

BROOKFIELD ELEMENTARY HANDBOOK

Kindergarten – 4th Grade

2012-2013 School Year

Mr. Toby Gibson

Brookfield Elementary Principal

Ms. Pamela Jones

Building Secretary

614 Bedford Road SE

Brookfield, Ohio 44403

Phone Numbers: 619-5240, 619-5241

FAX: 619-5242



TABLE OF CONTENTS

Page 1	Table of Contents
Page 2	Foreword
Page 2	Quality Steps
Page 2	Elementary Leadership Team
Page 2	Home/School
Page 3	Weekly Warrior Newsletter
Page 3	Educational Buzzwords
Page 4	School Schedule
Page 4	Lunch News
Page 4	Lunch Procedures
Page 4	Birthday Book Program
Page 5	School Procedures
Page 5	Requesting Assignments
Page 6	Bus Passes for Emergency Only
Page 6	Medical Care Plan
Page 6	Toys
Page 6	Gum Chewing
Page 6	Party Invitations
Page 7	Treats
Page 7	Book Bags
Page 7	Video Taping
Page 7	Lost and Found
Page 7	Dismissal Procedures
Page 7	Visitor(s) to the Building Protocol
Page 8	Early Dismissal Due to Emergency and Appointments
Page 8	Weekly Folders
Page 8	Fines and Fundraisers
Page 8	Guidance Counselor
Page 8	Nurse
Page 8	Gym
Page 9	Playground Regulations
Page 9	Personal Data Card
Page 9	When Parents Are Out of Town
Page 9	Student Release Card
Page 9	Parent Volunteers
Page 10	Field Trips
Page 10	Dress Code
Page 11	Dress Code Violations, Grading Scale, Gates, Fast Food Lunches
Page 12	Care of School Property
Page 12	School Policy on Suspension, Expulsion and Exclusion
Page 13-14	Due Process Rights
Page 15	Student Behavior Plan
Page 15	Bus Misconduct
Page 16	Automatic Suspension
Page 16	Attendance
Page 16-17	Tardiness & Absence
Page 18	Student Release/Emergency Card

PARENT-STUDENT HANDBOOK

Brookfield Elementary School

FOREWORD...

This handbook has been prepared as a guide for parents/guardians and students of Brookfield Elementary School. It will help you and your child become familiar with the school's activities, procedures, regulations and expectations. We feel strongly that our students assume the individual responsibility for their behavior and learning. Our goal is to help our students to develop the skills and knowledge to become successful and be able to apply it throughout their entire life.

The information provided in this handbook is extremely important. Please read it carefully and keep it for future reference. It is strongly advised that you discuss the contents of this handbook with your child. If you have any questions that are not answered in this handbook, or are in need of additional information regarding school policy, please contact the school. Brookfield Elementary School will house grades K-4.

QUALITY STEPS TO CONTINUOUS IMPROVEMENT

The Brookfield Elementary School is working to make quality steps to continuous improvement within the Brookfield Local School District. The Ohio Improvement Process (OIP) requires districts to use a designed framework to focus on critical needs and to determine strategies to address them to make real progress. The OIP uses a sound needs assessment to develop a focused plan by requiring a District Leadership Team (DLT) and Building Leadership Teams (BLT) to participate in the process of improvement.

ELEMENTARY LEADERSHIP TEAM

Our Elementary BLT is a team of staff members who address challenges by researching solutions. The goal of the BLT is to consider input from all stakeholders, the state of Ohio's content standards and the most recent educational research on teaching and learning before implementing changes to improve our school.

HOME/SCHOOL WORKING TOGETHER

The primary responsibility for the education of children belongs to parents. However, the responsibility is shared with the school as a matter of practical necessity. The greatest single factor in developing students' success at school is a child's attitude. A child's attitude is learned...

"I WAS LOOKING, WHEN YOU THOUGHT I WASN'T LOOKING"...

When you thought I wasn't looking, I saw you hang my first painting on the refrigerator, and I wanted to paint another one.

When you thought I wasn't looking, I saw you feed a stray cat, and I thought it was good to be kind to animals.

When you thought I wasn't looking, I saw you make my favorite cake just for me, and I knew that little things are special things.

When you thought I wasn't looking, I felt you kiss me goodnight, and I felt loved.

When you thought I wasn't looking, I saw tears come from your eyes, and I learned that sometimes things hurt, but it's all right to cry.

When you thought I wasn't looking, I saw that you cared and I wanted to be everything that I could be.

When you thought I wasn't looking, I looked...and wanted to say thanks for the things I saw when you thought I wasn't looking...

Author Unknown

Parents, this writing “humbles” us. Home and School have a wonderful and very precious responsibility...we “teach” more by our example and work, than we do by our words. When we think they are not looking...they are! They learn from what we do, what we say, how we live and how we treat one another. What do they see in us? Together we can make a difference in their lives!

WEEKLY WARRIOR MONTHLY NEWSLETTER

A monthly newsletter will be utilized by grades K through 4. Look for your child/children to bring home a copy on the first Monday of each month in their weekly folders, or look on our district’s website under Brookfield Elementary. **Communication** is important and we will do our best to keep in touch with you in this manner. This **communication** is designed to keep you informed. Please read to keep you aware of important happenings and school activities. If you do not receive a copy on Monday, please notify the school on Tuesday.



Educational Buzzwords

Many times educators use words that the community does not quite understand. We forget that what we live and deal with on a daily basis at school may not be familiar to all. So here are a few definitions that can clarify some of the words that you may encounter when talking to a Brookfield School employee.

Curriculum – The “what” of instruction; the road map for learning in grades kindergarten through twelve, determined by the state, county and local interpretations of federal law.

Content Standards – The concepts, or big ideas, of what is taught by subject area, per grade level as designated by the State of Ohio.

Assessment – The ongoing observation of student progress, followed by evaluation (demonstration, test) that is reported in various ways (checklist, report cards, conferences).

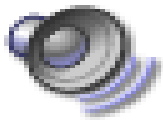
Achievement Tests – State mandated tests (grades 3-8) that indicate student mastery of courses of study in the disciplines of math, writing, reading, science and social studies.

Diagnostic Tests – Diagnostic assessments serve as tools that assess students’ strengths and weaknesses to inform instructional decisions.

School Reform and Improvement – Changes that must take place for all these pieces of the educational puzzle to fit together there by enhancing student learning.

Local School and District Report Card – The Local Report Card is a report generated by the Ohio State Department of Education and sent out to homes rating the schools on specific designations set up by the State Legislature.

Behavior Cards and Wheels – Behavior cards and wheels are physical tools used to help the students learn to manage their own behavior in a way that enables all students to experience an appropriate learning environment. You can refer to the “Student Behavior Plan” sheets towards the end of the handbook to clarify our system of colors and their meaning.



SCHOOL SCHEDULE

8:45 AM	School buses dismiss students from bus to the building
8:45 AM	Car riders arrival time
8:50 AM	Tardy Bell
3:10 PM	Car riders dismissal
3:15 PM	Bus dismissal begins

Breakfast is available for all students at 8:45 AM. If your child is eligible for a free or reduced lunch then this would also apply to the breakfast program.



LUNCH NEWS

Lunches - \$2.00	Lunch - Reduced Pay - \$.40
Milk - \$.50	Breakfast - Reduced Pay - \$.30
Breakfast - \$1.00	

Applications for free and reduced lunches should be returned as soon as possible.

LUNCH PROCEDURES

Students not needing milk with packed lunches are to be seated immediately after entering the lunchroom. Students receiving a hot lunch or milk are to wait in line quietly. After receiving their lunch/milk, students should be seated immediately in an orderly manner. Students may not leave his/her seat unless a hand is raised and permission is given by the adult in charge. A moderate noise level is acceptable. **Shouting is not acceptable.** Food may not be taken out of the lunchroom. Walking is the only acceptable behavior in the lunchroom. Respecting food and each other are values we uphold; therefore, **throwing of food or any debris is not permissible.** All students are expected to clean up their area.

For the students' safety and for establishing order, students are asked to enter the gym quietly until they go through the lunch line. Throughout lunch the students are signaled to be quiet by raising their hands momentarily. Once order has been established, students lower their hands and are able to listen to important instruction. This is a very necessary procedure to secure our students' attention, especially in emergency situations. Socialization is important but eating is a priority.

BIRTHDAY BOOK PROGRAM

Looking for a special way to honor someone's birthday? Then the **Birthday Book Program** is your answer! By participating in this program, not only can you honor the birthday person, but you will be adding new books to the school library at the same time.

The Accelerated Reading Program has been a great success and the children are in need of more books to read to continue earning points toward their goal. This program will help add books to our collection and be a great way for families to become involved in helping their children develop their reading abilities.

Anyone interested in purchasing books may choose from the Accelerated Reading list. A dedication label will be placed in the front of the book honoring the student you choose. The dedications will be announced during the morning announcements and will be displayed in the library. Please call the school office to help you with this program if you would like to participate.

SCHOOL PROCEDURES

1. In order to provide an orderly and safe environment for all children, we are asking for your help in the following areas:

If a child is **absent**, please call the school office to report the absence. The school number is 330-619-5240. When your child returns, please send a signed note explaining the absence. A doctor's excuse means the tardy or absence is "excused," **however, the child is still absent or tardy. LEGAL EXCUSES FOR ABSENCES FROM THE SCHOOL ARE THE FOLLOWING:**

Illness with a written medical slip
Death in the family
Observation or celebration of a bona fide religious holiday
Legal matters – required court attendance/military
Emergency at home
Recovery from accident
Quarantine of home

8:50 AM – 9:50 AM Tardy

If a student leaves for two or more hours during the day it will be a 1/2 day absence. Leaving after 3:00 PM is not considered absent

In compliance with the **Ohio Missing Child Act**, parents who do not report their child's absence will be called to verify the absence. We are not inferring that a student is absent without cause, but we are attempting to comply with government regulations and to protect our students.

Please be aware because of the reduction of our elementary school nurse the availability of the district school nurse will be hampered greatly. To help remedy this situation, please use good judgment when sending children to school that may be ill. The building secretary will call home if your child is sent to the office for you to decide if they will remain in school or be picked up.

REQUESTING ASSIGNMENTS MISSED DURING ABSENCE

2. If a student is absent more than several days in a row, the parent may call the office in the morning (before 9:00 AM) to request the assignments that have been missed. Parents must consider that the instruction and learning experiences that take place in the classroom cannot always be represented or replicated by materials or assignments sent home. Assignments that can be sent home will be ready to pick up at the end of the school day. Homework is to be completed upon return to school and should not be requested prior to days out such as in case of vacation. Upon returning to school it is the student's sole responsibility to inquire as to what work, tests or other graded or ungraded assignments should be made up. Zeros shall be given for assigned work not done. The time schedule for student make-up work is as follows:
 - a. If a student is absent one day immediately prior to a test, the instructor may require that student to take the test as scheduled if prior notification has been given. The decision is strictly that of the instructor.
 - b. If a student is absent two or more consecutive days prior to a test or quiz or any other graded work, the student is entitled to make-up time of one day for each day missed up to a maximum of 10 days. The instructor may extend the time schedule. All other work missed shall be based on a minimum one-day make-up for each day missed up to a maximum of 10 days.

3. If it is necessary because of illness or other health reason for your child not to take gym class or go outside for recess, a doctor's excuse needs to be on file in the office. The doctor's excuse must be dated with the exact length of time your child should not take gym or have recess.
4. School supervision of students will begin at 8:45 AM. The school will not assume responsibility for students before that time. The doors will open at 8:45 AM so that students may enter the building. Children should not arrive before that time. Students who ride the bus will enter also at 8:45 AM.

BUS PASSES ARE ONLY TO BE USED IN CASE OF AN EMERGENCY

5. When it is necessary for your child to be dropped at a destination other than their usual bus stop or if your child is riding another bus, a note **must** be sent to school containing the following information:
 - a. Student's name, address, telephone number and bus number.
 - b. The name, address and telephone number where your child will be dropped off and bus number **(it is your responsibility to call the bus garage – 448-3011)** if your child will be riding another bus.
 - c. Requests for bus passes should be based on child care arrangements or emergencies only. They are not intended to be used for social arrangements.
6. If your child takes any kind of **MEDICATION** during school hours, please observe the following important steps:
 - a. Request the **Care Plan for Medical Health Impairment** form from your child's school.
 - b. Complete and have the form signed by your physician.
 - c. Medication will be administered **only** by the school nurses and/or principals. Because we have one nurse responsible for the entire school district, specific times will be set up for each building. Medications will be administered at times that will be determined after schedules and students are placed for the 2011-2012 school year.
 - d. The above times will be the **only** times medicines will be administered at each school. If this is a problem or concern for your child, please speak with your child's physician to explore alternative ways of meeting your child's needs during the school day.
 - e. Return the form to school. **Medication cannot be sent to school with your child.** An **adult** must bring the medication to the school. An exception to this would be prescriptions for emergency medications for asthma, allergies and/or other reactions.
7. **Toys** – Toys are not to be brought to school, unless the classroom teacher has requested so for a school project or "Show and Tell." Students don't need to bring anything to school unless a note is sent to parents requesting that something be brought in. They can be a distraction in the classroom and can cause much anxiety if they become lost, stolen or broken. Excessive jewelry is also discouraged. Students have a tendency to play with the jewelry and thus not concentrate. Clips on book bags are not permitted.
8. **Gum Chewing** – Gum chewing is **not permitted** in any Brookfield elementary school. **Cough drops** are not permitted at Brookfield Elementary because of the danger of choking.
9. **Party Invitations** – In order to keep from hurting students' feelings, we are requesting that if party invitations are brought to school that they are distributed to either all the students, all the boys or all the

girls in the child's class. If this is not feasible, you will need to use another means of distributing the invitations. The school is not permitted to give out students' addresses or telephone numbers. Invitations brought to school need to be given to the classroom teacher accompanied with a note by the parent that signifies that the parent does approve of the party for which the invitation is written.

10. **Treats** - Parents, please notify your child's classroom teacher a day in advance to allow the proper amount of time to make the necessary arrangements. Please be aware that certain children may have severe food allergies, so the advance notification will allow us enough time for an alternate treat.
11. Please do not send flowers, balloons or the like to school for your child's birthday or special occasion. Our new District's Wellness Policy encourages treats to be nutritional. Please adhere to the policy when you are selecting a treat to send in for the children.
12. **Book Bags** – Book bags or backpacks are to be used for transporting papers, books or projects. Transparent book bags are recommended but not mandatory. Book bags with wheels are not permitted in the elementary schools.
13. **Video Taping by Parents or Relatives** is only permitted during school programs. Any videotaping other than school programs must be approved by the **Principal**.

LOST AND FOUND

Please mark all personal belongings. Student's name must be marked on the following items: all clothing, lunch bags/boxes, books, notebooks, coats, boots, gloves, umbrellas, keys, hats, scarves, etc. We find that at the end of the school year, we have a lot of clothing, gloves and other unclaimed items that are then given to the Salvation Army, Am-Vets or any other organization that is looking for such items. We would much rather return the items to the rightful owners, but if there are no names on the items or no requests for them, we have no other recourse.

DISMISSAL PROCEDURES

1. If you will be picking up your child, please send a note to the office stating the time and day(s). If it is necessary for your child to be dismissed before 3 PM, please send a note to school that morning. Telephone calls for early dismissals should be for emergency situations only. If a note does not arrive with the student for a bus pass, the student will ride his/her regular bus home.
2. Dismissal is between 3:10 and 3:15 PM. **Please do not report to the school foyer until 3:05 PM to sign your child out.** Afternoon announcements are between 3:05 and 3:15 PM. This will help eliminate confusion in and around the office area during dismissal.
3. Parents, **PLEASE** do not go to the classrooms. Please remain in the foyer or designated areas.
4. Please be prompt in picking up your child and leaving the building, as we must clear the drive for the buses. If there is a reason for you to speak to a staff member, please inform the secretary and they will fill out a form and place it in their mailbox.
5. Students and parents **will not** be readmitted to the building after 3:45 PM for any reason.

VISITOR'S PASS

In order to provide for the safety of your child/children, we find it necessary to require that **all visitors** to the school building, including parents, relatives or friends of the students, as well as persons representing businesses, organizations and the like, to come to the main office to secure a visitor's pass. **Any items brought to school for your child or his/her class should be dropped off in the main office of the elementary building and will be delivered by school personnel.**

All visitors must report to the secretary office and secure a "visitor's pass." The secretary's office is on the second floor. You must secure your own pass and sign in. We welcome visitors to our buildings, yet it is for the safety of

our children that we know who is in the building at all times. Once a pass is secured, you can then proceed to your destination. We cannot emphasize enough the importance of all visitors obtaining a pass from the office before going to the Principal's or Nurse's Office, lunchroom or classrooms. It is important that we know who is in the building and that school activity be interrupted as little as possible.

EARLY DISMISSAL DUE TO AN EMERGENCY

Please be informed that in case of early dismissal due to weather, water break, boiler break, etc. it is important that dismissal is done in an orderly fashion with the students' "safety" of utmost importance. In order to accomplish this task, your child will receive on the first day of school an emergency dismissal form for you to complete and return to school. It is of vital concern that we have available to us the proper procedure by which to get in touch with you should an emergency occur.

EARLY DISMISSAL FOR APPOINTMENTS

- As much as possible, try to arrange appointments when there is not school or on Saturdays. Early dismissal is for those situations when a child must leave for appointments – **it is not a regular practice. It is extremely important that students remain in the school for the entire day and are only dismissed for very important reasons.** It is very difficult to teach students who are not present.
- **Send a note in the morning** stating the necessary information (student's name, teacher, time and reason for dismissal, and parent's signature). If someone other than the parent is picking up the child, state that person's name and give a phone number where you can be reached. Please make sure the person is on the release card. We can only release children to individuals written on the release card. Verbal permission is not acceptable.
- Come directly to the office and notify the secretary. She will have you sign the sign-out sheet as a record of the early dismissal.

WEEKLY FOLDERS

Classroom folders will be sent home weekly (usually on Monday). Please look through the folder with your child. It is a great form of communication between both you and your child's teacher. **If you have any questions or concerns, send a note in the folder the following day. There is a place on the back side of the front cover for your signature and date. All folders should be returned the following day.**

FINES AND FUNDRAISERS

Any outstanding fines or monies may result in the holding of your child's report card at the end of the nine weeks or at the end of the school year. This includes fundraiser monies, library book fines or fees assessed by the district.

GUIDANCE COUNSELOR

The Brookfield Local School District has guidance counselors that work within the K-12 complex. The guidance counselors work mainly with the middle school and high school students; however, guidance services are made available to the elementary students and parents as emergency circumstances arise.

SCHOOL NURSE

School health services are provided by a certified school nurse together with parents and health care providers to maintain and promote good health for our students. The school nurse provides assistance in evaluating present or potential health problems to ensure that a student's learning potential will not be lessened by physical or mental health obstacles. If you have any questions or concerns regarding your child's health as it relates to school, please contact your school nurse.

GYM

Your child will have time scheduled when their classroom teacher can utilize the gym for physical activities. Please have your children wear comfortable clothing...please no sandals or dress shoes. They should wear rubber-soled

tennis shoes or soft-soled shoes. Please no boots or dresses should be worn on that day. They need to freely be able to participate in the activity.

PLAYGROUND REGULATIONS

Whenever weather permits, there is outdoor recess. All students are expected to be outdoors, **unless a medical excuse is presented**. Outdoor clothing and footwear should be considered during inclement weather. During recess, students must at all times:

- Remain in assigned area
- Have the supervisor's permission to enter the building for any reason
- Eating or drinking is not permissible on the playground
- Show proper signs of respect for playground supervisors, fellow students, playground equipment and their own or others' clothing
- Refrain from inappropriate behavior, and
- Refrain from throwing any item other than authorized playground equipment in an organized activity or game.

PERSONAL DATA FORMS

Personal data forms are required and kept on file in the office. New forms are sent home for completion at the start of each new school year. Parents are required to keep them up to date by notifying the school immediately of any changes in address, telephone numbers, and place of employment and names of others who may pick up your child. **Please make sure we have a telephone number to reach you.** If something would happen to your child during the school day, we know you would like to be informed immediately.

PROCEDURE WHEN PARENTS ARE OUT OF TOWN

Please give the appropriate school office advance notification of parental/guardian absence from home in writing. Such notice should include:

- Name and telephone number of adult assuming responsibility for the child/children while parents/guardians are away.
- The dates parents/guardians are leaving and returning.

STUDENT RELEASE CARD

This card is sent home the first day of school (a copy is on the back page). For your child's safety, we will only release children to names currently listed on the "Student Release Card." If there is a change, please send a note to school or come in to the office and make the necessary change(s). We cannot accept telephone calls. If the secretary does not recognize the person picking up the student, they will be asked for identification.

PARENT VOLUNTEERS

Fingerprinting is required of all parents who want to work with the students or chaperone for field trips. Fingerprinting or Web check is done through the Trumbull County Educational Service Center for a small fee. Fingerprinting is good only for five years in accordance to Board policy and must be completed again to remain on the active list. You need to call the Trumbull County Service Center at 330-505-2800 to set up an appointment to be fingerprinted. **Parents are asked to follow the dress code of the school district.** All volunteers must display a visitor's pass.

FIELD TRIPS

The purpose of a field trip is to enhance or extend classroom learning experiences. Any field trip is closely related to the grade level curriculum. Parents or guardians who would like the opportunity to accompany their child's class on a field trip must fill out a form at the beginning of the school year. Chaperones will be selected by the classroom teacher (by lottery) to supervise a small group of students on the field trip.

Please remember that smoking is prohibited at any school-related functions.

Field trips are considered to be a privilege. Students who have been a constant behavior problem at school may be denied the opportunity to attend such an activity. This decision will be made by the building principal along with the classroom teacher. Students who fall into this category have been suspended, received several misconduct reports or received a "U" in conduct.

DRESS CODE

A student's appearance is a representation of himself and his parents. Whenever either neglects to assume this responsibility, the Brookfield Local Schools will be charged with the responsibility of maintaining a standard of dress and grooming which promotes an atmosphere conducive to learning and developing good citizenship. Therefore, students are expected to dress so as to avoid bringing embarrassment to themselves and their school. Dress or appearance that constitutes a threat to the student's health and safety, disrupts the educational process, damages school property, is blatant sexual exhibition or gives misleading images of our students in the minds of students, parents and adults in the community and/or other communities will be prohibited. The building principals will interpret the board-adopted dress code and have the final say on the student's dress in question. The following are the dress code specifications for the 2011-2012 school year:

1. Students are to be clean in body and in dress.
2. No transparent clothing of any type will be permitted.
3. Manufactured, sleeveless shirts may be worn with the exception of those low-cut in the neck and/or armhole areas.
4. The wearing of tee shirts is permitted with the exception of those that are obscene or refer to tobacco products, alcoholic products, drugs, violence or sexual content. Tee shirts with messages that are negative will not be permitted.
5. No top which exposes the midriff shall be worn. If the jeans being worn are low-cut jeans, the top selected to wear with the jeans needs to reach over the jeans instead of meeting the jeans. Bare backs and midriffs should not be seen.
6. All tops, shirts and/or blouses, pants and shorts must be worn at all times in an appropriate manner.
7. No tank tops or muscle shirts are permitted unless covered by another top.
8. Shorts may be worn year-round; however, shorts must be fingertip length or four (4) inches above the knee, whichever is longer. Shorts must also have a manufactured hemline.
9. Sweat suits and/or jogging outfits will be permitted; however, they are to be worn as intended.
10. Skirts are not to be shorter than either fingertip length (with arms held in a natural position) or four (4) inches above the kneecap, whichever is longer.
11. Sweatbands, bandanas, hats and/or caps are not to be worn within the school.

12. Shoes must be worn at all times. Flip-flops or backless shoes of any type are not permitted. Sandals may only be worn with socks. Platform, open-backed or high-heeled shoes are not permitted for their own safety. Socks must be worn with all shoes, sandals, etc.
13. Hairstyles are to be sensible and acceptable by the administration.
 - a. Hair is to be clean, combed or brushed at all times and out of one's eyes. Mohawks are not permitted. Hair must be above the eyebrows.
 - b. No unusual styles or colors.
14. The wearing of sunglasses within the building is prohibited unless prescribed for medical purposes. Jewelry of excessive size or length is not permitted. Fake fingernails are not permitted.
15. Jackets shall not be worn in the classroom unless there are extremely cold conditions in the building, thus permitted by the teacher or principal.
16. No visible tattoos, permanent or temporary, are permissible. No face painting.
17. Make-up or lip gloss is not permitted for students in grades K-4. Elementary students should also refrain from wearing strong perfumes or colognes due to the large amount of students with allergies and asthma problems. Only unscented Chap Stick is permitted.
18. Clothing is not to be frayed, torn, dragging on the floor, patched on the exterior, decorated in a manner that is obscene or refers to tobacco products, alcoholic beverages, drugs, violence or sexual content. Clothing is to be worn for the purpose in which it was designed.
19. Students visiting or attending classes in any other building (or wing) are to comply with that building's dress code. It is that student's responsibility to make himself or herself aware of the dress code.
20. The above dress code shall be enforced in grades K-4 at the discretion of the principal.
21. Appropriate undergarments must be worn for health reasons.

DRESS CODE VIOLATIONS

First violation of the dress code – Student will be written up on an “Oops” slip, which will be sent to the principal's office. Parent will be called to bring up to school a change of the clothing item so that the student is in compliance. Violation will be kept on file.

Second offense of the same violation – An “Oops” slip will be written up by the teacher and sent to the principal's office. Parent will be called to bring up to school a change of the clothing item so that the student is in compliance. Pin will be turned on the behavior wheel since they had already been told of the dress code violation.

Third and continual offense of the same violation – Same as above.

GRADING SCALE – 2012-2013

A	93 - 100
B	85 - 92
C	75 - 84
D	66 - 74
F	Below 66

FAST FOOD LUNCHES

Lunches from fast food establishments are not permitted in the school building. If you are not purchasing lunch at the school please pack a lunch for your child.

BROOKFIELD LOCAL SCHOOL DISTRICT BYLAWS & POLICIES

5513 – CARE OF SCHOOL PROPERTY

The Board of Education believes that the schools should help students learn to respect property and develop feelings of pride in community institutions. The Board charges each student with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use. Students who cause damage to school property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage to the extent of the law, except that students eighteen (18) years of age or older shall also be liable for damage they cause. The Board authorizes the imposition of fines for the loss, damage or destruction of school equipment, apparatus, musical instruments, library material, and textbooks and for damage to school buildings and reserves the right to withhold a report card or credits from any students whose payment of such fine is an arrear. The Board may report to the appropriate juvenile authorities any student whose damage of school property has been serious or chronic in nature. A reward may be offered by the Board for the apprehension of any person who vandalizes school property. R.C. 2151.411, 3109.09, 3313.173, 3313.642

DISCIPLINE POLICIES AND PROCEDURES

5610 – REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students. No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA and/or Section 504 of the Rehabilitation Act of 1973 (See Policy 2465, "Suspension/Expulsion of Disabled Students"). Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee. For purposes of this policy and the Student Code of Conduct/Student Discipline Code, the following shall apply:

- A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an ongoing threat of disrupting the educational process provided by the District (See Policy 5610.03 "Emergency Removal").
- B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year. The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 "Due Process Rights."
- C. "Expulsion" shall be 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 this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 "Due Process Rights."

5611 – DUE PROCESS RIGHTS

The Board of Education recognizes that students waive certain constitutional rights regarding their education. Accordingly, the Board establishes the following procedures:

A. STUDENTS SUBJECT TO SUSPENSION

When a student is being considered for an out-of-school suspension by the Superintendent, Principal, or other Administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension, the Superintendent, Principal or other Administrator will notify the parents, guardians or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian or custodian to appeal to the Board of its designee; the right to be represented at the appeal, and the right to request the hearing be held in executive session if before the Board. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
5. Notice of this suspension will also be sent to the:
 - a. Superintendent
 - b. Board Treasurer
 - c. Student's school record (not for inclusion into the permanent record)
6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the Principal, Superintendent, or any other administrator may send the student and his/her parents/guardians a notice of the suspension and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

Appeal of Suspension to the Board or its designee

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 hearings that 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 with the Treasurer or the Superintendent within five (5) school days of the notice to suspend.

Appeal to the Court

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

B. STUDENTS SUBJECT TO EXPULSION

When a student is being considered for expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian or custodian written notice of the intended expulsion, including the reason(s) for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the students or parent.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian or custodian to appeal to the Board

or its designee; the right to be represented at the appeal, and the right to request the hearing by held in executive session if before the Board. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

Appeal of Expulsion to the Board

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 that may be held in executive session at the request of the student, parent or guardian. The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of intent to appeal must be filed within ten (10) school days of the Superintendent's decision to expel to the Board directly or through the Superintendent's office. While a hearing before the Board may occur in executive session, the Board must act in public.

Appeal to the Court

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

C. STUDENTS SUBJECT TO EMERGENCY REMOVAL:

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 – Emergency Removal.

D. STUDENTS SUBJECT TO PERMANENT EXCLUSION:

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 – Permanent Exclusion of Nondisabled Students.

E. STUDENTS SUBJECT TO SUSPENSION FROM BUS RIDING AND/OR TRANSPORTATION PRIVILEGES:

Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.04 – Suspension of Bus Riding/Transportation Privileges. The Superintendent shall ensure that all members of the staff use the above procedures when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents. These procedures shall not apply to in-school disciplinary alternatives, including in-school suspensions. An in-school suspension is one served entirely within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic and/or non-interscholastic extracurricular activities. R.C. 3313.20, 3313.66, 3313.661

Brookfield Elementary Schools Mission

“Learn for Life!”

Student Behavior Plan - Students move from Green to Yellow to Blue to Red on the Behavior Wheel.

Pin turned to Yellow

When a student moves his/her pin to yellow the individual teacher will have an immediate consequence for the behavior.

Pin turned to Blue

2nd and 3rd grade students will be given a detention to serve:

1 missed detention = 2 days detention
2 missed detentions = 3 days detention
3 missed detentions = suspension - 1 day

Students receiving a detention will be given a detention slip to bring home. Parents will be notified that day of the detention. The detention will be served the next day from 8:15 AM until 8:45 AM in the morning. The consequences listed above for missed detentions will be followed. The parent is to bring the student to school and walk them to the Main Office. The secretary will direct you to the room where the detention will be served. Kindergarten and first grade students will miss recess or a fun activity for turning their pin to blue. Students who constantly display behavior problems may receive a detention as well once their parents have been notified.

Detentions

If a detention is administered for turning to blue, the parent will be contacted by the teacher and told what morning the child needs to be brought to school at 8:15 AM.

Pin turned to Red

FIRST RED - Parent is called by the Principal.

SECOND RED AND ALL THAT FOLLOW - Emergency Removed Student needs to be picked up 1 hour after the call is made or the child will be suspended the next day. If the pin change to red occurs after 1:30 PM the child will be suspended the next day and not emergency removed.

Cafeteria Behavior Plan

1st Violation - Warning

2nd Violation - Seat moved/separate area

3rd Violation - Conduct referral slip filled out. Student will conference with the principal and the parent will be called.

Any referral after the 1st referral = a detention

The same consequences listed above for any missed detentions will be followed.

BUS MISCONDUCT

Bus transportation to and from school is a privilege to each student in the Brookfield School District. The general bus rules for a rider are as follows:

- Wait for the school bus in a safe place.
- Get on and off the bus in a single file.
- Keep the aisle clear of feet, books, lunch boxes, book bags, etc.
- Stay seated when riding the bus.
- Do not change seats unless you have the driver's permission.

- Talk quietly with the person in your seat.
- Never put your head or arms out of the window.
- Never throw anything on the bus.
- Eating is not permitted on the bus.
- Cross the street safely in front of the bus.
- Always stay out of the school bus danger zone.
- Obey the bus driver at all times.
- Unacceptable language is not permitted.
- There is never any fighting, pushing or tripping on the bus.

The bus conduct system is as follows:

<u>First violation:</u>	Student is issued a warning. The student and principal will conference and the parent will be called.
<u>Second violation:</u>	Three-day bus suspension. Meeting will be scheduled with the parent, bus driver, principal and student.
<u>Third violation:</u>	Student will be suspended from the bus for five days.
<u>Fourth violation:</u>	Suspension from bus transportation service for the rest of the semester.

AUTOMATIC SUSPENSION

Designated behaviors do not fall under the Student Behavior Code System due to the nature of the behavior. The behaviors listed below are behaviors that will immediately warrant a suspension from school:

- Theft
- Vandalism
- Possession or use of firecrackers or similar devices
- Possession of knives (pocket knives included)
- Assaulting a school employee
- Threatening another person
- Fighting
- Assault another student

The above list is not inclusive. At the principal’s discretion, a student can be suspended if the behavior warrants that this action takes place.

ATTENDANCE

It is the belief of this Board of Education that students who miss school frequently experience difficulty in achieving the maximum benefits of education. Students under these circumstances are able to achieve only a limited success in their school programs.

THE SCHOOL CANNOT TEACH STUDENTS WHO ARE NOT PRESENT. The entire process of education requires a continuity of instruction, classroom participation, learning experiences and study in order to reach the goal of maximum educational benefits. A written doctor’s excuse may be required of any student who is absent five (5) or more consecutive days (due to illness). Students who must be absent from school for any extended period of time because of medical reasons should apply for an application for home instruction through the Guidance Office.

TARDINESS

It is important that your child arrives on time for school. A child is marked tardy if he/she arrives between 8:50 AM and 9:50 AM.

ABSENCE

The Superintendent shall promulgate rules and regulations to implement this policy. When a pattern of absenteeism is evident, the attendance office will mail form (1), (2) and (3) to the parents informing them of the number of absences as per the following table:

Length of time class meets	No. of class sessions per week	Max. day or period allowed absence	First Form (Warning) to Parent	Second Form (Conf. With Counselor/Parent)	Third Form** Loss/Credit
Full Year					
180 days	5-10	18	5	10	15
Semester	5	9	3	6	9

****Loss of Credit** indicates a grade "F" in the subject(s) and every subsequent occurrence. When the student reaches the maximum allowable days of absence (excused and unexcused) the appeals procedure shall be followed. Classes missed due to suspensions will be included in the maximum allowable days. A written doctor's excuse may be required of any student who is absent five (5) days or more consecutive days (due to illness). Students who must be absent from school for any extended period of time because of medical reasons should apply for an application for home instruction through the Guidance Office.

**BROOKFIELD LOCAL SCHOOL DISTRICT
STUDENT RELEASE/EMERGENCY RELEASE CARD**

Child's Name _____ Teacher _____

Grade _____ Date _____

Is there custody involved with this child? Yes _____ No _____

If yes, who has custody? _____
Name of custodial parent

I/We the custodial parent/parents permit this child to be released from school to the following persons named below: (Please list all persons who have permission to pick up your child during the 2011-2012 school year. Designated individual's name listed on this card **must be 18 years of age or older**. Include your names also.)

NAME	RELATIONSHIP	PHONE #

As the custodial parents, I/we are aware of the following:

1. If any names must be added to or removed from this list during this school year I/we are responsible for informing the school office of the changes and completing a new Release Card.
2. Anyone picking up my child, including me, must first stop at the office to sign the child out. I will inform anyone picking up my child that he/she may need to show identification (unless special arrangements have been made beforehand).
3. I must send a note to my child's teacher if anyone other than me is going to pick up my child. The note must include the date, name of person picking up and custodial parent's signature.
4. If there is any change from the usual way my child is dismissed from school, I must send a dated note with my signature explaining the change.

EMERGENCY DISMISSAL INSTRUCTIONS: In case of school dismissing early due to an emergency, please indicate the best procedure to follow for your child:

PLEASE CHOOSE EITHER A OR B

- A. _____ My child **IS** to ride his/her regular bus home.
 B. _____ My child **CANNOT** be sent home on the bus. In this instance please contact the following:

CONTACT PERSON _____ PHONE _____

Date _____ Parent's Signature _____