



***BROOKLYN HIGH SCHOOL  
STUDENT HANDBOOK  
2020-2021***

***HOME OF THE HURRICANES***

*9200 Biddulph Road  
Brooklyn, Ohio 44144  
Phone: 216-485-8162  
Fax: 216-485-8124*

***Mr. Brian Hare, Principal  
Mr. Matthew Larson, Assistant Principal  
Mr. Chris Ross, School Counselor  
Mr. Gary Plucinsky, School Counselor***

**This agenda belongs to:**

**NAME:** \_\_\_\_\_

**HR:** \_\_\_\_\_

## **WELCOME TO BROOKLYN CITY SCHOOLS**

It is with great pleasure that we welcome you to **Brooklyn High School** for the 2020-2021 year.

We hope that you will participate in our varied activities in addition to satisfying your academic requirements. Our curriculum is designed to enable every student an opportunity for success. However, each student must work to his/her fullest potential to maximize this educational opportunity.

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the students, parents, faculty, administration and Brooklyn community members.

The school also must recognize and implement policies and procedures, which are consistent with the Brooklyn School District Board of Education Policy and with local, state and federal laws.

Thoughtfully drawn rules and regulations strike a proper balance between the needs of the individual and those of the school. Every effort has been made to guarantee the rights of the students and staff while at the same time recognizing this liberty carries individual responsibility. No one will be permitted to interfere with another's rights to pursue an education at Brooklyn High School.

Our school welcomes you to its family and we hope that you will always be conscious of its traditions and become a part of them.

### **DISTRICT MISSION STATEMENT**

We encourage, We empower, We prepare

### **DISTRICT VISION STATEMENT**

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

## **BROOKLYN HIGH SCHOOL PLEDGE**

- We the students of Brooklyn High School pledge to work hard, show respect to all and be responsible for our own behavior.
- We pledge to do our part to make our school a positive, caring and safe place to learn.
- We will set high expectations for ourselves and graduate with the skills necessary to be successful in any college or career path we choose.

**The student handbook will highlight important policies and procedures. A complete listing of all the district policies can be accessed on the district's web page.**

### **NOTICE OF NONDISCRIMINATION AND INTERNAL COMPLAINT PROCEDURES (INCLUDING TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AND ADA)**

#### *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 or 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: Paula Jones, Director of Pupil Services, 9200 Biddulph Rd., Brooklyn, OH 44144, (216) 485-8100.

#### **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.)

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## Brooklyn High School at a Glance

### Administration:

High School Office Secretary, Mrs. Barb Hastings	216 485-8162
Principal, Mr. Brian Hare	216 485-8163
Assistant Principal, Mr Matthew Larson	216 485-8164
Athletic Director, Mr. Jim Verba	216 485-8175

### Attendance Office / Counseling Office:

Attendance and Guidance	216 485-8171
School Counselor, 8 <sup>th</sup> -10 <sup>th</sup> , Mr. Gary Plucinsky	216 485-8166
School Counselor, 11 <sup>th</sup> -12 <sup>th</sup> & AVID students, Mr. Chris Ross	216 485-8168

### Superintendent and Board of Education:

Dr. Ted Caleris, Superintendent	216 485-8110
Office of Treasurer	216 485-8115
Mrs. Bonnie Bartczak	216 485-8194
Mr. Rick Cyngier	216 485-8196
Mr. Rob Slattery	216 485-8193
Mr. Rocky Neale	216 485-8197
Mr. Jim Oper	216 485-8195

For a complete directory of all district staff phone numbers and email addresses, please visit the Brooklyn High School web page at <http://www.brooklyn.k12.oh.us>

Colors: Royal Blue and Gold  
Team Name: Hurricanes  
Sports Conferences:  
Chagrin Valley Conference (CVC)  
GCHSHL (Hockey)

## Academic Policies & Procedures

### GRADUATION REQUIREMENTS

All students are required to earn 21 credits.

English	4
Social Science	3
Mathematics	4*
Science	3**
Fine Arts	1
Physical Education	0.5***
Health	0.5
Electives	5; 1 must include technology

\*The mathematics requirements must include Algebra II.

\*\*Science units must include 1 unit of physical sciences, 1 unit of life sciences and 1 unit of advanced study.

\*\*\*Students who, during high school (grades 9-12), participate in interscholastic athletics, band or cheerleading for two full seasons may be exempt from the physical education requirement.

In addition to the aforementioned course/credit requirements, the following requirements must be met for graduation:

1. Earn the required number of points, unless exempted, on the tests required by the State Board of Education to graduate.
2. Fulfill community service requirements (Students must complete at least 20 hours of community service projects prior to graduation.)
3. Paid Fees/ fines
4. Cleared discipline obligation
5. Passing all classes necessary/ required for graduation

### GRADE PLACEMENT

**These guidelines should be viewed as a minimum.** Usually a student will have earned more credits than are needed for grade placement. To be classified as a:

- 10th Grader 5 Credits
- 11th Grader 10 Credits
- 12th Grader 15 Credits

In order for 8<sup>th</sup> grade students to be promoted to the 9<sup>th</sup> grade, students must pass 3 of 5 grading opportunities. Two of those passing marks

must be within the second semester. Grading opportunities include the four grading periods, as well as the final exam.

### **CREDIT REQUIREMENTS AND GRADES**

All students should carry a minimum of five (5) credits. This number of credits is considered minimal. Students should carry more than 5 credits to take full advantage of the curriculum.

Students who are in their 4th year of high school and have NOT met the credit requirements to be granted 12<sup>th</sup> grade status will be prohibited from participating in Senior Activities. (Homecoming Court, senior Homecoming luncheon, senior Graduation breakfast, Graduation practice, Graduation ceremony)

Fourth year students who have not yet obtained sufficient credits to be classified as a senior (15) at the beginning of the school year, will be considered juniors. At the beginning of the second semester, if a student has acquired enough credits to reach senior status and graduate with their class in June, they will be moved to senior status.

Any student who has not obtained the necessary credits to move to the next grade level will be retained in the previous grade for the entire academic year. Once a student obtains the proper credits to be recognized with his/her class, he/she may attend all relative events associated with his/her class.

### **GRADING SYSTEM**

#### **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





## **GRADING POLICY**

In order to pass a semester course, students must pass 2 of the 3 grading opportunities (quarter, quarter and exam).

In order to pass a year course, students must pass 3 of the 5 grading opportunities of the course. Two of those passing marks must be within the second semester. Grading opportunities include the four grading periods, as well as the final exam.

### **Semester Grade Determination**

Each nine-week period will count 40%. Final Exams will be given and count 20% of the student's final grade.

### **Year Course Grade Determination**

Each nine-week period and the final exam will count as 20% of the student's final grade.

## **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 will be given to students at the beginning of the school year or can be attained by contacting the main office.

Report cards are sent home with students every nine weeks. Parents may be contacted any time during the grading period if the teacher notices a dramatic decline in the student's academic performance. Parents are encouraged to contact teachers with their concerns about their child's progress at any time.

## **ACADEMIC AWARDS**

### **HONOR ROLL AND MERIT ROLL**

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 CEREMONY (INVITATION ONLY)**

1. To be eligible to attend the ceremony, a student must earn at least a 3.25 cumulative average with no mark lower than a “C” for each of the first three marking periods of the year.
2. All eligible students are presented a pin, medal or plaque.

### **NATIONAL HONOR SOCIETY**

#### **BROOKLYN HIGH SCHOOL SKINNER CHAPTER**

The National Honor Society is an organization with the purpose “to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character.” Membership in the National Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character. Two inductions will be held each year. The April/May induction will be for juniors and the November/December induction for seniors.

#### **PROCEDURES FOR SELECTION OF MEMBERS**

- A candidate must be a member of the junior or senior class at Brooklyn High School.
- A candidate must have been in attendance at Brooklyn High School for at least one semester.
- A candidate must have a cumulative scholastic average of at least 3.50.
- A candidate who is eligible scholastically will be notified in writing and for further consideration must complete the Student Activity Information Form and return it to the chapter advisor.
- The Brooklyn High School faculty will be asked to complete a Candidate Rating Form.
- The NHS Faculty Council will review the Student Activity Information Form and the Candidate Rating Form, along with other verifiable information about each candidate.

- Candidates receiving a majority vote of the NHS Faculty Council will be inducted into the Skinner Chapter of the National Honor Society.

### **PROCEDURES FOR DISCIPLINARY ACTION**

It is expected that The National Honor Society members will be persons of such maturity, responsibility, and integrity that a need for disciplinary procedures will not arise. In the event that a disciplinary situation does occur, the following policies apply:

#### **FAILURE TO MAINTAIN GPA**

The member and parents or guardians will be warned in writing by the chapter advisor if his/her cumulative scholastic GPA average falls below a 3.50 at the end of any semester. The member will be given one grading period in which to meet the necessary cumulative scholastic average. If the scholastic requirement is not met, the member will be suspended from chapter activities and requested to receive special counseling for an additional grading period. If following the suspension, the scholastic requirement is not met; the member shall have a right to a hearing before the NHS Faculty Council. The NHS Faculty Council will by majority vote act on the dismissal of the member.

#### **FAILURE TO MAINTAIN THE STANDARDS OF CHARACTER, LEADERSHIP, OR SERVICE**

The member and parents or guardians will be informed in writing by the chapter advisor of a report of a deficiency in maintaining the NHS standards of character, leadership or service including a violation of any school rule or civil law. The NHS Faculty Council will review the deficiency. The NHS Faculty Council may decide by majority vote to suspend the member from chapter activities or to dismiss the member. In the case of a flagrant violation of school rules or civil law, no suspension will be given; the dismissal procedure will commence with the hearing before the NHS Faculty Council. Violations may include, but are not limited to: Arrest, Cheating, Plagiarism, or OSS. If the member is suspended and does not meet the standards by the end of the suspension period or if another incident violating any of the NHS standards occurs during the suspension period, the NHS Faculty Council will meet to consider the dismissal of the member. The member shall have a right to a hearing before the NHS Faculty Council if the dismissal of the member is being considered. The NHS Faculty Council will by majority vote act on the dismissal of the member. If a member is suspended from activities or dismissed, written notice of the

decision will be sent to both the member and parents or guardians by the chapter advisor. The member who is dismissed must then surrender The National Honor Society emblem and membership card to the chapter advisor. Any member who has been suspended/dismissed may appeal the decision of the NHS Faculty Council under the same rules for disciplinary appeals in the school district.

**Other High School Awards include, but are not limited to:**

1. Scholar-Athlete Awards
2. Department Academic Awards
3. Student of the Month/Quarter
4. Perfect Attendance Recognition
5. Local Scholarships
6. Top 10%

**STUDENT EMAIL GUIDELINES**

**STUDENT ACCEPTABLE USE POLICY:**

Email is to be used for school-related communication and not for personal use. Do not send harassing or offensive content. Do not send spam, viruses, or other malicious software. Email is not to be read during class instructional time. Using email to cheat or share answers will result in the discipline per the discipline code for cheating.

**EMAIL SECURITY AND MONITORING:**

All email will pass through a security monitoring system. Filters in place will monitor profanity, harassment, and other inappropriate content. Student email that is identified as inappropriate will be blocked and sent to school administration. Discipline will be administered per the district discipline code.

The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic account is strictly prohibited.

Please refer to Board Policy 7540.03, Administrative Guideline 7540.03.



## ATTENDANCE POLICIES AND PROCEDURES

### DISTRICT ATTENDANCE POLICY: STUDENT ABSENCES AND EXCUSES

#### 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.

Any classroom assignment missed due to the absence shall be completed by the student.

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.

H. Such good cause as may be acceptable to the Superintendent.

I. Medically necessary leave for a pregnant student in accordance with Policy 5751.

J. 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:

1. the student was enrolled in another school district;
2. the student was excused from attendance in accordance with R.C. 3321.04; or
3. 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 or 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 a 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**

**In case of absence, parents should notify the school on the day a student is absent at 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.

If attendance records indicate a student is absent and prior contact from parent or legal guardian has not been made, the Attendance Secretary will attempt to contact the parent or guardian to determine if the absence is excused. **If no parental contact is made, the student MUST bring a written excuse to the Attendance Office the next day. If no note is received the morning following the absence, the absence will be "unexcused."**

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



## **EXCUSED/UNEXCUSED ABSENCES**

All students are required to be in regular attendance except when excluded by law. **Ohio law lists the following as being valid for absence from school recognizes the following reasons:**

### **Excused Absences (MAKE-UP WORK IS PERMITTED)**

These are examples of excused absences:

1. Personal illness (**The school may require the certificate of a physician if deemed advisable**)
2. Illness in the family
3. Death of a relative
4. Emergencies due to absence of parents or guardians
5. Religious holidays
6. Emergency or set of circumstances which in the judgment of the principal/designee constitutes a good and sufficient cause for absence from school including:
  - a. Doctor, dentist, orthodontist appointments (**Students will not be excused the whole day unless it can be shown that the appointment necessitates this**)
  - b. Lawyer's consultation, which can only be scheduled during school hours
  - c. Court appearance
  - d. Funeral for family member, friends, neighbors, etc. as long as this is not an excessive number during the year

### **Unexcused Absences (MAKE UP WORK MAY NOT BE PERMITTED)**

An unexcused absence indicates that the student may not receive credit. Students may not be permitted to make up tests, quizzes, or projects that were taken on the date of the unexcused absences. Students are encouraged to make up missed work, as it is crucial to understanding the material. There also may be additional grade penalty due to the lost opportunity for class participation.

These are examples of unexcused absences:

1. Baby-sitting in non-emergency situations
2. Running non-emergency errands
3. Staying out of school an unnecessary length of time because of a doctor's appointment
4. Out of town unless this is approved in advance as "vacation"
5. Oversleeping or missing the bus
6. Home repairs in non-emergency situations

7. Car trouble or making repairs on one's own or anyone else's car

**PROCEDURE TO REQUEST EARLY DISMISSAL**  
**(PASSPORTS)**

A student who desires to be excused from school before the regular dismissal time must present a written request from the parent/guardian. The request must be turned in to the attendance or 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 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. 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. If advance notice is not given to the school, the vacation will be considered unexcused.

**COLLEGE VISITATIONS**

College bound students are urged to visit colleges. Excused absences are permitted for up to three visits per year. In order to verify the visit, documentation from the college or university should be turned into the attendance office. The principal must approve the need for additional college days.

**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 school 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**

Tardiness is not being in the proper place at the designated time. When tardy to school or class, the student is subject to disciplinary measures as assigned by the classroom teacher and/or central office. Students who do not enter school by 8:00 AM 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**, unless medical documentation is provided. Brooklyn High School expects every student to be in 1<sup>st</sup> period by 8:00 AM. Excessive tardiness to school will result in the student being referred to court for attendance/tardy issues. However, we do recognize that on occasion students will be tardy for unexpected reasons. Thus, the following chart will be used.

**Tardy to School (per quarter)**

The following chart delineates consequences for being tardy to school unless medical documentation is provided:

**1-3 Times Tardy to School:** No action taken

**4-5 Times Tardy to School:** Thursday School and/or Saturday School

**6 + Times Tardy to School: Chronic Problem, Parent Conference**

**Further Disciplinary Action taken, and/or Social Restrictions**



## **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. Community Service              | 6. Parent contact/conference |
| 2. Expulsion                      | 7. Revoking Driver's License |
| 3. Teacher Detention              | 8. Social Restrictions       |
| 4. Office Detention               | 9. Friday/Saturday School    |
| 5. Out of School Suspension (OSS) | 10. Wednesday School         |

#### **Teacher Detentions:**

Teachers can assign detentions for minor disciplinary infractions. If a teacher detention is not served, the student will be assigned an after school or lunch office detention. Repeated failures to serve assigned teacher detentions will result in further disciplinary consequences at the discretion of the high school administration.

**Office Detentions:**

Office detentions are assigned by the administration as a result of a violation of school rules. This detention will be served when assigned in the detention room under the direction of an assigned staff member. Students are given one-day notice before a detention date. Failure to serve office detentions may result in a **WEDNESDAY/SATURDAY SCHOOL or OUT OF SCHOOL SUSPENSION**. **Students who are absent on the day of their assigned detention must serve the detention on the next available day they return to school.**

**Wednesday school assignment:**

Wednesday school will be held weekly as needed from 3:15-5:15pm. Students are required to bring work for the allotted time. Students who fail to attend Wednesday school or refuse to complete the assigned work will be given further consequences.

**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, field trips, and/or extra-curricular activities. Social restrictions may be used by administration as a disciplinary consequence. A student with any outstanding fee or fine may be restricted from attending certain events, such as homecoming, prom, field trips, etc.

**Revoking Driver's License**

OHIO LAW mandates school officials to inform the Bureau of Motor Vehicles to revoke the driver's license of any student who drops out of school, is habitually truant and students expelled or suspended from school for use or possession of alcohol or drugs. Revocation or denial of a license is at the discretion of the school district's superintendent.

**Saturday School**

Saturday school will be held as needed from 8:30-10:30 AM. Students are required to bring work for the allotted time. Students who fail to attend Saturday school or refuse to complete the assigned work will be given further consequences, including out of school suspension. At times throughout the school year, Saturday School may be held on Friday. Parents will be notified in writing of the scheduled time.

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

Students who violate the discipline code may be suspended out of school. An OSS is reserved for use when a student's behavior is detrimental to himself/herself or others. *The OSS allows for make-up work to be completed by the student, providing no other disciplinary action is required toward the student for the remainder of the grading period.* The work must be turned in the day the student returns to school. Students are responsible for obtaining the work they missed while on OSS. If the student returns to improper behavior, all OSS work will receive no credit for the grade period. Students with extended OSS (10 days) will have three days to turn in the make up work.

**APPEALING A SUSPENSION**

Suspensions may be appealed to the superintendent. To appeal, a signed letter by a parent/guardian on the intent to appeal must be given to the superintendent's office within 2 days of notification. An appeal hearing will be scheduled. Circumstances that endanger a specific student or others in the school may allow administration to remove a student as an "emergency." Students removed on an "emergency" basis will be permitted to make up missed work at 100% credit if completed by the appropriate time frame.

**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, athletic contests, assemblies, school plays, dances, or band performances.

**EIGHTEEN-YEAR OLD STUDENTS**

School district policy is the governing rule in the school, on school grounds, school buses and at school events. All school rules apply to all students regardless of age. Unless a student is legally emancipated, the school will continue to contact and inform the student's parent or legal guardian.

## 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.

### 1. Truancy

Students shall not be truant from class, assemblies, or any required school activity. Students are expected to remain in designated/ assigned areas.

### 2. Tardiness

Tardiness to class or any other required school activity.

### 3. Fighting/Violence

Fighting/Violence is mutual participation in an incident involving physical violence. A student shall not cause physical or emotional injury, or behave in a manner that would threaten such an injury or degrade another student, staff member or visitor while under the jurisdiction of the school. Examples of emotional injury would include but not be limited to taunts, name-calling (ethnic/racial) and sexual harassment.

### 4. Vandalism/ Damage to School or Personal Property

Vandalism is the willful destruction or defacement of school or personal property. A student shall not willfully, or shall not attempt to steal, damage, deface, or write on public or private property. In addition to disciplinary action, restitution will be required.

### 5. Theft/Stealing Personal or School Property

Theft is the unlawful taking of property belonging to another person. In addition to disciplinary action, restitution will be required.

### 6. Use, Possession, Sale or Distribution of a Firearm

A student shall not possess, handle, transfer, or conceal any object that could cause injury to others. Some examples, not intended to be exhaustive include: guns, knives, brass knuckles, clubs, chains, firecrackers, explosives, or lookalike weapons, which may be perceived as a threat by a prudent person.

***\*This offense is an automatic 10 days Out of School Suspension with the recommendation for expulsion.***

7. Use, Possession, Sale or Distribution of a Dangerous Weapon  
Other Than a Firearm or Explosive, Incendiary or Poison Gas

A student shall not possess, handle, transfer, or conceal any object that could cause injury to others. Some examples, not intended to be exhaustive include: guns, knives, brass knuckles, clubs, chains, firecrackers, explosives, or lookalike weapons, which may be perceived as a threat by a prudent person.

***\*This offense is an automatic 10 days Out of School Suspension with the recommendation for expulsion.***

8. Use, Possession, Sale or Distribution of Any Explosive,  
Incendiary or Poison Gas.

No student shall use or possess or sell or conceal any fireworks, smoke bombs, or similar instruments, which might inflict physical harm to property or individuals.

***\*This offense is an automatic 10 days Out of School Suspension with the recommendation for expulsion.***

9. Use, Possession, Sale or Distribution of Tobacco Products

This includes smokeless tobacco. This includes the parking lot, athletic events, and all school functions. **Use or possession of any tobacco product on school grounds is strictly prohibited.**

10. Use, Possession, Sale or Distribution of Intoxicating Alcoholic  
Beverages

A student shall not possess, use, transmit, sell, conceal, or be under the influence of marijuana, narcotic drugs, hallucinogens, amphetamines, barbiturates, alcoholic beverages, intoxicants or any counterfeit substance made to “look like” a drug of any kind at school, on school grounds or at any school function. This includes possession of drug abuse/substance abuse instruments and paraphernalia.

***\*This offense is an automatic 10 days Out of School Suspension with the 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. A student shall not possess, use, transmit, sell, conceal, or be under the influence of marijuana, narcotic drugs, hallucinogens, amphetamines, barbiturates, alcoholic beverages, intoxicants or any counterfeit substance made to “look like” a drug of any kind at school, on school grounds or at any school function. This

includes possession of drug abuse/substance abuse instruments and paraphernalia.

***\*This offense is an automatic 10 days Out of School Suspension with the recommendation for expulsion.***

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD  
POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

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

A student shall not exhibit obscene gestures or use obscene or disrespectful language at any time. Vulgar language directed at a staff member or another student is an offense that may result in suspension at Brooklyn High School.

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. No student shall intentionally and or maliciously initiate, be party to, or participate in false fire alarm, bomb threat, or any act of arson directed at any school building/equipment, materials,

or occupants. ***\*This offense is an automatic 10 days Out of School Suspension with the 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 is prohibited.

17. Electronic device

Students are only permitted to use electronic devices during regular school (7:50-3:11) hours for **educational purpose**. Students must have permission from an administrator or a teacher. These items include but are not limited to: cell phones, iPods, MP3 players, CD players, digital cameras and video cameras.

18. Disobedient/Disruptive Behavior

Defined as the 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.

**\*\*DISTRICT BULLYING AND HARASSMENT POLICY**

**Any incident thought to be bullying and/or harassment should be reported immediately to a building staff member or reported online on the districts Stay Safe Speak up link on the school's website.**

Harassment, intimidation, or bullying behavior by any student in the Brooklyn City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

#### 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). Look-a-like weapons, which may be perceived as a threat by a prudent person, are prohibited.

***\*This offense is an automatic 10 days Out of School Suspension with the recommendation for expulsion.***

#### 21. Unwelcome Sexual Conduct

Unwelcome 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).

#### 22. Serious Bodily Injury

Defined as 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

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

## SCHOOL POLICIES

### ENTERING AND LEAVING THE BUILDING

All high school students should enter and leave the high school **only through the front doors** between 8:30 am and 3:11 pm. The back doors can only be used before 8:30 am and after 3:11 pm. Students are not permitted to enter or leave through the Brooklyn School, Treasurer's Office or Board Office doors. High school students are not to pass across the blue floor by the clinic and music area after school.

### SCHOOL VISITORS

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls. The Superintendent or principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

### 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 and will be asked to remain until the task is completed.
6. Students are not to leave until dismissed by the cafeteria supervisors.
7. **Food and drinks are to be eaten only in the cafeteria.**
8. **Food deliveries/drop offs can only be brought by a guardian and only during a students' lunch time. No UBER eats deliveries will be allowed during the school day.**

## 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.

## DRESS CODE

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. 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 the 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.

Therefore, some basic guidelines on appearance are as follows. If the student violates the dress code, students will be required to change. Progressive discipline will occur for students who violate the dress code guidelines.

- 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.
- Extremes in style or bizarre types of clothing will not be permitted.
- Combs and brushes should not be used in the cafeteria.
- Unclean and disheveled clothing will not be permitted.
- **Proper underclothing must be worn and should not be visible.**
- **Pajama pants are not permitted.**
- Clothing with printing that fails to meet the standards of good taste is not permitted. (i.e., alcohol, drug or cigarette logos, inappropriate words or gestures, gang identification and logos, slogans or pictures promoting violence or death.)
- **Bare midriffs, cleavage or cutout clothing** is not permitted.

- Head coverings of any kind, including bandanas and sweatshirt hoods, are not permitted. The only exceptions are for religious or medical reasons.
- Sunglasses are not permitted.
- Skirts and shorts must be of an appropriate length. The standard rule of thumb to be followed will be the arm-length rule. Since arm length is in direct proportion with body size, the 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.
- **All shirts must have a sleeve that covers the shoulder. Tank tops will not be permitted at any time.**
- Chains, other than those specifically sold as jewelry, are not permitted in school. This includes dog collar and choker chains and any other tight fitting necklaces.
- As new fashions become the rage, the administration has the right to determine if it falls within the realm of proper attire.
- Confiscated items such as cell phones, iPods, MP3 players, hats, etc. will need to be picked up by a parent or guardian in the main office.

### **STUDENT ID'S**

All students are required to carry or wear their identification cards throughout the school the entire time they are in the building. If a student needs a new I.D. printed because of loss or damage, they will be charged \$5.00 for a new I.D.

### **HALL PASSES**

Students are not permitted in the halls during class time without a hall pass. Hall passes are only for emergencies. Staff members are not required to give students hall passes. If the student has a health concern that would require more passes, the clinic needs to be made aware of this, and teachers will be notified.

### **PUBLIC DISPLAYS OF AFFECTION (P.D.A.)**

Students are expected to exercise self-control and respect for the reputation of others. Specifically, kissing and inappropriate displays of affection are not allowed. Students failing to respect this policy will be disciplined.

## **STUDENT DRIVING**

Students who drive to school must register their cars with the main office. A \$ 5.00 charge will apply for a parking permit. The permit must be displayed in clear sight. Cars that are not registered are subject to ticketing and/or other administrative action. Students should note that all cars must be parked in the school parking lot in the back of the building. Students are further reminded to lock their cars at all times, and that cars can be searched by school personnel and police for appropriate reasons, as the cars are on school property. Failure to act in an appropriate fashion, such as going to the car without permission during the school day and operating the vehicle in an unsafe manner while on school property, will result in loss of driving privileges. **Speed limit on school grounds is 5 mph.**

## **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.

### **Cheating/Plagiarism Defined:**

- 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.
- Plagiarism, as defined by Webster's II New Revised Dictionary is "to take and use as one's own the ideas or writings of another." This includes taking material from the Internet or other computer programs, without properly crediting the author.

### **If you are caught cheating or plagiarizing, the following will occur:**

1. The first offense will result in a zero for the test, assignment, or project. The grade of zero will 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. If this course of action is taken, the decision can be appealed to the team leader first, and then to the administration.

**School Snack Guidelines:**

As required by law, the Board of Education establishes the following Wellness policy (Policy 8510) for the Brooklyn City Schools District. The Board recognizes that good nutrition and regular physical activity affect a student's health and wellbeing. In keeping with the Board policy, the Coordinated School Health Committee adopted the stipulation that food offered to students and employees during the day as snacks, incentives, or refreshments in classrooms and on school grounds be as healthful and nutritious as possible.

**Healthy Snack Standards:**

- Have 5 grams or less of fat, less than 15 grams of sugar and less than 360 mg of sodium.
- Not contain sugar or corn syrup as the first two ingredients.
- Contain 5% of Daily Value of at least one: Vitamin A, C, iron, calcium, or fiber.

**Healthy Snack Suggestions:**

- Fresh vegetables and fruits.
- Low fat and low salt popcorn or pretzels
- Low fat cheese/meat with low sodium crackers.
- Fresh, canned, or dried fruits with yogurt dip.
- Muffins made without unsaturated or trans-fat.

## 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 clinic, 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 clinic.

Students will not be permitted to leave school to get medication and then return. A parent/guardian must bring any medication up during the school day if it is not already kept on file at school.

### CLINIC

The clinic is for first aid for pupils who are injured or become ill while at school.

Any student not feeling well should report to the clinic **after obtaining a pass from the teacher OR main office**. The nurse or health aide will determine if a student should return to class or be sent home. At no time should a student stay in the restroom because of illness unless permission is obtained from the office. This type of behavior will be regarded as truancy from class. Parents are **not** to call the attendance office excusing their child to leave school due to illness unless the student has first contacted the clinic.

## **GUIDANCE DEPARTMENT**

### **SCHOOL COUNSELORS**

Guidance is an integral part of the total educational program of Brooklyn High School. The services of certified counselors are available to all students for the purpose of education, social and vocational assistance.

### **SHARING OF INFORMATION**

Brooklyn City Schools is required by federal law to share directory information with the United States Military. This information includes addresses and phone numbers. Please notify your child's counselor if you would like to opt out of this policy.

### **APPOINTMENTS**

Students need to schedule their appointments with their appropriate counselor. No student is to wait in the office to see a counselor unless granted permission. If the school counselor is not immediately available, the student must return to class.

### **GUIDANCE RESOURCES**

An extensive amount of vocational, career, technical school, standardized test preparation, and college resource materials are available in the guidance office. Students may use the guidance resource room by making arrangements with a counselor or the records secretary.

### **TRANSCRIPTS**

Transcripts are records of the student's academic performance from grades nine through twelve. Class rank and standardized test scores are also included when available. See the records secretary or counselor for more information.

ALLOW ONE WEEK FOR PROCESSING. No transcript will be sent if the student owes FEES OR FINES.

### **SCHEDULE CHANGES**

There are three reasons permitted for schedule corrections: computer error, academic misplacement determined by the teacher, or failure to pass a prerequisite. Teacher recommendations should be sought and followed for the selection of courses. All students are expected to keep the schedule that they made for themselves during the spring scheduling period. Schedule changes NOT resulting from one of the



three reasons mentioned above will not be made without administrative approval.

- **All schedule corrections must be made before the start of the school year.**

## **POLARIS CAREER CENTER**

Polaris Career Center rules and regulations work together with Brooklyn High School. It is important to remember that if a student is suspended from one school, the suspension is from both schools. Polaris will distribute separate rules and requirements for Polaris Career Center. Transportation to and from Polaris Career Center is provided by the Brooklyn City Schools. The administration will determine if students are allowed to drive themselves to Polaris along with parental consent. The only exception to this is when the student has been placed in a job outside of the school facility. When this is the case, the student needs to complete the Brooklyn High School/Polaris Driving Form. This form must be turned in to the Brooklyn Attendance Office no less than one week before the student is to begin work, and must be approved. If approval is not received, driving privileges will not be granted. The driving form will specify the destination of travel. If at any time it is found that the vehicle is in a location not specified on the form, driving privileges will be revoked. If the driving privileges are revoked, they will not be reinstated until the next academic quarter, at the earliest. Once students return to Brooklyn from Polaris, they are to enter the school building immediately, sign in, and remain in a designated area until their next scheduled class.

## **POLARIS CAREER CENTER CALENDAR**

Aug 24 - Students First Day  
Sep 7 - Labor Day  
Oct 8 - Parent Teacher Conferences  
Oct 9 - NEOEA day - No School  
Oct 23 - End Of First Quarter  
Nov 3 - Election Day - No School  
Nov 25 - 27 - Thanksgiving Break  
Dec 21 - Jan 1 - Winter Break  
Jan 4 - Return To School  
Jan 15 - End Of Second Quarter  
Jan 18 - MLK Day - No School  
Feb 15 - President's Day - No School  
Mar 19 - End Of Third Quarter  
April 2 - 9 - Spring Break  
May 21 - Seniors Last Day  
May 31 - Memorial Day  
June 3 - Last Day of School

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

Students are encouraged to participate in the extra-curricular programs. 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.

### **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, rules 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 student 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, either 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 middle 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.

### **ATHLETIC/EXTRA CURRICULAR ELIGIBILITY**

Students must meet certain conditions to be eligible for athletic/extracurricular participation. A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, Fall eligibility for all school extra-curricular activities will be based on the 4th quarter grades. Students must get 5 full credits during the 4th quarter with the following requirements:

**All students with a GPA below 1.5 are ineligible.**

All students with a GPA between 1.5-1.79 may participate in team activities that do not interfere with study tables. These students, though, will be ineligible to participate in all scrimmages, regularly scheduled games, performances, and competitions. If a student, who cannot participate maintains passing grades in all classes, is attending the required study tables, and has a GPA of at least 1.8 after three (3)

weeks, he or she may participate in competitions and performances beginning the fourth week.

Eligibility from that point will be determined each week based on (1) maintaining passing grades in all classes, (2) maintaining at least a GPA of 1.8 and (3) attending all required study tables.

### **HIGH SCHOOL ATHLETIC TEAMS**

**FALL** - Cheerleading, Football, Volleyball, Soccer (Boys), Soccer (Girls),

**WINTER** - Basketball (Boys), Basketball (Girls), Wrestling, Cheerleading, Ice Hockey

**SPRING** – Track, Softball, Baseball

### **HIGH SCHOOL STUDENT GROUPS/CLUBS/ORGANIZATIONS**

National Honor Society, National Art Honor Society, Marching Band, Jazz Band, Student Council, Media, Drama Club, Stage Crew, Show Choir and Key Club

## Brooklyn High School Daily Schedule

### **2020-2021 School Year**

8:00-8:05—ANNOUNCEMENTS / ATTENDANCE

8:05 – 8:51 1<sup>st</sup> Period

8:55 – 9:41 2<sup>nd</sup> Period

9:45 –10:31 3<sup>rd</sup> Period

4A Lunch 10:34-10:58

4<sup>th</sup> Period 11:01-11:52

4B Lunch 11:01-11:25

4<sup>th</sup> Period 10:34-10:58 and 11:28-11:52

4C Lunch 11:28-11:52

4<sup>th</sup> Period 10:34-11:25

11:55 – 12:41 5<sup>th</sup> Period

12:45 – 1:31 6<sup>th</sup> Period

1:35 – 2:21 7<sup>th</sup> Period

2:25 – 3:11 8<sup>th</sup> Period