


BROOKLYN SCHOOL HOME OF THE HURRICANES

STUDENT HANDBOOK 2024-2025



Phone: 216-485-8176
Attendance: 216-485-8171
Transportation: 216-485-8174

9200 Biddulph Road
Brooklyn, Ohio 44144
Fax: 216-485-8130

School Hours: Grades 5-12, 8:00am - 3:05pm
Grades K-4, 8:30am - 3:05pm
Office Hours: 7:30am - 4:00pm

Johnny Bollin, Principal
Marcello DeAngelis, Assistant Principal
Denise Smith, K-3 Guidance Counselor
Karen Gallagher, 4-7 Guidance Counselor
Laura Paul, Building Secretary
Kay Bellisario, Attendance & Records

Brooklyn City Schools - Board of Education
Ms. Kelli Krall, President
Mr. Karam Hasrouni, Vice President
Mr. Jason Hubbel
Mr. Rocky Neale
Ms. Alison Rafter
Dr. Theodore Caleris, Superintendent of Schools

This agenda belongs to:

BROOKLYN SCHOOL

Phone Ext.

Principal

Johnny Bollin 8177

Assistant Principal

Marcello DeAngelis 8178

Secretary

Laura Paul 8176

Kay Bellisario 8176

Guidance Counselors

Denise Smith, K-3 8173

Karen Gallagher, 4-7 8166

Coordinator of Family Engagement & Mental Health Services

Hannah Bencivenni 8616

PreSchool

Jessica Super 8354

Brittany Hubbell 8341

Kayla Patterson 8356

Kindergarten

Courtney Gomez 8314

Michelle Hopkins 8315

Keli Hvizdos 8312

Amanda Kenesky 8321

Grade 1

Deanna Borowy 8310

Jenny Bayer 8621

Katie Renkas 8408

Lisa Foley 8317

Grade 2

Amber Cannon 8436

Sue Grodek 8325

Danelle Gump 8434

Nora Trimmer 8311

Grade 3

Meredith Allman 8333

Holly Heiple 8307

Samantha Green 8422

Carrie Musci 8306

Grade 4

Emily Banach 8451

Michele McQueen 8442

Laura Mills 8427

Grade 5

Dawn Bloam 8431

Allison Cuiksa 8426

Kristen Sullivan 8335

AnnMarie Yarman 8524

Grade 6

Amanda Baker 8515

Judith Fortuna 8545

Jeff Lavinder 8518

Jerrold Karl 8514

Grade 7

Sherrin Frate 8529

Geogeann Mullally 8415

Jacob Burko 8511

John Grigson 8453

Intervention Specialist

Dana Burtzloff 8331

Melissa Depetro 8534

Stacie DiNunzio 8428

Jack Hans 8603

Jennifer Hengsteler 8407

Chris Hovan 8420

Sarah Kaczmarczyk 8432

Jennifer Kiss 8504

Suzy Marquis 8323

Lana Ullemeyer 8435

Title I Instructors

Kristina Batcha 8320

Hannah Murray 8437

Selena Lahoud 8406

Jenna Stack 8350

Art

Marcie Lowell 8313

Joanne Becker 8512

Music

Kim Cipriani 8132

Bryan Keller 8414

Sean Sullivan 8133

Physical Education

Denise Sinko 8170

Richard Hvizdos 8450

Media Specialist/Tech Coach

Wendy Smith 8158

ESL

Elisabeth Buduleta 8652

Emily McQuiston 8410

Gifted & Talented

8439

School Psychologists

Simone Williams 8137

Kayla Armario 8142

Speech Pathologists

Alyssa Laurenzi 8502

Lindsay Ettelson 8322

Physical Therapist

Lisa Dietsche 8202

Occupational Therapist

Claire Heffron 8353

KATS Club (8421)

Chris Ross, Director 8168

Clinic

Barb Manley, Nurse 8143

Terri Beck, Health Aide 8179

Nancy Cutright 8187

Voice Mail for Staff:

- Dial (216) 485-8100
- Enter his/her extension after the welcome message.

For an Emergency Situation:

Dial direct to the school secretary

216-485-8176

WELCOME TO BROOKLYN CITY SCHOOLS...Home of the Hurricanes



MISSION

Tradition. Pride. Excellence.

FINALFORMS

We maintain all of our student records in FinalForms. FinalForms must be **updated every school year**. Students are required to have updated FinalForms on file in order to participate in any extracurricular activities, sports, school field trips or outings, reward activities and dances. Please contact Laura Paul at 216.485.8181 if you need assistance in completing this.

ACADEMIC PROCEDURES

Report cards are available for parents to view electronically. A parent must set up a ProgressBook account to be able to log in and view the report card. The registration key for parents is available from the child's teacher or the school's office.

Parent - Teacher Conferences

Parent-Teacher conferences are a very important part of your child's school experience. Please make every effort to attend conferences. The school requests two (2) Parent-Teacher conferences with parents during the school year. Additional conferences can be scheduled by the parent or teacher as needed.

Homework

The education of children is not restricted to the classroom. Homework is a means of reinforcing concepts already taught and fostering habits of independent study. Parents are encouraged to participate with their children in homework assignments in helpful ways. However, homework is the responsibility of the student. Our students in grades 2 -7 will work with their teachers to assist them in creating a system to keep track of their assignments. Progress Book is a great way for you to stay in touch with your child's teacher and keep current on your child's homework assignments. If your child is experiencing difficulty with homework, notify the teacher.

Promotion, Retention, Acceleration and Early Entrance to Kindergarten

The promotion or retention of each student in the District will be determined individually (Board Policy 5410.) The decision to promote a student or to retain a student in a grade will be made on the basis of the following factors which the teacher, administrator and parents will take into consideration: language arts grade, mental ability, age, physical maturity, emotional and social development, social problems, home conditions and grade average. The parent will be contacted prior to the 4th quarter if retention is being considered.

Board Policy 5408 (available online or in school office) details procedures that shall be used for evaluating students for possible accelerated placement and identifying students who should be granted early admission to kindergarten, accelerated in one or more individual subject areas, promoted to a higher grade level than their same-age peers, or granted early graduation from high school. Contact the principal for additional information.

Notice of Nondiscrimination and Internal Complaint Procedures

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 and 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: Director of Pupil Services, 9200 Biddulph Rd., Brooklyn, OH 44144 (216) 485-8100. The individual may also, at any time, contact the U.S. Department of Education, Office for Civil Rights, Cleveland Office, 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114-2611; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: ocr.cleveland@ed.gov; Web: <http://www.ed.gov/ocr>.

Notice of Section 504/ADA Procedural Information and Rights Board Policy 2260, 2260.01A and Board Policy Form 2260.01A F3 are available online and in the school office.

Educational Program, Instructional Materials, Student Records

Parents' rights relating to 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).

GRADING SYSTEM for students Grades 4-12

Letter Grade Determination

The percentage scale listed below determines the letter grade on the report cards.

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

In addition, students will receive an EFFORT grade (O - outstanding, S - satisfactory, N - needs improvement) based on their effort in class.

Final Grade Determination

In order to pass in a yearlong subject, a student must earn 4 points per class; 2 points in each semester. Each letter grade receives a point value, for example:

- A equals 4 points
- B equals 3 points
- C equals 2 points
- D equals 1 point
- F equals 0 points

If the total points accumulated falls on a mid-point value between two grades, teachers may consider any of the following criteria for a student who is just below the cutoff for the next higher grade to raise the grade: improvement of work during the semester, cooperation with students and teachers within the class throughout the semester, daily participation in class activities throughout the semester and completion of homework throughout the semester. For 4th - 7th grade students, each nine-week period will count for approximately 25%. If a Final Project is used in a grade level, then the project grade would calculate as follows: 22% for each quarter and 11% for the Final Project.

Progressbook - ParentAccess/Grades

Teachers maintain their grades through ProgressBook, an online grade book. Parents can access their child's grades by first setting up an account for ParentAccess using a registration key. This registration key can be obtained by contacting the main office at 216-485-8176. Parents are encouraged to contact teachers with their concerns about their child's progress. Report cards are available on ProgressBook at the end of each grading period.

Paper report cards will not be sent home.

Access ProgressBook ParentAccess by visiting: <https://pa.neonet.org>

Need Help?

Please visit the Brooklyn City Schools Website and look under the "Parent Resources" tab.

HONOR ROLL AND MERIT ROLL (grades 4-7)

1. Students with an average between 3.5 and 4.0 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 NIGHT (INVITATION ONLY)

1. To be eligible to attend the banquet, a fourth, fifth, sixth, or seventh grade student must earn at least a 3.50 average with no mark lower than a "C". Academic Banquet eligibility will be calculated yearly, and student marks will be used from the current 3 quarters of the school year.
2. All eligible students are presented either with a medal or certificate.

ACADEMIC AWARDS: PRESIDENTIAL AWARD

- 3.5 G.P.A. or higher and a score of *Advanced* in Math or Reading on state test

SCHOLAR ATHLETE AWARD (7th Grade Award)

- 3.0 G.P.A. or higher cumulative G.P.A.
- Successful participation in at least two sports
- One male and one female student

EMAIL POLICY - 6th & 7th grades

Brooklyn School utilizes GSuite to support the educational process. With GSuite, our 6th and 7th grade students will have access to all the tools inside of the GSuite, including email. Students will only be permitted to email users inside our domain and select users outside of the domain. This includes other students and teachers. Please see below for additional guidelines:

1. **Prohibited Conduct.** Please refer to the Board Policy 7540.03, Administrative Guideline 7540.03, and the Consistent Discipline Handbook.
2. **Access Restriction.** Access to and use of student email is considered a privilege afforded at the discretion of the Brooklyn City School District. The District maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and discipline.
3. **Security.** Brooklyn City School District cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information.
4. **Privacy.** The general right of privacy will be extended to the extent possible in the electronic environment. Brooklyn City School District and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the bcshurricanes.org Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

ATTENDANCE POLICIES & PROCEDURES

Regular attendance by all students of the District is very important. In many cases, irregular attendance is the major reason for poor school work; therefore, all students will be urged to make necessary appointments, do personal errands, etc., outside of school hours.

BOARD POLICY 5200 - 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 each 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
- H. Any classroom assignment missed due to the absence shall be completed by the student.
- I. 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.
- J. such good cause as may be acceptable to the Superintendent
- K. medically necessary leave for a pregnant student in accordance with Policy 5751
- L. 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 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 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 secretary 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:

- A. The student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C. 3321.04; or
- C. the students has received an age and schooling certificate; or
- D. The student has a Doctor's Note.

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, 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 the 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, 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:

Absence Line (216) 485-8171

In case of absence, parents should notify the school on the day a student is absent at **440-485-8171** 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

It is the student's responsibility to obtain and complete makeup work when absent. **STUDENTS ABSENT FROM SCHOOL WILL HAVE THE SAME NUMBER OF DAYS TO MAKE-UP WORK AS THE NUMBER OF DAYS ABSENT.** Students who are absent from school for reasons not permitted by State law WILL be permitted to make up work for partial credit. The Board of Education authorizes the building principals to establish procedures to address the academic needs of students absent from school more than 8 days a quarter. Each case will be considered on its merits by the principal and the respective teacher(s). All absences must be verified by a parent/guardian.

Parents requesting school work for students home for more than 2 consecutive days will be required to turn in that work before any further work is given. If a test or major project deadline was known before the absence, the student will be required to take the test or turn in the project on the next day back to school if that date has passed or on that date if it has not.

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

Failure to report a student absence will result in an UNEXCUSED absence. An unexcused absence indicates the student will receive partial credit as noted on the next page. Students may not be permitted to make up any work or tests, which were taken on the date of the unexcused absence.

PROCEDURE TO REQUEST EARLY DISMISSAL

For a student to be excused from school before the regular dismissal time, a written request must come from the parent/guardian. The request must be turned in to the 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 should not use their cellphone to call a parent without permission from a staff member.** This may involve disciplinary action. Also, students who leave the building without permission will face administrative consequences, including out of school suspension.

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; however, we know that families do not always have complete control in choosing the dates for vacations.

The student's parent or guardian must complete the **PLANNED ABSENCE FORM**, which can be found on the district website. The form must be completed at least one week in advance. It is the responsibility of the student to have this completed and turned into the office. The students will have days equal to the number of days absent to make up work for full credit. If advance notice is not given to the school, the vacation may be considered **unexcused**.

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 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 (Late to School) Grades 5-7 Tardy after 8:00 am / Grades K-4 Tardy after 8:30 am

- Tardiness is not being in the proper place at the designated time. When tardy to school or class, the student may be subject to disciplinary measures as assigned by the classroom teacher and/or the office.
- Students who do not enter class by the start of the instructional day 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. Parents may be asked for Medical Documentation if it is seen as a recurring issue; however, Brooklyn School expects every student to be in class at the start of the instructional day. Due to State law, tardies will be included in time missed from school.
- Recurring tardies will result in disciplinary measures for grades 6 and 7:
 - 1st & 2nd tardy: no consequence
 - 3rd tardy: meet with principal
 - 4th tardy: phone call to parent/guardian
 - 5th, 6th & 7th tardy: detention
 - 8th, 9th & 10th tardy: 2 detentions
 - 11th tardy: Saturday school

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 office, 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 office.

If your child is dismissed from the school from the clinic, a parent must pick the child up. Students are not permitted to walk or ride their bike home.

CLINIC

If your child has a chronic health condition such as severe allergies, requiring an Epi-Pen, asthma-needing inhaler, diabetes or anything you feel needs to be brought to the attention of the school nurse, please document these concerns online via the District website. If you do not have access to a computer, the parent/guardian can arrange a time to come up to the school and fill out the proper documentation in the school building. the Emergency Medical Authorization Card and contact the nurse at 216-485-8179 as additional paperwork is required (Board 5330F1: Medication, Board Form 5330F3; Inhaler, Board Form 55330F4; Epi-Pen).

When to KEEP YOUR CHILD HOME:

- A. Fever of 100 or higher – return when fever free for 24 hours without medication
- B. Vomiting/diarrhea – keep home 24 hours after last episode
- C. Undiagnosed rash – need a physician’s note to return to school
- D. Strep Throat – until completed 24 hours of antibiotic

- E. Severe Cough/Cold – especially with green/yellow nasal drainage
- F. Red, watery, burning, itchy eyes or yellowish drainage
- G. Nits/Lice – must be cleared by the Clinic

The above symptoms/conditions may mean the start of a communicable disease or nuisance condition that could affect many other children in your child's classroom. Your child may also be too sick to learn in school that day. In fairness to ALL children, keep your child home until you can determine what else may be developing. If your child must be picked up from school due to illness, a parent or other party must pick the child up from school. A doctor's note must be provided after 5 consecutive sick days.

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:

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

DISCIPLINARY OPTIONS FOR MISCONDUCT (not necessarily in order)

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

1. Teacher/Office Detention
2. Parent contact/conference
3. Removal from school
4. Out of School Suspension (OSS); upon return of some suspensions, parents will be expected to attend a team meeting
5. In-school Assignment (ISA)
6. Social Restrictions
7. Community Service
8. Potential expulsion

Teacher/Office Detentions:

Teachers or Office detentions are assigned as a result of a violation of school rules. Unless arranged with a parent/guardian, teachers/administrators will assign detentions for the following school day. Each detention will last approximately 30 minutes, but this will be under the discretion of administration. Detentions may be issued before or after school as well as lunch periods. Students who are absent on the day of their assigned detention must serve the detention on the next available day they return to school. If a detention is not served, the student may be assigned additional after school detentions. Repeated failures to serve assigned detentions may result in further disciplinary consequences at the discretion of the school administration, or in an Out of School Suspension.

After school office detentions are on Monday, Tuesday, Wednesday, and Thursday of each week from 3:15 - 3:45 PM.

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, athletics, field trips, etc. Social restrictions may be used by the administration as a disciplinary consequence. Social restrictions may also be invoked for students who have received five or more office referrals/detention or a suspension during the quarter or exceeded the school attendance policy during the quarter. **A student with any outstanding fee or fine may be restricted from attending.**

In-School Assignment (ISA)

An ISA enables the students to gather all work from teachers for the day or allotted time determined by administration and complete all assignments in the office. If time permits, the administration will email teachers to notify them of the ISA assigned in order for teachers to gather work for the student prior to the ISA, 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 the office. Students will not participate in recess on the day of the ISA.

Out of School Suspension (OSS):

When all other forms of discipline have failed to correct student behavior or when the student causes a major disruption of school or the activities associated with the school, it may become necessary to suspend a student out of school (OSS). The OSS allows for makeup work to be completed by the student for maximum credit, providing no other disciplinary action is required towards the student for the remainder of the grading period. The work is required based on the number of days out of school. For example, one OSS day would allow for one day for all work to be completed; if three OSS days were issued, then three days would be allotted to make up all work. Students are responsible for obtaining the work they missed while on OSS. Parents must pick their students up from school if students receive an OSS during the school day. **While serving a suspension, students cannot participate in, nor attend school-sponsored events.**

APPEALING A SUSPENSION:

All suspensions can be appealed to the superintendent. To appeal, a letter signed by the parent/guardian on the intent to appeal must be given to the superintendent's office within two days of the suspension being issued by the Principal. An appeal hearing will be scheduled. The student will be permitted to attend all activities related to school until the appeal process is completed. Circumstances that endanger a specific student or others in the school may allow administration to remove a student as an "emergency".

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 (including field trips), athletic contests, assemblies, school plays, dances, or band performances.

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.

Level I

1. **Public Display of Affection:** Students are expected to exercise self-control and respect for the reputation of others. Specifically kissing and inappropriate displays of affection are not allowed and may result in school discipline
2. **Tardiness:** Late arrival to school, class, or other required school activity
3. **Electronic Device:** Use of any electronic device without permission. The School will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic

equipment on school property or at any school-sponsored activity without the permission of the Principal. Unauthorized electronic equipment may be confiscated from the student by school personnel and disciplinary action may be taken

4. **Dress Code:** Failure to comply with the dress code policy as described within this handbook or determined by administration

Level II

5. **Truancy:** Unexcused absence from school. Attendance laws require students to be in school all day or to have a legitimate excuse for their absence (parent phone call). Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.
6. **Off-Schedule:** A skipped class or part of the school day. Leaving one's assigned area with permission
7. **Failure to Accept Discipline:** Failure to accept and comply with disciplinary penalties 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.
8. **Inappropriate Language and/or Gestures:** Use of profanity, vulgar, obscene, or disrespectful language and/or gestures
9. **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. Use of the school's computers is a privilege and inappropriate use may result in the cancellation of those privileges.
10. **Horseplay:** Inappropriate physical activity, play, or pranks that occur in the school setting that are loud, boisterous, rough, and cause a disturbance.
11. **Disobedient/Disruptive:** Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so. Such disruptions include, but are not limited to, unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function such as a delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.
12. **Insubordination:** Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.
13. **Aiding and Abetting Violation of School Rules:** Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision making regarding their behavior.
14. **Unauthorized Use of Vehicle and Careless or Reckless Driving:** Occupying or using vehicles during school hours without parental permission and/or school authorization. Driving on school property in such a manner as to endanger persons or property.

Level III

15. **Fighting** - Engaging in adversarial physical contact in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior). Minimum consequences:
 - a. 1st Offense: 1-3 days OSS
 - b. 2nd Offense: 5 days OSS
 - c. 3rd Offense: 10 days OSS with a recommendation for expulsion
16. **Damaging Property/Vandalism:** Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees, or others and disregard for school property. Students found to be damaging school property may be charged for damages.
17. **Theft or Knowingly Receiving or Possessing Stolen Property:** Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the Principal. The School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

18. **Use, Possession, Sale, or Distribution of Tobacco Products:** Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and at any interscholastic competition, extracurricular event, or other school sponsored event is prohibited. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. The term “tobacco” includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, “JUUL”, “NJOY,” “BREEZE,” “Puff Bar,” etc.), e-cigar, e-pipe, vape pen, or e-hookah; but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence. Smoking of electronic cigarettes, “vapor devices,” and other substitute forms of cigarettes whether they contain nicotine or not, are also prohibited. Clove cigarettes or other smoking devices for burning tobacco or any other substance is also prohibited.
19. **Harassment and/or Aggressive Behavior, Including Bullying/Cyberbullying:** The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action. Please refer to Board Policy 5517 for more information.
19. **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 not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.
20. **Sexual Misconduct:** 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. Behaviors include, but are not limited to, pinching, grabbing, suggestive comments, gestures, jokes, or pressure to engage in sexual activity.
21. **Gambling:** Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, 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 that school activity.
22. **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 use of false IDs. Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action. Use of Artificial intelligence will also be considered a form of plagiarism and cheating. Students found plagiarizing or cheating may receive a zero on the assignment and parent(s)/guardian(s) will be notified by the teacher. On the second offense in the same class, a student may receive a failing grade for the nine-week period and parent(s)/guardian(s) will be notified. On subsequent offenses in the same class, a student may lose credit for the semester or entire course and parent(s)/guardian(s) will be notified.
23. **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 school, the student is prohibited from being present on school property without authorization of the Principal.
24. **Lighting Incendiary Devices:** Unauthorized igniting of matches, lighters and other devices that produce flames.

Level IV

25. **Use and/or Possession of a Firearm:** Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy 5611.
- Firearm is defined as any weapon (including a starter gun) that will or 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 destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.
 - Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity, or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm, or knowingly displaying or brandishing the object and indicating it is a firearm.
26. **Use and/or Possession of a Weapon:** The term "weapon" includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous ordinances under State law. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion. A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for or is readily capable of causing death or serious bodily injury. Section 2923.122 of the Ohio Revised Code makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto or on any property owned or controlled by, or to any activity held under the auspices of a school. Brooklyn High School is a Gun Free School Zone. Federal law and school board policy prohibits guns on school property.
27. **Knowledge of Dangerous Weapons or Threats of Violence:** Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.
28. **Possession and/or Use of Explosives and/or Fireworks:** Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to, explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances, or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration, or detonation.
29. **Use, Possession, Sale, Distribution, Concealing of Drugs and/or Alcohol:** Possessing, using, transmitting, concealing, showing evidence of having used, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood-altering drugs, THC, counterfeit controlled substances, lookalikes, over the counter stimulants or depressants, anabolic steroids, or drug related paraphernalia.
30. **Possession of Pornography:** Possessing sexually explicit material.
31. **Bomb Threats and Other False Alarms and Reports:** Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm, is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law and will subject the student to disciplinary action.

32. **Firearm Look-Alikes:** 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. Examples include, but are not limited to, toy guns, cap guns, bb guns, and pellet guns.
33. **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. Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.
34. **Physically Assaulting a Staff Member/Student/Person Associated with the District:** Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting, or attempting to inflict bodily harm upon another person. Physical assault of a staff member, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful, or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.
35. **Arson:** Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.
36. **Burglary:** Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.
37. **Hazing:** Performing any act, or coercing another, including the victim, to perform any act, of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule. Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property. All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

Please refer to Appendix III for the Board adopted policy on bullying and other forms of aggressive behavior (5517.01)

TITLE IX SEXUAL HARASSMENT

Please refer to Appendix II for the Board adopted policy on nondiscrimination on the basis of sex in education programs or activities (2266).

ZERO TOLERANCE

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

DISTRICT BULLYING AND HARASSMENT POLICY

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. The prohibition includes aggressive behavior, physical, verbal and psychological abuse. 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 or while en route 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.

Harassment, intimidation, or bullying means any intentional written verbal, graphic, or physical acts, including electronically transmitted (i.e. internet, e-mail, cellular telephone, personal digital assistant) that a student or group of students exhibits toward another particular student(s) more than one and the behavior causes both mental or physical harm of 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). All complaints about the above mentioned behaviors that may violate this policy shall be promptly investigated. The complete policy can be viewed in the Board of Education Policies on the district website.

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:

- ❖ Using another student's work and claiming it as your own.
- ❖ Copying information from another student's test, homework, class work, project, paper, or any other class assignment.
- ❖ 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.

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

1. The first offense may result in a zero for the test, assignment, or project. The grade of zero may 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.

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 remain, the remaining percentage will be carried into the athlete's next sports season and served to 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 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 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.

ENTERING AND LEAVING THE BUILDING

All students entering the building prior to 8:00 AM must report to the cafeteria in their grade's designated area; students are not permitted to go to their lockers at this time. When leaving the building, all students must exit the building by 3:20 unless participating in an approved after-school activity. **Parents should call the office if they have**

to pick their child up later than 3:30. It is imperative that the child be picked up by 4:00 PM. The parent must come to the main office after 3:30 to pick up their child. If after school care is needed, you may apply for KATS for a fee.

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.
6. Students are not to leave until dismissed by the cafeteria supervisors.
7. Food and drinks are to be eaten only in the cafeteria.

Lunches/Snacks etc.

1. Food being dropped off in the office for students needs to be labeled with the child's name/grade and dropped off prior to their lunch/snack time.
2. Food is not allowed to be dropped off by any food ordering and delivery service (i.e. UberEats, GrubHub, etc.)
3. Parents are allowed to have lunch with their child during the child's lunch time, our guidelines are below.
 - a. Call the office ahead of time to make arrangements
 - b. Lunch will occur in one of the conference rooms.

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. Students need to purchase a combination lock for their gym lockers. Students will not share lockers with another student.

BUS TRANSPORTATION FOR FIELD TRIPS These rules are designed to promote safety on the school buses at all times, since the safety of all students is our top priority. To promote a safe, orderly, efficient and enjoyable bus ride to and from school, all students must follow the rules below:

1. Follow directions the first time they are given.
2. Walk on to and out of the bus.
3. Talk in a normal tone of voice, no shouting.
4. Lines are to be orderly, no cutting or saving places.
5. Students are expected to keep their seat and the surrounding floor area clean.
6. Students are to remain in their seats until given permission to leave the bus.
7. Students are not to leave until dismissed by the bus supervisors.
8. Food and drinks are to be consumed on the bus.

BICYCLES, ROLLER BLADES, SKATEBOARDS AND SCOOTERS

Bicycles, roller blades, skateboards and scooters are permitted as long as they are used for transportation to school and can be stored in the student's locker. All bikes are to be placed in the bicycle rack and locked. Students who abuse this policy will be asked to stop riding. The school is not responsible for damaged or stolen items. When riding to and from school, students are expected to obey traffic regulations. Violation of good safety rules will result in the loss of this privilege. Students must wear helmets, since it is the law in Brooklyn. All students must walk their bikes while on school property between the sidewalk and the bike racks.

DRESS CODE

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 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.

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.

Basic Guidelines on Appearance are as Follows:

1. Feet must be covered by some form of shoes or sandals. No flip-flops, house slippers or shower shoes are permitted.
2. Bare midriffs or cutout clothing are not permitted.
3. Proper underclothing should be worn.
4. Clothing with printing that fails to meet the standards of good taste are not permitted, i.e., alcohol, drug or cigarette logos, offensive words or gestures.
5. Unclean, disheveled and frayed clothing will not be permitted; including pants with excessive holes or tears. Tears in clothing revealing inappropriate areas of the body will also be considered a violation of dress code.
6. Skirts and shorts must be of an appropriate length (even with tights or leggings underneath). 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. If a student's dress does not meet this standard, he/she will be sent home to change or receive a disciplinary consequence.
7. Cut-offs will not be permitted.
8. Hats, bandanas, any other head coverings (unless for religious purposes), hoods and sunglasses are not to be worn inside the building.
9. Facial jewelry is not permitted.
10. 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.
11. Tank tops will not be permitted. All shirts must have a sleeve that covers the shoulder.
12. Pants are to be worn around the waist, not sagging below the waistline.
13. Chains, other than those specifically sold as jewelry and worn around the neck, are not permitted in school. This includes dog collar, wallet, and choker chains.
14. Shorts are permitted to be worn from the start of the school year until the end of the 1st quarter, and from the start of the 4th quarter until the end of school.
15. No pajamas or slippers are to be worn.
16. No fishnet stockings.
17. Outdoor coats, purses and backpacks may not be carried during the school day. They are to remain in the student's locker.
18. As new fashions become the rage, the administration has the right to determine if they fall within the realm of proper attire.
19. Parents will be expected to bring proper attire to school if the dress code isn't followed.
20. No blankets
21. No costumes or costume accessories (unless allowed by administration for special events).

Cell Phones

Cell phones may not be used in the building during school hours. Students may bring a cell phone to school, but it must be turned off when in the building and should remain in the student's locker. District issued chromebooks may be used in the cafeteria with administration approval. Violation may result in the offending item being held in the office until a parent or guardian can pick up the device. Repeated violations may result in detentions, or other consequences; including, but not limited to any disciplinary consequence. Students may request to use the telephone in the office in case of emergency. If a parent/guardian should need to get in touch with their child, they must call the main office. Administration can prohibit any electronic devices that pose a distraction to the learning environment.

CHROMEBOOKS

1. Each student will receive a Chromebook that they are responsible for carrying to and from school.
2. Students are responsible for keeping their Chromebook charged and fully functional.
3. If a Chromebook is lost or damaged, the parent/guardian is responsible for all costs. Please click on the link to read Brooklyn City Schools Chromebook Device Policy: [Brooklyn City School's Chromebook Device Policy](#) or see the attached document.

ITEMS NOT PERMITTED AT SCHOOL

The following items are not permitted at school: squirt guns, laser pointers, lighter/matches, stink bombs, sprays (hair spray, body spray, etc.) and other items that are potentially harmful, destructive or disruptive to the educational process.

ATHLETICS/EXTRACURRICULAR CLUBS AND ACTIVITIES

Students are encouraged to participate in the extra-curricular program. 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. Once the after-school event begins, students will not be re-admitted if they choose to leave that event.

EXTRACURRICULAR ACTIVITIES:

- National Junior Honor Society
- National Junior Art Honor Society
- Student Council
- Memory Book
- 6th/7th grade sporting activities

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, rule 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 students 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, teacher assigned or administrative, because of athletic participation or practice.

For a complete copy of Board Policies, please visit the district website



Brooklyn Elementary Positive Behavior Expectation Matrix



C A N E S

I can be...	Classroom	Playground	Bathroom	Hallway	Cafeteria
C aring and Safe	<ul style="list-style-type: none"> - Keep hands and feet to self - Walk - Use Materials appropriately 	<ul style="list-style-type: none"> - Use equipment appropriately - Stay within boundaries - Be aware of your surroundings 	<ul style="list-style-type: none"> - Wash your hands 	<ul style="list-style-type: none"> - Face forward - Walk in a line on the right side 	<ul style="list-style-type: none"> - Keep hands, feet and objects to self - Walk - Stand in line - Carefully dispose of trash
A Team Player	<ul style="list-style-type: none"> - Be cooperative - Help others - Appropriate voice level 	<ul style="list-style-type: none"> - Be considerate - Be cooperative - Solve problems - Play school appropriate games 	<ul style="list-style-type: none"> - Pick up trash - Take care of school property - Keep walls and stalls clean 	<ul style="list-style-type: none"> - Assist others - Keep areas clean 	<ul style="list-style-type: none"> - Wait your turn in line - Stay seated until dismissal
N ice and Responsible	<ul style="list-style-type: none"> - Follow directions - Accept consequences without arguing - Be on task 	<ul style="list-style-type: none"> - Follow directions - Make smart choices - Be honest 	<ul style="list-style-type: none"> - Get in, do your thing, get out - Be responsible - Flush when finished 	<ul style="list-style-type: none"> - Go directly to destination - Be aware - Keep body to self 	<ul style="list-style-type: none"> - Have lunch or lunch card ready - Get supplies before you sit - Clean up area
Respectful to E veryone	<ul style="list-style-type: none"> - Talk with permission - Use kind words and actions - Be honest 	<ul style="list-style-type: none"> - Use kind words and actions - Ask to join groups - Understand and control emotions appropriately 	<ul style="list-style-type: none"> - Take care of school property - Use time wisely - Use appropriate voice levels 	<ul style="list-style-type: none"> - Be kind to others work on walls - Use appropriate voice levels 	<ul style="list-style-type: none"> - Use manners - Use appropriate voice levels
S uper for Our School!	<ul style="list-style-type: none"> - Be attentive - Be focused - Be ready to learn 	<ul style="list-style-type: none"> - Line up promptly - Line up in your line - Line up quietly 	<ul style="list-style-type: none"> - Clean up - Keep quiet - Ask an adult for help - Report problems 	<ul style="list-style-type: none"> - Keep a quiet learning environment 	<ul style="list-style-type: none"> - Clean up area - Eat food to refuel - Have lunch card ready - Report or clean up spills

Brooklyn City Schools Chromebook Device Policy

Device Policy

1. Purpose

Brooklyn City Schools is committed to using available technology to communicate with and educate members of the school community. It recognizes an expanding reliance on computers among students, faculty, staff, and the administration due to the convenience, speed, cost-effectiveness, and environmental advantages it provides. Upon the return of the [Program Student/Parent Agreement](#) (found at the bottom of this page) signed by the student and one parent or guardian, Brooklyn City Schools will provide all students with a Google Chromebook. The following policy will define the proper use of school-provided and owned devices.

2. Enrollment

Every student enrolled in Brooklyn City Schools grades K-12 will be provided with a device.

3. Applicability of Other School Policies and Rules

Brooklyn City Schools authorizes the use of its device only in a manner consistent with established instructional, research, and administrative objectives of the school.

4. Ownership

While students are enrolled at Brooklyn City Schools, devices issued are the property of Brooklyn City Schools. Should the student break, lose, or have his/her Chromebook stolen, he/she is liable for the replacement cost of the device. Students have no ownership, interest, or right to title in the device.

5. Acceptable Use of Devices

- a. Brooklyn City Schools only authorizes use of its device in a manner that supports its mission. Personal use is permissible so long as, in the determination of Brooklyn City Schools, it does not interfere with the school's mission or preempt normal business and education activity, does not impede student productivity, does not interfere with or negatively impact any other person's or entity's rights and work and/or learning environment, and does not conflict with any rule or law.
 - i. Notwithstanding the above described permissible personal uses, Brooklyn City Schools devices are not to be used for personal profit or nonprofit purposes such as advertising, rentals, selling or buying things, soliciting for charity, or other such uses.
 - ii. A nonexclusive example of illegal activity for which the devices may not be used is transmission or storage of copyrighted materials not in the name of the student or Brooklyn City Schools.
- b. Students must handle the device with care.
- c. Students must not use device or computer programs in any manner other than that for which it is intended.
- d. Students must not intentionally modify network configuration files or otherwise interfere with the functioning of a Brooklyn City Schools computer.
- e. Students must not intentionally transmit viruses and other such malicious computer programs.
- f. The device will be treated in a similar manner as other school-owned educational tools such as textbooks. Therefore, all Brooklyn City Schools policies, rules, handbooks, contracts, and directives, including disciplinary measures, apply to the use of devices.
- g. Loss or theft of a device must be reported to the school by completing the [1:1 Program Lost/Stolen Device Reporting Form](#) and submitting a copy of the police report by the first subsequent business day following the loss or theft. It is the family's responsibility to report theft to the local police department.
- h. Students must not modify, upgrade, or attempt to repair a device issued under this policy without the express permission of Brooklyn City Schools.
- i. If the device requires repair, students must fill out and follow the instructions outlined in the [BCSD Chromebook Repair/Loaner Form](#). A loaner is not guaranteed.
- j. Student's usage of the Chromebook both in and out of school are subject to the rules and regulations of Brooklyn City Schools as outlined in the student handbook, the student acceptable use policy, and the policies adopted by the [Brooklyn Board of Education](#).

6. Reporting Unacceptable Use

Students are responsible for maintaining the integrity of the BCSD 1:1 program and reporting any violations of this policy.

7. Liability

- a. Students are responsible for all material sent by and/or stored on the device loaned to them. Students accept responsibility for keeping their device free from all pornographic material, inappropriate test files, or files that may compromise the integrity of Brooklyn City Schools's network, equipment, or software.
- b. Brooklyn City Schools is not liable for any material sent by and/or stored on the device.

8. No Guaranteed Content Privacy

- a. Brooklyn City Schools cannot guarantee that content stored on devices issued in accordance with this policy will be private. Brooklyn City Schools respects the rights of its students; however, Brooklyn City Schools is also responsible for servicing and protecting its property.
- b. Although the content of the device is not routinely monitored, Brooklyn City Schools reserves the right to monitor or access the hard drives or browsing histories of its devices if it suspects or is advised of possible breaches of security, harassment, or other violations of other school policies, rules, regulations, directives, or law, or evidence exists which demonstrates to the school that its device may contain information, data, or other intellectual property that belongs to another person.

9. Insurance

Students will be responsible for the care of their device. If a Chromebook is damaged beyond typical repair, students will be required to pay the full replacement cost per the cost table.

10. Return of the device

Students will keep their devices throughout the school year. Students will return their devices at the end of each school for the summer. Exceptions to this rule may occur if the student requires summer instruction as determined by the administration. If a student withdraws from Brooklyn City Schools, the device must be promptly returned to the Technology Department before a transcript will be released. If the device is not returned upon withdrawal, a fee equal to the cost of the device and all accessories will be billed to the student.

11. Disciplinary Measures

- a. Noncompliance with the above Device Policy will result in loss or restriction of device privileges. Repeated or severe infractions may result in permanent termination of privileges. Possession of a Brooklyn City Schools device may be revoked at any time for infractions.
- b. Students may be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.
- c. School administrators will determine violations of the above Program Device Policy.
- d. Students violating any part of this policy may face additional disciplinary action deemed appropriate in keeping with the adopted disciplinary policies and guidelines of Brooklyn City Schools. Discipline may include legal action.

12. Indemnification

By signing the Program Student/Parent/ Agreement and any other official Program documentation, the student and his or her parent(s) or guardian(s) agree to reimburse and hold the School harmless from and against any and all liabilities, costs, collections costs, attorney fees, and other damages which arise out of or relate in any way to the use or failure to return the device and its software to the School in accordance with this policy. Brooklyn City Schools reserves the right to change this policy at any time. Please refer to the <http://www.brooklyn.k12.oh.us/Content/chromebookinformation> for the most current policies.

Brooklyn City Schools Student/Parent Agreement for Chromebook Use

Students/Parents understand the Chromebook is the property of the Brooklyn City School District and as a result may be subject to inspection at any time. Students should have NO expectation of privacy of materials found on a Chromebook or a school-supplied or supported Google Account. Students/Parents agree to the following in order to properly care for my Chromebook as intended.

- This Chromebook will not be left unattended and its whereabouts will be known at all times.
- The use of this Chromebook is solely for student use. The device will not be loaned to other individuals.
- Students will take care of my Chromebook in the following ways:
 - Ensure the battery is charged daily
 - Keep food and beverages away from the device
 - As this is an instructional tool to enhance learning and should be used accordingly.
 - In the event a Chromebook is stolen or vandalized, a police report will be filed.
 - In the event the Chromebook breaks or is not functioning properly, students/parents will not attempt to fix or repair it and students will report a breakage to the technology department.
- The student understands that my family is financially responsible in the event the chromebook is lost and for all damages caused by abuse or neglect.
- At the end of the school year, the Chromebook and power cord will be returned in good, working condition. Students/Parents understand and agree to the stipulations set forth in the Brooklyn City School District Chromebook Procedures and Information Guide and the School District's Acceptable Use Policy and Agreement.

Repair costs are as follows:

- Screen \$55.00
- Keyboard/trackpad Repair \$100.00
- Repair Chromebook exterior \$50.00
- Replace Charger/Power Cord \$25.00
- Charging Port \$30.00
- Hinges \$15.00 each
- Lost/Stolen or Non-repairable Device \$220.00
- Other-Costs will be assessed at the time of repair
- Non Listed repair items are subject to parts availability

Parent Signature: _____ Date: _____

Parent Name: _____

Student Name: _____