

**BROOKVILLE HIGH SCHOOL**  
**BROOKVILLE INTERMEDIATE SCHOOL**  
**BROOKVILLE ELEMENTARY SCHOOL**



**CODE OF STUDENT CONDUCT**

May 2023



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## THE SCHOOL SHIELD

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**NOTE: New items or changes in the *Code of Conduct* are in bold, italics and underlined.**

## I. PREAMBLE

The following rules, regulations, and due process procedures are designed to protect all members of the educational community in the exercise of their rights and duties. This *Code of Student Conduct* is adopted by the Board of Education of the Brookville Local School District pursuant to Sections 3313.661 and 3313.662 of the Ohio Revised Code. Any student engaging in the following types of conduct, either specifically or generally like the kinds of conduct listed in this *Code of Student Conduct*, are subject to expulsion, suspension, emergency suspension, removal or permanent exclusion from curricular activities pursuant to Ohio Revised Code. This code of regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the *Code of Student Conduct* governs a student's conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the Brookville Schools. Students involved in extracurricular activities are expected to adhere to the *Code of Student Conduct* as well as any policies/rules for each particular program.

This code cannot reasonably be written in such detail as to anticipate every type of misconduct that could possibly occur; however, the Board of Education has the responsibility to set forth policies, rules, and regulations to help students conduct themselves in a proper manner as good citizens of the school community.

This code attempts to protect individual rights by insuring that each student has the right to an education and the commensurate responsibility not to interfere with or threaten the education of others by personal actions. Each student has the responsibility to attend school regularly and to abide by the policies and regulations of the school. Any student who feels his or her rights have been violated by a fellow student, staff member, or any other individual, should report the incident to any guidance counselor or administrator.

## **II. Student Code of Conduct**

Ohio Revised Code 3313.66 requires that students be provided with a written notice of intent to suspend prior to being suspended. The statute also requires that students and parents are provided with a written notice of intent to expel. The notices shall include: (1) a statement of intent to discipline; (2) description of the acts which were in violation of the Student Code of Conduct; (3) specific rules of the Student Code of Conduct which were violated; (4) and the dates of the suspension or expulsion. Students may be represented by legal counsel at expulsion hearings should the family choose to obtain counsel.

The written notice of intent to suspend or placement at the Alternative School shall be given to the student at an informal hearing and sent to the parents.

Students will receive an unexcused absence for each school day missed as a result of a suspension and/or expulsion.

A student or parents may appeal any decision of the Brookville Local School District Administration to suspend a student from school to the Superintendent or the Superintendent's designee. A student or his parents may appeal an expulsion from school to the Board of Education or its designee. A student or parent must request an appeal in writing within 10 days after the discipline measure takes effect. The student and his parent/guardian may be represented in all appeal hearings.

It is the policy of Brookville Local School District Board of Education that students shall not be permitted to return to school pending any appeal process with the administration or the court. The School District will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Board of Education, the Superintendent, or their designees, reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted 5 school days upon returning from suspension to makeup all assignments and work missed as a result of his or her absence/suspension.

This Code of Regulations is adopted by the Board of Education of the Brookville Local School District pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code.

Any student engaging in the following types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension, removal or permanent exclusion from curricular activities pursuant to The Ohio Revised Code.

This Code of Regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles.

Note that Brookville Local Schools has a reciprocal agreement with the Miami Valley Career Center and the Montgomery County Educational Service Center that any student disciplined at MVCTC or MCECSC will carry the same weight at Brookville Local Schools.

The types of conduct **prohibited** by this Code of Regulations are as follows:

1. Damage or destruction of school property on or off of school premises.
2. Damage or destruction of private property on school premises or in areas controlled by the school.
3. Damage or destruction of property belonging to a school employee or anyone connected with the school district, whether on or off school premises.
4. Unauthorized touching of a school employee, student or other person.
5. Harassment of school personnel during school and/or non-school hours.
6. Fighting.
7. Hazing/bullying (to persecute or harass or humiliate another student and/or employee).
8. Chronic misbehavior, which disrupts or interferes with any school activity.
9. Disrespect to a teacher or other school authority.
10. Disregard of reasonable directions or commands by school authorities including school administrators and teachers. This includes failure to turn over electronic devices when a student was not given explicit permission to use them.

11. Abuse of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions, which are considered to be slanderous or degrading in nature, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name-calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited.
12. Refusing to take detention or other properly administered discipline.
13. Skipping detention.
14. Falsifying of information given to school authorities in the legitimate pursuit of their jobs.
15. Forgery of school or school related documents.
16. Cheating or plagiarizing.
17. Gambling.
18. Extortion.
19. Theft or possession of stolen goods.
20. Unauthorized fire or other improper use of fire.
21. Possession of matches or lighters, or other similar devices.
22. Possession or use of dangerous weapons or ordinance or objects which look like weapons or ordinance, including, but not limited to, guns, firearms, ammunition, knives, grenades, slingshots, bows, arrows, machetes, brass knuckles, chains, studs, etc., or possession of, use of objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, etc.
23. Buying, selling, transferring, using or possessing any substance containing tobacco, derivative of tobacco, or imitation of tobacco including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, dip, electronic cigarettes, electronic hookahs, or using tobacco in any other form. Smoking of electronic cigarettes, vapor devices, and other substitute forms of cigarettes whether they contain nicotine or not, are also prohibited.

24. Buying, selling, transferring, using or possessing or evidence of consumption of any controlled substance (drugs, narcotics, marijuana) or inhalants, or buying, selling, using, possessing or evidence of consumption of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance) – on school premises or at a school related function.
25. Buying, selling, transferring, using, possessing or evidence of consumption of any drug, medication, inhalant or other controlled substance which can be taken internally where the students involved cannot show a legitimate health or other reason for the use of such substances.
26. Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia. Paraphernalia can include instruments, objects, papers, pipes, containers, vapor devices, vapor liquids, etc.
27. Buying, selling, transferring, using, possessing or evidence of consumption of any alcoholic beverage or intoxicant of any kind.
28. Cursing.
29. Use of indecent or obscene language in oral or written form.
30. Publication of obscene, pornographic or libelous materials.
31. Placing of signs and slogans on school property without the permission of the proper authority.
32. Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc. without the permission of the proper school authority.
33. Demonstrations by individuals or groups causing disruption to the school program.
34. Truancy.
35. Tardiness.
36. Leaving school during school hours without permission of the proper school authority.
37. Upon initial arrival, leaving school property without permission.
38. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of



the proper school authority.

39. Failure to abide by reasonable dress and appearance codes set forth in student handbooks established by administration or the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc. which at the discretion of the administration is reasonably related to or represents gang or gang like activity.
40. Improper or suggestive dress.
41. Indecent exposure.
42. Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person.
43. Turning in false fire, tornado, bomb, disaster or other alarms.
44. Presence on school property with a communicable disease.
45. Failure to abide by the rules and regulations set forth by administration for student parking.
46. Disobedience of driving regulations while on school premises.
47. Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordinance onto any property owned or controlled by or to any activity held under the auspices of the Board of Education.
48. Any disruption or interference with school activities.
49. Willfully aiding another person to violate school regulations.
50. Commission of any act on school premises or at a school activity in violation of the Ohio Criminal Code, Ohio Traffic Code, or the Ohio Juvenile Code.
51. Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity.
52. Any type of prohibited activity listed herein engaged in by a student shall be reason for expulsion, suspension, removal or permanent exclusion from school.
53. Certain situations may dictate an exception to this policy based upon a principal's decision.

54. Failure to abide by rules and regulations of the Technology Agreement.
55. Threatening /Harassing other students, staff, or adults.
56. Any speech which is reasonably likely to cause substantial disruption or material interference with school activities or is an invasion of the rights of others is prohibited.
57. No student may, at any time, use a portable communication device in a manner that is profane, indecent, or obscene, or constitutes an invasion of privacy. Examples of this include, but are not limited to, photographs or text messages.
58. Audio/Video Recording (Unauthorized): Recording or attempting to record without authorization from a school staff member any image or other record (audio or video) of a student or staff member.
59. All the rules listed herein and their consequences apply to students when aboard a school bus. The school bus driver, like the classroom teacher, is an employee of the Board of Education and has the right and responsibility to enforce the student rules of conduct and to report to the principal or assistant principal all violations of these rules. Students who violate the rules of conduct while riding the school bus will be disciplined according to the penalty assigned the violation as found in student rules of conduct booklet. In addition, a student may lose his/her busing privileges.
60. A student shall not repeatedly fail to comply with reasonable directions of teachers, substitute teachers, teacher aides, principals, or other school personnel during any period of time when the student is under the authority of school personnel.
61. All students in kindergarten through twelfth grade attending Brookville Local School District will have closed lunch that restricts students to the school grounds and buildings.
62. Within the school zone there is to be no loitering, littering, alcohol consumption, smoking, or any other infraction of the Code of Student Conduct. Students must remain on the sidewalks and/or streets while in transit to and from school. The school zone is Westbrook Road to the north, Terrace Park Blvd, to the east, Bayview Avenue to the south, and Johnsville-Brookville Road to the west.
63. All vehicles driven to school by students must be registered in the principal's office. The application must be signed by the parents or guardian. If more than one vehicle is driven, registration forms are required for each. Extreme caution must be taken in the vicinity of

all schools. Vehicles will not be driven from 7:50 a.m. to 2:35 p.m. Violations of this section are subject , when appropriate, to both the Ohio Revised Code and this Code of Student Conduct.

64. A student shall not fail to comply with any policy or procedure spelled out in the student handbook.

### **III. Discipline for Student Misconduct**

A major component of the educational program at Brookville Local Schools is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with School District rules, policies, administrative guidelines, and in a way that respects the rights and safety of others.

Student misconduct is defined as any student conduct that interferes with the maintenance of a positive learning environment or disrupts the educational process. Student acts and behavior that tend to conflict with the educational programs or are antagonistic to the welfare of other students, school staff, and/or Brookville Local School District and its property will not be tolerated. Student lockers and desks are school property and, as such, may be subject to periodic inspections by authorized school officials. In addition, parking on school property is a privilege, not a right. Cars parked on school property are subject to routine patrols by school officials. Cars may be searched upon reasonable suspicion.

Disciplinary action shall be determined based primarily on the offense committed. Other factors such as the frequency of a particular offense or the number of repeated Code of Conduct violations as well as the student's age may be considered. Student misconduct shall result in discipline commensurate with the seriousness of the offense and the relevant circumstances and may justify suspension and/or expulsion.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

In the event a calamity day is declared on a day a student is assigned a disciplinary measure (examples include, but are not limited to: a loss of privilege such as recess, assignment of a detention, IAPP or suspension from school), the student will fulfill the disciplinary measure when school reopens; calamity day(s) shall not count as part of a student's disciplinary measure.

## **Potential Disciplinary Action**

1. Verbal or written warning
2. Corrective work assignments
3. Parental notification
4. AM or PM Detention
5. Removal of bus and other privileges
6. Exclusion from extracurricular and/or co-curricular activities
7. Parental conference
8. Restitution of damages
9. Confiscation of items related to and/or resulting from student misconduct
10. Behavioral contracts
11. Disciplinary removal
12. Emergency removal
13. Friday School
14. In School Restriction
15. Out of School Suspension
16. Referral to law enforcement
17. Expulsion
18. Mediation
19. Loss of Privilege
20. Compensation

A student may be excluded from graduation exercises as a disciplinary measure. Any suspected criminal act may be reported to law enforcement by an administrator.

## **Definitions**

1. **Verbal or Written Warning:** A verbal or written warning to a student that his/her conduct is in violation of school rules. It may be issued

by any authorized school official.

2. Parental notification: Direct contact with a parent or legal guardian of a student to inform him/her of the child's misconduct.
3. Loss of Privilege: The removal of a student privilege for a period of time dependent on the seriousness of the misconduct.
4. Detention: There are three types of detentions: lunch, morning and after school detention. Teacher detentions are usually given for an infraction of a teacher rule in the classroom. Any refusal to serve a teacher detention may result in further disciplinary action.
5. Removal of bus and other privileges: The denial of bus and other transportation privileges due to misconduct.
6. Exclusion from extracurricular and/or co-curricular activities: The exclusion from extracurricular and/or co-curricular activities due to misconduct.
7. Parental conference: A meeting with a parent(s) or legal guardian (s) to discuss violations of school rules and the impending action school officials may take.
8. Restitution of damages: A sum of money paid in compensation for loss or injury.
9. Confiscation of items related to and/or resulting from student misconduct: Impound; take temporary possession of items related to and/or resulting from student misconduct as an act of security or by legal authority.
10. Behavioral contracts: A written document completed by the student, parent/guardian and school administrator governing among other things the disciplinary consequences for current and future acts of student misconduct.
11. Disciplinary removal: The removal of a student from a class or from participation in co-curricular activity for less than twenty-four hours. During the disciplinary removal period a student will not be permitted to take part in any school function or activity.
12. Emergency removal: The removal of a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the curricular or co-curricular school activities. The period of emergency removal shall not be less than twenty-four (24) hours but shall not exceed seventy-two (72) hours. During the period of emergency removal, a student will not be permitted to take part in any school function or activity.

13. **Saturday School:** Saturday School can be assigned for disciplinary or attendance issues. Saturday School can only be assigned by an administrator. Failure to attend Saturday School will result in an additional Saturday School to be served. Additional infractions may result in suspension.
14. **In School Restriction:** In school restriction is the reassignment of a student from the student's regular class schedule to a designated supervised room in the school where the student may study and/or do other assigned tasks associated with their education. A student will receive credit for classwork completed in In School Restriction.
15. **Out of School Suspension:** The removal of a student from the school environment for at least one (1) but not more than ten (10) days per incident. During the period of suspension, a student will not be permitted to attend any school function or activity, on school property or away. If a suspended student is observed on school property during the suspension period, at an away contest or school related event, that particular day of suspension will be deemed invalid and an additional day will be assigned.
16. **Expulsion:** The removal of a student from school for a period not to exceed the greater of 180 school days. During the period of expulsion, a student will not be permitted to take part in any school function or activity. In addition, a student will not receive credit for class work during the period of expulsion.
17. **Option of outside counseling or assessment:** The use of outside counseling or assessment as an alternative or in addition to formal disciplinary action.
18. **Loss of Privilege:** Students may lose privileges for a specified time period dependent upon the severity of the infractions. Privileges include, but are not limited to: loss of social time at lunch, recess, and parking privileges.

#### **IV. Mandatory Expulsion for Weapons**

Federal law mandates that public school districts receiving federal funds require expulsion for a minimum of one year, subject to reduction by the Superintendent on a case-by-case basis, of any student who brings a firearm to school. Brookville Local School District has accepted and will continue to accept federal funds both directly and

indirectly.

Therefore, the following provision shall be effective immediately: Any student who is determined to have brought to school a firearm as defined in Section 921 of Title 18, United States Code, shall be expelled for not less than one year, subject to reduction of this term by the Superintendent on a case-by-case basis, shall consider all of the relevant facts and circumstances, including applicable Ohio Law.

## V. ATTENDANCE POLICY

***"Education" is more than what is learned from a book. It is communication and socialization with peers and authority figures as well as learning responsibility for one's actions. A student who attends school regularly will receive more "education" than one who does not. This is best noted by inquiring employers whose main concern is the attendance record of the student while in school.***

### ATTENDANCE RESPONSIBILITIES

#### A. Parent's Responsibilities

1. Recognize the importance of regular school attendance to the instructional program of their child.
2. Help develop good attitudes toward attendance with their child that will be transferable to the world of work.
3. Work cooperatively with the schools and communicate problems and concerns relative to their child's attendance.
4. Make every effort to schedule family trips or vacations during school vacations or summer months.
5. Attempt to schedule medical appointments after school hours or on weekends. If medical appointments must be made during the school day, students are expected to return for the remainder of the day unless advised otherwise by their physicians.
6. Contact the school on the morning of the student's absence. Please call the secretary at the student's school before school begins.
7. Provide student with a note explaining the reason(s) for the absence upon his/her return to school. Please date the note and put the student's name at the top with your signature at the bottom.
8. Request homework assignments during extended

absences through the office secretary.

**B. Student's Responsibilities**

1. Understand the relationship between good school attendance and success in their academic programs.
2. Be in school on time, on a regular basis.
3. Follow the specific procedures relative to school attendance and tardiness as established by the school district.
4. Make up all work missed while absent.

**C. School's Responsibilities**

1. Daily report and record absences by class period.
2. Compile and distribute the daily list of absentees to teachers and staff members.
3. Monitor the daily attendance record.
4. Identify and counsel those students with irregular attendance patterns.
5. Maintain cumulative records of each student's absence.
6. Communicate with parents who have not contacted the school regarding their child's absence. (Attendance Officer may be sent to the home.)
7. Notify the parents when their child has reached maximum days as defined in the building handbook.
8. File truancy charges when a student has accumulated an excessive number of unexcused absences during nine (9) weeks.
9. Report number of days absent on the report card each quarter.

**ATTENDANCE PROCEDURES**

- A. A student who is absent must bring to the office before first period a written note dated and signed by a parent/guardian. The staff member in charge will read the note and determine if the absence is excused or unexcused and report the information to the office. A note from a doctor should accompany parent's note whenever possible. If a note has not been received upon the return of the student to school, the absence will be classified as unexcused until a note signed by the parent is presented within the next two (2) school days. A student may have up to ten (10) medically excused absences with/without a doctor's note, but with a phone call from a parent/guardian.



B. Student absences may be: (1) Excused, (2) Unexcused, or (3) Truant.

1. Excused Absences

- a. Personal illness or injury
- b. Illness and/or death in the family
- c. Doctor, dental, court appearances, and driver's license examinations that cannot be scheduled outside the school day.
- d. Religious purposes
- e. Other emergency circumstances explained in writing and approved by a school administrator.
- f. Additionally, Juniors and Seniors may be excused for two days per year for college visitation.

2. Unexcused Absences (These are absences about which a parent/guardian may know, but which are not acknowledged by the school as being legitimate reasons for being absent from school.)

- a. Cutting class
- b. Truant
- c. No note from parent or guardian
- d. Alarm clock did not work
- e. Missed the bus
- f. Suspensions or expulsions
- g. Unapproved vacations
- h. Vacations with the family. Students may be provided make-up privileges with prior administrative approval.
- i. Other reasons not listed under excused absence
- j. Driver Education Classes and/or Driving

(Work missed may be made up if absence is unexcused; however, no credit will be given. Tests, quizzes, and homework will be counted as a zero.)

**NOTE:** Any section of this document, or portion thereof, found by adjudication to be contrary to law or constitutional right shall be stricken without effect to the remainder. This code and any additional rules governing student discipline shall be distributed to students and their parent(s) or guardian(s) at the beginning of each school year and shall be posted in conspicuous places within each school throughout the school year. Changes in the rules shall not take effect until they are distributed to students and parents.

## **VI. Student Conduct Occurring on School Property or at School Sponsored Event**

Unless otherwise noted in the individual section, the rules and standards for the discipline of students shall be applicable to any conduct: on school grounds, during and immediately before or after school hours; on school grounds at any other time when the school is being used by a group; off school grounds at a school sponsored activity, function or event; on a school bus or conveyance; at any other time when the student is subject to the authority of the school.

## **VII. Student Conduct Occurring off School Property or Outside of the Regular School Day**

The rules and standards set forth for the discipline of students shall apply to misconduct by a student that occurs off school property or outside of the regular school day provided that the misconduct bears a reasonable connection to the interests, activities or responsibilities of the Brookville Local School District and its students, parents and staff.

Social Networking or Telecommunications Misconduct: Facebook, Twitter, Snapchat, TikTok, or other social networking misconduct as well as telecommunications harassment that occurs outside the school day and off school property but disrupts the educational environment is subject to the Code of Conduct and potential disciplinary actions and may be referred to the Brookville Police Department.

## **VIII. Alcohol and Other Drugs Policy Statement**

The Brookville Local Board of Education shall not permit any student to possess, transmit, conceal, consume, show evidence of having consumed, used or offer for sale any alcoholic beverages illegal drugs, non-prescribed drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities; at school sponsored events; in other situations under the authority of the District or in controlled vehicles. Included in this prohibition are any substances represented as a controlled substance, non-alcoholic beers, steroids, tobacco and tobacco products and drug paraphernalia.

Students found in violation of this policy will be subject to disciplinary action as described within the student code of conduct up to and including expulsion and referral for prosecution. A reduction in penalty may be granted if the student receives professional assistance. Professional assistance may include but not be limited to an alcohol/drug education program; assessment with follow through based on the assessment findings, counseling, outpatient treatment or inpatient treatment. Students who need to take prescription or

nonprescription medications must adhere to the policies described within the student handbook.

The complete policy is available upon request and will be posted in the school office.

## **IX. Bullying and Other Forms of Aggressive Behavior - Policy 5517.01**

The Brookville Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The school encourages the promotion of positive interpersonal relations between members of the school community.

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 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 in-route to or from school, or the effect of which occurs on school property, 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.

Harassment, intimidation, or bullying means:

Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or violence within a dating relationship.

Harassment, intimidation, or bullying also means cyber-bullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator. All complaints about aggressive behavior that may violate this policy shall be promptly investigated by the appropriate person.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the perpetrator of that finding and any disciplinary consequences that will be imposed against such student.

Retaliation of any kind will not be permitted. This includes engaging in harassing behavior after an investigation occurs whether discipline was administered or not.

## **X. Sexual Harassment - Policy 5000**

Sexual harassment has no place in the Brookville Local School District, whether between the supervisor and the supervised, between co-workers, between employees and students, between students, or between any student or employee and a member of the public visiting the schools.

Complaints or information regarding sexual harassment shall be directed to the appropriate building principal who shall have a duty and the authority to conduct an independent investigation of the matter.

If students do not feel comfortable talking to an adult, they are encouraged to use the Safer Ohio Tip Line at 844-723-3764. This email helpline is for members of our school community to use to report any information that could have a negative impact on students, staff, or school property. Examples include, but are not limited to, violence,

sexual harassment, weapons, threats, thefts, property damage, and drug/alcohol abuse.

## **XI. Student Hazing - Policy 5516**

It is the policy of the Brookville Local Board of Education and School District that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk of an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrator, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events that might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in accordance with Ohio law.

The contents of this policy shall be distributed in writing to all students and school district employees following its official adoption by the Board of Education. In addition, this policy shall be incorporated into building, staff, and student handbooks, and shall be the subject of discussion at employee staff meetings or in-service programs.

## **XII. Surveillance Cameras**

Students are duly informed their behavior on school property, school buses and/or adjacent property may be monitored by security cameras. This can be used for disciplinary proceedings. The administration provides prior notice to staff, students and parents/guardians that

electronic surveillance may occur on school property or in school vehicles. In addition, appropriate signs are posted in building entrances and at other locations deemed appropriate by the administration to inform visitors that electronic surveillance may occur on district property.

### **XIII. Search and Seizure**

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

### **XIV. Dress and Appearance**

The students at Brookville Local Schools are expected to dress in an acceptable manner. Any student dress/appearance that detracts from the normal pattern of the educational process will not be permitted. The dress/appearance guidelines include, but are not limited to, the following:

1. No student shall wear or exhibit shirts, buttons, pins etc., with obscene/objectionable language or language promoting the use of alcohol, drugs, or violence, or serves as a potential distraction is not permitted.

2. Muscle shirts, mesh jerseys, tube tops or tank tops are prohibited.
3. Some clothing, accessories, and hairstyles are in bad taste and can serve as a distraction or be disruptive. It will be the judgment of the administration in determining if corrective measures are warranted.
4. Hats, bandannas and hoods of sweatshirts cannot be worn in the building.
5. Blouses, dresses or shirts, which expose areas of the stomach, side, or back, are not permitted. Shirts must reach the waist and cover the shoulders.
6. Body piercings that potentially serve as a safety/health concern or potential distraction are prohibited.
7. Shorts must be at an acceptable length.
8. No face or body painting will be permitted.
9. Due to safety concerns, students are required to wear appropriate shoes on days they are scheduled to participate in physical education class.

All decisions regarding appropriate dress and appearance are at the discretion of the administrators of Brookville Local Schools. The Schools are air conditioned, therefore please remember to dress appropriately for the temperature of the building.

## **XV. Electronics**

Electronic items are not permitted to be seen, used, or heard in the classrooms. However, if permission is given by a teacher, students may use his/her device for educational purposes. If items are being used, seen or heard without permission, they will be taken from the student. Students who fail to give an adult his/her phone when requested may receive additional consequences. Students are permitted to use personal electronic devices before school and after school. Parents will be required to pick these items up if a student fails to follow these requirements more than once during the year.

## **APPENDIX B**

### **7540.03 - STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The District's Internet system has a limited educational purpose. The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network).

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board's policy on instructional materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access through the Board's Internet connection to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and



screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Technology Coordinator may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has 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 may find inappropriate, offensive, objectionable or controversial. Parents assume risks by consenting to allow their child to participate in the use of the Internet. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to allow for independent student access to the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

**Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.**

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board'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. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action

taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and the Technology Coordinator as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.

P.L. 106-554, Children's Internet Protection Act of 2000  
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)  
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)  
18 U.S.C. 1460  
18 U.S.C. 2246  
18 U.S.C. 2256  
20 U.S.C. 6777, 9134 (2003)  
**76 F.R. 56295, 56303**

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