



**BROOKLYN HIGH SCHOOL  
STUDENT/PARENT HANDBOOK  
2025 -2026  
Grades 8 - 12**

**TRADITION. PRIDE. EXCELLENCE**

**HOME OF THE HURRICANES**

*9200 Biddulph Road  
Brooklyn, Ohio 44144  
Phone: 216-485-8162  
Fax: 216-485-8124*

***Mr. Matthew Larson, Principal  
Mrs. Annie McGhee, Assistant Principal  
Mr. Mark Zofka, Athletic Director  
Mr. Chris Ross, School Counselor  
Mrs. Annie Bir, School Counselor***



**Responsible**



**Respectful**



**Productive**



# BROOKLYN CITY SCHOOLS 2025- 2026 SCHOOL CALENDAR



## AUGUST

- Aug. 22 \* Convocation/Inservice Day - No School
- Aug. 25 \* Teacher Records Day- No School
- Aug. 26 # Student Orientation
- Aug. 26 Open House PK-12th, 5:00 - 7:00 p.m.
- Aug. 27 🍎 First Day of School K - 12th Grade
- Aug. 27 KG Kindergarten Transition Day Last Names A-J 9:00-11:am/K-Z 12:00-2:00 pm
- Aug. 28 KG Kindergarten Transition Day Last Names A-J 9:00-11:am/K-Z 12:00-2:00 pm
- Aug. 28 🎉 Welcome Back to School Community Rally 6:00 p.m. @ Stadium
- Aug. 29 KG Kindergarten Transition Day - All 9:00 am - 2:00 pm

## SEPTEMBER

- Sept. 1 X Labor Day - No School
- Sept. 2 🎒 First Day of Preschool/First Full Day of Kindergarten

## OCTOBER

- Oct. 9 Fall Parent/Teacher Conferences
- Oct. 10 X NEOEA Day - No School
- Oct. 17 \* Teacher Records Day / Inservice - No School

## NOVEMBER

- Nov. 4 \* Staff Inservice Day - No Students
- Nov. 26-28 X Thanksgiving Break - No School

## DECEMBER

- Dec. 22 \* Teacher Records Day / Inservice - No School
- Dec. 22 -31 X Winter Break - No School

## JANUARY

- Jan 1 -2 X Winter Break - No School
- Jan. 5 Classes Resume
- Jan. 19 X Martin Luther King Day - No School

## FEBRUARY

- Feb. 16 X Presidents Day - No School

## MARCH

- March 5 Spring Parent/Teacher Conferences
- March 6 X No School
- March 13 \* Teacher Records Day / Inservice - No School

## APRIL

- April 3 X Good Friday - No School
- April 6-10 X Spring Break - No School

## MAY

- May 25 X Memorial Day - No School
- May 29 Graduation, 6:00 p.m. @ Stadium (Rain = Auditorium)

## JUNE

- June 4 Last Day for Students
- June 5 \* Teacher Records Day

### August 2025

M	T	W	R	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	*
*	#	27	28	29

### February 2026

M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
X	17	18	19	20
23	24	25	26	27

### September 2025

M	T	W	R	F
X	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

### March 2026

M	T	W	R	F
2	3	4	5	X
9	10	11	12	7
16	17	18	19	20
23	24	25	26	27
30	31			

### October 2025

M	T	W	R	F
		1	2	3
6	7	8	9	X
13	14	15	16	*/
20	21	22	23	25
27	28	29	30	31

### April 2026

M	T	W	R	F
		1	2	X
X	X	X	X	X
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

### November 2025

M	T	W	R	F
3	*	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	X	X	X

### May 2026

M	T	W	R	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
X	26	27	28	29

### December 2025

M	T	W	R	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
*	X	X	X	X
X	X			

### June 2026

M	T	W	R	F
1	2	3	4	*

### January 2026

M	T	W	R	F
		X	X	X
5	6	7	8	9
12	13	14	15	16
X	20	21	22	23
26	27	28	29	30

### Grading Periods

- 1st Quarter August 26 - October 17 (36 days)
- 2nd Quarter October 20 - December 19 (41 days)
- 3rd Quarter January 5 - March 13 (46 days)
- 4th Quarter March 16 - June 4 (52 days)

X	No School
*	No School - Teacher Inservice/Records Day
□	End of Grading Period

Approved 1/7/25



**Board of Education**

Kelli Krall, President  
Karam Hasrouni, Vice President  
Jason Hubbell, Member  
Rocky Nealel, Member  
Alison Rafter, Member

**District Administration**

Dr. Theodore Caleris, Superintendent  
Robert Shirhart, Treasurer  
Lisa Deliz, Assistant Superintendent  
Paula Jones, Director of Pupil Services  
David Wallis, Director of Technology  
Sandra Neale, Director of Operations

**High School Administration**

Matthew Larson, Principal  
Annie McGhee, Assistant Principal  
Mark Zofka, Athletic Director

**School Counselors**

Chris Ross, (A-J & All CC+)  
Annie Bir, (K-Z)

**Administrative Office Staff**

Maggie Slattery, Office Secretary  
Patricia Evans, Attendance Secretary  
Melanie Vukmire, Athletics Secretary

For a complete directory of all district staff, phone numbers, and email addresses, please visit the Brooklyn High School website at <https://hs.bcs Hurricanes.org/>

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

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<b>NOTE:</b>	<p>This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was last printed. If you have questions or would like more information about a specific issue or document, please contact a school administrator or access the document on the Brooklyn High School website: <a href="https://hs.bcshurricanes.org/">https://hs.bcshurricanes.org/</a> by clicking on "Student/Parent Handbook" and finding the specific policy or administrative guideline in the Table of Contents for that section.</p>
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**Student/Parent Handbook**  
for the 25 -26 school year  
BROOKLYN HIGH SCHOOL

*Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Administration and teachers will also review this Handbook with students at the beginning of the school year.*

*Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact the BHS Administration.*

**Matthew Larson, Principal** [216-485-8163/[matthew.larson@bcshurricanes.org](mailto:matthew.larson@bcshurricanes.org)]

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**Maggie Slattery, School Secretary** [216-485-8162/[maggie.flanagan@bcshurricanes.org](mailto:maggie.flanagan@bcshurricanes.org)]

**Theodore Caleris, Superintendent of Schools** [216-485-8110/[ted.caleris@bcshurricanes.org](mailto:ted.caleris@bcshurricanes.org)]

Approved by the Board of Education on June 24, 2025

Student Code of Conduct (including Student Discipline Code) adopted by the Board of Education on June 24, 2025.

## **STATEMENT OF PURPOSE**

It is with great pleasure that we welcome you to Brooklyn High School. This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 24, 2025. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's website.

## **DISTRICT MISSION STATEMENT**

*To educate, inspire and foster pride, unity, and respect.*

## **DISTRICT VISION STATEMENT**

*Brooklyn City Schools will be the model of educational excellence and community connectivity through practical, diverse, and innovative approaches to learning.*

## **BROOKLYN HIGH SCHOOL PLEDGE**

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

## **EQUAL EDUCATION OPPORTUNITY**

This District provides an equal educational opportunity for all students.

Any person who believes that they have been discriminated against on the basis of their race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Office:

Paula Jones  
Director of Pupil Services  
216-485- 8136

Complaints will be investigated in accordance with the procedures described on page 48 of this Handbook. Any student making a complaint or participating in a school investigation will be

protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

### **SCHOOL DAY**

BHS Office Hours: 7:30 AM - 3:30 PM

BHS Student Hours: 7:40 AM - 3:15 PM\*

BHS Instructional Hours: 8:00 AM - 3:05 PM

***\*Students remaining in the building after dismissal need to be directly supervised by a teacher, advisor, or coach.***

## **STUDENT RESPONSIBILITIES**

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

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from their school counselor.

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

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times, it will be the responsibility of the student to deliver the information. The School, however, may use the mail, e-mail, or hand delivery when appropriate. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals.

Every student will be issued an identification card which must be in the possession of the student at all times. The card is necessary to gain admission to dances, athletic events, for attendance purposes, and as a library card. A \$5.00 fee will be charged for replacements.

## **STUDENT WELL BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, the student must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides and the student conducts their daily activities.

- Unless enrolling under the District's open enrollment policy (Beginning with the 2025-2026 school year, applicants for new interdistrict open enrollment students must submit applications to the Superintendent between March 1 and April 15 each year).

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

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

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

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

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

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

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

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

- A. an updated copy of the student's transcript;
- B. a report of the student's behavior while in DHS custody;
- C. the student's current IEP, if one has been developed for the child; and
- D. a summary of the instructional record of the child's behavior.

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

New residents to our school district will need to complete an online registration process by visiting <https://brooklyn-oh.finalforms.com/>, and providing all necessary documentation. If you have any questions regarding enrollment, please contact Mrs. Laura Baker at (216) 485-8112.

### **SCHEDULING AND ASSIGNMENT**

Schedules for the upcoming school year are provided to each student in the spring of the preceding year or upon enrollment, and are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the School Counseling Office by May 31 of the previous school year. Students may be denied course enrollment due to lack of available space, a schedule conflict, or the need for the student to pass prerequisite courses. Students withdrawing from a course after classes have started must complete a withdrawal/failure form, located in the school counseling office, with their parent/guardian. Schedules will not be changed to accommodate friendships or teacher preference.

Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the school counseling office. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses.

Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

### **ENTERING AND LEAVING THE BUILDING**

Between the hours of 8:00 am and 3:05 pm, high school students should enter and leave the high school through the front doors only. The back doors may only be used before 8:00 am and after 3:05 pm. Students are not permitted to enter or leave through the Brooklyn School, Treasurer's Office, or Board Office doors. High school students are not to pass across the blue floor by the clinic and music area after school.

### **EARLY DISMISSAL**

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. The request must be turned in to the attendance or building secretary at the beginning of the school day on the day the early dismissal is required. The request must contain:

- Reason for dismissal
- Parent/guardian signature
- Doctor's name and phone number if a medical excuse
- Time that early dismissal is requested

No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

Students may not leave the building without prior written parent/guardian permission. Students may only contact parent(s)/guardian(s) through the clinic in order to be excused when leaving school due to illness. Students who leave the building without permission will face administrative consequences.

CCP (College Credit Plus) students taking classes off campus are required to use the digital sign-out process when leaving and reentering the building. Students who fail to use this process will be considered off-schedule and may be subject to disciplinary action.

### **CLOSED CAMPUS (GRADES 8 - 12)**

Brooklyn High School is a closed campus for grades 8 through 12. Students may not leave the school building unless prior administrative approval has been granted. Students shall not be allowed outside of the building or off school grounds during the regular school day without permission from the administration. Students are required to have adult school personnel supervision to be outside the building on school grounds during the regular school day.

### **LATE ARRIVAL/EARLY RELEASE**

Brooklyn High School's late arrival/early release program is granted to senior students in strong academic and behavioral standing on track to meet all graduation requirements. Eligible Seniors are able to arrive/leave school for one designated period. This privilege may be revoked when the student fails to follow the release guidelines. Any student signing out during the school day after loss of the privilege will be considered off schedule and may be subject to disciplinary action.

### **IMMUNIZATIONS**

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

### **EMERGENCY MEDICAL AUTHORIZATION**

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

### **USE OF MEDICATIONS**

The school may, under the written direction of the parents and physician, dispense medication. All medicine will be kept in a locked cabinet in the school clinic or in another secure place. The clinic staff, secretary, teacher, or administrator will give the child the medication. The medicine must be in the original container from the pharmacy, labeled with the child's name, medication, name, and frequency or dosage and any other information that will help to insure the proper and safe usage of the drug.

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

- A. Parents should, with the counsel of their child's prescriber, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.

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

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each school year through the online platform, Final Forms. Students will not be permitted to leave school to get medication and then return. A parent/guardian must bring any medication to the school if it is not already kept on file at the school.

### **NONPRESCRIBED (OVER-THE-COUNTER) MEDICATIONS**

No staff member will dispense nonprescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a nonprescribed medication on forms that are available from the Main Office. Physician authorization is not required in such cases.

If a student is found using or possessing a nonprescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Students may possess a drug prescribed to the student to prevent the onset of a seizure or to alleviate the symptoms of a seizure, provided the student has prior written approval from the student's physician, and if the student is a minor, the written approval of the student's parent or guardian (Form 5330-F5 - Authorization for the Possession and Use of Seizure Medications). Copies of the written approvals must be provided to the Principal and any school nurse assigned to the building.

Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

#### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

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

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

#### **CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES**

The School District has an obligation to protect staff and students from non casual contact communicable diseases. When a non casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **CONTROL OF BLOOD-BORNE PATHOGENS**

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

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

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

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

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

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

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with the student's physician or county health services [health service].

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

### **STUDENTS WITH DISABILITIES**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. has a mental or physical impairment that substantially limits one (1) or more major life activities;
- B. has a record of such an impairment; or
- C. is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses, and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess, and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA, A.D.A. Section 504) and State law. Contact Paula Jones at 216-485-8136 to inquire about evaluation procedures, programs, and services.

## **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students, Paula Jones, at 216-485-8136

## **CHILDREN AND YOUTH IN FOSTER CARE**

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information, see Policy 5111.03.

## **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Directory information:

Each year, the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as directory information. The Board designates as student directory information: a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; and or awards received.

The Board designates school-assigned e-mail accounts as directory information for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books.

School-assigned email accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such directory information upon written notification to the Board within thirty (30) days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, District-assigned e-mail addresses (if available), and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, District-assigned email address (if available), and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces. The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of directory information, either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose directory information, on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found on the district website.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying requested student records to the building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading, or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or the student's parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the building principal to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one (1) or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov)

### **STUDENT FEES AND FINES**

Students will be provided necessary textbooks for courses of instruction without cost. Student fees must be paid by the end of each quarter, which includes any fees that may have been owed from previous semesters or years. Refunds will only be given when all school fees are current and paid in full. Charges may also be imposed for loss, damage, or destruction of school apparatus, equipment, musical instruments, library materials, textbooks, and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Any student who wishes to withdraw from school must pay all outstanding fees. Seniors must have all fees paid in order to participate in prom, commencement and to receive his/her diploma. Fees may be paid by cash in the Treasurer's office, by cash or credit card at the main office, or credit card online.

### **STUDENT FUNDRAISING**

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fund-raisers:

- Crowdfunding activities are governed by Policy and Administrative Guideline 6605.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.
- Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

### **STUDENT VALUABLES**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

### **LOCKERS**

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

### **MEAL SERVICE**

The School participates in the National School Lunch Program and makes lunches available to students for a fee of \$3.30. A la carte items are available. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student may leave school premises during the lunch period without specific written permission from the Principal.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes they are eligible, contact the main office.

Students will use their ID number to purchase lunches or a la carte items. Money may be added to a student account as needed via Payschool.

Cafeteria Expectations:

- Follow directions the first time they are given
- Walk at all times
- Keep voices low, no shouting
- Use school appropriate language
- Remain seated. Use of outside benches not permitted

- Keep area clean (table and surrounding floor) and place trash in garbage can. Students will be expected remain until task(s) is completed
- Keep laptops away
- Request permission to leave cafeteria
- Food deliveries by parent(s)/guardian(s) only during student's lunch period. No delivery services
- Be respectful of students and staff

Consequences for cafeteria rule violations:

- Removal from cafeteria during lunch
- Assigned seating in the cafeteria
- Office consequences or restorative actions

### **SAFETY AND SECURITY**

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. All District employees are to wear photo-identification badges while in District schools and offices or on District property.

All buildings are equipped with security systems that include video monitoring both inside and outside the building. Building floor plans are on file with the police and fire departments. Room numbers are displayed and all exits are numbered for ease of communication with safety forces.

### **STAY SAFE. SPEAK UP! STUDENT SAFETY REPORTING SYSTEM**

The Stay Safe. Speak Up! Student Safety Reporting System is provided for students and parents to report concerns to school officials which may affect the peace of mind of students or jeopardize the safety of people or school facilities.

Reporting Options include:

- Online reporting tool <https://staysafespeakup.app/Welcome/district/BROOKLYN>
- Telephone hotline (866-547-8362)
- Mobile app (search for Stay Safe. Speak Up! On the App Store or Google Play)

The Stay Safe, Speak Up! Student Safety Reporting System allows students and parents to anonymously report any safety concern, 24/7, report related to: bullying, harassment, intimidation or threats, alcohol or drug abuse, physical or mental abuse, bomb threats, discrimination, hacking or cyber vandalism, health concerns including self-abuse, HIV and AIDS, suicidal behavior, suspicious behavior, theft, tobacco possession, use or distribution, vandalism, violence or fighting, weapons or other dangerous items, or other issues of concern.

### **FIRE, TORNADO, AND SAFETY DRILLS**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted during the school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

### **EMERGENCY CLOSINGS AND DELAYS**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notice of such closing or delay by the Superintendent's office.

- Information concerning school closings or delays can also be found on the School's web page at <https://hs.bcs hurricanes.org/>
- Parents will be notified of school closings or delays via ParentSquare.
- Information concerning school closings or delays can also be found on the district's website, Facebook page, and Twitter.

Parents and students are responsible for knowing about emergency closings and delays.

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

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

### **VISITORS**

The Board of Education welcomes and encourages visits to the school by parents, other adult residents of the community, and interested educators. To ensure the educational program continues without disturbance when visitors are present and to prevent the intrusion of disruptive persons in

the school, it is necessary to invoke visitor controls. The Superintendent or Principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave school grounds or creates a disturbance, the Superintendent or Principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Visitors must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, the person should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time.

Students may not bring visitors to school without prior written permission from the Principal.

### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use. Students may be charged for damages to school equipment and facilities, as well as for loss of school equipment.

### **LOST AND FOUND**

Students are asked to bring any found item to the main office to be reunited with its owner. Lost and found items will be temporarily kept in the main office or on a table in the entrance hallway. Unclaimed items will be donated to charity or discarded.

### **STUDENT ID**

All students are encouraged to carry or wear their identification cards throughout the school day. Student IDs are required for the purchase of a cafeteria lunch. If a student needs a new ID printed due to loss of damage, they will be charged \$5.00 for a new ID.

### **USE OF OFFICE TELEPHONES**

Office telephones may be used by students to contact parents. Except in an emergency, students will not be called to the office to receive a telephone call.

- Telephones are available in the School for students to use when they are not in class.
- Students are not to use telephones to call parents to receive permission to leave school.
- Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

## USE OF PERSONAL COMMUNICATION DEVICES

Cell phones and all functions within the cell phone (i.e. cameras and all other applications) are prohibited in the following areas: Classrooms, Science Labs, Restrooms, Auditorium, and all Physical Education Areas. The respectful, non-disruptive use of cell phones is permitted in the school cafeteria during lunch and any other school area except those listed above. As soon as the threshold of the classroom or any prohibited area is crossed, during the school day, cell phones need to be put away and made undetectable (i.e., silenced without vibration).

Cell phones are prohibited from use in classrooms and any other area in which academic work is being done, including assemblies that may take place in the gymnasium or auditorium. Headphones and other bluetooth-enabled devices are not permitted to be worn in class and must be put away securely by the student in any academic area unless expressly permitted by a staff member for instruction purposes only. Cell phones are not to be used in bathrooms and locker rooms.

Once inside the school, students must store their silenced cell phones in the designated area available in each classroom. If a cell phone/electronic device rings, vibrates, or is used for any reason without teacher permission, or is visible anytime during class time, a staff member may confiscate the device and administration may require return of the device to the parent or guardian only.

Student using cell phones or other functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of our academic honesty policy, violating school conduct rules, harassing or bullying staff or students, photographing or video recording or using their device for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension and/or expulsion and may, if applicable, be reported to law enforcement authorities.

The Board is not responsible for or liable for theft, loss, damage, or vandalism to cell phones brought onto its property.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school.

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

- Headphones and other bluetooth-enabled devices are not permitted to be worn in class and must be put away securely by the student in any academic area unless expressly permitted by a staff member for instructional purposes.
- Students are not to use cell phones in the office unless permission is granted by a staff member
- Students sent to the office for disciplinary reasons are not to be on their cell phones and will be required to turn their cell phones into office personnel.

### **ADVERTISING OUTSIDE ACTIVITIES**

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

### **SECTION II - ACADEMICS**

Information regarding the current list of courses offered, grades, grading periods, graduation requirements, diploma seals and honors diplomas can be found in the Brooklyn High School Program of Study and can be accessed on the school website at:

<https://hs.bcshurricanes.org/bhsstudenthandbook>

### **FIELD TRIPS**

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

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

Students attending field trips out of the district must complete a field trip form provided by the supervising adult in charge of the trip. The privilege to attend a field trip may be affected by poor academic performance or violation of school rules. Students on an attendance plan, having more than one failing grade, and/or having more than one suspension in the current school year may not be permitted to attend.

## **PROMOTION AND RETENTION**

Promotion to the next grade (or level) is based on the following criteria:

- A. completed the course and State-mandated requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade.

A student may be retained at their current grade level based on the following criteria:

- A. failure to demonstrate proficiency in the core subjects of English, Math, Science, and Social Studies.
- B. failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level

A student will be promoted to the succeeding grade when the student has completed the course and State-mandated requirements at the presently assigned grade.

## **EARLY GRADUATION**

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

## **COLLEGE CREDIT PLUS PROGRAM**

Any student in grades seven (7) through twelve (12) may enroll in a College Credit Plus Program provided the student meets the requirements established by law and by the participating college or university. A student may be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. Student participation requires written consent of the Superintendent and, for students under eighteen (18), written consent of the parents or attendance in counseling services offered with this educational option. Any interested student should contact Chris Ross at 216-485-8168 to obtain the necessary information.

## **CAREER ADVISING PROGRAM**

Career advising is an integrated process that helps students understand how their personal interests, strengths, and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options. (See Policy 2413)

## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the school counseling office.

## **HOMEWORK**

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

## **STUDENT ACCEPTABLE USE POLICY**

Email is to be used for school-related communication and not for personal use. Do not send harassing offensive content. Do not send spam, viruses, or other malicious software. Email is not to be read during instructional time unless directed by a teacher. Using email to cheat or share answers may result in disciplinary action.

## **EMAIL SECURITY AND MONITORING**

All emails will pass through a security monitoring system. Filters in place will monitor profanity, harassment, and other inappropriate content. Student email that is identified as inappropriate will be blocked and sent to the school administration and may result in disciplinary action.

## **COMPUTER TECHNOLOGY AND NETWORKS**

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

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

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

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

The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms and cyberbullying awareness and response, as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an email address.

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

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.

- C. Students may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy, is prohibited.
- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited.
- G. Use of the Network to engage in cyberbullying is prohibited. "'Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Websites or MySpace accounts, and defamatory online personal polling Websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." For further information on cyberbullying, visit <http://www.cyberbullying.ca>

Cyberbullying includes, but is not limited to, the following:

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

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

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

- Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive, or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).

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

- and inspect any directories, files and/or messages residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- M. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or principal
  - N. Users have limited expectation of privacy in the contents of their personal files, communication files, and record of web research activities on the Network. Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law. Students' parents have the right to request to see the contents of their children's files and records.
  - O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
  - P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
  - Q. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail, etc.).
  - R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
  - S. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the Principal. Each student is permitted reasonable space to store email, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class- or instruction related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for

class- or instruction-related purposes. The following hierarchy will prevail in governing access to the Network:

1. Class work, assigned and supervised by a staff member.
  2. Class work, specifically assigned but independently conducted.
  3. Personal correspondence (checking, composing, and sending email).
  4. Training (use of such programs as keyboarding tutors, etc.)
  5. Personal discovery ("surfing the Internet").
  6. Other uses – access to resources for "other uses" may be further limited during the school day at the discretion of the principal or other staff members.
- T. Game playing is not permitted at any time.

### **TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS**

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

### **STUDENT ASSESSMENT**

Unless exempted, each student must pass all portions of the State-mandated assessment test as a requirement for graduation. The test will be administered three times a year until the student passes all parts of the test. Students are only required to retake those parts of the test they have not yet passed. While the School District does schedule make-up dates for testing, students should avoid unnecessary absences. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs. Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives. Career and interest surveys may be given to identify particular areas of student interests or talent. These are often given by the guidance staff. College entrance testing information can be obtained from the Guidance Office.

### **CHEATING/PLAGIARISM**

Cheating, plagiarism and copying homework or classroom work 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, classwork, 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

- Plagiarism as defined by Webster’s II New Revised Dictionary is “to take and use as one’s own the ideas or writings of another” without properly crediting the author. This includes taking material from the internet, artificial intelligence such as Chat GPT, and other computer programs.

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

- 1st Offense: will result in a zero for the test, assignment, or project 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
- 2nd Offense: will include all provisions of a 1st offense in addition to a meeting with parents and school counselor. Failure of quarter may result.
- Plagiarism of a major project such as a term paper or portfolio may result in failure for the quarter. If this action is taken, an appeal can be made first to the Department leader and then to administration.

### **POLARIS CAREER CENTER**

Polaris Career Center rules and regulations work together with Brooklyn High School. It is important to remember that if a student is suspended from one school, the suspension is from both schools. Polaris will distribute separate rules and requirements for Polaris Career Center. Transportation to and from Polaris Career Center is provided by Brooklyn City Schools. The administration will determine if a student is allowed to drive her/himself to Polaris along with parental consent. The only exception to this is when a student has been placed in a job outside of the school facility. When this is the case, the student needs to complete the Brooklyn High School/Polaris Driving Form. This form must be approved. If approval is not received, driving privileges will not be granted. The driving form will specify the destination of travel. If at any time, it is found that the vehicle is in a location not specified on the form, driving privileges may be revoked. If the driving privileges are revoked, they will not be reinstated until the next academic quarter. When students return to Brooklyn from Polaris, they are to enter the building immediately, sign-in, and remain in a designated area until their next scheduled class.

### **SECTION III - STUDENT ACTIVITIES**

#### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Brooklyn High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter.

Extracurricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

### **SCHEDULE CONFLICTS**

A performance (athletic event, contest, play, concert, etc.) has priority over any practice or rehearsal. When two events of equal value conflict, the student may participate in the event of his/her choice without fear of penalty or consequence unless the event is a co-curricular and part of a grade. In this situation, the student will need to attend the co-curricular event.

### **STUDENT GROUPS**

Student groups that are educational in nature may be established at Brooklyn High School with the approval of the school administration and the board of education. Membership or participation in the organization or operation of any fraternity, sorority, gang, or other secret group as described by law is prohibited at Brooklyn High School. Gangs or gang-related activity will not be tolerated at school or on school property.

### **BROOKLYN HIGH SCHOOL STUDENT GROUPS/CLUBS/ORGANIZATIONS**

Musical, 8-12  
National Art Society, 8-12  
Drama Club, 8-12  
National Honor Society, 11-12  
Publications, 9-12  
Esports, 8-12  
Principal's Advisory Council, 8-12  
Hurricettes, 9-12  
Key Club, 8-12  
Student Council, 8-12  
Mock Trial, 9-12  
Garden Club, 9-12

### **ATHLETICS**

Brooklyn High School provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right. Playing time in scrimmages and all games and competitions is determined by the coaching staff of that activity/sport. Students may be removed from participation by the coach and/or administration for misconduct, rules violations, or non-attendance. If a student is suspended from school on Friday, the

student cannot participate in any activity on Saturday or Sunday of that week. Students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

Marijuana and alcohol use by students and spectators while in attendance at any school sporting event is strictly prohibited.

All students are prohibited from negative interactions with student-athletes and spectators associated with any other school. This includes any type of threat, taunting, inappropriate language, inappropriate gestures, insubordination, and any and all other activity deemed inappropriate by the Athletic Director, Faculty Manager, Principal, or Assistant Principal. These behaviors are prohibited in person and through the use of any and all social media platforms.

Fall: Cheerleading, Football, Volleyball, Soccer (Boys and Girls)

Winter: Cheerleading, Basketball (Boys and Girls), Wrestling, Ice Hockey, Bowling, Indoor Track (Boys and Girls)

Spring: Track, Softball, Baseball, Flag Football (Girls)

#### ACTIVITY / ATHLETIC GUIDE

The complete Student Activity Guide can be found on the [www.hurricanesathletics.com](http://www.hurricanesathletics.com) website.

### **ACADEMIC ELIGIBILITY**

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

**All students with a GPA below 1.5 are ineligible.**

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

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

### **DRUG, ALCOHOL, AND TOBACCO ABUSE/POSSESSION PROVISIONS**

- First Offense: The student will be prohibited from participating in 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 into the next season that the student is participating. The student will be able to practice at the coach's discretion.

- Second Offense: The student will be prohibited from participating in 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 into the next season that the student is participating. The student will be able to practice at the coach's discretion.
- Third Offense: The student will be prohibited from participating. The student will be permitted to practice at the coach's discretion.
- Additional Offense: The student will be prohibited from participating. 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.

### **WORK PERMITS**

Any employed student under eighteen (18) years of age should obtain a work permit. A work permit application may be picked up in the main office of the high school. After all parties have completed the permit application, the permit will be issued to the student to deliver to the employer, and the application forms will be held on file in the high school office.

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

Students are encouraged to attend as many after-school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

### **SCHOOL DANCE REGULATIONS**

High School Dances, including Homecoming and Prom are hosted for students in Grades 9-12. School rules and regulations apply to all those attending the dance. Students and guests may be asked to provide a valid student ID card and a dance ticket. Students can be subject to both alcohol and metal detector screening by school personnel and the Brooklyn Police Department. Guests of Brooklyn High School students wishing to attend a dance must complete a registration form prior to the dance. Any student or guest refusing to comply with any dance regulation will not be admitted. Students will not be allowed to enter the dance one hour after it begins. There is no re-admittance to the dance once a student leaves. Students on an attendance plan, having more than one failing grade, and/or having more than one suspension in the current school year may not be permitted to attend.

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE/DISTRICT ATTENDANCE POLICY**

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

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

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

- A. Personal illness or appointment with a health care provider (a written physician's statement verifying the illness may be required)
  - A medical excuse for personal illness will be accepted in the form of a doctor's note within five (5) school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit. A student may have up to ten (10) medically excused absences without a doctor's note, but with a phone call from a parent/guardian.
- 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. Religious expression days, up to three (3) of which may, after approval by the principal in accordance with this policy, permit the student to be absent without any academic penalty
- G. Out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity
  - Any classroom assignment missed due to the absence shall be completed by the student.

- If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.
- H. Such good cause as may be acceptable to the Superintendent
- I. Medically necessary leave for a pregnant student in accordance with Policy 5751
- J. Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725
- K. College visitation
  - The District requires verification of the date and time of the visitation by the college, university, or technical college.
- L. Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
- M. Absences due to a student being homeless

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

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

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

### **Religious Expression Days**

The Principal will approve up to three (3) religious expression days per school year after receiving a written request from the student's parent or guardian. Religious expression days may be used to take holidays for reasons of faith or religious or spiritual belief system or participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. Students who are absent on approved religious expression days will not face any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.

To receive accommodations for religious expression days, parents or guardians must submit written requests to the Principal within fourteen (14) days after the start of the school year or fourteen (14)

days after a student is enrolled in the District. The requests must specify the religious expression day(s) to be approved. The Principal will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system. However, the Principal may verify the authenticity of a request by contacting the parent or guardian to confirm they signed it. The Principal may deny the request for religious expression days if the parent or guardian indicates that the signature is not authentic. Once the days have been approved, the Principal will ensure that each teacher schedules a time and date for alternative examinations or other academic requirements that conflict with the student's absence. Students may participate in interscholastic athletics or other extracurricular activities on days in which the student is absent for religious expression.

The District has adopted the following procedure for a student, parent, or guardian to notify the District of any grievance with regard to the implementation of this policy. A grievance must be submitted in writing to the Principal. The Principal will review the grievance and issue a written determination of whether the policy has been violated. The decision of the Principal is final and not subject to further appeal.

The District will notify parents and guardians annually about this policy and the procedures that they must follow to request accommodations for religious expression days.

The policy will be placed in a prominent location on the District's website and will include the contact information for an individual who can provide further information about the policy. The District will also publish a non-exhaustive list of major religious holidays, festivals, and religious observations as published by the State Superintendent for which an absence will not be unreasonably withheld or denied. The list will be provided whenever the policy is posted, printed, or distributed, and will be accompanied by a statement that declares the list is non-exhaustive and may not be used to deny accommodations to a student for a holiday, festival, or observation that is not included in the list. Nothing in this policy, and no inclusion or exclusion of a religious holiday or festival on the list posted by a District, shall preclude a student from full and reasonable accommodations for any sincerely held religious beliefs and practices with regard to all examinations or other academic requirements and absences for reasons of faith or religious or spiritual belief system.

#### **Excessive Absences and Habitual Truant**

When a student of compulsory school age is absent from school with out without a legitimate excuse for thirty-eight (38) or more hours in one school month or sixty-five (6) or more hours in a school year, the attendance officer shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the day 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:

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

### **Absence Intervention Team**

To the extent required by law was 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 of 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 prove the student's parent/guardian 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 an 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 may also include a school psychologist or counselor.

The members of the absence intervention team shall be selected within seven (7) 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 participation of the parent shall include, but not 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:

- Provide counseling to the student
- Request or require the student's parent to attend a parental involvement program
- Request or require a parent to attend a truancy prevention mediation program
- Notify the Registrar of Motor Vehicles of the student's absences
- 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:

- The student is habitually truant
- The school district or school has made meaningful attempts re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable
- 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 the 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 (61) day after the implementation of the absence intervention plan or intervention strategies fall 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 parent/guardian/custodian of the record of absences without legitimate excuse as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's unexcused absences.

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

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

- 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
- 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;
- When a child of compulsory school age who has been adjudicated an unruly child for being a habitual truant violates the court order regarding that adjudication;
- When an absence intervention plan has been implemented for a child under this policy

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

**Procedures to be Followed When Absent**

In case of absence, parents should notify the school on the day a student is absent at 216-485-8171 before 9:00 AM.

The voicemail system operates 24 hours a day. When calling, please state:

- The student’s name and grade
- Date of absence
- Relationship to student
- Reason for absence

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

A medical excuse must be turned into the attendance office if an absence is greater than 5 consecutive days. These excuses must be submitted within two (2) days of the absence to be marked excused.

**Excused and Unexcused Absences**

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

**Excused Absences (Make-Up Work is Permitted)**

- Personal illness (the school may require the certificate of a physician if deemed advisable)
- Illness in the family
- Death of a relative
- Emergencies due to absence of parents or guardians
- Religious holidays
- Emergency or set of circumstances which in the judgment of the principal/designee constitutes a good and sufficient cause for absence from school including
  - Doctor, dentist, orthodontist appointments (students will not be excused the whole day unless it can be shown that the appointment necessitates this)
  - Lawyer’s consultation, which can only be scheduled during school hours
  - Court appearance
  - Funeral for a family member, friends, neighbors, etc., as long as this is not an excessive number during the year

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

**Unexcused Absences (Make-Up Work May Not Be Permitted)**

- Babysitting in non-emergency situations
- Running non-emergency errands
- Staying out of school an unnecessary length of time because of a doctor's appointment
- Out of town unless approved in advance as a vacation
- Oversleeping or missing the bus
- Home repairs in non-emergency situations
- Car trouble or making repairs on one's own or anyone else's car

**Make-up of Tests and Other School Work**

Students who are absent from school with an excuse shall be given the opportunity to make up missed work. The student should contact their teachers as soon as possible to obtain assignments.

- The number of days for completion of make-up work will be equivalent to the number of excused days of absence, not to exceed five.**

If a student misses a teacher's test due to an excused absence, the student should make arrangements with the teacher to take the test at another time. If the student misses a State Mandated assessment test or other standardized test, the student should consult with the school counseling office to arrange for administration of the test at another time. Previously assigned projects and assessments (tests/quizzes) will still be due on established dates and times. Missed assignments and school work as a result of unexcused absences may not be made up for credit.

**Suspension from School**

Absence from school due to suspension shall be considered an authorized absence.

A suspended student will be responsible for making up school work missed due to suspension. Assignments may be obtained from the student's teachers beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns from school.

Students will receive the same number of days, relative to the number of days they were suspended, to complete make-up work, but not to exceed five school days. Students are responsible for obtaining the work they missed while on OSS. If the student returns to improper behavior, OSS work will receive no credit for the grading period. Students with extended OSS (10 days) will have five days to turn in the make up work.

The student will be given at least partial credit for properly-completed assignments and will receive a grade for any made-up tests.

### **Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and their parents shall be subject to the truancy laws of the State. (Please refer also to “Truancy” on page 38 of this handbook.)

### **Tardiness**

Each student is expected to be in their assigned location throughout the school day. If a student is late arriving at school, the student must report to the School office before going to their first assigned location. An admit slip will be provided. Progressive steps will be taken to prevent tardiness as outlined below:

- 1st tardy = no consequence
- 2nd tardy = no consequence
- 3rd tardy = meeting with student
- 4th tardy = phone call home
- 5th tardy = Detention
- 6th tardy = Detention
- 7th tardy = Detention
- 8+ tardies = Thursday School

For every five, consecutive days that a student arrives at school on time, a tardy will be removed. This practice is intended to incentivise and reward students for getting to school on time. Students will begin each quarter at zero tardies.

### **Off Schedule**

A student who is absent from class or the school building without permission is off schedule. Parent(s)/guardian(s) will be notified and consequences provided. The consequence for being off schedule is typically a Thursday School however, other disciplinary actions may be considered as well.

### **Hall Passes**

All students must use a hall pass when exiting and reentering a classroom, except for transitions between classes. Students without a hall pass may be considered off schedule and may be subject to disciplinary consequences. Cell phones should remain put away and not in use when students are using a hall pass.

### **Vacations During the School Year**

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the

Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip.

### **Released Time For Religious Instruction**

Students shall be provided “released time” during the school day to attend a course in religious instruction conducted by a private entity off District property, in accordance with the requirements of Policy 5223.

### **Prearranged Absence**

Absences that are planned ahead require a “Pre-arranged Absence Form” which may be obtained from the attendance office. This form must be completed and returned at least two (2) days prior to the absence and will only be accepted when it contains the signatures of all teachers, the student’s school counselor, an administrator, and a parent/guardian. All assigned work must be turned in upon the student’s return to class to receive credit.

### **Prolonged Absence**

If a student is unable to attend school for more than five (5) days, a parent/guardian should arrange to meet with their child’s school counselor. If the absence is to be more than two (2) school days, parent(s)/guardian(s) may contact the attendance office to request homework assignments from teachers, which may be picked up the following school day. It is the responsibility of the student or parent(s)/guardian(s) to pick up assignments in the attendance office.

### **Absence Effect on Extracurricular Activities and Events**

Students participating in extracurricular activities after school hours must be in attendance at school for at least one-half of the school day on the day of the activity. In case of a Saturday activity, the student must be in attendance or ½ day on Friday. Students who are absent or under any kind of disciplinary removal or suspension may not participate or attend as spectators. If a student is suspended on Friday, they cannot participate in practice or a game/event on Friday, Saturday, or Sunday. 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 the absence. If a student goes home sick on Friday, regardless of time, they cannot participate in any Friday, Saturday, or Sunday practice or game/event. An excused absence does not apply such as a doctor’s appointment, funeral, family emergency, etc. 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 may result in disciplinary action, which may include ejection from the activity or event.

### **College Visits**

Students are urged to visit colleges. Excused absences are permitted for up to three (3) visits per year. In order to verify the visit, documentation from the college or university should be turned into the Attendance Office. The Principal must approve the need for additional college days.

### **Illness at School**

Any student who becomes ill during the school day must report to the office. At no time should the student remain out of class, in a restroom, or anywhere else outside the supervision of a staff member. If the school nurse, the principal, or his designee determine the student should go home, the student's parent(s)/guardian(s) must be contacted to get permission to release the student. Only persons whose name appears on the student's emergency medical form will be accepted in lieu of contacting the parent(s)/guardian(s). Failure to comply with this policy may result in disciplinary action.

### **Release During the School Day**

In order to be released during the day for an appointment, the student is required to bring in a handwritten, dated and signed note to the office that morning from a parent/guardian. Phone calls regarding appointments from a parent/guardian will only be honored in emergency situations. The parent/guardian or another authorized person will then be required to come into the school building and present identification before the student will be released.

CCP (College Credit Plus) students taking classes off campus, such as at LCCC, are required to use the digital sign-out process when leaving and reentering the building. Students who fail to use this process will be considered off-schedule and may be subject to disciplinary action.

## **CODE OF CONDUCT**

The following section provides information concerning School Board policies on discipline and the Code of Conduct in conjunction with the Positive Behavioral Interventions and Support, or PBIS Program at Brooklyn High School (additional behavioral expectations and Code of Conduct provisions will follow this section).

The Brooklyn High School Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes, but is not limited to, school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, this Code of Conduct includes 1) misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and 2) misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

Violation of the Code of Conduct may result in verbal or written warning or reprimand, referral to school counselors, parental contact or conference, detention (office and/or teacher issued), Thursday school, In-School Assignment, behavioral counseling/instruction, community service,

emergency removal, denial of transportation services, denial of athletic privileges, denial of participation privileges, referral to law enforcement agencies, suspension, or expulsion.

Polaris Career Center is an extension of our school program; therefore, students who elect to attend the Career Center are subject to disciplinary action based upon the Student Code of Conduct of either Brooklyn High School and/or Polaris Career Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

The administrative staff at Brooklyn High School reserves the right to determine the appropriateness of any student action or item in a student's possession. School authorities may search the person or property, including the vehicle of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. Students are duly informed that their behavior may be monitored on school property and/or adjacent property by security cameras.

#### **POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORT, or PBIS**

Positive Behavior Interventions and Supports (PBIS) exists to provide a clear system for all expected behaviors at Brooklyn High School, thereby enhancing academic and social behavioral outcomes for all students. Emphasis is placed on promoting constructive interventions and solutions to potential conflicts. BHS staff will be looking for students displaying the behaviors listed in the following table. Recognition may be given to individual students exhibiting these positive behaviors throughout the year.

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

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

### CODE OF CONDUCT (Continued)

A major component of the educational program (at the school) 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 Federal, State, and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

### **Expected Behaviors**

Students are expected to:

- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the School.

### **Classroom Environment**

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- a teacher to communicate effectively with all students in the class; and
- all students in the class have the opportunity to learn.

### **Dress and Grooming**

It is the policy of the Board of Education to recognize the rights and privileges of each student in the matters of dress and appearance to the extent that the exercise of those rights and privileges do not interfere with the orderly process of education. Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

- Clothing and accessories may not include words or visuals that are lewd, obscene, disruptive, abusive, offensive, discriminatory, or harmful. Nor can they include images and/or language that advertise drugs, alcohol, or tobacco.
- Dress and grooming should reflect the professional environment of a school setting. Dress and/or grooming that is disruptive of the classroom or school atmosphere is not permitted.
- Shoes must be worn at all times for health and safety reasons.
- Tops and bottoms must overlap, avoiding any exposure of the student's torso.
- All shirts must have a sleeve that covers the shoulder.
- Proper underclothing must be worn and should not be visible. Private parts, including the chest, genitalia, and buttocks must remain covered in both seated and standing positions.
- Skirts and shorts must be of an appropriate length. The standard rule of thumb to be followed will be the arm-length rule.

- Hats and hoods are not permitted. The only exceptions being for religious or medical reasons.
- Sunglasses are not permitted.
- Chains, other than those specifically sold as jewelry, are not permitted in school.
- As new fashions emerge, such as body suits, leggings, biker shorts, and ripped jeans, administration has the right to determine if it falls within the realm of proper attire.

**The school administration reserves the right to determine what constitutes acceptable and appropriate clothing and accessories.** Students will be asked to change for dress code violations, and when necessary, contact a parent/guardian to bring appropriate clothing to school. A detention may be issued for dress code violations. Other disciplinary measures may be considered as well.

Students who are representing Brooklyn High School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

#### **Care of Property**

Students are responsible for the care of their own personal property. Students are encouraged not to bring items of value to the school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or their parent/guardian may be required to pay for the replacement or repair. If the damage or loss was intentional, the student may be subject to discipline according to the student Code of Conduct.

### **STUDENT DISCIPLINE CODE**

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in school assignment, suspension, and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials, as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school

### **DISCIPLINARY INFRACTIONS**

It must be stated that disciplinary actions of any nature must be tailored to the individual situation. Therefore, in the equitable administration of discipline, teachers and/or administrators must accordingly assess the total factual situation underlying each violation and dispose of each disciplinary action impartially, equitably, and individually. Discipline measures/consequences will not be discussed with the other party except the student's parent/guardian, and if necessary the

classroom teachers. This section identifies four levels of offenses, with the severity of the infraction denoted by the level it is placed under.

### **Level I**

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 without 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. **Assisting in the 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: 5 days OSS
  - b. 2nd Offense: 10 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), vandalization, 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)

### **PROTECTION OF INDIVIDUAL BELIEFS**

The Board shall not solicit or require current or prospective students who seek enrollment in the District to affirmatively ascribe to a specific beliefs, affiliations, ideals, or principles concerning political movement of ideology, nor will the District use any statements of commitment to specific beliefs, affiliations, ideals or principles, concerning political movements or ideology to evaluate the student's academic performance, (See Policy 2265).

### **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.

### **RELIGIOUS LIBERTIES (HB 164)**

The Ohio Student Religious Liberties Act of 2019 defines religious expression as prayer, religious gatherings, distribution of materials or literature, any activity of a religious nature, such as wearing symbolic clothing, expressing a viewpoint, provided that that activity is not vulgar, offensively lewd, or indecent. It allows a student enrolled in a public school to engage in religious expression before, during, and after school hours in the same manner and to the same extent that a student is permitted to engage in secular activities. It provides the same access to school facilities to students who wish to conduct a meeting for the purpose of engaging in religious expression as is given to secular student groups, without regard to the content of the student's group or group's expression. The Board of Education shall not prohibit a student from engaging in religious expression in the completion of homework, artwork, or other written or oral assignments.

### **SELECTIVE SERVICE NOTICE**

Federal Law requires nearly all male US citizens and male immigrants, 18 - 25, to register with selective service at [sss.gov](http://sss.gov).

### **MEMORANDUM TO PARENTS REGARDING BOARD POLICY ON DRUG-FREE SCHOOLS**

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

### **DISCIPLINE**

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm, and consistent for all students in the School.

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

### **Detention**

A student may be detained after school or asked to come to school early by a teacher or administration, after giving the student and the student's parents one (1) day's notice. The student or their parents are responsible for transportation. All detentions assigned will be served from 3:15 to 3:45 pm. When a student skips a detention, he/she will be referred to the office and may receive a Thursday School or other additional consequence designated by the administration. Students are not exempt from detentions because of extra-curricular participation or practice. Examples of actions that may result in a detention include the use of profanity, public displays of affection, disobedient/disruptive, and dress code violations to name a few.

### **Thursday School**

Thursday school will be in session from 3:15 to 4:45 pm. Each student shall arrive with sufficient educational materials to be busy during this continuous one hour and 30 minute study period. Failure to serve an assigned Thursday School may result in further consequences.

### **Restriction on Participation**

Restriction on participation is the loss of the privilege to attend or participate in extracurricular and/or co-curricular activities to include, but not limited to: school assemblies, after school events, field trips, and/or extracurricular activities. Social restrictions may be used by administration as a disciplinary consequence. A student with any outstanding fee or fine, on an attendance plan, having more than one failing grade, and/or having more than one suspension in the current school year may be restricted from attending certain events, such as homecoming, prom, and field trips.

### **Revocation of a Driver's License**

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

### **In School Assignment (ISA)**

In school assignment enables a student to gather all work from their teachers and complete in a separate designated area with staff supervision. If time permits, the administration will email teachers to notify them of the in school assignment to allow teachers to gather work for the student prior to the start of ISA, however, it is ultimately the student's responsibility to gather their work. Students will be permitted to get lunch for their allotted time and eat in the office or the ISA location.

### **Formal Discipline**

Formal discipline involves removal of the student from school. It includes emergency removal for up to 24 hours, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Expulsions may carry over into the next school year. The Superintendent, at the Superintendent's discretion, may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extracurricular activities, such as band and athletics, can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, the student may be subject to school disciplinary action, as well as action through local law enforcement.

### **DUE PROCESS RIGHTS**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

### **Suspension from School (OSS)**

Students who violate the discipline code may be suspended out of school. Suspension is the temporary exclusion of a student by the building administrator from the district's program for a period not to exceed ten school days, provided that the student has been given written notice of his/her suspension and the reasons therefore, and has been given an opportunity to appear at an informal hearing to answer the charges against him/her. Suspensions are reserved for use when a student's behavior is detrimental to him/herself, or others. Students who are suspended out of school or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school. Make-up work can be completed by the student, providing no other disciplinary action is required toward the student for the remainder of the grading period. Students will receive the same number of days, relative to the number of days they were suspended, to complete make-up work, but not to exceed five school

days. Students are responsible for obtaining the work they missed while suspended. If the student returns to improper behavior, all suspension work will receive no credit for the grade period. S

A suspension may be appealed, within three days (72 hours) after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing. During the appeal process, the student shall not be allowed to remain in school.

### **Expulsion from School**

Expulsion is the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in Board policy 5610 and the Student Code of Conduct. The Superintendent may expel a student from school provided the student and his/her parent(s)/guardian(s) have been given written notice of the intention to expel and the reasons therefore, and an opportunity to appear with a representative before the superintendent to answer the charges within three (3) to five (5) days after the notice has been given, unless the superintendent grants an extension of time.

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5), school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by their parents, legal counsel, and/or by a person of the student's choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within three to five days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the

requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Depending upon the results of an expulsion hearing, a Brooklyn High School student may still be allowed to complete school work for credit during the period of expulsion. Expulsion for certain violations, including use or possession of alcohol or drugs, may result in revocation of the student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Early College Credit Program at the time the expulsion is imposed.

If at the time of a suspension or expulsion, there are fewer days remaining in the school year than the number of days the suspension or expulsion, the superintendent may apply the remaining period to the following school year.

### **Suspension/Expulsion Appeal Process**

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings. A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if held before the Board. The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within five (5) calendar days after the date of the notice to suspend. While a hearing before the Board may occur in executive session, the Board must act in public.

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee. A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if it is held before the Board. The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent. While a hearing before the Board or its designee may occur in executive session, the Board must act in public.

### **Emergency Removal**

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

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal, in writing, within one (1) school day. No prior notice or

hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one (1) school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

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

### **Permanent Exclusion**

State law provides for the permanent exclusion of a student, sixteen (16) years of age or older, who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

### **Discipline of Students with Disabilities**

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

### **Suspension of Bus Riding/Transportation Privileges**

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that

informal hearing, the Principal (or assistant principal or other administrator) will decide whether or not to suspend the student's bus riding/transportation privileges for all or part of the school year. If a student's bus riding/transportation privileges are suspended, the student and their parents will be notified, in writing and within five (5) days, of the reason for the suspension and the length of the suspension.

### **SEARCH AND SEIZURE**

Administrators may search a student or a student's 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 all school vehicles transporting students to and from regular and extracurricular activities.

Student vehicles may be searched at the discretion of the administration (with reasonable suspicion). Exercising the privilege of parking on school property provides implied consent to a search.

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.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use. Please refer to Board Policy 5771 for more information.

### **INTERROGATION OF STUDENTS**

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

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

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

If law enforcement or a children's services agency removes a student from school, the building administrator will notify a parent. Every Board official and employee of the Brooklyn City School District is required to immediately report knowledge or suspicion of child abuse or neglect to a public children's services or law enforcement agency in accordance with Board Policy 8462.

### **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

1. Material cannot be displayed if it:
  - a. is obscene to minors, libelous, or pervasively indecent or vulgar;
  - b. advertises any product or service not permitted to minors by law;
  - c. intends to be insulting or harassing;
  - d. intends to incite fighting; or
  - e. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
  
2. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

## **EIGHTEEN YEAR OLD STUDENTS**

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

## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

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

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

The transportation schedule and routes are available by contacting the Transportation Supervisor at 216-485-8114.

### **BUS CONDUCT**

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver will assign seating or direct students in any reasonable manner to maintain transportation safety. Students must comply with the following basic safety rules:

#### Prior to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone
- stay off the road at all times while walking to and waiting for school transportation;
- line up single file off the roadway to enter
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- properly board and depart the vehicle;
- go immediately to a seat and be seated.

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

#### During the trip:

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to

enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student. Video cameras and audio are installed on school buses to monitor behavior and footage may be used as evidence as needed.

Each student shall:

- Remain seated while the school transportation is in motion;
- Keep head, hands, arms, and legs inside the school transportation at all times; do not put, shove or engage in scuffling;
- Do not litter in the school vehicle or throw anything in, into, or from the vehicle; keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver and to other riders; do not eat or play games, cards, etc.; do not use nuisance devices (i.e., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endanger students or employees.
- Do not tamper with the school vehicle or any of its equipment including, but not limited to emergency and/or safety equipment.

Principals and drivers will strictly enforce these rules. Violations may result in denial of bus riding privileges.

#### Exiting the school vehicle

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

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

### **VIDEO RECORDINGS ON SCHOOL BUSES**

The Board of Education has installed video cameras with audio on school buses to monitor student behavior. If a student misbehaves on a bus and the student's actions are recorded, the recording will be submitted to the Principal and may be used as evidence of misbehavior.

### **PENALTIES FOR INFRACTIONS**

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

## **TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE**

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

## **SELF-TRANSPORTATION TO SCHOOL**

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

## **USE OF BICYCLES, MOPEDS, AND MOTOR VEHICLES**

The Board regards the use of bicycles, mopeds, and motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students; a responsibility in the care of property, in the observation of safety rules; and in the display of courtesy and consideration toward others – and an assumption of liability on the part of those students and their parent(s).

The Board will permit the use of motor vehicles by students in grade 9 and above and in accordance with the administrative guidelines of the Superintendent which shall include that students are licensed drivers, and have been granted permission by the building administrator to drive a motor vehicle on school grounds.

The Board will not be responsible for bicycles, mopeds, and motor vehicles which are lost, stolen, or damaged while on school property.

## **OTHER: BICYCLES, SKATEBOARDS, HOVERBOARDS, ETC.**

All bicycles are to be placed in the bike racks provided. Skateboards, scooters, and rollerblades should be stored in the main office until the end of the school day. The school accepts no responsibility for bikes, skateboards, scooters, rollerblades, or other equipment that is stolen or damaged. In addition, if use results in destruction of school property or endangerment of the student body, appropriate discipline will be enforced and police involvement may occur.

## BROOKLYN HIGH SCHOOL DAILY BELL SCHEDULE

### Lunch A

Period	Bell Schedule	Minutes
1st	8:00-8:48	(48)
2nd	8:51-9:39	(48)
3rd	9:42-10:30	(48)
ICE	10:33-11:13	(40)
Lunch	11:16-11:43	(27)
4th	11:46-12:33	(47)
5th	12:36-1:23	(47)
6th	1:26-2:14	(48)
7th	2:17-3:05	(48)

### Lunch B

Period	Bell Schedule	Minutes
1st	8:00-8:48	(48)
2nd	8:51-9:39	(48)
3rd	9:42-10:30	(48)
ICE	10:33-11:13	(40)
4th	11:16-12:03	(47)
Lunch	12:06-12:33	(27)
5th	12:36-1:23	(47)
6th	1:26-2:14	(48)
7th	2:17-3:05	(48)

### 8th Grade Lunch

Period	Bell Schedule	Minutes
1st	8:00-8:48	(48)
2nd	8:51-9:39	(48)
3rd	9:42-10:30	(48)
ICE	10:33-11:13	(40)
4th	11:16-12:03	(47)
5th	12:06-12:53	(47)
Lunch	12:56-1:23	(27)
6th	1:26-2:14	(48)
7th	2:17-3:05	(48)

**Appendix I**  
**STUDENT RECORDS**  
**Board Policy 8330**

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Student personally identifiable information (PII) includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or other individuals or organizations as permitted by law.

The term 'parents' includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term 'eligible student' refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as school officials for the purpose of FERPA:

- A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant); and
- B. contractors, consultants, volunteers, or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers).

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing the school official's tasks (including volunteers) is also considered a school official for purposes of FERPA provided the parent or student meets the above-referenced criteria applicable to other outside parties.

Legitimate educational interest is defined as a direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including, but not limited to, physical and/or technological access controls) are utilized to control access to student records and

to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including academic records, student assessment data, and disciplinary records including records pertaining to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, or alternatively send written notice to the requesting school if there is no record of the student's attendance. Records will be released upon condition that:
  1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; there is no record of the student having attended school in the District or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
  2. within five (5) school days after receiving the request, either the student records shall be transmitted or a written notice will be provided if there is no record of the student's attendance;
  3. except as when expressly prohibited by law, the District is authorized to withhold grades and credits to enforce payment of outstanding fees and charges, and further, may withhold all of a student's school records if there is \$2,500 or more of outstanding debt attributed to the student, and will only release the records once the debt has been paid;
  4. the parent or eligible student, upon request, receives a copy of the record; and
  5. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;
- B. forward student records, including disciplinary records including records pertaining to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student;
- C. forward student records, including disciplinary records including records pertaining to suspensions and expulsions, upon request to a public school or school district in which a student in foster care is enrolled;

Such records shall be transferred within one (1) school day of the enrolling school's request.

- D. provide personally-identifiable information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- E. report a crime committed by a child to appropriate authorities, and with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- F. release de-identified records and information in accordance with Federal regulations;
- G. disclose personally identifiable information from education records, without consent, to organizations conducting studies for, or on behalf of, the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than a representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14) Further, the following personally identifiable information will not be disclosed to any entity: a student or the student's family member's social security number(s); religion; political party affiliation; voting history; or biometric information.

While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.

- H. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as State and local educational authorities;

The disclosed records must be used to audit or evaluate a Federal or State-supported education program or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16)

The District will verify that the authorized representative complies with FERPA regulations.

Under the audit exception, the District will use reasonable methods to verify that the authorized representative complies with FERPA regulations. Specifically, the District will verify, to the greatest extent practical, that the personally identifiable information is used only for the audit, evaluation, or enforcement of a government-supported educational program. The District will also ascertain the legitimacy of the audit or evaluation and will only disclose the specific records that the authorized representative needs. Further, the District will require the authorized representative to use the records only for the specified purpose and not to disclose the information any further, such as for another audit or evaluation. Finally, the District will verify that the information is destroyed when no longer needed for the audit, evaluation, or compliance activity.

- I. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced unless said record is copyrighted or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only directory information regarding a student shall be released to any person or party, other than the student or the student's parent, without the written consent of the parent or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

#### DIRECTORY INFORMATION

Each year, the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as directory information. The Board designates as student directory information: a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; and/or awards received.

The Board designates school-assigned e-mail accounts as directory information for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books.

School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such directory information upon written notification to the Board within five (5) days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, District-assigned e-mail addresses (if available), and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, District-assigned e-mail address (if available), and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces. The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of directory information, either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose directory information of former students, without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

#### INSPECTION OF INFORMATION COLLECTION INSTRUMENT

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student's or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least five (5) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within two (2) business days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazines, and programs providing access to low-cost literary products
- C. curriculum and instructional materials used by elementary and secondary schools
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E. the sale by students of products or services to raise funds for school-related or education-related activities
- F. student recognition programs

The Superintendent is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;

- C. consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation, or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation, or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

#### SAFE AT HOME/ADDRESS CONFIDENTIALITY PROGRAM

If a parent (or adult student) presents to the District a valid program authorization card issued by the Secretary of State certifying that the parent (or adult student), the parent's child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program, the Board shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. Since student records are available to non-custodial parents, designated school officials who have a legitimate educational interest in the information, and other individuals or organizations as permitted by law (including the public in some situations), the Board shall only list the address designated by the Secretary of State to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's designated address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose.

Although the student's actual/confidential address will not be available for release as directory information, the parent (or adult student) may also request that the student's name and telephone number be withheld from any release of directory information. Additionally, if applicable, the student's parent's school, institution of higher education, business, or place of employment (as specified on an application to be a program participant or on a notice of change of name or address) shall be maintained in a confidential manner.

If a non-custodial parent presents a subpoena or court order stating that the non-custodial parent should be provided with copies or access to a student's records, the District will redact the student's confidential address and telephone number from the student's records before complying with the order or subpoena. The District will also notify the custodial/residential parent of the release of student records in accordance with the order or subpoena.

The intentional disclosure of a student's actual/confidential residential address is prohibited. Any violations could result in disciplinary action or criminal prosecution

## Appendix II

### NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

#### Board Policy 2266

##### Introduction

The Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the Board has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Board employees, students, Third Party vendors and contractors, guests, and other members of the School Board community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the Board's education programs and activities.

##### Coverage

This policy applies to Sexual Harassment that occurs within the Board's education programs and activities and that is committed by a member of the School Board community or a Third Party.

This policy does not apply to Sexual Harassment that occurs off school grounds, in a private setting, and outside the scope of the Board's education programs and activities; such Sexual Misconduct/Sexual Activity may be prohibited by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines, applicable State and/or Federal laws.

Consistent with the U.S. Department of Education's implementing regulations for Title IX, this policy does not apply to Sexual Harassment that occurs outside the geographic boundaries of the United States, even if the Sexual Harassment occurs in the Board's education programs or activities. Sexual Harassment that occurs outside the geographic boundaries of the United States is governed by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines, applicable State and/or Federal laws if committed by a Board employee.

##### Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Sexual Harassment: "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

- A. A Board employee conditioning the provision of an aid, benefit, or service of the Board on an individual's participation in unwelcome sexual conduct (often called "*quid pro quo*" harassment);
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, *and* objectively offensive that it effectively denies a person equal access to the Board's education program or activity; or
- C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)A(v), or "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

"Sexual assault" means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent, and the "nonforcible" sex offenses of Incest and Statutory Rape. Sexual assault includes rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.

1. *Rape* is the carnal knowledge of a person (i.e., penetration, no matter how slight, of the genital or anal opening of a person), without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
  2. *Sodomy* is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
  3. *Sexual Assault with an Object* is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.
  4. *Fondling* is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
  5. *Incest* is nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by State law.
  6. *Statutory Rape* is nonforcible sexual intercourse with a person who is under the statutory age of consent as defined by State law.
  7. *Consent* refers to words or actions that a reasonable person would understand as agreement to engage in the sexual conduct at issue. A person may be incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. A person who is incapacitated is not capable of giving consent.
  8. *Incapacitated* refers to the state where a person does not understand and/or appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition, disability, or due to a state of unconsciousness or sleep.
- D. "Domestic violence" includes felony or misdemeanor crimes of violence committed by:
1. A current or former spouse or intimate partner of the victim;
  2. A person with whom the victim shares a child in common;
  3. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
  4. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred; or
  5. Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.
- E. "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- F. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – 1) fear for the person's safety or the safety of others; or 2) suffer substantial emotional distress.

Complainant: "Complainant" means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.

Respondent: "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

Formal Complaint: "Formal Complaint" means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the Board investigate the

allegation(s) of Sexual Harassment. At the time of filing a Formal Complaint with the Board, a Complainant must be participating in or attempting to participate in the Board's education program or activity. A "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal that the Board provides for this purpose) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the Formal Complaint. Where the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or a party to the Formal Complaint and must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

**Actual Knowledge:** "Actual knowledge" means notice of Sexual Harassment or allegations of Sexual Harassment to the Board's Title IX Coordinator, or any Board official who has authority to institute corrective measures on behalf of the Board, or any Board employee. The mere ability or obligation to report Sexual Harassment or to inform a student about how to report Sexual Harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the Board. "Notice" includes, but is not limited to, a report of Sexual Harassment to the Title IX Coordinator. This standard is not met when the only Board official with actual knowledge is the Respondent.

**Supportive Measures:** "Supportive measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to the Board's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the Board's educational environment, or deter Sexual Harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, school/campus escort services, mutual restrictions of contact between the parties, changes in work locations), leaves of absence, increased security, and monitoring of certain areas of the campus (including school buildings and facilities), and other similar measures.

**Education Program or Activity:** "Education program or activity" refers to all operations of the Board, including but not limited to in-person and online educational instruction, employment, extracurricular activities, athletics, performances, and community engagement and outreach programs. The term applies to all activity that occurs on school grounds or on other property owned or occupied by the Board. It also includes locations, events, and circumstances that take place off-school property/grounds over which the Board exercises substantial control over both the Respondent and the context in which the Sexual Harassment occurs.

**School Board community:** "School Board community" refers to students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

**Third Parties:** "Third Parties" include, but are not limited to, guests and/or visitors on School Board property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with the Board, and other individuals who come in contact with members of the School Board community at school-related events/activities (whether on or off Board property).

**Inculpatory Evidence:** "Inculpatory evidence" is evidence that tends to establish a Respondent's responsibility for alleged Sexual Harassment.

**Exculpatory Evidence:** "Exculpatory evidence" is evidence that tends to clear or excuse a Respondent from allegations of Sexual Harassment.

**Day(s):** Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

**Eligible Student:** "Eligible Student" means a student who has reached eighteen (18) years of age or is attending an institution of postsecondary education.

Title IX Coordinator(s)

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Director of Pupil Services

216-485-8136

9200 Biddulph Road

Brooklyn, OH 44144

Assistant Superintendent/Director of Teaching & Learning

216-485-8111

9200 Biddulph Road

Brooklyn, OH 44144

The Title IX Coordinator shall report directly to the Superintendent. Questions about this policy should be directed to the Title IX Coordinator.

The Superintendent shall notify applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Board of the following information:

The Brooklyn City School District Board of Education does not discriminate on the basis of sex in its education program or activity, and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board's Title IX Coordinator is:

Director of Pupil Services

216-485-8136

9200 Biddulph Road

Brooklyn, OH 44144

Assistant Superintendent/Director of Teaching & Learning

216-485-8111

9200 Biddulph Road

Brooklyn, OH 44144

Any inquiries about the application of Title IX and its implementing regulations to the Board may be referred to the Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 1266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: [www.brooklyn.k12.oh.us](http://www.brooklyn.k12.oh.us). The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the Board will respond.

The Superintendent shall also prominently display the Title IX Coordinator's(s') contact information – including name(s) and/or title(s), phone number(s), office address(es), and e-mail address(es) – and this policy on the Board's website and in each handbook or catalog that the Board makes available to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements.

#### Grievance Process and Procedures

The Board is committed to promptly and equitably resolving student and employee complaints alleging Sexual Harassment. The Board's response to allegations of Sexual Harassment will treat Complainants and Respondents equitably, including providing supportive measures to the Complainant and Respondent, as appropriate, and following this Grievance Process before imposition of any disciplinary sanctions or other actions, other than supportive measures, against the Respondent.

The Title IX Coordinator(s), along with any investigator(s), decision-maker(s), or any person(s) designated to facilitate an informal resolution process, shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

If a determination of responsibility for Sexual Harassment is made against the Respondent, the Board will provide remedies to the Complainant. The remedies will be designed to restore or preserve equal access to the Board's education program or activity. Potential remedies include, but are not limited to, individualized services

that constitute supportive measures. Remedies may also be disciplinary or punitive in nature and may burden the Respondent.

#### Report of Sexual Discrimination/Harassment

Any person may report sex discrimination, including Sexual Harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or Sexual Harassment), in person, by mail, by telephone, or by electronic mail, using the Title IX Coordinator's(s') contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report. Reports may be made at any time (including during non-business hours), by using the telephone number(s) or electronic mail address(es), or by mail to the office address(es), listed for the Title IX Coordinator(s). Anonymous reports may be submitted using the online reporting form posted at [www.brooklyn.k12.oh.us](http://www.brooklyn.k12.oh.us) or the hotline reporting number (216-485-8136).

Students, Board members, and Board employees are required, and other members of the School Board community, and Third Parties) are encouraged, to report allegations of sex discrimination or Sexual Harassment promptly to the/a Title IX Coordinator or to any Board employee, who will, in turn, notify the/a Title IX Coordinator. Reports can be made orally or in writing and should be as specific as possible. The person making the report should, to the extent known, identify the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

If a report involves allegations of Sexual Harassment by or involving the Title IX Coordinator, the person making the report should submit it to the Superintendent, or another Board employee who, in turn, will notify the Superintendent of the report. The Superintendent will then serve in place of the Title IX Coordinator for purposes of addressing that report of Sexual Harassment.

The Board does business with various vendors, contractors, and other Third Parties who are not students or employees of the Board. Notwithstanding any rights that a given vendor, contractor, or Third Parties Respondent may have under this policy, the Board retains the right to limit any vendor's, contractor's, or Third Parties access to school grounds for any reason. The Board further retains all rights it enjoys by contract or law to terminate its relationship with any vendor, contractor, or Third Parties irrespective of any process or outcome under this policy.

A person may file criminal charges simultaneously with filing a Formal Complaint. A person does not need to wait until the Title IX investigation is completed before filing a criminal complaint. Likewise, questions or complaints relating to Title IX may be filed with the U.S. Department of Education's Office for Civil Rights at any time.

Any allegations of Sexual Misconduct/Sexual Activity not involving Sexual Harassment will be addressed through the procedures outlined in Board policies, the applicable Student Code of Conduct, applicable collective bargaining agreement, and/or applicable Employee/Administrator Handbook.

Because the Board is considered to have actual knowledge of Sexual Harassment or allegations of Sexual Harassment if any Board employee has such knowledge, and because the Board must take specific actions when it has notice of Sexual Harassment or allegations of Sexual Harassment, a Board employee who has independent knowledge of or receives a report involving allegations of sex discrimination and/or Sexual Harassment must notify the/a Title IX Coordinator within two (2) days of learning the information or receiving the report. The Board employee must also comply with mandatory reporting responsibilities pursuant to R.C. 2151.412 and Policy 8462 – Student Abuse and Neglect, if applicable. If the Board employee's knowledge is based on another individual bringing the information to the Board employee's attention and the reporting individual submitted a written complaint to the Board employee, the Board employee must provide the written complaint to the Title IX Coordinator.

If a Board employee fails to report an incident of Sexual Harassment of which the Board employee is aware, the Board employee may be subject to disciplinary action, up to and including termination.

When a report of Sexual Harassment is made, the Title IX Coordinator shall promptly (i.e., within two (2) days of the Title IX Coordinator's receipt of the report of Sexual Harassment) contact the Complainant (including the parent/guardian if the Complainant is under eighteen (18) years of age or under guardianship) to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Any supportive measures provided to the Complainant or Respondent shall be maintained as confidential, to the extent that maintaining such confidentiality will not impair the ability of the Board to provide the supportive measures.

Emergency Removal: Subject to limitations and/or procedures imposed by State and/or Federal law, the Board may remove a student Respondent from its education program or activity on an emergency basis after

conducting an individualized safety and risk analysis. The purposes of the individualized safety and risk analysis is to determine whether the student Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment that justifies removal. If the Board determines the student Respondent poses such a threat, it will so notify the student Respondent and the student Respondent will have an opportunity to challenge the decision immediately following the removal. See Policy 5610 – Removal, Suspension, Expulsion, and Permanent Exclusion of Student, Policy 5610.03 – Emergency Removal of Students, and Policy 5611 – Due Process Rights.

If the Respondent is a non-student employee, the Board may place the Respondent on administrative leave during the pendency of the grievance process.

For all other Respondents, including other members of the School Board community and Third Parties, the Board retains broad discretion to prohibit such persons from entering onto its school grounds and other properties at any time and for any reason, whether after receiving a report of Sexual Harassment or otherwise.

#### Formal Complaint of Sexual Harassment

A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information set forth above and by using the online reporting form posted at [www.brooklyn.k12.nj.us](http://www.brooklyn.k12.nj.us) or the hotline reporting number (216-485-8136).

When the Title IX Coordinator receives a Formal Complaint or signs a Formal Complaint, the Board will follow its Grievance Process and Procedures, as set forth herein. Specifically, the Board will undertake an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations will not be based on a person’s status as a Complainant, Respondent, or witness.

It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting false information during the grievance process, including intentionally making a false report of Sexual Harassment or submitting a false Formal Complaint. The Board will not tolerate such conduct, which is a violation of the Student Code of Conduct and the Employee/Administrator Handbook.

The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

#### Timeline

The Board will seek to conclude the grievance process, including resolving any appeals, within sixty (60) days of receipt of the Formal Complaint.

If the Title IX Coordinator offers informal resolution processes, the informal resolution processes may not be used by the Complainant or Respondent to unduly delay the investigation and determination of responsibility. The timeline, however, may be subject to a temporary delay of the grievance process or a limited extension for good cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party’s advisor, or a witness; concurrent law enforcement activity; and the need for language assistance or accommodation of disabilities.

Upon receipt of a Formal Complaint, the Title IX Coordinator will provide written notice of the following to the parties who are known:

- A. Notice of the Board’s grievance process, including any informal resolution processes;
- B. Notice of the allegations of misconduct that potentially constitutes Sexual Harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident, if known. The written notice must:
  1. Include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
  2. Inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence; and
  3. Inform the parties of any provision in the Student Code of Conduct, this policy, and/or Employee/Administrator Handbook that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, during the course of the investigation, the investigator becomes aware of allegations about the Complainant or Respondent that are not included in the original notice provided to the parties, the investigator will notify the Title IX Coordinator and the Title IX Coordinator will decide whether the investigator should investigate the additional allegations; if the Title IX Coordinator decides to include the new allegations as part of the investigation, the Title IX Coordinator will provide notice of the additional allegations to the parties whose identities are known.

#### Dismissal of a Formal Complaint

The Board shall investigate the allegations in a Formal Complaint, unless the conduct alleged in the Formal Complaint:

- A. Would not constitute Sexual Harassment (as defined in this policy) even if proved;
- B. Did not occur in the Board's education program or activity; and/or
- C. Did not occur against a person in the United States.

If one of the preceding circumstances exist, the Title IX Coordinator shall dismiss the Formal Complaint. If the Title IX Coordinator dismisses the Formal Complaint due to one of the preceding reasons, the Board may still investigate and take action with respect to such alleged misconduct pursuant to another provision of an applicable code of conduct, Board policy, and/or Employee/Administrator Handbook.

The Title IX Coordinator may dismiss a Formal Complaint, or any allegations therein, if at any time during the investigation:

- A. A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein;
- B. The Respondent is no longer enrolled in the Board or employed by the Board; or
- C. Specific circumstances prevent the Board from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

If the Title IX Coordinator dismisses a Formal Complaint or allegations therein, the Title IX Coordinator must promptly send written notice of the dismissal and the reason(s) therefore simultaneously to the parties.

#### Consolidation of Formal Complaints

The Title IX Coordinator may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of Sexual Harassment arise out of the same facts or circumstances.

Where a grievance process involves more than one Complainant or more than one Respondent, references in this policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

#### Informal Resolution Process

Under no circumstances shall a Complainant be required as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, to waive any right to an investigation and adjudication of a Formal Complaint of Sexual Harassment. Similarly, no party shall be required to participate in an informal resolution process.

If a Formal Complaint is filed, the Title IX Coordinator may offer to the parties an informal resolution process. If the parties mutually agree to participate in the informal resolution process, the Title IX Coordinator shall designate a trained individual to facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. The informal resolution process may be used at any time prior to the decision-maker(s) reaching a determination regarding responsibility.

If the Title IX Coordinator is going to propose an informal resolution process, the Title IX Coordinator shall provide to the parties a written notice disclosing:

- A. the allegations;
- B. the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations; and

- C. any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint.

Before commencing the informal resolution process, the Title IX Coordinator shall obtain from the parties their voluntary, written consent to the informal resolution process.

During the pendency of the informal resolution process, the investigation and adjudication processes that would otherwise occur have stayed and all related deadlines are suspended.

The informal resolution process is not available to resolve allegations that a Board employee sexually harassed a student.

The informal resolution process is not available to resolve allegations involving a sexual assault involving a student Complainant and a student Respondent.

#### Investigation of a Formal Complaint of Sexual Harassment

In conducting the investigation of a Formal Complaint and throughout the grievance process, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility is on the Board, not the parties.

In making the determination of responsibility, the decision-maker(s) is(are) directed to use the clear and convincing evidence standard. The decision-maker(s) is charged with considering the totality of all available evidence, from all relevant sources.

The Board is not permitted to access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the party provides the Board with voluntary, written consent to do so; if a student party is not an Eligible Student, the Board must obtain the voluntary, written consent of a parent.

Similarly, the investigator(s) and decision-maker(s) may not require, allow, rely upon or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege in writing.

As part of the investigation, the parties have the right to:

- A. Present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence; and
- B. Have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The Board may not limit the choice or presence of an advisor for either the Complainant or Respondent in any meeting or grievance proceeding.

Board Policy 2461 – Recording of Board Meetings Involving Students and/or Parents controls whether a person is allowed to audio record or video record any meeting or grievance proceeding.

Neither party shall be restricted in their ability to discuss the allegations under investigation or to gather and present relevant evidence.

The Board will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate. The investigator(s) and decision-maker(s) must provide a minimum of one (1) days' notice with respect to investigative interviews.

Both parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the Board does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

Prior to completion of the investigative report, the investigator will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will

have at least ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.

At the conclusion of the investigation, the investigator shall create an investigative report that fairly summarizes relevant evidence and send the report to each party and the party's advisor, if any, for their review and written response. The investigator will send the investigative report in an electronic format or a hard copy, at least ten (10) calendar days prior to the decision-maker(s) issuing a determination regarding responsibility.

#### Determination of Responsibility

The Title IX Coordinator shall appoint a decision-maker(s) to issue a determination of responsibility. The decision-maker(s) cannot be the same person(s) as the Title IX Coordinator(s) or the investigator(s).

After the investigator sends the investigative report to the parties and the decision-maker(s), and before the decision-maker(s) reaches a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Determination regarding responsibility: The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) must apply the clear and convincing evidence standard.

The written determination will include the following content:

- A. Identification of the allegations potentially constituting Sexual Harassment pursuant to this policy;
- B. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
- C. Findings of fact supporting the determination;
- D. Conclusions regarding the application of the applicable code of conduct to the facts;
- E. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the decision-maker(s) is recommending that the Board impose on the Respondent(s), and whether remedies designed to restore or preserve equal access to the Board's education program or activity should be provided by the Board to the Complainant(s); and
- F. The procedures and permissible bases for the Complainant(s) and Respondent(s) to appeal.

The following disciplinary sanctions/consequences may be imposed on a student Respondent who is determined responsible for violating this policy (i.e., engaging in Sexual Harassment):

- A. Informal Discipline
  1. Writing assignments;
  2. Changing of seating or location;
  3. Pre-school, lunchtime, and/or after-school detention;
  4. In-school discipline; and
  5. Saturday school.
- B. Formal Discipline

1. Suspension of bus riding/transportation privileges;
2. Removal from co-curricular and/or extra-curricular activity(ies), including athletics;
3. Emergency removal;
4. Suspension for up to ten (10) school days;
5. Expulsion for up to eighty (80) school days or the number of school days remaining in a semester, whichever is greater;
6. Expulsion for up to one (1) year;
7. Permanent exclusion; and/or
8. Any other sanction authorized by the Student Code of Conduct.

If the decision-maker(s) determines the student Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with Policy 5600 – Student Discipline, Policy 5605 – Suspension/Expulsion of Students with Disabilities, Policy 5610 – Removal, Suspension, Expulsion, and Permanent Exclusion of Students, Policy 5601.01 – Permanent Exclusion of Non-disabled Students, Policy 5610.02 – In-School Discipline, Policy 5610.03 – Emergency Removal of Students, Policy 5610.04 – Suspension of Bus Riding/Transportation Privileges, Policy 5610.05 – Prohibition from Extra-Curricular Activities, and Policy 5611 – Due Process Rights. Discipline of a student Respondent must comply with the applicable provisions of the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

The following disciplinary sanctions/consequences may be imposed on an employee Respondent who is determined responsible for violating this policy (i.e., engaging in Sexual Harassment):

- A. Verbal or written warning;
- B. Written reprimands;
- C. Performance improvement plan;
- D. Required counseling;
- E. Required training or education;
- F. Demotion;
- G. Suspension with pay;
- H. Suspension without pay; and/or
- I. Termination, and any other sanction authorized by any applicable Employee/Administrator Handbook and/or collective bargaining agreement.

If the decision-maker(s) determines the employee Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with applicable due process procedures, whether statutory or contractual.

Discipline of an employee will be implemented in accordance with Federal and State law, Board policy, and applicable provisions of any relevant collective bargaining agreement.

The following disciplinary sanctions/consequences may be imposed on a non-student/non-employee member of the School Board community or Third Party who is determined responsible for violating this policy (i.e., engaging in Sexual Harassment):

- A. Verbal or written warning;
- B. Suspension or termination/cancellation of the Board's contract with the Third-Party vendor or contractor;
- C. Mandatory monitoring of the Third-Party while on school property and/or while working/interacting with students;
- D. Restriction/prohibition on the Third Party's ability to be on school property; and
- E. Any combination of the same.

If the decision-maker(s) determines the Third Party Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker(s) will recommend appropriate remedies, including imposition of sanctions. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so appropriate action can be taken.

The decision-maker(s) will provide the written determination to the Title IX Coordinator who will provide the written determination to the parties simultaneously.

In ultimately, imposing a disciplinary sanction/consequence, the Superintendent will consider the severity of the incident, previous disciplinary violations (if any), and any mitigating circumstances.

The Board's resolution of a Formal Complaint ordinarily will not be impacted by the fact that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

At any point in the grievance process and procedures, the Superintendent may involve local law enforcement and/or file criminal charges related to allegations of Sexual Harassment that involve a sexual assault.

The Title IX Coordinator is responsible for effective implementation of any remedies.

#### Appeal

Both parties have the right to file an appeal from a determination regarding responsibility, or from the Title IX Coordinator's dismissal of a Formal Complaint or any allegations therein, on the following bases:

- A. Procedural irregularity that affected the outcome of the matter (e.g., material deviation from established procedures);
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- C. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant(s) or Respondent(s) that affected the outcome of the matter; and
- D. The recommended remedies (including disciplinary sanctions/consequences) are unreasonable in light of the findings of fact (i.e., the nature and severity of the Sexual Harassment).

The Complainant(s) may not challenge the ultimate disciplinary sanction/consequence that is imposed.

Any party wishing to appeal the decision-maker(s)'s determination of responsibility, or the Title IX Coordinator's dismissal of a Formal Complaint or any allegations therein, must submit a written appeal to the Title IX Coordinator within five (5) days after receipt of the decision-maker(s)'s determination of responsibility or the Title IX Coordinator's dismissal of a Formal Complaint or any allegations therein.

Nothing herein shall prevent the Superintendent from implementing appropriate remedies, however, excluding disciplinary sanction, while the appeal is pending.

As to all appeals, the Title IX Coordinator will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.

The decision-maker(s) for the appeal shall not be the same person(s) as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator(s). The decision-maker(s) for the appeal shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant(s) or Respondent(s) and shall receive the same training as required of other decision-makers.

Both parties shall have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

The decision-maker(s) for the appeal shall determine when each party's written statement is due.

The decision-maker(s) for the appeal shall issue a written decision describing the result of the appeal and the rationale for the result. The original decision-maker(s)' determination of responsibility will stand if the appeal request is not filed in a timely manner or the appealing party fails to show clear error and/or a compelling rationale for overturning or modifying the original determination. The written decision will be provided to the Title IX Coordinator who will provide it simultaneously to both parties. The written decision will be issued within five (5) days of when the parties' written statements were submitted.

The determination of responsibility associated with a Formal Complaint, including any recommendations for remedies/disciplinary sanctions, becomes final when the time for filing an appeal has passed or, if an appeal is filed, at the point when the decision-maker(s) for the appeal's decision is delivered to the Complainant and the Respondent. No further review beyond the appeal is permitted.

#### Retaliation

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or Sexual Harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Complaint of Sexual Harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of Sexual Harassment, filing a Formal Complaint, or participating in an investigation is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Complaints alleging retaliation may be filed according to the grievance procedures set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

#### Confidentiality

The Board will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a Formal Complaint of Sexual Harassment, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the Board's obligation to maintain confidentiality shall not impair or otherwise affect the Complainant's and Respondent's receipt of the information to which they are entitled related to the investigative record and determination of responsibility).

#### Application of the First Amendment

The Board will construe and apply this policy consistent with the First Amendment to the U.S. Constitution and the principles of academic freedom as set forth in the applicable collective bargaining agreement. In no case will a Respondent be found to have committed Sexual Harassment based on expressive conduct that is protected by the First Amendment and/or the principles of academic freedom specified in the Board's collective bargaining agreement with its teachers.

#### Training

The Board's Title IX Coordinator, along with any investigator(s), decision-maker(s), or person(s) designated to facilitate an informal resolution process, must receive training on:

- A. The definition of Sexual Harassment (as that term is used in this policy);

- B. The scope of the Board's education program or activity;
- C. How to conduct an investigation and implement the grievance process, appeals, and informal resolution processes, as applicable; and
- D. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interests, and bias.

#### Recordkeeping

As part of its response to alleged violations of this policy, the Board shall create, and maintain for a period of seven (7) calendar years, records of any actions, including any supportive measures, taken in response to a report or Formal Complaint of Sexual Harassment. In each instance, the Board shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the Board's education program or activity. If the Board does not provide a Complainant with supportive measures, then the Board will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the Board in the future from providing additional explanations or detailing additional measures taken.

The Board shall maintain for a period of seven (7) calendar years the following records:

- A. Each Sexual Harassment investigation including any determination regarding responsibility, any disciplinary sanctions recommended and/or imposed on the Respondent(s), and any remedies provided to the Complainant(s) designed to restore or preserve equal access to the Board's education program or activity;
- B. Any appeal and the result therefrom;
- C. Any informal resolution and the result therefrom; and
- D. All materials used to train Title IX Coordinators, investigators, decisionmakers, and any person who facilitates an informal resolution process.

The Board will make its training materials publicly available on its website. If a person is unable to access the Board's website, the Title IX Coordinator will make the training materials available upon request for inspection by members of the public.

#### Outside Appointments, Dual Appointments, and Delegations

The Board retains discretion to appoint suitably qualified persons who are not Board employees to fulfill any function of the Board under this policy, including, but not limited to, Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The Board also retains discretion to appoint two or more persons to jointly fulfill the role of Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The Superintendent may delegate functions assigned to a specific Board employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor, to any suitably qualified individual and such delegation may be rescinded by the Superintendent at any time.

#### Discretion in Application

The Board retains discretion to interpret and apply this policy in a manner that is not clearly unreasonable, even if the Board's interpretation or application differs from the interpretation of any specific Complainant and/or Respondent.

Despite the Board's reasonable efforts to anticipate all eventualities in drafting this policy, it is possible unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express policy language, in which case the Board retains discretion to respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable.

The provisions of this policy are not contractual in nature, whether in their own right, or as part of any other express or implied contract. Accordingly, the Board retains discretion to revise this policy at any time, and for any reason. The Board may apply policy revisions to an active case provided that doing so is not clearly unreasonable.

## Appendix III

### BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

#### Board Policy 5517.01

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board 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 of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school- sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. 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
- B. violence without a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (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 or Board official. Complaints against the building

principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by and electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in

Policy 5517 - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

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 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.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, act of harassment, intimidate, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

### **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District website (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

## **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

## **Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

## **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.