

Brookville Intermediate School

Brookville Intermediate School
2 Blue Pride Drive
Brookville, OH 45309
Telephone: 937-833-6731
Fax: 937-833-6756

Erin Wheat, Principal
Lynne Sayre-Nickell, Asst. Principal Gr. 7-8

This agenda belongs to:

Name _____

Grade _____ **Homeroom Teacher** _____

TABLE OF CONTENTS

WELCOME.....	3
Academic Awards Program.....	4
Assemblies.....	4
Association with High School Students.....	4
Attendance Procedures.....	4-5
Band	5
Before, During, and After School	5
Bus Transportation Services	5-6
Care and Use of the Building	6
Code of Conduct for Students	6
Conferences.....	6
Course Offerings	6
Dances.....	6
Detentions.....	6-7
Dress Code.....	7
Drop-Off & Pick Up.....	7
Early Dismissal	7
Electronic Devices	8
Elevator	8
Expulsion/Suspension from Other School Systems.....	8
Extracurricular Activities	8-9
Field Trips	9
Foundation Skills.....	10
Grade Reporting	10
Guidance.....	10
Health & Nursing Services.....	11
Homework Policy.....	12
Inclement Weather.....	12
Insurance.....	12
Library Media Center (LMC) Guidelines.....	12
Lockers.....	13
Locker Room.....	13
Lost and Found.....	13
Lunch and Food Services.....	13-14
Parent Group.....	14
Playground & Recess Policy.....	14
School Behavior & Expectations.....	14
Search & Seizure.....	14
State Assessments.....	15
Student Attendance at School Events.....	15
Student Fees.....	15
Student Rights of Expression.....	15
Suspension.....	15
Tardy Procedure.....	15-16
Textbooks.....	16
Visitors.....	16

**WELCOME TO
BROOKVILLE INTERMEDIATE SCHOOL
2021-2022**

Dear Students and Parents,

Welcome to the 2021-2022 school year! *The mission of Brookville Local Schools is to challenge, prepare and support all students to realize their full potential.* Together we can accomplish this mission for all of our students.

This handbook is a guide that is prepared to assist students and parents with information regarding school policies and procedures that have been outlined to help our school run more effectively. We ask that you look through it at the beginning of the year and then refer to it as needed to answer questions that may arise at a later time. Please do not hesitate to call if you have any questions regarding the information presented here.

Brookville Intermediate School serves students in grades 4 through 8 on their educational journey. We are proud to have families, staff and programming that help us foster student development in a caring environment. We offer a strong academic program with many opportunities for student involvement. Band, choir and athletic teams provide students the opportunity to perform musically and physically. Academic clubs such as Art Club, Yearbook, Student Council and Robotics Club give students a chance to expand their mind through interest-based involvement. Additionally, K-Kids and Builders Club provide students a chance for growth through community service. We encourage all students to participate in some additional way here at BIS

While we are proud of our successes and student growth opportunities we also always welcome your involvement and input. If you have any questions, comments, or concerns please contact me directly. It is my pleasure to assist you and your student in any way I can.

Warmly,

Erin Wheat

Principal

ACADEMIC AWARDS PROGRAM

Students are recognized for their academic achievements at the end of each quarter. The honor roll categories are:

- All A's for the grading quarter – Honor Roll with Distinction.
- All A's or B's for the grading quarter – Honor Roll.
- **V.I.P. (Very Improved Performance):** Given to students who have raised two letter grades in one subject over the previous nine weeks or one letter grade in two subjects. They may not have dropped in any other subject. The VIP award is given beginning the second quarter of each school year.

ASSEMBLIES

Students are expected to follow these guidelines for behavior when attending all assemblies:

- Move to the auditorium/gymnasium quietly and enter/exit in an orderly manner. When entering, students need to look for directions where to sit and should remain seated until excused. When entering the gymnasium, students should use designated aisles to go up/down steps instead of stepping on bleacher seats.
- Show appreciation for performers/speakers with applause and be gracious and understanding if a mistake or delay should occur.
- Respect classmates who are sitting nearby being quiet, keeping feet off the seat in front and sitting appropriately.
- Students who are asked to leave an assembly for inappropriate behavior will not be invited to the next assembly and may face other disciplinary actions.

ASSOCIATION WITH HIGH SCHOOL STUDENTS

Efforts are made to keep socializing between High School and Intermediate School students to a minimum due to the age difference. Students in unauthorized areas will be disciplined.

ATTENDANCE PROCEDURES

Good attendance is essential for academic progress. **It is most important that students be in school unless there are legitimate reasons for their absence.** The Board of Education states that absences are considered excused only for the following reasons:

- Personal illness or injury
- Medical or dental appointments that can not be scheduled at other times
- Illness or death of a family member
- Religious holidays
- Other emergency circumstances approved by the principal

Please notify the office of a student's absence as early as possible at 833-6731. **State law requires that a written note be presented to the school office upon the child's return to school. The note must contain:**

1. **Child's full name**
2. **Day(s) and date(s) of absence**
3. **Reason for absence**
4. **Parent signature**

Students will be given a grace period equal to the number of days missed to make up work for EXCUSED absences only.

Parents may apply for a pre-arranged, **unexcused** absence in instances where it is absolutely necessary for the student to be out of town. This must be done prior to the absence by sending a letter to the principal explaining the reason for the absence. A pre-arranged absence allows the student to make up missed work, but does not excuse the absence. **ABSENCES FOR VACATIONS ARE CONSIDERED UNEXCUSED AND ARE STRONGLY DISCOURAGED.**

Perfect attendance is honored each quarter when a student has had no early dismissals and no tardies while being present all days. A student is tardy after 7:50 a.m.

House Bill 410 significantly changes Ohio law and redefines school attendance. Students will no longer be denoted absent in days missed. They will now be denoted absent in hours missed. HB 410 also redefines what it means to be habitually truant. Once a juvenile is deemed habitually truant court intervention may be considered.

Habitually Truant

New Definition	Prior Law
30 or more consecutive school hours	5 or more consecutive school days
42 or more hours in one school month	7 school days in one month
72 or more hours in a school year	12 or more school days in a school year

District requirements have also changed under HB 410. The school district is required to notify a student’s parent, guardian or custodian in the event the student is absent with or without legitimate cause or for specific hours that are unexcused.

District Notification

With or Without Legitimate Cause	38 hours in one school month (approx. 5 days)	65 hours in a school year (approx. 9 days)	
Unexcused	30 or more consecutive hours (approx. 4 days)	42 or more hours in one school month (approx. 6 days)	72 hours in a school year (approx. 10 days)

Once a student reaches any of the above 3 unexcused thresholds, the parent/guardian may be referred to an Absence Intervention Team.

BAND

Students in grades 5-8 may participate in the Intermediate School band. Students and parents need to understand that this requires a time commitment for practice and that there is a financial commitment for the student to play the instrument of their choice. The band director should be contacted by students interested in instrumental music. PLEASE NOTE THAT ENROLLING IN BAND IS A YEAR LONG COMMITMENT.

BEFORE, DURING, AND AFTER SCHOOL

Students in grades 4-8 are to arrive at school between 7:40 and 7:50 a.m. Only students eating breakfast are permitted to arrive before 7:40. **PARENTS, PLEASE MAKE SURE THAT STUDENTS DO NOT ARRIVE BEFORE 7:40 A.M. STUDENTS WILL NOT BE PERMITTED IN THE BUILDING UNTIL 7:40 AS THERE IS NO SUPERVISION UNTIL THAT TIME. (Intermediate School students are not permitted in the building after 2:40 p.m. unless they are supervised by an approved adult advisor or staff member.)**

BUS TRANSPORTATION SERVICES

Students will ride only assigned buses and may board and depart at assigned stops only. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

Bus Rules

Expectations for student behavior are the same as those behaviors expected while at school or on any school property. Students who violate the rules of conduct will be referred to the principal for disciplinary consequences which may include loss of transportation services.

In addition, students are expected to:

- Arrive on time to catch the bus.
- Stay back from the bus loading zone.
- Board and exit in a courteous and orderly manner.

- Keep the aisle clear at all times.
- Cross the street at least ten feet in front of the bus and only after being signaled by the bus driver to cross.
- Stay seated at all times and sit in assigned seats unless otherwise directed by the driver.
- Refrain from eating while on the bus and keep the bus free of litter.
- Talk quietly and remain silent at railroad crossings and other places of danger specified by the driver.
- Keep all body parts inside the bus at all times.
- Refrain from transporting animals, firearms, glass, sharp objects, or chemicals of any kind on the bus.
- Use the emergency door only for emergency situations or emergency evacuation drills.

CARE AND USE OF THE BUILDING

Students are expected to participate with staff members in keeping our building environment clean, free of litter and safe at all times. Students who destroy, damage or cause loss of property will be required to pay for the damage or replace the item and may also be subject to disciplinary actions.

CODE OF CONDUCT FOR STUDENTS

Every student will receive a document which outlines the rules, regulations and due process procedures that are designed to protect all members of the educational community regarding student conduct and student discipline. Parents and students should read the document together so students are informed at the beginning of the year.

CONFERENCES

Parent/teacher conferences are held twice a year; once after 1st quarter grades and once after 3rd quarter interims. Parents are always welcome to request other conference times throughout the year.

COURSE OFFERINGS

4th grade – Language arts, social studies, science, math, music, physical education, STEAM, foundation skills.

5th grade – Language arts, social studies, science, math, STEAM, band, chorus, foundation skills, physical education.

6th grade – Language arts, math, social studies, science, STEAM, band, chorus, foundation skills, physical education.

7th grade – Language arts, math, social studies, science, STEAM, band, chorus, health, physical education, foundation skills, various exploratories.

8th grade – Language arts, math, social studies, science, STEAM, band, chorus, industrial technology, physical education, foundation skills, various exploratories.

DANCES

Intermediate School dances are sponsored by the student council and may be attended only by Brookville Intermediate School students from the seventh and eighth grade. Sixth grade students may be invited to the last dance of the year. All dances are attended by an administrator, the sponsor advisor and other chaperones. Students with repeated major school infractions, or who have demonstrated inappropriate behavior at a previous dance, may not be permitted to attend dances. Appropriate dancing is expected. Sexually suggestive or lewd dancing is prohibited and removal will occur if students do not comply. Students who are absent the day of the dance may not attend. Students are required to stay for the length of the dance. The only exception is if a parent comes to pick them up, enters the building and checks in with the principal or a staff member. Students are to arrange for their transportation to pick them up to coincide with the end of the scheduled dance time. Students are to behave according to the Student Code of Conduct.

DETENTIONS

Detentions for students may be assigned up to 60 minutes before school, after school or during lunch. Students will be permitted to bring a pack lunch or buy lunch as usual during lunch detention. Some teachers may assign their own detentions

to be served in individual rooms. Students are expected to notify their parents of any detentions to be served and parents are responsible for arranging transportation for students to arrive promptly for the beginning of the session.

DRESS CODE

The purpose of the Personal Appearance code is to provide an atmosphere that is both conducive to learning and safe for all students. The school setting is a training ground for the world of work, and learning to dress appropriately is a part of that training. A committee of student government representatives, teachers, parents, and an administrator developed the following expectations. It is the responsibility of all school employees to address violations and to make necessary referrals to the building principal(s) for appropriate consequences.

1. Hair should be neat and clean and should be a color that will not cause a disruption to the educational process. Students working in areas where the teacher deems long hair dangerous will be required to take protective measures.
2. Hats, visors, head gear, or other apparel worn around the head (bandanas, sweat bands, etc.) are not permitted except for medical or religious reasons.
3. Sunglasses will **not** be worn during the school day unless a physician's note verifies the need to do so.
4. Students cannot wear garments with spaghetti straps, halter-tops or strapless tops. Tops must have two straps at least three inches wide and sleeveless garments must fit closely under the arm. Garments that are see-through, that expose any part of the cleavage, or that expose one's midriff in either front or back while sitting are not acceptable. Bareback clothing, undergarments worn as outer clothing, and pajamas will not be permitted.
5. Shorts must be mid-thigh in length. Spandex shorts are not permitted. Clothes that are excessively tight or revealing are not permitted.
6. Skirts must be no shorter than three inches above the knee.
7. Shoes must be worn at all times. Shoes with rollers must have rollers capped or removed during school and at all school functions.
8. Clothing that refers to or promotes any drugs, alcohol, tobacco, witchcraft, satanic groups, use profanity, make sexual references, or display a sign of disrespect or hatred toward others is not allowed.
9. Clothing that degrades racial, ethnic, sexual orientation, or religious viewpoints are not allowed.
10. Clothing should be worn as the manufacturer intended and inappropriate holes, tears, cutoff sleeves, etc., are not permitted. "Sagging" is an example of clothing not being worn as the manufacturer intended. Pants are to be worn around the natural waistline.
11. Facial painting is not permitted unless the administration deems it appropriate.
12. Articles of clothing or accessories deemed a safety hazard or danger will not be permitted.

Consequences:

- 1st Referral: Warning - parental notification. A change of clothing will be made.
- 2nd Referral: After school detention - parental notification. A change of clothing will be made.
- 3rd Referral: Saturday morning detention - parental notification. A change of clothing will be made.

DROP-OFF AND PICK-UP FROM SCHOOL

The circle area in front of the school is the area used for 4th – 6th grade students who are dropped off or picked up from school. This is a one way drive and should be entered with caution. **Never leave your car unattended by the curb.** Should you need to enter the building, please park in the lot in the center of the circle. This area can become congested quite easily, so we ask that your child be ready to exit the right side of the car quickly allowing others to move forward without delay. Overall, we ask that you be patient and allow enough time so that you are not in a hurry. 7th & 8th grade students and their siblings are to be dropped off at the event entrance of the high school. **Caution is required at all times for the safety of our students!**

EARLY DISMISSAL

Students who need to leave school before dismissal time are required to bring a written request from the parent/guardian and **present it to the office before the start of the school day.** All students leaving school during school hours must be signed out by their parent/guardian.

ELECTRONIC DEVICES

Devices such as headphones, netbooks, smartphones, and other mobile technology may only be used during class for educational purposes, after a teacher has received permission from the principal. The student and their parent/guardian must sign a “bring your own device” permission slip and a teacher must give permission to the student to use the device. Students are expected to follow the Acceptable Use Policy at all times and to follow any requests of staff members regarding the use of such devices. CD players, MP3 players, cell phones, radios and gaming or other electronic devices may not be used during schools hours for non-educational purposes and should be off and in lockers when not being used as described above. Electronic devices may not be used in non-educational settings included but not limited to hallways, cafeteria, playground, etc. **Students who choose to bring these devices on school property do so at their own risk of loss, theft or damage.**

ELEVATOR

Students are not permitted to ride the elevator without written permission from the main office. Students violating this policy will face disciplinary consequences.

EXPULSION/SUSPENSION FROM OTHER SCHOOL SYSTEMS

The expulsion/suspension of any student from another school district shall be honored by the Brookville Local School District.

EXTRACURRICULAR ACTIVITIES

The following is a list of some after school activities that may be offered. All activities are contingent upon a minimum number of students signing up for that activity.

***Art Club** – Grades 7/8

***Builder’s Club** – A service club for grades 7/8

***K-Kids** – A service club for grades 4-6

***Robotics** – Grades 4-8

***Student Council** – Grades 7/8

***Yearbook** – Grades 6-8

***Athletic Competition** - For seventh and eighth grade students, athletic competition is offered in wrestling, football, track, softball, cross country, basketball, cheerleading and volleyball. All students are encouraged to try out for the team of their choice. Awards for athletics will be decided upon by the athletic council. County programs and peewee programs are not considered pre-requisites for participation in the athletic program.

Athletic Requirements:

Athletic participants are representatives of our school. They are seen by fellow classmates, teachers, school officials, parents, students, and adults from rival schools and are responsible for how others view our school. It is expected that athletes show pride in our school and exhibit good sportsmanship and respect at all times.

1. All interscholastic athletics in the Brookville Local School District shall be in accordance with the constitution and rules of the Ohio High School Athletic Association.
2. An athletic board of control shall coordinate the athletic programs in the district.
 - a. All athletes participating in interscholastic athletics are required to have a physical exam. The OHSSA form is required.
 - b. If a student enrolled in grade 7 or 8 attains the age of 15 before August 1 of a given school year, the student shall be ineligible to participate in the High School or Intermediate School interscholastic athletic program.
 - c. All students participating in the athletic programs at the Intermediate School and High School level must be covered by an accident insurance policy in one or more of the following manners:
 - (1) The insurance policy furnished by or to the parents, i.e., private or industrial which covers the student in all athletic participation.

- (2) School insurance purchased (in part or in total) either by the parent, the student, or by interested persons or parties.
- (3) Indigent Athletes - the insurance policies are taken care of by interested persons or parties, if the need arises or is determined.

The Board of Education, administration, advisors, directors, and coaches of the Brookville Local Schools believe that scholastic endeavor is the most important ingredient of the educational process. This philosophy necessitates the establishment of minimum academic standards for students participating in extracurricular activities. This emphasis on scholarship will further stress the importance of academic achievement, enabling the students to develop greater potential for post-high school opportunities. Students participating in extracurricular programs will be required to be in full compliance with the standards established by both the Brookville Board of Education and the Ohio High School Athletic Association. Intermediate School students must have received passing grades in a minimum of five one-credit courses carried the preceding grading period. Eligibility requirements for extracurricular participation will be as follows:

1. Term requirements:

A student will maintain a 2.0 grade average for each grading period. The procedure used to calculate the average will be the same as that used to determine the school honor roll and class rank. If a student fails to maintain a 2.0 grade average, the student will be placed on probation. The student must have achieved the 2.0 and received passing grades in 75% of their subjects carried by the end of this probationary quarter to be deemed eligible for the upcoming quarter.

2. Weekly requirements:

A student receiving more than two "F"s on the weekly eligibility report will be ruled ineligible for the following week(s). Grades are cumulative from the beginning of each quarter. Week is defined as Monday through Sunday. This is applicable to all courses that offer academic credit.

3. Attendance:

As a general rule, any athlete who does not attend a full school day will not participate in a practice/game that day unless prior approval is granted by a school administrator. Exceptions will be granted for students who sign-in late as long as they are in attendance by 9:30 a.m. Repeated exceptions may not be granted to students who sign out ill, regardless of how many periods they attend. Students who sign out for an appointment must receive approval from a school administrator before participation in a practice/game that day. Any exceptions to this policy regardless of the circumstances will be the decision of the school administration. Athletes should refer to the Athletic Code of Conduct for further details.

The policy of fostering academic excellence and involvement in the extracurricular activities is being pursued for the growth and development of Brookville students.

FIELD TRIPS

Each student must have written permission from his/her parent or guardian before attending a school sponsored trip. Students with repeated school infractions, or who have demonstrated inappropriate behavior on a previous field trip, may be denied participation on a field trip.

- **Overnight or extended day field trips:** Attending overnight field trips is a privilege. Students who have exhibited inappropriate behaviors that have resulted in any of the following consequences will be ineligible to attend any overnight or extended day trips:
 - A. Repetitive assignment to detentions
 - B. Two or more Saturday Schools
 - C. One or more days of suspension
 - D. Two or more days of In School Isolation
 - E. Emergency Removal
 - F. Expulsion

FOUNDATIONAL SKILLS

We firmly believe there are universal qualities that will help Brookville Students be successful as they move on to HS, college and/or work. These universal qualities of work and performance will be carried to all classrooms while being taught and emphasized with our learners.

These qualities include:

- **GRIT:**
Grit is a combination of passion and perseverance that is a core attribute of successful problem solvers. Students will be asked to be mindful of situations that cause frustration, failure or disappointment and to practice and document ways in which they continued to show progress when challenges arise.
- **PROJECT BASED LEARNING COMPETENCIES:**
Students will be challenged to think creatively and collaboratively. Learning opportunities that spur innovation and persistence will be provided. Students will be asked to re-evaluate failure and be introduced to the concept of Habits of Mind and asked to think about their thinking and learning in new ways.
- **PROFESSIONAL SKILLS:**
Students will learn to communicate with peers and adults in respectful and appropriate ways. Students will use proper vocabulary, etiquette, formatting and tools with interacting and contacting and interacting with adults. Students will understand the attributes of high quality work and demonstrate high quality products and performances.
- **REFLECTION FOR IMPROVEMENT:**
Students will understand the importance of critique and feedback as a way to improve performance and learn from others. Students will learn the traits of the feedback and critique and demonstrate these appropriately. Students will learn to accept feedback gracefully. Students will plan, monitor and assess their own understanding of their performance. These practices will increase a student's ability to transfer and adapt their learning to new contexts and tasks.
- **ACCOUNTABILITY:**
Students will learn about the importance of deadlines, expectations and how to manage workload. Students will be asked to own their preparedness for projects and to follow through on designated responsibilities and assignments
- **TECHNOLOGY LITERACY:**
Students will learn how to identify technology that best accomplishes a specific tasks. Students will explore and utilize a variety of tools for a wide variety of purposes. Students will show respect and care for various tools and understand appropriateness of use.

GRADE REPORTING

1. The school year is divided into four nine week grading periods. Interim reports are posted the fifth week of each quarter and report cards are sent home at the end of each grading period.
2. Progress book is the on-line program used by teachers to record and assign grades. This program is available to parents on-line by entering a username and password. If you need assistance with this, please contact the office.
3. Schedule of grade ranges:

A	-	93-100	D	-	60-69
B	-	83-92	F	-	Below 60
C	-	70-82			

Semester grades are determined by averaging the two quarter percentage grades. Final grades for the year are determined by averaging the two semester percentage grades.

GUIDANCE

Students and parents are encouraged to discuss academic, emotional or social concerns pertaining to school with our counselors. Mrs. Neely serves students in grades 4-6 and Mrs. Spangler serves students in grades 7-8. Parents may arrange a conference with the counselor by calling the school at 833-6731.

HEALTH AND NURSING SERVICES

If a child has a fever or shows signs of illness, he/she should remain at home. Children may return to school after being fever free for 24 hours without the use of medication.

If a student becomes ill at school, he/she **must** notify the classroom teacher to receive a pass to the clinic. The child will be attended to by the nurse/office personnel at which time the child will return to class or the parent will be contacted to pick the child up.

- Parent contact will be made if:

The student is acutely ill with fever, vomiting, severe coughing, etc. or if the student is believed to have a contagious condition such as pink eye, head lice, a virus, rash, etc.

All injuries and/or accidents on school grounds, property, or school sponsored events must be reported to the staff person in charge of that activity. If the injuries are mild, the student will be treated and return to class. If medical attention is required, the parent will be contacted.

The family is ultimately responsible for the health care of their child. If parents are contacted to pick up their ill or injured child, they are expected to do so within a reasonable amount of time. If the parent cannot be reached, additional contacts listed on the emergency form will be contacted. In rare cases of an emergency, an ambulance will be called to the school and the parent will be notified as soon as possible.

Medication Procedure:

It is the policy of the district that all medication be administered at home, but there are times when a student must take medication at school. If a student needs to take any medication including over the counter medication (Tylenol, Advil, cough drops, creams, etc.) the following procedure must be followed:

1. Complete a medication request form. This form is available from the office. **The form must be signed by the parent and the doctor.**
2. Medication is to be delivered to the office by the parent/guardian.
3. The medication must be in the original container in which it was dispensed or purchased. The container should have the student's name labeled on the bottle.
4. All medication is secured in the clinic/main office except asthma inhalers and Epi-pens. Asthma inhalers and Epi-pens may be carried by the student, but a self-carry medication form must be on file. Students are not permitted to carry any other medications.
5. The student is responsible for coming to the clinic/office to take the medication.
6. **School personnel are not permitted to give medication without a completed form.**
7. Medication forms are in effect for one school year or less depending on when the medication form is received. **Medication forms must be resubmitted every school year.**

Medication procedures also apply to student field trips. Staff members carry medications on field trips.

Immunizations:

All students are required to have a current immunization record on file. Exceptions will be made only if the school receives a written statement from the parent indicating a medical or philosophical reason for exemption. The school will contact parents of students who do not meet state minimum requirements. Students who do not meet immunization requirements will be excluded from school attendance until the immunization record is complete. Special note regarding upcoming 7th grade students: Students entering 7th grade must show proof of two MMR (measles, mumps, and rubella) vaccines, Tdap booster and one dose of Meningococcal (MCV4).

Vision and Hearing Screening:

All students in the 5th and 7th grade will be screened for vision and hearing as required by the Ohio Department of Health. If the student does not pass the screening, parents will be mailed a written notification and recommendation. Parents and staff members may request additional screenings of students when observations warrant intervention.

HOMEWORK POLICY

Homework policies will be set by individual teachers and/or grade level teams. If a child is spending an extended period of time completing homework on a regular basis, the teacher should be contacted so that a conference can be held to discuss areas of difficulty.

INCLEMENT WEATHER

Local TV, radio stations and their websites will report any delays, cancellations or early dismissals due to severe weather. While at school, students will be notified by the office of any impending situations that require special instructions as to how and where to proceed. It is never too early to discuss with your child your expectations of where to go and what to do if we should have an early dismissal for weather/emergency related situations.

INSURANCE

Upon approval of the Board of Education and upon recommendation of the superintendent, student accident insurance may be purchased annually from a company that provides coverage for accidents occurring on school premises or going to and from school. Enrollment is early in the school year when materials are sent home with students. **Applications for the insurance will be accepted only during the enrollment period. The Board assumes no legal or financial responsibility.**

LIBRARY MEDIA CENTER (LMC)

1. Students are responsible for the care and return of all books and materials checked out to them.
2. Checking out books:
 - a. Books may be signed out for two weeks at a time; however, they may be twice renewed (for a total of six weeks). This time will be extended only under certain circumstances. Books may be returned to the LMC anytime. A student is to have only two books charged out in his/her name at any given time.
 - b. Reference books may be checked out for overnight only.
 - c. Magazines are not checked out of the library.
3. Overdue books:
 - a. A bimonthly overdue book notice, as well as overdue fines notices, will be given to homeroom teachers for distribution to students. These notices are sent to remind students in plenty of time of library problems.
 - b. Students with overdue books will be charged a fine of five (5) cents per school day. Fines on overnight books will be twenty five cents per school day. There will be no charge for the days a student is absent from school, for days school is not in session, or for days used for testing.
 - c. A student with an overdue book may return that book even though he/she is unable to pay the fine when the book is returned. The computer will record the fine. The fine can then be paid at a later date, thus, eliminating any further fines.
4. Lost /damaged books and magazines:
 - a. Books which a student declares lost or not returned at the end of the year will be billed for the full value of the book.
5. Each individual student using the LMC from study hall and/or academic classes must have a properly signed pass.
6. At the discretion of the media specialist or library staff, students may use the library during the academic class periods and then only if the teacher has made prior arrangements with the library staff.
7. To protect yourself, report immediately to the library staff, any damage or written marks you find in books or magazines.
8. Any student who causes a distraction, disruption, or displays rudeness with other students or library staff will be asked to leave.
9. Library Media Center and Computer Lab Behavior:
 - a. Refer to the "Student Code of Conduct"

LOCKERS

Every student in grades 4-8 will be issued a locker to store textbooks, school materials, and/or personal belongings. Students should never give their combination to anyone, and need to make sure their locker is kept locked at all times. Students may not write on lockers or place stickers or other items on lockers that may deface or damage them. Lockers should be organized so that the locker will close. No items should be left on the floor or hanging out of lockers. It is suggested that students bring smaller book bags as opposed to larger ones to help with the limited space.

- Gym lockers are available for use during P.E., but must be cleared out at the end of the period.
- Athletes participating during a particular season may store items in a locker that has been assigned to them. These athletes are expected to provide a lock for their assigned locker which must be removed as soon as the athletic season comes to an end.

NOTE: Lockers are the property of Brookville Local Schools and can be searched at anytime

LOCKER ROOM

Locker rooms are provided for students to have privacy. Students are expected to use them for storage and/or dressing during P.E. and athletics. If students participate in after school athletics and store items in a locker, it is suggested they provide their own lock. Appropriate behavior is expected at all times.

LOST AND FOUND

Although the school is not responsible for lost, stolen, or damaged personal property, school officials will make every effort to help students protect their things. Articles that are found should be turned in to the office where they will be held until claimed. After thirty days, unclaimed money will be returned to the finder. Four or five times a year the articles not claimed will be donated to a charitable organization.

LUNCH AND FOOD SERVICES

The Brookville Local Board of Education assures the Ohio Department of Education that the policies and guidelines as adopted by the Brookville Board of Education will be observed to determine the eligibility of children in accordance with the National School Lunch Act. All students who are eligible shall be given a Class A lunch or purchase a Class A lunch at a reduced price. (Class A lunch consists of a serving of a meat or protein, two servings of vegetables and/or fruits, a serving of bread, and milk.) Although students are permitted to bring lunches from home, no carbonated beverages are permitted. Students are encouraged to pay in advance for their lunches. Checks should be made out to Brookville School Cafeteria.

Free and Reduced Lunches

Applications for the Free and Reduced Lunch Program can be obtained from the Intermediate School Office or cafeteria.

LUNCHROOM EXPECTATIONS

Feeding approximately 600 students on a daily basis can be a challenging activity. The cooperation of all students is necessary for this process to happen efficiently. Therefore, students are expected to have appropriate lunchroom behavior at all times. This includes:

- Entering and exiting the cafeteria in a quiet manner.
- Talking only to the lunchroom workers while going through the lunch line and using appropriate manners when being served.
- Having money ready when approaching the cashier.
- Sitting in assigned areas (no saving seats).
- Using quiet talking voices while in the cafeteria (no shouting).
- Cleaning up after eating and pushing chairs in when dismissed.
- No trading food or drinks should occur at anytime (it is unacceptable to touch another person's tray or food at anytime).
- No food or drinks are to leave the lunchroom.

- Respect should be shown at all times to all students and staff in the cafeteria. Disciplinary actions will be taken with students who refuse to follow these expectations.

PARENT GROUP

Brookville Intermediate School has a parent group that works to support the students and functions of the school. All parents are invited to the meetings. Parent involvement is needed to help with fundraisers and chaperoning activities. The group can be contacted by calling the school office.

PLAYGROUND & RECESS POLICY

Outdoor recess for grades 4-6 will be held on days when the temperature, including wind chill, is 20 degrees or higher. Conditions of the playground will also be given consideration. **Recess is meant to encourage socialization and to give students a recreational break from the classroom. The following rules must be followed for the safety and enjoyment of all students:**

- Upon being released for recess, no student will remain in the building without teacher permission.
- Students at recess are to play on the blacktop and mulch area, but may not play in the grassy area unless given permission by the recess monitor.
- **Students are not to engage in rough-housing, horseplay or any form of tackling or physical aggression while playing games.**
- **Students must treat others with respect and refrain from name calling, teasing, bullying or any forms of abusive language.**

ANY OF THE ABOVE BEHAVIORS WILL RESULT IN STUDENTS LOSING RECESS PRIVILEGES AND POSSIBLE DISCIPLINARY ACTION.

SCHOOL BEHAVIOR AND EXPECTATIONS

Students are expected to recognize that school is a **formal setting**. Therefore certain behaviors are expected that students may not follow when outside of the school setting.

1. Be courteous at all times with staff, students and guests.
 - Use normal voice levels and refrain from shouting or loud voices.
 - Use kind words – sarcasm is not appropriate in formal settings.
 - Use manners, saying “excuse me, I’m sorry” and “please” when appropriate.
 - Keep comments and opinions about others to yourself.
 - Report inappropriate actions to a staff member.
2. No running or horseplay at anytime! (Keep hands, feet and objects to yourself.) The excuses, “I didn’t mean to” or “I was just playing” are unacceptable.
3. Walk on the right side of the hallway and refrain from congregating in groups that make it difficult for others to walk in the hall.
4. Respect school property and the property of others. The school building belongs to you. Help keep BIS clean by putting trash in proper containers, keeping hands, feet and marks off of walls, doors, etc., keeping lockers closed and by reporting vandalism. Leave other student’s property alone.

It is impossible to list all items and/or actions that may not be appropriate for school situations. Any item or action that may cause a disturbance or be dangerous or intimidating to others should not occur or be brought to school.

SEARCH AND SEIZURE

Please consult the Code of Conduct.

STATE ASSESSMENTS

All students in grades 4-8 will be administered Ohio Assessments on an annual basis. Dates will be determined at a later time. We ask that whenever possible, parents refrain from scheduling any appointments for students during this time.

STUDENT ATTENDANCE AT SCHOOL EVENTS

Students are encouraged to attend as many after school events as possible, without interfering with their school work 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.

STUDENT FEES

Student fees must be paid in full before any student is allowed to participate in school sponsored "extra" events. This includes, but is not limited to the 8th grade Washington D.C. trip. This also includes sports participation fees.

STUDENT RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Before any student distributes or displays material, permission must be given by the principal.

SUSPENSION

This is the removal of a student from school and school-related activities for a period of one (1) to ten (10) days. During the period of suspension, the student is not allowed in the building or on the school grounds or bus. The first suspension, students may make up work. Students will not get credit for further suspensions. Make-up privileges may be granted for missed work during the suspension with approval of the principal. To get credit, the work must be turned in the first day a student returns from suspension.

TARDY PROCEDURE

Tardy to school

Students are expected to arrive to school on time. When a student is late to school it interrupts the classroom environment for all students. Students are considered tardy to school when they are late to the first period of the day. The following are the consequences for each unexcused tardy to school.

3rd tardy: Warning - Notification to parents

4th tardy: Lunch detention – notification to parents

5th tardy: Lunch detention – notification to parents

6th tardy: Lunch detention – notification to parents

Additional tardies will be referred directly to the administrator in charge and will receive further disciplinary actions along with being referred to the district attendance officer. It is the responsibility of the parent to be sure the child arrives to school on time.

Tardy to class

A student who comes to class after the time class is to begin is considered to be tardy unless the student has an excused pass from another staff member. Tardies to class will be accumulated by each teacher and addressed after each third tardy with a detention and parent notification. If tardies become habitual, the student will be referred to the office for further disciplinary action.

TEXTBOOKS

Many thousands of dollars are spent each year to keep textbooks up to date. The average cost of a textbook is \$50; therefore we ask that all textbooks be covered. Teachers assign books to each student, who is expected to take appropriate care of these books until they are checked back in at the end of the year. Should damage occur beyond the normal signs of use or should a book be lost, students will need to pay so that the book can be replaced.

VISITORS

All visitors are required to check in at the office. While visiting, please be respectful of the educational process in order to minimize disruptions. No outside student visitors are permitted without principal authorization.