye or other highly communicable diseases, suspected rashes, vomiting or temperature above 100 degrees within last 24 hours.

#### **ABSENCES**

The "Missing Child Act" requires parents to notify the school when their child is absent. In the event such notification is not made, the director or his designee will:

- a. Contact the parent by telephone if numbers have been provided to the school; or
- b. Contact the person designated on school records; notify them of the student's absence; or
- c. Provide written notification to the parent/guardian in the event the school is unable to reach either the parent or other contact person.

Upon the student's return to school, **a dated note must be sent with the student indicating the reason for the absence** and the total number of days missed.

#### **1. Excused Absences**

- a. Personal illness and/or medical appointments
- b. Death in the family

- c. Religious observances
- d. Parents request for personal reason – Student needs to be working at home and logging in hours to make up hours missed to make this an excused absence.

2. **Family Vacation**

The Board recognizes that an increasing number of employers arrange their employees' vacation at a time when children may be in school. Consequently, many parents request that their children be excused from school in order to go on a family vacation. Such an absence may be approved by the director if:

- a. Parents inform the director at least a week in advance of the proposed absence.
- b. Parents assume responsibility for seeing that their children complete their assignments.

If approved by the director, the student is responsible for obtaining the assignments to be completed during his/her absence. These assignments will be accepted by teachers for grading upon the student's return to school.

1. **ABSENCES**

*Under Ohio law, a parent could be fined up to \$500 if a child habitually skips school, and judges could order parents to perform up to 70 hours of community service. Habitually truant is defined as those students who are absent from school 5 consecutive days, 7 or more days in a month, or 12 unexcused days during a school year.*

*Administrators may waive days and court action only if absences can be medically documented due to extended illness or injury. Other exceptions may include funerals or other absences deemed appropriate by the building director.*

**SCHOOL CLOSINGS OR DELAYS**

Bridges Community Academy will close for weather emergencies following the Sentinel Career Center. If Sentinel closes or delays due to bad weather, BCA will do the same. Closings and delays can be seen on TV channels 11, 13, and 24. Also, local radio stations continuously announce such closings and/or delays.

**MEDICATION-DISPENSING PROCEDURES**

If your child needs any medication during school hours, call the school office to obtain an "Administration of Medication" form. This form must be taken to your doctor for completion and signature if it is a prescribed medication. The parent/guardian must also complete the form appropriately and return it with the medication, in its original container, to the school office staff. Over-the-counter medication also requires a form to be completed by the parent/guardian.

New medication forms must be completed at the beginning of each school year and when changes occur in the type of medication, dosage, frequency and/or duration. A record of the dispensing of medication will be kept in the office. All medication will be stored in a secured area that can be locked in the office.

**Note: NO MEDICATION WILL BE GIVEN TO A STUDENT BY AN EMPLOYEE OF BRIDGES COMMUNITY ACADEMY UNLESS AN ADMINISTRATION OF MEDICATION FORM HAS BEEN COMPLETED BY THE DOCTOR AND PARENT/GUARDIAN.**

**STUDENT CODE OF CONDUCT**

Students attend public school by direction of state law and BCA by choice with full benefits of constitutional protection for their rights as citizens.

The students, therefore, should act, speak, and behave as young citizens. Our code, published in conformity with Ohio Revised Code 3313.661, specifies the school expectations. Students have a right to reasonable treatment from the school and its employees or visitors. The school, in turn, has a right to expect reasonable behavior from all students. Freedom carries with it responsibilities for all concerned.

If a violation of these responsibilities occurs, disciplinary action will be taken in accordance with the proper procedures of the Bridges Community Academy.

The customary chain of command should be followed when concerns arise about discipline:

- a. the classroom teacher/faculty resolution team
- b. BCA director/administration
- c. BCA Governing Board

## **VIOLATIONS-handled by CLASSROOM TEACHERS or FACULTY RESOLUTION TEAM**

- 1. Disrespect/Insubordination** - A student will comply with directions of a regular teacher, substitute, student teacher, teacher aides, supervisors, director, bus drivers, or authorized school personnel during any time when the student is properly under the authority of school personnel.
- 2. Disruption of School** - A student will not (in the school building, on school grounds, or at any school-sponsored event) exhibit conduct that will intentionally cause disruption or destruction of any lawful mission, process, or function of the school.
- 3. Fighting, Hitting, Horseplay, Unauthorized Touching** - Students acting in an unruly, boisterous or rough manner that may be harmful to others and/or property will be prohibited, as well as inappropriate physical contact between two or more students.
- 4. Hazing/Harassment (Bullying)** - Ohio law specifically states this is prohibited in any manner in Ohio schools and is defined as any unwanted verbal, visual, or physical contact. This could include making propositions, threats, actual reprisals, remarks, gestures, rumors, derogatory comments, jokes, slurs, pinching, grabbing, pushing, or touching. The definition is "in the eyes of the beholder." That is, it is the recipient of the harassment who decides when the actions become harassment.
- 5. Obscene Language/Literature** - No student will use foul or obscene language, gestures or noises directed toward other students or school personnel, or possess, sell, disseminate, or otherwise distribute any pornographic materials to other students or school personnel, while on school premises.
- 6. Public Display of Affection** - Students will not, at any time under school jurisdiction, make any inappropriate display of affection toward another student or school employee.

## **VIOLATIONS referred directly to the DIRECTOR/ADMINISTRATION**

- 1. Alcohol and Other Drugs** - The BCA recognizes its responsibility to provide all students with an environment conducive to the development of the maximum learning potential. The presence of alcohol and other drug use is a deterrent to learning, therefore limiting, interfering with, or inhibiting the primary responsibility vested in the educational system.

Therefore, the BCA's alcohol and other drug use policy strictly state that no student will possess, transmit, conceal, consume or show evidence of having consumed or used, or offer for sale, any alcoholic beverages, illegal drugs, or any mind altering substance while on school grounds or facilities, at school-sponsored events, in other situations under the authority of the district, or in controlled vehicles. Included in this prohibition are any substances represented as a controlled substance, steroid, or drug paraphernalia.

- 2. Other Drug Use** - BCA is committed to assisting students who not only violate the school's alcohol and drug policy but also those who exhibit behaviors and attitudes commonly associated with alcohol and other drug use. All efforts will be made to intervene with the student.
- 3. Assault** - A student will not intentionally cause or attempt to cause physical injury or intentionally behave in such a way which could reasonably cause physical injury to a teacher, an administrator, other school employee, another student or visitor not employed by the school. Sexual assaults, acts or gestures directed toward other students or any school personnel are expressly forbidden.
- 4. Unauthorized Fire** - No student will willingly and maliciously burn or attempt to burn all or any part of any building or property of BCA.
- 5. Damage to School or Private Property** - A student will not intentionally cause or attempt to cause damage or destruction of school or private property on school grounds or during a school activity, function or event off school grounds. Referral to a law enforcement agency will be dependent upon the extent of damage. The school will pursue restitution in most cases.

- 13. Sexual Harassment** - All students and employees of the school have the right to attend school and work in an environment free of unlawful discrimination, which encompasses freedom from sexual harassment. No employee or student, male or female, should be subjected to unsolicited and unwelcome sexual conduct in any form--verbal or physical.

**14.**

### Definition of Sexual Harassment:

Verbal or physical conduct of a sexual nature may constitute sexual harassment where:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development,
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment or education

decisions affecting such individual.

- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive work or educational environment.

Sexual harassment includes, but is not limited to the following:

- A. Repeated unwanted and/or offensive sexual flirtations, advances, or propositions.
- B. Repeated verbal abuse of a sexual nature.
- C. Graphic or degrading verbal or written comments about an individual, the individual's appearance, or the individual's sexual orientation. The display of sexually suggestive objects, pictures, or the display of same through other media.
- D. The implication or threat that an employee's or applicant's employment, assignment, compensation, advancement, career development, or other condition of employment or a student's educational opportunities and/or development will depend on the employee/applicant's or student's submission to sexual harassment in any form.
- E. Any offensive, abusive or unwanted physical contact.

#### Complaint/Reporting Procedure

Any employee or student who believes that he/she has been the subject of sexual harassment, and/or any employee or student who has witnessed an incident or incidents of sexual harassment, should report the matter(s) to the proper authority immediately. If the director is the subject of the complaint, the employee or student should report to the president of the Governing Board.

- A. The employee or student alleging sexual harassment should provide the following in writing:
  - 1. The employee's/student's name.
  - 2. The name of the subject of the complaint.
  - 3. The act(s) complained of.
  - 4. The date(s) of the act(s).
  - 5. Any witness to the alleged acts.
  - 6. Any remedy sought.
- B. If the employee or student alleging sexual harassment is unwilling to complete the complaint, the matter should still be addressed and a written report completed by the person to whom the verbal complaint was made.
- C. After the requisite report has been completed, the complaint will promptly be investigated by the school's director (or other person as provided in Board policy).
- D. If the investigation reveals that the complaint is valid, prompt action will be taken to end the harassment immediately.

**14. Smoking/Use/Possession of Tobacco & Paraphernalia** - The use or possession of tobacco or tobacco products and/or paraphernalia on school property or at any school activity is prohibited.

**A reduction in the penalty assigned by the director may be granted to those students who attend a smoking educational/cessation program provided by a professional agency. Evidence of enrollment and attendance is required. Failure to comply will result in maximum disciplinary action.**

**15. Theft** - Stealing or attempting to steal any school or private property, or the personal property of other students or school personnel, either on school grounds or during a school-related activity, function or event off the school grounds, is prohibited.

**16. Threats/Intimidation** - No student will direct any verbal, written or implied physical threats or intimidations toward other students, school personnel, school property, or personal property.

**17. Trespassing** - No student will trespass on any unauthorized area of school property or premises.

**18. Vandalism/Graffiti** - Destruction of and writing/drawing on school property will not be tolerated.

**19. Weapons, Explosives and/or Instruments of Violence** - In accordance with the Gun-Free Schools Act, students are prohibited from bringing, possessing, or using any weapon on school property, in school vehicles, or at any school-sponsored activity. Students who violate this policy will be subject to expulsion or removal from school for a period of not less than one

year. The Governing Board will have the authority to modify this expulsion on a case-by-case basis.

The definition of a weapon will include, but is not limited to firearms, rifles, shotguns, knives, explosives, poisonous gas, lasers, or any forms thereof or paraphernalia associated with such weapons.

Definition of Firearm: Gun Free Schools Act of 1994; ORC 3313.66

1. any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
2. the frame or receiver of any such weapon;
3. any firearm muffler or firearm silencer; or
4. any destructive device, which means--
  - (A) any explosive or incendiary or poison gas--
    - (i) bomb,
    - (ii) grenade,
    - (iii) rocket having a propellant charge of more than four ounces,
    - (iv) missile having an explosive or incendiary charge of more than one-quarter ounce,
    - (v) mine, or
    - (vi) a device similar to the devices described in the preceding clauses;
  - (B) any type of weapon by whatever name known which will, or which may readily be converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter, and
  - (C) any combination of parts either designed or intended for use in converting any device into any destructive device described in the subparagraph (A) or (B) and from which a destructive device may be readily assembled.

Definition of Knife: "Knife" means any instrument that possesses a pointed or sharp-edge blade of metal or other rigid material and that is designed for or can be used for cutting, slicing, piercing or stabbing. This definition will include, but is not limited to, straight razors, utility knives, box-cutters, ice picks, pocket knives, switchblades, and buck knives.

**20. Pupil Conduct En Route to and from School** - Pupils are expected to follow the laws and regulations for proper behavior set forth by local community, county, and state government en route to and from school. Pupils involved in juvenile delinquent behaviors (assault, trespassing, vandalism, theft, drugs, alcohol, arson, hazing, weapons, etc.) will have their parents notified and may face juvenile charges.

**21. Any other behavior deemed inappropriate by the director.**

## **DUE PROCESS PROCEDURES**

Due process is a clearly established means to assure that all students have a fair opportunity to counteract, contradict, challenge or defend charges made against them and to have an opportunity to clear themselves of any charges.

## **SUSPENSION/EXPULSION FROM SCHOOL**

The director may choose Parent In-School Supervision, In-School Suspension, or the parent may choose to no longer have their child return to BCA. The guidelines listed below will be followed for all suspensions.

1. The student will be informed of the potential suspension/expulsion and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reasons for the intended action and explain his/her actions. This can be immediate and before the director.
3. An attempt will be made to notify parents or guardians by telephone if a suspension/expulsion begins immediately or the next day.
4. If suspension/expulsion is decided, within twenty-four (24) hours, a letter will be sent to the parent or guardian stating the specific reasons for the action and including notice of their right to appeal such action and right to representation at the appeal hearing.

If the action is appealed, a hearing must be held before the Governing Board or its designee. The hearing will be in Executive Session if requested by the student, parent or guardian. The final decision will take place at a public Governing Board meeting by a majority vote of the full membership of the Board or by action of its designee. The Board or its designee may affirm, reverse, vacate or modify the action. The Board or its designee will make a verbatim record of the hearing. The decision of the Board or its designee may be appealed to court pursuant to Chapter 2506 of the Revised Code.

## DRESS CODE

Proper Dress and Grooming are the responsibilities of the student, parent and the school. Each should discourage extremes. The school is charged with the responsibility of building proper values, qualify citizenship, and maintaining a school climate that results in academic benefits for the student body. Proper dress and grooming are considered a part of the educational program.

### Dress code

In keeping with the BCA belief statements, each person is unique and has the right to pursue beliefs of their own choice. We also believe that individuals are responsible for their own actions and that growth and development are enhanced by family and individuals who provide love, security and a sense of belonging.

We care about our students, their cleanliness and neatness and their dress, as well as their learning environment.

The student and parent may determine the student's personal dress and grooming standard, provided that the students dress and grooming:

- a. Shall not create a health or other hazard to student's safety or to the safety of others.
- b. Shall not lead school officials reasonably to believe that such dress or grooming will disrupt, interfere with, disturb or detract from school activities. A modest appearance must be maintained when standing, sitting or bending.
- c. Shall comply with the following guidelines:

The following WILL NOT be permitted while attending classes at school:

1. Bare feet
2. Bare midriffs (stomach and lower abdomen will not be exposed)
3. Strapless or backless tops
4. Torn or ragged clothing that allows inappropriate exposure
5. Revealing or low cut tops or tank tops
6. See - through or revealing material
7. Under garments worn as a top layer of clothing
8. Shorts or skirts that are excessively short
9. Jeans and pants that are slung so low as to reveal undergarments
10. Clothing that insults, demeans or harasses any person on the basis of race, religion, gender or sexual orientation.
11. Clothing that insults, demeans or harasses any person on the basis of a physical or mental disability
12. Apparel, jewelry or accessory items which makes reference to drugs, alcohol, tobacco or any other controlled substances
13. Apparel that supports or affiliates an individual with violent acts or groups that support violence
14. Apparel that supports or affiliates an individual with a gang or other disruptive group
15. Apparel that contains reference or is specifically identifiable as belonging to a gang or disruptive group by sign, trademarks, numbers, symbols, or colors
16. Clothing that distracts or disrupts the normal functioning of the school or classroom

Violation of the Dress Code means that:

1. Students may be asked to change or remove an article of clothing
2. Students may be provided a cover article of clothing to wear over outer clothing
3. Students may be sent home to complete a change of clothing
4. Clothing judged by school officials to be unacceptable will not be tolerated
5. Clothing may be confiscated or student sent home to change
6. Suspension is possible for the repeated display of unacceptable clothing
7. Suspension is possible for continued defiance of dress code

The School Administrator or their designee's shall have the right to make the final decision regarding appropriate dress in school, as well as at school-sponsored events.

sed in a responsible, efficient, ethical and legal manner. Staff, students, and others who improperly or illegally use technology-based materials, equipment, systems and/or networks may be liable for such improper or illegal uses and subject themselves to liability, damages, loss of user privileges, and/or other appropriate actions. Unacceptable uses of the computer/network include, but are not limited to:

1. violating the conditions of the Ohio Revised Code dealing with students' and employees' rights to privacy;
2. using profanity, obscenity or other language which may be offensive to another user;
3. reposting (forwarding) personal communication without the author's prior consent;
4. copying commercial software in violation of copyright law;
5. using the network for financial gain, for commercial activity or for any illegal activity;
6. accessing inappropriate material;
7. downloading of freeware or shareware programs.

### **INTERNET POLICY**

Technology can greatly enhance the instructional program, as well as the efficiency of the school. The Governing Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks. Computers and use of the school network or on-line services support learning and enhance instruction, as well as assist in the administration. Computer networks allow people to interact with hundreds of thousands of networks. All computers are to be uDress Code for BCA

Because access to on-line services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the district can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access on-line services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/on-line use.

As a result of the Children's Internet Protection Act of December 21, 2000, all school computers used by students will be monitored with special filtering devices in place to restrict access to undesirable locations.

### **SEARCHES AND SEIZURE—PERSONAL CONTAINERS, DESK, OR OTHER BOARD PROPERTY**

The BCA recognizes that the privacy of students may not be violated by unreasonable search and seizure and directs that no student be searched without reason or in an unreasonable manner, except when administrative searches of students and students' personal property are authorized.

- a. Personal containers and other school property - The Board acknowledges the need for in-school storage of student possessions and will provide storage places.

All storage places are property of the Governing Board, and the contents of such are subject to random searches without regard to reasonable suspicion of a criminal statute or school rule violation.

A search under this section will always occur where reasonable suspicion of a violation of a criminal statute or a school rule exists.

- b. Person and Personal Property – School administrators are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, a school administrator and another school official may search the person or property, including vehicles of a student, with or without the student's consent, whenever the administrators have reasonable grounds to suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history. Search of a student's person or intimate personal belongings will be conducted by a person of the student's gender as designated by the school administrator. Except as provided below, a request for the search of a student or a student's possessions will be directed to the building director or his/her designee, who will seek the freely offered consent of the student to the inspection. If the student refuses to voluntarily consent to the search, the search will be conducted by the director in the presence of the student, his/her parent or a representative of the parent, and a staff member, whenever possible. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be

required to protect persons and property.

- c. Weapons – School administrators recognize a growing threat to the health, safety and welfare of the students due to the possession, use, distribution and sale of weapons on school property.

In order to secure and maintain a safe school environment, it is the policy of the Governing Board to authorize administrative searches of students and students' personal property for the purpose of preventing students from bringing weapons into the schools. Such searches will be conducted by the administration.

At the conclusion of a weapon search of students under this policy, persons conducting these searches will also conduct an appropriate weapon search of school grounds before leaving the search site.

Any weapon or other contraband discovered during searches of students or school grounds will be confiscated by an administrator.

If a student refuses to cooperate with the search, the student will be escorted to the director's office, where efforts will be made to contact the parent or guardian and/or disciplinary action may be initiated along with police notification. No weapon search of a student will be conducted on a non-random basis unless the searcher has reasonable grounds to suspect that the specific student possesses a weapon.

- d. Search procedures may include all of those available including equipment or other procedures such as are routinely used by authorities in searches.

The director will be responsible for the prompt recording in writing of each student search including the reasons for the search, information received that established the need for the search, the name of the informant, if any, the persons present when the search was conducted, any substances or object(s) found and the disposition made of them. The director will be responsible for the custody, control and disposition of any illegal or dangerous substance or object(s) taken from a student.