

BROOKFIELD ELEMENTARY SCHOOL

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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.

HOME OF THE WARRIORS

This Handbook replaces all prior handbooks and other prior written material provided on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board’s policies and the School’s rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available on the District’s website.

MESSAGE FROM THE ADMINISTRATION

Welcome to Brookfield Elementary School! 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 BES 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 the administration.

COMMUNICATION IS KEY:

Below please find a BMS staff directory and respective emails.

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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.



HOME OF THE WARRIORS

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Section 1: General School Information

A. Bell Schedule

Daily Schedule

8:30 AM	Door Opens / Breakfast begins
8:45 AM	Students go to classrooms
8:55 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
8:55 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

B. Dismissal Procedures

1. Due to safety reasons no students are going to be dismissed between 2:30 and 3:00.
2. Dismissal is between 3:10 and 3:30 PM. **Please do not report to the school foyer until 3:00 PM to sign your child out.** Afternoon announcements are around 2:55. 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.

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6. Students and parents **will not** be readmitted to the building after 3:45 PM for any reason.

C. Grading Policy (Board Policy po5421)

All students in kindergarten through fourth grade use a standards based report card.

D. Homework Policy (Board Policy po2330)

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

E. Grade Reports (Board Policy po5420)

Grade reports are issued at the conclusion of each grading period.

F. Progress Book

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

G. Visitors(Board Policy po9150)

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.

H. 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. The Student Code of Conduct remains in effect on all school transportation. Any violations to the Code of Conduct while on school-provided transportation may result in discipline up to and including revocation of bus privileges or permanent exclusion from bus privileges.

School Bus Procedures, Rules, Regulations (Board Policy po8630)

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

I. 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 no., phone number, what bus they are riding, address, and the reason.** Buses cannot drop students at different addresses without a pass. **You can also call 330 448-3011 to make a change.**

J. Personal Data Cards (Board Policy po8320.01)

At the beginning of each school year, parents/guardians must complete the digital Personal Data Card information for their child through the One-View Portal. 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.

K. Elementary Specific Requests

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.

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.

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

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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.

Treats - Store made treats may be brought in for holidays and birthdays.

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.

L. School Clinic Services(Board Policy po5330)

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. **A student may not remain in the clinic if a test is being given in this student's class period.** 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 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

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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.

M. Immunizations(Board Policy po5320)

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.

N. School Counseling Services

To see the School Counselor or an Administrator about personal, social, or career concerns, please use the request form available in the main office.

O. 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. Students in the elementary school are not permitted to receive extras or ala carte items. You are expected to follow cafeteria rules. Students are expected to eat lunch. 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

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 can not share food.
4. Supervisors may assign seats if necessary.
5. No pop or gum is permitted in the cafeteria.
6. Lunch from fast food establishments is **not** permitted in the school building.
7. 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.
8. Students may use the restroom after obtaining permission from the supervisors.

P. Safety Drills(Board Policy po8420)

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FIRE DRILLS

Fire drills are required by the Ohio Revised Code so our students and staff will become familiar with procedures in times 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.

Q. 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.

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 **BLSD 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. Stanley Filicky 330 619-5706 and Mrs. Kristen Foster (330.619.5761).

Public Attendance at School Events

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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."

R. Book Bags/Backpacks/Gym Bags

Book bags may be brought to school. However, they must fit in the student's cubby and be kept there during the school day. Students may not carry book bags / backpacks / or gym bags from class to class. **String bags are considered backpacks.**

S. 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 Elementary School Office (330-619-5240) to make arrangements by 9:00 a.m. Work will be ready the following day after 2:00 p.m.

T. Parent Teacher Conferences

Parents who wish to discuss their child's behavior or classwork 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 a conference that works for both parties.

U. Enrollment for New and Transfer Students

Parents wishing to enroll new or transfer students should contact the Board of Education office and talk to Alysia Williams at 330 619 5744. 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 such as electric

or gas). Enrollment will not be processed without these documents.

V. 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.

Section 2: Attendance Policy (Board Policy po5200)

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:

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 may be 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.

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.”

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 Sabbrina Landers 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.

D. Attendance Related Rules and Procedures:

- **Contact School:** Parents/guardians **MUST** call the school office at 330-448-3001 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 absent 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.
- **Dismissal from School:** Notes for early dismissal should be signed by parent and/or guardian and should be brought to the elementary school office at the beginning of the day. If a student has forgotten their dismissal note or requires an unexpected dismissal, student will not be dismissed unless a parent and/or guardian comes to the elementary school office to sign them out. For safety reasons, only those on the OneView portal contact list will be permitted to sign a student out.
- **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. The 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.

E. Tardy to School Policy (Board Policy po5230)

Any student arriving at school and not in a designated classroom by **8:55 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. Students who are tardy to school more than 3 times will be issued progressive discipline by the administration.

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

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 **8:55 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.

Section 3: Student Code of Conduct (Board Policy po5600)

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 a 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.

- Every attempt shall be made to be as fair as possible.
- Self-discipline is something we all must learn. It is perhaps the most important type of discipline.
- The administration and teachers do not punish students when they show improper conduct. They only take corrective action in holding undesirable behavior accountable so as not to interfere with the education of others.
- A consistent effort will be made to keep a few students from giving the entire student body a negative image and poor reputation.
- This Local Board-adopted policy is in compliance with Ohio Law 3313.661.
- All misconduct could not possibly be listed. In other cases of misconduct, the corrective action taken will relate as closely as possible to the offense.
- Rules and regulations defining every type of student behavior are neither practical nor possible. Students are expected to behave and obey school rules, regulations, and procedures and to practice good citizenship at all times in school and related school extracurricular activities.
- In order to provide an efficient school, a certain level of student discipline is necessary. In providing this environment, we believe the following rules and regulations will act as positive guides.
- The violations involve corrective action for one school year at a time. They are not cumulative except in truancy cases that are cumulative throughout the student's K through twelve educational experiences.
- Parents are to be notified whenever possible of serious or repetitive infractions.
- Repetitive infractions of school rules and regulations may result in eliminating prior steps to expulsion.
- At extracurricular functions, consequences shall be administered at the discretion of the administration.

NOTE: A listing of infractions and corrective actions is distributed to students at the beginning of the school year.

A. Person-to-Person Relationships / Threats (Board Policy po5517.01)

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 other student or staff member in our building will result in progressive discipline determined by elementary school administration.

B. Profane, Obscene Language/Gestures (Board Policy po5500)

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 determined by elementary school administration.

C. Assault / Assault and Battery (Board Policy po5500)

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 determined by elementary school administration. Law enforcement will also be notified as appropriate.

D. Fighting (Board Policy po5500)

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. Committing such an offense will result in disciplinary action with a range of applications based on the severity of the offense determined by elementary school administration.

E. Insubordination/Reasonable Request (Board Policy po5500)

Students are expected at all times to follow the directives of staff including but not limited to teachers, secretaries, bus drivers, and custodians. Students who blatantly refuse to follow directions or instructions given by staff will result in progressive discipline as determined by elementary school administration.

F. Disruption and Interference with School (Board Policy po5500)

In order to ensure that all students receive every opportunity during the school day in relation to instruction and learning it is expected that all students respect the learning environment for all. Students causing disruption(s) throughout the school day whether in the classroom, hallway, study hall, or cafeteria will result in progressive discipline as determined by elementary school administration.

G. Intimidation / Harassment / Menacing / Bullying (Board Policy po5517.01)

In accordance with section 3313.666 of the Ohio Revised Code, the Brookfield Local School

District strictly prohibits harassment, intimidation, or bullying of any student including on school property, on a school bus, or at school-sponsored events. 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.

Harassment, intimidation, or bullying means either:

- (a) Any intentional written, verbal, electronic, or physical act that a student has exhibited towards another particular student more than once and the behavior both:
 - i. Causes mental or physical harm to the other student or staff members
 - ii. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- (b) Violence within a dating relationship.

Electronic act - means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or another electronic communication device. Students found responsible for harassment, intimidation, or bullying through written, verbal, physical, or electronic acts can be administered progressive discipline as determined by highschool administration.

False Reports - In accordance with section 3313.666 of the Ohio Revised Code, the Brookfield Local Schools strictly prohibits students from deliberately making false reports of harassment, bullying, and/or intimidation. Students who deliberately make a false report may be subject to progressive discipline as determined by high school administration and/or the involvement of local authorities.

H. Hazing (Initiations) (Board Policy 5516)

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 determined by elementary school administration.

I. Sexual Harassment Policy (Board Policy po2266)

Inappropriate displays of affection will not be tolerated. There can be no 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 sexually 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, Asst. Principal, Guidance Counselor teacher, or Mrs. Marino, the Title IX Coordinator. The principal or assistant principal should be contacted if the original referral was not made there. Our Title 9 Coordinator, Mrs. Marino, 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 determined by elementary school administration.

J. Drug/Alcohol Policy (Board Policies po5512 and po5530)

The Brookfield Local School District recognizes its responsibility in providing an environment conducive to the development of students to their maximum level of learning. Behaviors related to alcohol and drug abuse disrupt the educational environment for all within the classroom or school. Through this policy, we hope to maintain a balance of compassion for anyone suffering from alcohol and drug abuse and also protect the educational integrity of our schools. It is mandatory that students be in compliance with the standards of conduct set forth in this policy. Failure to comply with the rules pertaining to the possession or use of drugs, alcohol, or other intoxicants, including steroids and/or counterfeit (look-alike drugs), and drug paraphernalia at school or as a part of any school activity or while under the authority of the school will result in disciplinary action as determined by elementary school administration.

K. Weapons/Explosives/Incendiary Devices/Fireworks (Board Policy po5772)

Students shall not possess, use, threaten use of, handle, transport, sell, conceal, ignite, or explode fireworks/ explosives/incendiary devices of any kind. A student shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument. Weapons and dangerous instruments include, but are not limited to, firearms, knives, metal knuckles, laser pointers, straight razors, explosives, noxious irritants, poisons, and other dangerous substances, along with any item that is a “look alike” of any of the above, or any object which is used or may be used to inflict physical harm. “Firearm” is defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924.), which includes but is not limited to any explosive, incendiary, or poisonous gas; bomb, grenade, or rocket having a propellant charge of more than four ounces; missile having an

explosive or incendiary charge of more than one-quarter ounce; mine or device similar to any of the devices described above. The definition of a "knife" includes, but is not limited to a cutting instrument consisting of a sharp blade fastened to a handle. Weapons violations may result in expulsion of up to one (1) full year.

L. Bomb Threats (Board Policy po5610)

Making a bomb threat to a school building or any premises where a school activity is taking place is strictly prohibited and will result in expulsion of up to one year.

M. Attendance at School Functions/After School Activities (Board Policy po5610.05)

Students are expected to conduct themselves in a mature manner so they do not bring discredit to themselves, their families, our school, or our community. Inappropriate conduct such as booing, physical confrontation, disrespect for officials, or refusal to follow instructions or directions will not be tolerated at home or away events. Students will be removed from school functions/after-school activities and denied admittance thereafter for not cooperating fully with school officials and officers of the law. Suspended or expelled students are not permitted to attend any school activity or event if at home or away. School officials have the same authority over students at after-school activities or functions as they have during a regular school day. Students who refuse to cooperate during after-school activities will be removed and denied admittance thereafter. Additional disciplinary action may be issued as well.

N. Attendance at School Assemblies / Special Activities (Board Policy po5850)

A variety of programs will be offered for the benefit of students, including pep assemblies, educational assemblies, and entertaining assemblies. Some will be open to all, others to restricted groups of relevance, depending on the nature of the program. Attendance at all school assemblies and school-related activities is a privilege, not a right. All students are expected to conduct themselves so as to show respect for the participants and others in the audience. Failure to comply with all school rules will mean ejection and restriction from future assemblies or activities.

O. Violation of Federal or State Statutes

Students shall not violate federal or state statutes, rules, or regulations on school premises or at school activities, including, but not limited to, required immunizations.

Any violation of a law of the State of Ohio while students are under the auspices of the Brookfield Local Schools, violation of State Law will be handled through the school and/or the appropriate legal authorities, as appropriate to the circumstances. Any violation of state law will be remanded to the appropriate legal authorities.

P. Use / Misuse / Abuse of School Property & Facilities (Board Policy po5513)

All students have the opportunity to use textbooks, computers, library materials, school furnishings, school equipment, and many other items, without charge. A student shall not cause or attempt to cause damage, destruction or defacement to either school property or private property on school premises or during school activities conducted on school grounds or at any school-sponsored event or connected activity regardless of where it occurs. Any person destroying, defacing or otherwise causing excessive damage to school property or school facilities may be disciplined including but not limited to being suspended or expelled from school. In addition, full retribution for the actual value of damaged, destroyed or stolen items will be expected.

Q. Theft (Board Policy po5600)

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

R. Student Telephone Usage Policy

School telephones are available for student use in the case of an emergency. Students requesting to call home for emergency purposes must first receive permission from school staff, school secretary, or school administration. Emergency messages from parents/guardians will be delivered to students via the main office.

S. Student Computer Policy (Board Policy po7540.03)

Students are encouraged to use school computers/network and the Internet connection for the teacher assigned, educational work. Unauthorized computer usage is prohibited. Failure to use computers/network for authorized educational work only will result in disciplinary action. All students must have a signed Acceptable Use Policy form in order to use school computers. All students must also adhere to the Student Electronic Device Guidelines.

T. Internet Access for Students (Board Policy po5136.01)

All computers in Brookfield Local Schools have access to the Internet and email in accordance with all applicable policies and laws. Parents who wish to deny Internet access to their child during school hours must contact the school administration.

U. Use & Searches of Lockers / School Property / Personal Belongings / Person (Board Policy po5771)

Students are assigned cubbies for their convenience in storing books, school supplies and coats.

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However, such an assignment does not limit the right of school officials to examine cubbies when, based upon a reasonable suspicion, they believe it is necessary for the safe, “non-disruptive” operation of the school. The Board of Education, or its designee, reserves the right to search the cubbies, desks, person, and personal belongings of a student on school grounds or at any school activity when, based upon a reasonable suspicion, it is reasonably necessary for the maintenance of order, discipline, and safety in the supervision and education of students. Random searches may also occur if permitted under the law. Appropriate disciplinary action will result. Criminal charges may also be filed.

V. Disruption / Riot / Disorderly Conduct (Board Policy po5560)

A student shall not cause any disruption of any classroom or school activity or the operation of the school or the educational process and shall not engage in any act that is potentially harmful to the health, welfare and safety of the student himself/herself, other students or staff. This shall include the incitement of others toward acts of disruption. 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.

W. Academic Dishonesty (Board Policy po5500)

A student shall not engage in any act of cheating, plagiarism, or academic dishonesty, including but not limited to, the removal and/or alteration of any school record. This policy also includes impersonating a teacher and/ or school official. Any infraction of this policy will result in disciplinary action

X. Distribution or Sale of Unauthorized Materials (Board Policy po5830)

A student shall not distribute or sell unauthorized materials on school property. Unauthorized materials are defined as any material goods, literature, food items, or any other objects/items that are not approved first by the administration. This policy includes the sale or distribution of information. Failure to comply will result in disciplinary action.

Y. Student Backpacks

Backpacks of any kind and drawstring gym sacks are not permitted to be worn during school hours. Bags are permissible for transporting books and gym clothing to and from school but must be secured in cubbies during normal school hours.

Z. False Reports / Forgery (Board Policy po5500)

A student shall not make false accusations or give false information on any school forms or correspondence or other communications directed to the school or school personnel. This

includes forging names on passes, excuses or notes and impersonating a school official in written or electronic form on or off-campus. Impersonating a faculty member in writing, electronically, and in all forms of communication, including online and social networks, is prohibited.

Committing such an offense will result in disciplinary action with a range of applications based on the severity of the offense as determined by elementary school administration.

Section 4: Student Dress Code Policy (Board Policy po5511)

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.

Guidelines for Students:

1. Hats, gloves, bandanas/head coverings, and sunglasses are not to be worn in the building.
2. **Hoods are not to be worn in the building.** Students wearing hooded sweatshirts may not have the hood on during the day. Coats/jackets are prohibited except with expressed permission of administration.
3. 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.
4. All clothing should be neat and clean. Clothing with manufactured holes **below the minimum shorts length** are permitted without the need for an under layer. Wearing clothing underneath clothing with holes is permitted.
5. 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. 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.

Section 5: Student Electronic Device Policy (Board Policy po7540.03)

A. Chromebook Guidelines

Use of certain electronic devices is permitted in Brookfield Elementary School. **The district will provide each third and fourth grade student with a chromebook to use for the school year.** BLS D reserves the right to revise, amend or suspend this policy at any point to ensure a safe and appropriate educational environment.

Permissibility of each type of electronic device is described as follows:

B. Misuse of Permissible Electronic Devices

The misuse of permissible electronic devices in a manner distracting to other students or school personnel is not allowed. The misuse of electronic devices includes, but is not limited to:

- a. Use of any electronic device in a classroom without the direction of the classroom teacher.
- b. Violation of the Brookfield Local Schools' Acceptable Use Policy.
- c. Listening to video or audio without earbuds.
- d. Use of earbuds at a volume level where others can hear.
- e. Use of earbuds in hallway.

C. BYOD Matrix (Board Policy po5136)

Location	Laptop/Netbook/ Tablet	Mobile Phone	Media/Music Devices
Classroom	As directed by the teacher with the primary usage always relating to instruction.	No	As directed by the teacher with the primary usage always relating to instruction, earbuds required.
Hallways	No	No	No
Lunch Period	No	No	No
Restroom Locker Room	No	No	No
Assemblies	No	No	No

NOTES:			Use of earbuds must be at a volume that does not disrupt others.
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D. Mobile Phones (Board Policy po5136)

1. Use of mobile phones for any voice communication is not permitted during school hours, including the time spent in transportation on school buses, unless otherwise directed by school personnel.
2. Mobile phones must be muted during school hours, including the time spent in transportation on school buses, unless otherwise directed by school personnel.

E. Restrictions and Expectations (Board Policy po7540.03)

The following actions are strictly prohibited and will result in possible consequences ranging from, but not limited to detention, suspension, bus revocation, expulsion and/or the involvement of local law enforcement:

1. The video/audio recording or photography of students or staff members without their consent.
2. Accessing, sharing, disseminating inappropriate content, including pornography, material with abusive language, drug/alcohol/weapon related content, or any information that can be deemed harmful or shocking to minors.
3. Using technology for interactive communication in the form of posts on social media websites during the hours of school operation to include time spent in transportation unless directed by school personnel for educational purposes.
4. Any and all harassment/bullying and intimidation behaviors per the Ohio Revised Code (ORC 3313.666) definition which follows:

Harassment, intimidation, or bullying means either:

- (a) Any international written, verbal, electronic, or physical act that a student has exhibited towards another particular student more than once and the behavior:
 - I. Causes mental or physical harm to the other student;
 - II. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- or-
- (b) violence within a dating relationship.

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

Students found responsible for harassment, intimidation, or bullying through written, verbal, physical, or electronic acts can be administered discipline consequences ranging from, but not limited to detention, suspension, expulsion and/or the involvement of local authorities (ORC 3313.666)

F. Consequences for inappropriate use of electronic devices(Board Policy po7540.03)

Violation of the appropriate use of electronic devices, as described above:

- (1) Will result in progressive discipline as determined by elementary school administration.
- (2) Students may be required to turn the device over to school personnel and the student and/or parent/guardian may pick up the device from the Elementary School Office at the end of the school day. If instructed to turn over a device, students are expected to do so without argument or confrontation. Failure to turn over a device will result in immediate discipline.

G. Internet Connection (Board Policy po5136)

Students may connect to the internet using their internet provider, however, accessing and/or sharing inappropriate web content may result in confiscation of the electronic device until a parent/guardian retrieves it from the school, and possible consequences ranging from but not limited to, detention, suspension, expulsion and/or the involvement of local law enforcement.

Brookfield Elementary School will not be responsible for any internet connection expenses.

H. Lost or Damaged Device (Board Policy po5136)

Brookfield Elementary 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 Elementary School at their own risk.

I. Policy Exemptions and Exclusions

Building and District Administration reserves the right to designate district classrooms and areas as non-use area at any time as needed. **The district also reserves the right to revise, amend, or suspend this policy at any point to ensure a safe and appropriate educational environment.**

All assistive technology devices are permissible for use in the Brookfield Local School in accordance to IEP and 504 accommodations.

Section 6: Board Policy on Bullying and Hazing

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

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The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school- approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

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

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

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

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

Harassment, intimidation, or bullying also means cyberbullying through electronically

transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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

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

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

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

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

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

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

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

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

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

Complaints

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

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

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

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

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against 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 this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

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

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

Immunity

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

Notification

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

The statement may be sent with regular student report cards or may be posted on the web site.

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

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

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater

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

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy.

Students in grades K-4 shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the Building Director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

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

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