


# ***BROOKLYN SCHOOL*** ***HOME OF THE HURRICANES***

## **STUDENT HANDBOOK**

The logo is a circular emblem with a sunburst or hurricane-like pattern around the perimeter. Inside the circle, there is a shield with a cross and a smaller circle in the center.

Phone: 216-485-8176  
Attendance: 216-485-8171  
Transportation: 440-885-8336

**2020-2021**

9200 Biddulph Road  
Brooklyn, Ohio 44144  
Fax: 216-485-8130

School hours:  
Office hours:

Cristin Cicco, Principal  
Lara Smith, Assistant Principal  
Denise Smith, K-3 Guidance Counselor  
Annie Bir, 4-7 Guidance Counselor  
Laura Paul, Administrative Assistant  
Anita Bruzek, Administrative Assistant

**Board of Education**  
Mrs. Bonnie Bartczak, President  
Mr. Rocky Neale, Vice President  
Mr. Rick Cyngier  
Mr. Jim Oper  
Mr. Rob Slattery

Dr. Ted Caleris Superintendent of Schools  
This agenda belongs to:

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# BROOKLYN SCHOOL

## Phone Ext.

### Principal

Cristin Cicco 8177

### Assistant Principal

Lara Smith 8178

### Secretary

Laura Paul 8176

Anita Bruzek 8176

### Guidance Counselors

Denise Smith, K-3 8173

Annie Bir, 4-7 8128

### PreSchool

Courtney Seman 8354

Brittany Hubbell 8341

### Kindergarten

Amanda Kenesky 8321

Courtney Gomez 8314

Michelle Hopkins 8315

Keli Hvizdos 8312

### Grade 1

Deanna Borowy 8310

Lisa Foley 8317

Chris Hovan 8420

Katie Renkas 8408

### Grade 2

Sue Grodek 8325

Danelle Gump 8434

MaryEllen Ryan 8436

Nora Trimmer 8311

### Grade 3

Meredith Allman 8333

Elizabeth Burke 8422

Luanne Francescangeli 8306

Kristen Sullivan 8335

### Grade 4

Lisa Kubinski 8515

Adrienne Maysey 8451

Laura Mills 8427

Patrick Yarman 8424

### Grade 5

Dawn Bloam 8431

Allison Cuiksa 8426

AnnMarie Yarman 8524

Jeff Lavinder 8518

### Grade 6

Holly Heiple 8307

Jerrod Karl 8514

Michele McQueen 8442

Georgeann Mullally 8415

### Grade 7

Sherrin Frate 8529

Michele McQueen 8442

Geogeann Mullally 8415

Jacklyn Ralph 8511

### Intervention Specialist

Dana Burtzloff 8331

Brenda Campbell 8606

Melissa Depetro 8534

Stacie DiNunzio 8428

Jack Hans 8603

Jennifer Hengsteler 8407

Sarah Kaczmarczyk 8432

Jennifer Kiss 8504

Suzy Marquis 8323

### Title I Instructors

Kristina Batcha 8320

Jennifer Bayer 8621

Kim Faircloth 8437

### Art

Marcie Lowell 8313

Joanne Becker 8512

### Music

Kim Cipriani 8132

Bryan Keller 8414

Sean Sullivan 8133

### Physical Education

Denise Sinko 8170

Richard Hvizdos 8450

### Media Specialist/Tech Coach

Wendy Smith 8158

### ESL

Elisabeth Buduleta 8652

Leonard Piechowski 8410

### Gifted & Talented

Kathleen Mack 8439

### School Psychologists

Maria Perusek 8137

Mira Narouze 8142

### Speech Pathologists

Alyssa Austin 8502

Lindsay Ettelson 8322

### Physical Therapist

Lisa Dietsche 8202

### Occupational Therapist

Claire Heffron 8353

### ATS Club (8421)

Debbie Kollai

Linda Mihalek

Natasha Swecker

### Clinic

Barb Manley, Nurse 8443

Terri Beck, Health Aide 8179

Sandra Victor, Health Aide 8187

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### Voice mail for staff

- Dial 485-8100
- Enter his/her extension after the welcome message.

### For an Emergency Situation:

Dial direct to the school secretary  
at **216-485-8176**

# WELCOME TO BROOKLYN CITY SCHOOLS...Home of the Hurricanes



## Mission

Tradition. Pride. Excellence.

## Vision

By 2023, the BCSD will increase student achievement in order to become a school district of choice.

## Academic Procedures

Report cards are available for parents to view electronically. A parent must set up a ProgressBook account to be able to log in and view the report card. The registration key for parents is available from the child's teacher or the school's office.

## Parent - Teacher Conferences

Parent-Teacher conferences are a very important part of your child's school experience. Please make every effort to attend conferences. The school requests two (2) Parent-Teacher conferences with parents during the school year. Additional conferences can be scheduled by the parent or teacher as needed.

## Homework

The education of children is not restricted to the classroom. Homework is a means of reinforcing concepts already taught and fostering habits of independent study. Parents are encouraged to participate with their children in homework assignments in helpful ways. However, homework is the responsibility of the student. Our students in grades 2 -7 use an agenda. The agenda is a great way for you to stay in touch with your child's teacher and keep current on your child's homework assignments. If your child is experiencing difficulty with homework, notify the teacher.

## Promotion, Retention, Acceleration and Early Entrance to Kindergarten

The promotion or retention of each student in the District will be determined individually (Board Policy 5410.) The decision to promote a student or to retain a student in a grade will be made on the basis of the following factors which the teacher, administrator and parents will take into consideration: language arts grade, mental ability, age, physical maturity, emotional and social development, social problems, home conditions and grade average. The parent will be contacted prior to the 4<sup>th</sup> quarter if retention is being considered.

Board Policy 5408 (available online or in school office) details procedures that shall be used for evaluating students for possible accelerated placement and identifying students who should be granted early admission to kindergarten, accelerated in one or more individual subject areas, promoted to a higher grade level than their same-age peers, or granted early graduation from high school. Contact the principal for additional information.

## Notice of Nondiscrimination and Internal Complaint Procedures

Nondiscrimination The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, age, or genetic information in its program, activities, or employment. Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social and economic background, to learn through the curriculum offered in this District.

Complaint Procedure Section I: Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which may be referred to as a grievance, with the District's Civil Rights Coordinator: Director of Pupil Services, 9200 Biddulph Rd., Brooklyn, OH 44144 (216) 485-8100 The individual may also, at any time, contact the U.S. Department of Education, Office for Civil Rights, Cleveland Office, 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114-2611; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: ocr.cleveland@ed.gov; Web: <http://www.ed.gov/ocr>.

Notice of Section 504/ADA Procedural Information and Rights Board Policy 2260, 2260.01A and Board Policy Form 2260.01A F3 are available online and in the school office.

### **Educational Program, Instructional Materials, Student Records**

Parents' rights relating to educational program and staff information, instructional materials, and student educational records are outlined in Board Policies 2261.02, 9130, 2416, 5780, Form 9130 F4, 8330, Form 8330F9 (available online and in school office).

## **GRADING SYSTEM for students Grades 4-12**

### **Letter Grade Determination**

The percentage scale listed below determines the letter grade on the report cards.

100 - 93	=	A	76 - 73	=	C
92 - 90	=	A-	72 - 70	=	C-
89 - 87	=	B+	69 - 67	=	D+
86 - 83	=	B	66 - 63	=	D
82 - 80	=	B-	62 - 60	=	D-
79 - 77	=	C+	59 - 0	=	F

In addition, students will receive an EFFORT grade (O - outstanding, S - satisfactory, N - needs improvement) based on their effort in class.

### **Final Grade Determination**

In order to pass in a yearlong subject, a student must earn 4 points per class; 2 points in each semester. Each letter grade receives a point value, for example:

- A equals 4 points
- B equals 3 points
- C equals 2 points
- D equals 1 point
- F equals 0 points

If the total points accumulated falls on a mid-point value between two grades, teachers may take into consideration any of the following criteria for a student who is just below the cutoff for the next higher grade to raise the grade: improvement of work during the semester, cooperation with students and teachers within the class throughout the semester, daily participation in class activities throughout the semester and completion of homework throughout the semester.

For 4<sup>th</sup> - 7<sup>th</sup> grade students, each nine-week period will count for approximately 25%. If a Final Project is used in a grade level, than the project grade would calculate as follows: 22% for each quarter and 11% for the Final Project.

### **Progressbook / Grades**

Teachers maintain their grades through *ProgressBook*, an online grade book. Parents can access their child's grades at any time using an access code. This access code can be attained by contacting the main office at 216-485-8176.

Parents are encouraged to contact teachers with their concerns about their child's progress at any time.

Report cards are available every nine weeks.

**ProgressBook access by visiting: <https://pa.ohconnect.org/district>  
Need Help?**

Please visit the Brooklyn City Schools Website and look under the “Student and Parents” tab.

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### **HONOR ROLL AND MERIT ROLL (grades 4-7)**

1. Students with an average between 3.5 and 4.0 are placed on the Honor Roll if they have not received an “F.”
2. Students with an average between 3.0 and 3.49 are placed on the Merit Roll if they have not received an “F.”

### **ACADEMIC AWARDS NIGHT (INVITATION ONLY)**

1. To be eligible to attend the banquet, a fourth, fifth, sixth, or seventh grade student must earn at least a 3.50 average with no mark lower than a “C”. Academic Banquet eligibility will be calculated yearly, and student marks will be used from the current 3 quarters of the school year.
2. All eligible students are presented either with a medal or certificate.

### **ACADEMIC AWARDS: PRESIDENTIAL AWARD**

- 3.5 G.P.A. or higher and a score of *Advanced* in Math or Reading on state test

### **SCHOLAR ATHLETE AWARD (7<sup>th</sup> Grade Award)**

- 3.0 G.P.A. or higher cumulative G.P.A.
- Successful participation in at least two sports
- One male and one female student

### **EMAIL POLICY - 6th & 7th grades**

Brooklyn School utilizes GSuite to support the educational process. With GSuite, our 6th and 7th grade students will have access to all the tools inside of the GSuite, including email. Students will only be permitted to email users inside our domain and a select users outside of the domain. This includes other students and teachers. Please see below for additional guidelines:

1. **Prohibited Conduct.** Please refer to the Board Policy 7540.03, Administrative Guideline 7540.03, and the Consistent Discipline Handbook.
2. **Access Restriction.** Access to and use of student email is considered a privilege afforded at the discretion of the Brooklyn City School District. The District maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and discipline.
3. **Security.** Brooklyn City School District cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information.
4. **Privacy.** The general right of privacy will be extended to the extent possible in the electronic environment. Brooklyn City School District and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the bcshurricanes.org Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

### **ATTENDANCE POLICIES & PROCEDURES**

Regular attendance by all students of the District is very important. In many cases, irregular attendance is the major reason for poor school work; therefore, all students will be urged to make necessary appointments, do personal errands, etc., outside of school hours.

### **BOARD POLICY 5200 - ATTENDANCE**

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/ guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity
- H. Any classroom assignment missed due to the absence shall be completed by the student.
- I. If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.
- J. such good cause as may be acceptable to the Superintendent
- K. medically necessary leave for a pregnant student in accordance with Policy 5751
- L. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

Attendance shall be taken at the commencement of the school day in buildings with non-period-based schedules. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.

### **Excessive Absences**

When a student of compulsory school age is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year, the attendance officer shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C. 3321.04; or
- C. the student has received an age and schooling certificate.

### **Absence Intervention Team**

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian, with written notice of the plan.

As part of the absence intervention plan, the Principal may, in his/her discretion contact the appropriate juvenile court and ask to have a student informally enrolled in any alternative to adjudication described in R.C. 2151.27(G).

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor.

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the Principal shall make at least three meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, contacting (or attempting to contact) the parent by telephone, email, or regular mail. If the student's parent responds to any of those attempts, but is unable to participate for any reason, the Principal shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse and the student's parent/guardian/custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the attendance officer shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.

### **Intervention Strategies**

In order to address the attendance practices of a student who is habitually truant, the intervention team may, as part of an intervention plan, take any of the following intervention actions:

- A. provide counseling to the student
- B. request or require the student's parent to attend a parental involvement program
- C. request or require a parent to attend a truancy prevention mediation program
- D. notify the Registrar of Motor Vehicles of the student's absences
- E. take appropriate legal action

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the Principal may, in his/her discretion, assign a school counselor (one school official) to work with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer.

The absence intervention process shall commence upon the first day of instruction of the next school year.

## **Reporting Requirements**

The attendance officer shall file a complaint in the juvenile court against a student on the sixty-first (61st) day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

- A.** The student is habitually truant.
- B.** The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.
- C.** The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month, the attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

In the event that the sixty-first (61st) day after the implementation of the absence intervention plan or other intervention strategies falls on a day during the summer months, the absence intervention team may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of absences without legitimate excuse as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's unexcused absences.

If a student who is habitually truant violates the order of the juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

The District shall report to the Ohio Department of Education, as soon as practicable, and in a format and manner determined by the Department, any of the following occurrences:

- A.** when a notice that a student has been absent with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year is submitted to a parent/guardian/or custodian;
- B.** when a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month, or seventy-two (72) or more hours in a school year;
- C.** when a child of compulsory school age who has been adjudicated an unruly child for being an habitual truant violates the court order regarding that adjudication;
- D.** when an absence intervention plan has been implemented for a child under this policy.

This policy was developed after consultation with the judge of the juvenile court of Cuyahoga County/Counties, with the parents, guardians, or other persons having care of the students attending school in the district, and with appropriate State and local agencies.



## **PROCEDURES TO BE FOLLOWED WHEN ABSENT:**

### **Absence Line (216) 485-8171**

In case of absence, parents should notify the school on the day a student is absent at **440-485-8171** before 9:00 AM. The voice mail system operates 24 hours a day.

#### **When calling please state:**

1. Student's name and grade;
2. Date of absence;
3. Relationship to student; and
4. Reason for absence.

It is the student's responsibility to obtain and complete makeup work when absent. STUDENTS ABSENT FROM SCHOOL WILL HAVE THE SAME NUMBER OF DAYS TO MAKE-UP WORK AS THE NUMBER OF DAYS ABSENT. Students who are absent from school for reasons not permitted by State law WILL be permitted to make up work for partial credit. The Board of Education authorizes the building principals to establish procedures to address the academic needs of students absent from school more than 8 days a quarter. Each case will be considered on its merits by the principal and the respective teacher(s). All absences must be verified by a parent/guardian.

Parents requesting school work for students home for more than 2 consecutive days will be required to turn in that work before any further work is given. If a test or major project deadline was known before the absence, the student will be required to take the test or turn in the project on the next day back to school if that date has passed or on that date if it has not.

Medical excuses must also be turned in to the attendance office within two (2) days of the absence to be marked "Excused."

Failure to report a student absence will result in an UNEXCUSED absence. An unexcused absence indicates the student will receive partial credit as noted on the next page. Students may not be permitted to make up any work or tests, which were taken on the date of the unexcused absence.

### **PROCEDURE TO REQUEST EARLY DISMISSAL**

For a student to be excused from school before the regular dismissal time, a written request must come from the parent/guardian. The request must be turned in to the building secretary no later than the beginning of school on the day the early dismissal is required. The request must contain:

1. Reason for dismissal
2. Parent/guardian signature
3. Doctor's name/phone number if medical excuse
4. Time early dismissal is requested

Students may not leave the building without prior written permission or phone call from a parent. Students may **ONLY** contact parents through the clinic in order to be excused when leaving school due to illness. \*Students should not use their cellphone to call a parent without permission from a staff member. This may involve disciplinary action. Also, students who leave the building without permission will face administrative consequences, including out of school suspension.

### **VACATION**

Brooklyn Schools do not encourage student vacations during the school year. Family vacations should be planned, whenever possible, so as not to affect the education of the children. We know, however, that families do not always have complete control in choosing the dates for vacations.

The student's parent or guardian must submit a written request for vacation to the building principal well in advance of the vacation (at least one week). The student and parent must complete a **PLANNED ABSENCE FORM.**

The student must obtain all work that will be missed prior to leaving for vacation in order to receive credit. All work must be turned in on the day the student returns in order to receive full credit; unless other arrangements have been discussed. If advance notice is not given to the school, the vacation may be considered unexcused.

### **ABSENCE EFFECT ON EXTRACURRICULAR ACTIVITIES & SOCIAL EVENTS**

Students participating in extracurricular activities after school hours must be in attendance in school at least one-half of the day of the activity. Students who are absent or under any kind of disciplinary removal or suspension may not participate or attend as spectators. Students who are absent from school will not be permitted to participate in or attend any extracurricular activity or school sponsored event that takes place on the day of absence. This rule will not apply to those students who have an approved early dismissal or prior approval for missing the day. Violation of this rule will result in disciplinary action, which will include ejection from the activity or event.

### **TARDINESS (Late to School)**

- Tardiness is not being in the proper place at the designated time. When tardy to school or class, the student may be subject to disciplinary measures as assigned by the classroom teacher and/or the office.
- Students who do not enter class by the start of the instructional day will report to the attendance office immediately. No tardy student will report to class without an admit slip from the attendance office.
- There are no excused tardies to school, regardless of whether a parent calls the school or not. Parents may be asked for Medical Documentation if it is seen as a recurring issue; however, Brooklyn School expects every student to be in class at the start of the instructional day. Due to State law, tardies will be included in time missed from school.

### **DISCIPLINE POLICY/CODE OF CONDUCT**

The business of school is education and education can best take place in an orderly, disciplined atmosphere. The primary responsibility for a student's behavior lies with the student. Teachers, administrators, and parents have a responsibility to provide an atmosphere of order and discipline in the school that will develop and increase the child's growth in academic, emotional and social areas.

#### **CODE OF CONDUCT:**

The following rules are applicable to students of the Brooklyn City School District when they are:

- Within school district buildings
- On any school district grounds
- In route to and/or from school buildings and grounds
- At a school related and/or sponsored activity, functions, or a passenger on a school bus, van, or other school owned or authorized vehicle.

#### **DISCIPLINARY OPTIONS FOR MISCONDUCT (not necessarily in order)**

\*Progression of consequences will increase by frequency and seriousness of violations. Administration reserves the right to assign consequences due to the severity and frequency of the offense.

1. Teacher/Office Detention
2. Parent contact/conference
3. Removal from school
4. Out of School Suspension (OSS); upon return of some suspensions, parents will be expected to attend a team meeting
5. In-school suspension (ISS)
6. Social Restrictions
7. Community Service
8. Potential expulsion

### **Teacher/Office Detentions:**

Teachers or Office detentions are assigned as a result of a violation of school rules. Unless arranged with a parent/guardian, teachers/administrators will assign detentions for the following school day. Each detention will last approximately 30 minutes. Detentions may be issued before or after school. Students who are absent on the day of their assigned detention must serve the detention on the next available day they return to school. If a detention is not served, the student may be assigned additional after school detentions. Repeated failures to serve assigned detentions may result in further disciplinary consequences at the discretion of the school administration, or in an Out of School Suspension.

**After school office detentions are on Monday, Tuesday, Wednesday, and Thursday of each week from 3:15 – 3:45 PM.**

### **Restriction on Participation:**

This is the loss of the privilege to attend or participate in extracurricular and/or co-curricular activities; to include, but not limited to: school assemblies, after school events, athletics, field trips, etc. Social restrictions may be used by the administration as a disciplinary consequence. Social restrictions may also be invoked for students who have received five or more office referrals/detention or a suspension during the quarter or exceeded the school attendance policy during the quarter. **A student with any outstanding fee or fine may be restricted from attending.**

### **In-School Suspension (ISS)**

An ISS enables the students to gather all work from teachers for the day and will complete all assignments in the office. If time permits, administration will email teachers to notify them of the ISS assigned in order for teachers to gather work for the student prior to the ISS, but it is the responsibility of the student to gather their school work. Students will be permitted to get lunch for their allotted time and bring it back to the office. Students will not participate in recess on the day of the ISS.

### **Out of School Suspension (OSS):**

When all other forms of discipline have failed to correct student behavior or when the student causes a major disruption of school or the activities associated with the school, it may become necessary to suspend a student out of school (OSS). The OSS allows for makeup work to be completed by the student for maximum credit, providing no other disciplinary action is required towards the student for the remainder of the grading period. The work is required based on the number of days out of school. For example, one OSS day would allow for one day for all work to be completed; if three OSS days were issued, then three days would be allotted to makeup all work. Students are responsible for obtaining the work they missed while on OSS. **While serving a suspension, students cannot participate in nor attend school-sponsored events.**

### **APPEALING A SUSPENSION:**

All suspensions can be appealed to the superintendent. To appeal, a letter signed by the parent/guardian on the intent to appeal must be given to the superintendent's office prior to the first day the suspension is to begin. An appeal hearing will be scheduled. The student will be permitted to attend all activities related to school until the appeal process is completed. Circumstances that endanger a specific student or others in the school may allow administration to remove a student as an "emergency".

### **EFFECTS OF SUSPENSION OR EXPULSION ON EXTRACURRICULAR ACTIVITIES**

When students are under suspension, they are not permitted to participate in or attend any extra-curricular activity or any school sponsored event (including field trips), athletic contests, assemblies, school plays, dances, or band performances.

**Disciplinary Infractions---** It must be stated that disciplinary actions of any nature must be tailored to the individual situation. Therefore, in the equitable administration of discipline, teachers and/or administrators must accordingly assess the total factual situation underlying each violation and dispose of each disciplinary action impartially, equitably and individually. Discipline measures/consequences will not be discussed with the other party except the student's parent/guardian, and if necessary the classroom teachers.

1. Truancy is an unexcused absence from school/class.
2. Tardiness to class or any other required school activity.
3. Fighting/Violence
  - a. Fighting/Violence is mutual participation in an incident involving physical violence.
  - b. *Minimum consequences:* 1st offense: 1-3 day(s) OSS or ISS    2nd offense: 5 days OSS    3rd offense: 10 days OSS, recommendation for expulsion
4. Vandalism/ Damage to School or Personal Property
  - Vandalism is the willful destruction or defacement of school or personal property.
5. Theft/Stealing Personal or School Property
  - Theft is the unlawful taking of property belonging to another person.
6. Use, Possession, Sale or Distribution of a Firearm
  - A firearm is any weapon which will, 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 machine gun. This includes zip guns, starter guns, and flare guns. \*This offense will automatically result in 10 days OSS and recommendation for expulsion.
7. Use, Possession, Sale or Distribution of a Dangerous Weapon Other Than a Firearm or Explosive, Incendiary or Poison Gas
  - A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury. \*This offense will automatically result in 10 days OSS and recommendation for expulsion.
8. Use, Possession, Sale or Distribution of Any Explosive, Incendiary or Poison Gas
  - Any destructive device, which includes a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce and a mine or similar device. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter. \*This offense will automatically result in 10 days OSS and recommendation for expulsion.
9. Use, Possession, Sale or Distribution of Tobacco Products
  - This includes smokeless tobacco, vaping etc.
10. Use, Possession, Sale or Distribution of Intoxicating Alcoholic Beverages
  - This offense will automatically result in 10 days OSS and recommendation for expulsion
11. Use, Possession, Sale or Distribution of Drugs Other Than Tobacco or Alcohol
  - Use, possession, sale or distribution of any controlled drug other than prescription medication that has been administered in accordance with the district's policies. This offense will automatically result in 10 days OSS and recommendation for expulsion.

12. Failure to accept discipline

- Failure to accept reasonable discipline or punishment from principals, teachers, student teachers, substitute teachers, teacher aides, educational aides, or any other authorized school personnel, as administered within the scope of their defined responsibilities.

13. Inappropriate language/gestures

- Use of vulgar or obscene language or gestures.

14. False Alarms/Bomb Threat

- Any threat (verbal, written or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff. \*This offense will automatically result in 10 days OSS and recommendation for expulsion.

15. Misuse of technology

- No student shall knowingly misuse any technology equipment or software as outlined in "The Acceptable Use Policy." This includes but is not limited to damage, defacement or vandalism to equipment/software or introducing any computer virus or any material offensive to the average person.

16. Horseplay

- Inappropriate horseplay behavior in the hallways, classroom, or any other school property.

17. Electronic device

- Use of an electronic device, such as a cell phone or ipod, may be used with permission from an administrator or staff member.

18. Disobedient/Disruptive Behavior

- Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment.

19. Harassment/Intimidation

- Repeatedly annoying or attacking using physical, verbal, written, or electronic action that creates fear of harm, an intimidating or hostile education or work environment, without displaying a weapon and without subjecting the victim to actual physical attack (i.e., bullying, hazing, threat of harm). This includes any form of "bullying" or "hazing," as noted in Board of Education policy \*\*. Hazing means doing any act or coercing another, including the victim, to do any act of initiation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

20. Firearm Look-a-Likes

- Any item that resembles a firearm, but does not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object or substance (i.e., toy guns, cap guns, bb guns, pellet guns). \*This offense will automatically result in 10 days OSS and recommendation for expulsion.

## 21. Sexual Conduct

- Sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment (i.e., pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity).
  - a. This type of misconduct may result in disciplinary action

## 22. Serious Bodily Injury

- An incident that results in serious bodily injury to oneself or others. Serious Bodily Injury is defined as "A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty.

## 23. Dress code violation\* (See guidelines on later pages.)

- Any inappropriate dress code as defined by the handbook and/or administration.

## 24. Insubordination: defiance of authority; refusal to comply with directions

### **DISTRICT BULLYING AND HARASSMENT POLICY**

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. The prohibition includes aggressive behavior, physical, verbal and psychological abuse. The Board of Education 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 or while en route 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.

Harassment, intimidation, or bullying means any intentional written verbal, graphic, or physical acts, including electronically transmitted (i.e. internet, e-mail, cellular telephone, personal digital assistant) that a student or group of students exhibits toward another particular student(s) more than one and the behavior causes both mental or physical harm of 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). All complaints about the above mentioned behaviors that may violate this policy shall be promptly investigated. The complete policy can be viewed in the Board of Education Policy book.

### **ENTERING AND LEAVING THE BUILDING**

All students entering the building prior to 8:00 AM must report to the cafeteria in their grade's designated area; students are not permitted to go to their lockers at this time. When leaving the building, all students must exit the building by 3:20 unless participating in an approved after-school activity. **Parents should call the office if they have to pick their child up later than 3:30. It is imperative that the child be picked up by 4:00 PM. The parent must come in the main office after 3:30 to pick up their child.**

### **CAFETERIA RULES (Morning and Lunch)**

1. Follow directions the first time they are given.
2. Walk into and out of the cafeteria.
3. Talk in a normal tone of voice, no shouting.
4. Food lines are to be orderly, no cutting or saving places.
5. Students are expected to clean their tables and the surrounding floor area.
6. Students are not to leave until dismissed by the cafeteria supervisors.
7. Food and drinks are to be eaten only in the cafeteria.

### **Lunches/Snacks etc.**

1. Food being dropped off in the office for students needs to be labeled with child's name/grade and dropped off prior to their lunch/snack time.
2. Food is not allowed to be dropped by Uber Eats or any delivery services.
3. Parents are allowed to have lunch with their child during the child's lunch time, our guidelines are below.
  - a. Call the office ahead of time to make arrangements
  - b. Lunch will occur in one of the conference rooms.

### **LOCKERS**

The lockers are the property of the school and are provided to the students as a convenience. Student lockers shall not be used for illegal or dangerous purposes. Student lockers may be inspected at any time to insure student health, safety and welfare without the student's knowledge and/or presence. The school is not responsible for items missing from lockers. Students need to purchase a combination lock for their gym lockers. Students will not share lockers with another peer(s).

### **DRESS CODE**

Styles and fads are constantly changing from year to year and cannot be covered by specific rules and regulations. It is recognized that the parents and the home must take responsibility for the development of good habits in the areas of safety, health, decency and cleanliness. It is also recognized that the students, as young adults, are responsible for developing these same traits.

The school and courts allow a great deal of freedom in dress and grooming today. However, we cannot condone dress that is detrimental to one's safety or is a disturbance to the education of others.

### **Basic Guidelines on Appearance are as Follows:**

1. Feet must be covered by some form of shoes or sandals. Sandals must have backs on them. No flip-flops, slides or shower shoes are permitted.
2. Bare midriffs or cutout clothing are not permitted.
3. Proper underclothing should be worn.
4. Clothing with printing that fails to meet the standards of good taste are not permitted, i.e., alcohol, drug or cigarette logos, offensive words or gestures.
5. Unclean, disheveled and frayed clothing will not be permitted; including pants with excessive holes or tears.
6. Skirts and shorts must be of an appropriate length (even with tights or leggings underneath). The standard rule of thumb to be followed will be the arm-length rule. Since arm length is in direct proportion with body size, length of skirts and shorts must be at the length of the fingernail tip of the index finger, with the arms extended from a standing position. If student dress does not meet this standard, he/she will be sent home to change or receive a disciplinary consequence.
7. Cut-offs will not be permitted.
8. Hats, bandanas, any other head coverings (unless for religious purposes), hoods and sunglasses are not to be worn inside the building.
9. Facial jewelry is not permitted.
10. All students are expected to groom themselves in a manner that reflects the quality of the school and in clothes that are suitable for school activities.
11. Tank tops will not be permitted. All shirts must have a sleeve that covers the shoulder.
12. Pants are to be worn around the waist, not sagging below the waistline.
13. Chains, other than those specifically sold as jewelry and worn around the neck, are not permitted in school. This includes dog collar, wallet, and choker chains.
14. Shorts are permitted to be worn from the start of the school year until the end of the 1st quarter, and from the start of the 4th quarter until the end of school.

15. No pajamas or slippers are to be worn.
16. Outdoor coats, purses and backpacks may not be carried during the school day between 8:00 and 3:11. They are to remain in the locker.
17. As new fashions become the rage, the administration has the right to determine if they fall within the realm of proper attire.

**BUS TRANSPORTATION FOR FIELD TRIPS** These rules are designed to promote safety on the school buses at all times, since the safety of all students is our top priority. To promote a safe, orderly, efficient and enjoyable bus ride to and from school, all students must follow the rules below:

1. Follow directions the first time they are given.
2. Walk on to and out of the bus.
3. Talk in a normal tone of voice, no shouting.
4. Lines are to be orderly, no cutting or saving places.
5. Students are expected to keep clean their seat and the surrounding floor area.
6. Students are to remain in their seats until given permission to leave the bus.
7. Students are not to leave until dismissed by the bus supervisors.
8. Food and drinks are to be consumed on the bus.

### **ELECTRONIC DEVICES**

Students may listen to I-pods, MP3 players, etc. with earphones before and after school. During school hours these items are to remain in each student's locker unless prior teacher/administration consent has been given. Students may bring a cell phone or pager to school, but it must be turned off when in the building and should remain in the student's locker.

Violation may result in the offending item being held in the office until a parent or guardian can pick up the device. Repeated violations may result in detentions, or other consequences; including, but not limited to any disciplinary consequence. Exceptions will be made for special class projects, which require these items. Students may request to use the telephone in the office in case of emergency. If a parent/guardian should need to get in touch with their child, they may call the main office.

### **ITEMS NOT PERMITTED AT SCHOOL**

The following items are not permitted at school: squirt guns, laser pointers, lighter/matches, stink bombs, sprays (hair spray, body spray, etc.) and other items that are potentially harmful, destructive or disruptive to the educational process.

### **BICYCLES, ROLLER BLADES, SKATEBOARDS AND SCOOTERS**

Roller blades, skateboards and scooters are permitted as long as they are used for transportation to school and can be stored in the student's locker. All bikes are to be placed in the bicycle rack and locked. These are seen as forms of transportation to and from school only. Students who abuse this policy will be asked to stop riding. The school is not responsible for damaged or stolen items. When riding to and from school, students are expected to obey traffic regulations. Violation of good safety rules will result in the loss of this privilege. Students must wear helmets, since it is the law in Brooklyn. All students must walk their bikes while on school property between the sidewalk and the bike racks.

### **CHEATING/PLAGIARISM**

Cheating, plagiarism and copying homework or classroom work all deprive the student of a true educational experience. The following definition has been provided to help determine what the district constitutes as cheating:

- ❖ Using another student's work and claiming it as your own.



- ❖ Copying information from another student's test, homework, class work, project, paper, or any other class assignment.
- ❖ Preparing to cheat by having in your possession a copy of the test to be given, or using notes, devices, or other means not permitted by the teacher to help on a test or assignment.

If you are caught cheating or plagiarizing, the following may occur:

1. The first offense may result in a zero for the test, assignment, or project. The grade of zero may be given to both the student who cheated and the person who provided the original information. It is the teacher's responsibility to notify the parents.
2. The second offense will include all provisions of rule one. In addition, a meeting with parents and guidance will be required. Failure of the quarter may result.
3. Plagiarism of a major project such as a term paper, portfolio or major grade can result in failure for the quarter.

### **CLINIC POLICIES/PROCEDURES MEDICATION**

The school may, under the written direction of the parents and physician, dispense medication. All medicine will be kept in a locked cabinet in the school office, or in another secure place. The clinic staff, secretary, teacher, or administrator will give the child the medication.

The medication must be in its original container from the pharmacy, labeled with the child's name, medication name and frequency of dosage and any other information that will help to insure the proper and safe usage of the drug. Written information MUST accompany the nonprescription or prescribed medication when the student brings it to the office.

### **CLINIC**

If your child has a chronic health condition such as severe allergies, requiring an Epi-Pen, asthma-needing inhaler, diabetes or anything you feel needs to be brought to the attention of the school nurse, please document these concerns online via the District website. If you do not have access to a computer, the parent/guardian can arrange a time to come up the school and fill out the proper documentation in the school building. the Emergency Medical Authorization Card and contact the nurse at 216-485-8179 as additional paperwork is required (Board 5330F1: Medication, Board Form 5330F3; Inhaler, Board Form 55330F4; Epi-Pen).

### **When to KEEP YOUR CHILD HOME:**

- A. Fever of 100 or higher – return when fever free for 24 hours without medication
- B. Vomiting/diarrhea – keep home 24 hours after last episode
- C. Undiagnosed rash – need a physician's note to return to school
- D. Strep Throat – until completed 24 hours of antibiotic
- E. Severe Cough/Cold – especially with green/yellow nasal drainage
- F. Red, watery, burning, itchy eyes or yellowish drainage
- G. Nits/Lice – must be cleared by the Clinic

The above symptoms/conditions may mean the start of a communicable disease or nuisance condition that could affect many other children in your child's classroom. Your child may also be too sick to learn in school that day. In fairness to ALL children, keep your child home until you can determine what else may be developing.

### **-ATHLETICS/EXTRACURRICULAR CLUBS AND ACTIVITIES**

Students are encouraged to participate in the extra-curricular program. It is through these organizations that students can learn leadership while contributing positively to the school environment.

Students having an interest in interscholastic sports are encouraged to participate. All athletic participants follow the regulations of the Ohio High School Athletic Association rules and the rules of the Brooklyn Board of Education. Once the after-school event begins, students will not be re-admitted if they choose to leave that event.

### **EXTRACURRICULAR ACTIVITIES:**

- National Junior Honor Society
- Student Council
- Hurricane Cafe'
- Memory Book
- 6th/7th grade sporting activities

### **EXTRACURRICULAR TRAINING RULES**

Participation in the Brooklyn Athletic Program is a privilege, not a right. Students can be removed from participation by the coach and/or administration for misconduct, rule violations, or non-attendance.

Any student serving a suspension cannot participate in any activity on the day of suspension. If a student is suspended from school on a Friday, the students cannot participate in any activity on Saturday or Sunday of that week.

Students must be in school for a ½ day in order to participate in the activity. In case of a Saturday activity, the student must be in attendance for a ½ day on Friday. If a student goes home sick anytime on a Monday through Thursday, they cannot participate in that day's after school practice or game. If a student goes home sick on Friday (regardless of time) they cannot participate in any Friday, Saturday, or Sunday practice or game. (Excused absence does not apply - i.e. doctor's appointment, funeral, family emergency, etc.) Participation in a Saturday or Sunday activity requires the student to be in school on the preceding Friday. If a student goes home sick on Friday, they may not participate on Friday, Saturday, or Sunday for practice or a game/event. Students are not exempt from detentions, teacher assigned or administrative, because of athletic participation or practice.

### **DRUG, ALCOHOL AND TOBACCO ABUSE/POSSESSION PROVISIONS**

First Offense\*: The student will be immediately prohibited from participation for 20% of the season's schedule. If fewer than 20% of the regular season contests remain, the remaining percentage will be carried into the athlete's next sports season and served to conclusion. If an athlete is not in season, it will be carried over to the next season that the student is participating. The student will be permitted to practice at the coach's discretion.

Second Offense\*: The students will immediately be prohibited from participation for 50% of the season's schedule. If fewer than 50% of the regular season contests remain, the remaining percentage will be carried into the athlete's next sports season and served to conclusion. If an athlete is not in season, it will be carried over to the next season that the student is participating in. The student will be permitted to practice at the coach's discretion.

Third Offense\*: The student will immediately be prohibited from participation. The student will be permitted to practice at the coach's discretion.

Additional Offenses\*: The student will immediately be prohibited from participation. The student will be permitted to practice at the coach's discretion.

The student may appeal no sooner than one calendar year after the Third Offense to an appeals board for reinstatement. The appeals board will be appointed by the school principal and will consist of a principal, guidance counselor and three coaches.

\*A school administrator will notify coaches of a student who violates training rules.

**For a complete copy of Board Policies, please visit the school website.**

Parent/Guardian & Student Sign Off page. Turn in to homeroom teacher.



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## Student/Parent Handbook Agreement

We have read the following guidelines, rules, expectations, etc. and will abide by the rules and policies of the Brooklyn City School District.

\_\_\_\_\_ (Student's Name) \_\_\_\_\_ (Grade/Homeroom)

\_\_\_\_\_ (Parent/Guardian Signature)



# Student Goals for 2018-19

What is my main goal as I begin a new year? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 2018 Ohio State Testing Results:

\_\_\_\_\_ Reading \_\_\_\_\_ (Level)

\_\_\_\_\_ Math \_\_\_\_\_ (Level)

\_\_\_\_\_ Other ( \_\_\_\_\_ ) \_\_\_\_\_ (Level)

## STAR Results:

Reading Score with Comment or Goal:

Fall	Winter	Spring

Math Score with Comment or Goal:

Fall	Winter	Spring

## Report Card Results:

Subject	Midterm	QTR 1	Mid-term	QTR 2	Mid-term	QTR 3	Mid-term
E-LA							
Math							
Science							
Social Studies							
PA							
PA							

What is my second quarter goal for this year? \_\_\_\_\_

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What is my third quarter goal for this year? \_\_\_\_\_

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What is my fourth quarter goal for this year? \_\_\_\_\_

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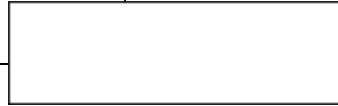
# BCSD Writing Tips

## Topic Sentence



Writers can compose a topic sentence that makes a clear **claim** that focuses on the prompt/task:

- ✓ Thoroughly focuses on the prompt/task
- ✓ States ideas or claims that will support the purpose or topic of the paragraph
- ✓ Written in a complete sentence(s)



Rubric:

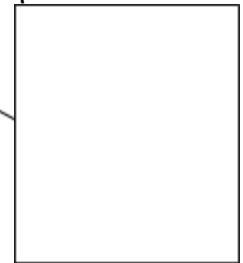
3 points: Mastery	Meets all 3 of the targets above
2 points: Progressing	Meets all 2 of the targets above
1 point: Beginning	Meets all 1 of the targets above

## “Text” Based Evidence



Writers can use **relevant** evidence from one or more **resources** to support/back up a claim or idea:

- ✓ Correctly quotes or paraphrases evidence with 3-5 details
- ✓ Clearly and correctly references where the evidence comes from
- ✓ Evidence is **relevant** to the prompt/task



Rubric:

3 points: Mastery	Meets all 3 of the targets above
2 points: Progressing	Meets all 2 of the targets above
1 point: Beginning	Meets all 1 of the targets above

# Paragraph



Writers can compose a well-developed paragraph:

- ✓ Contains a topic sentence or introduction
- ✓ All the information in the paragraph supports the topic sentence
- ✓ Explains/clarifies why the evidence is **relevant** to the prompt/task

## Rubric:

3 points: Mastery	Meets all 3 of the targets above
2 points: Progressing	Meets all 2 of the targets above
1 point: Beginning	Meets all 1 of the targets above

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# Conclusion



Writers can write/wrap up their piece with an adequate conclusion:

- ✓ Conclusion reminds the reader of the main topic/thesis
- ✓ Clearly summarizes the supporting information
- ✓ Uses a transition to introduce the conclusion

## Rubric:

3 points: Mastery	Meets all 3 of the targets above
2 points: Progressing	Meets all 2 of the targets above
1 point: Beginning	Meets all 1 of the targets above