

Brookfield Elementary School - Building Code of Conduct

As part of our school safety plan, to minimize interruption to school operations and educational programming and to ensure the confidentiality of our students is maintained, the Superintendent has instituted this Elementary School Building Code of Conduct. Each student, staff member, parent, school community member, or other visitor to this building must comply with this Code of Conduct at all times. Failure to comply with this Elementary School Building Code of Conduct will result in the non-complying individual being directed to leave the Elementary School Building and school property immediately. Should a person not comply with a directive by any of the Elementary School Building staff members to leave the building and school property due to violation of this Code of Conduct, law enforcement will be contacted. The Elementary School Building Code of Conduct is as follows:

1. Pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises or within this building.
2. All persons who enter the Elementary School Building shall conduct themselves in a manner that fosters a safe school and working environment.
3. The conference room and offices in the Elementary School Building are situated within close proximity to students and classrooms. To ensure meetings are conducted in accordance with Board policies and in a professional manner that minimizes interruption with school operations and educational programming within this building and to ensure our students and staff enjoy a safe school and working environment, all participants for meetings scheduled in this building and other school visitors must conduct themselves in a professional manner at all times, which shall include, but not be limited to the following:
 - a) All persons shall use indoor voices – no yelling, shouting, or using raised voices.
 - b) There shall be no vulgar or lewd language used.
 - c) No person shall act or speak in a way that may be perceived as bullying, abusive, discriminatory, derogatory, or otherwise in violation of Board policy. All persons shall take part in conversations without interruption or intimidation and shall avoid using heated language and threatening gestures or behavior.
 - d) All persons shall treat one another with dignity and respect.
 - e) Unauthorized tape recording, videography, or otherwise capturing images and/or conversations is prohibited.
4. Other than Elementary School Building staff members, all other persons may only enter and exit at the Elementary School Building office entrance. Persons entering the Elementary School Building must directly report to the Elementary School office and sign in, including providing proper identification upon request. Building visitors may not

go into areas outside the Elementary School office unless authorized by the Elementary School Principal or designee.

5. Any individual directed to leave the Elementary School Building based on not following this Code of Conduct must immediately exit the Elementary School Building and leave school district property. Should the individual have any issue with being directed to leave the Elementary School Building, s/he shall place that concern in writing to the Superintendent at 614 Bedford Road, SE, Brookfield, OH 44403.
6. The Superintendent and the Elementary School Principal or their designees are authorized to enforce this Code of Conduct and to direct those who do not comply with its requirements to immediately exit the Elementary School Building and leave school property.
7. This Code of Conduct shall be posted in the Elementary School Building in a conspicuous place and a copy shall be available for inspection by any person entering the building.

Timothy Saxton, Superintendent
Brookfield Local School District

Date: April 16, 2013