

Brunswick City School District

Student/Parent Handbook



2024-2025

Brunswick City School District 2023-2024

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NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in June 2014. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website www.bcsch.org and finding the specific policy or administrative guideline in the Table of Contents for that section.
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STUDENT RESPONSIBILITIES

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the Building Principal

- Adult students (age 18 or older) must follow all school rules.
- If residing at home, adult students are encouraged to include their parents in their educational program.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the School via e-mail. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

Guidance from the Ohio Department of Health states all students at risk for noise exposure (e.g., band, vocational education, industrial education, automotive mechanics) should be screened annually. If your child participates in any activity that may increase his/her risk of noise exposure, the school nurse can screen your child's hearing upon request. Please note, a hearing screening only provides a snapshot of how your child performs on the day the test was administered and is not a substitute for a complete hearing evaluation by an audiologist. Please contact your building principal or school nurse with any questions. You may also visit the Ohio Department of Health website for more information regarding the Children's Hearing Program.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the District's open enrollment policy.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proofs of residency
- D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

High School students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The High School Guidance Department will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

New students 18 years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above referenced documents that are typically required for enrollment, the grandparent must provide the District with an original or certified copy of a grandparent power of attorney filed through the court.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DHS to the Superintendent, have been received:

- A. an updated copy of the student's transcript;
- B. a report of the student's behavior while in DHS custody;
- C. the student's current IEP, if one has been developed for the child; and
- D. a summary of the instructional record of the child's behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

SCHEDULING AND ASSIGNMENT

Elementary Level

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

Secondary Level

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Department. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

Please note: Specific teacher requests will not be honored at ANY level.

EARLY DISMISSAL

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without completing the following procedure:

A phone call and completed form will be required if you need someone other than the person(s) listed in emergency contacts to pick your child up from school.

First, call the school to request that a person not listed as an emergency contact needs to pick up your child. The building secretary will verify the number you are calling from as a number listed in our student system.

Next, a link (to a form) will be sent via email to the email listed for the legal guardian. Once the legal guardian completes the form the child may be picked up by the person indicated on the form. The building staff will verify the identity of the person picking up the child; be sure the person picking up the child brings a driver's license or a state ID.

WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of 18.

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

IMMUNIZATIONS

Students must be current with all immunizations required by law, or have an authorized exemption from State immunization requirements. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. Any questions about immunizations or exemptions should be directed to the Director of Student Services.

STUDENT INFORMATION - ANNUAL AND ONGOING UPDATES IN FINALFORMS

It is imperative that parents annually update their students' information using FinalForms. Annual updates are required for students to participate in off-campus activities, including field trips, sports events, and co-curricular activities. FinalForms is accessible throughout the year and should be updated as changes occur. Timely updates to FinalForms guarantee the buildings always have up-to-date and accurate information which is vital to the safety and security of our students.

USE OF MEDICATIONS

Students who need to take prescription medication during the school day must comply with the following guidelines:

- Medications prescribed or requested to be given three (3) times a day or less are not to be given at school unless indicated by the licensed prescriber. The prescriber must indicate that the medication cannot be administered outside of school hours.
- Appropriate forms must be on file in the school office before any medication can be administered at school or any school sponsored event.
- Such forms must be completed each school year and as needed when changes occur to medications and/or health.
- All prescription medications require forms to be completed by a licensed prescriber as well as a parent/guardian.
- Over the counter (OTC) medications require **only parent forms** to be completed. However, preschool students will require a prescriber's signature for all medication, including OTC.
- Parent/Guardian is responsible to deliver all medication, prescription or OTC, to the school office in original containers and properly labeled.
- Except as permitted by law, students will not be allowed to carry any prescription or over the counter medication during school hours or at school related activities, exceptions include epinephrine auto-injectors, asthma inhalers and diabetic supplies with proper forms completed by parent and licensed prescriber.

- At the end of the school year or the end of the treatment regime, the student's parent or legal guardian will be responsible for removing any unused medication from school.
- Parents or guardians are responsible to inform school of any changes in child's health or changes in medication.

For complete information and guidelines regarding medication administration including alternative, homeopathic, complement, herbal therapies, research and experimental medications, please refer to Brunswick City School website board policy.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically

screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact the Building Principal to inquire about evaluation procedures, programs, and services.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not necessarily be denied enrollment based solely on lack of proof of residency. Eligibility will be reviewed on an annual basis. For additional information contact the liaison for Homeless Students at the Board of Education, Student Services Office.

STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, the Brunswick City School District charges specific fees for activities and materials used in the course of instruction:

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship.

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in the withholding of grades, credits and exclusion from participation in extracurriculars.

CAFETERIA CHARGING POLICY

All current balances must be paid before the start of the current school year. If you have any questions please contact your school principal.

ELEMENTARY CHARGING POLICY:

Charging will not be permitted for breakfast. Elementary students will be allowed to charge up to three lunches. When a student reaches the three lunch limit and until their balance due is paid in full, the child will receive a cheese sandwich and milk at a cost of 50¢. The alternate meal cost will be added to the student's debt. After three days of non-payment, or if steps have not been taken to apply for assistance, or if the parent/guardian has not contacted the Food Service Department to make arrangements, the student's lunch privileges may be stopped. It is strongly recommended that the parents/guardians make meal payments in advance. Personal checks and cash deposits are accepted daily. For your convenience, deposits may be made by credit/debit card by setting up an account for your student on

www.myschoolbucks.com You may view your student's lunch account, and set up a lunch account balance reminder as well. Students with an outstanding balance will be contacted by the principal, Food Service Coordinator or District by letter, email or telephone call. Student's will not be allowed to charge any extra items.

MIDDLE SCHOOL CHARGING POLICY:

Charging will not be permitted for breakfast. Middle school students will be allowed to charge up to two lunches. When a student reaches the two lunch limit and until their balance due is paid in full, the child will receive a cheese sandwich and milk at a cost of 50¢. The alternate meal cost will be added to the student's debt. After three days of non-payment, or if steps have not been taken to apply for assistance, or if the parent/guardian has not contacted the Food Service Department to make arrangements, the student's lunch privileges may be stopped. It is strongly recommended that the parents/guardians make meal payments in advance. Personal checks and cash deposits are accepted daily. For your convenience, deposits may be made by credit/debit card by setting up an account for your student on www.myschoolbucks.com. You may view your student's lunch account, and set up a lunch account balance reminder as well. Students with an outstanding balance will be contacted by the principal, Food Service Coordinator or District by letter, email or telephone call. Student's will not be allowed to charge any extra items.

HIGH SCHOOL CHARGING POLICY:

No breakfast, lunch or ala carte charges will be allowed. It is strongly recommended that the parents/guardians make meal payments in advance. Personal checks and cash deposits are accepted daily. For your convenience, deposits may be made by credit/debit card by setting up an account for your student on www.myschoolbucks.com. You may view your student's lunch account, and set up a lunch account balance reminder as well.

FREE AND REDUCED LUNCH APPLICATIONS:

Free and Reduced Lunch applications will be available on July 1 of each year for the upcoming school year. Applications will be available at the Board of Education or the Brunswick City School website. You must fill out a new application every year. If your child/children received free or reduced lunch for the previous school year, they will continue to receive free or reduced lunch until September 30, of the new school year. If we do not receive a new application by September 30, your child will become a full price student. You will be responsible for any amount that is charged.

If your child receives free lunch, you are eligible to have their school fees waived. If your child receives reduced lunch, you are eligible to have their school fees reduced. You must sign a parent waiver giving Brunswick City Schools permission to waive or reduce school fees. A fee waiver is included on the Free and Reduced Lunch Application. If your child is directly certified to receive free lunch, a parent waiver will be included on your notification letter. You must sign and return it to the Food Service Department before your school fees can be waived or reduced.

STUDENT FUNDRAISING

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fund-raisers:

- A. Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- B. Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor.
- C. Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- D. Students may not engage in house-to-house canvassing for any fundraising activity unless accompanied by a staff member, parent, or authorized adult.
- E. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

STUDENT VALUABLES

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

SAFETY AND SECURITY

- A. All visitors must report to the office when they arrive at school. Parents/Visitors are not permitted to visit any classroom without prior approval/appointment from the office.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. All unneeded outside doors are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. All District employees are to wear photo-identification badges while in District schools and offices or on District property.

FIRE, TORNADO, AND SAFETY DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted during the school year. Teachers will provide specific instruction on the appropriate procedures to follow. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

EMERGENCY CLOSING AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify radio and television stations.

Information concerning school closings or delays can also be found on the School's web page at www.brunswickschools.org.

Parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file.

Parents and students are responsible for knowing about emergency closings and delays.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within 1 school day of its receipt.

SECTION II – ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Students who do not have a Student Update Form completed/on file, will NOT be permitted to attend a field trip.

Attendance rules apply to all field trips.

Students who violate school rules may lose the privilege to go on field trips.

COURSE OFFERINGS

Brunswick Middle School Guidance:

[Middle School Course Offerings](#)

Brunswick High School Guidance:

[High School Course Offerings](#)

GRADING AND GRADES

Brunswick City School District has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Grade Policy & Weight Explanation Brunswick City School District

Brunswick City Schools Grading Scale Gr. 3-12

A+	100-97
A	96.9-93
A-	92.9-90
B+	89.9 – 87
B	86.9 – 83
B-	82.9 – 80
C+	79.9 – 77
C	76.9 – 73
C-	72.9 – 70
D+	69.9 – 67
D	66.9 – 63
D-	62.9 – 60
F	Below 60

1. Grading Scale: 90%=A

All Brunswick classes in grades 3-12 will use a “90%=A” grading scale (pictured left)

The primary grading scale (K-2) reflects the Gr. 3-12 grading scale in a way that is appropriate for use with very young children (pictured right).

1. E= “exceeds” grade level standards (A range)
2. M = “meets” grade level standards (B+ to C range)
3. P = “progressing” toward grade level standards” (C to D– range), and
4. I = “insufficient progress toward grade level standards” (F range).

2. Plus/Minus Grade Included in GPA Calculation

Middle and high school students will get full credit in their GPA for the grade they earn. That will be accomplished by the scale used to calculate GPA from A=4, B=3, C=2, D=1, and F=0 to the scale shown (pictured right).

3. “Credit/No Credit”

Final grades have the designation “credit/no credit” on report cards and transcripts on credit-bearing courses. Because GPA is calculated from semester grades, it has no effect on students.

For each semester course, credit will be awarded when the student has earned BOTH a passing GPA for the course (on the scale above) and two passing grades for the semester

For each full-year course, credit will be awarded when the student has earned BOTH a passing GPA for the course (on the scale above) and two passing grades in the second semester.

Full-year course GPA calculation: Q1 (20%) + Q2 (20%) + Exam1 (10%) + Q3 (20%) + Q4 (20%) + Exam2 (10%).

Semester course GPA calculation: Q1 or Q3 (40%) + Q2 or Q4 (40%) + Exam (20%).

Call or email your principal or Pat Geschke (wgeschke@bcsoh.org) if you have questions.

Brunswick City Schools

Standardized Grading Scale – Grades 3-12

Grades	Ranges	Point-by-Point Distribution
A	90 - 100	A+ = 100 - 97 A = 96.9 - 93 A - = 92.9 - 90
B	80 - 89	B+ = 89.9 - 87 B = 86.9 - 83 B - = 82.9 - 80
C	70 - 79	C+ = 79.9 - 77 C = 76.9 - 73 C - = 72.9 - 70
D	60 - 69	D+ = 69.9 - 67 D = 66.9 - 63 D- = 62.9 - 60
F	0 - 59	F = Below 60
IP	In-Progress or Incomplete	

GPA SCALE			
Grade	Regular (L2)	Honors (L3)	Advanced Placement (L4) & College Credit Plus*
A	4.0	4.5	5
A-	3.7	4.2	4.7
B+	3.3	3.8	4.3
B	3.0	3.5	4
B-	2.7	3.2	3.7
C+	2.3	2.8	3.3
C	2.0	2.5	3
C-	1.7	2.2	2.7
D+	1.3	1.8	2.3
D	1.0	1.5	2
D-	0.7	1.2	1.7
F	0.0	0.0	0
*Available for CCP classes if BHS offers advanced standing courses in the same subject area. When no advanced standing courses are available within the same subject area, regular GPA will apply. See Registration Guide for more info.			

Standardized Grading Scale – Grades K-2

Grades	Ranges	Point-by-Point Distribution
E	90 - 100	E+ = 97 - 100 E = 93 - 96.9 E - = 90 - 92.9
M	75 - 89	M+ = 85 - 89.9 M = 80 - 84.9 M- = 75 - 79.9
P	60 - 74	P+ = 70 - 74.9 P = 65 - 69.9 P - = 60 - 64.9
I	Below 60	I = Below 60

Revised April 2010–Oct 2013 March 2015/Effective 2015-16

Grade Point Average for Brunswick High School Students:

- BHS Grade Estimator: <https://gradeestimator.bcsch.org/>

Grading Periods—

Students' quarterly grades will be posted in ProgressBook at the end of each 9-week period indicating their grades for each course of study for that portion of the academic term.

Teachers are required to contact a parent between weeks 5 and 7 of the grading period when a student's grade is averaging below 65%.

Students will no longer receive a paper copy of report cards. Quarterly grades can be found in ProgressBook under the "Report Card" section. Parents can access their child's grades on ProgressBook by following one of the two options below.

Teachers are required to update their grades weekly in ProgressBook. If your child's grades are not properly updated, please contact the teacher and/or the building principal.

Checking Your Grades in ProgressBook

New to BCSD?

1. Request a user ID and password from BHSparentaccesshelp.org
2. When you get the information, log in to the district home page (www.bcsch.org)
3. Click "parent access help" icon at the bottom of the page
4. Log in using the information provided

Already a registered user but forgot your user ID and/or password?

1. Follow #1-3 above
2. Follow the directions on screen to request a reminder email from ProgressBook.

Students and parents share the same user ID and password.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

The Brunswick City School District provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities

Students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities.

ATHLETICS/ACADEMIC ELIGIBILITY

Brunswick City Schools Athletic/Extracurricular Code of Conduct

The Brunswick City School District provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

BRUNSWICK CITY SCHOOLS

ATHLETIC, CO-CURRICULAR-EXTRACURRICULAR CODE OF CONDUCT

REVISED: APRIL 2020

STATEMENT OF PHILOSOPHY:

In the Brunswick City School District, an extensive program of athletics, extracurricular, and co-curricular activities supplements and expands traditional academic offerings. Participation in these programs is a privilege extended to students who qualify based on specific standards for academics and conduct, which were established by a committee of educators and community members and adopted by the Brunswick Board of Education.

This handbook contains the academic standards and code of conduct, which apply to all students who participate in athletics, co-curricular, and extracurricular activities. The guidelines, rules and regulations require that students who represent Brunswick Schools as participants in activities outside the classroom demonstrate high standards for scholarship and citizenship at all times. Many of the provisions of these guidelines are in effect for students 7 days a week, 24 hours a day, 365 days of the year, meaning the students have a year round responsibility. Students who do not live up to the expectations outlined in this handbook will have the privilege of participation reduced or removed entirely. Such loss or reduction will not be limited by or in any way limit any other consequences of the student's behavior, such as routine school discipline or consequences assigned by law enforcement authorities. Initial efforts will be made to assist students in making appropriate choices to comply with handbook rules. Ultimately, however, students who do not attain required academic or behavioral standards would no longer be allowed to participate in school athletic, co-curricular or extracurricular programs.

Because continued eligibility to participate in the many sports and activities is based upon following the policies

and procedures in this handbook, students and their parents are encouraged to read it and to become familiar with its contents. If you have questions now or at any time in the future, be sure to talk about them with an activity sponsor, a coach, or an administrator.

DEFINITIONS

Extracurricular activities are not part of the academic program, are not evaluated as part of a student's grade, and are not required for graduation or promotion. They are usually supervised and/or financed by the school. Students choose the extracurricular activities in which they want to participate. Extracurricular activities generally take place outside the classroom time and often involve performance before an audience or spectators. Extracurricular activities may include athletics, cheerleaders, theater, flag corps, and majorettes.

Co-curricular activities are connected with curricular experiences in a regular classroom situation. Participation in a co-curricular activity is evaluated toward a student's grade. Co-curricular activities may include band, choir, orchestra, CBI.

REGULATIONS

1. This policy will be subject to enforcement and/or disciplinary action by school administration for the entire year. This is a 365 day a year policy. Additionally, offenses in violation of this policy are cumulative throughout the student's enrollment at either the middle school or high school level, but all students have a clean slate upon entering high school. Breaks in enrollment at either the middle school or high school level will not reset or restart the accumulation of offenses. Middle school accumulation ends and high school accumulation begins on the day after the last day of a student's attendance in eighth grade.
2. The regulations for athletics, co-curricular and extracurricular activities are separate, above and beyond any consequences invoked by the Brunswick City School suspension, expulsion, and removal policy or individual school rules.
3. Punishment will carry from year to year and sport to sport, activity to activity, while the participant is a student at Brunswick Middle School and Brunswick High School.
4. The Athletic Director or administrator in charge of student activities will keep the records of all violations.
5. These rules will not be enforced on the general student population, with the exception being students in the general population who later decide to enter an athletic, co-curricular or extracurricular program/s. Students with a prior violation while not in a program will be allowed to enter an athletic, co-curricular or extracurricular program. Their first violation as a participant in the program, however, will result in discipline consistent with consequences for a second violation.
6. The student assistance counselor, coach or advisor, school administrators and the athletic director will maintain on-going channels of communication to ensure proper enforcement of the Athletic, Co-curricular/Extracurricular Code of Conduct.
7. Coaches and advisors will review the Athletic, Co-Curricular/Extracurricular Code of Conduct with all student participants annually at the start of each season or activity.
8. Coaches and advisors will request assistance in providing appropriate, relevant chemical prevention

programming and counseling on other issues for all participants in co-curricular activities, extracurricular activities, and athletics.

9. In order to assure parental awareness and involvement, parents and/or guardians must sign a copy of the Brunswick City Schools Athletic, Co-Curricular/Extracurricular Code of Conduct before their student can begin participation in an activity.
10. All athletes and parents must attend a Code of Conduct meeting before each athletic season.

POLICY

DRUGS, ALCOHOL AND TOBACCO

Activity participants in the Brunswick City School District shall not possess, use, sell, give or otherwise transmit, or be under the influence of any drug of abuse the possession of which is prohibited by law; other intoxicants, inhalants, look alike, steroids, counterfeit drugs; alcoholic or non-alcoholic beverages; or any prescription drug unless it has been specifically prescribed for the student, in which case it may be used in accordance with the prescribing physician's orders and school policies on prescription medication. Participants may not deliver or conceal any instruments or paraphernalia for use with drugs of abuse, the possession of which is prohibited by law. The possession or use of any tobacco product is also prohibited.

PENALTIES

1. DRUGS – ALCOHOL

A. Sale or Distribution of Drugs and/or Alcohol (Includes Hosting a Party where Drugs and/or Alcohol are present):

FIRST VIOLATION:

A student found to be in violation will be immediately denied participation in athletic, extracurricular, and extracurricular portions of co-curricular activities for a minimum of one calendar year from the date of violation. The student will not be able to participate in any banquet/awards ceremony and will not receive recognition of any sort (i.e. awards or letters).

After an initial twelve month period from the date of the first violation, the student may petition to once again participate in athletic, co-curricular or extracurricular activities. The student must furnish evidence to the administration of successful completion or continued successful participation in a drug/alcohol rehabilitation and/or counseling program approved by the school administration. Application for re-entry into athletic, co-curricular or extracurricular activities shall be reviewed by appropriate personnel, taking into account the student's age and history of appropriate behavior since the initial violation. A recommendation of approval or disapproval of the petition shall be made to the principal of the school. The principal shall inform the student and his/her parent or guardian in writing of the final decision.

SECOND VIOLATION:

A student found in violation for the second time shall be prohibited from participation in athletics and co-curricular and extracurricular activities at Brunswick High School.

B. Possession and/or Use of Drugs or Alcohol

FIRST VIOLATION:

A student found to be in violation shall be denied participation in 100% of the interscholastic contests (including playoffs), banquets, and award ceremonies in the current and/or next athletic season, and/or 100% of the scheduled activities in the current co-curricular or extracurricular program in which he or she participates. The next athletic season only applies to athletic programs in which the student was a member of the prior season. A student found to be in violation shall be permitted to participate in practices and scrimmages. The student will be given the opportunity to participate in a drug/alcohol assessment. If the student completes the assessment, the penalty will be reduced from 100% to 20% of the scheduled activities.

Theater – Because of the unique features of the Brunswick City Schools Theatre programs with varying numbers of productions and performances, the following penalties will be assessed:

- Theater students found to be in violation will be prohibited from participation in four productions. The student will be given the opportunity to participate in a drug/alcohol assessment. If the student completes the assessment, the penalty will be reduced from four productions, to one production.

Co-curricular – Co-curricular activities are unique because a portion of their performances is an integral part of their grade, while other performances and activities are extra. Each year, the directors of each co-curricular activity will designate those portions of the activity that are extracurricular to the administration. This designation will be attached to the handbook distributed to all participants.

- A student found to be in violation shall be denied participation in 100% of the extracurricular events scheduled for that school year. The student will be given the opportunity to participate in a drug/alcohol assessment. If the student completes the assessment, the penalty will be reduced from 100% to 20% of the scheduled activities.

SECOND VIOLATION:

A student found in violation for the second time will be denied participation in athletics and co-curricular and extracurricular activities for 100% of the interscholastic contests (including playoffs), banquets, and award ceremonies in the current and/or next athletic season, and/or 100% of the scheduled activities in the current co-curricular or extracurricular program in which he or she participates. The next athletic season only applies to athletic programs in which the student was a member of the prior season. A student found to be in violation shall be permitted to participate in practices and scrimmages. The student will be given the opportunity to participate in a drug/alcohol assessment. If the student completes the assessment, the penalty will be reduced from 100% to 50% of the scheduled activities.

Theatre

A Theatre student found to be in violation for the second time will be denied participation from four productions. The student will be given the opportunity to participate in a drug/alcohol assessment. If the student completes the assessment, the penalty will be reduced from four productions, to two productions.

THIRD VIOLATION:

A student found in violation for the third time shall be denied participation in athletics and co-curricular and extracurricular activities for one calendar year.

FOURTH VIOLATION:

A student found in violation for the fourth time shall be prohibited from participation in athletics and

co-curricular and extracurricular activities.

A Note About Parties

Hosting parties where drugs and/or alcohol is present will be viewed the same as the distribution of drugs and/or alcohol, receiving the same discipline. To avoid discipline, students who host a party where the drugs and/or alcohol were present must immediately 1) ask the individual(s) who brought the drugs and/or alcohol to leave, 2) call/inform parents, and 3) call the police. Students who follow this procedure will not be viewed as distributors of drugs and/or alcohol.

Students who attend parties where drugs and/or alcohol are present will also be disciplined. Students who use the drugs and/or alcohol will be disciplined as stated above for the use of drugs and/or alcohol. Students who attend and do not use drugs and/or alcohol must leave immediately. If the student fails to leave discipline will result in the following:

FIRST VIOLATION:

A student found in violation for the first time shall be denied participation in 20% of the scheduled activities in the current co-curricular or extracurricular program in which he or she participates. The next athletic season only applies to athletic programs in which the student was a member of the prior season. A student found to be in violation shall be permitted to participate in practices and scrimmages. The student will be given the opportunity to participate in an alcohol/drug education course. If the student completes the course, the penalty will be reduced from 20% to 0% of the scheduled activities. Theater students will miss one production. Theater students shall be denied participation in two productions. The student will be given the opportunity to participate in an alcohol/drug education course. If the student completes the course, the penalty will be reduced from one production to zero productions.

SECOND VIOLATION:

A student found in violation for the second time shall be denied participation in 50% of the interscholastic contests (including playoffs), banquets, and award ceremonies in the current and/or next athletic season, and/or 50% of the scheduled activities in the current co-curricular or extracurricular program in which he or she participates. The next athletic season only applies to athletic programs in which the student was a member of the prior season. A student found to be in violation shall be permitted to participate in practices and scrimmages. The student will be given the opportunity to participate in a drug/alcohol assessment. If the student completes the assessment, the penalty will be reduced from 50% to 20% of the scheduled activities. Theater students shall be denied participation in two productions. The student will be given the opportunity to participate in a drug/alcohol assessment. If the student completes the assessment, the penalty will be reduced from two productions to one production.

THIRD VIOLATION:

A student found to be in violation for the third time shall be denied participation in 50% of the interscholastic contests in the current and/or next athletic season, and/or 50% of the scheduled activities in the current co-curricular or extracurricular program in which he or she participates. The next athletic season only applies to athletic programs in which the student was a member of the prior season. A student found to be in violation shall be permitted to participate in practices and scrimmages. Theater students shall be denied participation in two productions.

2. TOBACCO & TOBACCO PRODUCTS

In accordance with the Brunswick City Schools *Athletic, Co-Curricular and Extracurricular Code of Conduct*, use

of tobacco in any form (cigarettes, cigars, snuff, chewing tobacco, e-cigs, vapes, etc.) at any time is a violation of the code and will result in the following consequences:

FIRST VIOLATION:

A student found in violation for the first time shall be denied participation in 20% of the scheduled activities in the current co-curricular or extracurricular program in which he or she participates. The next athletic season only applies to athletic programs in which the student was a member of the prior season. A student found to be in violation shall be permitted to participate in practices and scrimmages. The student will be given the opportunity to participate in a tobacco/vape education course. If the student completes the course, the penalty will be reduced from 20% to 0% of the scheduled activities. Theater students will miss one production. Theater students shall be denied participation in two productions. The student will be given the opportunity to participate in a tobacco/vape education course. If the student completes the course, the penalty will be reduced from one production to zero productions.

SECOND VIOLATION:

A student found in violation for the second time shall be denied participation in 50% of the interscholastic contests (including playoffs), banquets, and award ceremonies in the current and/or next athletic season, and/or 50% of the scheduled activities in the current co-curricular or extracurricular program in which he or she participates. The next athletic season only applies to athletic programs in which the student was a member of the prior season. A student found to be in violation shall be permitted to participate in practices and scrimmages. The student will be given the opportunity to participate in a drug/alcohol assessment. If the student completes the assessment, the penalty will be reduced from 50% to 20% of the scheduled activities. Theater students shall be denied participation in two productions. The student will be given the opportunity to participate in a drug/alcohol assessment. If the student completes the assessment, the penalty will be reduced from two productions to one production.

THIRD VIOLATION:

A student found to be in violation for the third time shall be denied participation in 50% of the interscholastic contests in the current and/or next athletic season, and/or 50% of the scheduled activities in the current co-curricular or extracurricular program in which he or she participates. The next athletic season only applies to athletic programs in which the student was a member of the prior season. A student found to be in violation shall be permitted to participate in practices and scrimmages.

FOURTH VIOLATION:

A student found in violation for the fourth time shall be denied participation in athletics and co-curricular and extracurricular activities for one calendar year.

3. SOCIAL MEDIA POLICY

Derogatory remarks, comments or pictures posted on any social media site or made by a student toward anyone, including adults, will not be tolerated. This also includes derogatory statements, pictures and videos made by sending email, text or posted to Facebook/Twitter or any other social media website. Any student found in violation of this policy will face disciplinary action. The coach and administration will determine appropriate consequences, which may include denial of participation or dismissal from the extracurricular. Final determination will be made by the administration. Participation in any extracurricular is a privilege and not a right.

Sport	Allowable Games	20% / 50% Penalty
Baseball	27	6 / 14
Basketball (& Cheerleading)	22	5 / 11
Bowling	24	5 / 12
Cross Country	16	3 / 8
Football (& Cheerleading)	10	2 / 5
Golf	20	4 / 10
Gymnastics	14	3 / 7
Lacrosse	18	5 / 9
Soccer	16	3 / 8
Softball	27	6 / 14
Swimming & Diving	16	3 / 8
Tennis	22	5 / 11
Track & Field	12	3 / 6
Volleyball	22	5 / 11
Wrestling	20 points	4 points / 10 points

*Wrestling Points Explained:

- Dual (1 individual match maximum) ½ point
- Double Dual (2 individual match maximum) 1 point
- Tri-Match (2 individual match maximum) 1 point
- Quad-Match (3 individual match maximum) 2 points
- One-Day Tournament (5 individual match maximum) 2 points
- Two-Day Tournament (10 individual match maximum) 3 points

**Competition Cheer will be determined at the beginning of each season.

***Club sports will be determined at the beginning of each season.

INELIGIBLE ATHLETES

The Brunswick School District recognizes the positive value that an ineligible athlete can gain from partially participating with a team. An ineligible athlete, who has made an athletic team, will be permitted to practice with a team. The ineligible athlete must accept and understand the fact that they may not receive as much practice time as the eligible athletes. They may attend contests to support the team, but they may not dress for the contest and they must pay the entire pay to participate fee.

REASONABLE CONDUCT

The Brunswick Athletic Department recognizes that the safety and welfare of individual participants and teams are a priority. Therefore, participants will not engage in any acts of criminal activity such as, but not limited to, vandalism, assault and battery, hazing, theft, or other disruptive conduct.

Participants are also expected to behave appropriately during school and extracurricular activities. Detrimental actions include, but are not limited to, insubordination, repeated absenteeism, fighting, sexual misconduct, negative/apathetic attitude, unsportsmanlike conduct, lying, and inappropriate language or gestures.

Recognizing the varying degrees of severity, the type of misconduct, and a participant's previous record of conduct, each situation will be considered individually. The coach and administration will determine appropriate consequences, which may include denial of participation or dismissal from the team. In all cases, the participant will have the right to due process and a written record of the incident will be filed with the athletic director. Final determination will be made by the administration.

SELF-REFERRAL BY STUDENT ATHLETES

Students may take advantage of a self-referral procedure to seek information, guidance, counseling and/or assessment in regard to his/her use of alcohol and/or drugs. Voluntary referrals **DO NOT** carry any punitive consequences.

Students are permitted one voluntary referral during their middle school participation and one voluntary referral during their high school participation in athletics, extracurricular or co-curricular activities.

Self-referrals can be made by the student participants or by his/her immediate family. (Self-referrals will be kept confidential.)

Students cannot use self-referral as a method to avoid consequences once a Code of Conduct rule is violated and a student has been identified as having violated the Code of Conduct rules. Once a report has been filed citing a violation of the student, the student does not have the ability to self-refer.

Students must make self-referrals to a coach, the athletic director, teacher, administrator, and guidance counselor or to the district Chemical Dependency Coordinator or designee. Self-referrals can lead to referral to an approved assessing agency.

Those referrals to an assessing agency will remain confidential; however, proper release of information forms must be on file with the designated trained chemical dependency personnel and students must demonstrate participation in/completion of any recommended counseling/treatment programs.

DISCIPLINARY PROCEDURES

EMERGENCY REMOVAL:

An administrator, coach, or activity supervisor may, without notice or hearing, remove a student from an athletic, co-curricular, or extracurricular activity, or from the school premises if, in his or her judgment, the student's presence poses a danger to persons or property, disrupts, or threatens to disrupt the activity. Within 72 hours of the removal, students will be given written notice of the reasons for removal and will be provided with the opportunity for a hearing with an administrator. At this hearing, the student will have the opportunity to explain his or her actions and discuss additional consequences if any are to be enforced.

DENIAL OF PARTICIPATION

All reports of violations of the Brunswick City Schools *Athletic, Co-curricular, Extracurricular Code of Conduct* are to be made in writing to the athletic director or administrator in charge of student activities who will, with the assistance of an administrator and/or the student assistance counselor, investigate each incident. Other professionals, including but not limited to a guidance counselor or the police liaison officer, may be involved in resolving disciplinary reports.

Before a student is removed from an activity for disciplinary reasons for more than 24 hours, the student will be given the opportunity for an informal hearing with an administrator at which he or she will receive written notice of the intention to remove and the reasons for the intended removal. The student will be allowed to explain his or her actions and challenge the reasons for which he or she is being denied participation.

The superintendent or principal may deny the participation privilege. Before the denial is determined, the student must be:

- A. Given written notice of the intention to suspend and the reasons for the intended suspension;
- B. Provided with an informal hearing; at this hearing the student may challenge the reasons for the intended suspension or otherwise explain his/her actions

Following a student's suspension, the school must, within 24-hours:

- A. Notify the student and his/her parents, in writing, of the suspension, the reasons for the suspension and the right of the student or the parent to appeal;
- B. Notify the treasurer of the board of education of the suspension.

APPEALS

A student or his/her parent, guardian or custodian has/have the right to appeal such denial of participation of privileges to the Brunswick High School Principal within 72 hours of issued consequences. The student or his/her parent, guardian or custodian has/have the right to be represented in all such appeal proceedings.

ADDITIONAL RESPONSIBILITIES

All participants in Brunswick City Schools athletic, extracurricular or co-curricular activities must have on file for each school year:

- Signed Code of Conduct Agreement Form
- Random Drug Testing Policy (for BHS ONLY)
- Physical as required by the activity.
- OHSAA Eligibility Pamphlet
- Parent Permission Form for Elementary Clubs

EQUIPMENT AND MATERIALS

Students are responsible for the care and keeping of all materials issued to them as participants in a Brunswick City Schools activity. Participants who fail to return any issued uniforms, equipment or supplies at the designated times will be fined the cost of replacing said property at current prices. In addition, the school may hold all report cards, certificates, diplomas, records, etc., and may deny further participation in Brunswick activities until appropriate compensation is made.

ABSENCES

In order to participate, an athlete must be in school for at least one half day on the day of the practice or contest (sign in before sixth period, or sign out after fifth period).

PARENTAL PROCEDURE FOR REGISTERING CONCERNS REGARDING AN ATHLETIC PROGRAM

We encourage open and honest communication at all levels. Many concerns can be resolved between parents and coaches or advisors. Coaches and advisors should have the opportunity to resolve problems on their teams or activities. As a parent, if you have a concern about the activity in which your child is participating, please contact the head coach or advisor directly. The athletic director and/or the principal are available at any time to assist you. They can answer questions, address concerns, or help to resolve problems.

ACADEMIC ELIGIBILITY

All participants in athletic, extracurricular or co-curricular activities must meet the following academic eligibility requirements.

The program is twofold, with a credit check and a minimum grade point requirement each 9 weeks. A probationary program is available to those not meeting the minimum grade point requirements at Brunswick High School ONLY.

ACADEMIC ELIGIBILITY FOR ATHLETICS, CO-CURRICULAR OR EXTRACURRICULAR ACTIVITIES

PART ONE – OHSAA REQUIREMENT

Students must have received passing grades in a minimum of five one-credit courses, or the equivalent, in the grading period immediately preceding, to be eligible.

- A student becomes a member of an interscholastic squad, and thus establishes eligibility, when he/she participates in a contest (scrimmage, preview or regular season game).
- For eligibility purposes, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or because of the lack of sufficient courses passed during the preceding grading period.
- Semester or yearly grades have no effect on OHSAA eligibility.

- Students not meeting these minimum requirements will be ineligible for participation in athletics, extra-curricular activities, and a portion of co-curricular activities for the duration of the current 9-week period.

PART TWO-BRUNSWICK CITY SCHOOLS REQUIREMENT

The second requirement for academic eligibility is a 2.0 minimum grade point average for the grading period immediately preceding for grades 10, 11, and 12. The minimum grade point average for grades 7, 8, and 9 is 1.8.

If a student does not receive the minimum required grade point average, the student and parents or guardian will be notified. They will be given the opportunity to participate in a probationary program based on the duration of time between the beginning of a new grading period and the next interim report involving the Athletic Director or Director of Student Activities and the student's teachers in order to qualify for eligibility.

Areas to be considered for improvement are:

- Test grades
- Homework
- Class work/participation
- Attendance
- Attitude

Improvement must be evident at the conclusion of the probationary period. At the conclusion of the probationary period, the coach and administration will determine eligibility.

If the student and/or parents or guardian do not participate in the probationary program, the student will be declared ineligible for the entire grading period.

BRUNSWICK CITY SCHOOL DISTRICT RANDOM DRUG/ALCOHOL TESTING OF STUDENTS PARTICIPATING IN EXTRACURRICULAR ACTIVITIES at BRUNSWICK HIGH SCHOOL

Participation by students in extracurricular activities offered in the Brunswick City School District is a privilege, not a right. Students participating in extracurricular activities will be required to participate in a random drug/alcohol/nicotine testing program. Each student and parent(s) is required to sign a form consenting to the random drug/alcohol/nicotine testing. If the "Drug Testing Policy General Authorization Form" is not signed, the student may not participate in any extracurricular activity.

During a season (fall, winter, and spring) 10% of all members in each extracurricular activity will be randomly drug/alcohol/nicotine tested. Additionally, up to 100% of a randomly selected extracurricular group may be tested at any time during the season. The decision to additionally test will be at the discretion of the Principal and/or Athletic Director. The students selected are notified the morning of testing. The following are regulations to implement the drug/alcohol/nicotine testing procedure:

1. Prior to the testing procedure, the student provides information on any medications to the testing agency. This information is kept confidential to protect student privacy.
2. The student then completes a specimen control form which bears an assigned number.
3. The student enters an empty locker room accompanied by an adult monitor of the same sex from the testing agency.
4. Each **male** selected produces a sample at a urinal. The student remains fully clothed with his back to the monitor. The monitor stands behind the student and listens for normal sounds of urination. Each

female is in an enclosed bathroom stall. The monitor stands outside of the stall where she can hear but not observe the student and listen for normal sounds of urination.

5. The monitor checks the sample for temperature and tampering. The vial has an assigned control number in place of the student's name. The sample is maintained under strict security so as to maintain proper chain of custody.
6. When the specimen tests positive the testing procedure will follow established protocol set up by the lab.
 - a. The laboratory administrator sends written test results to the authorized district personnel. The Principal and/or Athletic Director will receive the assigned control number of the student that accompanies the results.
 - b. Authorized district personnel may receive test results by telephone only after the requesting official recites a code confirming his/her authority. (Authorized personnel are limited to the Principal and/or Athletic Director.)
 - c. The test results are kept until the student graduates or is no longer enrolled in the district. Only authorized personnel (as described in the above) may review the test results.

RANDOM SELECTION PROCESS

At the beginning of each season (fall, winter, and spring) the Athletic Director will provide a complete roster of each extracurricular group to the testing agency.

The testing agency will then randomly assign a number to each student and extracurricular group. Each assigned number will be a unique identifier of the student and group.

Upon assignment of a number the entire roster is placed in a spreadsheet and then sorted using a random ordering/selection system (by the testing agency). Ten percent (10%) of each group is then selected for random testing during that particular season.

The randomly sorted spreadsheet with the student's name and identifier number will then be returned to the Principal and/or Athletic Director.

The morning of the scheduled testing event the Athletic Director (or other school administrator) provides each selected student with a letter advising him/her of their random selection, the date and time of the drug testing event and penalties for failure to submit to the testing.

The testing agency will prepare "Chain of Custody" forms for each selected student using the student identification number as an identifier. This will allow all tested parties to remain anonymous except to the Principal and/or Athletic Director and testing agency.

At the time of testing, the student will initial a form acknowledging his/her identifier number for this test and will sign all associated paperwork with that identifier number.
Paperwork associated with the student and test will remain secured at the testing agency.

The sample is then submitted to a SAMHSA certified laboratory for analysis. The results of that analysis are then returned to the Principal and/or Athletic Director by the testing agency.

RESULTS AND VIOLATIONS

All positive results will be shared with the student and parent(s). Parent(s) may contact the Principal and/or Athletic Director to confirm a negative result.

Whenever a student's test indicates a positive result, the laboratory will confirm the result. The Medical Review Officer (MRO) will then notify the parent/guardian/custodian and the MRO will determine, based on the input of the parents/guardian/custodian, whether the positive results are a result of a prescription positive or the presence of illegal substances. Once the MRO has made a final determination as to whether the test is positive, the MRO will then provide the results of the positive test to the Principal and/or Athletic Director.

All positive tests are subject to any of the violations and consequences as listed in the "Extracurricular/Co-Curricular Code of Conduct."

All Athletics
Club Sports
Dance Team
Theatre Performance Participants
Drama Club
Color Guard (excluding those registered in Symphonic/Marching Band)
Student Council
Academic Challenge
LINK Crew
VOFT
National Honor Society
Rachel's Challenge
World Language Clubs (French, German, and Spanish)
Key Club
Ski Club
Intramurals
Big Brothers/Big Sisters
Diversity Club
HUDDLE
Photography Club/Art Club
Class Officers
Gay Straight Alliance (GSA)
SPARKLE
Students Together Against Negative Decisions (STAND)
Students Celebrating Unity & Diversity (SCUAD)
(Extracurricular groups that are not on the list or formed mid-year are subject to the Random
Drug/Alcohol/Nicotine Testing Policy)

STUDENT ATTENDANCE AT SCHOOL EVENTS

Students are encouraged to attend as many after school events as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

While attending school-sponsored events, students **MUST** abide by the BCSD Code of Conduct. Event staff reserves the right to remove students from an event if they are not following the code of conduct, without a refund of the admission fee, and may face disciplinary consequences.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit the School wants to help students develop as early as possible.

House Bill 410

House Bill 410, which became effective April 6, 2017, is a law that will significantly affect your rights and responsibilities as a parent of a school-age child. You need to be aware of the law's provisions and consequences.

House Bill 410 designates any child who is absent from school without legitimate excuse for 30 consecutive hours (formerly 5 days), or 42 hours in one month (formerly 7 days), or 72 hours in one school year (formerly 12 days) as a "habitual truant". House Bill 410 also designates any child absent from school for 38 hours in one month or 65 hours in one school year, regardless of excuse, as a habitual truant. The school district is required to assign an Absence Intervention Plan Team and then work together with the parent(s) to implement intervention strategies (i.e., alternative school, counseling, truancy intervention program, parent involvement classes, truancy mediation, notification of the registrar of motor vehicles) or file a complaint with the juvenile court, or both.

Legitimate excuses for absence include verifiable illness, death in the family, pre-approved vacation, and religious holidays.

This law is designed to hold parents accountable for their child's school attendance. PARENTS CAN BE CHARGED WITH CHILD NEGLECT OR CONTRIBUTING TO DELINQUENCY, A FIRST DEGREE MISDEMEANOR, IF THEIR CHILD CONTINUALLY FAILS TO ATTEND SCHOOL.

The Brunswick City School District firmly believes students should be in school. Principals who are concerned about the “excessive” absences of students will be sending parents notice when a student is in danger of accumulating absences that will trigger “habitual truancy”—whether those absences are unexcused or excused. Please make school attendance a priority for your child. Help our district ensure that all students are properly educated, and thereby, have the opportunity for future success. At any time, regardless of the hours of absences, the building principal can convene an Absence Intervention Team including interventions to address student absences.

Truancy

Unexcused absence from school (truancy) is not acceptable. A student will be considered habitually truant if the student is absent without a legitimate excuse for 30 consecutive hours (formerly 5 or more consecutive school days), 42 hours in one month (formerly 7 or more school days in 1 month), or 72 hours in one school year (formerly 12 or more school days in 1 school year).

If a student is habitually truant and the student’s parent fails to cause the student’s attendance, the student will be assigned to an Absence Intervention Plan Team. Failure to participate in or make satisfactory progress will result in a complaint being filed with the Judge of the Juvenile Court in compliance with State law.

Habitual truancy will result in assignment of an Absence Intervention Plan Team and can also result in one or more of the following:

- Assign the student to a truancy intervention program
- Provide counseling to the student
- Request or require the student’s parent to attend a parental involvement program
- Request or require a parent to attend a truancy prevention mediation program
- Notify the Registrar of Motor Vehicles of the student’s absences
- Take appropriate legal action

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed schoolwork and/or tests:

- Personal illness (a written physician’s statement verifying the illness may be required)
- Illness in the family necessitating the presence of the child
- Quarantine of the home
- Death in the family
- Necessary work at home due to absence or incapacity of the parent/guardian
- Observation or celebration of a bona-fide religious holiday
- Out-of-state travel (up to a maximum of four (4) days per school year) to participate in District-approved enrichment or extracurricular activity
(Classroom assignments missed due to the absence shall be completed by the students per teacher instruction.)
- College Visits (see high school administration for more information)
- Court Appointment (ONLY for school-related issues)
- Such good cause as may be acceptable to the Superintendent
- Medically necessary leave for a pregnant student
- College Visit (up to 3 days for High School students) with proper documentation
- Mandatory court appearance for school-related charges

Notification of Absence

If a student will be absent, the parents must notify the School and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

A skipped class or part of the school day will be identified as an unexcused absence. The student will be subject to disciplinary action.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

Make-Up Work

Students are responsible for making up work missed because of absences, tardiness, or signing out. Parents or students may request work to be completed during absences which extend beyond two days. Students have the same number of days to make up work as the number of days absent. Twenty-four hours notice will be necessary to collect work. Daily work missed during an unexcused absence, suspension, class cutting or truancy may be made up for credit at the discretion of the school board. Major projects and tests will be made up for credit.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

High School

A student under the age of 18, who is habitually truant will be assigned to an Absence Intervention Plan Team. Failure to participate or make satisfactory progress with the absence intervention plan will result in the student being reported to the Judge of the Juvenile Court and to the Bureau of Motor Vehicles for suspension of his/her driver's license, if appropriate, as a result of this excessive absence.

Class Cuts / Truancy / Unexcused Absence

One of the primary reasons for poor grades is not attending classes. Being absent from school, class or classes, or any assignment without permission is an unexcused absence. Regardless of the intent, the student will receive a "zero" for daily work. Major tests and quizzes can be scheduled for make-up before or after school. A 10% reduction in the score will be assessed to the final grade of the test or quiz. Projects will be due the following day and a 10% reduction in credit will be assessed to the final score of the project. Failure to turn in projects will result in a "zero" for the assignment.

Suspension

Students who violate any rule listed in the Brunswick City Schools Code of Conduct may be suspended out of school. These suspension days are counted as absences on the student's record. Daily work missed during suspension may be made up for credit, at the discretion of the school board. Major projects, tests and quizzes may be scheduled for make up before or after school subsequent to the student's return from suspension.

Vacations During the School Year

Students are permitted, though not encouraged, to go on vacation during the school year. The Board of Education recognizes the need to accommodate parents who must take their vacations during the school year and the desire to enjoy that time as a family. However, with regards to attendance and how these absences might affect your child, please refer to Board Policy 5200.

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

The student **MAY** be given approximate assignments and materials and pages to be completed. Whether the days absent are excused or unexcused, **it is the sole responsibility of the student to get the work missed and to schedule time with the teacher to make up any tests or quizzes. Students are not to expect that teachers reteach content they missed during the absence. Missing in-class instructional time could affect a student's grade due to absences.** Note: Teachers have the discretion to provide assignments to the student prior to date of absences. If work is assigned, the expectation is that it is turned into the teacher(s) upon return to school.

Brunswick City School District Student CODE OF CONDUCT

A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

Expected Behaviors

Students are expected to:

- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the School.

Classroom Environment

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- A. a teacher to communicate effectively with all student in the class; and
- B. all students in the class the opportunity to learn.

Dress and Grooming-SEE DRESS CODE FOR EACH LEVEL BELOW

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. See your school Code of Conduct for specific dress code requirements.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (No)
- Does my clothing advertise something that is prohibited to minors? (No)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
- Am I dressed appropriately for the weather? (Yes)
- Do I feel comfortable with my appearance? (Yes)

Students who are representing Brunswick City Schools at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

Brunswick High School

Dress Code

The staff and administration at Brunswick High School believe that students' standards of dress affect the overall learning environment of the school. Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. The school has the right to and will require reasonable conformity to a dress code that supports good standards of health, safety and modesty. (Note: Students who are representing Brunswick City Schools at an official function or public event may be required to follow specific dress requirement. This applies to athletic teams, cheerleaders, music groups, field trips, and other such groups).

- Shirts: Students are not permitted to wear halter tops, tank tops, tube tops and any other shirt leaving cleavage or midriff exposed. All shirts must have sleeves. Shirts cannot expose undergarments.
- Pants: Students are not permitted to wear any type of pants that expose undergarments or excessive skin, or are deemed inappropriate by the administration.
- Dresses/Skirts/Shorts: Length of dresses, skirts and shorts must be mid-thigh.
- Shoes: Standard footwear must be worn. Slippers are not permitted.
- Coats: All coats are to remain in lockers.
- Hats: Students are not permitted to wear any form of hat, bandana, or head wrap covering all of their hair. All hats must remain in lockers.
- Sunglasses: Students are not permitted to wear sunglasses in the building.
- Jewelry: Including jewelry worn in piercings must be non-distracting from the school environment and may not pose any danger to the student or to others in any school activities/environments. Small hoops or studs should be worn in piercings; spikes are not allowed. Chains and spikes are not permitted. These will be confiscated by the administration.
- Clothing decorated with offensive, obscene language or gestures or promoting drugs, alcohol, tobacco, sex, violence or self-destructive behaviors or other inappropriate logos (as determined by the administration) are not permitted.

Disclaimer:

Any new “fads” in clothing, or anything not specifically covered in the above guidelines, determined to be inappropriate dress, shall be dealt with at the discretion of the Brunswick High School Administration.

Dress Code Violation Consequences:

- Call parent/guardian (wait in office until change of clothing provided)
- Corrective Learning Center (CLC) until violation can be rectified
- Further consequences for repeated violations at the administration's discretion

Brunswick Middle School

Dress Code

The staff and administration at Brunswick Middle School believe that students’ standards of dress affect the overall learning environment of the school. Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. The school has the right to and will require reasonable conformity to a dress code that supports good standards of health, safety and modesty. (Note: Students who are representing Brunswick City Schools at an official function or public event may be required to follow specific dress requirements. This applies to athletic teams, cheerleaders, music groups, field trips, and other such groups).

- Shirts: Students are not permitted to wear halter tops, tank tops, tube tops and any other shirt leaving cleavage or midriff exposed. All shirts must have sleeves. Shirts cannot expose undergarments.
- Pants: Students are not permitted to wear any type of pants that expose undergarments or excessive skin, or are deemed inappropriate by the administration.
- Dresses/Skirts/Shorts: Length of dresses, skirts and shorts must be mid-thigh.
- Shoes: Standard footwear must be worn. Flip-flops are NOT to be worn at any time. Slippers are not permitted.
- Coats/Jackets/Book Bags: All must remain in the locker. Small purses, no larger than a pencil pouch, may be carried to class.
- Hats: Students are not permitted to wear any form of hat, bandana, or head wrap covering all of their hair. All hats must remain in lockers.
- Sunglasses: Students are not permitted to wear sunglasses in the building.
- Jewelry: Including jewelry worn in piercings must be non-distracting from the school environment and may not pose any danger to the student or to others in any school activities/environments. Small hoops or studs should be worn in piercings; spikes are not allowed. Chains and spikes are not permitted. These will be confiscated by the administration.
- Clothing decorated with offensive, obscene language or gestures or promoting drugs, alcohol, tobacco, sex, violence or self-destructive behaviors or other inappropriate logos (as determined by the administration) are not permitted.

Disclaimer:

Any new “fads” in clothing, or anything not specifically covered in the above guidelines, determined to be inappropriate dress, shall be dealt with at the discretion of the Brunswick Middle Schools Administrations.

Dress Code Violation Consequences:

- 1st Offense: warning/referral
- 2nd Offense: after school detention
- Further consequences for repeated violations at the administration's discretion

Brunswick Elementary Schools

Dress Code

The staff and administration at Brunswick Elementary Schools believe that students' standards of dress affect the overall learning environment of the school. Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. The school has the right to and will require reasonable conformity to a dress code that supports good standards of health, safety and modesty. (Note: Students who are representing Brunswick City Schools at an official function or public event may be required to follow specific dress requirement. This applies to athletic teams, cheerleaders, music groups, field trips, and other such groups).

- Shirts: Students are not permitted to wear halter tops, tank tops, tube tops and any other shirt leaving cleavage or midriff exposed. Shirts cannot expose undergarments.
- Pants: Students are not permitted to wear any type of pants that expose undergarments or excessive skin, or are deemed inappropriate by the administration.
- Dresses/Skirts/Shorts: Length of dresses, skirts and shorts must be mid-thigh.
- Shoes: Standard footwear must be worn. Slippers are not permitted.
- Coats: All coats are to remain in lockers.
- Hats: Students are not permitted to wear any form of hat, bandana, or head wrap covering all of their hair. All hats must remain in lockers.
- Sunglasses: Students are not permitted to wear sunglasses in the building.
- Jewelry: Including jewelry worn in piercings must be non-distracting from the school environment and may not pose any danger to the student or to others in any school activities/environments. Small hoops or studs should be worn in piercings; spikes are not allowed. Chains and spikes are not permitted. These will be confiscated by the administration.
- Clothing decorated with offensive, obscene language or gestures or promoting drugs, alcohol, tobacco, sex, violence or self-destructive behaviors or other inappropriate logos (as determined by the administration) are not permitted.

Disclaimer:

Any new "fads" in clothing, or anything not specifically covered in the above guidelines, determined to be inappropriate dress, shall be dealt with at the discretion of the Brunswick Elementary Schools Administration.

Dress Code Violation Consequences:

- Call parent/guardian
- Further consequences for repeated violations at the administration's discretion

Care of Property

Students are responsible for the care of their own personal property. The School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

BULLYING, HARASSMENT, AND INTIMIDATION

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations

between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Director of Student Services. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Director of Student Services. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be

aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying, and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of

the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District website (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying, in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy [8462](#), the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

STUDENT DISCIPLINE CODE OF CONDUCT

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

A. RULES

Any Brunswick City School student or Medina County Career Center student is considered to be **subject to the authority of the School** when:

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

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

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

1. Truancy

Truancy is unexcused absences from school. This can also include but is not limited to class cutting and excessive tardiness.

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

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

2. Violation of Transportation Rules

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

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

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

3. Fighting/Violence

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

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

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

4. Vandalism/Damage to School or Personal Property

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

5. Theft/Stealing Personal or School Property

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

6. Use, possession, sale or distribution of a Firearm

A firearm, used for offensive or defensive purposes, is any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; any part of such weapon; any firearm muffler or firearm silencer; or any machine gun. This includes zip guns, starter guns, and flare guns.

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law.

Students who bring or are in possession of weapons and/or dangerous instruments will be suspended from school for 10 days, recommended for expulsion for the period of one calendar year, and referred to police and juvenile authorities. Students sixteen years of age or older may also be PERMANENTLY removed from school for these offenses.

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

A weapon, device, instrument, material, or substance, animate or inanimate, that may be used for offensive or defensive purposes, or is readily capable of causing death or serious bodily injury, except that such a term does not include a pocket knife with a blade of less than 2 1/2 inches in length (18 U.S.C. section 930)

Includes but is not limited to, a cutting instrument consisting of a blade fastened to a handle and/or the use of any miscellaneous objects to inflict or to threaten harm is prohibited.

Students who bring or are in possession of weapons and/or dangerous instruments will be suspended from school for 10 days, recommended for expulsion for the period of one calendar year, and referred to police and juvenile authorities. Students sixteen years of age or older may also be PERMANENTLY removed from school for these offenses.

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

Any destructive device, used for offensive or defensive purposes, which includes a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant.

Arson

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

Students who bring or are in possession of weapons and/or dangerous instruments will be suspended from school for 10 days, recommended for expulsion for the period of one calendar year, and referred to police and juvenile authorities. Students sixteen years of age or older may also be PERMANENTLY removed from school for these offenses.

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

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

The contents of a vape are subject to testing/screening for illegal substances at the expense of the child or the parent.

Students who violated this code of conduct will be issued discipline and will be given the option on their first violation to complete an online educational course to provide students with tools/strategies to cease. If the option is agreed to by the parents, a fee for the online cessation course will be added to their child's school fees. Additional violations, could include charges with the police and/or diversion with the courts.

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

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 alcohol. This also includes non-alcoholic beer, non-alcoholic wine and/or any product containing alcohol.

- a. A student suspected of being under the influence may be administered a breathalyzer test or any other test deemed necessary.
- b. A student shall not arrange for the sale of, nor solicit the purchase of drugs or alcoholic beverages while under the authority of Brunswick City School District even if the transmission or delivery of the above mentioned substances will occur outside of the school environment.

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

11. Use, Possession, Sale or Distribution of Drugs Other Than Tobacco or Alcohol

A student shall not possess, use, transmit, sell, conceal or be under the influence of drugs of abuse; any chemical substance being used as an inhalant or in any manner other than intended by the manufacturer; any instrument used for the purpose of abusing drugs; any over the counter drugs or prescription drugs authorized by a licensed physician; or any look-alike substances or any item or substance misrepresented as a drug.

- c. A student shall not possess, use, transmit, sell or conceal any instrument used for the purpose of abusing drugs.
- d. Any student needing to take prescribed medication during school hours should complete the proper forms in the school office.
- e. A student shall not arrange for the sale of, nor solicit the purchase of drugs or alcoholic beverages while under the authority of Brunswick City School District even if the transmission or delivery of the above mentioned substances will occur outside of the school environment.

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

12. Unauthorized duplication of content (eg. plagiarism or inappropriate use of AI)

A student shall not submit assignments that contain plagiarized passages or violations of copyright/fair use principles or assist other students in the creation of any academically dishonest assignments.

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

Discipline action may result in the student receiving “zero” credit for the assignment and possible behavioral consequences ranging from Detention to Out of School Suspension as determined by the teacher and school administration.

We encourage students to explore AI's potential while maintaining academic integrity. Expectations:

1. **Authentic Voice:** We believe that every student's unique perspective matters. Assignments should showcase their authentic voice, thoughts, and creativity. AI can be a valuable tool to enhance their work, but it should never replace their individual expression.
2. **Teacher Guidance:** Students are encouraged to leverage AI tools **with teacher permission**. Our educators provide guidance on when and how to incorporate AI appropriately.
3. **Avoiding Plagiarism:** Just as we discourage plagiarism from traditional sources, we extend the same expectation to AI-generated content. Students must understand that using AI to create work without proper attribution is considered cheating.
4. **Critical Thinking:** Integrating AI prompts critical thinking. Students should learn to evaluate AI-generated results, question biases, and consider ethical implications so that they can become informed consumers of technology.

5. **Responsible Use:** Responsible AI use involves understanding its limitations, biases, and potential impact. Students should learn to weigh the benefits and risks of AI in order to make informed decisions.

13. Trespassing

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

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.

Penalties for violations of the above rules will result in one or more of the following: 10-day suspension, recommendation for expulsion and/or referral to police and/or FBI.

15. Misconduct During Co-Curricular/Extracurricular Activities

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

16. Inappropriate Physical Contact

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

17. Abusive Communication Towards Others In Person or Through Technology

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

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

18. Disobedient/Disruptive Behavior

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. Conduct constituting disobedient/disruptive behavior may include, but is not limited to

:

A. Disruption of School

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

- initiating false fire

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

B. Sexually Graphic or Explicit Material

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

C. Explicit Language or Gestures

D. Unauthorized Student Movement

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

19. Harassment/Intimidation/Bullying

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

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

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

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

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

- A. **Verbal:** The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.

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

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. Any student who believes that s/he is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the District's Anti-Harassment Complaint Coordinator(s).

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

The student may report his/her concerns to the Anti-Harassment Complaint Coordinators either by a written report, telephone, or personal visit. In reporting his/her concerns, the student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and or bullying/cyberbullying and the nature of the harassing and/or bullying/cyberbullying incident(s). The AntiHarassment Complaint Coordinators will promptly compile a written summary of each such report that will be forwarded to the Principal.

Each report will be investigated in a timely manner and as confidentially as possible. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. All individuals involved in an investigation as either a witness, victim or alleged harasser and/or bully/cyberbully will be instructed not to discuss the subject outside of the investigation.

If an investigation reveals that a harassment and/or bullying/cyberbullying complaint is valid, appropriate remedial and or disciplinary action will be taken promptly to prevent the continuance of the harassment and/or bullying/cyberbullying or its recurrence.

Given the nature of harassing and/or bullying/cyberbullying behavior, the School recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment and/or bullying/cyberbullying allegations or charges.

Some forms of sexual harassment of a student may reasonably be considered child abuse that must be reported to the proper authorities.

These guidelines shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment and aggressive behavior. Making intentionally false reports about harassment or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Any one having further questions concerning prohibited behaviors and/or the complaint process should request a copy of Board policies and administrative guidelines 5517 and 5517.01.

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

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 devise or air pressure by which to propel an object or substance (i.e., toy guns, cap guns, bb guns, pellet guns).

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).

DISCIPLINE

It is important to remember that the Code of Conduct rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

The disciplinary action(s) for specific code violations can be determined based on the severity and frequency of the offense(s). The disciplinary consequences unless specifically stated may result in, but are not limited to the examples listed below and may involve restorative activities or community service.

Warning and discussion for improvement	In-School Suspension	Restorative activity
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Detentions - teacher-issued, after-school, admin detentions (longer in length), lunch, Saturday detentions	Out-of-school suspension	Community Service
Removal from class, school or co-curricular activity	Expulsion	Abeyance

Discipline resulting in removal from school

It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement

DUE PROCESS RIGHTS

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed,

within 3 calendar days after receipt of the suspension notice, to the Assistant Superintendent. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

If the appeal is heard by the Boards designee, Assistant Superintendent, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

Emergency Removal

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

Expulsion from School

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no

earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within ten (10) days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

Permanent Exclusion

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;

- I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

SEARCH AND SEIZURE

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities. Actions recorded on these cameras may be used as evidence in disciplinary action, including possible referral to local law enforcement agencies.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

INTERROGATION OF STUDENTS

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

- A. Material cannot be displayed if it:
 - 1. is obscene to minors, libelous, or pervasively indecent or vulgar;
 - 2. advertises any product or service not permitted to minors by law;
 - 3. intends to be insulting or harassing;
 - 4. intends to incite fighting; or
 - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the Superintendent twenty-four (24) hours prior to display.

SECTION V - TRANSPORTATION

Bus Transportation to School

The School provides transportation for all eligible students who live farther than one (1) mile from school. The transportation schedule and routes are available on the Brunswick City School District website, Transportation page. www.brunswickschools.org/transportation

Students may only ride assigned buses and must board and depart from the bus at their assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, and then only as approved by the Principal.

The Transportation Coordinator, in conjunction with the building Principal, may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the principal stating the reason for the request and the duration of the requested change. All requests will be considered, however, not all requests may be approved.

Bus Conduct

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

Prior to loading (on the road and at school):

Each student shall:

- be on time at the driver designated point of safety loading zone (10 minutes prior to scheduled stop);
- line up single file at their designated place of safety off the roadway to enter;
- wait until the school transportation is completely stopped and the driver signals before moving forward to enter;
- refrain from crossing a roadway until the driver signals it is safe to cross;
- properly board and depart the vehicle;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school transportation at all times;
- not push, shove or engage in scuffling;
- not litter in the school vehicle or throw anything in, into, or from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not use nuisance devices or apps on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;
- not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment)

Exiting the school vehicle

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

Portable Electronic Devices and Cell Phones on School Buses

Students may use portable electronic devices on the school bus, except when entering and exiting the bus, as long as it does not cause a disruption. Students may not take photos or videos on the bus.

Cell phones are not to be used on the school bus.

Students who allow their cell phones or portable electronic devices to become a distraction or disruption on the school bus will be asked to put the device/cell phone away. Failure to do so may result in the device/cell phone being confiscated. Parents will then be required to pick up the item from the school office.

Reasons for not talking on, texting with, or otherwise using cell phones while on the school bus:

- Cell phone use--ringtones and loud conversations--can be a major distraction to a bus driver.
- Cell phone use may interfere with bus radios or on-board computers.
- Many cell phones now have the ability to take pictures and videos, which can inadvertently put the safety and privacy of our guarded students at risk if these pictures are made public via social networking outlets (Facebook, Twitter, Instagram, Blogs, etc.).
- Cell phones can now also play downloaded music, which is prohibited on school buses unless the student is using headphones. Bus drivers need to concentrate when they are driving. Music being played aloud can interfere with the driver hearing sirens from police, ambulance and fire safety vehicles. In addition, if a student is using headphones/earbuds they must keep one ear open so they can hear the driver's instructions.
- If an incident does occur, premature phone calls or texts from students' cell phones to parents can create unnecessary havoc (i.e., parents rushing to the scene of a fender bender, parents vehicles blocking traffic, parents vehicles interfering with emergency and police vehicles on the scene or getting to the scene, etc.). Our bus drivers are trained every year to deal with incidents and accidents.

Video Recording on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and his/her actions are recorded, the video will be submitted to the Principal and may be used as evidence of misbehavior.

Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus. (See Transportation #19 in Student Code of Conduct)

Positive Behavioral Interventions and Supports

All learning environments in Ohio will implement Positive Behavioral Interventions and Supports (PBIS) as an effective and proactive framework for improving safety, social competence, and academic achievement for all students. PBIS will be focusing on the positive, being proactive, providing system level supports, stressing that PBIS is a general education initiative, supporting all children and youth, valuing and respecting families, establishing clarity in direction, including social skills in education and considering emotional impacts on students. Our district has implemented the following acronym P.R. I. D.E. which stands for Performance, Respect, Integrity, Determination, and Effort. Each school in the district has adopted the PRIDE expectations. (reference [Board Policy 5630.01](#))