

# Brookwood Middle School

2017-2018 Student Handbook



<b>WELCOME</b>	<b>4</b>
<b>HOURS OF INSTRUCTION</b>	<b>4</b>
<b>EMERGENCY CLOSING NOTICE</b>	<b>4</b>
<b>RESIDENCE CHANGE</b>	<b>4</b>
<b>INSURANCE</b>	<b>4</b>
<b>MAINTENANCE OF RECORDS</b>	<b>4</b>
<b>PHONE</b>	<b>5</b>
<b>VISITORS</b>	<b>5</b>
<b>FIELD TRIPS</b>	<b>5</b>
<b>BICYCLE/SKATEBOARDS/ROLLER-BLADES</b>	<b>5</b>
<b>LEARNING MATERIALS CENTER (LMC)</b>	<b>5</b>
<b>ATTENDANCE</b>	<b>5</b>
<b>TRIBES PROGRAM</b>	<b>6</b>
<b>GUIDANCE/COUNSELING SERVICES</b>	<b>6</b>
<b>BREAKFAST</b>	<b>7</b>
<b>LUNCH</b>	<b>7</b>
<b>BUS INFORMATION</b>	<b>7</b>
<b>STUDENT MATERIALS/LOCKERS</b>	<b>8</b>
<b>ASSIGNMENT COMPLETION</b>	<b>8</b>
<b>REPORT CARDS/CONFERENCES</b>	<b>9</b>
<b>HONOR ROLL</b>	<b>9</b>
<b>EXCEPTIONAL EDUCATION</b>	<b>9</b>
<b>SUMMER SCHOOL</b>	<b>9</b>
<b>HEALTH</b>	<b>9</b>
<b>MEDICATION</b>	<b>10</b>
<b>INHALERS</b>	<b>10</b>
<b>PHYSICAL EXAMS</b>	<b>10</b>
<b>CONTAGIOUS DISEASE/HEAD LICE</b>	<b>11</b>

<b>MENINGOCOCCAL DISEASE INFORMATION</b>	<b>11</b>
<b>IMMUNIZATION</b>	<b>11</b>
<b>ATHLETICS</b>	<b>11</b>
EXTRACURRICULAR ELIGIBILITY .....	11
SPECTATOR GUIDELINES.....	12
<b>DRESS CODE</b>	<b>12</b>
USING THE IPAD OR CHROMEBOOK.....	13
IPAD OR CHROMEBOOK CARE AND MAINTENANCE GUIDE GENERAL INFORMATION.....	13
<b>IPAD CASES</b>	<b>14</b>
SCREEN.....	14
<b>PREVENTION OF STUDENT BULLYING</b>	<b>14</b>
<b>ACCOMMODATION OF A STUDENT'S RELIGIOUS BELIEFS</b>	<b>17</b>
<b>ELECTRONIC COMMUNICATION DEVICES</b>	<b>17</b>
<b>BEHAVIORAL EXPECTATIONS</b>	<b>17</b>
CLASSROOM DISRUPTION/REMOVAL .....	18
REPEATED CLASSROOM DISRUPTION AND VIOLATION OF SCHOOL RULES .....	19
ALCOHOL/TOBACCO/DRUGS.....	19
BATTERY .....	20
CHEATING/FORGERY .....	20
ELECTRONIC DEVICES.....	20
FALSE ALARMS/BOMB THREATS .....	20
HARASSMENT/DISCRIMINATORY ACTS.....	21
INAPPROPRIATE CLOTHING/ATTIRE.....	21
INAPPROPRIATE LANGUAGE .....	21
REPEATED TARDINESS.....	21
SAFETY VIOLATIONS.....	21
SEXUAL ASSAULT .....	22
THEFT .....	22
THREATENING OR INTIMIDATING ACTS.....	22
TRUANCY.....	22
VANDALISM.....	23
WEAPONS.....	23
<b>SUMMARY</b>	<b>23</b>

## WELCOME

The Brookwood Middle 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 7:40 a.m.-2:40 p.m. at Brookwood Middle School. 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. A notification utilizing our district-wide messaging system will be sent to all current email and phone numbers. We will post closings on our Facebook page and our website [www.genoacityschools.org](http://www.genoacityschools.org). Closings 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 stations, 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.

## FIELD TRIPS

Field trips are encouraged as an extension of classroom instruction. Students may lose their privilege of attending field trips if they exhibit negative behavior and/or have incomplete assignments, as determined by the teacher and principal. District liability and safety procedures require use of bus transportation by all students for field trips and extracurricular events. Parents may be asked to participate as supervisors in accordance with need. Parents may be asked to participate as supervisors in accordance with need. Parents who wish to volunteer to chaperone a field trip must complete and pass our district volunteer background check. A social security number must be provided in order to complete the background check. Parents may not bring non-school age children or children in other grade levels on a field trip when serving as a chaperone.

## 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 118.16, excessive tardiness is considered truancy. School begins at 7:40 a.m. at the Brookwood Middle School. Students entering the building after 7:45 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. 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 8:00 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 Middle 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.

#### GUIDANCE/COUNSELING SERVICES

All of our students have classroom guidance classes and are welcome to meet individually with the guidance counselor. Information that students share with the guidance counselor is confidential and will not be shared with parents. If the student talks about being hurt, wanting to hurt someone, or wanting to hurt him/herself, the counselor will contact Walworth County Crisis and/or the child's parent, depending on the situation.

We understand and value the important role that parents/guardians play in supporting their child's growth and development. While the information from counseling sessions is confidential, we are happy to share ideas with parents/guardians about how you can support your child at home.

## BREAKFAST

Breakfast is offered during the school day. Each grade level will eat breakfast at different times. All food must be eaten in the breakfast area. Students will also be allowed to bring a snack to eat at breakfast time if families choose not to participate in the breakfast program.

## LUNCH

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

Brookwood Middle 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.

Students who live in close proximity to the school may go home for lunch with parent permission. They are expected to be back on time for the afternoon classes. A permission form will be kept on file in the office and is good for the entire year. Students must sign out/in at the office upon leaving and returning.

## 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 extracurricular 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. The rider will pay for any damage!

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:* Consequences that may include a detention or one-day suspension with parent notification

*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/LOCKERS

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 lockers 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.

Lockers will be provided for students in grades four through eight. Each homeroom teacher and the principal will maintain a record of each combination. Lockers at the Middle School are to be locked at all times. Lockers and desks are the property of the district and as such school officials retain the right to inspect lockers and desks at any time. Students may not use tape to attach items to the inside or outside of their lockers.

## ASSIGNMENT COMPLETION

Assignments are expected to be completed on time. Students in grades four through eight who come to homeroom check-in with incomplete work will be required to contact a parent and stay after school until 3:30 p.m. that day (Tuesday through Thursday) to finish their work. Assignments not completed on a Monday morning will require a student to stay after school on Tuesday; likewise for those students who don't have an assignment completed on a Friday morning.



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 grading period. Whenever there is a concern, an individual conference may be requested by parents, teachers, or the administration.

#### HONOR ROLL

Our middle school's philosophy strongly supports positive reinforcement for students who excel scholastically. To demonstrate that philosophy, our students are recognized for their outstanding accomplishments through an Honor Roll system at the end of each grading period.

Grades for all classes in which students are enrolled are counted according to a point value. Students in grades four through eight who acquire a scholastic grade point average of 3.75 or better qualify for High Honors while a grade point average of 3.50 through 3.749 qualify a student for Honors.

#### 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 offers a summer school program for those students in grades 4K-8<sup>th</sup> grade. The summer school program is held at Brookwood Middle School for the district. The program features a wide variety of classes. Transportation to and from school is the responsibility of the parent. Enrollment for summer school occurs in April and May. Class sizes are limited, so be sure to sign up early.

#### HEALTH

The school nurse or staff will provide basic first aid. Parents are requested to complete an Emergency Contact Form that 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 or her 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 Form. 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 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 a parent to contact the physician directly.

#### MEDICATION

Prescription Medication - The physician or pharmacist shall be requested by the parents to supply a properly labeled bottle of prescription 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 to the physician's order.

Non-Prescription Medication - School personnel will under no circumstances provide non-prescription 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 non-prescription medication administered during school hours must fill out a Nonprescription Medication Permission form. A parent note is required for any students wishing to use cough drops while at school.

#### 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

A student's absence 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.

## 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.

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, 3 Hepatitis B, and 2 varicella immunizations.

## ATHLETICS

After school sports for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders include cross-country, softball, basketball, cheerleading, dance, volleyball, and track. Transportation for teams and cheerleaders will be provided. Students that do not participate in interscholastic sports may participate in intramurals as offered.

## EXTRACURRICULAR ELIGIBILITY

Participation in any extracurricular activity is dependent on a student's daily effort and achievement. The teachers determine eligibility status weekly using the following guidelines:

1. Students will be ineligible if they have 1 U or 2 D's.
2. Students will not be able to play or practice if they have missing work.
3. The week will go from Thursday to Thursday. Ineligibility will be from Monday to the next Monday.

4. All activities will be included, beginning with softball and cross-country.
5. Three (3) ineligibilities in an activity or a sport will result in permanent dismissal.
6. An office referral resulting in suspension will result in dismissal from the team or activity.
7. Ineligibility notices will be sent home on Fridays.
8. Students who have an overall passing grade and have all their assignment turned in are eligible to participate in sports or an activity.
9. Students will remain after school on Tuesday through Thursday to complete missing assignment(s) before they attend practice or an activity.

Students must be in attendance for the entire day in order to participate in after school practices and/or games unless there are extraordinary circumstances that have been shared with the principal.

#### SPECTATOR GUIDELINES

1. Students in grades K-3 must be accompanied by and sit with an adult.
2. Students may leave the gym only during half-times or between games.
3. If students leave the building, they may not re-enter unless permission was received from a school official before leaving.
4. Food will be permitted in the gym; drinks, other than water, must be kept in the concession area only.
5. The displaying of poor sportsmanship type attitudes will not be tolerated.
6. Spectators who are asked to leave the activity for any reason may be refused admission to other events in the future.

#### 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. The inseam for all shorts must be a minimum of five (5) inches in length.

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.

#### TECHNOLOGY/ iPad PROGRAM

All students in grade 4K-8 will be using iPads or Chromebooks as a part of their learning. Students in grades four through eight will be taking their iPads or

Chromebooks 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 OR CHROMEBOOK

iPads or Chromebooks are intended for use at school each day. In addition to teacher expectations for iPad or Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the iPad or Chromebook. Students are expected to bring their iPad or Chromebook to all classes.

If students leave their iPad or Chromebook at home, or if it is being repaired, they may be allowed to use a loaner iPad or Chromebook, if available. They will still be responsible for getting their course work completed. The loaner iPad or Chromebook must be returned to the school library at the end of the school day.

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

iPads or Chromebook must be brought to school each day in a fully charged condition. Students need to charge their iPad or Chromebook each evening.

The software/apps originally installed by the school district must remain on the iPad or Chromebook. Students are not to download any apps unless directed by a staff member as there must be enough space on iPads or Chromebooks for district-required apps and programs.

The iPad or Chromebook affords limited electronic storage space after operating system and core apps are installed. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space such as your Google Drive account or a student setup DropBox account.

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 and Chromebooks are covered by a 2-year warranty that allows the iPad or Chromebook 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 OR CHROMEBOOK CARE AND MAINTENANCE GUIDE GENERAL INFORMATION

- Students are responsible for the general care of the iPad or Chromebook and the charger they have been issued.
- Do not attempt to gain access to the internal electronics or repair your iPad or Chromebook. If your iPad or Chromebook fails to work or is damaged, report the problem to the Technology Department as soon as possible. The technology staff will determine iPad or Chromebook repair/replacement

options. You may be issued a temporary iPad or Chromebook, or other materials, until your iPad or Chromebook is working properly or replaced.

- Each iPad or Chromebook has a unique identification number, and at no time should the numbers or labels be modified or removed.
- Do NOT lend your iPad or Chromebook to another person. Each iPad or Chromebook is assigned to an individual, and the responsibility for the care of the iPad or Chromebook solely rests with that individual.
- Keep your iPad or Chromebook off the floor where it could be stepped on or tripped over.

## iPAD 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 to and from of school. Leave the iPad in its case at all times. iPad cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a replacement fee.

## SCREEN

- iPads or Chromebooks do not respond well to liquids. Avoid applying liquids to the iPad or Chromebook. The iPad or Chromebook 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 or Chromebook. Use of unapproved cleaners may remove the protective film covering the face of the iPad or Chromebook.
- While the iPad or Chromebook is scratch resistant, the iPad or Chromebook will scratch. Avoid using sharp objects on the iPad or Chromebook.
- The screen protectors can be replaced under warranty. Do not remove or dispose of the screen protector if it becomes damaged.
- The iPad or Chromebook screen is glass and is vulnerable to cracking. Don't place heavy objects on top of the iPad or Chromebook and avoid dropping your iPad or Chromebook. Careful placement in your backpack is important.
- "Bumping" the iPad or Chromebook against lockers, walls, car doors, floors, etc. may break the screen.

## PREVENTION OF STUDENT BULLYING

The Genoa City Joint #2 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, up to and 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 Schools, 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.

## 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 assignment of alternate movement activity during recess and loss of extracurricular participation.
- 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.
- In School Suspension: Temporary removal of a student from the regular classroom/loss of privilege.
- Out of School Suspension: Removal of a student from the district buildings and property.
- Pre-expulsion conference: This conference will be held as necessary prior to expulsion in an effort to convey to the student and parents that expulsion is the next step. A pre-expulsion conference is not required prior to expulsion.
- Expulsion: The removal of a student from the district's buildings and property at a time to be determined by the Board of Education.
- Report to Law Enforcement: Student behavior that violates local, county, or state statute will be reported to the appropriate law enforcement agency. In addition, certain behaviors such as sexual assault will be reported to other appropriate agencies as required by statute.

## 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, or teacher aide.

### *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 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 may be subject to in school suspension, out of school suspension, a pre-expulsion conference, and/or expulsion.

While the following major offenses rarely occur in the district, students should know the severity of the consequences of such behaviors. There are specific consequences listed after each offense, however, a school administrator is not limited to assigning only the listed consequences.

## ALCOHOL/TOBACCO/DRUGS

### *Definition*

Possessing, using, distributing or selling alcohol, tobacco, or drugs (including look-alike drugs) on school property before, during, or after school, or at any school-sponsored activity.

Consequences may include:

- \*Removal from class/office referral
- \*In school or out of school suspension
- \*Pre-expulsion conference
- \*Expulsion
- \*Referral to law enforcement

## BATTERY

### *Definition*

According to Wisconsin State Statute, battery is: "causing bodily harm to another by an act done with intent to cause bodily harm to that person or another without the consent of the person so harmed".

Consequences may include:

- \*Removal from class/office referral
- \*In school or out of school suspension
- \*Pre-expulsion conference
- \*Expulsion
- \*Referral to law enforcement

## CHEATING/FORGERY

### *Definition*

Claiming or using the work or answers of other students or sources as your own. Falsifying data on school forms or authorized signatures such as that of a parent.

Consequences may include:

- \*Detention
- \*Removal from class
- \*Office referral
- \*Consequences of repeated rule violations

## ELECTRONIC DEVICES

### *Definition*

Possessing or using unauthorized electronic devices on school property before, during, or after school. Prohibited devices include, but are not limited to: laser pointers, cellular phones, cameras, tape recorders, and iPods.

Consequences may include:

- \*Confiscation of the device
- \*Office referral
- \*Detention
- \*Consequences of repeated rule violation

## FALSE ALARMS/BOMB THREATS

### *Definition*

Initiating a false fire alarm or a false report warning of a fire or an impending bombing or catastrophe.

Consequences may include:

- \*Removal from class/office referral
- \*In school or out of school suspension
- \*Pre-expulsion conference
- \*Expulsion
- \*Referral to law enforcement

## HARASSMENT/DISCRIMINATORY ACTS

### *Definition*

Continuous disturbing of individuals by name calling, threatening, or promoting negative stereotyping that degrades or demeans an individual or group. Examples may include: religion, socioeconomic status, race, creed, ancestry, sex or sexual orientation, physical, mental, emotional, or learning disability.

Consequences may include: \*Removal from class/office referral  
\*In school or out of school suspension  
\*Consequences of repeated rule violations  
\*Referral to law enforcement

## INAPPROPRIATE CLOTHING/ATTIRE

### *Definition*

Details are noted in this handbook. Of specific concern are clothes that do not cover the body appropriately, have printing that is obscene or advertises alcohol, tobacco, or drugs, or may compromise the student's safety.

Consequences may include: \*Required to change clothing  
\*Removal from class/office referral  
\*Consequences of repeated rule violations

## INAPPROPRIATE LANGUAGE

### *Definition*

Includes spoken or written words that are obscene, lewd, profane, vulgar, sexual, libelous, slanderous, or suggestive. Also included are inappropriate gestures or conduct.

Consequences may include: \*Conference  
\*Removal from class/office referral  
\*Detention  
\*Consequences of repeated rule violations

## REPEATED TARDINESS

### *Definition*

Being late to school, class, or any other part of the student's scheduled school day.

Consequences may include: \*Conference  
\*Detention  
\*Truancy consequences

## SAFETY VIOLATIONS

### *Definition*

Conduct or behavior that endangers the health or safety of any individual on school property before, during, or after school, or at any school-sponsored activity.

- Consequences may include:
- \*Removal from class/office referral
  - \*In school or out of school suspension
  - \*Pre-expulsion conference
  - \*Expulsion
  - \*Referral to law enforcement

## SEXUAL ASSAULT

### *Definition*

Any act prohibited by Wisconsin Statutes, which includes "sexual contact".

- Consequences may include:
- \*Removal from class/Office referral
  - \*In school or out of school suspension
  - \*Pre-expulsion conference
  - \*Expulsion
  - \*Referral to law enforcement

## THEFT

### *Definition*

Taking, hiding, or possessing the property of the district or another person on purpose, without permission.

- Consequences may include:
- \*Removal from class/office referral
  - \*Detention
  - \*In school or out of school suspension
  - \*Pre-expulsion conference
  - \*Expulsion
  - \*Referral to law enforcement

## THREATENING OR INTIMIDATING ACTS

### *Definition*

Threatening the well-being, health, or safety of an individual by verbal remarks, gestures, pushing, shoving, or striking.

- Consequences may include:
- \*Removal from class/office referral
  - \*In school or out of school suspension
  - \*Pre-expulsion conference
  - \*Expulsion
  - \*Referral to law enforcement

## TRUANCY

### *Definition*

Being absent from school during any part of the student's scheduled school day without parent permission. Excused absences in excess of those allowed by state statute will be considered truancy.

- Consequences may include:
- \*Conference
  - \*Loss of privilege
  - \*Detention
  - \*Referral to law enforcement
  - \*Referral to district attorney's office

## VANDALISM

### *Definition*

Deliberately damaging or defacing property belonging to the district or others. This includes damage to textbooks, iPads, Chromebooks, equipment, writing on or scratching surface areas, and graffiti.

Consequences may include:

- \*Conference
- \*Loss of privilege
- \*Detention
- \*Restitution for all damages
- \*Referral to law enforcement

## WEAPONS

### *Definition*

Any weapon as defined in district policy and under federal and state statute. In addition, any other object used to threaten or injure. Examples include: firearms, BB/pellet guns, chains, scissors, look-alike guns, knives, and clubs.

Consequences may include:

- \*Removal from class/Office referral
- \*In school or out of school suspension
- \*Pre-expulsion conference
- \*Expulsion
- \*Referral to law enforcement

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 to district buildings.

It is the district's intent that its Code of Conduct be used as a guideline for providing a safe and inviting learning environment while encouraging positive behavior on the part of its students.

The disciplinary actions identified in the Code of Conduct are intended to provide a framework from which school officials are able to respond to students' negative behavior in a clear and consistent manner. The specific circumstances of any situation may require action other than detailed in the code.

## 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 as described in the student handbook, 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!