

# Brookwood Elementary



## Student Handbook

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## WELCOME

The Brookwood Elementary School Student Handbook has been compiled in order to present important information to our Brookwood School families. It is our collective belief that students, parents, teachers, support staff, and school administration must work cooperatively and collaboratively as a team to ensure that each student's learning experience at Genoa City Joint #2 District is as positive and productive as it possibly can be. Please take time to carefully review the information presented in this handbook.

## HOURS OF INSTRUCTION

Students will attend school from 8:20 am to 3:20 am at Brookwood Elementary School. Students may start arriving at school at 8:10 am. Students with school activities outside of these times should report directly to the specified activity area under staff supervision.

## EMERGENCY CLOSING NOTICE

School closings due to bad weather will be announced beginning at 6:30 a.m. We will post closings on our Facebook Page and our website ([www.genoacityschools.org](http://www.genoacityschools.org)) Closings due to emergency situations will also be announced on these stations: Radio-- WLKG (96.1FM), WTMJ (620 AM), WMIL (106.1 FM). TV--WTMJ (Ch. 4), WITI (Ch. 6). Please do not call the school or radio station as school closings will be announced regularly.

## RESIDENCE CHANGE

It is the responsibility of the parent or guardian to notify the school office of address and telephone change. As state statute requires students to attend school in the district in which they reside, any moves outside of the district boundaries MUST BE reported immediately. Requests to continue enrollment by students that reside outside of the district must be made in writing to the Board of Education. Each request will be considered on an individual basis. The District's Open Enrollment policy required by state statute allows parents to request moves in or out of the district within time lines set by the State of Wisconsin.

## INSURANCE

The school provides an insurance policy for all students to cover accidents that occur during the school day. This insurance coverage applies ONLY if the parent's insurance fails to cover all of the incurred expenses. This policy would apply if the parent's program has a deductible or if the claim exceeded the established limit. This plan offers protection for students while attending school and participating in all school sponsored and supervised activities including travel. Claim forms are available in the School District office and will be filed when injuries are reported. Please refer to the Student Assurance Services Certificate of Coverage for explanations of benefits, limits, and exclusions.

## MAINTENANCE OF RECORDS

The school is responsible for maintenance of all pupil records. Parents wishing to review the contents of their child's records should direct their request to the Superintendent, who shall arrange for release of this information in accordance with school board policy.

## PHONE

Students wishing to use the phone during the school day must obtain permission from the office. This includes personal cell phones.

## VISITORS

All visitors must enter and exit the building using the main entrance, and sign in and out in the office. Visitors are expected to wear a visitor's badge while in the building. Items being delivered for students should be dropped off in the school office, where students will be called to pick them up.

## BIRTHDAY INVITATIONS

We understand the excitement of birthday and parties. We also understand the hurt feelings of children who are not invited. All invitations should be given to the classroom teacher. The classroom teacher will assist the child in distributing invitations.

In order to pass out invitations at school students will need to invite all of the same gender students or the whole class. If students want to invite students outside of their class these will need to be mailed or handed out outside of school. No invites should be handed out on the bus.

## FIELD TRIPS

Field trips are encouraged as an extension of classroom instruction. Part of the cost of the field trip expense may be requested of the students/parents. Parents may be asked to participate as supervisors in accordance with need. Students may lose their privilege of attending field trips if they exhibit negative behavior. District liability and safety procedures require use of bus transportation by all students for field trips and extracurricular events.

## BICYCLE/SKATEBOARDS/ROLLER-BLADES

Bicycles, skateboards, and roller-blades may be brought to school at the student's own risk. Bikes must be parked in the bike rack and should be locked. Students MUST walk their bicycles and skateboards on and off the school grounds to the nearest crossing and observe proper safety rules. The school cannot be held responsible for bicycles nor for any accidents. Inappropriate use of this privilege will result in disciplinary action and/or referral to law enforcement.

## LEARNING MATERIALS CENTER (LMC)

The legal responsibility for all materials in the school rests with the Board of Education. The Board recognizes the student's right to free access to a variety of books and materials. The professional staff will abide by the rules and procedures established by Board Policy in the selection and utilization of books and materials for student usage. The Board recognizes the right of an individual parent to determine the reading material for his/her own child. The parent may request that his/her child not read a given book or be allowed to check out a given book from the LMC. A written request must be made to the administration. A student's privilege of checking out materials may be restricted if he/she has overdue books or fines.

## ATTENDANCE

Good attendance habits will help children to be successful in school. With this in mind, State Statute 118.16 requires schools to enforce the following:

A student who is absent without a parent/guardian excuse is considered unexcused. Unexcused absences will be considered truancy. A student is a "habitual truant" if he/she is unexcused all or part of five days during a school year. A student may be excused in writing by a parent/guardian before an absence occurs for a maximum of ten days in a school year.

Students are expected to be in school on time. Under State Statute, excessive tardiness is considered truancy. School begins at 7:20 a.m. at the Brookwood Elementary School. Students entering the building after 8:30 a.m. are considered tardy.

While we realize that family trips may be excellent learning experiences for children, the administration discourages such interruptions during the school year. Parents are required to fill out a Pre-Excused Absence form a minimum of two days prior to the absence for absences that are longer than three school days. In most cases, work will be collected for the absent student to complete when he/she returns to school.

When a student is absent, his/her parent or guardian should contact the school prior to 8:30 a.m. on the day of the absence. Parents will be contacted if there is a questionable absence, or if a student's absences exceed ten percent of the total number of days. Absences of 5 consecutive days must be verified by a doctor's excuse.

In an effort to support families in helping children to attend school regularly, parents will be notified if their child misses more than a cumulative five days of school.

## TRIBES PROGRAM

Brookwood Elementary School practices the principles of TRIBES to further develop our school community. There are four agreements that are enforced in our TRIBES classrooms:

1. No put-downs
2. Mutual respect
3. Attentive listening
4. Right to pass

These agreements will serve as the basis for maintaining a positive and productive learning environment for all students.

Students who are not following the TRIBES agreements, or who are engaging in other forms of misconduct, may be corrected at any time by any staff member or adult engaged in a school activity. The initial correction lies with the person observing the inappropriate behavior, however, the principal exercises the right to assume the responsibility for correcting excessive or extreme misconduct.

Additional information may be found in the Behavioral Expectations section of this handbook.

#### BREAKFAST

Breakfast is offered during the school day. Students eating breakfast go right to the gym upon arriving at school. All food must be eaten in the breakfast area. Students who eat breakfast will have the cost of breakfast deducted from their meal account.

#### LUNCH

A quiet, orderly atmosphere will be maintained in the cafeteria. All food must be eaten in the lunch area. Only food and beverages that have not been opened can be kept in student lockers or backpacks.

Brookwood Elementary School has a closed campus. Students are not allowed to leave the school grounds at any time during the school day unless accompanied by a parent or their designee. Students are expected to eat lunch at school.

#### RECESS

All students are expected to behave in a manner that ensures a pleasant and SAFE environment that is in the best interest of all individuals in the school community.

##### Playground Expectations (SAFETY COMES FIRST)

- Follow directions of supervisors
- Respect rights and property of others
- No put-downs or name-calling
- Fighting and tackle games are not acceptable
- Snow throwing, kicking, or pushing people in the snow is prohibited

Students will have an outside recess during the school day. Students must dress appropriately for the weather. On rainy days or when temperatures and/or wind chills are severe, students will remain inside. If a student is to remain indoors for any medical reason, a doctor's note should be sent with the student.

Students will line up at the end of recess and enter the building in an orderly fashion.

#### BUS INFORMATION

Bus rules apply to all regular and extra curricular runs as well as those students waiting for the bus or riding on the bus. The bus driver will enforce the following rules:

1. Be on time at the designated stops.
2. Avoid pushing, shoving, and general rough play at the bus stop.
3. Stay off the road while waiting for the bus.
4. Wait until the bus comes to a complete stop before attempting to enter.
5. Do not move toward the bus until the bus is completely stopped and the door is open.

6. On the bus, students must stay in assigned seats, keep their voices down, and keep their hands, heads, and anything else inside the bus.
7. No eating or gum chewing is allowed on the bus.
8. Respect bus equipment. Any damage will be paid for by the rider!

Students must leave the bus at their designated stop. The driver will not discharge riders at places other than the regular bus stop except with prior authorization from a parent and the principal.

Non-riders wishing to ride or students wishing to ride a bus other than the one to which they have been assigned MUST have a written request from their parent/guardian and approval from the principal and the driver. This request should be made at least one day prior to the date on which the ride is to occur. Most requests will be granted if rider capacity has not been reached.

Failure to follow the bus rules will result in a Bus Referral and the following consequences:

*First offense:* Warning with parent notification

*Second offense:* One-day suspension of bus privileges

*Further referrals* (or severe misconduct) may result in longer suspension times and/or a conference involving the student's parents and a bus company representative.

#### STUDENT MATERIALS/CUBBIES

Students are expected to bring the necessary materials to class each day. Students are also expected to take care of the materials that are assigned to them and to keep their desks or cubbies neat and orderly. Students who damage property or lose textbooks or other school equipment/supplies will be assessed repair/replacement costs. No student will be allowed to carry backpacks and other similar items to classes during the school day.

Cubbies will be provided for student. Cubbies and desks are the property of the district and as such school officials retain the right to inspect cubbies and desks at any time. Students may not use tape to attach items to the inside or outside of their cubbies.

#### ASSIGNMENT COMPLETION

Assignments are expected to be completed on time. Assignments not completed on time may require students to stay in during recess time.

Periodically, a family emergency may result in an incomplete assignment. Incomplete assignments accompanied by a parent's note of explanation may be accepted at the teacher's discretion.

All incomplete assignments must be turned in. A student's grade may be negatively affected by incomplete and/or late assignments. Students who habitually have late/incomplete assignments will be assigned to after school sessions with the instructor.



Students who are absent will have one day for each day of absence to complete the work missed during that absence. Students will be expected to ask for assignments and turn them in accordingly.

#### REPORT CARDS/CONFERENCES

Parents are encouraged to check their child's Infinite Campus account on a weekly basis in order to monitor their child's grades. Report cards reflecting student progress are issued at the end of every trimester. Whenever there is a concern, an individual conference may be requested by parents, teachers, or the administration.

#### EXCEPTIONAL EDUCATION

Brookwood Schools work with the Walworth County Children's Handicap Board and Lakeland School to meet the needs of students with special needs in the areas of emotional, mental, and physical disabilities. If you suspect a need, discuss it with the principal or your child's teacher. They will either assist you in developing an intervention plan, or they will contact the appropriate staff to begin the referral process. If a referral is desired, you will be given a form to be completed. The complete referral, testing, staffing, and placement process may take up to 90 days.

#### SUMMER SCHOOL

Each year, Brookwood Schools offer a summer school program. The program consists of enrichment classes and remedial classes. The summer school program is made available to all district children. Transportation to and from school is the responsibility of the parent.

#### GRADE LEVEL PROMOTION

Students in grades four through eight must earn thirty promotion points to be automatically promoted to the next grade level. A copy of the district's Grade Level Promotion policy can be requested from the building principal.

#### HEALTH

The school nurse or staff will provide basic first aid. Parents are requested to complete an Emergency Contact Card, which informs the school where they, or an alternate responsible party, may be reached if a severe emergency occurs. The designation of a physician and permission to take the child to emergency services is also expected of each parent.

Except in an emergency, it shall be the parent's responsibility to call a doctor for a child or to take him to the doctor's office or hospital. In cases where it is impossible to reach the parent and it is deemed necessary to take such action, the school will be guided by the parent's response on the Emergency Contact Card. The parent shall be notified as soon as possible. No child who is ill shall be taken to his/her home, unless a parent or other responsible person is available, without the specific instruction of the parent.

The Superintendent assumes authority for involving designated school personnel in administration of the medication. Parents shall request and authorize the designated school personnel to give medication in the dosage prescribed by the

physician. If more knowledge is needed by the school authorities to exercise prudent judgment for the safety and protection of the pupil on medication, permission will be obtained from the parents to contact the physician directly.

#### MEDICATION

The physician or pharmacist shall be requested by the parents to supply a properly labeled bottle of medication for the school authorities that will be kept in the office. The label on the bottle shall contain the name and telephone number of the pharmacy, the pupil's identification, name of the physician, name of the drug, and the dosage to be given. Taking the medication shall be supervised by the school nurse or other designated school personnel at the time conforming with the physician's order.

School personnel will under no circumstances provide aspirin or any other medication to students without meeting the criteria above. Diagnosis and treatment of illness and the prescribing of drugs are never responsibilities of the school and should not be practiced by any school personnel. The parents of students needing such medication must fill out a Nonprescription Medication Permission Form.

#### INHALERS

State law in Wisconsin allows students to carry an inhaler with them during the school day. This may be done only if the physician and parent have filled out the bottom portion of the Medication Administration form. This indicates the student has been taught to recognize the signs and symptoms that signal the need to properly use the inhaler.

#### PHYSICAL EXAMS

A physical examination is required for all students entering kindergarten and sixth grade. A student physical report must be on file for each kindergarten and sixth grade student by September 10th of the present school year. The physical exam form can be picked up from the school office.

#### CONTAGIOUS DISEASE/HEAD LICE

Student's absences due to contagious disease should be reported by the parent to the school office. Children must stay home until they are free of symptoms or have a doctor's clearance.

Head lice are very contagious and can often be a recurring problem. If a child is found to have lice, the child's parent will be contacted and asked to pick up his/her child immediately. A child may return to school after he/she has been treated for lice and no longer has live lice, nits, or eggs.

#### MENINGOCOCCAL DISEASE INFORMATION

Meningitis is usually caused by a viral or bacterial infection. High fever, headache, and stiff neck are common symptoms of meningitis in anyone over the age of 2 years. These symptoms can develop over several hours, or they may take 1 to 2 days. Other symptoms may include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. As the disease progresses, patients may have seizures. Some forms of bacterial meningitis are contagious. The bacteria are

spread through the exchange of respiratory and throat secretions. Fortunately, none of the bacteria that cause meningitis are as contagious as things like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. For more information regarding meningococcal diseases, please contact the school nurse or your family physician.

## IMMUNIZATION

To help protect children from vaccine-preventable diseases and their serious complications, Wisconsin has an Immunization Law, which requires children in day-care centers and students in grades K-12 to be immunized against certain diseases. Waivers are available for reasons of religion, medical history, or personal conviction.

As many children need two doses of measles-mumps-rubella (MMR) vaccine to develop lasting protection against these three diseases, a second dose of MMR is now routinely given to all children entering kindergarten. It is also given to students entering sixth and twelfth grades, if they have not had it previously. Students entering kindergarten, 6<sup>th</sup>, and 12<sup>th</sup> grades must show proof of receiving two doses of MMR vaccine on or after their 1st birthday or claim a waiver.

State law requires all public and private school students to present written evidence of immunization against certain diseases within 30 school days of admission. The written notice must include month/day/year that doses were received. Failure to do so may result in court action and a fine of up to \$25.00 per day, or possible exclusion from school. The current age/grade specific requirements are as follows: 4 DTP/DT/Td, 4 Polio, 2 MMR, and 3 Hepatitis B.

## DRESS CODE

We ask for cooperation and assistance from parents to ensure that students are properly groomed and dressed for school. Unusual problems will be referred to the administration.

Shorts and skirts above the knee and open-toed shoes may be worn from the beginning of school through October and from Spring Break until the end of the year.

Clothing should cover the body from shoulders to knees without revealing skin or undergarments. (Examples of clothing that is not appropriate for school: halter tops, strapless tops, spaghetti straps, fishnet shirts, baggy pants that droop, and pajama or flannel pants.) Clothing that references inappropriate language, alcohol, tobacco, drugs, gangs, etc. is also inappropriate.

Concerns by staff with regard to proper attire will be sent to the office. If in the judgment of the teacher and/or administrator, student attire presents a safety hazard or is disruptive to the educational process, we will work with the student to acquire alternate clothes to wear for the day. Repeated violations may result in an Office Referral.

Elementary students are discouraged from wearing flip-flops to school. Flip-flops tend to lead to many tripping accidents at school. During recess time students must wear close toe shoes.

## TECHNOLOGY/ iPad PROGRAM

All students in grade 4K-8 will be using iPads as a part of their learning. Students in grades four through eight will be taking their iPads home on daily basis as a necessary part of assignment completion and extending learning.

Below are some general guidelines for our expectations of iPad use and care at school and at home.

## USING THE iPad

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad.

Under no circumstances should an iPad be left in an unsupervised area. Any iPad left in these areas is in danger of being stolen.

The software/apps originally installed by the school district must remain on the iPad. The iPad affords limited electronic storage space, about 8.5 Gigabytes after operating system and core apps are installed..

All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

All of the iPads are covered by a 2-year warranty that allows the iPad to be fixed and/or replaced for \$49.00 should damage occur. Students will be responsible for damage that occurs beyond the scope of normal use. This would be similar to textbook repair or replacement.

## iPAD CARE AND MAINTENANCE GUIDE GENERAL INFORMATION

- Students are responsible for the general care of the iPad and the charger they have been issued.
- Do not attempt to gain access to the internal electronics or repair your iPad. If your iPad fails to work or is damaged, report the problem to the Technology Department as soon as possible. The technology staff will determine iPad repair/replacement options. You may be issued a temporary iPad, or other materials, until your iPad is working properly or replaced.
- Each iPad has a unique identification number, and at no time should the numbers or labels be modified or removed.
- Do NOT lend your iPad to another person. Each iPad is assigned to an individual, and the responsibility for the care of the iPad solely rests with that individual.
- Keep your iPad off the floor where it could be stepped on or tripped over.

## BATTERY AND CHARGING

- Your iPad comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued iPad accessories, such as earbuds or headphones, are the responsibility of the student.

## CASES

Each iPad comes with a case. The protective case provides the iPad with sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device in and out of school. Leave the iPad in its case at all times.

## SCREEN

- iPads do not respond well to liquids. Avoid applying liquids to the iPad. The iPad can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings.
- Do NOT use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad. Use of unapproved cleaners may remove the protective film covering the face of the iPad.
- While the iPad is scratch resistant, the iPad will scratch. Avoid using sharp objects on the iPad.
- The screen protectors can be replaced under warranty. Do not remove or dispose of the screen protector if it becomes damaged.
- The iPad screen is glass and is vulnerable to cracking. Don't place heavy objects on top of the iPad and avoid dropping your iPad.
- "Bumping" the iPad against lockers, walls, car doors, floors, etc. may break the screen.

## PREVENTION OF STUDENT BULLYING

The Genoa City J2 School District strives to provide a safe, secure, and respectful learning environment for all students in school buildings, on school grounds, on school buses, and at school-sponsored activities. Bullying has a harmful social, physical, psychological, and academic impact on victims, bystanders, and bullies themselves. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

### *Definition*

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying typically is a repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

### *Bullying behavior may be:*

Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)

Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)

Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion, and sending insulting messages or pictures by mobile phone or using the internet – also known as cyberbullying)

#### *Prohibition*

Bullying behavior is prohibited in all schools, buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the school district. Educational environments include, but are not limited to, every activity under school supervision.

#### *Procedure for Reporting/Retaliation*

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the school counselor or building principal.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. The recipient of the report will make a written record of the report, including all pertinent details. The school official receiving a report of bullying shall immediately notify the building principal who will investigate the report. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

#### *Procedure for investigating reports of bullying*

The building principal shall, in a timely manner, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. In his/her absence, the principal may designate the counselor or other staff member the responsibility to investigate the report. Parents and/or guardians of each pupil involved in the bullying will be notified during or at the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

#### *Sanctions and supports*

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff may provide support for the identified victim(s).

#### *Disclosure and Public Reporting*

The policy will be distributed annually to all students, their parents and/or guardians, employees and others upon request. Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

## STUDENT NONDISCRIMINATION POLICY

The Genoa City School District does not discriminate on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination on the basis of age, race, color, national origin, sex, or handicap.

The district encourages informal resolution of complaints under this policy. If any person believes that any School District or any part of the school organization has failed to follow the law and rules of s. 118.13, Wis. Stats., or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to the administration office of the school.

Step 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the Superintendent who shall send written acknowledgment of receipt of the complaint within 45 days.

Step 2: A written determination to the complainant shall be made by the board within 90 days of receipt of the complaint unless the parties agree to an extension of time: appeals under 29 USC s. 1415 and ch. 115, Wis. Stats., relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by ch. 115, such, V, Wis. Stats. Complaints under 20 USC s. 1231e-3 and 34 CFR ss. 76.780-76.782, as commonly referred to as EDGAR complaints, that the state or a sub grantee is violating federal statute or regulation that applies to a program, shall be referred directly to the state superintendent of public instruction.

Step 3: If a complainant wishes to appeal a negative determination by the board, he/she has the right to appeal the decision to the state superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the state superintendent if the board has not provided written acknowledgment within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, WI 53707.

Step 4: Discrimination complaints in some of the above cases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, Illinois 60606

## ACCOMMODATION OF A STUDENT'S RELIGIOUS BELIEFS

The Brookwood Board of Education recognizes that reasonable accommodations with regard to examinations and other academic requirements may have to be made from time to time because of a student's sincerely held religious beliefs.

Parents/guardians may make requests regarding the above to the building principal. All requests shall be judged individually, based upon state and federal guidelines. The principal shall inform the parents/guardians in writing of his/her decision in a timely manner. If a parent/guardian is not satisfied with the building principal's decision, he/she may appeal to the superintendent, and if necessary, to the Board of Education. Appeals beyond the local Board may be made to the State Superintendent of Public Instruction in accordance with provisions of state law.

Accommodations made under this policy shall be provided to students without prejudicial effect.

#### ELECTRONIC COMMUNICATION DEVICES

Students are prohibited from using or possessing an electronic paging or two-way communication device while on school premises owned or rented by or under the control of a public school.

Possession of such a device by a student is allowed only if the school board or its designee determines that the device is used or possessed for a medical, school, educational, vocational or other legitimate purpose.

Students are prohibited from using or possessing pen-like laser pointers while on school premises owned or rented by or under the control of Brookwood School, including school buses.

#### CELL PHONES

Cell phones are to be turned off upon entering the building. All cell phones are to be stored in the student's backpack or locker. Cell phones should not be on the student's person during the academic day. By State Statute, no cell phones or other electronic devices shall be used in a restroom or locker room since all students are afforded the right of privacy,

#### (Asbestos) Notification

As a result of recent federal legislation (Asbestos Hazard Emergency Response Act-AHERA), each primary and secondary school is required to complete a stringent new inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. Jt. School District #2 Genoa City/Bloomfield has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law. As a matter of policy, Jt. School District #2 Genoa City/Bloomfield shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings owned by the district were inspected by EPA accredited inspectors, and samples were analyzed by an independent laboratory. Based on the inspection, the district prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, Jt. School District #2 Genoa City/Bloomfield has completed its AHERA 3-Year Re-inspection requirement. Jt. School District #2 Genoa City/Bloomfield



buildings where asbestos-containing materials were found are under an Operations and Maintenance program.

Federal law requires a periodic walkthrough (called "surveillance") every six months of each area containing asbestos. Also, the law requires all buildings to be re-inspected three years after a management plan is in effect. This will be accomplished under contract by MacNeil Environmental, Inc.

Short-term workers (outside contractors-i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

Jt. School District #2 Genoa City/Bloomfield has a list of the location(s) and type(s) of asbestos-containing materials found in that school building and a description and timetable for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to the Superintendent.

## BEHAVIORAL EXPECTATIONS

We hold the following expectations for students attending Brookwood Schools:

Students must behave in a safe and orderly manner in order for learning to occur.

Students must demonstrate behavior that is positive in nature so that all students may participate in classes and activities without fear of verbal abuse or physical injury.

Students must show respect to themselves, other students and adults, and school and personal property.

Parents will be notified in a timely fashion of student behavior that result in the consequences below.

The district reserves the right to search district or student property at any time to ensure the health and safety of students, staff, and visitors.

## Definitions and Procedures

Students who exhibit negative behaviors set forth in the Code of Conduct are subject to disciplinary actions including, but not limited to, the following:

- Conference: Meeting with school staff.
- Loss of Privilege: Examples are loss of recess or eating lunch in the lunchroom.
- Detention: Requiring a student to remain at school beyond the regular school day.

- Office Referral: Student is sent to the office as a result of inappropriate behavior.

## Classroom Disruption/Removal

### *Definition*

Student behavior/conduct that:

1. Interferes with the effective teaching and supervision of staff and/or the learning of students. This may include refusal to participate in class activities.
2. Is disrespectful, disruptive, dangerous, or unruly.
3. Violates expectations set forth in the student handbook.
4. Violates other district policies and/or local, county, or state statute.

A student may be temporarily removed from a class by the “teacher of the class”. This means the regularly assigned teacher of the class or any teacher assigned to teach, supervise, or monitor the class. This definition includes, without limitation, any assigned substitute teacher, proctor, including teacher aides.

### *Removal Procedures*

When the teacher determines that removal is appropriate, the following actions should be taken:

- The teacher will immediately contact the office to inform the building administration of the student removal.
- The student will be instructed to report immediately to the office.
- If the student refuses to report, the teacher should notify the office of such refusal immediately.
- The teacher responsible for the removal of a student from the class will file the appropriate written report, detailing the reason for the student removal, before leaving the building on the day of the removal.
- The teacher will contact the parent(s)/guardian of the student to discuss the reasons for the removal. The administrator will be notified of the contact.

## Repeated Classroom Disruption and Violation of School Rules

### *Definition*

Repeated disruptive behavior that occurs before, during, or after school on school property or at school-sponsored activities. These behaviors include, but are not limited to, the specific behaviors described in the student handbook.

### *Consequences*

Students who violate classroom and general school rules may miss recess, eat lunch in the office, be subject to a conference with a member of the staff and the parent(s), detention, and/or referral to the office.

Students who have repeated violations of school rules or severe/extreme behavior may be subject to in school suspension, out of school suspension, a pre-expulsion conference, and expulsion.

#### SUMMARY

Positive behavior is the responsibility of each student with the support of district staff and parents. It not only provides students with an environment in which they may engage in learning, but one in which they may participate in extracurricular and social activities confidently.

School staff not only have a responsibility to provide students with a safe learning environment through the enforcement of school rules but to also encourage and support students' positive behavior by setting an example of how to interact with others. By working together, successful learning can be achieved!