

# Brookfield Handbook



2018-2019

# **BROOKFIELD ELEMENTARY HANDBOOK**

Kindergarten – 4<sup>th</sup> Grade  
2018-2019 School Year

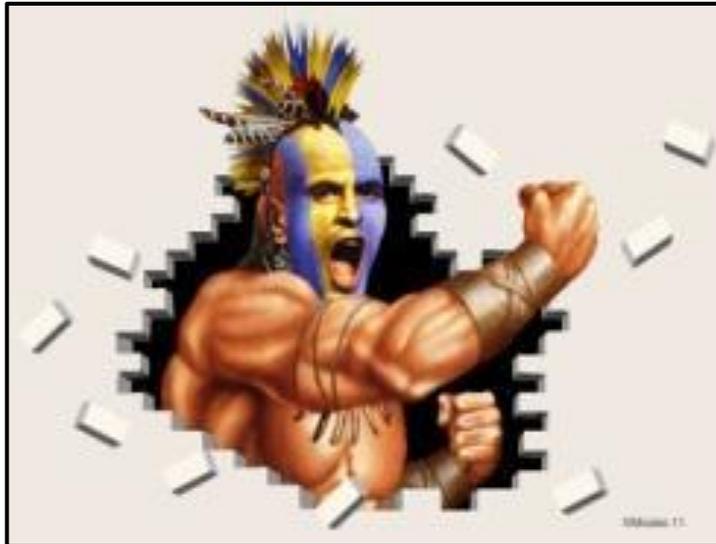
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Please remember to "like" our Brookfield Local School District Facebook Page, and visit us on our school website@ <http://www.brookfield.k12.oh.us> for all the latest news and schedules!

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# 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...

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!

### QUARTERLY NEWSLETTER

A quarterly newsletter will be utilized by grades K through 4. Look for your child/children to bring home a copy at the end of each grading period 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.

# Brookfield Elementary School

## Classroom Expectations

### BE Safe

(Walk, Hands & Feet to Yourself, Use School Supplies Correctly)

### BE Honest

(Always Tell the Truth, Believe in Yourself)

### BE A Learner

(Follow Directions, Be Prepared for Class, Talk at Appropriate Levels)

### BE Respectful

(Be Nice, Treat Others Fairly, Raise Your Hand)

# BE Responsible

(Do Your Work When You Are Supposed To, Try Your Best)

**ClassDojo Expectations for 2018-2019** These expectations are building wide and will be followed this school year. Our behavior focuses this year will be based on the overarching expectations of PBIS:

- Be Safe
- Be Honest
- Be A Learner
- Be Respectful
- Responsible

## Non-negotiables:

- At any time if a student does one of the following, then an office referral form is expected and the maximum number of points on ClassDojo will be deducted accompanied by a brief explanation.
  - A. Physical harm to another student
  - B. Assault
  - C. Level III behavior
  - D. Documented bullying
- The only addition of points is if the behavior is corrected.
- At any time adjustments can be made to meet the personal needs of a student. This will be done through a contract or a Behavior Intervention Plan.
- Students have input in creating classroom expectations. This can be done through a classroom contract or a chart utilizing the PBIS Matrix.
- Parents will have access to the students' behavior daily. This can be done in a calendar form, assignment notebooks, or via the app. ***This is done daily, no exceptions.***

## 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.

## STUDENT TRANSPORTATION CODE OF CONDUCT

### LEVEL 1 OFFENSES:

\*Handled by the Bus Driver and/or Transportation and Facility Supervisor

#### Student Infractions

- \*Eating, drinking, chewing gum on the bus.
- \*Public display of affection.
- \*Not in assigned seat.
- \*Out of seat without permission while bus in motion or sitting improperly.
- \*Talking when lights are on at railroad crossing.
- \*Unauthorized sales at school or on the bus.
- \*Loading or unloading on unassigned bus or bus stop.
- \*Bring unauthorized item on the bus.
- \*Consistently showing disrespect to fellow students.

#### Discipline Guidelines

- 1<sup>st</sup> Offense - verbal Warning
- 2<sup>nd</sup> Offense - Write up/Move the student's seats/ Parent Contacted
- 3<sup>rd</sup> Offense - Becomes a Level 2 Offense

### LEVEL 2 OFFENSES:

\*Handled by the Administrator and/or Transportation and Facility Supervisor

#### Student Infractions

- \*Blatant defiance of authority, disobeying or showing disrespect to school employee.
- \*Possessing or use of matches, lighter or fireworks, including stink bombs.
- \*Intimidating or threatening students with violence.
- \*Use of profane, obscene, or abusive language or gestures.
- \*Having an imitation or toy weapon.
- \*Lewd or lascivious behavior, literature or object.
- \*Providing false information to school board employee.
- \*Destroying, defacing or damaging school property.
- \*Playing with or using emergency exits.
- \*Throwing or propelling objects or spitting.
- \*Putting any part of the body outside the bus window while moving.
- \*Fighting with or without any injury to person or property. This offense will result in school suspension regardless of the students standing on the transportation code of conduct.

#### Discipline Guidelines

- 1<sup>st</sup> - 3 days bus suspension and/or 1 day detention
- 2<sup>nd</sup> - 5 days bus suspension and/or 3 day detention
- 3<sup>rd</sup> - 10 days bus suspension and/or 5 day detention
- 4<sup>th</sup> - Removed from the bus for the remainder of the year.

### LEVEL 3 OFFENSES:

\*Handled by the Administrator and/or Transportation and Facility Supervisor

#### Student Infractions

- \*Hitting or striking a school employee.
- \*Threatening a school board employee with bodily harm.
- \*Displaying or use of weapons, dangerous objects, mace or pepper spray.
- \*Fighting or any careless or malicious action which results in the injury of a person or to property.
- \*Possessing, selling, or attempting to sell alcohol, drugs, or drug related items.

#### Discipline Guidelines

These offenses should result in suspension from the bus for the remainder of the year.

#### Additional Information

After the 2<sup>nd</sup> level 1 infraction, the bus driver shall document the misconduct and report the issue to the supervisor. The transportation supervisor along with the driver will then contact the parent. After the 3<sup>rd</sup> level 1 infraction, it will be upgraded to a level 2 infraction.

Level 3 infractions, such as fighting on the bus, threatening students or staff, destruction of district property, or breaking other Federal or State laws will be dealt with immediately. An EMERGENCY REMOVAL from the bus by an administrator in these or other cases shall result in an automatic three (3) day bus suspension in addition to the next progressive step in the disciplinary process.

BES students may have alternative disciplinary actions.

\*Administrators have the right to deviate from the bus code of conduct for extenuating circumstances\*

	Hallway	Cafeteria	Classroom	Restroom	Playground
<b>BE Safe</b> 	-Walk-dont run. -Stay to the right. -Hands to yourself.	-Stay seated until dismissed. -Walk-Don't Run. -Report spills.	-Push chair in. -Walk-Don't Run.	-Wash hands & use soap after using the restroom. -Walk-Don't Run. -Report Bullying.	-Use equipment appropriately. -No rough play. -Report Bullying.
<b>BE Honest</b> 	-Tell the truth when asked. -Find an adult for Big Problems.	Tell the truth when asked. -Find an adult for Big Problems.	Tell the truth when asked. -Find an adult for Big Problems.	Tell the truth when asked. -Find an adult for Big Problems.	Tell the truth when asked. -Find an adult for Big Problems.
<b>BE A Learner</b> 	-Model good behavior.	-Model good behavior.	-Model good behavior.	-Model good behavior.	-Model good behavior.
<b>BE Respectful</b> 	-Walk in a straight line. -Level 1 Voice.	-Use an indoor voice. -Eat politely & quietly. -Respond to quiet signal. -Listen to the speaker. -Say please & thank you.	-Follow directions the 1st time. -Be a good listener. -Say please & thank you. -Share and take turns.	-Wait your turn. -Respect others privacy. -Be patient. -Level 1 Voice. -Clean up after yourself.	-Follow directions the first time. -Take turns.
<b>BE Responsible</b> 	-Go straight to where you need to go without cutting through the library. -Help each other keep the hallways safe and clean. -Keep up with the person in front.	-Clean up after yourself. -Ask for permission when you need to get up.	-Use time wisely. -Put things away. -Care for all property. -Cooperate with teachers, classmates, and visitors.	-Flush the toilet before you leave. -Report problems to your teacher. -No playing. -Report vandalism.	-Line up when whistle blows. -Collect your things. -Return equipment.

## **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 9:00 AM and 9:50 AM.

**If your student is not here by 8:45 you MUST walk them into the building.**

## **DROP OFF**

Students that are being dropped off in the morning will be dropped off at the main entrance to the Elementary building. You will drop them or walk them to the staff member in the parking lot that will safely walk them to the door. Cars CAN NOT drive into the bus lane at any time.

## **ABSENCE**

Please be advised that the attendance policy has changed due to HB410. Brookfield Local School District will no longer track students' attendance by "days". We will be tracking "hours". **One school day is equal to 6 hours.** Students who are not excused from school will fall under habitual truancy. Habitual truancy is equal to any unexcused absences and meet the following criteria:

- 30 or more consecutive hours
- 42 or more hours in one month
- 72 or more hours in one year

The attendance officer shall file a complaint in juvenile court on the 61<sup>st</sup> day after implementation of an absence intervention plan if all of the following apply:

- The student has unexcused absences of 30+ consecutive hours, 42+ hours in one month or 72+ hours in a school year.
- The district has made meaningful attempts to re-engage the student through the absence intervention plan, or other intervention strategies, and alternative to adjudication;
- The student has refused to participate in or failed to make satisfactory progress on the plan, strategies or alternatives.

## SCHOOL SCHEDULE

8:30 AM	Door Opens / Breakfast begins
8:45 AM	Students go to classrooms
9:00 AM	Tardy Bell
3:10 PM	Car riders dismissal
3:15 PM	Bus dismissal begins

## Early Dismissal schedule

8:30	Door Opens no breakfast
8:45 AM	Students go to classrooms
9:00 AM	Tardy Bell
12:30 PM	Car riders dismissal
12:45 PM	Bus dismissal begins

## 2 hour delay schedule

10:30	Doors open no breakfast
10:45	Students go to the classrooms
3:10 PM	Car riders dismissal
3:15 PM	Bus dismissal begins

Breakfast is available for all students at 8:30 AM. If your child is eligible for a free or reduced lunch, this also applies to the breakfast program.



## LUNCH NEWS

Lunches - \$2.25

Milk - \$.50

Breakfast - \$1.50

Lunch - Reduced Pay - \$.40

Breakfast - Reduced Pay - \$.30

Applications for free and reduced lunches should be completed online as soon as possible. Delaying completion



may result in your family paying higher than necessary costs. They cannot go back to reimburse for days when the application was not in effect.

## LUNCH PROCEDURES

Students not needing milk with packed lunches are to be seated immediately when 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. Student 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 cafeteria 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 necessary procedure to secure our students' attention, especially in emergency situations. Socialization is important but eating is a priority.

There will not be extras available this school year due to time.

## FAST FOOD LUNCHES

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

## 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 or message the secretary on ClassDojo to report the absence. The school number is 330-619-5240. When your child returns, please send a signed note or doctor's excuse 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

We do not dismiss students between 2:30 and 3:10. This allows the last half hour of the educational process to continue without disruption. If it is absolutely necessary to take your student at this time, it will count as a half day missed and those hours will be added to the hours missed for the House Bill 410 total.

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 who may be ill. The building secretary will call home if your child is sent to the

office for you to decide if he/she 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 8:30 AM. The school will not assume responsibility for students before that time. The doors will open at 8:30 AM so that students may enter the building. Children should not arrive before that time. Students who ride the bus will enter also at 8:30 AM.

<b>BUS PASSES ARE ONLY TO BE USED IN CASE OF AN EMERGENCY AND FOR A LONG TERM BASIS</b>
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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 it must be for more than two months. 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 – 330 619-5707)** if your child will be riding another bus.
  - c. Requests for bus passes should be based on child care arrangements, custody 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 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 do not 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. No students are going to be dismissed between 2:30 and 3:10 unless it is an emergency.

2. Dismissal is between 3:10 and 3:15 PM. **Please do not report to the school foyer until 3:00 PM to sign your child out.** Afternoon announcements are between 3:00 and 3:05 PM. This will help eliminate confusion in and around the office area during dismissal.
3. Parents/guardians must have their Driver's License/I.D. the first time they pick up their child, it will be entered in our Raptor System database.
4. Parents, **PLEASE** do not go to the classrooms. Please remain in the foyer or designated areas.
5. 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 the teacher's mailbox.
6. 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's office and secure a "visitor's pass." The "visitor's pass" is created by swiping your driver's license into our Raptor System (background check) and printing out the pass. 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, one of the online forms you receive for first day of school is an emergency dismissal form for you to complete. It is of vital concern that we have available to us the proper contact information 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 must not be 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. The time may also count toward the hourly total for Truancy Bill 410.
- **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 lunch fees or other fees assessed by the district.

### **GUIDANCE COUNSELOR**

Brookfield Elementary does have a part time Guidance Counselor. The guidance counselor will be assisting students during times of difficulty.

### **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 to school. Please, no sandals or dress shoes. Children 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.

# BROOKFIELD ELEMENTARY SCHOOL PLAYGROUND RULES:

1 JUNGLE GYMS: use as intended. NO climbing on outside of equipment.

2 MERRY-GO-ROUND: use as intended. NO standing on or hanging body parts off the edge.

3 SLIDES: use as intended. Slide down feet first only. NO running up.

4 SWINGS: use as intended. NO swinging on knees, stomach, or standing. NO side-to-side or twisting.

5 DO NOT touch, or stand on fence.

6 NO sitting on top of any equipment.

7 NO tag games of any kind.

8 NO footballs are to be used without adult supervision.

## **PERSONAL DATA FORMS**

Personal data forms are required and kept on file up to date on One View. New forms are available online for completion at the start of each new school year. Parents are required to keep them up to date by changing the information online and 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 information is included in our One View online forms. 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, he/she 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 when working as a volunteer.** 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 his/her 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/tobacco use is prohibited at any school-related functions.**

Field trips are considered to be a privilege. Students who have been a persistent 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**

Because fashion is subject to change, it is impossible to anticipate and list all areas in which decisions on extreme and acceptable attire will need to be made. Any clothing or accessory that does not follow the guidelines of the dress

code, is contrary to the basic educational mission of the school, does not meet the standards of the community, or is considered inappropriate by the building principal will result in a dress code violation. Any student departing from appropriate standards of dress will have a parent called to bring in the appropriate clothes.

- Objectives:**
1. To help guide students to respect appropriate standards of attire.
  2. To assure that clothing and accessories worn by students are free of safety hazards and do not distract from the educational process.

**Guidelines for Students:**

1. Hats, gloves, and sunglasses are not to be worn in the building. In addition, students wearing hooded sweatshirts may not have the hood on during the day. Coats/jackets are prohibited except with express permission of administration.
2. Absolutely no piercings that present a student safety concern are permitted to be worn. Offensive tattoos must be covered at all times. Excessive writing on skin or clothing is not permitted.
3. All clothing should be neat and clean. Clothing with manufactured holes **below the minimum shorts length** are permitted without need for under layer. Wearing clothing underneath clothing with holes is permitted.
4. Backless or semi-backless tops, camisole tops, undershirts, halter tops, midriffs, and tube tops are not permitted. Mesh or sheer tops are permitted if a shirt is worn underneath that meets the dress code requirements. All clothing shall be respectable and must not show cleavage or undergarments. Manufactured sleeveless tops may be worn except those that are low cut in the neck, and/or armhole areas.
5. Clothing/accessories deemed socially inappropriate or offensive are not permitted.
6. Dresses and skirts must be "Fingertip Length" or five (5) inches above the knee, **whichever is longer**.
8. Pajama pants are not permitted. Sweatpants, windbreaker, or swishy pants are permitted as long as they are loose fitting. **All pants**, including jeans, must be secured firmly at the waist. No sagging of pants is allowed.
9. Shorts may be worn year round. Because wearing shorts is a privilege, the following guidelines must be followed:
  - a. Shorts must be "Fingertip Length" or five (5) inches above the knee, **whichever is longer**.
  - b. Cut-off shorts are not permitted. Shorts must have a manufactured hemline.
  - c. Tight-fitting shorts made of spandex material such as biker shorts are not permitted as an outer garment.
  - d. Shorts made of mesh material are permitted as long as they are not see-through (athletic shorts).
10. Shoes must be worn at all times. No cleats of any kind are to be worn in the building. Slippers are not permitted. For safety reasons, students in grades K-2 must wear tennis shoes or boots. Grades 3 and 4 may wear tennis shoes or closed-back/closed-toe shoes and socks must be worn.. Elementary students should not wear high heeled shoes to school. For grades 5-12, flip-flops and athletic slides are allowed, but may be prohibited by classroom rules.
11. Clothing naming elementary/ middle/high schools other than Brookfield is prohibited.

**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.

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

**TELEPHONE USE**

ONLY EMERGENCY CALLS SHOULD BE MADE DURING SCHOOL HOURS.

**Cell Phones are not to be seen or used during school hours.**

**Parents, please DO NOT text your student during the school day.**

## **GRADING SCALE – 2018-2019**

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

# **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 in arrears. 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

## **5517 - ANTI-HARASSMENT**

### **General Policy Statement**

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its re-occurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, 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.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District 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 District community at school-related events/activities (whether on or off School District property).

### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

### **Definitions**

#### **Bullying**

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

### **Harassment**

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

## Sexual Harassment

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

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

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

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

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

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.

- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

**NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in R.C. 2907.03. The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.**

#### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

#### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

#### **National Origin/Ancestry Harassment**

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or

an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

### **Reports and Complaints of Harassing Conduct**

Students and all other members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer within two (2) school days.

Members of the School District community, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the Policy [5517](#) investigation and provide him/her with a copy of the resulting written report.

### **Anti-Harassment Compliance Officers**

The names, titles, and contact information of these individuals will be published annually:

- A. in the School District Annual Report to the public;
- B. on the School District's website;
- C. in the School District's calendar (if published).

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or

advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student, other member of the School District community or third party in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed within a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

### **Investigation and Complaint Procedure**

Any student who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment or retaliation and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

### **Informal Complaint Procedure**

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

Students who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A student who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the Compliance Officers.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the student about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the student claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the Compliance Officers in accordance with the School Board's records retention policy and/or Student records policy. (See Policy [8310](#) and Policy [8330](#))

## Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District employee who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation.

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;

- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the student alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

### **Privacy/Confidentiality**

The School District will employ all reasonable efforts to protect the rights of the Complainant, the individual(s) against whom 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 the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the *Family Educational Rights and Privacy Act* or under Ohio's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its re-occurrence, and remedy its effects.

### **Retaliation**

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

### **Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

State law defines certain contact between a teacher and a student as "sexual battery." If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined in Ohio's Criminal Code, such knowledge should be immediately reported to local law enforcement.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

### **Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension**

The Superintendent will report to the Ohio Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery, and will, in accordance with Policy [8141](#), suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

## Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and harassment in general, will be age and content appropriate.

## ACCESSIBILITY CLAUSE:

### Public Attendance at School Events

The Board of Education welcomes and encourages members of the community to attend athletic and other public events held by the schools in the District. No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies. For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto.

In accordance with State and Federal law, the District will provide reasonable accommodations to persons with disabilities who wish to attend and/or participate in school events. Such individuals should notify the person in charge of the event if they require a reasonable accommodation."

# 2018-2019

**Care about our kids.  
Improve Academic Scores.  
Increase Positive  
Behaviors.**