

BROOKFIELD MIDDLE SCHOOL

614 BEDFORD RD., SE. BROOKFIELD, OHIO 44403 PHONE: 330-448-3003 FAX: 330-448-3012



MIDDLE SCHOOL ADMINISTRATION/ SUPPORT STAFF

Toby Gibson

Middle School Principal
toby.gibson@brookfieldschools.us
330-619-5759

Kristen Foster

Assistant Principal/Dean of Students
kristen.foster@brookfieldschools.us
330-619-5761

Heather Huff

Guidance Counselor
Heather.huff@brookfieldschools.us
330-619-5793

Dawn Burns

Office Secretary
Dawn.Burns@brookfieldschools.us
330-448-3003

Jeri Hamilton

Special Education Supervisor
jeri.hamilton@brookfieldschools.us
330-619-5723

Rhonda Zebroski

School Nurse
rhonda.zebroski@brookfieldschools.us
330-619-5710

STUDENT HANDBOOK

BROOKFIELD LOCAL SCHOOLS MISSION STATEMENT

The mission of the *Brookfield Local Schools*, in partnership with its shareholders, the *Community*, is to provide a quality educational program in a safe environment that will enable students to reach their maximum intellectual, physical, and emotional growth.

The following components will enable us to achieve our mission:

1. A Dedicated and Proficient Staff shall ensure a solid base of knowledge for our students to build upon throughout their lives. The staff shall also assist in nurturing our children with respect for self and others to foster better family members, parents, and employees, thus improving the general welfare of the entire community.

2. A Curriculum shall be developed that will enable our students to function and excel in an ever changing society. It will also prepare students bound for higher learning and provide a proper foundation for their subsequent careers. It will be adopted by the Board of Education, implemented by the faculty, with the support of the community.

3. Technology shall be utilized to assist the staff in developing the educational program and to enhance student achievement. Furthermore, students will be given the opportunity to become competent in the understanding and use of technology.

4. A Safe and Secure Learning Environment will enable students, staff, and the community to focus on accomplishing the clearly defined components of the mission statement.

MESSAGE FROM THE ADMINISTRATION

Home of the Warriors

On behalf of Brookfield Local Schools and the Brookfield Middle School Administration, we welcome you! Our number one priority is to provide a quality educational program in a safe environment. This handbook provides and outlines the policies intended to ensure that BMS students and staff maintain a safe and successful learning environment. We ask that parents and students take time to read through this handbook and forward any questions or concerns to administration.

BROOKFIELD LOCAL SCHOOLS CODE OF STUDENT CONDUCT

The rules and standards in this code are applicable to all students when they are on school grounds, property, involving school property, under the authority of school personnel, during a school activity, function, or at any such school-sponsored event or function, whether on property owned, rented, or maintained by the Brookfield Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school buses or any other school vehicles, or if the act affects the operation of the schools. These rules and standards also apply to any misconduct regardless of where it occurs, that is directed at a district employee or official or the property of such employee or official.

Violations, by a student, of any one or more of the rules and policies in this code may result in disciplinary action(s) which may include, but are not limited to, detention, deprivation of privileges, parental contact, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, permanent exclusion, or other disciplinary actions as deemed necessary to respond to inappropriate actions or behaviors.



Regular Bell Schedule

2-Hr Delay Schedule

7:45	Doors Open - (Ms - Cafe/HS - Gym)	9:45	Doors Open - (Ms - Cafe/HS - Gym)
7:55	Report to Lockers/1st Pd	9:55	Report to Lockers/1st Pd

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8:00-8:50	Tardy Bell/ Announcements/Period 1	10:00-10:32	Tardy Bell/ Announcements/Period 1
8:53-9:43	Period 2	10:35 -11:07	Period 2
9:46-10:36	Period 3	11:10 -12:15	Period 4
10:39 - 12:00	Period 4		HS Lunch: 11:10 – 11:40 (11:40-12:15) MS Lunch: 11:45– 12:15 (11:10 – 11:45) BE Lunch: 12:25-1:00
	HS Lunch: 10:39- 11:09 (11:09-12:00) MS Lunch: 11:29– 12:00 (10:39 - 11:29) BE Lunch 12:25-1:00	12:18 - 12:42	Period 3
12:03 - 12:51	Period 5	12:45 - 1:19	Period 5
12:54 - 1:43	Period 6	1:22 - 1:56	Period 6
1:46 - 2:35	Period 7	1:59 - 2:35	Period 7
2:40	Car Riders & Second Load Buses	2:35 2:40	First Load Buses Car Riders /2nd Load Buses

Early Dismissal Schedule

7:45	Doors Open - (Ms - Cafe/HS - Gym)
7:55	Report to Lockers/1st Pd
8:00 - 8:25	Tardy Bell/ Announcements/Period 1
8:28 - 8:53	Period 2
8:56 - 9:21	Period 3
9:24 - 9:59	Period 5
10:02 - 10:27	Period 6
10:30-11:35	HS Lunch: 10:30-11:00 (Class: 11:00-11:35) MS Lunch: 11:05-11:35 (Class: 10:30-11:05) BE Lunch: 11:40-12:10
11:38 -12:00	Period 7
12:00	MS/HS Bus Riders
12:05	Car Riders & Second Load Buses



Grading Policy

The Brookfield Middle School grading scale is as follows:

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A = 100-93 B = 92-85 C = 84-75 D= 74-66 F = 65-Below

Homework Policy

Homework policies have been adopted by the Board of Education. Please refer to board policy for the latest information.

Grade Reports

Grade reports are issued at the conclusion of each grading period. Parents/guardians are permitted access to Progress Book, which allows for ongoing supervision of student academic success.

Progress Book

All students and parents/guardians are provided with Progress Book accounts. Parents and students can login daily to view current grades. If you do not have an account or are having trouble accessing your account, please contact administration.

Visitors

Students are not permitted to have guests. State law requires that guests enter via the main office and obtain permission upon entering. Additionally, the Brookfield Local Schools will not permit visitors to go beyond the front desk without a state issued photo ID, which will be scanned by the school security Raptor system prior to the visitor receiving access.

Bus Transportation Policy

Riding a school bus is a privilege and not a right. Students must abide by all regulations determined by the school bus policy and the bus driver, including getting to the bus stop on time and to the bus promptly upon school dismissal. Failure to comply with all school bus safety rules will result in disciplinary action such as a verbal warning, a written bus conduct report, suspension from bus riding privileges, or permanent exclusion from bus riding privileges.

Bus Passes

Bus passes are issued only for childcare reasons. A note written by that student's parent or guardian is to be dropped off in the main office before the tardy bell in the morning. **The note must include; the student's name, assigned bus number, phone number, what bus they are riding, address, and the reason.** Buses cannot drop students at different addresses without a pass.

School Bus Procedures, Rules, Regulations

If you ride the bus in the morning, you are not permitted to leave the premises without specific permission from the principal. When you are dismissed after school, you must go directly to your

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bus and get on the bus. The following rules have been established in order to ensure the safety of all students who ride our buses:

- Use only the bus and bus stop you are assigned to.
- Orderly behavior is required at each bus stop.
- Remain seated, facing front, when the bus is in motion.
- Talk quietly and make no unnecessary noise.
- Keep head and arms inside the bus.
- No eating or drinking inside the bus.
- Do not litter the inside of the bus or throw anything out the windows. Be quiet when the bus is crossing railroad tracks.

Parent Pick-up Area

Any students who are to be picked up by their parents during the day are to wait in the main office. Parents are expected to come into the office to sign their child out.

Personal Data Cards

At the beginning of each school year, parents/guardians must complete a Personal Data Card for their child. The Personal Data Card Form is available online. Parents/guardians must complete this form with pertinent information about that student and his/her parents/guardians, important phone numbers that may be needed by the school and medical treatment information and consent. These cards should be updated as necessary. The student's social security number must be listed.

School Clinic Services

Students who become ill during the school day must obtain a pass from their teacher before reporting to the clinic. If the nurse is not available, the student should report to the office. If the student is too ill to remain in school, parents/guardians will be notified and the student will be sent home. Parents are encouraged to communicate directly to the school nurse any health concerns that may affect the student's performance or behavior at school. Special arrangements can be made with the school nurse for students to receive medications during school hours. No medicine will be administered without proper authorization forms. These forms are available in the office. Medicine **will not** be accepted by the nurse **from students**. Parent/Guardian must present the medicine to the school nurse in the original container. Students **should not** call and/or text their parents on cell phones when ill as the school needs to be aware of health situations for safety purposes.

PRESCRIPTION MEDICATION:

1. An Administration of Medication Request Form must be completed and signed by both the physician and the parent/guardian.
2. The medication must be brought to the school by the parent /guardian. Students are not permitted to carry or transport an emergency medication (i.e. Inhaler, EpiPen) unless previously authorized by the school, physician, and parent/guardian.
3. All prescription medication must be labeled appropriately by the pharmacist or physician and

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in its original container. The label must state the student's name, dosage, and time(s) to be taken and must match the Administration of Medication Request Form.

OVER-THE-COUNTER MEDICATION (Non Prescription):

1. An Administration of Medication Request Form must be completed and signed by both the physician and the parent/guardian.
2. The medication must be brought to the school by the parent /guardian. Students are not permitted to carry or transport medication unless previously authorized by the school, physician, and parent/ guardian and is an emergency medication (i.e. Inhaler, EpiPen).
3. All non-prescription medication must be in its original container and labeled with a permanent marker indicating the child's name. Medication not in its original container will not be administered to the student.

Immunizations

In order to minimize the spread of preventable illnesses in schools and to provide students with a healthier learning environment, the Board requires immunization in compliance with State Law and the Ohio Department of Health for each student unless the parent(s) files an objection. The Board may also require tuberculosis examinations in compliance with the law. Students eligible for kindergarten and students new to the district must present written evidence of similar immunizations, or written evidence to indicate they are in the process of receiving immunizations, to be completed no later than the day of entrance. Students failing to complete immunizations within 14 days after entering are not permitted to return to school.

Guidance Services

To see the Guidance Counselor or an Administrator about personal, social, or career concerns, please use the request form available in the main office. The office will send for you as soon as as possible.

Cafeteria

Each student is expected to either carry or buy lunch. Current prices can be found on the website. Students are expected to keep their accounts current. In the event that students accounts are in the negative, they will not be permitted to receive extras or ala carte items. You are expected to follow cafeteria rules. Students are expected to eat lunch. If you do not have a lunch, have forgotten it or there is a possibility that it will be brought in, it is your responsibility to check to see if it is in the office. The school participates in the **LUNCH BOX** program. Students have an account that parents can send money into and check online. Students enter a password on a keypad prior to each purchase. Each student will receive a copy of the policies and a menu will be posted each month.

Cafeteria Procedures

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1. Students are to enter and sit as directed.
2. Students are not permitted to move freely about the cafeteria. Once the students are seated they are to remain seated.
3. Students will get snacks and extras either when they go through or after all students have been through the line.
4. Supervisors may assign seats if necessary.
5. No pop or gum is permitted in the cafeteria.
6. Supervisors will dismiss students. Students are required to clean trash from the table, wipe off their area/table so it is free from food, debris, and spills, and push in chairs.
7. Students may use the restroom after obtaining permission from the supervisors.

Safety Drills

FIRE DRILLS

Fire drills are required by the Ohio Revised Code so our students and staff will become familiar with procedures in time of emergency. Exit instructions are posted in each room. Your teacher will review with you the proper exit and where to go. Important things for you to remember are: (1) Stay with your class and stay in line; (2) Do not talk. Follow instructions; (3) Keep calm. Do not push. Walk fast but do not run; (4) If any exit is blocked, your teacher will give further instructions as to what exit to use.

TORNADO DRILLS

Tornado drills are also required by law. Please, become familiar with procedures. Exit your rooms quickly and quietly and to your designated area. All Students should kneel with heads covered and face the wall. Complete silence is required.

EMERGENCY DISASTER

Emergency disaster drills are required by Ohio law. When an emergency disaster is imminent or during emergency disaster drills, you will be given specific instructions. An Emergency Disaster Plan will be posted in each room.

Nondiscrimination and Anti-Harassment

In compliance with federal law, the Brookfield Local School District has established policies and procedures that are free from discriminatory practices.

Brookfield Board of Education Policy 2260 states: "Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

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The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind. Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students."

Any violation should be reported using the **BLS D Complaint Form** found on the district web site. This form is also available in all of our district's offices. The District's Compliance Officers are Mrs. Kristen Foster and Mr. Toby Gibson. They can be reached at 330.619.576.

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."

Book Bags/Backpacks/Gym Bags

Book bags may be brought to school. However, they must fit in the student's locker and be kept there during the school day. Students may not carry book bags / backpacks / or gym bags from class to class. **No bags with wheels are permitted. String bags are considered backpacks.** **NO BAGS ARE TO BE KEPT ABOVE STUDENTS LOCKERS DURING THE SCHOOL DAY.**

Work Permits:

All students 14-18 years of age must have a work permit to be legally employed. Applications for work permits are online and will also be available in the school office. Please allow 48 hours

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for processing once application is complete. We can only process work permits for students working in Ohio.

Request for Homework Procedures:

Parents: If a student has been absent for three (3) or more days you may request homework. In the event of an extended illness, additional homework may be requested provided the previous work was completed and turned in. Call the Brookfield Middle School Office (330- 448-3003) to make arrangements by 9:00 a.m.. Work will be ready the following day after 2:00 p.m.

Parent Teacher Conferences

Parents who wish to discuss their child’s behavior or class work with teachers may do so in one of two ways. Parents may schedule an appointment during the established fall and spring conference days or contact the student’s teacher(s) to schedule time and date for conference that works for both parties.

Enrollment for New and Transfer Students

Parents wishing to enroll new or transfer students should contact the Brookfield Middle School Office. In addition to the Enrollment packet which can be found on-line or picked up in the main office, the following documentation must also be presented: academic transcripts, report cards, birth certificate, immunization records, proof of custody or court order, and proof of residency (Preferably two current utility bills). Enrollment will not be processed without these documents.

Withdrawal

In order to withdraw students, students must be signed out of school with a custodial parent or guardian’s signature and all obligations must be completed.

Attendance Policy

A. Compulsory School Attendance:

The Ohio Revised Code states that “A child between the age of 6 and 18 years is of compulsory school age” (ORC 3321.13) The laws of the state of Ohio (ORC 3321.04) require that every parent, guardian or adult having charge of any child between the age of 6 and 18 must send such child to a public, private or parochial school for the full term that school is in session, unless excused by proper legal certificate. Such attendance must begin on the first day of school.

Regular attendance is one of the first requirements for good progress in school. Skipping classes or truancy is usually the first step toward serious discipline problems. School authorities have a right to know why a student is absent from school. Students not present in school for any purpose are counted as absent.

B. Types of Absences:

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The Brookfield Local School District recognizes two (2) different types of absences:

I. Excused:

- In this case, the school was notified the day of the absence **and** the student brought in a signed, dated note from a parent or physician (if more than 5 days), a document indicating a court appearance, or evidence of one of the following reasons for absence from school as permissible by the Ohio Revised Code. The Ohio Revised Code and Board Policy permit students to be absent from school for the following reasons:
 1. Personal illness (medical verification required upon the 5th consecutive absence).
 2. Family illness (medical verification maybe required if it is deemed appropriate).
 3. Quarantine of the home (The absence of the child is limited to the length of the quarantine as determined by proper health officials).
 4. Death of a close relative - three (3) days maximum unless reasonable cause shown otherwise.
 5. Observance of Religious Holidays.
 6. Family emergency - it must be an acceptable reason in the judgment of the Principal. The fact that the parent knows where his/her child is, if not in school, does not make the absence legal or verified.
 7. Medical or dental appointments that cannot be arranged during non-school hours.
 8. Authorized school-sponsored activities.
 9. College Visitations/Job Shadowing - Seniors are permitted three college visitation days. The parent/guardian must notify the school secretary, Mrs. Price, of the upcoming visit. The student must provide verification of the visit on college letterhead upon return. Job shadowing is permitted by only senior and junior students in order to shadow someone in a prospective career. Guidance Counselor, Ms. Anthony, will share the criteria to be met for this to be an excused absence.

II. Unexcused Absences:

1. Any absence not excused by state law.
2. Any absence for which a student fails to submit a written note the returning day.
3. An unexcused absence is defined as an absence “without a legal reason.”

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C. Excessive Absences/Habitual Truancy - Under House Bill 410:

In December, 2016 the Ohio General Assembly passed House Bill 410 (HB 410) to incorporate a preventative approach to excessive absences and truancy. Pursuant to HB 410, the Brookfield Local School District has amended and adopted attendance policies that are required by law. Brookfield Local School District is now required to track students' attendance by "hours" rather than "days." One school day is equal to 6.05 hours. **Every minute counts. Time out of the building accumulates quickly.**

- **HABITUAL TRUANCY POLICY:**

Students who are not excused from school will fall under "habitual truancy." **Habitual Truancy** includes any **unexcused absences** and meets the following criteria:

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

The school and/or district, working in conjunction with the juvenile court, is required to take measures to improve habitual absenteeism, truancy, and tardiness.

- **EXCESSIVE ABSENCES POLICY:**

Even with legitimate excuses, children with excused absences may fall under "excessive absences". Parents will be notified of a child's **Excessive Absences** whether excused or unexcused if absences meet the following criteria:

- 38 or more hours in one school month
- 65 hours or more in one school year

Once a child meets the above hours, our Absence Intervention Team (AIT) will put into place an **Absence Intervention Plan** for the child. The Attendance Officer will contact the parent/guardian, as well as the child, regarding the date and time of a meeting set by the school's AIT that the parent/guardian and child is required to attend. During this meeting, the nature of the student's attendance problem will be identified, strategies to reduce the absenteeism will be discussed, and an Absence Intervention Plan will be developed. Action must then be taken by the parent/guardian and the child to resolve the cause(s) of the absences. Failure to follow and meet the plan requirements will result in the Attendance Officer filing an official complaint in juvenile court.

The school and/or district, working in conjunction with the juvenile court, is required to take measures to improve habitual absenteeism, truancy, and tardiness.

Attendance Related Rules and Procedures:

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- **Contact School:** Parents/guardians **MUST** call the school office at 330-448-3003 and report your child's absence and the reason. If the absence is to be for an extended time, the reason can be given and it will not be necessary to call each day.
- **ONECALL System:** If no call is received, we will contact your home requesting a response. Ohio law requires daily contact when a call is not received. The ONECALL system will automatically make the calls. This may be an automated call.
- **Note Required:** If a student is out of school due to illness, a note from the parent/guardian or doctor **MUST** be turned in upon the student's return for the absence to be excused.
- **Extended Illnesses:** If a student is going to be absent for a long period of time due to illness, the school should be aware of this factor so that home instruction can be arranged.
- **Excessive Absences:** If, at any time that absences become excessive, a doctor's statement as to the reasons for the frequent absence is required. Excuse must state that the student was unable to attend school. The student **MUST** turn in a doctor's excuse the day they return to school.
- **Make-up Work:** The child will have one day plus the number of days absent to make up all work missed. It is the responsibility of the student to find out what s/he missed and make arrangements with the teachers in order to make up work missed.
- **Appointments:** Students are requested to make all doctor/dentist appointments after school hours and/or on Saturday. Any appointment unable to be made after school must be verified by the student bringing an "office visit" slip upon their return to school. Failure to bring in proper documentation may result in an unexcused absence. Students are expected to attend school before and after the appointment as only the time of the appointment and time of transportation will be excused.
- **Vacations/Trips:** If parents are taking students on a trip with them, the school should be informed before leaving. All vacations are **UNEXCUSED** absences, so please plan accordingly. Family vacations should be scheduled on days when school is not in session.

Tardy to School Policy

Any student arriving at school and not in designated classroom by **8:00 a.m.** is considered tardy. Students late to school in the morning must report to the office before going to class. A tardy slip must be issued for admittance to class.

A. Students tardy to school must report to the Main Office to sign in and give their reason for tardiness.

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B. A student is considered tardy to school if s/he is not in his/her designated room when the last tardy bell rings at **8:00 a.m.**

C. The only acceptable excuses for tardiness are the same as those for absences and require a parent and/or doctor note.

D. Excessive tardiness due to illness may require written confirmation from a doctor that a medical problem exists.

E. The student will report to the classroom and present the slip to the teacher.

Tardy to Class Policy

Any student arriving late to class will not be admitted to class without a pass. Students who are tardy to class more than 5 times during a 9 week period will be issued progressive discipline by administration.

Leaving School Grounds

Leaving the school building or grounds, unless as a function of a supervised school activity or with administrative permission, is prohibited. Students are to remain in the building for the time of arrival until the official time of dismissal. Failure to comply will result in disciplinary action. In the event that a student leaves school grounds without permission, administration will notify local authorities as well as the student's parent/guardian.

Truant From Class Policy

Students being truant from class or "skipping" class will not be tolerated. A student who does not report or knowingly skips class will be issued progressive discipline by administration.

Telephone Use

There is a telephone located in the office. **ONLY EMERGENCY TYPE CALLS SHOULD BE MADE DURING SCHOOL HOURS. Cell Phones are not to be seen or used during school hours.**

Lost and Found

All items found in the school will go to Lost and Found. Unclaimed items will be discarded at the end of each grading period.

Food and Drink

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Food and drink are not to be carried throughout the school. The presence of food or drink in the classrooms and hallways is very disruptive and causes a considerable litter problem. Only food that is “school sponsored” will be permitted outside the Cafeteria.

Lost or Damaged Device

Brookfield Middle School assumes no responsibility for the theft, loss, or damage of an electronic device brought to school or on the district’s buses. Students bring these devices to Brookfield

Commented [1]: Leave this in?

Commented [2]: I would

Science Projects and Student Demonstration

Students are **not** to bring to school live animals or items that could be considered weapons, etc. for class demonstration unless permission is granted by the teacher and principal.

Aerosol Spray

Students may not bring any aerosol spray to school. This includes hair spray, perfume, deodorant, etc. Nothing should be sprayed in classrooms or on buses.

Gum Chewing

Brookfield Middle School **does not permit the use of chewing gum.** This policy exists to keep our school clean and avoid the unsanitary conditions resulting from disposing of gum in drinking fountains and elsewhere.

Lockers

All students in the 5th, 6th, 7th, and 8th grades have lockers. All lockers are equipped with combination locks. This is for the safety of your books and personal belongings. No other locks may be used. A copy of your combination must be on file. Students are not permitted to put things up in/on their assigned locker. Students are not permitted to use a locker other than the one assigned to them. The locker is school property and must be maintained by the student. The school reserves the right to inspect this property should just cause or the need arise. They may be inspected at any time. You can be charged for damaged lockers.

Search and Seizure

The Brookfield Middle School recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. Brookfield Middle School acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. School authorities are charged with the responsibility of safeguarding the safety and well being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student’s consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student’s age.

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Flowers, Balloons, Etc.

Flowers and balloons are **not permitted to be delivered to school** for occasions such as birthdays, special events, etc. They cannot be delivered to the student, and therefore should not be sent.

Selling Articles

Only items approved by the Board of Education are allowed to be sold as school projects. Students are not permitted to bring articles from home to be sold in school.

Honor Roll

The Honor Roll is a special recognition for academic achievement. It is based on overall academic percentage average for the preceding grading period. An overall average of 93% to 100% merits the student Honor Roll recognition.

Athletic Eligibility

In grades 7 and 8, to be eligible you must be currently enrolled in school and have received passing grades in a minimum of 5 of your classes in the immediately preceding grading period. Eligibility for each grading period is determined by grades received the preceding grading period. Semester and yearly grades have no effect on eligibility. Students may not participate in an athletic event during a suspension or if they have not attended school for at least a half day on the day of that event. For eligibility purposes, summer school grades may not be used to substitute for failing grades received the final grading period of the regular school year or for lack of enough subjects taken the preceding grading period.

Cheating

When cheating has been accurately identified, the teacher should inform the principal of the incident. All incidents of cheating will be handled in a confidential manner. The student who has cheated will receive a zero on the test or assignment and the parents will be notified.

Chemical Dependency

The Brookfield Local Schools recognize Chemical Dependency as a treatable illness. Therefore, in order to provide for a program intervention and treatment in the Brookfield Local District, the following policy was adopted:

Protocol for suspected chemical use:

Description: Staff member suspects chemical use by the student.

1. Staff member becomes concerned about possible chemical use because of inappropriate behavior displayed by the student.
2. Staff member contacts the Guidance Counselor and discusses the reasons for suspecting chemical use.
3. The Guidance Counselor circulates tracking forms to staff members that have contact with the student. The student is observed for two (2) weeks.
4. The Guidance Counselor gathers the data and discusses it with the concerned staff member(s).

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5. If the data is negative, no further action is taken.
6. If the data is positive for documented specific inappropriate behavior, the Guidance Counselor contacts the student and his/her parents/guardians to see him/her for a meeting.
7. The student and parents/guardians are informed/confronted about the documented behavior that has been observed at school. The Guidance Counselor presides at the meeting. The principal, a concerned staff member and/or task force member may also be present. The Guidance Counselor may recommend that the student should have a professional assessment.
8. If the parents refuse an assessment, no further action is taken. The tracking forms and documentation of the meeting are placed in a confidential school file.
9. Protocol for possession or use of alcoholic beverages and possession or use of illegal drugs or drug-related item – SEE MISCONDUCT/OFFENSE TABLE

Hall Passes

If you have to be out of your assigned room during class time, we require that you have a hall pass from your teacher. No students are to be in the corridors without a pass stating a departure time, not a period, and it is the responsibility of the student to request it from the teacher. If you fail to do so, you may be penalized. Any alteration of a hall pass by a student will result in disciplinary action. All students must "sign out" of every class. Students should expect to be asked where they are going by adults in the halls.

Rules for Dances and Field Trips

1. Once a person has paid the admission, or stepped on the bus, he/she will be considered in attendance at the dance/activity.
2. Once a person is officially in attendance, he/she cannot leave the building/bus and come back in/on. Any student who leaves the building/bus will no longer be under the supervision and/or responsibility of the chaperones. Students will accept full responsibility for their decision to leave the dance/activity and will accept responsibility for his/her actions from that point on.
3. Chaperones, however, do have the authority to remove or have removed from the dance and/or premises, any student who breaks any rule, regulation, or policy governing school-related functions which include those made over and above those written in the student handbook, made to specifically relate to a particular event.
4. Violation of any rule, regulation or policy governing all school functions and/or this dance/activity in particular, may result in dismissal from the dance and the premises. If this should occur, the advisor shall call the student's parent to inform them of this action and the reason why such an action is necessary. This call shall be completed before the student is removed from the building.
5. If, in the opinion of the administrator in attendance and the club advisor, a student's behavior and/or condition warrants immediate disciplinary action, the proper authorities may be called to remove student from the dance/activity and be taken to the police station. The parents will then be notified of such action.
6. If improper conduct is displayed at a dance/activity, the dance/activity may be canceled immediately.
7. The Code of Conduct is in effect at all school activities.

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Study hall and Intervention Period Policies

While in study hall/intervention, you are expected to work quietly and independently. Study hall is to be treated and respected as any other class in your schedule. You must have appropriate school materials with you when you report to study hall. To ensure a quiet atmosphere conducive to study, students should observe the following rules for study hall:

1. Students are to be in their seats on time.
2. No permission slips will be recognized until the entire study hall is ready for study.
3. No student will be excused from study hall unless he/she has a permission slip signed by requesting staff member.
4. Pencils should be sharpened before the beginning of the period.
5. Talking without permission is not permitted.
6. Students will be allowed restroom privileges by permission of teachers, with a legal pass.
7. Students should report to the study hall before asking permission to go to the library.
8. The student must sign the attendance form in the library so that his/her attendance may be recorded.
9. Electronic devices, card playing, cell phones, ipods and other electronics are not permitted in study hall.
10. Dismissal from study hall is by teacher direction not by the bell.
11. All paper and debris must be picked up off floor prior to departure.
12. Study hall rules also apply to library. The abuse of rules in the library results in withdrawal of the privilege.

Library Usage

The library has a collection of audio-visual materials, books, magazines, reference materials, and a computer lab. A computer pass is required to use this lab. Books may be checked out for a two-week period and renewed once. A fine of 10 cents per day will be assessed on books returned late. Magazines do not circulate. Library privileges can be revoked until fines are paid and books returned. Homework is not to be done in the library unless you are doing research for a report. There is to be no gum, candy, or talking in the library. Teachers may give out passes for library usage. Study hall teachers may give out passes for library usage. Study hall teachers may also allow a limited number of students to use the library during that time.

School Bus Procedures, Rules, Regulations

If you ride the bus in the morning, you are not permitted to leave the premises without specific permission from the principal. When you are dismissed after school, you must go directly to your bus and get on the bus. The following rules have been established in order to ensure the safety of all students who ride our buses:

- Use only the bus and bus stop you are assigned to.
- Orderly behavior is required at each bus stop.
- Remain seated, facing front, when the bus is in motion.
- Talk quietly and make no unnecessary noise.
- Keep head and arms inside the bus.
- No eating or drinking inside the bus.

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- Do not litter the inside of the bus or throw anything out the windows. Be quiet when the bus is crossing railroad tracks.

Parent Pick-up Area

Any students who are to be picked up by their parents during the day are to wait in the main office. Parents are expected to come into the office to sign their child out.

Student Code of Conduct

The maintenance of school discipline and proper behavior is essential to the establishment of a proper learning environment. All employees as well as all students are responsible for the maintenance of good discipline within the school setting. A breach of discipline is any conduct of pupils, which substantially and materially interferes with the maintenance of a proper learning environment. Acts of behavior which tend to conflict with the education program, which can be antagonistic to the welfare of other students, the staff and/or the system cannot be tolerated. School authorities cannot accept liability and responsibility for student health, safety and welfare unless the student conforms to the specified standards of good conduct.

In order to maintain the proper learning environment for all students, when a student is found to be in violation of this Code of Conduct it shall be considered a serious breach of accepted behavior and disciplinary action will be taken. Unless otherwise noted in the individual section, this code shall be applicable on school grounds at all times or off school grounds during a school-sponsored activity, on any school conveyance and at any other time when the student is subject to the authority of the school.

Students who engage in acts that repeatedly violate this code will be subject to more severe consequences for subsequent violations. The school district shall be entitled to maintain record of each student's misconduct and consider such records in arriving at the type of severity of punishment for a violation of this code.

A. Statement of Student Responsibility

B. Person-to-Person Relationships / Threats

Students will show proper consideration and respect toward staff members and fellow students. Any threat by a student, whether verbal, physical or electronic, directed towards any adult in our building will result in an automatic suspension pending expulsion with a police report being filed. Any threat by a student, whether verbal, physical or electronic, directed towards any other student in our building will result in detention, in-school suspension, out-of-school suspension, and/or expulsion depending upon the circumstances.

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C. Profane, Obscene Language/Gestures

A student shall not use profane, obscene or vulgar language or gestures while under the authority of the school, while on school grounds, school buses or vehicles, or while engaged in or present at any school sponsored event or activity. Failure to comply will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, detention, in-school suspension, out of school suspension and/or expulsion.

D. Assault / Assault and Battery

A student shall not engage in any act or threatened act of physical or psychological violence or force causing, attempting to cause, or threatening to cause, physical or psychological harm or injury to another person. Committing such an offense will result in disciplinary action with a range of applications based on the severity of the offense and can include, but is not limited to, detention, in-school suspension, out of school suspension and/or or expulsion. Law enforcement will also be notified as appropriate.

E. Fighting

A student shall not engage in any fight, hit, punch, kick, push, physical confrontation or engage in any other act of violence or force that causes harm or threatens to cause harm to another person. A student shall not instigate or encourage fighting. If a student, who is engaged in a fight, and, in the course of fighting, strikes, pushes, and/or physically restrains a staff member who is attempting to intervene, such actions may be regarded as a separate violation, specifically an assault, and may result in a police report and appropriate disciplinary consequences. In such instances, the staff member retains the right to pursue legal remedies in the civil and criminal courts independent of the actions(s) taken by the school district. Committing such an offense will result in disciplinary action with a range of applications based on the severity of the offense and can include, but is not limited to, detention, in-school suspension, out of school suspension and/or expulsion.

F. Intimidation / Harassment / Menacing

G. Hazing (Initiations)

Initiations of any sort are prohibited. Initiations and/or hazing are those activities into which students are coerced in order to become part of a group or activity to avoid harm. Committing such an offense will result in disciplinary action with a range of application based on the severity of the offense and can include, but is not limited to, detention, in-school suspension, out of school suspension and/or expulsion.

H. Sexual Harassment Policy (Inappropriate Public Displays of Affection)

Inappropriate displays of affection or sexual conduct will not be tolerated. There can be no

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acceptance or tolerance in the school setting for inappropriate, unwelcome and at times vulgar or illegal harassment or advances of a sexual or other nature. Sexual harassment may include, but is not limited to:

1. Sexual flirtation, touching, advances, or propositions or pressure to engage in sexual activity.
2. Verbal or physical abuse of a sexual nature.
3. Graphic or suggestive comments about an individual's clothing or body or otherwise graphic or suggestive comments.
4. The use of sexual degrading words to describe an individual.
5. Displaying sexually aggressive objects or photographs.
6. Sexually explicit or obscene jokes.

If a student believes he or she is a victim of such actions by another member of the school community, they should report it immediately to a principal, guidance counselor or teacher. The principal or assistant principal should be contacted if the original referral was not made there. School administration will then investigate the situation as necessary. Parents will be informed as needed. Should the accused party be proven as an offender, appropriate action will be taken. Committing such an offense will result in disciplinary action with a range of applications based on the severity of the offense and can include, for students, but is not limited to, detention, in-school suspension, out of school suspension and/or expulsion.

I. Drug / Alcohol Policy

J. Weapons / Explosives / Incendiary Devices / Fireworks

K. Bomb Threats

L. Attendance at School Functions / After School Activities

M. Attendance at School Assemblies / Special Activities

N. Violation of Federal or State Statutes

O. Any Violation of Law of the State of Ohio

P. Use / Misuse / Abuse of School Property & Facilities

R. Theft

Students shall respect the personal ownership rights of others. Discipline may range from detention, in-school restriction, Saturday school, out-of-school suspension, and/or expulsion. In addition to imposing discipline, school administration may report theft(s) to local authorities.

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Theft is the unlawful taking of property belonging to another person or entity.

S. Student Telephone Usage Policy

T. Student Computer Policy

U. Internet Access for Students

V. Use & Searches of Lockers / School Property / Personal Belongings / Person

W. Disruption / Riot / Disorderly Conduct

X. Academic Dishonesty

Y. Distribution or Sale of Unauthorized Materials

Z. Student Backpacks

AA. False Reports / Forgery

BB. Nuisance and/or Hazardous Items

Section 5 A: Disciplinary Actions

DD. Before / After School Detention

EE. In School Suspension

FF. Out-of-School Suspension

GG. Expulsion and Permanent Exclusion

Commented [3]: RE-WORK once Adam completes section

Dress Code Policy

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 be sent home, whenever possible. Detentions will be assigned for every dress code violation. The dress code will be a progressive discipline policy. Continued offenses may lead to a In-School Suspension, Out of School Suspension, and/or the loss of privileges (including but not limited to the privilege to wear shorts, driving, etc).

Objectives:

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- To help guide students to respect appropriate standards of attire.
- 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:

- Shorts must be “Fingertip Length” or five (5) inches above the knee, **whichever is longer**.
- Cut-off shorts are not permitted. Shorts must have a manufactured hemline.
 - Tight-fitting shorts made of spandex material such as biker shorts are not permitted as an outer garment.
 - 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. Grades 3 and 4 may wear tennis shoes or closed-back/closed-toe shoes. 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 middle/high schools other than Brookfield is prohibited.

Commented [4]: Is this still accurate?

Board Policies

<https://www.boarddocs.com/oh/brookfield/Board.nsf/Public?open&id=policies#>

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