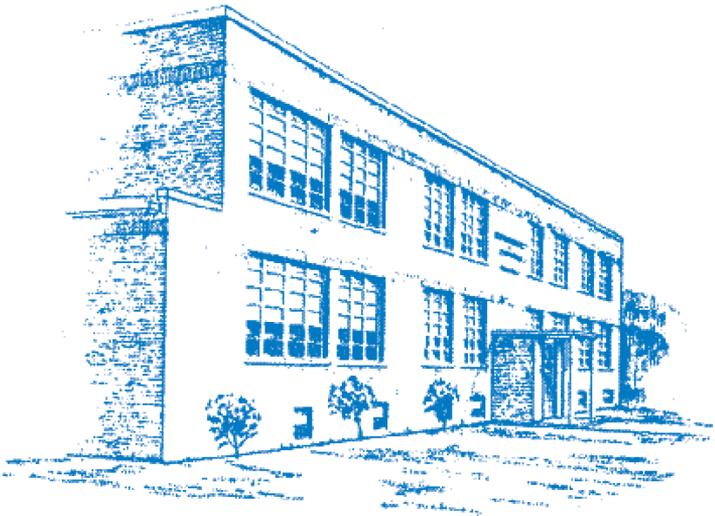


# *Brookfield Beavers*



## 2020-2021 Handbook

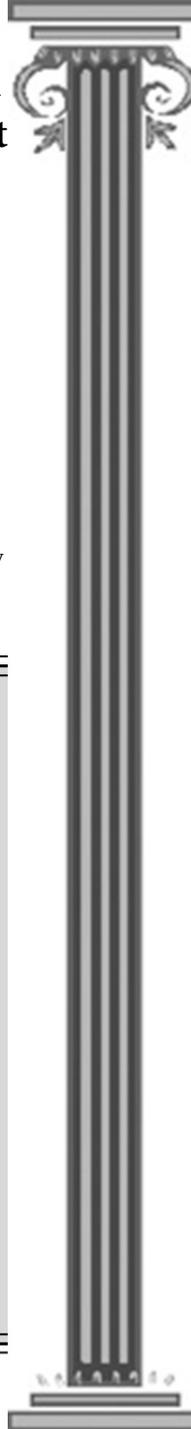
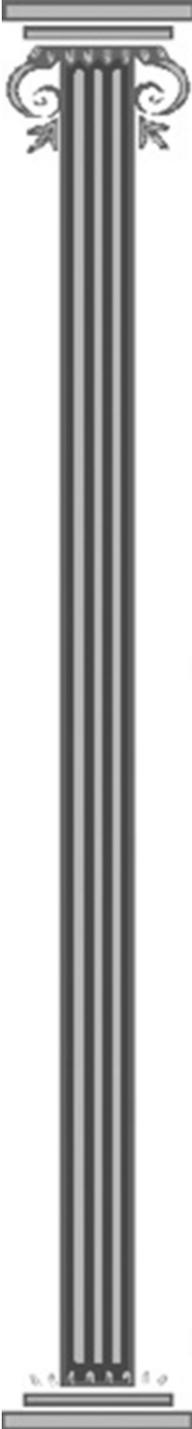
*Due to COVID-19 there may be changes to multiple policies and procedures. Please refer to the Brookfield CSD website for the most up-to-date information and changes.*

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# Brookfield Central School District Mission Statement and Board of Education Goals

## Mission Statement

The Brookfield Central School District Community provides diversity of academic and co-curricular programs / activities with emphasis on the development and demonstration of knowledge, skills, responsible attitudes and personal growth for our students and community so that they may reach their fullest potential in an ever-changing society.

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## Board of Education Goals

- Programs and practices will reflect innovation in an effort to enrich and challenge our students through a variety of resources.
  - Students will have opportunities to develop and demonstrate confidence, esteem and responsibility for self, others and the environment.
  - Increased numbers of students will be exposed to a variety of career and employment opportunities.
- 
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# FACULTY & STAFF

## Administration

Superintendent	Mr. James Plows	203
Principal/Co-CSE Chair	Ms. Carrie Smith	300
Treasurer	Mrs. Sue Scully	201
District Clerk	Ms. Christa Case	264

## Phone Ext.

## Secondary Staff

Subject	Teacher	
School Counselor/ Co-CSE Chair	Mrs. Jennifer Phillips	320
English	Ms. Taylor Tessitore	305
Mathematics	Mrs. Catherine Gates	315
	Mrs. Sandra Roberts	313
Science	Mr. Robert Reeder	302
	Mr. Jona Snyder	310
	Mr. Aaron Sirtoli	303
Social Studies	Mrs. Michelle Zaia	308
Spanish	Mr. Michael Morreale	317
Teaching Assistants	Mrs. Debra Thall	-
	Mrs. Sarah Abrams	-
	Mrs. Lisa Farmer	-
	Mrs. Tammy Cook	-
Teacher Aides	Mrs. Amanda Bugbee	-
	Mrs. Krista Smith	-
Special Education	Ms. Danine Perry	311
	Ms. Elizabeth Collins	214
	Mr. Daniel Suydam	214
Vocal Music	Ms. Carolyn Goodfellow	108
Art	Mrs. Winifred Lydford	217
Librarian	Mrs. Shelley Elliott	216
Physical Education	Ms. Karen Howlett	232
	Mr. Brent Murdock	234
Guidance Secretary	Ms. Christa Case	264
School Nurse	Mrs. Juliette Jones	207
School Psychologist	Mrs. Dawn Harvey	224
Physical Therapy	Mrs. Marla Warner	235
Occupational Therapy	Mrs. Rachael Smith	235
Speech Therapy	Ms. Erica Shaw	311
Computer Tech Specialist	Mrs. Colleen Peavey	319
Office Assistant	Ms. Tiffany Lopez	244
Custodian	Mr. Ken Plows	221
Cleaners	Mr. Jason Whitacre	-
Supervisor/Food Service	Mrs. Patsy Beehm	101
Food Service Worker	Ms. Deb Carney	
	Ms. Juliet Pinkos	
Transportation Supervisor	Mr. Wayne Walker	245
Athletic Director	Mrs. Sarah Abrams	223

# STUDENT RIGHTS AND RESPONSIBILITIES

## STUDENT RIGHTS

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
4. Learn in an environment free of discrimination and harassment based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
5. Participate equally in all school activities regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender or sex.
6. Have complaints about school-related incidents investigated and responded to.

## STUDENT RESPONSIBILITIES

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for school and school functions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
12. Act and speak respectfully about issues/concerns.
13. Use non-sexist, non-racist and other non-biased language.
14. Respect and treat others with tolerance and dignity regardless of actual or perceived race, color, weight, national origin, ethnic group, religious practice, disability, sexual orientation, gender or sex.
15. Use communication that is non-confrontational and is not obscene or defamatory.

16. Report acts of bullying, discrimination, harassment and other inappropriate actions that hurt others.

## **PROHIBITED STUDENT CONDUCT**

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct. Students may be subject to disciplinary action, up to and including suspension from school, when they:

### **A. Engage in conduct that is disorderly. Examples of disorderly conduct include:**

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act which disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate Web sites; or any other violation of the district's acceptable use policy.

### **B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:**

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness for, missing or leaving school without permission, failing to follow sign-in/sign-out procedures.
3. Skipping detention.

### **C. Engage in conduct that is disruptive. Examples of disruptive conduct include:**

Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.

**D. Engage in conduct that is violent. Examples of violent conduct include:**

1. Committing an act of violence (such as hitting, kicking, punching, or scratching) upon a teacher, administrator or other school employee or attempting to do so.
2. Committing to an act of violence (such as hitting, kicking, punching, or scratching) upon another student or any other person lawfully on school property or attempting to do so.
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, or other district employee or any person lawfully on school property, including graffiti or arson.
7. Intentionally damaging or destroying school district property.

**E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:**

1. Lying to school personnel.
2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group by demeaning them.
4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
5. Harassment, as defined in Section II of the Code of Conduct, labeled “Definitions”
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
7. Hazing or bullying.
8. Selling, using or possessing obscene material.
9. Using vulgar or abusive language, cursing or swearing.
10. Using, possessing or distributing tobacco products including cigarettes, cigars, pipes or chewing or smokeless tobacco.
11. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. “Illegal substances” include, but are not limited to, inhalants, marijuana, synthetic marijuana or cannabinoids, including but not limited to items labeled as incense, herbal mixtures or potpourri, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as “designer drugs.”
12. Inappropriately using or sharing prescription and over-the-counter drugs.
13. Gambling.
14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

## **F. Engage in misconduct while on a school bus.**

It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

## **G. Engage in any form of academic misconduct. Examples of academic misconduct include:**

1. Plagiarism
2. Cheating.
3. Copying.
4. Altering records.
5. Assisting another student in any of the above actions.

**H. In addition to the preceding standards of conduct, the District prohibits discrimination and harassment against any student by employees or students that creates a hostile environment by conduct (with or without physical conduct) or verbal statements, intimidation, or abuse. We consider a hostile environment to be created when actions or statements directed at a student either (1) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities, or benefits, or with the student's mental, emotional, or physical well-being, or (2) reasonably causes or would reasonably be expected to cause a student to fear for their physical safety.**

The prohibition of discrimination includes, but is not limited to, threats, intimidation, or abuse based on the student's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex.

## **STUDENT CONDUCT**

Good school citizens always act, both in and outside the school, in such a way as to demonstrate the most positive impression of themselves, their school, and their community. They strive to profit fully from the opportunities available to them, to have good attendance and to be ready to serve their school and classmates at any time. They practice good sportsmanship and are considerate of others and the environment.

Guidelines for behavior have been established to ensure that learning can take place during the school day. Students have the right to learn and teachers have the right to teach. Those who interfere with these rights choose to have consequences.

Disruptive conduct in the classroom or anywhere in school is not fair to other students or to the teachers and staff. Such conduct will result in notification of the responsible student's parents and appropriate disciplinary action.

A student may be subject to disciplinary action in relation to the following:

1. Being under the influence of an alcoholic beverage, drinking an alcoholic beverage or in possession of an alcoholic beverage on school premises (including buildings

or grounds) or on a bus going to or from a school function or at a school sponsored function. Alcoholic beverages shall mean and include alcohol, spirits, liquor, wine, beer and cider having alcoholic content.

2. The use, possession, sale or gift of any drug or controlled substance, including marijuana or any instruments for the use of such drugs, controlled substance or marijuana such as pipe, syringe or other paraphernalia, while on school premises (including buildings or grounds) or on a bus going to or from a school function or at a school sponsored function. Excepted is any drug taken in accordance with a current prescription signed by a physician, to be taken by that particular student at the time in question.
3. The use, possession, sale or gift of tobacco (cigarette, cigar, pipe, chewing or smokeless tobacco) while in the school building or on the school premises (including buildings or grounds) or on a bus going to or from a school function or at a school sponsored function.
4. Stealing, lying, cheating, plagiarism or other acts of dishonesty.
5. Verbal or physical intimidation/threats.
6. Fighting or causing physical harm to another.
7. Disrespect/insubordination toward a staff member.
8. Possession or use of firearms or destructive devices.
9. Possession or use of knives or other weapons.
10. Failure to comply with the directions of a teacher, administrator or other school employee.
11. Engaging in acts of sexual harassment as defined in the district's sexual harassment policy.
12. Using, in either words, clothing or signs, profane, lewd, vulgar, abusive language or words, which may incite or offend another person.
13. Selling, using or possessing obscene material.
14. Lateness for, missing or leaving school or class without permission.
15. Being in an area that is not permitted.
16. Any willful act which disrupts the normal operation of the school community.
17. Wearing of inappropriate attire (see dress code).

18. Excessive absences/tardiness.
19. Unacceptable classroom behavior including being disrespectful to a teacher or staff member or inappropriate talking in class.
20. Unacceptable bus behavior including not staying seated, throwing objects, excessive loudness or other activities that distract the driver of the bus.
21. Public displays of affection. (Holding hands will be permitted.)
22. Gambling.
23. Vandalism of school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on district property.

## STUDENT DRESS CODE

### K-12

The dress code at Brookfield Central School is based on enhancing the learning process. It is expected that each student will maintain a proper mode of dress, both during the school day and at all school activities. *Keep in mind that what may be currently fashionable may not be appropriate to wear in school.*

Guidelines have been established by the New York State Commissioner of Education indicating that student attire should pass the test of:

- Decency (refrain from revealing clothing such as mesh tops, halter or tank tops, half shirts or clothing with inappropriate words).
- Health (refrain from wearing unclean clothing).
- Safety (anything that might jeopardize a child's well-being).
- Basic consideration for the educational process (clothing that could interfere with the educational process such as the wearing of masks, costumes, hats, etc., are prohibited in the school building, except on specially designated occasions).

The guidelines for determining what is appropriate for school are based on simple premises: If clothing is too short, tight, ragged, revealing, controversial or unsafe or interferes with the education process, it will be deemed inappropriate for school.

### Appropriate clothing should be worn at all times:

- Clothing should be clean and contain no holes or slits above the knee.
- No see-through, mesh, tight/form fitting.
- Clothing or accessories that display profanity, violence, discriminatory messages or suggestions of drugs, alcohol, tobacco or smoking, or sex acts are not to be worn at school or at school functions.

### Shirts or Blouses:

Sleeveless garments may be worn if undergarments cannot be seen, and the sleeve curve is close to the underarm. Blouse or shirt must adequately cover all undergarments, underarms, back, stomach and chest areas. The shoulder strap must be at least three fingers in width.

### Shoes

Proper footwear should be worn at all times.

### Pants, Shorts, Skirts

- Waistbands of shorts, slacks, skirts or similar garments must be worn above the hips. Undergarments shall not be visible.
- Shorts or skirts shall be permitted provided they are of mid-thigh length or longer. (The mid-thigh is defined as the point on the leg beyond the fingertip with the arms and fingers fully extended at the sides. When applying the mid-thigh test, clothing shall be worn properly positioned at the waist.)
- Athletic and gym clothing shall be worn as required by the subject teacher or club instructor only while participating in the activity.

### Hats

- As a matter of common courtesy and respect, hats (or any head apparel) are not to be worn while inside the building and are to be kept in students' lockers during school hours. Upon entry, students must take off their hats at their lockers.
- Hats may only be worn in a classroom at the teacher's discretion.
- If worn, such items may be confiscated and returned at the end of the day.

If an inappropriate new trend becomes a problem during the school year, the administration reserves the right to amend this dress code and inform students, teachers and parents.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to disciplinary action, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further disciplinary action, up to and including out of school suspension.

## **CELL PHONE POLICY**

### **I. Definitions**

- A. "Cell phone and wireless communication devices" shall be defined to include portable two-way telecommunications devices, including but not limited to cellular phones, walkie talkies, personal digital assistants, pagers, and laptops with two-way messaging, and other hand held computing devices. This definition will also include any new telephonic device developed for similar purposes.

Excluded from this definition is any device with communication capabilities that has been approved for instructional purposes and district issued cell phones designed for professional use.

- B. The term "instructional day" shall include, but is not limited to, structured or non-structured instructional activity that occurs during the school day, as well as class changes.

## **II. Use of cell phones**

- A. The use of cell phones on school grounds is allowed before or after school only. Cell phones are prohibited for use during the instructional day, unless use is permitted by the classroom teacher and for instructional purposes. Cell phones may be used on school grounds during lunch.
- B. Once students enter the building, their cell phones must be turned off and remain off during the course of the day and must remain out of sight during the school day.
- C. Students that need to use a phone during the school day should stop in the main office during their lunch period to use a school phone.
- D. If an emergency situation exists where the parent or legal guardian needs to contact their child(ren) they are to contact the schools main office and staff will assist in contacting their child(ren). Parents are discouraged from contacting their children during the school day.
- E. All cell phone usage is prohibited in restrooms, locker rooms, and shower facilities.
- F. Cell phone usage by students while riding to and from school on a bus, or on a bus during school-sponsored activities is to be at the discretion of the bus driver and/or the staff member in charge.
- G. Parents who need to contact their child(ren) who have cell phones should remind him/her to turn the cell phone off during school hours, and check for messages at lunch and after school is dismissed.

## **III. Use of Camera Phones**

- A. The use of a cell phone to take, store, transmit photos is not allowed at any time on school premises, without prior approval.

## **IV. Student Discipline**

- A. If a student is found using a cell phone, or having a cell phone visible to a teacher and/or school employee, the student will be asked to immediately relinquish the cell phone. Failure to do so shall constitute insubordination, and will result in a referral to the school administration for disciplinary action.
- B. The teacher and/or school employee will deliver the cell phone to the main office by the end of the school day. The teacher or school employee will attach the following written information to the cell phone when delivering the cell phone, to include:
  - 1. Student's name
  - 2. Teacher or school employee's name
  - 3. Reason for and time of confiscation

## V. Cell Phone Regulation

Students found to be in violation of this policy will be subject to the following disciplinary process: (any acts of insubordination resulting from this regulation will follow the Brookfield Central School District Code of Conduct.)

- A. *1st Offense:* During the first two weeks of school, the student's cell phone will be confiscated and given to the school administrator. The student will receive the cell phone back at the conclusion of the school day following a meeting with the school principal or their designee where the cell phone policy will again be discussed.
- B. *2nd Offense:* After the first two weeks of school, the cell phone will be confiscated by staff, given to the school administrator, and the student's parents or legal guardian will be notified. The cell phone will not be returned to the student; the parent or guardian may retrieve the cell phone from administration.
- C. *3rd Offense and subsequent:* The cell phone will be confiscated by staff, given to the school administrator, and the student's parents or legal guardian will be notified. The cell phone will not be returned to the student; the parent or guardian may retrieve the cell phone from administration. Violations shall result in such disciplinary action as deemed prudent by the school administration.

## VI. Other

The Brookfield Central School District shall not assume any responsibility for theft, loss or damage of cell phones or electronic devices, or for any unauthorized calls or texts made on a cell phone. Students shall be personally and solely responsible for the security of their cell phones.

## BUS SAFETY

### Boarding and Riding School Buses

It is very important that all students realize that any inappropriate behavior on a school bus that distracts the driver's attention from the road can result in a serious accident. The bus driver has the same authority as a teacher.

Bus driver directions are to be strictly followed:

- Be on time for the bus and help keep the bus on schedule. The bus driver will not wait for you if you are late. Be sure to walk to the bus.
- Each student can be assigned a specific seat on the bus and is expected to sit in that seat daily if requested by the driver. The bus driver has the authority to change student bus seating at any time.
- No objects are to be passed through bus windows.
- Students should go to their seats without disturbing other riders.
- Arms, heads and hands are to be kept inside bus windows and out of the aisle. There should be no eating or drinking on the bus.
- Loud talking, laughing or unnecessary confusion can divert the bus driver's attention from the road and may result in a serious accident. This is especially true when roads

are covered with ice and/or snow. Please remember this daily.

- Any damage to seats or any part of the bus is considered an act of vandalism and will be treated as such.
- Shoving, fighting and/or profane language is not allowed at any time.
- The use of tobacco, alcohol and/or other illegal substances is forbidden on the bus. The bus should be kept clean. Use the trash can provided.
- Students will not be allowed to leave the bus once they have boarded. Please remember all items that need to be taken home each night before leaving the classroom.

#### Consequences for misbehavior on the bus:

Violations of any of the above rules will result in a range of disciplinary actions that can include:

- A clear and explicit warning by the bus driver.
- A written report sent to the administration and consequences assigned by the administration. A copy of this report will be sent to parents.
- Special seating assignment.
- Meeting of parents with the driver and administration.
- Suspension from riding the bus for a period of time.
- Monetary fine to pay for damages incurred.

#### When you are leaving the school bus:

When leaving the school bus, always make sure the bus has come to a complete stop before standing up. Always walk slowly from the bus and immediately walk away from the bus. If you must cross the road, walk at least ten feet in front so you can see the driver and he/she can see you. Look for the driver to signal you to cross. Look both ways before crossing the road.

#### Changes in assigned transportation:

All children riding buses are assigned to ride a specific bus. If parents wish their children to walk to or from school, they should send permission slips to school. These notes should state the time period that the permission covers. It may be blanket permission for the year, or it may be for more specific occasions. From time to time, parents may wish their child to ride a different bus from school. A written request for this change must be sent to school with the child and brought to the office. The office will furnish instructions to the bus driver. This procedure applies to any change in a child's transportation assignment.

## **WALKERS**

Students who walk to school should use the sidewalk at all times. Walkers should not arrive before 7:45 a.m. each morning. Wait in the hall by the gymnasium or in the courtyard.

Walkers will be dismissed after all buses have left the bus circle.

Please do not litter streets or yards going to or from school.

When the temperature outside is 0 degrees or lower, bus drivers have been instructed to stop and transport walkers as a safety measure.

# EDUCATIONAL POLICIES

## Health

The school nurse practitioner will examine all students annually, unless a physical exam has been performed by the family physician and a documented slip is presented to the school nurse. The school nurse will give an annual vision and hearing examination.

All students must have completed the mandatory immunization requirements per New York State:

DPT - 4 doses - Tdap booster beginning in 6th grade

Polio - 3 doses

MMr - PreK = 1 dose/ Kindergarten - 12 = 2 doses

Hepatitis B - 3 doses

Varicella - 2 doses

Meningococcal - 1 dose required for student entrance in 7th and 12th grade (starting 2016-2017 school year)

The school will not permit children to attend unless there is documented proof of immunization.

If a student needs to take medication during school hours, the medication must be left with the school nurse. The medication must be in the original prescription container with written instructions that state the name of the medication, how much to take, when to take it and what the medication is being taken for. In order to dispense medication, the medication authorization form must be completed and on file with the school nurse.

When a student becomes ill at school, a parent or guardian will be contacted and asked to come to school to pick up the student. Please make sure that a current emergency number is on file in the nurse's office.

When a student is absent, the school nurse will contact the parents, if possible. If your child is absent, for any reason, it is helpful for you to contact the school at 899-3323 before 8:03 a.m.

## Attendance Procedures

A student not in homeroom by 8:03 a.m. will be considered late. Students are reminded that breakfast at school is a privilege and those who are consistently late for homeroom may lose their breakfast privilege. *Note: A student who does not attend first period class but is in the building is considered truant and is subject to disciplinary action.*

Excuses are required for all absences and tardiness within three days. If excuses are not received, and investigation does not determine otherwise, all absences and tardiness will be entered as illegal. Several illegal absences may result in a consultation with the Department of Social Services for child neglect.

## The following constitute legal absences:

Sickness, sickness or death in the family, impassable roads, religious observance, quarantine, court appearance, doctor/dentist appointments, approved cooperative work program, approved college visits, military obligations.

## STUDENT INSURANCE

Brookfield Central School students are covered for injuries due to accidents incurred during school-time activities and in Grades 7 and above for all approved inter-scholastic sports events.

This insurance provides supplemental benefits from school-time accidents only. It does not provide basic hospital, basic medical or major medical insurance as defined by the New York State Insurance Department. This policy does not provide coverage for sickness. Specific loss benefit information may be obtained from the nurse.

Medical Expense Benefits - If, as a result of injury, you incur covered expenses starting within 30 days from the date of the accident causing the injury, the insurance will pay, but not exceed the maximum amount in the policy limits, 75% of all covered reasonable and customary charges for local professional services.

Exclusions and Limitations - The insurance will not pay benefits for covered expense incurred for:

1. The examination, prescription, purchase or fitting of eyeglasses, contact lenses or hearing aids
2. Treatment by a person employed by the plan sponsor or its subsidiaries or affiliates and for which no charge is normally made; nor
3. Care or treatment by a person who ordinarily lives in your home or is a parent, grandparent, spouse, brother, sister or child of either you or your spouse.

Nor will the insurance company pay benefits for loss covered expenses resulting from:

4. Intentional self-destruction or an attempt at it, or intentional self-inflicted injury
5. War or an act of war, declared; nor
6. Air travel, unless you are a passenger on a regularly scheduled flight of a properly licensed commercial airline.

## CLAIMS INFORMATION

Written notice of claim must be given within 30 days after a covered loss occurs or expense starts or it must be given as soon as reasonably possible. The notice must be sent to the servicing group claims office. Accident Report Forms may be obtained from the nurse. Additional insurance information may be obtained from the Brookfield Central School Nurse.

## BREAKFAST & LUNCH PROCEDURES

### BREAKFAST

Breakfast will be available for Pre-K-12 students each morning. Those students eligible for free or reduced lunches are also eligible for free or reduced breakfast. Others students may purchase breakfast at a minimal cost. Students participating in the Breakfast Program should do so quietly and quickly to minimize loss of instructional time first period. The Breakfast Program will end at 8:10 a.m. each day.

Students may report directly to the cafeteria for breakfast upon arrival at school. Students must sign an attendance sheet in the cafeteria. Report directly to first period following breakfast. Loss of instructional time must be kept to a minimum.

Breakfast is a privilege for 7-12 students. Students who are consistently late for homeroom will have this privilege revoked.

### **LUNCH**

The lunch period for 7 -12 grade students is 30 minutes. During lunch time students are expected to move to the cafeteria in an orderly and quiet manner. Students may remain in the cafeteria, go to the gym, or go outside after lunch. Students **may not** go to the second floor, without first obtaining teacher or administrator permission.

Students in grades 8-12 may go downtown for lunch. Students may be denied this privilege at any time. No one will leave if the temperature is 0 degrees or lower.

### **WORKING PAPERS**

All students between the ages of 12 and 18 must have working papers if they intend to work after school hours and/or during vacations.

Please be aware that you must have had a physical examination (school physical exam is sufficient) within 12 months prior to issuance of an employment certificate.

Procedures to obtain working papers:

- a. Pick up an application form from the school office.
- b. Complete Part I of the application form and return to office.
- c. When the card is prepared, it must be picked up by the student and signed in the presence of the issuing officer.

### **SCHOOL TELEPHONE (USE OF)**

Students may use the school telephone located in the Main Office for emergencies.

### **FOOD AND BEVERAGE**

For health and safety reasons, open containers of beverage and food are not allowed in school except before school, during lunch, after school or by special permission. Any student with an open container or food will have that item confiscated and returned at the end of the day. Bottled water is allowed with teacher permission.

### **STUDENT DRIVING PRIVILEGES**

Vehicles are to be parked in the appropriate designated area. Student vehicles will be parked in the student parking area during school hours and while attending other activities and practices. At the end of the day, student drivers may leave before buses leave the bus circle. School zone speed limits must be obeyed.

Student drivers in violation of agreed to procedures will have their driving rights suspended for an appropriate length of time. Habitual tardiness may also result in suspension of driving privileges.

## **REPRESENTING THE SCHOOL**

Any time a student represents the school in an athletic contest, a band presentation, a class trip, etc., he/she is expected to conduct him/herself as a good citizen and to obey all rules and regulations set forth for such activities. Students attending school activities are bound by the same school regulations that exist during the school day.

## **HALL PASSES**

- Students are responsible for signing in and out of the classroom logbook before leaving a classroom.
- If going to the bathroom, drinking fountain, or locker that is nearby or on the floor, the student still signs in and out of the classroom.
- If a student is leaving a classroom to consult with another staff member or to go to another floor, they must have a specific pass indicating their destination, the time and the teacher's signature. That pass must be signed by the staff member visited before returning to the original classroom. The student must also sign in and out of the classroom logbook.
- Students should arrive prepared for class and should have taken care of other business during the time between periods.
- Students assigned to Study Hall are expected to come prepared with materials (books, worksheets, notebooks, pens, etc.) to work on homework or to study coursework.
- Any student who is on academic ineligibility may not leave Study Hall unless they have a pre-signed pass from a teacher for assistance or are going to the library for academic work.

# ACADEMICS

## BROOKFIELD CSD 7-12 GRADING AND HOMEWORK POLICY

- The grading and homework policy must be signed by both the parent(s) and student **and returned** at the beginning of school year.
- Individual teachers will decide the percentages of participation vs. graded work when calculating averages.
- The grading and homework policy in addition to other important class information is available on the individual teacher's page on the Brookfield Central School website and syllabus.
- **Homework policy:**
  - Homework is due at the beginning of class.
  - If homework is not submitted at the beginning of class, students may be assigned lunch detention to finish the assignment(s). Lunch detention will be served until the assignment(s) has been completed
  - Any assignment(s) not turned in on time will earn a grade of zero until the assignment is turned in. An assignment(s) turned in **within two days** will be given a reduced grade in the following manner: **1 Day Late: 50%, 2 Days Late: 80%**
  - The reduced grade is based on the grade the student would have earned if the assignment(s) was turned in on time.
  - Any assignment(s) not turned in within **two days** of its due date will receive a grade no higher than a zero.
  - Students are responsible for the content of homework, regardless of when it is turned in.
  - **Student Absences:** Students are responsible for meeting with teachers to discuss what they missed when absent from class. The following applies to homework for the different absence situations:
    - If a student is absent the day the homework is **due**, then it becomes due by the beginning of the next class period that student attends (e.g. if the student is absent on Monday, then the student is expected to submit it by the beginning of class on Tuesday).
    - If a student is absent the day the homework is **assigned**, then it becomes due by the beginning of the next class period after the day the student returns to school (e.g. if the student is absent on Monday and present for class on Tuesday, the student is expected to submit any homework that was due on Tuesday by the beginning of class on Wednesday).
    - Under extreme extenuating circumstances, the above requirements may be waived with Teacher or Principal approval. In this case, students will discuss with their teacher(s) a timeline for completing missed assignments.
- **Test corrections:**
  - Only 7th and 8th grade students will be given the opportunity to complete test or essay corrections for credit.
  - It is mandatory that 7th and 8th grade students on the Deficiency List or who have failed a test complete test or essay corrections.

**I have read and agree to follow the above Grading and Homework policy. It is also understood that there may be some assignments individual teachers may find it necessary to implement an alternate homework submission policy. In these cases, students will be made aware of submission expectations in advanced.**

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

## **EXTRA HELP FOR STUDENTS**

Every student is entitled to extra help from teachers after school. Students should request help at least one (1) day in advance.

## **MAKE-UP WORK POLICY**

Students who are absent from school are responsible for completing missed class work, homework, quizzes and tests.

Students with unexcused absences do not have the same rights to make-up work as those with legal excuses. Students must report back to school with a legal excuse for their absences in order to be eligible for this policy.

Students should arrange to make up missed class work and homework by:

- Obtaining the assignments(s) in advance (in the case of anticipated absence due to medical appointment, etc.).
- E-mailing the teacher and requesting the assignments (if absence is longer than one day).
- Meeting with the teacher upon the day of return to school and arranging the method and due date by which the work is to be made up.

Students who are absent when a test is given should:

- Meet with the teacher upon the day of return to school and arrange to take the test as soon as possible.

Failure to make such arrangements may result in loss of credit for the work not completed.

In case of extended illness or accident, individual circumstances will be considered. Home tutoring is possible for special circumstances over an extended period of time.

## **ACADEMIC INTERVENTION SERVICES**

Academic Intervention Services (AIS) are designed to help students achieve the learning standards in English Language Arts (ELA) and mathematics in grades K-12 and social studies and science in grades 4-12. These services include two components:

- Additional instruction that supplements the general curriculum;  
and/or
- Student support services needed to address barriers to improve academic performance.

## RESPONSE TO INTERVENTION TEAM

The Response to Intervention Team is a multi-disciplinary team of professionals on our staff who review a student's academic progress and any social or behavioral concerns. Members of this team are the coordinator of RTI, Guidance Counselor, Special Education Teachers, Remedial Teachers, Classroom Teachers, and any other staff deemed relevant to the particular student.

Intervention strategies are discussed and a plan of action is developed to foster success. Follow-up is scheduled to assess progress.

Any student having an academic or behavioral problem may be referred by a staff member or parent.

## STUDENTS WITH DISABILITIES

Brookfield Central School District provides educational services to children with disabilities from age 3 to 21.

If a student is suspected of having a disabling condition, the Chairperson on the Committee on Special Education (CSE) will be notified and a referral made. If at any time there is to be any consideration of a change in a disabled student's educational program, the district's CSE procedure will be followed, including parental notification, due process, etc.

## DUAL CREDIT COLLEGE COURSES

Students who choose to take dual credit college classes will receive additional points towards their grade point average and cumulative grade due to the rigorous nature of these courses. Five points will be added after each 10-week period. These points will not be reflected on the grade report, but will count when determining honor and high honor roll status. An additional five points will be added to the cumulative grade average when calculating class rank.

If a student is carrying two courses in the same subject area (example English or social studies) at mid-year, the student must be passing both courses. If either course is being failed, the higher one is dropped and only the lower is continued for the remainder of the year.

## HONOR ROLL GUIDELINES

- Students in grades 7-12 must take a minimum of five full units plus physical education (BOCES Career and Technical Education Programs count as three) to be considered for the school honor roll.
- The honor roll will be published four times each school year to co-incide with the four marking periods.
- There shall be two classifications: High Honor - average of 90 or better, and Honor - average of 85 or better. All subjects will be included in the average.

- To qualify for honor or high honor, no mark in the average group can be below 75 and citizenship and effort must be at least satisfactory (average).

## **CLASS RANK**

Grade point average shall be determined by calculating a student's final averages for grades 9-11, and final averages for the first three quarters of 12th grade.

Any two or more students whose computed grade point averages are identical shall be given the same rank. The rank of the student who immediately follows a tied position will be determined by the number of students preceding him/her and not by the rank of the person preceding him/her.

## **REPORT CARD MARKING SYSTEM**

Passing grade will be 65 percent in grades 7-12. The school year is divided into four quarterly marking periods. No circled numerical grades are to be used with the exception of a 50 the first marking period. The circled grade means that the student's average is below 50. The actual average is to be used in the second, third and fourth marking period. Regents and/or final exam scores will be counted as 20% of a student's final course average.

Report cards will be distributed every 10 weeks.

## **PROGRESS REPORTS**

Five-week notices are sent out after the fifth week of each marking period (5, 15, 25, and 35 week intervals). These notices are intended to inform parents of their child's school performance, either good or poor. When a notice indicates that a student has failed for that previous five week period, the student will be placed on the ineligible list. The notice should indicate the problem that caused the failure (such as: homework not completed, failing test and quizzes, absences, etc.).

**All teachers are responsible for notifying students and parents when a student is in danger of not passing a course for the year.**

## **ELIGIBLE/INELIGIBLE LIST**

As an educational institution, our mission is to help each student develop academically, socially, mentally and emotionally. In order to assist students toward this end, we must provide them many opportunities to meet these goals. Often students fail classes because they are struggling academically. Other times it is because they lack organization or structure, or just decide not to put sufficient effort into their schoolwork. In an effort to encourage students to improve academically, we have implemented the following policy:

Students will be deemed eligible or ineligible each five weeks, at the time when Progress Reports or Report Cards are issued. Students will be deemed ineligible if they are failing any

one subject. Ineligible means that students may not participate in any school activities (i.e., athletic games, dances, field trips, etc.); however, students must attend regular practices for sports, plays, concerts, etc.

Ineligible students may be deemed eligible and will be allowed to participate in school activities on a week by week basis provided they demonstrate they are working toward improvement by:

- The student should pick up an Eligible/Ineligible Form from the teacher(s) of the class they are failing on Monday (or the first school day) of each week.
- The student will then meet with the teacher(s) of the course(s) that they are failing. The teacher will indicate in writing, on Part I, what the student must complete by Friday of that week to be deemed as having made an effort toward improvement. (Examples of what a student might be assigned: meeting with the teacher 2-3 times that week for review; completing 2-3 assignments of incomplete work or 2-3 new assignments; etc.)
- The student will be responsible for obtaining their parent's/guardian's signature before Friday.
- The student will arrange to meet with the teacher before the end of the school day on Friday to determine if they have met their obligation.
- The teacher will then sign off and the student will return the form to the Main Office to be eligible for activities the following week. (The week of eligibility runs from Monday to Monday.)
- No eligibility the week following issuance of report cards and progress reports.

Some Key Points:

- Teachers and students should make every effort to accommodate each other in this process in order for it to be successful.
- If a teacher is absent from school and unable to meet with a student in the beginning of the week to assign work or at the end of the week to review completed work, the student should report to the Guidance Office for advice on how to proceed.
- The student may not pick weeks of his/her own choosing to be eligible for a particular activity or event. A student must work toward improvement each and every week until passing in order to receive the privilege of being deemed eligible.
- Once a student is placed on the Ineligible List, they will remain on the list for five weeks.

**Brookfield Central School**  
**ELIGIBLE/INELIGIBLE FORM**

Students must have the teacher of any course which they are failing complete **Part I** of this form on the first day of the school week. Students must have the teacher complete **Part II** and have a parent/guardian complete **Part III** before turning it into the Main Office at the end of the week.

This process will be followed on a weekly basis until the student is removed from the ineligible list.

**Part I:** This section is to be completed the first day of the school week

Student's Name: \_\_\_\_\_

Failing Subject: \_\_\_\_\_

During this week the student will (check all that apply):

\_\_\_\_\_ Complete all homework assignments

\_\_\_\_\_ Make up past due homework assignments

\_\_\_\_\_ Demonstrates appropriate classroom attentiveness

\_\_\_\_\_ Seek extra help after school

\_\_\_\_\_ Other (please specify) \_\_\_\_\_

**Part II:** This section is to be completed by the end of the week.

Student's Name: \_\_\_\_\_

The student has met my requirements that are listed above to be eligible for the upcoming week.

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part III:** This section must be signed by a parent/guardian and turned in to the Main Office before students are removed from the ineligible list.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PROMOTION REQUIREMENTS GRADES 7-12

The following guidelines are used to determine promotion placement in grades 7-12. Passing grade for all subjects is 65%.

### **Seventh and Eighth Grade Promotion:**

Students must attend summer school if they fail any of the following courses: Math - English  
- Science - Social Studies

Students must pass three of the following:

Music - Art - Physical Education - Home & Careers - Technology - Spanish

In addition to the above, Health is a NYS Educational Department requirement.

Students must attend summer school to retake courses not passed during the school year.  
*Promotion will be determined at the conclusion of summer school for students who failed requirements.*

### **Grades Nine through Twelve Promotion Policy:**

#### ***Freshmen and Sophomores:***

Each student shall carry six credits in addition to Physical Education. Each student must have successfully completed six credits in each grade. The six credits earned must include English, Social Studies, and one math and one science.

#### ***Juniors:***

Each student shall carry six credits in addition to Physical Education. Each student must have successfully completed 11 credits. These 11 credits earned must include English 9, English 10, Social Studies 9, Social Studies 10, two units of Math, and 2 units of Science.

#### ***Seniors:***

Each student shall carry six credits. Each student must have successfully completed 16 credits. The 16 credits must include English 9, English 10, English 11, Social Studies 9, Social Studies 10, Social Studies 11, three units of Math, and three units of Science.

No student shall drop a course after two weeks unless special circumstances warrant.

### **Regents exams passing grade is 65%.**

## POLICY OF REGENTS COURSES

It is the policy of this school district that students take the Regents exam if such an exam is given in the subject being studied. Students who do not pass a Regents exam required for graduation must retake the exam during summer school.

## GRADUATION REQUIREMENTS

	REGENTS DIPLOMA	ADV. REG. DIPLOMA
English	4 credits (Regents)	4 credits
Social Studies	4 credits (Regents)	4 credits
Mathematics**	3 credits (Regents)	3 credits
Science **	3 credits (Regents)	3 credits
Health	.5 credit	.5 credit
Art/Music	1 credit	1 credit
Foreign Language*	1 credit	3 credits [a]
Sequence Electives/ Electives	3.5 credits	1.5 credits
Physical Education	2 credit	2 credits
<b>Total</b>	<b>22.0</b>	<b>22.0</b>

Required Exams (passing score of 65 and above)	Required Exams (passing score of 65 and above)
Comprehensive English	Comprehensive English
Integrated Algebra	Three Math Regents Exams
Regents Global History & Geography	Regents Global History & Geography
Regents U.S. History & Gov.	Regents U.S. History & Gov.
Regents Science	Two Regents Science Exams [a] Regents Foreign Language

\* Students are required to have completed one unit of credit in a foreign language by the end of their freshman year or pass a locally developed proficiency exam.

\*\* An integrated course in mathematics/science/technology may be used as the third required unit of credit in mathematics or science.

[a] Students acquiring five units of credit in Art, Music, Business, Technology or Vocational Education may be exempt from the foreign language exam requirement.

## SUMMER SCHOOL

Students who fail a course or a Regents exam must attend summer school to earn credit or pass a Regents exam required to graduate.

- A full summer school course awards course credit for students who earn a passing grade. The full course also prepares students to take the Regents exam in August. A full course runs for approximately six weeks.
- A tutorial course is available for students who have already earned course credit but wanted to improve their grade on the Regents exam in August. A tutorial course runs for two weeks prior to the Regents exams.

- The “Walk-In” Regents is available for students who wish to re-take the Regents exam to earn a passing grade or to improve their grade.

Applications are required for any summer school attendance. These are available at the Brookfield Guidance Office. Applications must be returned to the Brookfield School Guidance Office by the deadline date.

Information and policies regarding summer school may be modified annually at the discretion of the Oneida County BOCES. The Guidance Office at Brookfield School should be called if you have any questions.

Transportation to summer school may be provided at the discretion of the Brookfield Board of Education. Students in the BOCES Cosmetology program and 12-month Special Education students (who have required attendance) will be provided transportation.

## **CAREER & TECHNICAL EDUCATION**

It is the policy of this school district to offer each student the best possible educational program to meet his/her needs so that each graduate of BCS is college and career ready.

Each student is given an opportunity to participate in career and technical programs for two years at the Oneida-Herkimer-Madison BOCES in New Hartford, NY. This may be a two-year program or two one-year programs. The Guidance Counselor works with students and parents to design the most appropriate program. Student visitations to BOCES programs are arranged during Grade 10. Students are also encouraged to attend the annual BOCES Open House held in the spring.

Strict standards for academic performance and attendance must be met to continue in a vocational program. Students may be withdrawn from a program at any time if these standards are not met.

## **TRANSPORTATION TO BOCES**

The district provides transportation to and from BOCES classes each day. Cosmetology students also are transported during their required summer classes.

Students may drive to BOCES only with special permission of the Principal and the BOCES staff. This permission will be granted for special circumstances only. No student passengers will be allowed to ride with a student driver unless prior approval of the passenger student's parents and the Principal is received. Any violation of this policy may result in removal from the BOCES program.

# BROOKFIELD CENTRAL SCHOOL

## Athletic Handbook

### ATHLETES' CODE OF CONDUCT

1. Student-athletes are responsible for all equipment issued to them. They must financially reimburse the school for any damaged equipment or uniforms.
2. Student-athletes are expected to attend all practice sessions. If unable to attend, they must notify the coach at least one day in advance, except for illness.
3. Any use or possession of tobacco products, alcoholic beverages or illegal drugs will result in suspension from athletics for:
  - A. **First offense** - suspension for one week starting when written notification of suspension is received (the athlete can't practice or attend any athletic contest).
  - B. **Second offense** - suspended for the season.
  - C. **Any further offense** - suspended for one year from the date of infraction.
  - D. Any offenses are cumulative throughout the year.
4. Student-athletes who quit the team after the first game of the season incur the following penalties:
  - A. **First time** - Will meet with coach and athletic director to discuss reasons.
  - B. **Second time** - not eligible for next sports season.
  - C. **Third time** - not eligible for one calendar year.
  - D. Offenses are cumulative throughout the athlete's modified and high school athletic eligibility.
  - E. Any student-athlete who needs to be released from the team due to extenuating circumstances (i.e., illness, family problems, etc.) must obtain permission from the athletic director and the superintendent.
5. If a student-athlete is in danger of being dismissed from an athletic team by the coach for misconduct or disciplinary reasons, the coach must notify the Athletic Director of the possible dismissal. The Athletic Director contacts the athlete's parents or guardian by phone. The phone call is followed by a letter which reiterates the circumstances which may lead to possible dismissal from the team.
6. If a student-athlete is dismissed from an athletic team by the coach for misconduct or disciplinary reasons:
  - A. **First time** - Will be eligible to participate in the next sports season if the student-athlete and his/her parents meet with the superintendent and athletic director to discuss the circumstances of the dismissal. Subsequent to this meeting, the superintendent will render a decision regarding the student's eligibility for the next sports season.
  - B. **Second time** - Not eligible for next sports season.
  - C. **Third time** - Not eligible for one calendar year.
  - D. Beginning in the year the student enters ninth grade, any offenses are considered cumulative.
7. Student-athletes who are academically ineligible:

Students will be deemed eligible or ineligible each five weeks at the time when Progress Reports or Report Cards are issued. Students will be deemed ineligible if they are failing any one subject. In addition, ineligible students will be required to participate in practices and attend games with the team. Ineligible students will remain on the bench in street clothes during the athletic contest.

\*However, ineligible students will be allowed to participate in school activities on a week-by-week basis provided they are signed off by a teacher each week, except for the week following issuance of Progress Reports and Report Cards at which time there is no eligibility.

THE STUDENT MUST PICK UP AN ELIGIBLE/INELIGIBLE FORM EACH MONDAY AND RETURN IT TO THE MAIN OFFICE BY THE END OF THE WEEK OR HE/SHE WILL NOT QUALIFY TO BE ELIGIBLE.

8. Student-athletes who misbehave on the bus:
  - A. First offense - athlete is suspended for the next two athletic contests.
  - B. If the athlete's misconduct happens at the last away game of the sports season, he or she is suspended for the first two contests of the next sports season.
9. Student-athletes involved in any physical confrontation during school or while representing Brookfield Central School athletics will receive:
  - A. First offense - athlete is suspended for the next two athletic contests.
  - B. If the athlete's misconduct happens during the last away game of the sports season, he or she is suspended for the first two contests of the next sports season.
10. Student-athletes must be in school by 8:00 a.m. or they are not eligible to participate in a practice or a game scheduled for that day, except in the case of legal absence for sickness, family illness or death, court dates, college visits or impassable roads. If an emergency requires the student to arrive after this time, the parent should call the school and inform the athletic director or superintendent about the emergency.
11. Student-athletes must be in school by 8:00 a.m. the day after an athletic contest, except for legal absences. The student-athlete will be suspended for the next athletic contest for each infraction of this rule. Any absence on the day after a game, i.e., a doctor's appointment, must be approved by an administrator the day before the scheduled absence.
12. A dress code for winter sports will be established by the head coach for Girls' Varsity Volleyball and Boys' Varsity Basketball.
13. The coach will review the code of conduct with every team member on the first day of practice. The student-athlete must take the athletic code of conduct home and the athlete and legal guardian(s) must sign and sign the attached consent form and return it before the athlete may participate in the second practice.
14. If a coach supplements the athletic code of conduct with any additional specific team rules, a copy must be given to the athletic director, the athletes, and the legal guardian(s).
15. These regulations apply to all students in grades 7 - 12.
16. Players not riding the bus home from an away match must be signed out by their parent or legal guardian after the contest. Special arrangements may be made one day in advance and have prior approval of the principal if the player is riding with someone other than the parent or legal guardian.

## **ATHLETIC BOARD OF APPEALS**

In the case of suspension from athletic participation for any reason, the athlete's case will be reviewed, upon request by the athlete and parents, by the Athletic Board of Appeals within five days of the suspension. Penalties for misconduct will be imposed at this time.

The Athletic Board of Appeals will consist of the following individuals: Athletic Director, Building Principal and the suspended player's coach.

Appeals related to the Athletic Board's decision may be directed to the District Superintendent and the Board of Education within seven days after the decision from the Athletic Board of Appeals.

## EXTRACURRICULAR ACTIVITIES

### CLASS AND CLUB ORGANIZATIONS

Brookfield Central School has a number of organizations and clubs. Class officers must be elected. Classes and Clubs elect the following officers: president, vice president, secretary and treasurer.

### FUNDRAISING

All fundraising projects must have the prior approval of the Principal. Students/Advisors must present proposals to the Board of Education. All fundraising must have a specific purpose and not conflict with other fundraising activities in the school or community.

### SENIOR TRIP

Guidelines have been established for all aspects of the Senior Trip. The Senior Class Advisor works with seniors to meet these guidelines.

### DANCES

Dances held at Brookfield Central School are conducted according to the following guidelines:

1. Dance hours are **7:00 p.m. to 10:00 p.m.**
2. Only students in grades 7 - 12 are to be admitted.
3. Music in good taste is to be played.
4. Hall is monitored by chaperones. Students are not allowed to loiter in halls.
5. Once a student is admitted to the building, he/she must pay the admission price and remain inside. Students who leave for any reason ***will not be readmitted.***
6. Only students presently enrolled in Brookfield Central School are to be admitted; however, a Brookfield student may sign in a friend from another district - ***only with prior approval*** - and thus become responsible for that friend.
7. Only students who are present in school on the day of the dance may attend the dance. Students on after-school detention and students on the ineligibility list may not be admitted.
8. The sponsoring organization is responsible for cleaning up after the dance. The building must be left clean and orderly.
9. Teacher chaperones are to be paid by the sponsoring organization. Teachers may donate their time if they wish.
10. Student behavior guidelines must be followed.

## **PROCEDURES FOR OBTAINING DATES FOR CLASS ACTIVITIES**

All after-school activities using school facilities require a Building Use Form to be completed by the faculty advisor. These are available in the Main Office.

An application for a dance can be obtained from the Main Office. This application must be submitted to the Principal for approval at least seven (7) days in advance. Preference for dance dates is given to Seniors and Juniors. Other classes and/or clubs may schedule one dance per year if the calendar year permits.

## **FIELD TRIPS**

The following guidelines apply to all field trips (Pre-K - 12):

1. Field trips are a privilege; therefore, the behavior and attitude of students has to be acceptable to warrant such a trip.
2. There must be one chaperone for every ten students.
3. Swimming on field trips is not allowed.
4. Trips shall take place during the hours of 8:00 a.m. and 2:30 p.m. unless otherwise approved by the Principal.
5. A Field Trip Request Form is to be filled out and submitted to the office for approval at least five days in advance of the trip.
6. Permission slips must be signed by the parent/guardian for each participating student.
7. Clubs are responsible for all transportation costs associated with their trip unless the trip is part of an instructional course.

## **CO-CURRICULAR ACTIVITIES**

It is the policy for all participants in co-curricular activities at Brookfield Central School to observe the following:

1. Each participant is expected to be cooperative with all staff members during the school day (i.e., on the bus, homeroom, lunch time, in all classes).
2. Each participant is expected to make a sincere effort to pass all courses.

## **VOCAL AND INSTRUMENTAL MUSIC POLICY**

Philosophy- To cultivate a school spirit conducive to developing an appreciation of music either as a participant or as a spectator.

Purpose-

- (1) To offer vocal and instrumental music to those desiring to participate.
- (2) To perform before the public.
- (3) To enhance school spirit.

Policy - It shall be the Board policy that any student who wishes to participate may do so as long as that student has the innate ability to perform. The instructor involved evaluates such ability. Such evaluations are subject to review by the Principal.

Credit - Credit for a year's participation in chorus or band is one-half unit. Failure to complete the necessary requirements (listed below) results in a lower course grade.

Requirements -

- (1) Cooperation with the instructor and the group.
- (2) Fulfillment of public appearances.
  - a. Christmas Concert - Band and Chorus.
  - b. Spring Vocal and Instrumental Concert.
  - c. Marching Band - All Senior Band Members must be in Marching Band and attend required parade (a student may be excused for the parade by a written request from the parents two weeks before the parade).
  - d. Attendance at all practices unless excused by instructor.

All students should understand that participation in these organizations is voluntary. No student is allowed to continue in any organization if he/she does not have a **positive attitude**.

## JUNIOR/SENIOR NATIONAL HONOR SOCIETIES

Membership in the National Honor Society is based upon scholarship, character, leadership, citizenship and service to the individual student. Becoming an Honor Society member is one of the highest honors that can be bestowed upon a junior/senior high school student.

Candidates eligible for election to the Beaver Hill Chapter of the Junior National Honor Society must be in the seventh, eighth or ninth grades. Candidates eligible for membership to the Brookfield Chapter of the Senior National Honor Society must be in the tenth, eleventh or twelfth grades.

The election of members to these chapters shall be by a majority of the members of the Faculty Committee. (The Faculty Committee is selected by the NHS Advisor and the Superintendent. )

- ◆ **Scholarship:** Candidates eligible to election in this chapter shall maintain an average of 85% or higher. Candidates shall have spent at least one semester in the Brookfield Central School.
- ◆ **Character:** A candidate should exemplify desirable qualities of personality, uphold principles of morality and ethics, cooperate by complying with school regulations, demonstrate the highest standards of honesty and reliability, and observe instructions, rules, punctuality and faithfulness both inside and outside of the classroom.
- ◆ **Service:** A candidate is willing to assist others, accept responsibility cheerfully and enthusiastically, do committee and staff work uncomplainingly and show courtesy by assisting visitors, teachers, staff and other students.
- ◆ **Leadership:** Candidates are resourceful in proposing new solutions, applying principles and making suggestions. They promote school activities and exercise influence on their peers in upholding school ideals. They demonstrate academic initiative and successfully hold school offices or positions of trust and responsibility.

- ◆ Citizenship: A candidate understands the importance of civic involvement and has a high regard for freedom, justice and respect for the American form of government. Citizenship includes active involvement in the local community.

Any member who falls below the standards in any of these areas used as the basis for his/her election to the Society shall be promptly warned. If during the next regular marking period of the school year, the member fails to meet these standards, the case shall be considered by the faculty committee. This may become a basis for dismissal from the Society. A majority vote of the faculty committee shall be necessary for dismissal. Dismissal is then noted at the National level. Once a member has been dismissed, he/she is never again eligible for membership in the said society.

## **NOTIFICATION OF RIGHTS UNDER FERPA**

Parents or eligible students have a right to inspect and review all education records according to the Federal Family Education Rights and Privacy Act of 1974 (FERPA).

Such parents and eligible students are also entitled to an opportunity for a hearing to challenge the content of such records to insure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights and to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein. Any questions concerning the procedure to be followed in requesting such a hearing should be directed to the Student Records Access Officer.

Student records and any material contained therein that is personally identifiable are confidential and may not be released or made available to persons other than parents or students without the written consent of such parents of eligible students. There are a number of exceptions to this rule, such as other school employees and officials and certain state and federal officials, who have a legitimate educational need for access to such records in the course of their employment. Military recruiters who request student directory information will be given this information unless a parent request in writing that this information not be released.

Parents or eligible students have the right to file with the U.S. Department of Education a complaint concerning alleged failures by the Brookfield Central School District to comply with the requirements of FERPA.

A copy of the Brookfield Central School District's student Records Access Policy may be requested from the Office of the Records Access Officer.

The Brookfield Central School District designates the following information as *directory information*. *Directory information* shall mean and include the following: student's name, parent's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency attended, photographs, and district Internet website. When making public directory information, the Brookfield Central School District shall give annual public notice as to the type of information to be made public and shall allow thirty (30) days after such notice for a parent to inform the school that any or all information designated shall not be released.

## **EMERGENCY PLANS**

The District Safety Committee has established procedures to safeguard the safety and health of students and staff. An annual “Go Home” drill is held to give practice in emergency evacuation procedures. Parents are notified of this drill at least one week in advance. A copy of the Safety Committee’s Handbook is available in the Main Office for review.

## **EVACUATION AND LOCKDOWN DRILLS**

New York State Law requires eight evacuation and four lockdown drills per year. They are designed to avert tragedy and should be carried out conscientiously by all. Homeroom teachers cover procedures for evacuation and lockdown drills during the first week of school.

## **SEXUAL HARASSMENT (STUDENTS)**

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District students an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits all forms of sexual harassment by employees and students. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- A. Submission to sexually harassing behavior is a condition for the successful completion of any course of study or educational and extra-curricular activity, including the acceptance into or rejection from such course or activity.
- B. Conditions exist within the school environment that allow or foster obscene pictures, lewd jokes, sexual advances, requests for sexual favors or other harassing activities of a sexual nature.
- C. Such conduct has the purpose or effect of unreasonably interfering with a student’s academic performance or participation in an educational or extracurricular activity, or creating an intimidating, hostile or offensive learning environment.

The Board acknowledges that in determining whether sexual harassment has occurred, the perspective of the victim as well as the offender’s conduct and/or intentions should be evaluated.

Any student who believes that he/she has been subjected to sexual harassment shall report all incidents of such conduct to the District’s designated complaint officer through informal and/or formal complaint procedures developed by the District. In the event that the complaint officer is the offender, the complainant shall report his/her complaint to the next level of supervisory authority.

Upon receipt of an informal/formal complaint, the District conducts a thorough investigation of the charges. However, if the District has knowledge of or has reason to know of any alleged sexual harassment, the District is obligated, even in the absence of a complaint, to investigate such conduct promptly and thoroughly.

Based upon the results of the District’s investigation, immediate corrective action is taken. Should the offending individual be a school employee, appropriate disciplinary measure are applied, up to and including termination of the offender’s employment in accordance with

contractual and legal guidelines. Should the offending individual be a student, appropriate disciplinary measures are applied, up to and including suspension/expulsion.

The Board prohibits any retaliatory behavior directed against complainants and/or witnesses. Follow-up inquiries shall be made to ensure that harassment has not resumed and that the victims and/or witnesses have not suffered retaliation.

## **SEXUAL HARASSMENT**

Students should follow these procedures for filing a complaint related to discrimination on the basis of sex and/or disability:

1. Report the incident or complaint to the Superintendent. File this complaint in writing within thirty (30) days of the incident.
2. Within fifteen (15) days of receipt of the grievance, the Superintendent shall make a finding in writing that there has or has not been a violation of Title IX (gender discrimination) or Section 504 of the Rehabilitation Act (handicapped discrimination). If a violation has occurred, a resolution shall be proposed. A finding in writing is made within fifteen (15) days and a resolution proposed.
3. If the grievant is not satisfied with the resolution, an informal hearing is held where parties involved appear before the Superintendent and present oral and written statements. This hearing is held within fifteen (15) school days of receipt of the appeal.
4. Within fifteen (15) days, the Superintendent renders a decision.
5. If the grievant is still not satisfied, a request for a Board of Education review can be made within fifteen (15) days to the Clerk of the Board.
6. The Board shall hold a hearing within fifteen (15) days of receipt of this request and shall render a decision in writing within fifteen (15) days after the conclusion of the hearing.

## **GUN FREE SCHOOLS**

1. In accordance with the Gun-Free Schools Law (20 U.S.C.A. Section 3351), the Gun Free Schools Act of 1994 (20 U.S.C.A. Section 8921), New York State Education Law Section 3214(3) and the Board policy, the punishment for violation of Section IV subsection (B)(2)(h) shall be a suspension from attendance upon instruction for a period of not less than one calendar year, unless the Superintendent shall determine to modify such punishment. The Superintendent's determination shall be on a case-by-case basis.
2. The term "firearm" as used in Section IV subsection (B)(2)(h) is defined in 18 U.S.C.A. Section 921(3) and shall include any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. The term "destructive device" means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, mine or any device similar to any of those devices already described in this paragraph. Except that "destructive device" shall not mean any device not designed or redesigned for use as a weapon.

3. The superintendent shall refer a pupil who has been determined to have violated Section IV subsection (B)(2)(h) as follows:
  - a. If the pupil is under 16 years of age, to a presentment agency for a juvenile delinquency proceeding; except a pupil 14 or 15 years of age who qualified for juvenile offender status in accordance with the Family Court Act, Article 3.
  - b. If the pupil is 16 years of age or older, or 14 or 15 years of age who qualifies for juvenile offender status, to the appropriate law enforcement agency.

**BROOKFIELD CENTRAL SCHOOL**  
**ACCEPTABLE USE POLICY (AUP)**  
**REGARDING USE OF COMPUTER TECHNOLOGY**

**INAPPROPRIATE USES OF TECHNOLOGY AMONG USERS  
INCLUDE THE FOLLOWING:**

1. Violation of the property rights and copyrights in data and computer programs.
2. Intentional or neglectful destruction or damage of other users' data or programs.
3. Unauthorized access to and use of an account, and the network facilities or use of such facilities, for purposes other than those for which they were permitted the user.
4. Unauthorized access to and use of an account, and the network facilities for personal or private gain.
5. Reading or use of private files/data without proper authorization.
6. Unauthorized attempts to alter computer hardware or software.
7. Unauthorized use of "outside" software.
8. Use of the network for slanderous, abusive, intimidating, or otherwise offensive messages.
9. Using the network to send or display unsolicited, non-education related messages or pictures that are offensive, obscene, harassing, attacking, or insulting to others.
10. Fraudulent use of another person's name or ID to send or receive messages or pictures - or to gain access to network software.
11. Use of the Internet for purposes other than education and educational research. Inappropriate uses includes e-mail, downloading, accessing social networking sites, or streaming music, video, images, etc.
12. The above rules apply to students who use their own personal computer on the school's network connection.

**BROOKFIELD CENTRAL SCHOOL TECHNOLOGY USER**

*Agreement and Authorization*

When there is any indication of unauthorized use or abuse of the system, or any other action, which interferes with the proper functioning of the system or infringes on the rights of other users, Brookfield Central School will be authorized to investigate. Unethical or irresponsible use of the system will be referred to the building administration for appropriate disciplinary or legal action.

As a system user, I have the responsibility to maintain the integrity of the system and to use it only in an authorized and appropriate manner.

**I am aware that the District has the right to monitor my technology use including computer and Internet use and that my privileges could be lost due to inappropriate use.**

User's Name (Please Print): \_\_\_\_\_

Grade: \_\_\_\_\_

Date: \_\_\_\_\_

User's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# BROOKFIELD CENTRAL SCHOOL

## TECHNOLOGY VIOLATIONS

Access to the computer network is easy and enjoyable as long as certain guidelines are followed. The use of the computer network is a privilege for authorized users only. With this privilege comes the responsibility for using the network appropriately. **Access to the Internet is for Educational purposes only.** The use of our Internet account must be in support of education and research and consistent with the Educational objectives of the Brookfield School District. Students should always have a specific subject matter in mind where they use the Internet. **There should be no expectation for privacy when using District technological resources!**

## RULES

All authorized users of Brookfield Central School's computer resources must have a signed written agreement on file with the District office as to the terms of authorized usage of the computer facilities.

- Logging in under another USER's ID.
- Seeking to gain access to another student's files.
- Using improper language on the computer, sending it to another person, or printing.
- Doing any physical damage to the computers; any and all components of the network system.

Inappropriate use of the Internet, including, but not limited to: security violations, vandalism, browsing and downloading, e-mail, non-educational video streaming, accessing social networking sites, etc.

Failure to do so will result in denial of a user's access and use of computers, both stand-alone and network in Brookfield Central School District.

- 1st Offense - Losing computer privileges for two weeks.
- 2nd Offense - Losing computer privileges for the remainder of the school year.
- Loss of all computer privileges; held liable for those damages.

1st Offense - Loss of Internet privileges and/or computer usage for two weeks.

2nd Offense - Loss of Internet privileges and/or computer usage for the rest of the year.

\*\* Consequences are at the discretion of the Superintendent.

**This signed AUP is effective for the student's entire time of enrollment at Brookfield Central School. You will be notified of any changes and/or updates to the AUP. These changes will be listed on the BCS website.**