

Brookside High School

1662 Harris Road
Sheffield, Ohio 44054
www.sheffieldschools.org

2018-2019 Student Planner

This planner belongs to:

Name _____

Grade _____

Street Address _____

City, State, Zip _____

Phone _____

To Students and Parents:

Welcome to Brookside High School. Our goal is to challenge all students academically, promote good citizenship, and help young people mature into adults capable of functioning successfully in an increasingly complex world.

We have a faculty who demands hard work and good behavior. Schoolwork and extra-curricular activities are all designed to help each individual develop innate abilities and talents to the greatest extent possible. All of this requires a good deal of effort and possibly "some growing pains."

As in all schools, our programs, procedures, rules, and regulations are established to facilitate the orderly operation of Brookside High School. It is our intent to inform everyone of this necessary information, so our students may be successful in achieving their goals.

We hope that each of you is aware that our curriculum is constantly changing and improving to better prepare young people for the future. Please read both this handbook and our Curriculum Guide very carefully and refer to both when you have questions regarding educational programs and policies. If the answers to your questions still cannot be found, do not hesitate to ask for information.

Sincerely,

Joy Morgan, Principal
James Patrizi, Assistant Principal

BROOKSIDE HIGH SCHOOL

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Fax 1-440-949-2257

STATEMENT OF PHILOSOPHY

We, the Sheffield-Sheffield Lake City Board of Education, believe that all youth have a right to educational opportunities of a quality and caliber, which will develop their potential as individuals and citizens in a democratic society. This education must be efficient, effective, conducted through an instructional process that recognizes each child as unique, with unique abilities and needs, and accomplished at a cost in keeping with the best principles of fiscal management and responsibility to the taxpayers.

In pursuit of these goals, we are committed to provide each student with the following opportunities:

- A. To master the basic intellectual skills of reading, writing, computation, speaking and listening.
- B. To instill an understanding of the world and our changing society in order to cope and adapt to the environment of circumstances.
- C. To acquire knowledge and understanding of both our cultural and scientific heritage and the contemporary world.
- D. To foster experiences in democratic living and intellectualize such experiences in terms of democratic values.
- E. To foster and develop individual skills and attitudes that will promote success in post-secondary education and/or in the world of work.
- F. To foster the development of creative, aesthetic, and cultural abilities and interests.
- G. To promote the wise and productive use of leisure time.
- H. To develop and promote those habits of good health and physical activity that are conducive to a long, productive, and happy life.
- I. To foster a strong sense of self-respect and a commitment to respect and protect the rights of others.
- J. To promote and encourage a high value on education
- K. To encourage the setting and meeting of higher personal performance standards.
- L. To foster communication among all significant persons in the life of the student.

We recognize that the mandate for equality, rights, and opportunities cannot guarantee absolute quality of educational outcome. Personal, social, financial, and political factors that are beyond a public school system's realm of influence and control play a role in the molding of students. Nevertheless, we are committed to the achievement of excellence and to the

furtherance of these goals. As a Board of education, we are ever cognizant of our obligations under State and Federal laws and our burden of trust and responsibility to the local citizens within the Sheffield-Sheffield Lake City School District for whom the educational institution exists to serve.

BROOKSIDE 2018-2019 SCHOOL CALENDAR

(All Dates and Times Are Subject to Change Due to Unforeseen Circumstances)

AUGUST

- 22 Open House – All Grades
- 23 First Day All Students

SEPTEMBER

- 3 Labor Day – No School
- 28 No School – Professional Development

OCTOBER

- 12 NEOEA Day, No School
- 15 No School- Professional Development
- 26 End of Grading Period

NOVEMBER

- 6 No School – Professional Development
- 21-23 Thanksgiving Break, No School

DECEMBER

- 24-31 Winter Break, No School

JANUARY

- 1 Winter Break, No School
- 11 End of Grading Period
- 14 No School- Professional Development
- 21 Martin Luther King Day, No School

FEBRUARY

- 15 No School- Professional Development
- 18 Presidents’ Day, No School

MARCH

- 15 End of Grading Period
- 18 No School – Professional Development
- 25-29 Spring Break, No School

April

- 18 No School- Professional Day
- 19 Good Friday- No School
- 22 Easter Monday- No School

MAY

- 13 No School- Professional Development
- 25 Commencement
- 27 Memorial Day, No School
- 30 End of Grading Period/Last Day All Students

Disclaimer: *School policies, procedures, and/or rules published in this handbook are subject to change as may be needed to ensure compliance with federal, state or local regulations. Not all the policies, procedures, and/or rules can be written and inserted in a handbook. However, students are expected to follow all written school rules, and all other rules of common sense, that are necessary for the routine operation of the school and are in effect at all school activities, on or off school property, during or outside of the scheduled school day, 24 hours a day.*

DISCIPLINE

A student who violates school policy or procedures may be given a warning, removed from class, assigned detentions, in-school assignment, suspended from school, assigned work time after school only in special cases in lieu of suspension, or expelled. **“In-school assignment” (ISA), if available as an alternative, can be substituted normally for 2-day and 3-day suspensions. It will also be used wherever possible in issues involving special needs students with IEPs. In-school assignment is when a student is placed in a quiet room at school with a supervisor for an extended period of time, usually 2-3 days. Students on in-school assignment complete their teacher assigned work, follow a rigid day’s schedule for water fountain and rest room trips, have no contact with outside students, and eat lunch in the room, never leaving the supervisor. After a student has been assigned 5 times to ISA in a given school year, out-of-school suspension may be used for future**

disciplinary action. The disciplinary measures will be left to the discretion of the teachers, administrators or other school personnel. As a student continues to violate school rules the consequences for the infractions become progressively more severe. The normal progression is as indicated above, from warning to expulsion. However, the severity of the infraction may be such that this procedure is not followed and a lower level or a higher level of discipline is issued for the infraction. Once the severity of discipline reaches the suspension level, the progression normally is two-day suspension, three-day suspension, five-day suspension, seven-day suspension, and ten-day suspension with a recommendation for expulsion. Suspensions normally result in the student not receiving credit for any class work missed. However, should students opt to perform community service during suspensions up to five days, they will be eligible to make up all the work missed for full credit. **Students will have up to two weeks from the last day of the suspension to complete the community service and all make-up work.** The approved procedures for performing the community service are given to students in writing at the time the suspensions are issued. Students are not permitted to attend or participate in after-school activities, nor practices or rehearsals for same, during the days of suspension from school. Should a suspension cross a weekend, the student is not permitted to attend or take part in activities over that weekend.

OFFICIAL SCHOOL DAY

The official school day for full-time pupils shall consist of not less than SIX (6) hours and FIFTY-FOUR (54) minutes of scheduled classes and other guided learning experiences. Exceptions to this rule are students with special needs as identified by the office of pupil personnel, and those whose class has already been graduated and have returned to take only those courses that are still required for their graduation approval.

GRIEVANCE PROCEDURE

At any time, students may appeal decisions made affecting their welfare to the next highest authority, i.e. teacher decisions to assistant principal or principal, assistant principal decisions to the principal, principal decisions to the superintendent, etc. Students may also file complaints about the behavior of another student or an adult staff member, or perceived incidents of discrimination, with the guidance office or the administration.

BROOKSIDE HIGH SCHOOL SEMESTER SCHEDULE 2017-2018

Students May Enter the Hallways of the Building at 7:30 A.M.
Monday, Tuesday, Friday (A Day)

<u>Period</u>	<u>Times</u>	<u>Minutes</u>
First	7:50-8:40	50
Second	8:44-9:34	50
Third	9:38-10:28	50
Fourth	10:32-11:22	50
Five A	11:26-11:46	20
Five B	11:46-12:21	35
Five C	12:21-12:56	35
Sixth	1:00-1:50	50
Seventh	1:54-2:44	50

Wednesday (B Day)

First	7:50-9:20	90
Flex Time	9:24-10:02	38
Third	10:06-11:36	90
Five A	11:40-12:00	20
Five B	12:00-12:35	35
Five C	12:35-1:10	35
Sixth	1:14-2:44	90

Thursday (C Day)

Second	7:50-9:20	90
Flex Time	9:24-10:02	38
Fourth	10:06-11:36	90
Five A	11:40-12:00	20
Five B	12:00-12:35	35
Five C	12:35-1:10	35
Seventh	1:14-2:44	90

MOMENT OF SILENCE, PLEDGE

Each day announcements will be made over the PA or computer video system and include a moment of silence, and recitation of the Pledge of Allegiance. During the moment of silence students may participate in prayer, reflection, or meditation upon a moral, philosophical, or patriotic theme. Following this, students will be asked to stand and recite the Pledge. Students are not required to participate in either the moment of

silence or the Pledge. However, no student may engage in any action which would either interrupt or infringe upon the rights of other students to participate in these activities.

ABSENCE (EXCUSED)

Any student absent from school must have the parent/guardian phone the attendance office at 949-4219 or write a note explaining the absence on the day the student returns to school. In the event of the attendance office not receiving a telephone call from the parent or guardian, failure to produce a written note within 24 hours after returning from the absence will result in an unexcused absence for the day or days missed.

A student is allowed a total of 72 hours of absence all year to be excused by a parent or guardian's phone call or note to the office providing the reason for the absence falls within the criteria established by the Sheffield-Sheffield Lake City School District.

The following reasons for absences are valid with documentation:

1. Personal or family illness
2. Family emergency
3. Authorized religious holidays
4. Death of a relative
5. Appointments (Court, dentist, doctor, driver's test—AM or PM only, etc.)
6. Absences approved in advance by the school principal
7. College visits with prior school approval.

Students! After an absence, you are to provide your note to the office or your first period teacher. Students will receive a white Admit Slip. It will be marked either excused or unexcused depending on the reason for the absence. Remember, you are allowed 72 hours of absence all year by a parent/guardian's excuse. Each absence in excess of this 72 hours limit will be considered as unexcused, unless there is additional documentation as to the reason for the absence; i.e. Doctor, dentist, court slip, etc. Therefore, anytime a student has an appointment, they are to bring back official documentation and it will not count as part of the 72 hours. Once a student reaches 72 hours of absences which are not covered by doctor/dentist notes, court papers, or severe home emergency documentation, the student is placed on the "doctor's list." This means normal notes from home no longer excuse absences, and students are not permitted excused absences for family vacations.

Students will not be admitted to class without an admit slip!!

Your admit slip must be signed by each of your teachers. The student is responsible to request make up work from all teachers. An excused absence allows the student to make up all work and receive credit for it as long as the work is made up within **48 hours** of the student returning to school. For each consecutive day of absence beyond 2, **another 24 hours** is added to the time students have to make up work. Failure to make up assignments within this time frame will result in a grade of "F" or "zero points" for all class work missed or due. Admit slips are to be returned to the Attendance Office after being signed by all teachers. This policy also applies to students doing community service while on suspension.

ABSENCE (UNEXCUSED)

The following are examples of unexcused absences:

1. Truancy
2. Out of School Suspension
3. Oversleeping, missing the school bus or other transportation
4. Concerts
5. Trips not approved in advance.
6. Shopping
7. Hunting, fishing, attendance at games
8. Birthday or other celebrations
9. Gainful employment
10. Driver's training during the school day

The following applies to an unexcused absence:

1. The student shall not receive credit for class work missed.
2. A grade of "F" shall be entered for graded class work missed in each subject for each day of unexcused absence.
3. F's or 0's (zeroes) received for unexcused absences shall be averaged and, therefore, shall affect the final grade during any particular grading period.
4. Each hour of absence in excess of 72 hours of excused absence all year allowed by a parent's note or telephone call to the Attendance Office will be unexcused unless the requested documentation is provided to the Attendance Office within 24 hours upon the student's return to school. The student may be subject to discipline for truancy as well.

TRUANCY

While some absences are legal and/or excused, truancy is not. Truancy is defined as absence from school or class for reasons not qualifying as legal in the Ohio Administrative Code. Truancy shall be considered any unauthorized absence from school or class.

Chronic absenteeism and truancy pose problems for the student. They interfere with learning and can result in his/her failure to acquire the skills and credentials needed for employment, post-secondary education, and success in life. Truancy is considered a serious breach of school rules.

A "habitual truant" is any child of compulsory age who is absent without a legitimate excuse for 30 or more consecutive school hours, 42 or more school hours in one month or 72 or more school hours in a school year. For students that meet the criteria defined as "habitual truant," an intervention plan will be developed by a team consisting of, at minimum, two school employees, the parent(s)/guardian, and the student. The administration will file a complaint with the juvenile court on or before the 61st day of implementation of the plan if the student does not show improvement in school attendance while under the intervention plan.

SENIORS NOTE: (1) 72 hours of absence will result in loss of lunch privileges, and 100 hours of absence may result in loss of driving privileges; (2) Seniors who haven't made prior arrangements for an early dismissal, and are not returning after lunch, must have parents call the attendance office the day of the absence or they will be considered truant and disciplined appropriately. (3) If a senior fails a (one) class, they lose their off-campus lunch privileges for the next 9 weeks. If they then pass all their classes the following 9 weeks, they can earn their off-campus lunch privileges back.

ACCEPTABLE USE POLICY

The use of school equipment and access to the Internet (or e-mail) is a privilege, not a right!

Students have access to an internet service for limited educational purposes. Prior to being able to access the Internet a student and his/her parents must

sign an Acceptable Use Policy (also known as a Student Account Agreement). This agreement is to be turned in to the library. Upon our receipt of the agreement an Identification Card will be issued to the student. This card must be shown to any staff member upon request before student Internet use is approved.

AFFECTION--PUBLIC DISPLAY OF

Students are directed not to engage in public display of affection (kissing, fondling, lengthy hugging) toward each other at school or at school activities. Students in violation of this restriction are subject to disciplinary action as prescribed by the student code of conduct.

ALCOHOL AND DRUGS

The possession, use, or abuse of alcohol and/or drugs while at school or school-sponsored activities will result in immediate suspension. Guidelines in accordance with Ohio Revised Code, Sec. 3313.66, will be followed. Alcohol and drug abuse is a clear violation of the law, and police will be notified. Following an appropriate investigation, ten days' suspension from school with a recommendation for expulsion may occur. (If the student is taking prescription drugs during school hours, the student's parent should notify the principal or assistant principal and follow all procedures in accordance with board of education policy and the Ohio Revised Code governing administration of medication.

ATHLETIC/ACTIVITY ELIGIBILITY

The student's course schedule has a direct impact on athletic/activity eligibility. Eligibility for athletics/activities is determined each grading period. A student must meet all of the following academic requirements to participate in athletics/activities: (1) Maintain a minimum G.P.A. of 1.5 for the preceding grading period; and (2) pass enough subjects which count as five credits per year toward graduation during the preceding grading period. Once recorded in the office at the end of a grading period, all grades determining eligibility are final.

Caution: (1) An incomplete grade will be treated as an "F" until the work has been successfully completed and within the proper time frame. (2) Summer school or correspondence courses cannot be used to substitute for failing grades received the final grading period of the regular school year for athletic/activity eligibility. **It is the student's responsibility to be sure that he / she is scheduled for a minimum of six academic units of credit for each grading period!!!**

ATTENDANCE POLICY FOR PARTICIPATION IN ACTIVITIES

It is the policy of the Sheffield-Sheffield Lake City School System that a student **must** be in attendance one-half of a school day to attend, practice for, or participate in, an activity that day or night. The principal may waive this requirement if the situation warrants it. One-half of a school day is considered to be student attendance for at least four full periods the day of the activity (11:25) on A days, or into third period (11:25) on B and C Days. Students found violating this rule will be disciplined for insubordination.

BOOKS

Textbooks issued to students by each classroom teacher are Board of Education property and must be handled in a reasonable manner. There will be a fee for rebinding or replacement if books are damaged or lost.

BUS CONDUCT

To ensure the safety of students who ride the bus, it is imperative that all students respect the instructions of the bus driver. Bus drivers have the authority to discipline violators. Violators may lose their privilege to ride the bus and may be subject to additional discipline depending upon the severity of the incident. Students must sit in seats assigned by the bus driver.

The first written disciplinary referral will normally result in a warning and a call home to parents. The second referral will result in loss of bus privileges for 5 days, and the third will result in loss of privileges for the rest of the school year.

CAFETERIA REGULATIONS

Keep the area clean and free of litter. Dispose of refuse and return the empty tray promptly when finished eating. Be considerate of others at all times. Food and drink are not to be taken from the cafeteria. Students will be disciplined for littering or throwing things in the cafeteria, or inappropriate behavior, and may be required to help clean up.

CHANGE OF ADDRESS

Please notify the Attendance Office of any change of address or telephone number. Unlisted numbers should be so stated.

CLASS ATTENDANCE, LEAVING SCHOOL

Students are required to attend all scheduled classes. If a student is absent from class, and the name does not appear on the absence list, the teacher sends a report of this absence to the office. Cutting of any class or lunch period, skipping school and/or leaving school or class without permission will not be tolerated and offenders will be disciplined. Such infractions will result in the following discipline being issued:

- 1st Offense = 2-day suspension
- 2nd Offense = 3-day suspension
- 3rd Offense = 5-day suspension
- 4th Offense = 7-day suspension

TRUANCY

Truancy is a non-sanctioned student absence from school whereby the home and the school has not approved the absence in advance. Violation of this rule will result in the following discipline issued:

- 1st Offense = 2-day-In-School Suspension
- 2nd Offense = 3-day- In-School Suspension
- 3rd Offense = 5-day- In-School Suspension

NURSING SERVICES, ILL OR INJURED STUDENTS

There is a nurse available in the school district and is on call throughout the week for emergencies. She will be in the high school part of the time. A student who becomes ill or is injured during the school day should obtain a pass to the office from the classroom teacher. Students must have teacher permission to leave class at all times. If the student is ill or injured enough to be sent home, the nurse or secretary will call home. However, if no one is home, the student will remain at school until his/her parent or guardian has been contacted. **No student is to remain out of class in a restroom or other unsupervised area because of illness or injury. They are to report to the office immediately. Violators of this rule will be considered truant and disciplined accordingly.** Be sure that the office has a phone number where parents/guardians can be reached in an emergency.

CONDUCT CODE (STUDENT) ABBREVIATED

A violation of any rule may result in disciplinary action including detentions, suspensions and expulsion. Discipline may also be in the form of revoking a privilege. Examples are, but not limited to, attendance at extra-curricular activities, removal from the "graduation ceremony," driving

privileges and senior off campus lunch privileges.

Rule A. Disruption of School

Rule B. Damage to School Property, Private Property or Arson

Rule C. Assault

Rule D. Dangerous Weapons and Instruments

Rule E. Unauthorized Possession

Rule F. Tobacco and related paraphernalia

Rule G. Alcohol, Drugs, and/or Drug Paraphernalia

Rule H. Insubordination

Rule I. Violations of the Law

Rule J. Frightening, Degrading or Disgraceful Acts

Rule K. Truancy and Tardiness

Rule L. Publications and Organizations

Rule M. Forgery, Cheating, Plagiarism, Infringement of Copyright Material, and False Reports

Rule N. Unauthorized Sales

Rule O. Collusion

Rule P. Hazing

Rule Q. Extortion

Rule R. Student Use of Transportation Vehicle

Rule S. Possession of a Firearm

Rule T. Possession of a Knife

Rule U. Unauthorized Computer Use

Rule V. Bomb Threats

Rule W. Harassment/Bullying

Rule X. Abuse of Personnel

Rule Y. Inappropriate Acts or Excessive Horseplay

The school system reserves the right to punish any behavior which is subversive to good order and discipline in the schools, even though such behavior is not specified in writing in this handbook.

The non-abbreviated version of the Student Code of Conduct is displayed outside of the main office and at the end of this handbook section on the rules.

COLLEGE VISITATION

Representatives from colleges and other educational institutions schedule school visits to Brookside several days in advance. Students should schedule their attendance for these sessions through the guidance office. It

is also recognized that visits to the campuses of these institutions have merit as well. A college visitation form must be obtained from, completed and returned to the guidance office one week prior to the visit. Students visiting colleges without prior approval of the school will be counted absent excused or unexcused. Juniors and seniors are allowed 3 days each school year for approved visits.

COURSE LOAD

Each student must carry at least six units of academic credits each grading period regardless of the number of credits accumulated. (**Also see section on “6 Day.”**)

DANCE PERMISSION FORMS

For a Brookside student to bring one non-school-date to a Brookside dance, a permission form is required to be submitted to the Brookside administration for approval. The form must be accurately completed and submitted on time to be considered for approval.

DESTRUCTION OF SCHOOL PROPERTY

Students reported for vandalism or marking on walls and furniture will receive detentions, and/or suspension and will be required to clean and/or pay for repair or replacement of the abused item.

DETENTIONS

Students will be issued detentions for various rule infractions not warranting stronger disciplinary action. All school personnel may issue **one** detention for each instance of student misbehavior. Multiple detentions for a single infraction may be issued by the administration. Should a student be assigned more than five detentions over the course of the year, which is repeated violation of the Code of Conduct, Rule A, they will be suspended from school beginning with the 6th detention for two days, and for two days for each detention thereafter. When suspended, the student would not also serve the detention. The discipline for students **refusing to serve** detentions is progressive and follows the following format:

- 1st Unserved Detention: 2-day suspension
- 2nd Unserved Detention: 3-day suspension
- 3rd Unserved Detention: 5-day suspension
- 4th Unserved Detention: 7-day suspension
- 5th Unserved Detention: 10-day suspension and recommendation for expulsion

A single detention is 30 minutes long. **ALL** detentions must be served. If a student fails to show up for a detention, the above discipline will be issued.

DETENTION HALL

Detention hall: There will be Detention Hall **before school from 7:15 to 7:45, and after school from 2:50 to 3:20** in the Attendance Office or library. Students will normally be given the option of when they will serve their detention, morning or afternoon. **However, the administration reserves the option to assign students to morning or afternoon detentions.**

DRIVING PERMIT

School Board policy permits only licensed motor vehicles to operate on school property. The operation of licensed vehicles is restricted to the driveways and designated student parking areas. All student vehicles must be registered with the office. The Parking permit cost is \$30.00. The school cannot assume responsibility for the driver, his/her passengers, or his/her vehicle. However, driving a motor vehicle to school and parking on campus is a privilege, not a right, first accorded to our seniors, second to juniors and then sophomores based on parking space availability. Any student who purchases a driving permit will also be required to take part in the random drug testing policy.

DRIVING / PARKING REGULATIONS

Student drivers are to park only in the student parking lot behind BIS during regular school hours.

All vehicles on school property are under the jurisdiction of the Sheffield-Sheffield Lake City Schools Board of Education and its policies and procedures. As such, all school rules apply and vehicles can be searched for violations of these rules. Vehicles are not to be operated recklessly, driven at excessive speed, **or parked in the wrong location**, at any time. Violations of these rules may result in revocation of driving privileges, additional disciplinary action, **and/or towing at the owner's expense.**

ELECTRONIC DEVICES

Cell Phones, Radios/CD/Cassette Players, Video Games, Laser Lights, Tape Recorders, Cameras, TV's, Pagers, I Pods, Laptops, ETC.

Cell phones and other electronic devices must not be visible or audible inside the school building during the regular school day 7:50 AM – 2:44 PM

The following exceptions have been made:

1. Students may use their cell phones for texting in the hallways during passing time and in the cafeteria during lunch.
2. Students are not permitted to make phone calls during the school day.

Such items will be confiscated for a first offense, returned to the student, and a detention issued. Student safety and welfare is our primary concern. A major part of this concern is limiting outside contact with students to those individuals the parent/guardian has identified on the student's emergency medical form.

Students are prohibited from using electronic devices to harass, intimidate, threaten, or bully other students or staff members on school property, at bus stops, or at school sponsored events 24 hours a day; students are further prohibited from doing the same off school property if the acts materially or substantially disrupt the educational environment and discipline of the school.

Such electronic devices hinder the school's efforts in the delivery of its various programs and disrupt the educational process. In the case of a student having their cell phone or other device confiscated a 2nd time or more, the disciplinary action will be 2 days' suspension for the 2nd offense, 3 days' suspension for the 3rd, 5 days' suspension 4th, 7 days for the 5th, and 10 days' suspension and recommendation for expulsion for the 6th.

Data, information, and graphics contained in any of the aforementioned recording devices can be subject to review by school authorities if it is believed that law or the school code of conduct has been violated by them. Said violations will result in appropriate disciplinary action and possible referral to authorities.

EMERGENCY MEDICAL FORMS

State law mandates that each student is to have a completed emergency medical form on file in the office. Parents are reminded to update these forms when necessary to maintain contact and medical information accuracy. Disciplinary action may be taken against students who do not file the medical form with the school.

EXCLUSION

A student may be permanently excluded from attending any of the public schools of this state if the student is convicted of, or adjudicated, a delinquent child for committing, when he/she was sixteen (16) years of age or older, an act that would be a criminal offense if committed by an adult and if the act is any of the following:

ORC 2923.122, which includes a person, knowingly conveying or attempting to convey or possess any deadly weapon or dangerous ordnance onto any property owned or controlled by, or to any activity held under the auspices of the Board.

ORC 2923.12 or of a substantially similar municipal ordinance which makes it unlawful for a person to knowingly carry or have, conceal on his/her person or concealed ready-at-hand, any deadly weapon or dangerous ordnance on property owned or controlled by, or at any activity held under the auspices of the Board.

ORC 2925.03 which makes it illegal to traffic in drugs if the trafficking was committed on property owned by or controlled by, or at an activity held under the auspices of the Board.

A violation of the following ORC sections if the violation was committed on property owned or controlled by or at an activity held under the auspices of the Board of Education:

- (1) ORC 2903.01, aggravated murder;
- (2) ORC 2903.02, murder;
- (3) ORC 2903.03, voluntary manslaughter
- (4) ORC 2903.04, involuntary manslaughter
- (5) ORC 2903.11, felonious assault
- (6) ORC 2903.12, aggravated assault
- (7) ORC 2907.02, rape
- (8) ORC 2907.05, gross sexual imposition; or
- (9) ORC 2907.12, felonious sexual penetration

EXPULSION

A student may be expelled for conduct on school property or at school sponsored activities on or off school property whenever the Superintendent determines a student's misconduct has been repetitive enough or disrupt or interfere with the educational process or endanger the health or safety of the student or others.

First offense violations of the following specific rules of the student code of conduct will result in a 10-day out-of-school suspension with a recommendation for expulsion.

Rule C – Assault Of An Employee (Includes threatening an employee with some form of assault.)

Rule G – Alcohol, Drugs, and/or Drug Paraphernalia

Rule S – Possession of a Firearm: The expulsion will be for 1-yr.

Rule T – Possession of a Knife: The expulsion may be up to 1-year.

Student suspensions and expulsions from other school districts and the JVS are honored by Brookside.

FIRE DRILL

For student safety, fire drills will be held during the school year. A few simple procedures will enable all personnel to exit the building quickly and safely. Walk quietly, but do not run. No talking is permitted. Students are to remain with their classroom teacher and be at least forty feet from the building. Intentional ringing of false alarms is punishable under the law and the student discipline code.

GRADE POINT AVERAGE / CLASS RANK

All courses, with the exception of audited courses and pass/fail courses are included in determining grade point average.

GRADE POLICY SUMMARY

Semester-Length Course - Required to pass:

1. Final grades will be determined by the final cumulative percentage earned in the two nine weeks and the final exam. Each nine-week percentage grade will be worth 40%, while the final exam percentage will be worth 20% of the final grade.

Must not show flagrant decline or fail to take the final exam.

Flagrant decline involves the student simply shutting down and failing to

do his or her work at or near the end of the semester. For flagrant decline or failure to take the final exam, the student will fail the course and receive no credit.

HALL PASSES

Any time you are in the hall during class or flex time, you are to have a pass from your teacher with the proper time recorded. This will only be issued when absolutely necessary. Student handbooks can be used as hall passes.

FIRST PERIOD

Although the homeroom period is very short, it is extremely important because the attendance is taken during this time and it must be **ACCURATE**. You are to be in **your assigned FIRST PERIOD CLASS by 7:50 A.M.** Students arriving after this time, must sign in at the Attendance Office.

HONOR ROLL

Honor students will be recognized in 3 categories as follows:

1. High Honor Roll 4.00 Grade Pt avg. or above
2. Honor Roll 3.51-3.99 Grade Point avg.
3. Merit Roll 3.00-3.50 Grade Point avg.

Audited and pass/fail courses are not calculated in class rank or honor roll status.

INFORMATION CENTER

Students are encouraged to use the facilities of the Library for regularly scheduled class assignments, as well as individual study, using available materials. Students may obtain a Library Pass during homeroom or from their subject teacher. Students are to be **QUIET** in this area of the school.

LEAVING SCHOOL

A student can leave school only when the parent or guardian informs the school of their approval and the school approves the request. The parent or guardian can notify the attendance office by phone or written note. After the school approves the request, **the student must personally report to the attendance secretary or assistant principal and then sign-out at the attendance office prior to leaving school.** A parent may personally sign out for a student. Violation of this procedure will be viewed as truancy and discipline will be issued accordingly. An 18-year-old student may not leave school without parental permission unless the student had previously given evidence to the school of his or her emancipation.

For attendance accounting purposes and not activity participation purposes, students leaving school after the first period and before the last period will receive a ½ day of absence on their attendance record. Those students leaving during the last period will not receive any absence on their record.

LEAVING CLASS

Students can never leave class without teacher permission for any reason. This rule includes going to the restroom. Such infractions will be treated as truancy, and appropriate disciplinary action taken.

LOCKS AND LOCKERS

Lockers remain the property of the school district and are loaned to students. The school may search the lockers and contents at any time. The maintenance fee is \$3.00. Items found in a student's locker contrary to school rules or law will cause the student to be disciplined by the school and prosecuted according to law.

LOST AND FOUND

This is located in the cafeteria. All found articles should be turned in there. Articles may be claimed before and after school and during the lunch hours by properly describing or identifying them.

MAKE UP DAYS

If school is closed due to inclement weather or other reasons so that students are in school less than the state required hours, the school calendar will be adjusted to make up lost days.

MEDICATION

If medication, including over the counter drugs, is to be dispensed during the school day this needs to be done in accordance to board of education policy. Parents are urged to schedule their student's medication outside of regular school hours to the extent it is possible to do so. If the medication needs to be administered at school, then one of two forms can be obtained from the main office, completed and returned to the main office. Both require a parent and physician's signature. If the school is to administer, the form entitled "Permission Form for Medication to be Administered by School Personnel" must be completed. If the medication is to be self-administered the form entitled "Request that Student Carry and Administer Own Medication" must be completed and returned to the main office.

NATIONAL HONOR SOCIETY

Senior and Junior students with at least a 3.4 cumulative grade point average are eligible for membership in the National Honor Society. School and community service, character and leadership are also criteria for membership. A vote of the faculty council will determine selection of membership. Failure to maintain Society standards is grounds for dismissal from the organization.

RELEASE OF STUDENT INFORMATION

The Armed Forces, colleges and prospective employers occasionally request name lists, which include addresses and telephone numbers of students. This information will be provided to these authorized groups upon their request. Students or parents not wishing to have this information released are to make their request known, in writing to their guidance counselor.

REPORT CARDS, INTERIM REPORTS

Grade cards are issued at the conclusion of each grading period. Interim progress reports are issued by the teachers mid-way through each grading period for each "D" and "F" grade. Grade cards and transcripts are normally sent home with students, but may be withheld due to student failure to pay academic fees and/or fines, or return school property.

RESTROOM USE

Students are to use the restroom facilities for which they are intended and leave. LOITERING IS NOT PERMITTED. Disciplinary action will be taken with students who insist upon loitering in the restroom or leaving class without permission to use them. Students are to report to the attendance office when ill or for other health needs, so that they can be properly cared for. They are not to go to the restrooms, locker rooms, or other areas where there is nobody to care for them.

SCHEDULE CHANGES

During the school year changes in student schedules will be considered only on a limited basis for specific reasons. Approval of the principal will be required.

SEARCH AND SEIZURE

Designated school personnel may search students' persons, personal effects including electronic devices, vehicles, and lockers at any time a violation of the law or the student discipline code is suspected, or for health and safety

issues. Parents and/or law enforcement officials will be contacted, and possible disciplinary action taken, if students refuse to cooperate with the search.

STUDENT WITHDRAWAL

Before a student may apply for permanent withdrawal from school he/she must be at least 16 years of age and must have a job with a work permit and parent permission. After meeting these requirements, he/she must have a conference with a Guidance Counselor. Following the conference, the Counselor and Principal will make a recommendation together with the parents' permission for withdrawal. Students who withdraw from school as a result of illness or moving out of the district must also obtain a withdrawal form from the guidance office.

All students withdrawing from Brookside High School are required to notify the Guidance Office several days before the last day of attendance. The Guidance Office will issue a withdrawal form to the student. The student will take this form to every teacher on the student's schedule, the Library and main office for necessary signatures. All school property must be turned in and all obligations must be paid in full. Failure to follow this procedure will result in the student's records being held until the above provisions have been fulfilled. By law, students under the age of 18 who drop out of school will lose their driver's license.

WITHDRAWAL FAILING

Any student who has to be withdrawn from a class for disciplinary reasons, or for other reasons at the parents' insistence that are not permitted by policy, will receive a grade of "F" in the course which would be recorded on the student's permanent record.

TARDINESS TO SCHOOL OR CLASSES

Tardies to school extend from 7:51 to 8:30 a.m. Any arrival after 8:30 will not only be considered a half-day absence but will also be recorded as an unexcused tardy and counted in the totals below for disciplinary action. Students must sign in at the Attendance Office when arriving at school. If the tardy is unexcused, the student may receive a "zero" or an "F" grade for all schoolwork missed. No matter whether the tardies are to school, individual classes or lunch, when a student accumulates their first three unexcused tardies, they will receive one detention, and a written notice is sent home to parents. When a student accumulates five tardies, they will receive a "final warning," which means that should they receive another

unexcused tardy in the next month, they will receive a two-day suspension. However, after a final warning, if they go a month without receiving one, the total is reduced back one unexcused tardy. Then, they will be issued another final warning only should they receive one after that month taking them back to five unexcused tardies. Anyone with a driving permit who accumulates 10 unexcused tardies as described above may also lose driving privileges.

TELEPHONE

Telephone calls from parents or guardians to students should be made to the Attendance Office at 949-4219, the main office at 949-4220, or the guidance office at 949-4223.

TOBACCO

Students are not permitted to have in their possession nor use tobacco or vape products, tobacco or vape paraphernalia of any kind such as papers, lighters, matches, pipes, vapor liquid, or any type of fake E cigarette etc., at any time in the school building, on the school grounds, on the school bus or at school activities, home or away.

1st Offense = 3-day Out of School Suspension

2nd Offense = 5-day Out of School Suspension

3rd Offense = 10-day Out of School Suspension Recommendation for Expulsion

NOTE: An educational program for a fee is available to first offenders in lieu of suspension.

TORNADO DRILL

State Law requires periodic tornado drills. The tornado alert and instructions will be given via the P.A.

TRANSCRIPTS

Requests in writing for transcripts to be sent to colleges, universities, employers or agencies must be made in the guidance office. Parent/guardian permission is required if the student is under 18 years of age. Transcripts will not be issued until all fees and fines are paid and other required school obligations met.

VISITORS

All visitors must be approved by the Principal or Assistant Principal. The visitor must then sign the Register and obtain a Visitor's Pass from the Main

Office. Casual visitors are **not** permitted in the building or on the school grounds. Students are not allowed to bring guests to school. Former Brookside students are permitted on occasion to visit teachers, not current students, with prior permission from the teacher.

WORK PERMITS

If you are under 18 years of age and wish to work part-time or full-time, you must secure a work permit. This may be done through the main office. Summer employment does not require a work permit.

NON-DISCRIMINATION POLICY

It is the policy of the Sheffield/Sheffield Lake School District that no student or other individual shall be denied admission to the school district or to a particular course, instructional program, activity or be otherwise discriminated against for reasons of race, color, religion, national origin, sex, disability or handicap, age, or any other basis of unlawful discrimination. The Sheffield/Sheffield Lake School District is an equal opportunity employer. Please contact the following offices if you have concerns, questions or need information pertaining to:

Non-discrimination on the basis of sex

Title IX Coordinator

Michael Cook, Supt.

Board of Education

(440) 949-4214

Non-discrimination on the basis of race, color, national origin, religion or disability

Title VI Coordinator/Section 504 Coordinator

Mariah Hall, Pupil Personnel Director

Sheffield/Sheffield Lake Board of Education

1-440-949-4211

HARASSMENT, BULLYING, DATING VIOLENCE

Student harassment and/or bullying are prohibited at school and at school activities as per Ohio Revised Code 3313.666, and Board of Education policy. It is also viewed as a form of assault, with incidents of violation being disciplined according to the provisions under the “Assault” section of this handbook. Harassment/bullying is defined as any intimidation or

abusive behavior toward a student that creates a hostile environment by interfering with or denying a student's participation in, or receipt of, benefits, services, or opportunities in the school's programs.

Harassment/bullying conduct make take many forms, including verbal acts, such as name-calling and ethnic slurs, as well as non-verbal behavior, such as graphics and written statements, and conduct that is physically threatening, harmful, or humiliating. This policy includes harassment/bullying as defined herein over cell phones and other electronic devices. Any suspected instances of dating violence between students will be reported to the appropriate authorities and to parents. School officials such as counselors and administrators will assist with counseling referrals as deemed necessary. Students should be vigilant, and report suspected instances of dating violence to school officials.

ASSAULT

A student shall not cause physical injury, threaten same, or behave in such a way which could cause physical injury to school staff, students, or visitors, or violate the law in this regard while under the jurisdiction of the school. Jurisdiction includes the school day and any school activity. Disciplinary action for violation of this rule will be as follows:

Level 1 – Baiting, name calling, bullying, threatening to hit or beat up, anything non-physical – 2-day suspension first offense, then successive 3, 5, 7, and 10-day suspension with recommendation for expulsion for further offenses;

Level 2 – Pushing, grabbing, shoving, wrestling with, dragging, bumping – anything physical but non-hitting – 3-day suspension first offense, then successive 5, 7, and 10-day suspension with recommendation for expulsion for further offenses;

Level 3 – Hitting someone with the hands, feet, or other instrument, swinging at someone with the intent to hit them even though missing, purposeful transfer of bodily fluids (blood, saliva, urine, etc.) to another individual* – 5 days suspension first offense, then successive 7, and 10 days suspension and recommendation for expulsion for further offenses, and a report filed with juvenile court; (*Should testing to determine the presence of any pathogens be deemed necessary by the school due to transfer of bodily fluid, the cost of the testing will be born by the person initiating the transfer.)

Level 4 – Threatening to kill, knife, shoot, or blow up someone, or the school – 10-day suspension and recommendation for expulsion first offense, and a report filed with the juvenile court.

Any abuse directed toward staff members by students involving any purposeful contact with mal intent, verbal threats to do physical harm to person or property, gestures to do physical harm to person or property, or the actual commitment of same, will result in a 10-day suspension from school and a recommendation for expulsion with the first offense.

VALUABLES AT SCHOOL

Students are very much discouraged from bringing valuables to school unless it is absolutely necessary. Items such as money, jewelry, electronic devices, expensive clothing and shoes...anything of significant value...invite thievery by other students who cannot resist the temptation to take them. The school will help secure stolen valuable property if asked to do so, assist as best it can in recovery of items stolen, and administer appropriate discipline to those involved in theft of items. However, the school is not responsible for items that are stolen.

CLASS DISMISSAL PROCEDURE

Students are to remain in their seats until the bell rings and the teacher dismisses class. Students are not to congregate in the classroom doorway prior to the bell.

RULE VIOLATIONS AT THE END OF THE SCHOOL YEAR

Students, including seniors scheduled to soon be graduated, who violate rules near the end of the school year, may be issued work time at school after school has been dismissed for the summer in lieu of suspension. Disciplined seniors scheduled to graduate may be permitted to go through commencement services, but will not be issued diplomas or grade transcripts until their work assignments are completed. Underclassmen must complete their work over the summer, or they will be issued a suspension to start out the new school year. Also, they cannot take part in summer extra-curricular activities until their work is completed.

SENIOR LUNCH PRIVILEGE

Seniors are permitted to leave school during their scheduled lunch period provided they have written permission from parents to do so on file in the office. Seniors can lose their privilege due to poor attendance (10-day absence), excessive tardiness, class failure, or poor behavior. Should

reasons occur that would preclude a senior from returning to school from lunch, they must have their parents call the school attendance office that day to report the absence; if a call is not received, the senior will be considered truant and disciplined accordingly.

EXTRA-HELP

Teachers may assign students to Lunch Time Intervention (LTI) to make up incomplete work. Students are to report directly to LTI during their lunch period without going first to the cafeteria. Students will order their lunch through the supervising teacher there and eat while completing their work. Students failing to report to LTI, or willfully not completing work or disrupting LTI, will be assigned a detention.

An after-school, extra-help program called Bonus Period is available for students in all subjects on Tuesdays and Thursdays in the Academic Coaching Room.

STUDENTS SHOULD LEAVE BY 3:15

Students are to leave the building each day by 3:15 p.m. unless they are participating in an official school activity, receiving help from a teacher with class work, serving a detention, or they have made other special arrangements to stay later through the office.

CCP STUDENT NON-CLASS TIME PROCEDURES

Students in the College Credit Plus (CCP) program are not to be in the building loafing during non-class time. If CCP students want to be at school during non-class time to do school work in the library, a supervised classroom, or office, this can be done if approved in advance by an office official.

ACADEMIC LETTER AND PIN

Students can earn an academic letter for the year by receiving honor roll or high honor roll distinction the first three nine weeks of the year. An academic pin can be earned each succeeding year at Brookside for receiving the same distinction.

EXAM MAKE-UPS DUE TO VACATION

Students with less than 10 days of absences from school may apply to make up exams at times other than when the exams are scheduled to be taken due to family vacation during school time. The application form, which must be completed and returned for approval at least two weeks in advance of the exams, is available in the attendance office.

DRUG DOG SEARCHES

From time to time the administration may arrange for unannounced searches for drugs in the building by especially trained dogs from local police departments. Book bags, lockers, coats, jackets, and cars may be searched by the dogs and officials. Should the dogs “hit” on anything searched, the item will be more thoroughly searched by school and police authorities. Should anything be found that’s contrary to law or school policies, appropriate disciplinary action will be taken, referrals made to police, and parents will be called.

CELL PHONE AND OTHR ELECTRONIC DEVICES

Cell phones and other electronic devices must not be visible or audible inside the school building during the regular school day 7:50 a.m. – 2:44 p.m.

The following exceptions have been made:

1. Students may use their cell phones for texting in the hallways during passing time and the cafeteria lunch.
2. Students are not permitted to make phone calls during the school day.

Students are not to use their cell phones to contact parents due to illness. They are to report to the attendance office and have the secretary do this for them.

Cell phones and other electronic devices must be turned off while students are in classrooms, office, restrooms, the gymnasium and the media center.

The use of technological devices for academic purposes or to support academics is left to the discretion of the individual teacher.

Students are prohibited from posting on social media during the school day unless directed to do so by a teacher or administrator.

Other than cell phones, students are not to bring electronic devices, tablets, e-readers, cameras, video recorders, gaming devices, etc. to school unless they are part of the classroom assignment and the student has received prior permission from the teacher for whom they are doing the assignment.

Unauthorized use of camera phones, cameras, video equipment or any other device for recording (still images, video or audio) school personnel, students or documents is strictly prohibited.

Violation of these rules will result in the following consequences:

1. **First Offense** – cell phone is confiscated and returned at the end of the day. A detention is assigned.
2. **Second Offense** – cell phone is confiscated and student is issued a 2 day in school assignment (if available) or a 2-day suspension. Cell phone will only be returned to a parent/guardian.
3. **Third Offense** – cell phone is confiscated and student is issued a 3 day in school suspension assignment (if available) or a 3-day suspension. Cell phone will only be returned to a parent/guardian.
4. **Fourth Offense** – cell phone is confiscated and student is issued a 5 day in school assignment (if available) or a 5-day suspension. Cell phone will only be returned to a parent/guardian.
5. **Fifth Offense** – cell phone is confiscated and student is issued a 7-day suspension. Cell phone will only be returned to a parent/guardian.
6. **Sixth Offense** – cell phone is confiscated & student is issued a 10-day suspension. Phone will only be returned to a parent/guardian.

Data, information, and graphics contained in any confiscated device can be subject to review by school authorities if it is believed that law or the school code of conduct has been violated. Said violations will result in appropriate disciplinary action and possible referral to authorities.

DRESS CODE

Students are expected to maintain an acceptable level of appearance that conforms to school rules and guidelines. Dress and appearance should contribute to the general atmosphere of the building by not drawing undue attention to an individual student; it should contribute to the health and safety of the student and not damage school property. Dress should always be appropriately modest. School attire should be comfortable and clean and in good repair.

Specific requirements of the dress code include, but are not limited to:

No sleepwear is to be worn to school.

No yoga pants may be worn unless accompanied by a top covering the lower quarters.

No winter coats and gloves should be worn to class unless cold temperatures, as deemed by the teacher, warrant the wearing of winter apparel.

Bare feet are not permitted at any time.

Hats, headgear, bandanas & sunglasses are not to be worn in the building during regular school hours. Hats are not to be carried around the building, but are to be put away.

Hoods may not be worn on the head at any time.

- Chains and jewelry considered hazardous by administrators are not to be worn.
- Garments that refer to gangs, weapons, drugs, alcohol, hate groups, sex or sexual innuendo are prohibited.
- Undergarments should not be visible at any time.
- Skirts, dresses & shorts must be no shorter than mid-thigh at all times.
- Tops must have two straps each a minimum of 1-inch-wide and must cover both shoulders during the months of August, September, May and June.
- During the other months, tops must have full sleeves which cover the shoulder blade and extend some down both arms, completely covering the underarm area.
- Low cut (neckline or underarm) and revealing tops are prohibited.
- Sagging pants or shorts are prohibited.
- Any body part, typically covered by an undergarment, should not be visible.
- Pants with holes displaying the skin above the mid-thigh are prohibited.
- Blankets and slippers are not permitted

This list is not inclusive. Apparel that is deemed to be inappropriately revealing or disruptive to the educational process by the BHS Administration is prohibited.

Students found to be in non-compliance with the dress code will be directed to change immediately. Should they refuse, they will be detained in the office area and may receive disciplinary action. Students found to be purposely violating, or attempting to circumvent the dress code, will be disciplined for insubordination.

SHEFFIELD-SHEFFIELD LAKE CITY SCHOOL DISTRICT

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT(FERPA)

The Family Educational Rights and Privacy Act(FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights include:

- 1. The right to inspect and review the student’s education records within 45 days of the District’s receipt of a request for access.** Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights.** Parents or eligible students may ask the Sheffield-Sheffield Lake City School District (“the District”) to amend a record that they believe is inaccurate, misleading, or otherwise in violation of the student’s privacy rights. They should write the building principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student’s privacy rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational**

interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including, but not limited to, health, medical, and law enforcement personnel); a person serving on the District's Board of Education; a person or company with who the District has contracted to perform a special task(such as an attorney, auditor, consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll if the disclosure is for purposes of the student's enrollment or transfer.

- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605**

STUDENT CODE OF CONDUCT

RULE A- Disruption of School – A student shall not by use of violence, force, coercion, threat, harassment, insubordination, or repeated violations of the Code of Conduct disrupt or obstruct the education program, including lunch periods, as well as all curricular and extracurricular activities.

Examples of disruption may include unusual dress and appearance, strikes, or walkouts, the use of stink bombs, the impeding of free traffic to and within the school, the playing of radios and the use of headphones, and possession of beepers, etc.

RULE B-Damage to School Property, Private Property of Arson-A student shall not cause or attempt to cause damage to school property as it affects the good order and welfare of the school. Examples of school property are: landscaping, athletic facilities, building and contents. Examples of Private property include: vehicles, building and landscaping, clothing or other possessions. Depending upon the circumstances, restitution may also be required.

RULE C-Assault-A student shall not cause physical injury or behave in such a way which could threaten to cause physical injury to school staff, students, or visitors while under the jurisdiction of the school. Jurisdiction includes the school day and any school activity. Examples include: hitting, kicking, fighting, throwing objects, or running in the halls. This can be verbal or written.

RULE D-Dangerous Weapons and Instruments-Students shall not knowingly possess, handle, transit any object that can be reasonably considered a weapon, either on school grounds, during, before, or after school hours or off school grounds at any school activity or school bus. Such as, but not limited to, guns, knives, lighters, matches and switch blades. Also, objects that may be considered “look alike” and that which may represent a weapon. Included in this prohibition would be the use of chemicals and gases, such as Mace.

RULE E-Unauthorized Possession-A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, employee of the school district, or visitor to the school.

RULE F-Tobacco-Use of tobacco or vapes in any form is prohibited. Display or possession of a lighter, matches, tobacco, vapor liquid or smoking materials is prohibited.

RULE G-Alcohol, Drugs, and/or Drug Paraphernalia-No student shall possess, deliver, attempt to deliver or cause to be delivered any form of alcohol, drugs, drug paraphernalia, narcotics, or non-controlled substance which may be considered to be harmful to the health or morals of themselves or others. This includes steroids. This also includes counterfeit controlled substances or “look alike” drugs, and prescription drugs. A student shall not appear at school or school related events after having consumed any of the above. (See Section V-Expulsion).

“**Counterfeit Controlled Substance**” is defined in the following ways: (1) any drug or drug container or label that bears a trademark, trade name or other identifying mark used without the owner of the rights of such trademark’s authorization: (2) any unmarked or unlabeled substance that is manufactured, processed, packed or distributed by a person other than the person with the legal rights to manufacture, process, pack or distribute it: (3) any substance that is represented to be controlled, but is not a controlled substance or is a different substance, and (4) any substance other than a controlled substance that a reasonable person would believe to be a controlled substance, because of similarity in shape, size, and color, or it’s markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

A controlled substance is defined as a drug, compound, mixture, or substance included in Schedule I, II, III, IV, or V (Ohio Administrative Code 4729-11.) Included in these schedules are narcotics such as amphetamines, depressants, and hallucinogens, as well as many other type of drugs.

RULE H-Insubordination-A student shall not disregard or refuse to follow school rules, regulations, assigned disciplinary consequences, being disrespectful, or reasonable directives given by school personnel. Also, any actions judged by school officials to involve misconduct or misbehavior and not specifically mentioned in other sections will be dealt with as insubordination.

RULE I-Violations of the Law-A student shall not violate any law or ordinance when the student is properly under the authority of school personnel.

RULE J-Frightening, Degrading, or Disgraceful Acts-A student shall not engage in any act which frightens, degrades, disgraces or tends to frighten, degrade, or disgrace a teacher, student, employee of the school district, or visitor by written, verbal, or gesturing means. Profanity is considered a degrading act. Public display of affection is not permitted. Examples may include: kissing, hand holding, embracing, or any sexual acts or displays that are not appropriate.

RULE K-Truancy and Tardiness-Truancy is prohibited. Truancy is declared when a student is absent from school or any portion thereof without school authorization and parental consent. Tardiness to class is prohibited.

RULE L-Publications and Organizations-Publishing or distributing any printed material or promoting organizations, joining any club or organization which has not been approved by the Board of Education is prohibited.

RULE M-Forgery, Cheating, Plagiarism, Infringement of Copyright Material, and False Reports-Any form of forgery, cheating, plagiarism and/or infringement of copyright material is prohibited. Examples may include the following: taking and using as one's own writings and/or recorded ideas of another. **Also, knowingly giving any false reports or identification to school officials with the intent to mislead them is prohibited.**

RULE N-Unauthorized Sales-No student shall sell or cause to sell anything during school hours, anytime on school property, or at school sponsored events without the prior approval of the building administrators. Depending upon the circumstances, restitution may also be required.

RULE O-Collusion-No student shall assist or aid in any way another student in violating either school rules and regulations or any law or ordinance when either student is properly under the authority of school personnel.

RULE P-Hazing-Hazing is prohibited. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or

assumption of risk by an individual subject to hazing does not lessen the prohibition contained in this policy.

It is the policy of the Sheffield-Sheffield Lake Board of Education that hazing activities of any types are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of students and all other employees of the school district shall be particularly alert to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action and may be liable to civil and criminal penalties in accordance to the Ohio law. In addition, this policy shall be incorporated into building, staff, and student handbooks, and shall be subject of the discussion at employee staff meeting or in-service programs. Ohio Revised Code 2307.44 or 2903.31.

RULE Q-Extortion-A student shall not engage in any action or threat that forces or attempts to force a person to pay money, or give material possessions or property, or to perform services that are not due to him/her.

RULE R-Student Use of a Transportation Vehicle-A student shall not misuse a transportation vehicle while on school property or school activities off school property. Examples of misuse include; speeding, unauthorized occupancy, reckless operation and illegal parking.

RULE S-Possession of a Firearm-A student shall not possess or bring a firearm to a school operated by the Board or on to any other property owned or controlled by the Board, to an interscholastic competition, an extracurricular event, or any other school program or activity.

Firearm has the same meaning as provided pursuant to the “Gun-Free Schools Act of 1994”. At the time this policy was adopted, the above-referenced statute defined a firearm as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffle or silencer; or any destructive device.

RULE T-Possession of a Knife-A student shall not possess or bring a knife to school operated by the Board, to an interscholastic competition, and extracurricular event, or any other school program or activity. Knife, for the purposes of Board Policy, is defined as a cutting instrument consisting of a sharp blade or edge. Knife does not include scissors, wire cutters, or other similar tools determined by the Superintendent to be necessary in the school setting at a particular building or grade level, if used only for the necessary purpose.

RULE U-Inappropriate Use of Electronic Media-A student shall not commit an act that is illegal nor misuse any electronic equipment including computers. Misuse may include but is not limited to; the damage to computer equipment, files, peripheral devices and computer networks, inappropriate materials, the unauthorized use of equipment, the downloading or transmission of databases or unauthorized storage of personal files and any act that causes physical, financial harm or otherwise disrupts information technology. Installation without permission of software programs including Peer to Peer networking services such as Instant Messaging or Internet Relay Chat is considered unauthorized use.

RULE V-Bomb Threats-A student may be expelled from school for a period of up to one (1) year for making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat. Any expulsion may extend if necessary into the school year following the school year in which a school activity is occurring at the time of the threat. Any expulsion may extend as necessary into the school year following the school year in which the incident giving rise to the expulsion takes place.

RULE W-Harassment-Student harassment is prohibited at school and at all school activities. Harassment is defined as any intimidation or abusive behavior toward a student that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school's programs. Harassing conduct may take many forms, including a verbal act, such as name-calling, ethnic slurs, as well as nonverbal behavior, such as graphic and written statements, and conduct that is physically threatening, harmful or humiliating.

RULE X-Abuse of Personnel-No student may verbally or physically abuse school personnel at any time, on or off school property. This

includes threatening gestures of any kind toward staff members. Also, no student may damage or destroy property owned by school personnel at any time, on or off school property.

Rule Y- Inappropriate Acts or Excessive Horseplay- Any inappropriate behaviors which are deemed serious by an administrator or designee due to the nature or repetition of the act or excessive horseplay including but not limited to horseplay with bodily contact.