

Applewood Elementary Student/Parent Handbook 2015-2016

District Mission Statement

The mission of the Brunswick City School District is to empower all students to compete in a multicultural society, excelling as creative thinkers, effective communicators, and insightful decision makers.

Applewood Mission Statement

We will provide a positive learning environment for the intellectual, personal, social and cultural development of each child.

Dear Applewood Parents and Students:

I would like to welcome back all of our students and their families, along with everyone that is new to Applewood this year. It is wonderful to see all the children's smiling faces back at school! At this time I would like to draw your attention to this Student Handbook which has been prepared in an effort to provide information regarding policies and procedures specific to Applewood Elementary. Additionally, please take the time to discuss the content of this handbook and the District Handbook, which can be found online at <http://www.bcsdh.org>, with your child.

As parents and staff we will all work together to provide all children in our care, a safe and positive school atmosphere that will promote a learning environment which encourages each student to grow both academically and emotionally. It is our goal for all children to flourish and become successful learners and citizens of our school and the community!

Golden Rule Policy: Please enter our office and treat our staff as you would like to be treated. It is imperative that a calm, polite presence is always maintained. School is a public facility filled with our children. Anyone presenting themselves in a negative tone or perceived as a threat may be asked to leave or be removed from the building. This is also applicable to phone language.

Positive, Polite and Patient yields Progress.

Sincerely,
Mr. Mike Kis (Kish)
Principal

STUDENT NAME _____

TEACHER'S NAME _____

GRADE _____

BUILDING INFORMATION/BUILDING TELEPHONE NUMBERS/HOURS OF OPERATION

Applewood Elementary School

3891 Applewood Drive
Main Office (330) 273-0481 Attendance Phone (330) 273-8100
Principal – Mr. Mike Kis
Secretary – Mrs. Joanne Weidig
OFFICE HOURS 8:00-4:00 p.m.

SCHOOL BEGINS AT HOME

Let's get off to a great start!

We Believe:

- The family is the most significant influence in a person's life.
- The community can only exist and progress when its families, individuals, and organizations work together.
- Individuals are responsible and accountable for their actions.
- Lifelong learning is crucial to continuous growth of the individual.
- Each child can learn and develop into responsible and productive members of our society.
- Each child is a unique individual with varying abilities and learning styles. Therefore, we believe that our primary responsibility is to design and implement challenging educational programs to meet your child's needs.
- The knowledge, skills, and attitudes which children acquire and develop at home and in school will help lead to their personal fulfillment. This will assist them in becoming responsible and productive members of society who are wise consumers and demonstrate an appreciation and caring of the earth's resources.
- The educational process is a shared responsibility of parents, teachers, students, and community.
- To facilitate maximum and orderly learning, students must be encouraged to acquire skills that they can apply for a lifetime.

Applewood's Path to Peace begins with the Applewood Guidelines:

- **COME PREPARED TO LEARN**
- **RESPECT THEMSELVES AND OTHERS**
- **RESPECT OTHER PEOPLE'S PROPERTY**

Applewood's priorities will be to encourage positive behavior and prevent negative behavior. Discipline situations that occur will be dealt with in ways that emphasize correction rather than punishment. However, when serious discipline situations occur, Applewood School follows the Brunswick City Schools Code of Conduct established by Board Policy on student discipline. Individual teachers will develop classroom conduct guidelines for their homerooms that reflect both the Applewood and Brunswick City Schools conduct policies.

We want every child to experience success at school and you can help your child do so. Getting your child's day off to a good start is one of the best things you can do for them. You can make sure your child starts each day on a positive note by cooperating with and supporting our efforts in the following ways:

1. Send your child to school on time.
2. Teach your child to respect and obey all school adults.
3. Talk with your child about treating other children in the same manner as they wish to be treated.
4. Discuss with your child all the information in this handbook so that they clearly understand what is expected from them at school.

5. Become actively involved in your school. You can do so by participating in the P.T.O., and by contacting your child's teacher to volunteer in the classroom or school.
6. Above all else, tell your child when they are doing a good job in school – praise them for good efforts and good behavior at school. We will do the same at school.

We are looking forward to a great school year with your child!

ARRIVAL & DISMISSAL PROCEDURES

STUDENTS MAY NOT BE DROPPED OFF BEFORE 9:00 a.m.

9:00	First bell – Students enter building
9:10	Tardy bell
9:15	Instructional time begins
3:30	Dismissal bell

Morning Arrival 9:00 a.m.

1. Cars and buses are entering the school driveway at the same time and must pull around the circle.
2. Please watch and follow the car/bus in front of you (single file), pulling up as far as directed and be patient as children are exiting their cars.
3. All children must exit their cars on the passenger side. All drivers please remain in your vehicle.
4. Please wait until a supervising adult signals you to release your child. Students may line up by grade at the Main Entrance door.
5. Students may not enter the building before 9:00 a.m.
6. As the buses arrive, they will line up (single file) and wait to unload. However, we will unload car riders caught between the buses. Once the buses pull away, car riders may continue to unload.

Afternoon Dismissal 3:30 p.m.

1. At dismissal, only buses are permitted in the front of the building. Cars must pull around (single file) to the west end of the building and proceed (single file) to the rear of the building.
2. The first cars will split into two lanes as they enter the back turn-around. Place your car in PARK with your placard so that it remains visible.
3. NEVER leave your vehicle unattended in the dismissal zone.
4. Your student will be released to your car when all cars are PARKED.
5. You must wait, for the safety of all children, until a staff member signals you that it is safe to begin driving.
6. As you are exiting the dismissal zone, be aware that our buses have a tight schedule to follow, and you may need to wait at the front of the building for the buses to exit.

We greatly appreciate your cooperation and patience in helping us to make our Arrival and Dismissal procedures safe and efficient for our students and families. We understand that your time is valuable and that you want to drop off/pick up your child as quickly as possible. Please remember that we are all members of a community and that each parent shares the same responsibilities and time constraints. Your respectful consideration of these procedures will help maintain safety for our students, staff and families.

ATTENDANCE- (330)-273-8100

Attendance at school for school aged children is the law (**Section 3321 of the Ohio Revised Code**). An absence from school may be **excused** for the following reasons only: **verifiable illness, death in the family, pre-approved vacation and religious holidays**. Only the custodial parent or legal guardian may call to report a student absence. You must call the attendance line every day your child is absent. All **unexcused** absences are

considered truancy for which you or your child may be prosecuted in juvenile court.

If you must pick up your child prior to the end of the school day, please be prepared to always show a state issued picture ID. Your child will not be released to anyone who is not listed as an emergency contact on the Student Information Form (SIF).

Tardiness

Your child is tardy if they arrive at school after the tardy bell rings at **9:10 a.m.** **They must report to the office with a parent or legal guardian to sign and receive a TARDY SLIP permitting them to enter their classroom.** Any child arriving to school **after 10:45 a.m.** will be counted as a half-day absence. Any child leaving school **before 2:00 p.m.** will be counted as a half-day absence. Any child leaving school **after 2:00 p.m.** will be counted as a quarter day absence.

Excused Absence

In order to reduce absenteeism and truancy in the Brunswick City Schools, and to comply with the Ohio "Missing Children Act", a parent or guardian **MUST** call the school at **(330) 273-8100 to report absences or late arrivals.** **This call shall be made prior to 9:00 a.m.** on the day of the absence. You may also call this number after 4:00 p.m. on the day preceding an absence if you know that your child will be absent or delayed due to an appointment the next day.

Extended Absence/Vacation

Regular attendance is extremely important to your child's education. We discourage vacations being taken while school is in session. In situations where absence cannot be avoided, please contact the school and complete the Application for Extended Absence/Vacation, found online.

Students are permitted, though not encouraged, to go on vacation during the school year without penalty, except when the student has exceeded the 10-day allowable parent call-offs. Any vacation that includes days that exceed the 10 days of allowable absences will be considered "UNEXCUSED." The Board of Education recognizes the need to accommodate parents who must take their vacations during the school year and the desire to enjoy that time as a family.

Whenever a proposed absence for an extended absence is requested, parents **MUST** discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence. This form must be on file with the school **PRIOR** to the extended absence.

The student **MAY** be given approximate assignments and materials and pages to be completed. Whether the days absent are excused or unexcused, it is the sole responsibility of the student to get the work missed and to schedule time with the teacher to make up any tests or quizzes. Students are not to expect that teachers reteach content they missed during the absence. Missing in-class instructional time could affect a student's grade due to absences.

Note: Teachers have the discretion to provide assignments to the student prior to date of absences. If work is assigned, the expectation is that it is turned into the teacher(s) upon return to school.

BICYCLES--SCOOTERS--SKATEBOARDS--ROLLER BLADES ARE NOT PERMITTED

Applewood students are not allowed to ride bikes, scooters, skateboards or roller blades to school due to safety (no public sidewalks), theft, and storage concerns. Older relatives and friends are discouraged from picking up students on these as well. Please help by reminding students that safety is our primary concern.

BUS/TRANSPORTATION CHANGES AND BUS REFERRALS

A bus referral is a written warning given by the bus driver. Consequences for misbehavior will be given by the principal, and will depend on age, offense and history. A progressive discipline model will be used.

Phone calls will not be considered an acceptable form of notification for a change in student transportation. If you need to change your child's mode of transportation on a particular day, **that change must be in the form of a note signed by a parent/legal guardian**. If an **EMERGENCY** arises and you did not have an opportunity to send in a signed note making a transportation change, we will also accept a faxed/e-mailed note (330-273-0508) signed by a parent/legal guardian. **If you are sending a note by fax or e-mail, you must call the office to confirm receipt of your note prior to 2:30 p.m.**

CELL PHONE, ELECTRONIC DEVICES POLICY FOR ELEMENTARY STUDENTS & USE OF SCHOOL TELEPHONE

The use of cell phones for elementary students **will be permitted on an as needed basis, with permission granted from the principal**, only for contacting parents after school. Cell phones must be turned off and kept in the student's locker during the school day. If a cell phone is found to be turned on causing a disruption to the academic day, the cell phone will be confiscated and turned in to the principal. The student's parent will be contacted to retrieve the phone. The student in violation of the school's cell phone policy may be subject to disciplinary action at the discretion of the principal.

Cell phones are highly discouraged, however, they are the only electronic device elementary students are permitted to have on the school premises. Security of any device is the responsibility of the child. Any other electronic device such as, but not limited to, cameras, pagers, radios, game players, iPods, MP3 players, data watches, and personal calculators are prohibited **unless prior permission has been granted by the teacher and principal**. Elementary students that bring such electronic devices to school **without permission** may have them confiscated by the building principal and parents will be notified to retrieve them. The student in violation of this policy may be subject to disciplinary action at the discretion of the principal.

Office Phone Use by Students

If a student needs to call home, they must ask the permission of their teacher to call from the office. **Please listen to the message that your child is leaving for you before you call school**. It will save you the extra call and you will have the information from your child. Such calls must be kept to a minimum. Except in an emergency, students are not called to the phone.

CONFERENCES

Regular conference dates will be established twice a year and parents will be notified of these in ample time for arrangements to be made for babysitters, etc. If at any time before or after the regular conference you would care to discuss a matter with the teacher or principal, please feel free to call and schedule an appointment. Each teacher has time set aside in his/her daily schedule for conferences upon request. A parent is welcome to consult with a teacher any time a need arises by writing or phoning to request a conference appointment. The teacher will call during non-class time to arrange a specific date and time. Please do not "drop in" for private conferences as teachers' daily routines are tightly scheduled.

CUSTODY RECORDS

It is extremely important that we have updated court custody records/information on file in the school office. This information will assure that we are releasing a child to the proper person. All custody information will be kept confidential. **If there are changes in custody or visitation, it is the parent's responsibility to notify the School's Office.**

DRESS CODE

The staff and administration at Brunswick City Schools believe that students' standards of dress affect the overall learning environment of the school. Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. The school has the right to and will require reasonable conformity to a dress code that supports good standards of

health, safety and modesty. (Note: Students who are representing Brunswick City Schools at an official function or public event may be required to follow specific dress requirements such as field trips, clubs or music groups).

Any violation of the dress code may result in the following action:

1. Call parent/guardian and/or
 2. Discipline as deemed necessary
- a. Shirts: Students are not permitted to wear Halter Tops, Tank Tops, Tube Tops and any other shirt leaving cleavage or midriff exposed. All shirts must have sleeves. Shirts cannot expose undergarments.
 - b. Pants: Students are not permitted to have ripped, torn, shredded and/or damaged pants. Students are not permitted to wear pajama bottoms, running tights, or pants that expose undergarments. Yoga pants, leggings, jeggings are permitted at the Elementary level as long as top (shirt or sweater) is mid-thigh in length.
 - c. Dresses/Skirts/Shorts: Dresses, skirts, and shorts must be knee length. **Tights may only be worn under dresses, skirts or shorts that are knee length.**
 - d. Shoes: Standard footwear must be worn. Slippers are not permitted.
 - e. Coats: All coats are to remain in the locker.
 - f. Hats: Students are not permitted to wear any form of hat, bandana, or head wrap covering all of their hair. **All hats must remain in lockers.**
 - g. Hair: Students are not permitted to have unnatural hair color. For purposes of this handbook, any color that is not brown, black, blonde or natural red will be considered in violation of the hair color policy.
 - h. Sunglasses: Students are not permitted to wear sunglasses in the building.
 - i. Jewelry: including jewelry worn in piercings must be non-distracting from the school environment and may not pose any danger to the student or to others in any school activities/environments. Small hoops or studs should be worn in piercings; spikes are not allowed. Chains and spikes are not permitted. These will be confiscated by the Administration.
 - j. Clothing decorated with offensive, obscene language or gestures or promoting drugs, alcohol, tobacco, sex, violence or self-destructive behaviors or other inappropriate logos (as determined by the administration) are not permitted.

Disclaimer: Any new “fads” in clothing, or anything not specifically covered in the above guidelines, determined to be inappropriate dress, shall be dealt with at the discretion of the principal or designee.

****EMERGENCY CONTACTS/STUDENT INFORMATION FORM (SIF)**

If there are any recent changes to your child’s address, emergency telephone numbers or contacts, medications, etc., please contact the office at your child’s school immediately (and then update on-line). In case of an emergency or crisis, parents cannot be contacted in a timely manner if this information is outdated. **ALL PARENTS ARE REQUIRED TO FILL OUT & UPDATE A STUDENT INFORMATION FORM FOR THE DISTRICT, WHICH CAN BE FOUND ONLINE, <http://www.bcsch.org>.**

FIELD TRIPS

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips in advance of the scheduled trip date and will be asked to sign field trip permission forms. Fees will be requested from each student to help pay transportation or facility use costs.

Please make checks payable to Applewood or Brunswick City Schools. All book/school fees must be paid in full or partial payment before a student can participate in extended activities. Please call the office if you have any questions.

FLEX TIME and RECESS PROCEDURES

Flex time is a time for teachers to assist students with their academics and is usually taken out of recess.

Recess is a privilege in which students may participate depending on academic progress and growth, and is governed by teachers and the principal. Students go outside for recess whenever possible.

Temperature, wind conditions, wind chill, rain, ice, playground condition, and etc. are taken into consideration before children are sent outside. Recess will be outside when the temperature is at least 20 degrees above zero, including wind chill. Make sure students are dressed properly for recess when they come to school. All students will go outside for recess unless there is an official doctor's note on file or the child is working with a teacher during recess time.

****Students must leave toys and personal belongings at home, unless otherwise directed by school personnel.**

Recess Rules

The students are required to follow playground rules for their own and other's safety. The playground supervisors are the ultimate authority on the playground. Weather conditions may require the students to be confined to the blacktop to play!

Outdoor Recess – Safety is stressed for all Applewood students. These Guidelines include, but are not limited to the following statements:

Use common sense and play safely!

1. I will listen and obey all adults on the playground.
2. I will share the equipment, play by the rules, and stay in the assigned area.
 - a. no standing on swings
 - b. keep a safe distance from swings in use
 - c. go down the slide seated, feet first
 - d. use the slide ladder when going up the slide
 - e. adults on duty will determine the safety of any particular activity (no contact sports)
3. I will keep hands, feet and objects to myself.
4. I will use school-appropriate language/words that respect others.
5. I will line up promptly when the whistle blows.
6. I will walk quietly when entering and exiting the building.

- If a student gets injured on the playground, they must tell an adult supervisor present on the playground at the time of the injury.

Indoor Recess – Weather conditions on many occasions make indoor recess a necessity. Student rules for indoor recess are as follows:

1. I will obey the adult in charge.
2. I will listen to directions and keep my voice low.
3. I will stay in my personal space.
4. I will keep my hands, feet, and objects to myself.

GRADES IN PROGRESS BOOK

Brunswick City School students do not receive a paper interim report unless students are receiving D/F or P/I's. With the availability of 24-hour access to Progress Book (our online grade book), interim reports have become outdated and unnecessary to inform you of your child's progress at midpoint through the grading periods. End of quarter report cards on paper will still be sent home per the calendar schedule.

Please be assured that if your child is struggling in any area, teachers will still be required (according to Board policy) to notify you directly by phone, email or written communication. In addition, teachers will be updating Progress Book with accurate information on a weekly basis.

After you receive your username and password, go to the district web site 'www.bcsch.org' and click on the "Progress Book Parent Access" link in the top right corner of the page. You can access the 'User Guide' under 'HELP.' Students and parents share the same user ID and password.

GUM POLICY

Students are not allowed to chew or have gum during school. Gum ends up in the carpeting or under desks and it is very difficult to remove. The same rule applies to the playground at recess time.

HOMEWORK POLICY

Each teacher or grade level will set policies for homework at the beginning of the academic year. In addition, it is the school's policy to provide homework only for a two-or-more day absence from school. Homework can be requested the morning of the second day before 9:30 a.m. and can be picked up from the office between 3:00 and 3:30, unless arrangements are made with the office. All work missed during the absence must be made up. It is the student's responsibility to obtain all missed work from the teachers immediately upon returning to school. Students have the same number of school days as the number of school days absent to make up work from an absence due to illness or death in the family. Only in extreme cases of prolonged absences will more than one week be allowed for work to be made up unless permission is granted by the administration. All work must be submitted by the end of the grading period, unless absence overlaps two quarters.

When a student is absent for **only one day**, make-up work must be gathered from the teachers upon returning **the next morning**. However, one day's absence does not excuse a student from the responsibility of test and assignment due on the day of his/her return.

LUNCH PROCEDURES

Menus are distributed monthly to each student. Lunches may be prepaid on Monday mornings in any denomination (\$5, \$ 10, \$12.50, etc.) using cash or check. **Checks are to be made payable to Applewood Cafeteria.** Lunches do not have to be used on consecutive days.

****The lunch program is not designed for the charging of lunches.** If a child forgets a lunch or does not have lunch money, a lunch will be given to the child and a debt slip will be sent home with the child. Please pay back the money to the cafeteria as quickly as possible.

Federal free and reduced lunches are available to students according to need. Applications available upon request and can also be accessed on the Applewood Website, www.bcsch.org.

APPLICATIONS MUST BE NEWLY SUBMITTED EACH YEAR!!

LUNCHROOM EXPECTATIONS

- Remain seated with feet on floor.
- Keep hands and feet to yourself at all times.
- Speak in a normal tone of voice with those at your table.
- Clean up your own mess.
- Pick up trash around your table and throw all trash away.
- Use appropriate table manners – appropriate talk, no throwing, spitting, playing with food, or talking with food in your mouth.
- Buy snacks only for yourself; eat your own food.
- Walk in the lunchroom.
- Raise your hand when you need something.

Consequences for the Entire Table or Class (in no specific order)

- Warning
- Quiet time for entire table or class
- Removal from lunch table or lunchroom

MEDICATION ADMINISTRATION

Medication Forms are available in the School Office or online at www.bcsch.org.

Do not send any other medications to school without the appropriate completed physician's authorization form. Your child's health is very important to us and all procedures must be in place for the dispensing of required medications.

OBSERVATION GUIDELINES FOR CLASSROOMS

Parents who want to observe in a classroom are welcome. We ask that you follow the guidelines below before visiting, and during/after your visit.

We ask that you call the school building directly and schedule a specific date and time for your visit. It is important that you respect the confidentiality of each student in the room. Do not discuss the students outside of the classroom. Please do not ask questions about any student. If you have a concern about anything that you observe, please schedule a time to discuss it with the teacher.

We also ask that you remember the following points:

1. Do not bring children along with you unless you are specifically asked to do so. Remember that this is a classroom and you want to see what it is like on a typical day.
2. Upon arrival for scheduled visit, please report to the office and obtain a visitor's pass.
3. Please do not interrupt or expect to be able to speak with the teacher during your visit. The teacher must be responsible for the instruction of the students while you are there. If you need to speak with someone after your visit, leave your name and number with the building secretary and someone will get back to you as soon as possible.
4. Observations are scheduled for a specific period of time. At the end of your visit, please just quietly leave the classroom.
5. Extended periods of observation cannot be accommodated since they can be disruptive to students in the classroom.

*Please remember the children are our first priority. We appreciate your cooperation.

PARENT VOLUNTEERS

The use of parent volunteers with the school program enhances the educational process not only for students, but for the community as well. Volunteers may provide additional support in the classroom, promote community-school cooperation in facilitating the learning process and provide for individuals who have expertise in various areas to be used as resource persons.

All volunteers shall sign in the office and receive an ID badge. Volunteers who work directly with students may be required to have a criminal record check.

While representing our building as a volunteer, volunteers are always expected to adhere to the rights of privacy of all individuals. Any situation of concern regarding an individual/individuals at Applewood should be immediately reported to the office prior to leaving the building. Any breach of privacy will result in dismissal of volunteer privileges.

Classroom Parties

Parents may sign up to volunteer for ONE class party for your child each year (limit of 5 parents per class). If you have not signed up to volunteer at the party, you will not be allowed to attend. You will need to show ID and sign-in at the office before the party. Your student's homeroom teacher will let you know of any classroom allergies. When sending in treats, you must also provide an appropriate treat for children with allergies.

Student and/or Teacher Treats

In accordance with Brunswick City Schools Food Policy - If you are bringing any food into the building, it **MAY NOT** be homemade. All foods must be individually wrapped and in the box or container in which it is sold, with a food ingredient label. If you buy cupcakes, they must come from a certified business. **NO FOODS MAY BE HOMEMADE.** Drinks must also be individually contained. Restaurant food must travel directly from restaurant to school.

PTO

We encourage all parents to become involved in our Parent Teacher Organization. For more information about this group and how to become involved, go the Applewood website and click on the PTO tab.

STUDENT DISCIPLINE

Refer to pages 10-15 for the Applewood School Wide Discipline Policy and the Brunswick City Schools Student Code of Conduct.

TECHNOLOGY POLICY

Full details of the district's acceptable use policy (policy EDE) are available at each school, the board office, and on the district's web site. Parents of elementary students will be required to complete this form for each child in attendance at school and it will be kept on file in the school office. This form is required to be completed upon student registration. It is also available upon request from the office and can be accessed on the Applewood Website.

VISITORS

When you arrive at Applewood, please buzz in at the front door. Be prepared to show identification when you are entering the building. Each person must, upon entering a school, report immediately to the school office before visiting a classroom. Each teacher has been instructed to verify this procedure. A sign-in sheet is available at the office along with a Visitor's Pass. You will need to wear your Visitor's Pass while in the building. Please sign out before you leave. This is done to protect each child from unauthorized removal during the school day. Remember the golden rule.

Applewood School Wide Discipline Policy

This policy is designed to make Applewood Elementary a safe and positive place to learn. Please review this policy which is included in this handbook, with your child carefully.

Applewood's Path to Peace begins with the Applewood Guidelines:

- **COME PREPARED TO LEARN**
- **RESPECT THEMSELVES AND OTHERS**
- **RESPECT OTHER PEOPLE'S PROPERTY**

Incorporated into the Applewood Guidelines are the following student responsibilities:

1. I am responsible for keeping my hands, feet and all other objects to myself.
2. I am responsible for respecting others and myself.
3. I am responsible for respecting the property of my school and community.
4. I am responsible for coming prepared to participate in school.

Behavior that needs improvement will be worked on with each child individually so that he/she learns what is expected.

- Consequences for misbehavior will be given by the teacher and/or principal, and will depend on age, offense and history. A progressive discipline model will be used.

We **expect** students to be examples of good behavior and citizenship. This implies using sound judgment with decisions affecting you and others, a respect for others' personal property, and a courteous treatment of other people. Applewood's Discipline Interventions are as follows (these options are not listed in any specific order):

- | | |
|--|--------------------------------------|
| *Call or note to parents | *Referral to counselor |
| *Detention; lunch or before/after school | *Conference with principal |
| *Recess time-out | *Conference with parent/teacher |
| *Police liaison intervention | *Suspension; in school/out of school |
| *Office time out during, before/after-school | *Expulsion |

Brunswick City Schools Student Code of Conduct

ZERO TOLERANCE

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

STUDENT DISCIPLINE CODE

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

A. RULES

Any Brunswick City School student is considered to be **subject to the authority of the School** when:

- on school grounds
- present at any school-related event on or off school grounds
- on a school bus or at a bus stop

Violation of one or more of the following rules by a student who is subject to the authority of the school is considered serious and **will result in disciplinary action**. Such action may include but not be limited to:

- Removal from class, school or co-curricular activity; and/or
- Detention; and/or
- In-School Suspension from class, school, or co-curricular activity; and/or
- Out-of-School Suspension from class, school, or co-curricular activity; and/or
- Expulsion from school or co-curricular activity; and/or
- Referral to local police; and/or
- Exclusion from school

1. Disruption of School

A student shall not cause, urge, encourage, or engage in conduct that may cause the disruption or obstruction of any lawful mission, process or function by the school by use of:

- initiating false fire
- force
- threat
- alarms or bomb threats
- noise
- intimidation
- violence
- coercion
- fear
- passive resistance
- any other conduct considered disruptive

2. Damage, Destruction, or Tampering with Private or School Property

A student shall not intentionally or by careless act cause or attempt to cause damage to school or private property.

3. Unauthorized Duplication, Possession or Use of School Property

A student shall not duplicate, attempt to duplicate, be in possession of duplicated school property, (i.e., keys, tests, etc.), use or be in possession of any other school property without proper school authorization.

4. Theft

A student shall not steal, attempt to steal, or have in his/her possession stolen property—public or private.

5. Abusive Communication Towards Others

A student shall not use vulgar, profane, or abusive language toward any person, nor communicate in any form, which is vulgar, profane, obscene, abusive, threatening or intimidating.

Any oral, electronic, or written statement, or otherwise expressed action that a staff member, student or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

6. Cause or Attempt to Cause Physical Injury/Fighting

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably threaten to cause physical injury to any person.

Acting with intent to cause fear in another person of immediate bodily harm or death, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, students or other person associated with the District, regardless of whether or causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

7. Sexually Graphic or Explicit Material

A student shall not possess, transmit, or sell sexually graphic or explicit material.

8. Inappropriate Physical Contact

Students shall not engage in inappropriate physical contact, including public displays of affection.

9. Weapons and Dangerous Instruments

A student will not bring, use, or possess any firearm, destructive device, knife, or other dangerous weapon or instrument.

A weapon is any device that may be used for offensive or defensive purposes, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion. Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law.

Definitions:

- a. **Firearm** – any weapon (or starter gun), or its frame, receiver, or silencer, designed to or converted to expel a projectile using an explosive, **firearm look-alikes**, are also prohibited.
- b. **Destructive Devices** – any explosive, incendiary, or poisonous gas, bomb, fireworks, or any similar device.
- c. **Knife** – includes but is not limited to, a cutting instrument consisting of a blade fastened to a handle.
- d. **Miscellaneous** – the use of any miscellaneous objects to inflict or to threaten harm is prohibited.

Students who bring or are in possession of weapons and/or dangerous instruments will be suspended from school for 10 days, recommended for expulsion for the period of one calendar year, and referred to

police and juvenile authorities. Students sixteen years of age or older may also be PERMANENTLY removed from school for these offenses.

10. Drugs and Alcoholic Beverages

- a. A student shall not possess, use, transmit, sell, conceal, or be under the influence of alcohol. This also includes non-alcoholic beer, non-alcoholic wine and/or any product containing alcohol.
- b. A student shall not possess, use, transmit, sell, conceal or be under the influence of drugs of abuse. A student shall not possess, use, transmit, sell or be under the influence of any chemical substance being used as an inhalant or in any manner other than intended by the manufacturer.
- c. A student shall not possess, use, transmit, sell or conceal any instrument used for the purpose of abusing drugs.
- d. A student shall not possess, misuse, sell or transmit any over the counter drugs or prescription drugs authorized by a licensed physician. Any student needing to take prescribed medication during school hours should complete the proper forms in the school office.
- e. A student shall not possess, use, transmit, or conceal any look-alike substances or any item or substance misrepresented as a drug.
- f. A student suspected of being under the influence may be administered a breathalyzer test or any other test deemed necessary.
- g. A student shall not arrange for the sale of, nor solicit the purchase of drugs or alcoholic beverages while under the authority of Brunswick City School District even if the transmission or delivery of the above mentioned substances will occur outside of the school environment.

Penalties for violations of the above rules will result in one or more of the following: 10-day suspension, recommendation for expulsion and/or referral to police. Referral to prevention/intervention specialist is also recommended. DRUG OFFENSES ARE CUMULATIVE THROUGHOUT THE STUDENT SCHOOL CAREER.

11. Smoking or Use of Tobacco Products

The use, possession, sale, or transmission of tobacco products, matches, electronic cigarettes or look-alikes, and lighters by any student is not permitted.

Disciplinary action will range from CLC to suspension and possible recommendation for expulsion. Please note that new Ohio Revised Code 2151.87 may require referral to police.

12. Defiance or Violation of Directives or Requests

A student shall comply with directives and orders of authorized school personnel. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members. Each learning environment has specific rules for students. These rules are for the safe and orderly cooperation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.

13. Unauthorized Student Movement

A student shall not leave his/her assigned school area at any time without proper authorization. A student shall not be in the halls or outside the school building without proper permission or an authorized pass.

14. Arson

Intentional or purposeful destruction or damage to school or district buildings or property (including personal) by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

Disciplinary action will include restitution and 10 days suspension with recommendation for expulsion and referral to police.

15. Trespassing

A student shall not be present on school property to which he/she is not assigned except with the permission of authorized school personnel. A student under out-of-school suspension or expulsion shall not be present on school property, attend school related functions, or ride on a school bus without the permission of the authorized school personnel.

16. Truancy, Tardiness or Class Cutting

A student shall not be absent from school, or from any portion of the normal school day, without school authorization and/or parental authorization.

Disciplinary action for Sign In/Out will range from verbal warning to CLC with possible referral to police/juvenile court and possible recommendation for expulsion. Truancy/Class Cuts will range from detention to CLC with possible referral to police/juvenile court and possible recommendation for expulsion.

17. Misconduct During Co-Curricular/Extra-Curricular Activities

A student shall be subject to school policies, rules and regulations during co-curricular and extra-curricular activities. They shall not behave in any way, which disrupts or interferes with the conduct of that activity. Participants are also subject to and shall not violate the rules, regulations and policies which govern participation or attendance in any co-curricular activity (i.e. coach's rules, athletic code of conduct, handbooks, group charters, etc.)

18. Harassment / Bullying / Intimidation

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Conduct constituting sexual harassment, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact.

Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:

- A. **Verbal:** The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.
- B. **Nonverbal:** Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.
- C. **Physical:** Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

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, 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. Any student who believes that s/he is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the District's Anti-Harassment Complaint Coordinator(s).

The Complaint Coordinators are available during regular school hours to discuss a student's concerns related to harassment and/or bullying/cyberbullying, to assist a student who seeks support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

The student may report his/her concerns to the Anti-Harassment Complaint Coordinators either by a written report, telephone, or personal visit. In reporting his/her concerns, the student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and or bullying/cyberbullying and the nature of the harassing and/or bullying/cyberbullying incident(s). The AntiHarassment Complaint Coordinators will promptly compile a written summary of each such report that will be forwarded to the Principal. Each report will be investigated in a timely manner and as confidentially as possible. The 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. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. All individuals involved in an investigation as either a witness, victim or alleged harasser and/or bully/cyberbully will be instructed not to discuss the subject outside of the investigation. If an investigation reveals that a harassment and/or bullying/cyberbullying complaint is valid, appropriate remedial and or disciplinary action will be taken promptly to prevent the continuance of the harassment and/or bullying/cyberbullying or its recurrence.

Given the nature of harassing and/or bullying/cyberbullying behavior, the School recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment and/or bullying/cyberbullying allegations or charges. Some forms of sexual harassment of a student may reasonably be considered child abuse that must be reported to the proper authorities. These guidelines 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).

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 harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment and aggressive behavior. Making intentionally false reports about harassment or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above. Any one having further questions concerning prohibited behaviors and/or the complaint process should request a copy of Board policies and administrative guidelines 5517 and 5517.01.

Disciplinary action will range from verbal warning to suspension and possible recommendation for expulsion and/or referral to police.

19. Transportation

A student shall comply with directives and orders of authorized school personnel while using a Brunswick City School District transportation. Willful refusal or failure to follow or comply with an appropriate directions given by a staff member, or acting in defiance of staff members will not be tolerated. Transportation rules are established to ensure the safety of all students. Students will be oriented to specific rules for transportation, all of which will be consistent with this Code.

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. Bus riding/transportation privileges can be suspended for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified of the reason for and the length of the suspension.