

**BROOKLYN HIGH SCHOOL
STUDENT HANDBOOK
2022-2023**

HOME OF THE HURRICANES

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Brooklyn, Ohio 44144
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***Mr. Brian Hare, Principal
Mr. Matthew Larson, Assistant Principal
Mr. Mike Becker, Athletic Director
Mr. Chris Ross, School Counselor
Mrs. Annie Bir, School Counselor***

This agenda belongs to:

NAME: _____

HR: _____

WELCOME TO BROOKLYN CITY SCHOOLS

It is with great pleasure that we welcome you to **Brooklyn High School** for the 2022-2023 year.

We hope that you will participate in our varied activities in addition to satisfying your academic requirements. Our curriculum is designed to enable every student an opportunity for success. However, each student must work to his/her fullest potential to maximize this educational opportunity.

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the students, parents, faculty, administration, and Brooklyn community members.

The school also must recognize and implement policies and procedures consistent with the Brooklyn School District Board of Education Policy and with local, state, and federal laws.

Thoughtfully drawn rules and regulations strike a proper balance between the needs of the individual and those of the school. Every effort has been made to guarantee the rights of the students and staff while at the same time recognizing this liberty carries individual responsibility. No one will be permitted to interfere with another's right to pursue an education at Brooklyn High School.

Our school welcomes you to its family and we hope that you will always be conscious of its traditions and become a part of them.

DISTRICT MISSION STATEMENT

Tradition, Pride, Excellence

DISTRICT VISION STATEMENT

BCSD will increase student achievement in order to become a school district of choice.

BROOKLYN HIGH SCHOOL PLEDGE

- We the students of Brooklyn High School pledge to work hard, show respect to all and be responsible for our own behavior.
- We pledge to do our part to make our school a positive, caring, and safe place to learn.
- We will set high expectations for ourselves and graduate with the skills necessary to be successful in any college or career path we choose.

Student Responsibilities

The school rules are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from counselors and/or administration.

1. Adult students (age 18 or older) must follow all school rules
2. If residing at home, adult students are encouraged to include their parents in their educational program.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use mail or hand-deliver when appropriate. Parents have the option of receiving communication from the School via email

Student Well-Being

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately. State law requires that all students have an emergency medical authorization completed online through Final Forms. Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

Injury And Illness

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents. A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

NOTICE OF NONDISCRIMINATION AND INTERNAL COMPLAINT PROCEDURES (INCLUDING TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AND ADA)

Nondiscrimination

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, age, or genetic information in its program, activities, or employment. Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

Complaint Procedure

Section I

Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which may be referred to as a grievance, with the District's Civil Rights Coordinator: Paula Jones, Director of Pupil Services, 9200 Biddulph Rd., Brooklyn, OH 44144, (216) 485-8100.

Educational Program, Instructional Materials, Student Records

Parents' rights relating to the educational program and staff information, instructional materials, and student educational records are outlined in Board Policies 2261.02, 9130, 2416, 5780, Form 9130 F4, 8330, Form 8330F9 (available online and in the school office.)

The student handbook will highlight important policies and procedures. A complete listing of all the district policies can be accessed on the district's web page.



Brooklyn High School at a Glance

Administration:

High School Office Secretary, Mrs. Maggie Clancey	216 485-8162
Principal, Mr. Brian Hare	216 485-8163
Assistant Principal, Mr. Matthew Larson	216 485-8164
Athletic Director, Mr. Mike Becker	216 485-8175

Attendance Office / Counseling Office:

Attendance and Guidance	216 485-8171
School Counselor, K - Z, Ms. Annie Bir	216 485-8166
School Counselor, A - J & CCP, Mr. Chris Ross	216 485-8168

Superintendent and Board of Education:

Dr. Theodore Caleris, Superintendent	216 485-8110
Office of Treasurer	216 485-8115
Mrs. Bonnie Bartczak	216 485-8194

Mr. Rick Cyngier	216 485-8196
Mr. Rob Slattery	216 485-8193
Mr. Rocky Neale	216 485-8197
Ms. Kelli Krall	216 485-8195

For a complete directory of all district staff phone numbers and email addresses, please visit the Brooklyn High School web page at <http://www.brooklyn.k12.oh.us>

Colors: Royal Blue and Gold
Team Name: Hurricanes
Sports Conferences:
Chagrin Valley Conference (CVC)
GCHSHL (Hockey)

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GENERAL INFORMATION

ENROLLING IN BROOKLYN HIGH SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides and the student conducts their daily activities. This residency must be in the State of Ohio; unless enrolling under the District's open enrollment policy, or enrolling and paying tuition.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. A birth certificate or similar document
- B. Court papers allocating parental rights & responsibilities, or custody (if appropriate)
- C. Proof of residency
- D. Proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about the documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The building secretary will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-if-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school-related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

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

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DHS to the Superintendent, have been received:

- A. An updated copy of the student's transcript;
- B. A report of the student's behavior while in DHS custody;
- C. The student's current IEP, if one has been developed for the child

D. A summary of the instructional record of the child's behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

IMMUNIZATIONS

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chickenpox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the building secretary.

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file in Final Forms in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided using Final Forms at the time of enrollment and at the beginning of each school year.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities. The laws define a person with a disability as anyone who: A. Has a mental or physical impairment that substantially limits one or more major life activities; B. Has a record of such an impairment; or C. Is regarded as having such an impairment. The District has specific responsibilities under these two laws, which include identifying, reviewing, and if the child is determined to be eligible, affording access to appropriate educational accommodation. Additionally, in accordance with State and Federal mandates, the District seeks out, assesses, and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess, and if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment".

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on a lack of proof of residency. For additional information contact the liaison for Homeless Students at (216)485-8112

CHILDREN AND YOUTH IN FOSTER CARE

Students who meet the Feral definition of “in foster care”, including those who are awaiting foster placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the district.

INTERROGATION OF STUDENTS

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or a children's services agency removes a student from school, the building administrator will notify a parent.

TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS

Parents/Guardians have to complete and return to the District Form 8330 F4a in order to authorize the staff to communicate with the parent/guardian via facsimile and/or electronic mail ("e-mail"). Parents who elect to communicate with a staff member via e-mail are required to keep the District informed of any changes to their email address.

SCHOOL SNACK GUIDELINES

As required by law, the Board of Education establishes the following Wellness policy (Policy 8510) for the Brooklyn City Schools District. The Board recognizes that good nutrition and regular physical activity affect a student’s health and wellbeing. In keeping with the Board policy, the Coordinated School Health Committee adopted the stipulation that food offered to students and employees during the day as snacks, incentives, or refreshments in classrooms and on school grounds be as healthful and nutritious as possible.

Healthy Snack Standards

1. Have 5 grams or less of fat, less than 15 grams of sugar and less than 360 mg of sodium.
2. Not contain sugar or corn syrup as the first two ingredients.
3. Contain 5% of Daily Value of at least one: Vitamin A, C, iron, calcium, or fiber.

Healthy Snack Suggestions:

1. Fresh vegetables and fruits.
2. Low fat and low salt popcorn or pretzels
3. Low fat cheese/meat with low sodium crackers.
4. Fresh, canned, or dried fruits with yogurt dip.
5. Muffins made without unsaturated or trans-fat.

Positive Behavior Intervention Support

What is Positive Behavior Intervention Support?




PBIS is a process for creating safer and more effective schools. It is a systematic approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. It is a team-based process for systemic problem solving, planning, and evaluation. PBIS is an approach to creating a safe, productive learning environment with a focus on positivity, where teachers can lead engaging lessons and all students can learn.

What does PBIS look like at our school?

We have adopted a unified set of school behavior expectations that have been divided in to building area zones. Expectations are posted throughout the school and students will learn them during their first week at school. They will be reinforced through our positive rewards system throughout the year. Our unified classroom expectations are found in every classroom and non-classroom setting in the school. The school wide Matrix is shown below. All of our expectations are based on our Brooklyn High School motto:

Be Responsible
Be Respectful
Be Productive

Brooklyn High School Behavior Matrix

Location	Classroom	Hallway	Cafeteria	Assemblies & Extra Curricular Activities	Cyber Space
 Responsible	<ul style="list-style-type: none"> -Arrive on time -Follow directions -Stay organized -Have all materials for class -Record assignments and monitor progress -Accept consequences for your actions 	<ul style="list-style-type: none"> -Use time between classes wisely -Pick up trash and place in correct receptacles -Report problems to staff members -Leave all headphones and devices in your pocket or locker. 	<ul style="list-style-type: none"> -Remain in cafeteria -Keep food in cafeteria -Carefully dispose of trash -Remain seated -Have student ID 	<ul style="list-style-type: none"> -Focus on the presentation -Keep hands & feet to oneself -Enter in a timely fashion -Return to class immediately after assembly 	<ul style="list-style-type: none"> -Pause before you post -Log in to school network -Complete the Acceptable Use Policy -Share only positive ideas and thoughts
 Respectful	<ul style="list-style-type: none"> -Respect others' opinions and questions -Use kind words and actions -Be attentive -Listen openly -Be helpful 	<ul style="list-style-type: none"> -Keep voices at a low level -Use appropriate language -Maintain appropriate personal space 	<ul style="list-style-type: none"> -Use appropriate language and voice levels -Follow rules of the lunch room -Use manners when communicating with others -Carefully dispose of trash 	<ul style="list-style-type: none"> -Listen and watch attentively -Be encouraging and supportive -Keep the area clean -Applaud appropriately 	<ul style="list-style-type: none"> -Use kind words -Be respectful to others -Share only positive ideas and thoughts -Respect appropriate use of technology
 Productive	<ul style="list-style-type: none"> -Set goals for yourself -Positively participate -Complete assignments on time and to the best of your ability -Actively engage in activities -Ask questions 	<ul style="list-style-type: none"> -Use time between classes wisely -Walk and talk -Gather materials needed for class -Be in class before the bell rings 	<ul style="list-style-type: none"> -Report or clean up spills -Carefully dispose of trash -Report problems 	<ul style="list-style-type: none"> -Be actively engaged in the presentation -Participate when appropriate -Attend meetings and give input -Encourage peers to participate and get involved 	<ul style="list-style-type: none"> -Use devices at appropriate times -Use technology for school purposes -Follow Acceptable Use Policy

As part of our PBS process, teachers and other staff members use evidence-based practices to increase student learning and decrease classroom disruptions. To help students stay focused on the expectations, in a positive manner, we do the following when teaching academics and behavior:

- ⇒ Constantly teach and refer to our school-wide expectations.
- ⇒ Talk to students with respect using positive language.
- ⇒ Implement our positive rewards system on a weekly, monthly, and quarterly basis.
- ⇒ Look for the positive first and provide immediate, frequent, and explicit feedback by continuously acknowledging the positive success and effort students are making on a daily basis.

While PBIS focuses on the reinforcement of positive behaviors, BHS staff will continue to use the school-wide system of consequences which are fully explained in this student handbook. This initiative is NOT a replacement for discipline, but it is our hope the number of office referrals will decrease and student behavior and school spirit will increase with our positive supports in place.

ACADEMIC POLICIES & PROCEDURES

GRADUATION REQUIREMENTS

All students are required to earn 21 credits.

English	4
Social Science	3*
Mathematics	4**
Science	3***
Fine Arts	1
Physical Education	0.5****
Health	0.5
Electives	5; 1 must include technology

*Social Studies requirements must include world history/civilizations, American history, and American government

**The mathematics requirements must include Algebra II or its equivalent.

***Science units must include 1 unit of physical sciences, 1 unit of life sciences and 1 unit of advanced study.

****Students who, during high school (grades 9-12), participate in interscholastic athletics, band or cheerleading for two full seasons may be exempt from the physical education requirement.

Students must also receive instruction in financial literacy

In addition to the aforementioned course/credit requirements, the following requirements must be met for graduation:

1. Earn the required number of points, unless exempted, on the tests required by the State Board of Education to graduate.
2. Earn 2 Seals as prescribed by the Ohio Dept. of Education and/or the Brooklyn Board of Education to show readiness. (at least 1 Seal must be state-created)
3. Fulfill community service requirements (Students must complete at least 20 hours of community service projects prior to graduation.)
4. Paid Fees/ fines
5. Cleared discipline obligation
6. Passing all classes necessary/ required for graduation

Normally, students will complete graduation requirements in four years. In order to receive a diploma and graduate, a student must fulfill the requirements of one graduation pathway that has been approved by State law and this Board and must meet the school requirements for basic course-work, and earn the total number of minimum credits. For students enrolled in special education, the criteria for graduation and the extent of participation in the State-mandated assessment tests will be determined by their IEP team.

EARLY GRADUATION

Students who wish to apply for early graduation should apply to the high school principal. Early graduation may be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose to apply for early graduation may participate in the graduation ceremonies of their designated class.

CAREER ADVISING PROGRAM

Career advising is an integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options.

GRADE PLACEMENT

These guidelines should be viewed as a minimum. Usually, a student will have earned more credits than are needed for grade placement. To be classified as a:

- 10th Grader 5 Credits
- 11th Grader 10 Credits
- 12th Grader 15 Credits

In order for 8th grade students to be promoted to the 9th grade, students must pass 3 of 5 grading opportunities. Two of those passing marks must be within the second semester. Grading opportunities include the four grading periods, as well as the final exam.

CREDIT REQUIREMENTS AND GRADES

All students should carry a minimum of five (5) credits. This number of credits is considered minimal. Students should carry more than 5 credits to take full advantage of the curriculum.

Students who are in their 4th year of high school and have NOT met the credit requirements to be granted 12th grade status will be prohibited from participating in Senior Activities. (Homecoming Court, senior Homecoming luncheon, senior Graduation breakfast, Graduation practice, Graduation ceremony)

Fourth year students who have not yet obtained sufficient credits to be classified as a senior (15) at the beginning of the school year, will be considered juniors. At the beginning of the second semester, if a student has acquired enough credits to reach senior status and graduate with their class in June, they will be moved to senior status.

Any student who has not obtained the necessary credits to move to the next grade level will be retained in the previous grade for the entire academic year. Once a student obtains the proper credits to be recognized with his/her class, he/she may attend all relative events associated with his/her class.

GRADING SYSTEM

Letter Grade Determination

The percentage scale listed below determines the letter grade on the report card

100 - 93	=	A	76 - 73	=	C
92 - 90	=	A-	72 - 70	=	C-
89 - 87	=	B+	69 - 67	=	D+
86 - 83	=	B	66 - 63	=	D
82 - 80	=	B-	62 - 60	=	D-
79 - 77	=	C+	59 - 0	=	F

GRADING POLICY

- In order to pass a semester course, students must pass 2 of the 3 grading opportunities (quarter, quarter and exam).
- In order to pass a year course, students must pass 3 of the 5 grading opportunities of the course. Two of those passing marks must be within the second semester. Grading opportunities include the four grading periods, as well as the final exam.

Semester Grade Determination

Each nine-week period will count 40%. Final Exams will be given and count 20% of the student's final grade.

Year Course Grade Determination

Each nine-week period and the final exam will count as 20% of the student's final grade.

PROGRESSBOOK/GRADES

Teachers maintain their grades through ProgressBook, an online grade book. Parents can access their child's grades at any time using an access code. This access code will be given to students at the beginning of the school year or can be attained by contacting the main office.

Report cards are sent home with students every nine weeks. Parents may be contacted any time during the grading period if the teacher notices a dramatic decline in the student's academic performance. Parents are encouraged to contact teachers with their concerns about their child's progress at any time.

HOMEWORK

Homework will be assigned. Students grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

ACADEMIC AWARDS
HONOR ROLL AND MERIT ROLL

1. Students with an average of 3.5 or above are placed on the Honor Roll if they have not received an “F.”
2. Students with an average between 3.0 and 3.49 are placed on the Merit Roll if they have not received an “F.”

ACADEMIC AWARDS CEREMONY (INVITATION ONLY)

1. To be eligible to attend the ceremony, a student must earn at least a 3.25 cumulative average with no mark lower than a “C” for each of the first three marking periods of the year.
2. All eligible students have presented a pin, medal, or plaque.

NATIONAL HONOR SOCIETY
BROOKLYN HIGH SCHOOL SKINNER CHAPTER

The National Honor Society is an organization with the purpose “to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character.” Membership in the National Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character. Inductions are held in the spring.

PROCEDURES FOR SELECTION OF MEMBERS

- A candidate must be a member of the junior or senior class at Brooklyn High School.
- A candidate must have been in attendance at Brooklyn High School for at least one semester.
- A candidate must have a cumulative scholastic average of at least 3.50.
- A candidate who is eligible scholastically will be notified in writing and for further consideration must complete the Student Activity Information Form and return it to the chapter advisor.
- The Brooklyn High School faculty will be asked to complete a Candidate Rating Form.
- The NHS Faculty Council will review the Student Activity Information Form and the Candidate Rating Form, along with other verifiable information about each candidate.
- Candidates receiving a majority vote of the NHS Faculty Council will be inducted into the Skinner Chapter of the National Honor Society.

PROCEDURES FOR DISCIPLINARY ACTION

It is expected that The National Honor Society members will be persons of such maturity, responsibility, and integrity that a need for disciplinary procedures will not arise. In the event that a disciplinary situation does occur, the following policies apply:

FAILURE TO MAINTAIN GPA

The member and parents or guardians will be warned in writing by the chapter advisor if his/her cumulative scholastic GPA average falls below a 3.50 at the end of any semester. The member will be given one grading period in which to meet the necessary cumulative scholastic average. If the scholastic requirement is not met, the member will be suspended from chapter activities and requested to receive special counseling for an additional grading period. If following the suspension, the scholastic requirement is not met; the member shall have a right to a hearing before the NHS Faculty Council. The NHS Faculty Council will by majority vote act on the dismissal of the member.

FAILURE TO MAINTAIN THE STANDARDS OF CHARACTER, LEADERSHIP, OR SERVICE

The member and parents or guardians will be informed in writing by the chapter advisor of a report of a deficiency in maintaining the NHS standards of character, leadership or service including a violation of any school rule or civil law. The NHS Faculty Council will review the deficiency. The NHS Faculty Council may decide by majority vote to suspend the member from chapter activities or to dismiss the member. In the case of a flagrant violation of school rules or civil law, no suspension will be given; the dismissal procedure will commence with the hearing before the NHS Faculty Council. Violations may include but are not limited to: Arrest, Cheating, Plagiarism, or OSS. If the member is suspended and does not meet the standards by the end of the suspension period or if another incident violating any of the NHS standards occurs during the suspension period, the NHS Faculty Council will meet to consider the dismissal of the member. The member shall have a right to a hearing before the NHS Faculty Council if the dismissal of the member is being considered. The NHS Faculty Council will by majority vote act on the dismissal of the member. If a member is suspended from activities or dismissed, written notice of the decision will be sent to both the member and parents or guardians by the chapter advisor. The member who is dismissed must then surrender The National Honor Society emblem and membership card to the chapter advisor. Any member who has been suspended/dismissed may appeal the decision of the NHS Faculty Council under the same rules for disciplinary appeals in the school district.

Other High School Awards include, but are not limited to:

1. Scholar-Athlete Awards
2. Department Academic Awards
3. Student of the Month/Quarter
4. Perfect Attendance Recognition
5. Local Scholarships
6. Top 10%

COLLEGE CREDIT PLUS PROGRAM

Any students in grades 7 through 12 may enroll in a postsecondary program provided they meet the requirements established by law and by the participating college or university. A student may be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. Student participation requires written consent of the Superintendent and, for students under 18, written consent of the parents or attendance in counseling services offered with this educational option. Any interested students should contact Chris Ross (Ext. 8168) to obtain necessary information.

ATTENDANCE POLICIES AND PROCEDURES

DISTRICT ATTENDANCE POLICY: STUDENT ABSENCES AND EXCUSES

Student Attendance

The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by state law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of every single absence or prolonged absence.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. Personal illness (a written physician's statement verifying the illness may be required)
- B. Illness in the family necessitating the presence of the child
- C. Quarantine of the home
- D. Death in the family
- E. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. Observation or celebration of a bona fide religious holiday
- G. Out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity.

Any classroom assignment missed due to the absence shall be completed by the student.

If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

- H. Such good cause as may be acceptable to the Superintendent.
- I. Medically necessary leave for a pregnant student in accordance with Policy 5751.

J. Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where the school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

Attendance shall be taken at the commencement of the school day in buildings with non-period-based schedules. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.

Excessive Absences

When a student of compulsory school age is absent from school with or without a legitimate excuse for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year, the attendance officer shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

1. the student was enrolled in another school district;
2. the student was excused from attendance in accordance with R.C. 3321.04; or
3. the student has received an age and schooling certificate.

Absence Intervention Team

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian, with written notice of the plan.

As part of the absence intervention plan, the Principal may, in his/her discretion, contact the appropriate juvenile court and ask to have a student informally enrolled in any alternative to adjudication described in R.C. 2151.27(G).

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist or counselor.

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the Principal shall make at least three meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, contacting (or attempting to contact) the parent by telephone, email, or regular mail. If the student's parent responds to any of those attempts, but is unable to participate for any reason, the Principal shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse and the student's parent/guardian/custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the attendance officer shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.

Intervention Strategies

In order to address the attendance practices of a student who is habitually truant, the intervention team may, as part of an intervention plan, take any of the following intervention actions:

- A. provide counseling to the student
- B. request or require the student's parent to attend a parental involvement program
- C. request or require a parent to attend a truancy prevention mediation program
- D. notify the Registrar of Motor Vehicles of the student's absences
- E. take appropriate legal action

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the Principal may, in his/her discretion, assign a school counselor (one school official) to work with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer.

The absence intervention process shall commence upon the first day of instruction of the next school year.

Reporting Requirements

The attendance officer shall file a complaint in the juvenile court against a student on the sixty-first (61st) day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

- A. The student is habitually truant.
- B. The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.
- C. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month, the attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

In the event that the sixty-first (61st) day after the implementation of the absence intervention plan or other intervention strategies falls on a day during the summer months, the absence intervention team may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of absences without legitimate excuse as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's unexcused absences.

If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

The District shall report to the Ohio Department of Education, as soon as practicable, and in a format and manner determined by the Department, any of the following occurrences:

- A. When a notice that a student has been absent with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year is submitted to a parent/guardian/or custodian;
- B. When a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month, or seventy-two (72) or more hours in a school year;
- C. When a child of compulsory school age who has been adjudicated an unruly child for being an habitual truant violates the court order regarding that adjudication;
- D. When an absence intervention plan has been implemented for a child under this policy.

This policy was developed after consultation with the judge of the juvenile court of Cuyahoga County/Counties, with the parents, guardians, or other persons having care of the students attending school in the district, and with appropriate State and local agencies.

PROCEDURES TO BE FOLLOWED WHEN ABSENT

In case of absence, parents should notify the school on the day a student is absent at 485-8171 before 9:00 AM.

The voice mail system operates 24 hours a day. When calling please state:

- 1. Student's name and grade
- 2. Date of absence
- 3. Relationship to student
- 4. Reason for absence.

If attendance records indicate a student is absent and prior contact from parent or legal guardian has not been made, the Attendance Secretary will attempt to contact the parent or guardian to determine if the absence is excused. **If no parental contact is made, the student MUST bring a written excuse to the Attendance Office the next day. If no note is received the morning following the absence, the absence will be "unexcused."**

Medical excuses must also be turned into the attendance office within two (2) days of the absence to be marked "Excused."

EXCUSED/UNEXCUSED ABSENCES

All students are required to be in regular attendance except when excluded by law. **Ohio law lists the following as being valid for absence from school recognizes the following reasons:**

Excused Absences (MAKE-UP WORK IS PERMITTED)

These are examples of excused absences:

- 1. Personal illness **(The school may require the certificate of a physician if deemed advisable)**
- 2. Illness in the family
- 3. Death of a relative
- 4. Emergencies due to absence of parents or guardians
- 5. Religious holidays

6. Emergency or set of circumstances which in the judgment of the principal/designee constitutes a good and sufficient cause for absence from school including:
 - a. Doctor, dentist, orthodontist appointments (**Students will not be excused the whole day unless it can be shown that the appointment necessitates this**)
 - b. Lawyer's consultation, which can only be scheduled during school hours
 - c. Court appearance
 - d. Funeral for family member, friends, neighbors, etc. as long as this is not an excessive number during the year

Unexcused Absences (MAKE UP WORK MAY NOT BE PERMITTED)

An unexcused absence indicates that the student may not receive credit. Students may not be permitted to make up tests, quizzes, or projects that were taken on the date of the unexcused absences. Students are encouraged to make up missed work, as it is crucial to understanding the material. There also may be additional grade penalties due to the lost opportunity for class participation.

These are examples of unexcused absences:

1. Baby-sitting in non-emergency situations
2. Running non-emergency errands
3. Staying out of school an unnecessary length of time because of a doctor's appointment
4. Out of town unless this is approved in advance as "vacation"
5. Oversleeping or missing the bus
6. Home repairs in non-emergency situations
7. Car trouble or making repairs on one's own or anyone else's car

PROCEDURE TO REQUEST EARLY DISMISSAL (PASSPORTS)

A student who desires to be excused from school before the regular dismissal time must present a written request from the parent/guardian. The request must be turned in to the attendance or building secretary no later than the beginning of school on the day the early dismissal is required. The request must contain:

1. Reason for dismissal
2. Parent/guardian signature
3. Doctor's name/phone number if medical excuse
4. Time early dismissal is requested

Students may not leave the building without prior written permission or phone call from a parent. Students may **ONLY** contact parents through the clinic in order to be **excused** when leaving school due to illness. Students who leave the building without permission will face administrative consequences, including out of school suspension.

STUDENT ATTENDANCE AT SCHOOL EVENTS

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help build school spirit and encourage those students participating in the event. It is strongly advised that students attending evening events as non participants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

VACATION

Brooklyn Schools do not encourage student vacations during the school year. Family vacations should be planned, whenever possible, so as not to affect the education of the children. We know, however, that families do not always have complete control in choosing the dates for vacations.

The student's parent or guardian must submit a written request for vacation to the building principal well in advance of the vacation. The student and parent must complete a **PLANNED ABSENCE FORM**. The student must obtain all work that will be missed prior to leaving for vacation in order to receive credit. All work must be turned in on the day the student returns in order to receive full credit. If advance notice is not given to the school, the vacation will be considered unexcused.

COLLEGE VISITATIONS

College-bound students are urged to visit colleges. Excused absences are permitted for up to three visits per year. In order to verify the visit, documentation from the college or university should be turned into the attendance office. The principal must approve the need for additional college days.

ABSENCE EFFECT ON EXTRACURRICULAR ACTIVITIES & SOCIAL EVENTS

Students participating in extracurricular activities after school hours must be in attendance in school at least one-half of the school day of the activity. Students who are absent or under any kind of disciplinary removal or suspension may not participate or attend as spectators. Students who are absent from school will not be permitted to participate in or attend any extracurricular activity or school-sponsored event that takes place on the day of absence. This rule will not apply to those students who have an approved early dismissal or prior approval for missing the day. Violation of this rule will result in disciplinary action, which will include ejection from the activity or event.

TARDINESS

Tardiness is not being in the proper place at the designated time. When tardy to school or class, the student is subject to disciplinary measures as assigned by the classroom teacher and/or central office. Students who do not enter school by 8:00 AM will report to the attendance office immediately. No tardy student will report to class without an admit slip from the attendance office.

There are no excused tardies to school, **regardless of whether a parent calls the school or not**, unless medical documentation is provided. Brooklyn High School expects every student to be in 1st period by 8:00 AM. Excessive tardiness to school will result in the student being referred to court for attendance/tardy issues. However, we do recognize that on occasion students will be tardy for unexpected reasons. Thus, the following chart will be used.

Tardy to School (per quarter)

The following chart delineates consequences for being tardy to school unless medical documentation is provided:

1-3 Times Tardy to School: No action taken

4-5 Times Tardy to School: Thursday School and/or Saturday School

6 + Times Tardy to School: **Chronic Problem, Parent Conference Further Disciplinary Action taken, and/or Social Restrictions**

DISCIPLINE POLICY/CODE OF CONDUCT

The business of school is education and education can best take place in an orderly, disciplined atmosphere. The primary responsibility for a student's behavior lies with the student. Teachers, administrators, and parents have a responsibility to provide an atmosphere of order and discipline in the school that will develop and increase the child's growth in academic, emotional, and social areas.

Code of Conduct:

The following rules are applicable to students of the Brooklyn City School District when they are:

- A. Within school district building
- B. On any school district grounds
- C. In route to and/or from school buildings and grounds
- D. At a school-related and/or sponsored activity, functions, or a passenger on a school bus, van, or other school-owned or authorized vehicle.

SCHOOL RULES

Violations of one or more of these items may result in suspension or expulsion.

DRESS CODE

The school and courts allow a great deal of freedom in dress and grooming today, however, we cannot condone dress that is detrimental to one's safety or is a disturbance to the education of others. Styles and fads are constantly changing from year to year and cannot be covered by specific rules and regulations. It is recognized that the parents and the home must take the responsibility for the development of good habits in the areas of safety, health, decency and cleanliness. It is also recognized that the students, as young adults, are responsible for developing these same traits.

Therefore, some basic guidelines on appearance are as follows. If the student violates the dress code, students will be required to change. Progressive discipline will occur for students who violate the dress code guidelines.

1. All students are expected to groom themselves in a manner that reflects the quality of the school, and in clothes that are suitable for school activities.
2. Extremes in style or bizarre types of clothing will not be permitted.
3. Combs and brushes should not be used in the cafeteria.
4. Unclean and disheveled clothing will not be permitted.
5. **Proper underclothing must be worn and should not be visible.**
6. **Pajama pants are not permitted.**
7. Clothing with printing that fails to meet the standards of good taste is not permitted. (i.e., alcohol, drug or cigarette logos, inappropriate words or gestures, gang identification and logos, slogans or pictures promoting violence or death.)
8. **Bare midriffs, cleavage or cutout clothing** is not permitted.
9. Head coverings of any kind, including bandanas and sweatshirt hoods, are not permitted. The only exceptions are for religious or medical reasons.
10. Sunglasses are not permitted.

11. Skirts and shorts must be of an appropriate length. The standard rule of thumb to be followed will be the arm-length rule. Since arm length is in direct proportion with body size, the length of skirts and shorts must be at the length of the fingernail tip of the index finger, with the arms extended from a standing position.
12. **All shirts must have a sleeve that covers the shoulder. Tank tops will not be permitted at any time.**
13. Chains, other than those specifically sold as jewelry, are not permitted in school. This includes dog collar and choker chains and any other tight-fitting necklaces.
14. As new fashions become the rage, the administration has the right to determine if it falls within the realm of proper attire.
15. Confiscated items such as cell phones, iPods, MP3 players, hats, etc. will need to be picked up by a parent or guardian in the main office.

DISCIPLINARY INFRACTIONS

It must be stated that disciplinary actions of any nature must be tailored to the individual situation. Therefore, in the equitable administration of discipline, teachers and/or administrators must accordingly assess the total factual situation underlying each violation and dispose of each disciplinary action impartially, equitably and individually. Discipline measures/consequences will not be discussed with the other party except the student's parent/guardian, and if necessary the classroom teachers. This section identifies four levels of offenses, with the severity of the infraction denoted by the level it is placed under.

Level I Offenses

1. Tardiness to class or any other required school activity.
2. Electronic device - Use of an electronic device, such as a cell phone or ipod, may be used with permission from an administrator or staff member.
3. Dress code violation* (See guidelines on later pages.) Any inappropriate dress code as defined by the handbook and/or administration.

Level II Offenses

4. Truancy is an unexcused absence from school/class.
5. Failure to accept discipline - Failure to accept reasonable discipline or punishment from principals, teachers, student teachers, substitute teachers, teacher aides, educational aides, or any other authorized school personnel, as administered within the scope of their defined responsibilities.
6. Inappropriate language/gestures - Use of vulgar or obscene language or gestures.
7. Misuse of technology - No student shall knowingly misuse any technology equipment or software as outlined in "The Acceptable Use Policy." This includes but is not limited to damage, defacement or vandalism to equipment/software or introducing any computer virus or any material offensive to the average person.
8. Horseplay - Inappropriate horseplay behavior in the hallways, classroom, or any other school property.

9. Disobedient/Disruptive Behavior - Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment.
10. Insubordination: defiance of authority; refusal to comply with directions
11. Aiding and abetting violation of school rules- assisting other students in the violation of a school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
12. Unauthorized use of vehicle/careless or reckless driving- occupying or using vehicles during school hours without permission and/or school authorization. Driving on school property in such a manner as to endanger persons or property.

Level III Offenses

13. Fighting/Violence: Fighting/Violence is mutual participation in an incident involving physical violence.
 - a. *Minimum consequences:* 1st offense: 5 day(s) OSS or ISS
 - b. 2nd offense: 10 days OSS
 - c. 3rd offense: 10 days OSS, a recommendation for expulsion
14. Vandalism/ Damage to School or Personal Property - Vandalism is the willful destruction or defacement of school or personal property.
15. Theft/Stealing Personal or School Property - Theft is the unlawful taking of property belonging to another person.
16. Use, Possession, Sale or Distribution of Tobacco Products - This includes smokeless tobacco, vaping etc.
17. Harassment/Intimidation - Repeatedly annoying or attacking using physical, verbal, written, or electronic action that creates fear of harm, an intimidating or hostile education or work environment, without displaying a weapon and without subjecting the victim to actual physical attack (i.e., bullying, hazing, threat of harm, extortion, or verbal threat). This includes any form of “bullying” or "hazing," as noted in Board of Education policy **. Hazing means doing any act or coercing another, including the victim, to do any act of initiation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.
18. Misconduct Against Staff - Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs - The board prohibits misconduct committed by a student against a school official or employee, including, but no limited to, harassment of any type, vandalization, assault (verbal and or physical), and destruction of property.
19. Sexual Conduct - Sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment (i.e., pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity). This type of misconduct may result in disciplinary action

20. Gambling - Gambling (I.e - playing a game of chance for stakes) includes casual betting, betting pots, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from the school activity.
21. Falsification of school work, identification, forgery- falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes but is not limited to, forgery of hall/bus passes and excuses, as well as the use of false I.D.'s.
22. Trespassing - Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board - owned facility or portion of a board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a board-owned vehicle, or unauthorized access or activity in a board-owned computer, into district, school or staff computer files, into a school or district file server, or into the network. When a student has been removed, suspended, expelled, or permanently excluded from the school, the student is prohibited from being present on school property without the authorization of the principal.

Level IV Offenses

23. Use, Possession, Sale or Distribution of a Firearm - A firearm is any weapon that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any machine gun. This includes zip guns, starter guns, and flare guns. *This offense will automatically result in 10 days OSS and a recommendation for expulsion.
24. Use, Possession, Sale or Distribution of a Dangerous Weapon Other Than a Firearm or Explosive, Incendiary or Poison Gas - A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury. *This offense will automatically result in 10 days OSS and a recommendation for expulsion.
25. Use, Possession, Sale or Distribution of Any Explosive, Incendiary or Poison Gas - Any destructive device, which includes a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce and a mine or similar device. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellants, and that has any barrel with a bore of more than one-half inch in diameter. *This offense will automatically result in 10 days OSS and a recommendation for expulsion.
26. Use, Possession, Sale or Distribution of Intoxicating Alcoholic Beverages - This offense will automatically result in 10 days OSS and a recommendation for expulsion
27. Use, Possession, Sale or Distribution of Drugs Other Than Tobacco or Alcohol - Use, possession, sale or distribution of any controlled drug other than prescription medication that has been administered in accordance with the district's policies. This offense will automatically result in 10 days OSS and a recommendation for expulsion.

28. Possession of Pornography - Possessing or distributing explicit material.
29. False Alarms/Bomb Threat - Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or harming students or staff. *This offense will automatically result in 10 days OSS and a recommendation for expulsion.
30. Firearm Look-a-Likes - Any item that resembles a firearm, but does not have the explosive characteristics of a firearm but may use a spring-loaded device or air pressure by which to propel an object or substance (i.e., toy guns, cap guns, bb guns, pellet guns). *This offense will automatically result in 10 days OSS and a recommendation for expulsion.
31. Terroristic Threat - Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.
32. Serious Bodily Injury - An incident that results in serious bodily injury or is intended to result in serious bodily injury to oneself or others. Serious Bodily Injury is defined as “A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty.

DISCIPLINARY OPTIONS FOR MISCONDUCT (not necessarily in order)

*Progression of consequences will increase by frequency and seriousness of violations. The administration reserves the right to assign consequences due to the severity and frequency of the offense.

- | | |
|-----------------------------------|---------------------------------------|
| 1. Community Service | 7. Parent contact/conference |
| 2. Expulsion | 8. Revoking Driver’s Licens |
| 3. Teacher Detention | 9. Social Restrictions |
| 4. Office Detention | 10. Friday/Saturday School |
| 5. Out of School Suspension (OSS) | 11. Wednesday School |
| 6. In-School Suspension (ISS) | 12. Denial of transportation services |

Student Consequences

Teacher Detentions:

Teachers can assign detentions for minor disciplinary infractions. If a teacher detention is not served, the student will be assigned an after-school or lunch office detention. Repeated failures to serve assigned teacher detentions will result in further disciplinary consequences at the discretion of the high school administration.

Office Detentions:

Office detentions are assigned by the administration as a result of a violation of school rules. This detention will be served when assigned in the detention room under the direction of an assigned staff member. Students are given one-day notice before a detention date. Failure to serve office detentions may result in a **WEDNESDAY/SATURDAY SCHOOL or OUT OF SCHOOL SUSPENSION**. **Students who are absent on the day of their assigned detention must serve the detention on the next available day they return to school.**

Wednesday school assignment:

Wednesday school will be held weekly as needed from 3:15-5:15pm. Students are required to bring work for the allotted time. Students who fail to attend Wednesday school or refuse to complete the assigned work will be given further consequences.

Restriction on participation:

This is the loss of the privilege to attend or participate in extracurricular and/or co-curricular activities; to include, but not limited to: school assemblies, after school events, field trips, and/or extra-curricular activities. Social restrictions may be used by administration as a disciplinary consequence. A student with any outstanding fee or fine may be restricted from attending certain events, such as homecoming, prom, field trips, etc.

Revoking Driver's License

OHIO LAW mandates school officials to inform the Bureau of Motor Vehicles to revoke the driver's license of any student who drops out of school, is habitually truant and students expelled or suspended from school for use or possession of alcohol or drugs. Revocation or denial of a license is at the discretion of the school district's superintendent.

Saturday School

Saturday school will be held as needed from 8:30-10:30 AM. Students are required to bring work for the allotted time. Students who fail to attend Saturday school or refuse to complete the assigned work will be given further consequences, including out of school suspension. At times throughout the school year, Saturday School may be held on Friday. Parents will be notified in writing of the scheduled time.

In School Suspension (ISS): An ISS enables the student to gather all work from the teacher for the day and will complete all assignments in the office or separate designated area with staff supervision. If time permits, the administration will email teachers to notify them of the ISS assigned in order for teachers to gather work for the student prior to the ISS, but it is the responsibility of the student to gather their school work. Students will be permitted to get lunch for their allotted time and bring it back to their ISS location.

Out of School Suspension (OSS):

Students who violate the discipline code may be suspended out of school. An OSS is reserved for use when a student's behavior is detrimental to himself/herself or others. ***The OSS allows for make-up work to be completed by the student, providing no other disciplinary action is required toward the student for the remainder of the grading period.*** Students will receive the same number of days relative to the number of days they were suspended to complete make-up work, but not exceed five school days. Students are responsible for obtaining the work they missed while on OSS. If the student returns to improper behavior, all OSS work will receive no credit for the grade period. Students with extended OSS (10 days) will have five days to turn in the make up work.

Emergency Removal

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held on the next school day after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

Suspension of Bus Riding/Transportation Privileges

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal [or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within 5 days, of the reason for and the length of the suspension.

APPEALING A SUSPENSION

Suspensions may be appealed to the superintendent. To appeal, a signed letter by a parent/guardian on the intent to appeal must be given to the superintendent's office within 2 days of notification. An appeal hearing will be scheduled. Circumstances that endanger a specific student or others in the school may allow administration to remove a student as an "emergency." Students removed on an "emergency" basis will be permitted to make up missed work at 100% credit if completed by the appropriate time frame.

EFFECTS OF SUSPENSION OR EXPULSION ON EXTRACURRICULAR ACTIVITIES

When students are under suspension, they are not permitted to participate in or attend any extra-curricular activity or any school sponsored event, athletic contests, assemblies, school plays, dances, or band performances.

EIGHTEEN-YEAR OLD STUDENTS

School district policy is the governing rule in the school, on school grounds, school buses and at school events. All school rules apply to all students regardless of age. Unless a student is legally emancipated, the school will continue to contact and inform the student's parent or legal guardian.

USE OF PERSONAL COMMUNICATION DEVICE

Possession and/or use of a personal communication device (PCD) by a student while at school is a privilege that may be forfeited by any student who fails to abide by the terms of Policy 5136 or this guideline, or otherwise engages in abuse of this privilege. Strict adherence to Policy 5136 and this guideline is required. For further of this guideline, please refer to Policy Item 5136 available through the District's website.

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

BULLYING, HARASSMENT, AND INTIMIDATION

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

TITLE XI SEXUAL HARASSMENT

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

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

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

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

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- J. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- K. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

ZERO TOLERANCE

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within 1 school day of its receipt.

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, an anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

SCHOOL POLICIES

ENTERING AND LEAVING THE BUILDING

All high school students should enter and leave the high school **only through the front doors** between 8:30 am and 3:11 pm. The back doors can only be used before 8:30 am and after 3:11 pm. Students are not permitted to enter or leave through the Brooklyn School, Treasurer's Office or Board Office doors. High school students are not to pass across the blue floor by the clinic and music area after school.

SCHOOL VISITORS

The Board of Education welcomes and encourages visits to the school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls. The Superintendent or principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

CAFETERIA RULES (Morning and Lunch)

1. Follow directions the first time they are given
2. Walk into and out of the cafeteria.
3. Talk in a normal tone of voice, no shouting.
4. Food lines are to be orderly, no cutting or saving places.
5. Students are expected to clean their tables and the surrounding floor area and will be asked to remain until the task is completed.
6. Students are not to leave until dismissed by the cafeteria supervisors.
7. **Food and drinks are to be eaten only in the cafeteria.**
8. **Food deliveries/drop offs can only be brought by a guardian and only during a students' lunch time. No UBER eats deliveries will be allowed during the school day.**

LOCKERS

The lockers are the property of the school and are provided to the students as a convenience. Student lockers shall not be used for illegal or dangerous purposes. Student lockers may be inspected at any time to insure student health, safety and welfare without the student's knowledge and/or presence. **The school is not responsible for items missing from lockers.** All backpacks must be kept in lockers during the school day. Students need to purchase a combination lock for their gym lockers.

USE OF THE LIBRARY

The library is available for students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books may be checked out provided they are returned to the library at the time that is assigned by the library at the time of check out.

USE OF SCHOOL EQUIPMENT

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from an administrator prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

LOST AND FOUND

The lost and found area is in the main office of the high school. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the end of the year.

USE OF OFFICE TELEPHONES

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

STUDENT ID'S

All students are required to carry or wear their identification cards throughout the school the entire time they are in the building. If a student needs a new I.D. printed because of loss or damage, they will be charged \$5.00 for a new I.D.

HALL PASSES

Students are not permitted in the halls during class time without a hall pass. Hall passes are only for emergencies. Staff members are not required to give students hall passes. If the student has a health concern that would require more passes, the clinic needs to be made aware of this, and teachers will be notified.

PUBLIC DISPLAYS OF AFFECTION (P.D.A.)

Students are expected to exercise self-control and respect for the reputation of others. Specifically, kissing and inappropriate displays of affection are not allowed. Students failing to respect this policy will be disciplined.

STUDENT DRIVING

Students who drive to school must register their cars with the main office. A \$ 5.00 charge will apply for a parking permit. The permit must be displayed in clear sight. Cars that are not registered are subject to ticketing and/or other administrative action. Students should note that all cars must be parked in the school parking lot in the back of the building. Students are further reminded to lock their cars at all times, and that cars can be searched by school personnel and police for appropriate reasons, as the cars are on school property. Failure to act in an appropriate fashion, such as going to the car without permission during the school day and operating the vehicle in an unsafe manner while on school property, will result in loss of driving privileges. **Speed limit on school grounds is 5 mph.**

BUS TRANSPORTATION

The transportation schedule and routes are available by contacting the Transportation Supervisor at 216-485-8162.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

The principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the principal stating the reason for the request and the duration of the requested change.

Bus Conduct

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

Prior to loading (on the road and at school), each student shall: be on time at the designated loading zone stay off the road at all times while walking to and waiting for school transportation; line up single file off the roadway to enter;

wait until the school transportation is completely stopped before moving forward to enter;

Refrain from crossing a highway until the driver signals it is safe to cross; properly board and depart the vehicle;

go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the trip, each student shall:

1. Remain seated while the school transportation is in motion;
2. Keep head, hands, arms, and legs inside the school transportation at all times; not push, shove or engage in scuffling;
3. Not litter in the school vehicle or throw anything in, into, or from the vehicle; keep books, packages, coats, and all other objects out of the aisle;
4. Be courteous to the driver and to other riders; not eat or play games, cards, etc.; not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees
5. Not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).
6. Exiting the school vehicle, each student shall: remain seated until the vehicle has stopped; cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe; be alert to a possible danger signal from the driver.

7. The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

VIDEO RECORDINGS ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Attendance rules apply to all field trips.

While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Students who violate school rules may lose the privilege to go on field trips.

CHEATING/PLAGIARISM

Cheating, plagiarism and copying homework or classroom work all deprive the student of a true educational experience. The following definition has been provided to help determine what the district constitutes as cheating.

Cheating/Plagiarism Defined:

1. Using another student's work and claiming it as your own.
2. Copying information from another student's test, homework, class work, project, paper, or any other class assignment.
3. Preparing to cheat by having in your possession a copy of the test to be given, or using notes, devices, or other means not permitted by the teacher to help on a test or assignment.

4. Plagiarism, as defined by Webster's II New Revised Dictionary is "to take and use as one's own the ideas or writings of another." This includes taking material from the Internet or other computer programs, without properly crediting the author.

If you are caught cheating or plagiarizing, the following will occur:

1. The first offense will result in a zero for the test, assignment, or project. The grade of zero will be given to both the student who cheated and the person who provided the original information. It is the teacher's responsibility to notify the parents.
2. The second offense will include all provisions of rule one. In addition, a meeting with parents and guidance will be required. Failure of the quarter may result.
3. Plagiarism of a major project such as a term paper, portfolio or major grade can result in failure for the quarter. If this course of action is taken, the decision can be appealed to the team leader first, and then to the administration.

STUDENT ASSESSMENT

Unless exempted, each student must participate in all portions of the State-mandated assessment test as a requirement for graduation. The test will be administered once a year, with the exception of 3rd Grade which will have two testing windows. While the School District does schedule make-up dates for testing, students should avoid unnecessary absences.

STUDENT NETWORK GUIDELINES

STUDENT ACCEPTABLE USE POLICY:

Email is to be used for school-related communication and not for personal use. Do not send harassing or offensive content. Do not send spam, viruses, or other malicious software. Email is not to be read during class instructional time. Using email to cheat or share answers will result in the discipline per the discipline code for cheating.

EMAIL SECURITY AND MONITORING:

All emails will pass through a security monitoring system. Filters in place will monitor profanity, harassment, and other inappropriate content. Student email that is identified as inappropriate will be blocked and sent to the school administration. Discipline will be administered per the district discipline code.

The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic account is strictly prohibited.

Please refer to Board Policy 7540.03, and Administrative Guideline 7540.03.

COMPUTER TECHNOLOGY AND NETWORKS

The District provides Internet services to its students. The District's Internet system has a limited educational purpose and has not been established as a public access service or a public forum. Student use of the District's computers, network, and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study, and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board of Education or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The District further utilizes software and/or hardware to monitor the online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate

and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an email address.

The smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.

D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).

E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.

F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited.

G. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or MySpace accounts, and defamatory online personal polling Websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

Cyberbullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on a weblog;
2. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. Using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube;
4. Posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

H. Students are expected to abide by the following generally-accepted rules of network etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
4. Do not post information that, if acted upon, could cause damage or a danger of disruption.

5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes but is not limited to, disclosing personal identification information on commercial websites.
 6. Do not transmit pictures or other information that could be used to establish your identity without the prior approval of a teacher.
 7. Never agree to get together with someone you "meet" on-line without parent approval and participation.
 8. Check email frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
 9. Students should promptly disclose to their teacher or other school employees any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
- I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher, principal, or guidance counselor if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
- J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
- K. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (e.g., instant messaging) (other than e-mail) without prior approval from a teacher or the principal. All such authorized communications must comply with these guidelines.
- L. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

M. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or Principal.

N. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files, and/or messages residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.

P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.

Q. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail), Hotmail, Yahoo mail, etc.).

R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.

S. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the teacher or technology department. Each student is permitted a reasonable space to store email, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class-or instruction-related activities have

priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class-or instruction-related purposes.

T. Game playing is not permitted at any time.

CLINIC POLICIES/PROCEDURES

MEDICATION

The school may, under the written direction of the parents and physician, dispense medication. All medicine will be kept in a locked cabinet in the school clinic, or in another secure place. The clinic staff, secretary, teacher, or administrator will give the child the medication.

The medication must be in its original container from the pharmacy, labeled with the child's name, medication name and frequency of dosage and any other information that will help to insure the proper and safe usage of the drug.

Written information **MUST** accompany the nonprescription or prescribed medication when the student brings it to the clinic.

Students will not be permitted to leave school to get medication and then return. A parent/guardian must bring any medication up during the school day if it is not already kept on file at school.

CLINIC

The clinic is for first aid for pupils who are injured or become ill while at school.

Any student not feeling well should report to the clinic **after obtaining a pass from the teacher OR main office**. The nurse or health aide will determine if a student should return to class or be sent home. At no time should a student stay in the restroom because of illness unless permission is obtained from the office. This type of behavior will be regarded as truancy from class. Parents are **not** to call the attendance office excusing their child to leave school due to illness unless the student has first contacted the clinic.

USE OF MEDICATIONS

Students who must take prescribed medication during the school day must comply with the following guidelines:

- Parents should, with the counsel of their child's prescriber, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.

- Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.
- If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- The principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

Non-Prescribed (Over-the-Counter) Medications

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize the administration of a non-prescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases. If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received. Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code. Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event. A student may possess and use a metered-dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office. A student who is authorized to possess and use a metered-dose or dry powder inhaler may not transfer possession of an inhaler or other medication to any other student.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

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

Specific communicable diseases include diphtheria, COVID-19, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion. Non-Casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health. As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

CONTROL OF BLOOD-BORNE PATHOGENS

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

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

- Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
- Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
- Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the school nurse and assist the student in completing the requisite documents (e.g., Form 8453.02 F1 - Exposure Report)

The parents of the student who is exposed will also be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

- The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with his/her physician.

- The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.
- The student's parents will be encouraged to allow the District to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of the school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan is available for inspection at the Board offices upon request.

SCHOOL COUNSELING DEPARTMENT

SCHOOL COUNSELORS

School Counseling is an integral part of the total educational program of Brooklyn High School. The services of licensed counselors are available to all students for the purpose of education, social and vocational assistance.

SHARING OF INFORMATION

Brooklyn City Schools is required by federal law to share directory information with the United States Military. This information includes addresses and phone numbers. Please notify your child's counselor if you would like to opt out of this policy.

TRANSCRIPTS

Transcripts are records of the student's academic performance from grades nine through twelve. Class rank and standardized test scores are also included when available. See the counselor for more information. **ALLOW ONE WEEK FOR PROCESSING.** No transcript will be sent if the student owes **FEES OR FINES.**

SCHEDULE CHANGES

There are three reasons permitted for schedule corrections: computer error, academic misplacement determined by the teacher, or failure to pass a prerequisite. Teacher recommendations should be sought and followed for the selection of courses. All students are expected to keep the schedule that they made for themselves during the spring scheduling period. Schedule changes **NOT** resulting from one of the three reasons mentioned above will not be made without administrative approval.

POLARIS CAREER CENTER

Polaris Career Center rules and regulations work together with Brooklyn High School. It is important to remember that if a student is suspended from one school, the suspension is from both schools. Polaris will distribute separate rules and requirements for Polaris Career Center. Transportation to and from Polaris Career Center is provided by the Brooklyn City Schools. The administration will determine if students are allowed to drive themselves to Polaris along with parental consent. The only exception to this is when the student has been placed in a job outside of the school facility. When this is the case, the student needs to complete the Brooklyn High School/Polaris Driving Form. This form must be turned in to the Brooklyn Attendance Office no less than one week before the student is to begin work, and must be approved. If approval is not received, driving privileges will not be granted. The driving form will specify the destination of travel. If at any time it is found that the vehicle is in a location not specified on the form, driving privileges will be revoked. If the driving privileges are revoked, they will not be reinstated until the next academic quarter, at the earliest. Once students return to Brooklyn from Polaris, they are to enter the school building immediately, sign in, and remain in a designated area until their next scheduled class.

POLARIS CAREER CENTER CALENDAR 2022 - 2023



IMPORTANT DATES

Aug 15	Teacher In-service
Aug 16	First Student Day
Sept 5	Labor Day - No School
Oct 13	Parent Teacher Conference
Oct 14	NEOEA Day - No School
Oct 21	End of First Quarter
Nov 21-25	Thanksgiving Break - No School
Dec 19-30	Winter Break
Jan 2	Return from Winter Break
Jan 13	End of Second Quarter
Jan 16	MLK Day - No School
Feb 20	Presidents' Day - No School
Mar 17	End of Third Quarter
Mar 24	Staff In-service - No Students
Apr 10-14	Spring Break - No School
Apr 17	Return from Spring Break
May 19	Seniors Last Day
May 26	End of Fourth Quarter
May 26	Student Last Day of School
May 30	Teachers Last Day

ATHLETICS/EXTRACURRICULAR CLUBS AND ACTIVITIES

Students are encouraged to participate in the extra-curricular programs. It is through these organizations that students can learn leadership while contributing positively to the school environment.

Students having an interest in interscholastic sports are encouraged to participate. All athletic participants follow the regulations of the Ohio High School Athletic Association rules and the rules of the Brooklyn Board of Education.

EXTRACURRICULAR TRAINING RULES

Participation in the Brooklyn Athletic Program is a privilege, not a right. Students can be removed from participation by the coach and/or administration for misconduct, rules violations, or non-attendance. Any student serving a suspension cannot participate in any activity on the day of suspension. If a student is suspended from school on a Friday, the student cannot participate in any activity on Saturday or Sunday of that week.

Students must be in school **for a ½ day** in order to participate in the activity. In case of a Saturday activity, the student must be in attendance **for a ½ day on Friday**. If a student goes home sick anytime on a Monday through Thursday, they cannot participate in that day's after school practice or game. If a student goes home sick on Friday (regardless of time) they cannot participate in any Friday, Saturday, or Sunday practice or game. (Excused absence does not apply - i.e. doctor's appointment, funeral, family emergency, etc.) Participation in a Saturday or Sunday activity requires the student to be in school on the preceding Friday. If a student goes home sick on Friday, they may not participate on Friday, Saturday, or Sunday for practice or a game/event. Students are *not* exempt from detentions, either teacher assigned or administrative, because of athletic participation or practice.

DRUG, ALCOHOL, AND TOBACCO ABUSE/POSSESSION PROVISIONS

First Offense*: The student will be immediately prohibited from participation for 20% of the season's schedule. If fewer than 20% of the regular season contests remaining, the remaining percentage will be carried into the athlete's next sports season and served to a conclusion. If an athlete is not in season, it will be carried over to the next season that the student is participating. The student will be permitted to practice at the coach's discretion.

Second Offense*: The students will immediately be prohibited from participation for 50% of the season's schedule. If fewer than 50% of the regular season contests remain, the remaining percentage will be carried into the athlete's next sports season and served to a conclusion. If an athlete is not in season, it will be carried over to the next season that the student is participating in. The student will be permitted to practice at the coach's discretion.

Third Offense*: The student will immediately be prohibited from participation. The student will be permitted to practice at the coach's discretion.

Additional Offenses*: The student will immediately be prohibited from participation. The student will be permitted to practice at the coach's discretion.

The student may appeal no sooner than one calendar year after the Third Offense to an appeals board for reinstatement. The appeals board will be appointed by the middle school principal and will consist of a principal, guidance counselor, and three coaches.

*A school administrator will notify coaches of a student who violates training rules.

ATHLETIC/EXTRACURRICULAR ELIGIBILITY

Students must meet certain conditions to be eligible for athletic/extracurricular participation. A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, Fall eligibility for all school extra-curricular activities will be based on the 4th quarter grades. Students must get 5 full credits during the 4th quarter with the following requirements:

All students with a GPA below 1.5 are ineligible.

All students with a GPA between 1.5-1.79 may participate in team activities that do not interfere with study tables. These students, though, will be ineligible to participate in all scrimmages, regularly scheduled games, performances, and competitions. If a student, who cannot participate maintains passing grades in all classes, is attending the required study tables, and has a GPA of at least 1.8 after three (3) weeks, he or she may participate in competitions and performances beginning the fourth week.

Eligibility from that point will be determined each week based on (1) maintaining passing grades in all classes, (2) maintaining at least a GPA of 1.8 and (3) attending all required study tables.

HIGH SCHOOL ATHLETIC TEAMS

FALL - Cheerleading, Football, Volleyball, Soccer (Boys), Soccer (Girls),

WINTER - Basketball (Boys), Basketball (Girls), Wrestling, Cheerleading, Ice Hockey

SPRING – Track, Softball, Baseball

HIGH SCHOOL STUDENT GROUPS/CLUBS/ORGANIZATIONS

National Honor Society, National Art Honor Society, Marching Band, Jazz Band, Student Council, Media, Drama Club, Stage Crew, Show Choir and Key Club

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school

Brooklyn High School Daily Schedule
2022 - 2023 School Year
9th-12th Grades

Times	Blue Day (Mondays & Wednesdays)	Gold Day (Tuesday & Thursday)
8:00-9:23	1st Period (B)	1st Period (G)
9:26-10:49	2nd Period (B)	2nd Period (G)
10:52-11:32	Intervention	Intervention
11:35-1:35	3rd Period (B) (Will include student lunches)	3rd Period (G) (Will include student lunches)
1:38-3:05	4th Period (B) & Announcements	4th Period (G) & Announcements

9th-12th Grade Friday Schedule

Time	Period
8:00-8:40	1st Period (B)
8:43-9:23	1st Period (G)
9:26-10:06	2nd Period (B)
10:09-10:49	2nd Period (G)
10:52-11:32	Intervention
11:35-12:52	3rd Period (B) (Will include student lunches)
12:55-1:35	3rd Period (G)
1:38-2:18	4th Period (B)
2:21-3:05	4th Period (G) & Announcements

Brooklyn High School Daily Schedule
2022 - 2023 School Year

8th Grade

Times	Blue (Mondays & Wednesdays)	Gold (Tuesday & Thursday)
8:00-9:23	1st Period (B)	1st Period (G)
9:26-10:49	2nd Period (B)	2nd Period (G)
10:52-11:22	8th Grade Lunch	8th Grade Lunch
11:25-12:05	Intervention	Intervention
12:08-1:35	3rd Period (B)	3rd Period (G)
1:38-3:05	4th Period (B) & Announcements	4th Period (G) & Announcements

8th Grade

Time	Period
8:00-8:40	1st Period (B)
8:43-9:23	1st Period (G)
9:26-10:06	2nd Period (B)
10:09-10:49	2nd Period (G)
10:52-11:24	8th Grade Lunch
11:27-12:07	Intervention
12:10-12:52	3rd Period (B)
12:55-1:35	3rd Period (G)
1:38-2:18	4th Period (B)
2:21-3:05	4th Period (G) & Announcements

