



2019-2020 STUDENT/PARENT HANDBOOK

BROWN DEER MIDDLE SCHOOL

8060 North 60th Street

Brown Deer, Wisconsin 53223

Web: www.browndeurschools.com

Main School Number:	371-7000	Office of the Principal:	371-6906
Attendance:	371-7020	Academic Dean:	371-6906
Receptionist Office	371-6906	Health Office:	371-7024

BROWN DEER MISSION

Together with our families and community, we will inspire students to be passionate learners, creative thinkers and innovative leaders who enrich our world.

Falcon Pride

Responsible, Respectful, Ready and Safe

DISCLAIMER

This handbook contains guidelines but is not intended to be all-inclusive and is not intended to supersede or conflict with the Board of Education policies, State of Wisconsin statutes, federal laws and regulations, or revised school rules and procedures.

Additional rules and procedures, or revisions of existing school rules and revisions, will be announced to students and posted by the school office as they become effective throughout the school year. These additions or revisions are considered part of this handbook and the expectations for Brown Deer students. Any questions regarding school rules may be addressed to the Assistant Principal in the Student Responsibilities Office. The Brown Deer School District does not discriminate on the basis of a person's color, sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, or physical, mental, emotional or learning disability.

WELCOME TO BROWN DEER MIDDLE SCHOOL!

Dear Students and Families,

We are so excited for you to be a part of our learning community! We think middle school is a truly exciting period of a child's education, and we are excited to work together as partners with you to make these three years full of healthy academic, social and emotional growth! As educators at Brown Deer Middle School, we subscribe to the following beliefs about middle school students as outlined by AMLE, the Association for Middle Level Education:

We believe that every young adolescent...

- Has the capacity to learn, grow, and develop into a knowledgeable, reflective, caring, ethical, and contributing citizen.
- Must have access to the very best programs and practices a school can offer.
- Must be engaged in learning that is relevant, challenging, integrative, and exploratory.
- Faces significant life choices and needs support in making wise and healthy decisions.
- Thrives academically, socially, and emotionally in a democratic learning environment where trust and respect are paramount and where family and community are actively involved.
- Deserves educators who are prepared to work with this age group, who are themselves lifelong learners and committed to their own ongoing professional development and growth.

We strive toward the following AMLE principles of education in our classrooms, every day:

Developmentally Responsive: using the nature of young adolescents as the foundation on which all decisions are made.

Challenging: recognizing that every student can learn and everyone is held to high expectations.

Empowering: providing all students with the knowledge and skills they need to take control of their lives.

Equitable: advocating for every student's right to learn and providing challenging and relevant learning opportunities.

We can't wait to see you learn and growth with us this year! This book contains our Parent/Student Handbook which outlines how our school operates, an assignment notebook for you to keep track of your work each day, and a section for you to record your hall passes. Please keep this book with you every day, everywhere you go!

Your success is up to you!

Work Hard. Be Kind to Others. Challenge yourself to grow.

Brown Deer Middle School is a school that values the development of our character as much as our intellect. Our touchstones for how we connect with each other are:

The Brown Deer Way

- We take **responsibility** for our education and our actions.
- We show **respect** for ourselves, peers school, and community through our words and actions.
- We are a community that **accepts**, honors, and celebrates individual differences.
- We are **honest** in all we do.
- We establish **trust** and **confidence** in each other through positive relationship building.

This is who we are at Brown Deer Middle School even when no one is watching.

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2019-2020 SCHEDULE

TIMES	
7:25 A.M.	Building opens for students
7:30 A.M.	Locker areas open to students
7:40 A.M.	N.E.S.T. Time--All students grades 6-8
8:15 A.M.	Classes begin
3:10 P.M.	Classes are dismissed
3:30 P.M.	Building closes for students not under direct supervision of a staff member, coach, activity leader

Main Entrance opens for students at 7:25 AM - Bus arrival is 7:25 AM

Classes follow an alternating schedule according to the "Black Day/Gold Day" calendar.

ACADEMICS

We all have dreams. But, in order to make dreams come into reality, it takes an awful lot of determination, dedication, self-discipline, and effort. --Jesse Owens

✓ ACADEMIC HONESTY

Brown Deer Middle School promotes and expects ethical behavior from all members of the Brown Deer Middle School community. Honesty and integrity are valued at BDMS in all of our classrooms, programs, and activities. Dishonest and unethical behavior such as lying or cheating will not be tolerated at any time by anyone.

Cheating is defined as:

- A. copying someone else's work, such as an assignment, quiz, or test and submitting it as your work;
- B. allowing another student to copy your work or doing work for someone else;
- C. utilizing aids such as notes or electronic devices to assist in completion of a quiz or test when such aids are not authorized;
- D. copying source material or not crediting sources in an attempt to present another's work as your own;
- E. obtaining or providing copies of testing or grading materials without teacher authorization

Each teacher will inform their students of the consequences for cheating in their particular course. The recommended guidelines are as follows:

1. First incident in a school year: Teacher talks with the student, submits an office referral, calls the parents, and the student is given an alternative assignment or assessment to be completed at a designated time by the teacher.
2. Second incident in the same class: Teacher talks with the student, submits an office referral, holds a parent conference, and student receives a "0" grade for the assignment or assessment but is still required to complete the work.
3. Second incident in other than the same class: Teacher talks with the student, submits an office referral, the administrator holds a parent conference, and student receives a "0" grade for the assignment or assessment.
4. Third incident in the school year: Same consequences as 1-3 and a student academic contract is developed and agreed upon by all parties.
5. Incident involving final exam: Same consequences as #2 and student receives a "0" grade for the assignment or assessment.

✓ ASSIGNMENTS and ASSIGNMENT DEADLINES

Students will be assigned work in their classes that is essential to the mastery of the learning targets for each course. This work ranges from daily practice to longer term assignments such as essays, presentations, and projects. Work can be assigned to individual students or to groups of students with the expectation of collaboration. When given time to work in class on these assignments, it is the expectation of the school that students use the time wisely to complete the work while in the presence of the teacher who is best able to guide and assist them. When additional time is needed to complete the assignments, students are responsible for completing assignments outside of class.

Part of the educational mission of BDMS is to develop student responsibility and a strong work ethic. Whether students are preparing for the world of work or higher education, managing time wisely and meeting deadlines are essential life skills. It is the expectation of the school that all assignments are submitted at the time designated by the teacher. Unless granted an extension by the teacher due to an excused absence or special circumstance, all assignments must be submitted at the time at which they are due. Teachers will inform students of the consequences for turning in late work.

It is highly recommended that students utilize their issued assignment notebook or some other organizational tool to track their assignments, deadlines, and assessment dates.

✓ COURSES BY GRADE

All Brown Deer Middle School students are scheduled in the following courses per grade:

6th Grade	7th Grade	8th Grade
Language Arts/Literacy Mathematics Science Social Studies Life Skills Art Physical Education Design Thinking I Orchestra, Band, or Choir	Language Arts/Literacy Mathematics Science Social Studies Physical Education Art Technical Education Design Thinking II Choice of: Band, Music, Choir, Orchestra Choice of: Spanish, Life Skills	Language Arts/Literacy Mathematics Science Social Studies Physical Education Art Technical Education Design Thinking III Choice of: Band, Music, Choir, Orchestra Choice of: Spanish, Life Skills

✓ GRADING

Brown Deer Middle School issues quarterly grades that use a grading system of five basic letter grades and six alternate descriptors of class performance according to Board Policy 6.06 (1):

A+ = 98 to 100% = 4.33 A = 93 to 97% = 4.00 A- = 90 to 92% = 3.67	B+ = 87 to 89% = 3.33 B = 83 to 86% = 3.00 B- = 80 to 82% = 2.67	C+ = 77 to 79% = 2.33 C = 73 to 76% = 2.00 C- = 70 to 72% = 1.67	D+ = 67 to 69% = 1.33 D = 63 to 66% = 1.00 F = 62% & below
E4 = 1.67	E3 = 1.33	E2 = 1.0	E1 = 0.67
I Incomplete	S Satisfactory	U Unsatisfactory	W Withdrawal

Plus (+) and minus (-) signs after a grade indicate high or low student performance within the specified range. The student's Grade Point Average (GPA) is calculated on a 4-point system in which the following numerical values are assigned to letter grades. GPAs are calculated by semester, with 90% of the grade accounting for coursework and 10% of the grade accounting for the grade earned the semester exam.

Students and Parents have daily access to course grades through our online grading platform, Skyward. Skyward is accessed through a link on our website labeled "Skyward Student Access" or "Skyward Family Access". Skyward requires a password and login. Parent scan opt in to daily or weekly email updates of grades that have been entered by classroom teachers.

✓ HONOR ROLL

The Honor Roll and High Honor Roll are based on semester grades. Students who achieve a 3.0 average or better and do not have any incomplete grades will be placed on the Honor Roll for that semester. Students who achieve a 3.5 average or better for the marking period will be placed on the High Honor Roll.

✓ INCOMPLETE GRADE

At the end of each semester, a grade of 'I' may be given in a course for a student as a temporary grade, when unavoidable medical, family or personal hardships beyond the student's control have arisen in his/her life during the grading period. If the work is not made up within the designated time period (the standard time period is 15 days) by the student's Incomplete Grade Contract with the teacher, the student's grade will be changed from 'I' to 'F' on the official transcript.

✓ PROMOTION / RETENTION

Brown Deer Middle School is committed to providing a rigorous, standards-based education to all students. It is the responsibility of each student to participate in their education by completing coursework as it is assigned. Every effort will be made to support students in achieving proficiency of grade level standards. However, promotion to the next grade level is not guaranteed and will be subject to consideration based on the following:

1. A student who, in the judgment of his/her teacher(s), has not successfully completed that work considered prerequisite for entry to the next grade/course, may have his/her promotion deferred. Provision shall be made for the student to receive services consistent with his/her need for special help.
2. If a student has failed in two subject areas in any quarter, parents shall be notified that the possibility of retention exists and that special efforts should be directed to improve progress in the deficient areas.
3. A student who does not score at the BASIC level or above in 4 out of the 5 areas tested (Reading, Language Arts, Math, Science and Social Studies) in the 8th Grade [Forward Exam] needs to be considered for retention by his/her teacher and building administrator. **Board Policy 345.**

✓ PROMOTION CELEBRATION-8th GRADE

It is the goal of Brown Deer Middle School to celebrate the 8th grade students upon their successful completion of middle school. The following must occur for 8th grade students to participate in their Promotion Celebration:

1. Must be in good academic standing (failing no more than 2 core academic classes for the year).
2. Must be in good character standing based on school criteria.
3. Have not been suspended during the 4th quarter.
4. Must have paid all campus fees in full/zero balance

✓ REPORT CARDS

Report cards are mailed directly to the home two times per year. These reports are not returned to school. Teachers will often hold grade conferences with the students before the cards reach home. If the student believes an error has been made on his/her report card, the student should immediately contact the teacher responsible for the grade. Corrections will not be made after 30 days have elapsed following issuance of the report cards, with the exception of the June report card. If a teacher is no longer available, the grade appeal is to be made to the Principal by June 30th. If the Principal cannot resolve the appeal in June, it will be held open until faculty report in August and resolved by September 1st.

ATTENDANCE

There are no secrets to success. It is the result of preparation, hard work, & learning from failure.” ~ General Colin Powell

✓ ATTENDANCE POLICY

Schools are required by State Statute (S. 118.15) to observe the compulsory education law which requires all students to attend school regularly until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. Regular attendance is an important element for success and is the responsibility of parents /guardians and the students. **ALL students regardless of age are subject to school rules. Students who have reached their eighteenth birthday are permitted to originate their own excuse for absence only if they: Are not living with their parents or legal guardian OR the parent or guardian submits a written statement to the school stating that the student is responsible for himself/herself. Only acceptable reasons for absences will be approved.**

Consistent and persistent willful violation of the school attendance policy will result in appropriate disciplinary action and legal referral for Truancy, which is defined as: Missing part or all of 1 or more days on which school is held for the semester. If absence extends for more than 3 consecutive days or if a student is absent more than 10 days a semester, a physician’s statement is required before the students’ absences are considered excused. (S. 118.163)

The law provides dispositions to the court including the immediate or subsequent suspension of a driver’s license upon its receipt by the student, an order for the student to participate in counseling, community service, or supervised work program, or an order to remain home at all times except for attending school or religious worship (S. 118.163, Brown Deer Ordinance 34-204).

✓ EXCUSED ABSENCES

According to Wisconsin law, students are expected to attend school except for LEGAL EXCUSED ABSENCES (S. 118.16) established by the local Board of Education. **The State of Wisconsin recognizes the following as acceptable for absences:**

<ul style="list-style-type: none">• pupil illness• death in the family• court appearances• designated religious holidays• professional appointments	<ul style="list-style-type: none">• family emergency• Impassable roads/extreme weather conditions• family trips or absences submitted in writing and approved in advance
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The following are not excusable absences in accordance with state attendance laws:

<ul style="list-style-type: none">• truancy• missing the school bus• non-emergency car trouble• family trips not approved in advance• shopping• oversleeping	<ul style="list-style-type: none">• gainful employment• hair appointments• errands• head lice, after 1st day• babysitting/child care
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✓ MAKE-UP WORK FOR AN ABSENCE

Students who have missed school for a **legal, excused** reason (including suspension) are entitled to make up assignments. Students with an excused absence shall be allowed the same number of days they were legally absent to make up class work upon their return to school; for example, a student who misses two days of school due to illness shall have two days upon his/her return to school to make up missed work. It is the student’s responsibility to obtain any missed assignments, class work, or tests from the teacher. If a student is absent for three or more days, the student or parent may contact the Reception Office (371-6746) to obtain assignments. Twenty-four hours notice is needed before assignments may be picked up.

Unexcused students may be offered the opportunity to make-up missed assignments, but specific learning activities (such as instruction, labs, etc.) may not be available. Appropriate credit is determined to be earned, or not, by the classroom teacher.

Long-term assignments, such as research papers or projects, are due at the time the teacher designates regardless of short-term absence. Teachers will inform students at the time the deadline is set if the assignment falls into this category.

It is the students responsibility to get their missed homework due to a suspension.

✓ PRE-ARRANGED ABSENCES/ APPOINTMENTS

Any student who knows in advance that he/she will be absent from school for an excusable reason must have his/her parent call the attendance office as with any other excusable absence. The student must then obtain a Pre-Arranged Absence Form in the Student Responsibilities Office to circulate to his/her teachers. **A completed Pre-Arranged Absence Form must be on file in the Student Responsibilities Office 10 school days prior to the absence.** Knowing that an absence will be occurring, it is expected that the student will either complete the schoolwork missed prior to leaving or submit the assignments to the appropriate teachers immediately upon returning to school as arranged with each teacher in advance of the absence. Students who know of planned absences but do not use this procedure are considered unexcused for the purposes of making up assignments.

All student appointments (such as medical, dental, court, driver's exam) must be cleared in advance through the Attendance Office. A student who will miss one or more classes due to an appointment must have written permission from his/her parent. The parent's written statement should be brought to the Attendance Office to obtain an Appointment Pass on the morning of the appointment. This pass is to be shown to the teacher whose class the student would miss as a result of the appointment. The student then must sign-out in the Reception Office prior to leaving the building. **Upon returning to school, the student must provide a verification of having been to the appointment at the stated time and must sign-in, in the Reception Office to return to class.** All work missed by the student due to an appointment is his/her responsibility to complete as assigned by the teacher. Any absence from school other than at the appointment time and a reasonable amount of time to go to the appointment and return to school is considered unexcused.

✓ REPORTING ABSENCES

The parent or legal guardian must call the school attendance office at 371-7020 before 9:00 a.m. each day a student is absent to provide the school with notification of the absence and the reason for the absence. Any calls received after that time may not be accepted. If the absence extends for more than three (3) days, or if the student has a chronic attendance problem, a physician's statement may be required before the student's absences are considered excused.

If the parent/guardian does not contact the school within 48 hours of the absence the student is considered unexcused.

✓ SIGN-IN & SIGN-OUT PROCEDURES

Upon a student's late arrival at school in the morning or at any time during the day, **the student and parent** must first sign in at the Reception Office before reporting to class. A pass will be issued upon his/her signing in. If it becomes necessary for a student to leave school during the regular school hours for reasons such as illness, doctor/dental appointments, court appearances, driver's tests, etc., a parent is to send a written notice and call the Attendance Office. The student is to sign out in the Reception Office before leaving the building. Upon returning, the student is to sign in at the Reception Office and will be given a pass for re-admittance to class. Failure to follow this procedure will likely result in an unexcused absence. Students are expected to leave and re-enter through the front exit only. **Anyone picking up a student will be asked to present a photo identification prior to a student being released.**

✓ TARDINESS/LATENESS TO CLASS

At BDMS tardiness to school/ arriving late to class will be handled in a progressive manner, with the last resort being a referral to the Brown Deer Police Department for truancy. Tardiness to school is defined as a student arriving to the school building and/or a student's first hour class past the start time of the school day, which is 7:40. Late to class is defined as the student coming to class but not being in his/her assigned seat and ready to begin class when the bell rings; each teacher provides the specific details for his/her class. **Only school administrators, not parents, are authorized to excuse tardiness to school in accordance with district policy and state law. The only legal reasons for being late are the same as those for being absent.**

Students who have continued issues with Tardiness or being Late to class will work with the Dean on improving this behavior through the use of attendance contracts and possible disciplinary consequences where appropriate.

✓ UNEXCUSED ABSENCE/TRUANCY

Students who miss school or full/partial class periods for reasons other than a legal excuse are in violation of Wisconsin's compulsory attendance law. **Students may not be allowed to make up school work missed due to an unexcused absence.** Students who are illegally absent from school with an unexcused absence will face progressive consequences, ending with a referral to the Brown Deer Police Department.

✓ WITHDRAWAL FROM SCHOOL

Withdrawal from Brown Deer High School begins with the student scheduling a withdrawal conference with his/her school counselor. The withdrawal conference will make certain that the student has all the information necessary to receive clearance to withdraw in good standing. A Withdrawal Form will be issued for the student to have signed by each teacher and the IMC to turn in textbooks/equipment, pay fines, obtain a withdrawal grade, and receive clearance for withdrawal in good standing. An administrator will give final clearance in the Student Responsibilities Office after the parent or guardian completes a form indicating where the student expects to enroll.

POLICIES AND PROCEDURES

Alone we can do so little; together we can do so much. --Helen Keller

✓ ALCOHOL & OTHER DRUGS

No student of the School District of Brown Deer shall knowingly possess, use, distribute, sell, or be under the influence of alcohol, controlled substances, or any other mood-altering chemicals while on the school property, in school vehicles, or during school sponsored activities. The possession, use, distribution, or sale of drug paraphernalia, look-alike drugs, non-alcoholic beer, or any substance misrepresented as alcohol or a mood-altering drug is also prohibited on school property, in school vehicles, or during school sponsored activities. Secondary use or distribution of any prescribed drug on school property or during school sponsored activities is prohibited.

A student may be required to submit to a breath test to determine the presence of alcohol if a school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol in violation of this policy.

Violation of this policy or refusal to submit to required breath testing for the presence of alcohol will result in disciplinary action which may include: application of approved school disciplinary practices and procedures; notification of law enforcement officials; notification of parents/guardians or legal custodians; notification of the athletic director and co-curricular coaches/advisors; notification of the district superintendent or designee; suspension from school; recommendation for expulsion.

Use of prescription or over-the-counter medication in compliance with Board of Education Policy #6.07(6) shall not be considered a violation of this policy. Smoking, vaping, and the use of other tobacco products (see tobacco products section) by students is prohibited on all school property in accordance with Board of Education Policy #6.03(6b).

✓ BUS TRANSPORTATION

Bus transportation is a privilege and authorized according to Board of Education policies and regulations. While on the bus, students are expected to follow all school and bus company regulations. Students who do not comply with these rules may have their bus privileges suspended temporarily, (such as for the rest of the semester), or permanently revoked. A late activity bus is provided to Milwaukee transfer students on a pass basis only.

✓ BULLYING/CYBERBULLYING

Brown Deer Middle School is committed to the task of providing a safe and healthy environment in which students can reach their highest academic achievement and enjoy healthy human relationships. Bullying behavior interferes with the mission of the School District of Brown Deer, the values of the Brown Deer Way, and the Core Values of the school. Bullying interferes with students' ability to learn and the school staff's ability to maintain a safe environment for students. Bullying behavior is prohibited in every education environment at Brown Deer Middle School. As stated in School Board Policy 411.1:

1. "Bullying" is defined as systematic or repeated infliction (or attempted or threatened infliction) of physical harm or psychological/emotional distress on or between one or more students, staff, or other persons. It involves purposeful or intentional written, spoken, nonverbal, or physical behavior, including but not limited to any threatening, intimidating, insulting, degrading, or dehumanizing conduct, gesture, or communication that has the effect of doing any of the following:

- a. Substantially interfering with any student's education;
- b. Substantially interfering with a person's ability to participate in or benefit from any school activity or program;
- c. Endangering the health, safety, or property of the target(s) of the behavior;
- d. Creating a threatening, intimidating, hostile, or offensive environment within any District school, activity, or program; or
- e. Substantially disrupting the orderly operation of the school.

2. "Cyber-bullying" is defined as bullying that involves the use of digital technologies, including but not limited to, email, cell phones, text messages, instant messages, chat rooms, and social media (e.g., Snapchat, Instagram, Twitter or Facebook or other social media applications). Cyber-bullying is prohibited and treated the same as all other types of bullying.

Not all behaviors that (1) hurt another person's feelings; (2) are a manifestation of an interpersonal conflict; or (3) are in some way unkind amount to acts of bullying. However, such negative behaviors are still a legitimate subject of concern and regulation within the school environment. Further, it shall be a goal of the District's educational programs to help students and others recognize and acknowledge that even one-time instances of, for example, name calling, negative teasing, put-downs, or excluding others (when inclusion was readily possible) are inappropriate and problematic for a number of reasons.

Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyber bullying, are unacceptable. Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs, wikis and social networking sites). School or community members who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to a school administrator. All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension, or referral to Police Liaison Officer.

✓ DANCES/EVENTS

School dances are "closed" private parties sponsored by BDMS for its students. Dances are not open to the public or students from other schools. BDMS students must present their student I.D. cards when entering the dance; no student will be permitted to enter without a valid BDMS I.D. card.

Once a student leaves a BDMS dance, the student may not re-enter the dance. Once the doors are closed to the dance, students may not enter the dance.

Students may be denied admission to a dance if they are not in "good standing" as a student because of disciplinary action; students who are suspended or absent for the entire day or any part of the day of a dance, except when gone for a school-sponsored event may not attend the dance. A student will become eligible and back in "good standing" after a period of time determined by the school administration.

Students who do not abide by school rules and/or display inappropriate behavior will be required to leave the dance. Parents may be contacted. Disciplinary consequences may also result in accordance with school procedures.

✓ DISCRIMINATION OR INCIDENTS OF EXPRESSED BIAS

The School District of Brown Deer is committed to providing and maintaining a learning and working environment in which sex, race, religion, national origin, ancestry, creed, age, color, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability are recognized and valued. These differences must not be the basis of discrimination by, in favor of, or against students, staff, parents, board members, or visitors on the premises or anyone participating in school sponsored activities consistent with Wisconsin Statute 118.13.

Any expressed bias or discrimination based on, but not limited to color, creed, nationality, ethnicity, place of origin, physical or mental disability, or gender will not be tolerated and will be reported to school officials immediately.

Bias or discrimination may take any of the following forms, but not limited to jokes, name-calling, discourteous treatment, graffiti, threats, insults, slurs, physical abuse, or violence.

Incidents reported to school officials shall be investigated. A person found in violation of this policy or guideline shall be subject to discipline or prosecution under state law, and in the case of a student, may include suspension and/or expulsion.

The school district denies entry to a school, the school premises or to school sponsored activities, to any person, group or association whose intent is to support or promote hatred or discrimination based on, but not limited to color, creed, nationality, ethnicity, place of origin, physical or mental discipline, or gender. BD Board Policy 6.26

✓ DRESS & ATTIRE FOR STUDENTS

Student attire must be respectful of others and appropriate for the educational environment at Brown Deer Middle School. Pursuant to **Brown Deer Board of Education Policy 6.03(5)**, BDMS students are prohibited from wearing clothing or attire which, in the judgment of school authorities, is contrary to acceptable health and safety standards or may disrupt the educational process or learning environment. For health or safety reasons specific dress may be required for some courses or activities.

Parents are responsible to ensure their children are properly dressed when arriving for school. All faculty, staff, and administrators are responsible to consistently enforce the specified dress code in accordance with Board of Education policy and applicable state law to maintain a learning environment free of disruption. Student dress or attire must conform to the following minimum standards or students will be subject to school consequences.

OUTERWEAR/HEADWEAR/BAGS

- Coats, padded vests, gloves, sunglasses, and other exterior clothing items may not be worn.
- Headgear may not be worn in the school building during school hours. Students are required to remove any headwear (hats, hair picks, caps, bandanas, cloths, hoods, durags, etc.) upon entering the building and store headwear along with all exterior clothing in their assigned locker for the school day; headwear may only be worn outside.
- Backpacks/bags may not be carried during the day. All backpacks, shoe bags, and oversized purses must be stored in the student's locked locker during the school day.

SHIRTS/TOPS

- Bare midriffs, low necklines, short skirts or shorts, visible undergarments, spaghetti straps and other revealing clothing are prohibited. Tube/halter tops are prohibited. Tank tops with straps less than 1" wide and sleeveless/muscle shirts or tank style undergarments are prohibited.
- Breasts/cleavage or stomachs must never be visible in school. Students may not wear scanty/revealing clothing.

PANTS/SHORTS/SKIRTS/SKORTS

- Pants must be worn to completely cover the buttocks and all undergarments.
- Skirts must be no shorter than 5" above the knee.
- Shorts or skirts must be no shorter than the tips of a student's longest finger when arms are resting at student's side.
- A student's underwear/undergarments cannot be visible at any time.
- Students are encouraged to wear shirt/top that covers the buttocks when wearing leggings.

SHOES/FOOTWEAR

- Students must wear shoes/appropriate footwear at all times in the building. Metal cleats may not be worn. Slippers may not be worn.

PROHIBITED ATTIRE

- Pajamas
- **Prohibited items include any attire which displays, promotes, or endorses:**
 - unlawful activities (any and all that apply to adults, minors, and activities prohibited on school grounds)
 - gang-related affiliation or activity (including jewelry)
 - violence (physical, verbal, emotional)
 - profanity or insults (including “put down” words like stupid, idiot, etc.)
 - harassment or discrimination
 - activities contrary to the adopted school curriculum
 - tobacco, alcohol, or illicit drug use
 - sexual activity or innuendo, including explicit or suggestive images or words/phases
- Attire or accessory which by its design, use or intended use, could cause bodily harm, property damage, or intimidation to other persons, may not be worn (e.g. leather straps, pet collars).
- Excessively baggy pants and/or hanging pockets.
- Wallet chains larger than small-link jewelry

Students in violation of the dress code will be expected to change into appropriate clothing. Prohibited attire may be confiscated and held for pick-up by a parent.

✓ FALCON EXPRESS/SCHOOL STORE

Middle school students are not permitted to purchase items at the Falcon Express/school store during the school day, nor are they allowed to occupy these spaces during the school day.

✓ FIELD TRIPS

Field Trips are an educational experience; however, they do not exempt a student from being accountable for what was covered in the missed classes during the absence. Students should expect to make up work missed outside of the regular hours, arranging to use time before school, after school, or during their lunch or free period. Students can be removed from field trips due to behavior concerns at administrator’s discretion.

✓ FINES

Students must pay all financial obligations they have incurred as a result of overdue library materials, misused school materials, damaged equipment, non-returned uniforms, etc. Students are notified of their fines and must pay the indicated amount in the school office. Grades, yearbooks, and school records may be withheld, privileges may be withdrawn, for non-payment of fines. Students are reminded that the best way to take care of a fine is to be careful and responsible enough not to be fined.

✓ FIRE & TORNADO DRILLS

Safety drills are conducted in accordance to state guidelines. It is the responsibility of all students to conduct themselves according to directions during a school safety drill. When the **fire alarm** sounds, students are to be silent, wait for instructions from their teacher, and then leave the building--without talking--as quickly as possible by the prescribed route. **DO NOT RUN!** When the **tornado signal** is sounded, the teacher will direct students to the shelter area assigned to each teaching station.

✓ FOOD & BEVERAGES IN SCHOOL

It is expected that food and beverages will be consumed by students in a responsible manner at all times. As a general guideline, food and beverages should be consumed only in the Commons. Eating and drinking in the hallways is prohibited. Students are expected to always clean up after themselves immediately when consuming food or beverages. **Students are not allowed to obtain food through delivery by a restaurant or food delivery service at any time during the school day.**

Food and beverages are prohibited at all times in the gymnasium, computer labs, IMC, and science laboratories. **Water in original bottle is the only beverage permitted without approval.**

Students are not allowed to sell food, including snack foods, candy, beverages, at any time within the school building. Students who are participating in a school approved fundraising campaign are allowed to sell food at designated times and areas.

Brown Deer Middle School follows the district’s policy to encourage the consumption food that meets the USDA Smart Snack requirements. The correlation between healthy eating and social/emotional wellness and academic progress is extremely strong. **Only single-serving snacks are allowed.** The following snacks fall in the acceptable category:

- Individual fruits—apples, pears, oranges.
- Fruit cups packed in juice or water.
- Vegetables—baby carrots, broccoli, edamame.
- Dried or dehydrated fruits—raisins, apricots, cherries.
- Low-fat, low-salt, whole-grain crackers or chips.
- Whole-grain, low-sugar cereals.
- 100% whole-grain mini bagels.
- Low-sodium, whole-grain bars containing sunflower seeds, almonds, or walnuts.
- Low-salt baked potato chips, crackers, and pretzels.
- Animal crackers
- Graham crackers

✓ FOOD SERVICE

Breakfast is served daily and may be purchased for about \$2.00. Breakfast can include a hot breakfast sandwich, pastry fruit, and/or juice. The standard hot lunch is served daily and may be purchased for about \$3.00. The cafeteria also offers sandwiches, salads, and other items on an a la carte basis. Students are expected to eat their lunch in the commons, and dispose of all litter in a trash container.

Students are assigned to one daily lunch period. Since classes are also in session during this hour, it is important for students to be respectful of others and follow the established procedures for lunch. Students who skip in front of others in the line may lose food purchasing privileges for a quarter, semester, or the entire year. Students may **NOT** leave the campus during their lunch period. Students who walk through the food line without paying will be disciplined appropriately and may be referred to the Brown Deer Police Department if the private food service provider chooses to press charges.

Students are expected to be respectful at all times to all staff who work in the food service area and who supervise the lunch rooms. Students are expected to clean up after themselves after they have finished eating their meals.

✓ GAMBLING

Gambling is not allowed anywhere on school premises or at school-sponsored functions unless authorized in writing by a school administrator for a special event. Card and dice playing, including the use of "magic" cards or sports cards, is not permitted on school grounds unless authorized in writing by a school administrator as a school activity. Students are not permitted to have dice at school. Dice are not appropriate at school unless used by a teacher for instructional purposes.

✓ GANGS AND GANG ACTIVITY

Gang activity in BDMHS or on school property is prohibited. A gang is defined as an organized association, either formal or informal, of two or more persons with common signs, symbols and other identifying factors, who individually or collectively engage in criminal activity. Gang criminal activity includes, but is not limited to, intimidating or threatening others, participating in and/or enticing others to participate in any form of physical violence involving persons or property.

Gang activity includes but is not limited to the display or possession of gang symbols; soliciting others for membership; requesting payment of dues, insurance, or other forms of protection from any individual; intimidating or threatening any individual; and/or inciting others to participate in any form of physical violence involving persons or property, or other criminal activity.

Gang identifiers, which may change periodically, will not be allowed to be displayed by anyone on school property or at school sponsored activities. Students may not display or wear any sign, gesture, insignia, symbol, color, combination of colors or combination of clothing, wearing apparel, or accessories which have been designed as gang identifiers. Examples of gang identifiers include, but are not limited to: 5-6 point stars, arrows, pitchforks, crowns, identifying numbers or groups of names or initials. The list of identifiers may be updated at any time.

Violation of this prohibition of gang activity may result in notification of parents and/or guardians and/or law enforcement officials; suspension from school pending parent/student conference with school; expulsion from school. BD Board Policy 6.03 (4a)

✓ HALL PASSES

Students are not to be loitering in the hallways or going to their lockers during class time, including the lunch hours. Authorization from a staff member is required for a student to be in the hall after the bell signals the start of a class period. A student is granted 2 personal passes per quarter. The student planner must be used for personal passes. Students without a planner may be issued a personal pass at the discretion of the teacher, and will be required to make up the time out of class after school. **Hall passes are prohibited the first and last 15 minutes of class.**

✓ HIGH SCHOOL HALLWAYS, RESTROOMS, LEARNING SPACES

Middle school students are not allowed in the areas of the building designated for high school students at any time during the school day with the exception of the IMC, music hallway and classrooms for assigned courses, technology hallway for assigned courses, or a high school classroom used for a specific middle school course. Students must have written permission from a staff member to be in a learning space that is shared with the high school students. Students who are scheduled for high school classes or for classes that meet in the high school should report directly to their class and return directly from their class.

✓ IDENTIFICATION CARDS

Each BDMS student will receive a pre-printed photo identification card and a lanyard. **Students must carry their school provided ID and present it to a staff member when questioned throughout the school day (until 3:30 P.M.).** ID cards must be displayed or carried at school sponsored events, and provided upon request from any staff member. The identification card is also required for IMC privileges and lunch purchases. Students who fail, or refuse, to produce school issued proper ID are subject to disciplinary action, including out-of-school suspension for repeat violations. A replacement fee of \$5.00 is charged for a new identification card after a student's first offense of being without their ID. Students can order an ID from their teacher during 1st and 2nd period daily. **LUNCH CANNOT BE PURCHASED WITHOUT AN ID.** Parent/Guardian will be contacted.

✓ INSTRUCTIONAL MEDIA CENTER/MAKER'S SPACES

The Instructional Media Center (IMC) provides students with books, magazines, reference, online, and multimedia resources. Students are expected to comply with all rules in the IMC. Students who choose to engage in inappropriate behavior or inappropriate computer use will be subject to disciplinary action and loss of IMC/Maker's Space privileges. Students must also adhere to the following IMC guidelines:

- Students must arrive with materials to work on and with permission from a classroom teacher.
- Students should keep conversation to a quiet tone and not distract others.
- Students may not eat or drink in the IMC.

Student access to Maker's Space areas in the building is permissible under the following conditions:

1. Student is under the direct supervision of a staff member.
2. Student only uses the equipment they have been certified to use.
3. Student follows the procedures and guidelines established by the Maker's Space.

✓ INAPPROPRIATE ITEMS

Food, toys, lighters, matches (pocket T.V.'s, C.D.'s, etc.), silly string, unsafe items, including laser lights and inappropriate articles for a safe, orderly, and respectful classroom or school environment should not be brought to school. Such items may be confiscated permanently by school authorities. Other disciplinary measures may also result.

✓ INCENTIVE DAYS

Throughout the year students may be eligible to participate in incentive activities. Criteria will be established for incentive days and will be shared with staff and students prior to the incentive day. On occasion a surprise incentive day may occur in which criteria will be shared with students prior to the start of the incentive. Students attendance is expected on incentive days.

✓ INCLEMENT WEATHER

Inclement weather sometimes causes school to be cancelled for the day. This is especially true in the winter with snow and ice storms. Local radio and television stations are provided with cancellation news. Students are advised to listen to the following radio stations for "No School" announcements: WTMJ 620 AM or WISN 1130 AM (others may also provide this information). In addition to the above radio stations, the following television stations will be notified whenever school is cancelled: WTMJ-channel 4, WITI-channel 6, WISN-channel 12, and WDJT-channel 58.

✓ INJURIES

All accidents and/or injuries which occur on school grounds or while the student is involved in a school-sponsored event or activity must be reported to the Main Office as soon as possible. BD Board Policy 6.07 (1)

✓ LOCKERS

Every student is assigned and held responsible for a locker for the student's belongings to be held during the school day. These lockers are the property of Brown Deer School District and may be searched at any time, without notice or the student present, by school administrators or their designees.

Students are responsible for any damage or abuse to their assigned locker, and the student will be charged for any maintenance work or replacement required as a result of damage or abuse. Students are to keep their lockers clean and orderly and are not to use their lockers to display offensive materials. Changing or sharing lockers is strictly prohibited and may result in disciplinary action. Students are reminded to keep their lockers locked at all times and not to share their lock combination with others. The school is not responsible for items lost from lockers.

Students are not permitted to tamper with the locks or lockers assigned to other students. The combinations to lockers are considered the property of the student to whom the locker is assigned; obtaining the combination of a lock belonging to another student deprives that student of their property and expectation of privacy from other students; school and/or legal action may be taken in such instances. Any problems with locks or lockers should be reported by the student to the Student Responsibilities Office immediately.

Note: These exceptions and policies apply to any and all lockers a student may be assigned (e.g. hall, P.E., art, etc.).

✓ LOITERING

Students must exit the building by 3:30 P.M. unless they are involved in co-curricular, are under the direct supervision of a staff member for official school business, or they may be charged with loitering.

Loitering is defined as remaining in, on, or near a place in an idle or apparently idle manner without real necessity or purpose. It shall be prohibited for any person, firm, organization or corporation to loiter upon the property of the Brown Deer schools at any time.

During hours when school is in session, or school-related activities are being conducted, the principal or designee shall direct loiterers to leave the school premises. If those loitering refuse to comply with such requests or cause a disturbance, the principal may request aid from the Brown Deer Village Police Department who has the authority to remove loiterers from school properties whenever requested to do so by school authorities, or upon direct observation of violations of this policy. BD Board Policy 7.08

✓ MEDICATION AND HEALTH

Please note the following regarding illness and absences: A child with a fever of 100° or above should remain at home until his/her temperature is within normal range (without the use of medications) for 24 hours. If vomiting or diarrhea occurs, keep your child home from school for 24 hours after the last episode (without medication) and until he/she can keep fluids and food down.

Your child is instructed to report to their teachers any personal injuries, accidents or illnesses that occur during the day. If your child experiences an injury or becomes ill during school hours with a temperature of 100° or more, has vomited and/or had diarrhea or has visited our health room more than two times in a day, we will contact you or an emergency contact to pick up your child from school.

All communicable diseases must be reported to the Brown Deer Health Department within 24 hours of onset, according to the State Statute 252.05. Please notify the Village of Brown Deer Health Department 371-2980.

If your child is absent for three (3) consecutive days due to illness, he/she will be required to provide a medical excuse.

If your child has any restrictions due to injuries, a doctor's excuse is required for our records. He or she will remain under restriction until a doctor's release is provided to the school office.

Students are allowed to carry and administer their own oral non-prescription medications while at school. Parents may request school staff to monitor student self-administration. In either instance a Request for Administration of Non-prescription Medicine Form must be completed and filed with the health office staff. Students may self-administer any emergency prescription medications such as inhalers while at school. A Request for Administration of Prescription Medicine Form must be completed and filed with the health office staff.

Students who are using medications must carry the medication in the original, labeled container. If the student requires special medication procedures, considerations or assistance he/she should contact the school nursing staff in the Health Room. Any orders given by a physician which require special assistance or result in certain restrictions should be submitted to us in writing from the attending physician. BD Board Policy 6.07 (6)

✓ NEIGHBORHOOD RELATIONS

Property adjoining the school grounds, like all residential property, is private; therefore, littering and trespassing are not permitted. Police action will be taken against violators who are reported. Just as important as our legal responsibilities are our responsibilities to Brown Deer Middle/High School. Any action by a BDMHS student reflects upon the whole school. The neighbors of our school have a right to resent any infringement upon their rights. Be good neighbors and good representatives of our school.

✓ NONDISCRIMINATION

It is the policy of the School District of Brown Deer that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, including all career and technical education programs, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, age, color, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by Wisconsin state law (S. 118.13). This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (gender), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973. BD Board Policy 6.03(7)

Any student who feels he/she has been a victim of discrimination in school or at a school-sponsored activity should contact the Principal or Assistant Principal within 24 hours so the matter may be investigated immediately.

✓ PUBLICATIONS, QUESTIONNAIRES & SOLICITATION

Students who have materials that they wish to distribute to the student body must have prior authorization from the principal or his/her designee. Students may not solicit funds or pledges or sell items without prior approval from the principal or his/her designee. Fundraisers and activities sponsored by a school organization are exempted. BD Board Policies 6.08 (4) and 6.09

✓ SCHOOL EQUIPMENT

Brown Deer High School provides a great deal of equipment for student use. This includes, but is not limited to, computers, calculators, general office equipment, general kitchen appliances, electronics equipment, technology education tools and equipment, athletic equipment, and library equipment.

Students are held responsible for any damage that occurs to the equipment he/she is using. If it is determined by the instructor, the administration, and/or police liaison officer that the student is responsible, the costs incurred in correcting the problem(s) will be charged to that student(s).

It is further understood that school-owned equipment is to be used for class-assigned, teacher approved work ONLY. Unauthorized use may result in said student being banned from further use of specific school equipment/property.

✓ SEARCH AND SEIZURE

Student lockers, desks and other assigned areas are the property of the School District. School administrators may make rules and regulations regarding their use and have the right to inspect said property and areas. Students have the right to the use of their assigned lockers, desks and other areas, in accordance with the established rules and regulations of the school.

Whenever, in the judgment of school administrators or their designee(s), there is reasonable ground or suspicion to believe that a search and/or seizure action is necessary to protect school property, to avoid disruption of the educational process, or to protect and insure the safety and welfare of individuals in the school, such action shall be taken by the school administrator(s) or their designee(s).

When school administrator(s) or their designee(s) have reason to believe that a student is harboring or concealing upon his/her person, his/her property, or school property, a weapon, prohibited substances or objects, or dangerous item(s), such officials have not only the right, but the obligation, to conduct a search and/or seizure, or to refer the matter to law enforcement authorities. Law enforcement authorities shall be notified in instances where school personnel have reason to believe that a student has upon his/her person or property prohibited substances or objects or evidence of a crime.

School administrator(s) or their designee(s) may request police assistance in cases where this assistance is considered to be necessary or desirable. BD Board Policy 6.03 (3)

✓ SIGNS IN HALLS / HANDOUTS

Any signs or handouts must be approved by the administration before being put up in the hallways or distributed in school at any time. Signs may be placed only in approved areas with clear tape or thumb tacks.

✓ STUDENT RECORDS

Brown Deer High School maintains individual student records to assist certified district personnel in providing appropriate educational programs for each student. These confidential records are maintained by the principal or his designee. Confidential student health records are maintained separately from academic and behavior records by the school nurse. School records are maintained in compliance with Wisconsin Statute 118.125 and Federal Law (Family Educational Rights and Privacy Act, Title V, Section 438, 439, 440, 513, 514, and 515).

Parents/Guardians and adult students have the legal right to review and/or copy the contents of the permanent school records of their children or themselves. Such review must be made by scheduling an appointment with the principal. If copies are requested there will be a charge based on actual cost.

Directory information such as name, address, name of parent or legal guardian, date and place of birth, telephone listing, dates of attendance, major field of study, height and weight of members of athletic teams, years in school, school of attendance, awards, participation in official activities or sports shall be considered public information and may be released to appropriate persons and media in accordance with Board of Education policy unless the parents or adult students refuse to release, in writing on their own initiation. BD Board Policy 6.17

✓ TECHNOLOGY USE

The taxpayers of Brown Deer have provided us with computers and some of the best Internet capabilities in Wisconsin for educational reasons. We expect our students to use our computers and our Internet access responsibly and to follow the district Acceptable Use Policy. The following guidelines provide students with clear, no-nonsense rules for using the Internet at BDMS:

- E-mail may be used only for school work.
- The internet may be used only for school work.
- "Hacking" is not acceptable.
- There are serious consequences for violating this school district policy

An individual search will be conducted if there is reasonable suspicion that a user has violated the law or board policy. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation. BD Board Policy 6.28

✓ TOBACCO PRODUCTS

State law (S. 48.983) prohibits the use or possession of tobacco products by a minor. Tobacco products include but are not limited to cigarettes, cigars, chewing tobacco, electronic cigarettes, vaping and juuling paraphernalia, and liquid nicotine products. In addition, state law (S. 120.12) prohibits the use of any tobacco products in school buildings, on school grounds, or in school vehicles. This ban on the use of tobacco products also extends to all school-sponsored activities and functions conducted off of school grounds. This prohibition also applies to electronic cigarettes, hookahs, and other vapor emitting devices with or without nicotine content that may mimic the use of tobacco products

Students who violate the law will be referred to the police for legal consequences which may include fines and court appearances. Violations of school rules regarding the use and possession of tobacco products while on school property or attending school functions will result in disciplinary action such as detention, in-school suspension, out-of-school suspension, expulsion, parent conference, revocation of privileges, and suspension/removal from co-curricular activities. Five day suspension out of school may be a minimum for endangering the safety of students, staff, and school district property. All violators of state law regarding tobacco products will be referred to the police. BD Board Policy 6.03 (6b)

✓ **TRESPASSING**

Brown Deer High School is open from 7:25 AM to 3:30 PM on regular school days (and for 15 minutes after the dismissal bell on "early release" days) only for staff, registered students, public school employees, and persons whose presence the principal may deem related to school business. All others entering the schools during these hours must report to the Reception Office and apply for a visitor's pass. The principal or his/her designee shall determine whether or not a visitor's pass will be issued, and in cases where a visitor's pass is denied, the person applying will be asked to leave the school grounds immediately.

If for any reason a visitor refuses to leave, when asked by the principal or his designee, the visitor will be informed that the principal or his designee has the authority to request that trespassing charges be brought against the visitor. The principal or his/her designee will proceed with contacting the village police for assistance and ticketing if the visitor persists in his/her refusal to leave the school grounds (S. 943.13, 943.14). BD Board Policy 7.06

✓ **TWO-WAY COMMUNICATION/WIRELESS DEVICES and ACCESSORIES**

As stated in Board Policy 443.5, students are prohibited from using cell phones or other two-way communication devices while in the school building or attending school activities.

Cell phones are to be kept in student lockers or turned into their first hour teachers and locked in lock boxes. Cell phones are not to be on a students' person or kept with the student in a folder, pencil bag, pocket, purse, or other such storage. Students who violate this policy will be subject to the following consequences:

1st Electronic Misuse Violation	Device returned to the student at the end of the day.
2nd Electronic Misuse Violation & Additional Electronic Misuse Violations	Returned to Parent/Guardian at the end of the day. Office Disciplinary Referral will be put in Skyward. Additional Violations will result in an Administrator/Parent/Student Meeting

Students bring their devices to school at their own risk. Brown Deer Middle/High School will not be responsible for any damages to the device or if a device is lost.

Additional violation of this policy by students will result in disciplinary action which may include: application of school disciplinary practices and procedures; notification of law enforcement officials; notification of parents/guardians or legal custodians; notification of the activities director and/or co-curricular coaches/advisors; notification of the district superintendent or designee; suspension from school; recommendation for expulsion. BD Board Policy 443.5

✓ **VIDEOTAPING IN SCHOOL (INCLUDES PHOTOGRAPHY & FILMING—PHYSICAL & DIGITAL)**

BDMS students are not allowed to record any student or staff member, regardless of age or position, without prior approval by both the subject(s) of the video/photo, and a supervising teacher or administrator. Additionally, students are not allowed to take photographs or film anything in any environment where one reasonably expects privacy. Students who violate this policy will be subject to disciplinary action, which can include suspension and recommendation for expulsion. Students and parents are warned that posting video, audio and/or photos on the internet or any type of social media sites will result in stronger consequences. BD Board Policy 6.27

Advanced consent shall be obtained from parents or guardians of children when:

1. The film or tape will be taken from the School District of Brown Deer either physically or by electronic/digital transmission.
2. The film or tape will be viewed by persons who are not professionally responsible for the specific setting, i.e. other—those other than the classroom teacher, the student teacher, or a university student teacher supervisor.

✓ **VIOLENCE, HARASSMENT & INTIMIDATION**

The School District of Brown Deer is committed to the task of maintaining a learning environment in which students, staff, and parents feel safe. No student shall threaten verbally, non-verbally, or physically the safety of another person through the use of intimidation or violence. Any verbal, sexual or physical harassment will not be tolerated and will result in disciplinary action which can include suspension and recommendation for expulsion. Behavior of this type may also result in a referral to law enforcement agencies as appropriate.

✓ **VISITORS/GUEST PASS PROCEDURE**

Visitor Passes will be issued to guardians of BDMS students if they want to visit during the school day with approval by the Administration. Only guardians or emergency contacts listed in Skyward will be allowed entrance into the school building and contact with students. All visitors must report directly to the Reception Office when entering the school. Visitors will be required to present photo identification upon signing in.

✓ WEAPONS & DANGEROUS ITEMS

It is the responsibility of the school to provide for and ensure the health, welfare and safety of students, employees and the general public while on school premises. It is further recognized that the Brown Deer School Board has the responsibility to establish reasonable rules and regulations regarding the use and/or possession of a weapon and/or dangerous item by any person on school premises. In discharging this responsibility to the students, employees and the general public, the Brown Deer School Board has established the following restrictions on the use and/or possession of weapons and/or dangerous items on school premises or during a school activity

1. No one, other than law enforcement officers, shall possess, use, threaten the use of, or store a weapon or dangerous item on school property, in any vehicle located on school property, in any school facility, in any school vehicle or at any school-sponsored event or function.
2. Use or possession of a weapon or dangerous item which may constitute a violation or criminal statute shall be reported to law enforcement officials.
3. A weapon is defined as any object that by its design, use or intended use could cause bodily harm or physical damage or intimidate other persons. Weapons include, but are not limited to, any firearm, whether loaded or unloaded, any air gun, any electronic device designed to shock animals or others, any device designed as a weapon or dangerous item and capable of producing bodily injury or death, and any device or instrument which may be used in a manner which is intended or likely to produce bodily injury or death. Examples of devices or instruments are knives, razor blades, screwdrivers, awls, throwing stars, clubs, nunchucks, or any other device which would qualify as a weapon within the meaning of local ordinances.
4. Items not designed as weapons will also be considered as weapons under this policy if they are to cause or with the intent of causing bodily harm or property damage or to intimidate other persons. Such items include, but are not limited to: chains, pencils, belts, and sprays.
5. Other potentially dangerous items utilized in a manner that poses harm or threat to the health and safety of students, employees and the general public are banned (e.g., laser pointers).

Any student who violates the policy in the use or possession of weapons or dangerous items on school property, in any vehicle located on school property, in any school facility, in any school vehicle or at any school-sponsored event or function, shall be referred for consideration of suspension and possible recommendation for expulsion after consultation amongst the administrators and the superintendent.

Notice of weapons and dangerous items considered under this policy shall be included annually in the student handbook. All weapons and dangerous items shall be confiscated and referrals made to the law enforcement agencies as appropriate. (S. 120.13, 948.60, 948.605, 948.61) BD Board Policy 6.03 (6A)

CO-CURRICULARS

Playing is my passion; winning is my aim; failure is my inspiration; winning is my game
--Sarvash Parakh

✓ ACTIVITIES CODE

All students who participate on athletic teams, performance activities, school clubs, and leadership positions, as listed in the Activity Code Handbook, must adhere to the Brown Deer Middle High School's Activities Code. Copies of the code are available in the Activities Office and on the high school website under the Athletics Tab or Downloadable Documents tab. Both the student and his/her parent/guardian must sign the Activities Code annually.

✓ ATHLETIC TEAMS

Brown Deer students have many opportunities to become involved in interscholastic athletic teams. All teams follow the rules of the Wisconsin Interscholastic Athletic Association (WIAA). Students are urged to listen to announcements and seek information from coaches for specific details about teams.

- **Fall Sports:** Boys Soccer, Girls/Boys Cross Country, Football, Girls Tennis, Girls Volleyball, Girls Swimming & Diving, and Cheer Team.
- **Winter Sports:** Girls/Boys Basketball, Wrestling, Boys Swimming, and Cheer Team.
- **Spring Sports:** Girls Soccer, Boys/Girls Track/Field, Girls Softball, Boys Tennis, and Boys/Girls Golf, Boys Baseball

✓ CLUBS AND ACTIVITIES

The following activities are available to students with staff advisors/coaches: **Chamber Singers, School Newspaper, Student Activities Council, DECA, Junior National Honor Society, Theater Productions, National Honor Society, Spanish Club, German Club, Yearbook, Best Buddies, Mentoring, Academic Decathlon, and Math Team.** Additional clubs and activities are announced from time to time during the year. Students are welcome to work with staff to develop clubs and activities that are of interest to them.

✓ EXTRACURRICULARS & ATTENDANCE

While in season, extracurricular participants are expected to attend all classes or they will be declared ineligible to practice or compete on that day. This eligibility issue will be enforced when it comes to the attention of the coach or athletic director. Exceptions are allowed for all field trips linked to current academic courses in which a student is enrolled. Other examples of allowable exceptions can include post-secondary institution sessions or appointments and activities, confirmed medical/legal appointments, funerals, and emergency situations as verified by a school administrator.

✓ SPECTATOR RULES

- No profanity or inflammatory speech
- No obscene gestures
- No noisemakers
- No taunting
- No alcohol – drugs – tobacco
- No pushing or fighting
- All spectators must be in bleachers
- No throwing items of any kind
- No walking on game floor
- No admittance to prohibited people
- No gambling
- No climbing or running (includes bleacher railing)
- All Woodland Conference and WIAA rules of conduct

Students who violate these rules, school rules, or directives from event staff – at BDMHS or at other schools – will be subject to disciplinary action, referral to police, and sanctions of the BDMHS Activities Code.

Students may be denied admission to school sponsored events if they are not in "good standing" as a student because of disciplinary action; students who are suspended or absent for the entire day or any part of the day of an event, except when gone for a school-sponsored event. A student will become eligible and back in "good standing" after a period of time determined by the school administration.

✓ SPORTS PHYSICAL

Students who are interested in participating on an athletic team must have a completed sports physical card on file prior to practicing or trying out for any sport. The physical is valid for one year and may be followed for one year with the alternate physical form. Complete details and copies of the physical forms to take to the student's physician are available in the Activities Office.

STUDENT CONDUCT

All your scholarship would be in vain if at the same time you do not build your character and attain mastery over your thoughts and your actions. --Mahatma Gandhi

✓ BEHAVIORAL EXPECTATIONS

BDMS expects students to be a credit to themselves, their families, and their school at all times. The behavioral expectations for BDMS students are very similar to those for being a responsible and productive member of American society. Cited below is the “Falcon Four” describing basic expectations for all BDMS students and a detailed list of “Above” and “Below the Line” behaviors. Students with repeated “Below the Line” behaviors will receive intervention and may result in disciplinary consequences and parent conferences with the administrator. Students may be denied admission to school activities if they are not in “good standing” as a student because of disciplinary action. A student will become eligible and back in “good standing” after a period of time determined by the school administration.

✓ CLASSROOM CODE OF CONDUCT

State Law (S. 118.164) provides for the permanent removal of a student from a class for certain types of disruptive and unacceptable behavior. A student may be removed from class for conduct or behavior which:

1. is incompatible with effective teaching and learning in the class;
2. interferes with the ability of the teacher to teach effectively;
3. is disruptive, dangerous or unruly;
4. violates the behavioral rules and expectations set forth in the student handbooks and district policies;
5. violates the district’s policies regarding suspension or expulsion

For the purposes of this code, a class is any class, meeting or activity, which students attend or in which they participate while in school under the control or direction of the district. “Class” also includes regularly scheduled district sponsored extracurricular activities.

A “teacher of that class” is defined as the regularly assigned teacher of the class, or any person assigned to teach, monitor, assist in or oversee the class. If there is more than one teacher in the class, it is advisable that all teachers of that class assent to the removal of the student. The parent/guardian of the student, and/or the student, shall have the right to meet with the building administrator and/or teachers who made the request for removal. Where possible, such meeting shall be scheduled within three days of the request for a meeting. At the meeting, the building administrator shall inform the parent/guardian and/or students as fully as possible the basis for the removal, the alternatives considered, and the basis for any decision. However, nothing in this code shall prevent the building administrator from implementing a removal to another class, placement or setting, prior to any meeting, notwithstanding the objection of the parent/guardian or student. The parent/guardian may appeal this decision to the next highest level of administrative authority, be it building principal, district administrator or designee. BD Board Policy 6.30

✓ DETENTION

Detentions, before/after school, lunch or Saturday morning, primarily serve as a reprimand and as a deterrent for further violation of school policies and procedures. Unless other arrangements are made, detention must be served at the time and place indicated when issued. A student who has not served all his/her detentions by the end of the semester may be prohibited from taking his/her semester tests, or attending/participation in school activities or receive a truancy citation if detention is related to attendance. If a student fails to serve detention(s), in-school suspension or out of school suspension could result.

✓ HABITUAL/MAJOR BEHAVIOR ISSUES

Students who receive frequent/major Office Disciplinary Referrals (ODRs) may be subject to loss of privileges of school activities such as field trips, athletic events, dances, etc., as determined by the Assistant Principal, Principal or his/her designee.

✓ STUDENT CONDUCT

Any student who, through his/her actions, endangers the safety of himself, herself, or others, disrupts the normal educational processes of the school or who follows a course of conduct which, in the judgment of the school authorities, will result in the disruption of the educational process, shall be subject to the Student Suspension & Expulsion Policy of the school district. BD Policy 6.03 (4)

✓ **SUSPENSION (IN-SCHOOL)**

The in-school suspension is intended to provide the student with a time-out from the regular daily (through the end of a central detention 3:45) routine to focus on the choices the student has made that resulted in disciplinary action of this magnitude. Parents will be informed of the student’s in-school suspension. The student will be provided with assignments from his/her classroom teachers and is expected to spend his/her time doing those assignments. **Violation of the in-school suspension rules and/or refusal to serve the in-school suspension is considered grounds for suspending the student out of school.** In these cases the student will return to complete the in-school suspension upon re-entry to school.

✓ **SUSPENSION (OUT-OF-SCHOOL)**

State statutes permit the out-of-school suspension of students (S. 120.13) for up to five days for misconduct. As a general rule, students may be suspended if they defy the authority of BDMHS staff, disrupt the orderly operation of the school, or interfere with the right of other students to learn. **Suspended students may not be on any school district property, nor attend any school function, or work in any Co-op or Work Experience Program, during the term of their suspension.** For the purposes of making up school work missed while suspended from school, suspensions are considered excused absences; however, assignments may not be provided to suspended students until after their return to school. Students who commit an illegal offense while on school grounds or at a school sponsored activity are subject to suspension from school as well as legal charges.

Brown Deer Middle School Falcon Four

EXPECTATIONS	Classrooms	Hallways / Stairways	Commons
BE RESPONSIBLE	<ul style="list-style-type: none"> Complete class assignments during work time Focus on your own work during class Demonstrate behavior that lets everyone learn Take ownership of choices 	<ul style="list-style-type: none"> Keep moving Resolve conflicts with maturity Use trash receptacles 	<ul style="list-style-type: none"> Clean up after yourself Dispose of items properly Use time wisely
BE RESPECTFUL	<ul style="list-style-type: none"> Demonstrate behavior that lets instructors teach Stay on task during work time Use appropriate language and volume Listen when others talk 	<ul style="list-style-type: none"> Use appropriate language and volume Follow PDA guidelines Be polite and patient Keep hallways clear Personal lockers for assigned person only 	<ul style="list-style-type: none"> Wait your turn in line Be polite and patient Say please and thank you Use appropriate language and volume
BE READY	<ul style="list-style-type: none"> Be in room, on time, with materials ready to learn Use electronics as directed by staff Bring completed assignment Wear your own properly displayed ID 	<ul style="list-style-type: none"> Access locker and retrieve materials quickly Be in assigned area when bell rings 	<ul style="list-style-type: none"> Have ID ready Respect the 2 minute warning Stay in assigned area until dismissed
BE SAFE	<ul style="list-style-type: none"> Stay seated until the bell rings Use appropriate physical/verbal interactions 	<ul style="list-style-type: none"> Carry your own ID During instructional time, passes are visible Keep hands, feet, and objects to self Walk 	<ul style="list-style-type: none"> Resolve conflicts with maturity Handle food appropriately

✓ **EXPULSION**

According to Wisconsin Statutes (S.120.13), the Brown Deer Board of Education may, on referral from a school administrator and after an expulsion hearing, expel any student who is found to be a detriment to the school environment because of one of the following reasons: repeated refusal or neglect to obey the rules; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school or while under the supervision of school authority which endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of school authority which endangered the property, health, or safety of others at school or under the supervision of a school authority; endangers the property, health, or safety of any employee or school board member of the school district. Students who engage in such actions will be considered by the BDMHS administration for recommendation to the school district administration for expulsion from school.

Brown Deer Middle School Falcon Four

EXPECTATIONS	Activities	IMC/ Maker's Space	Restroom
BE RESPONSIBLE	<ul style="list-style-type: none"> ● Follow activities code of conduct ● Follow directives from activities manager 	<ul style="list-style-type: none"> ● Follow acceptable use policy for technology ● Follow food and beverage policy ● Consume clear water at tables only ● Stay on stated task ● Return materials on time 	<ul style="list-style-type: none"> ● Keep bathroom clean ● Give privacy to others ● Flush ● Respect property
BE RESPECTFUL	<ul style="list-style-type: none"> ● Be a good sport ● Cheer appropriately ● Use appropriate language and volume ● Be polite to ALL guests 	<ul style="list-style-type: none"> ● Use appropriate language and volume ● Use quiet conversation when necessary for studying ● Honor everyone's personal space ● Respect property 	<ul style="list-style-type: none"> ● Be quick ● Walk in and out quietly ● Paper towels thrown in garbage can
BE READY	<ul style="list-style-type: none"> ● Be on time ● Take seat promptly 	<ul style="list-style-type: none"> ● Be in room, on time, with materials ● Bring enough study materials for the entire period ● Use electronics as directed by staff 	<ul style="list-style-type: none"> ● Use time efficiently ● Return to class quickly
BE SAFE	<ul style="list-style-type: none"> ● Resolve conflicts with maturity ● Show ID upon request 	<ul style="list-style-type: none"> ● Dispose of all materials appropriately ● Use appropriate physical/verbal interactions 	<ul style="list-style-type: none"> ● Wash hands ● Use toilets, sinks, and paper towels correctly

SERVICES

*Life's most persistent and urgent question is: What are you doing for others?
--Dr. Martin Luther King, Jr.*

✓ ACCIDENT INSURANCE

Neither the school nor the school district provides students with medical coverage for accidents which occur on school grounds or at school activities. It is recommended that all students be covered by adequate accident insurance.

✓ AFTER SCHOOL SUPERVISION

Brown Deer Middle School provides limited after school programming. Students and families must sign up for programming either during the registration process or in the office. Information about programming can be found on the school website. Students are expected to adhere to school rules provided in this handbook during any programming offered after school.

✓ COMMUNITY COUNSELING

Brown Deer School District has working partnerships with several providers of counseling. Community Counselors are on site several days a week, and they conduct student appointments during the school day as arranged. For more information, contact the School Counseling Department.

✓ FAMILY INVOLVEMENT

Brown Deer Middle School welcomes the active involvement of parents/guardians. Ways to be involved include:

- Attend Falcon Family nights. Falcon Families provides relevant topics, speakers, and discussions about raising adolescents
- Volunteer in the school. See Peachjar for available opportunities
- Join the Parent Advisory Council. This group meets with the Principal to discuss school related issues on a monthly basis.

✓ HEALTH OFFICE

Students who become ill or injured while at school should report to the Health Office. Students must have a pass to the Health Office from their teacher to be admitted. Students may remain in the Health Office for a maximum of 15 minutes unless special permission is given to stay longer. Parental/guardian permission must be confirmed by school staff in order for students to leave the campus due to illness or injury.

✓ HOMEBOUND INSTRUCTION

Homebound Instruction is for students who are unable to continue school attendance due to extended illness or a medical condition. Students may apply for Homebound Instruction when their medical condition prevents them from attending school. A school administrator will consult with the student and his/her family to determine if Homebound Instruction is appropriate.

✓ LOST & FOUND

All lost articles such as books, shoes, and apparel are placed in the North Commons. Items of greater value such as purses, eyeglasses, electronics, keys, jewelry, etc. are turned into the Student Services office. Students looking for their lost items may come to the office during non-class time. At the end of each quarter, all remaining items are given to charity.

MY SCHEDULE

Use the blank schedule below to fill in your daily schedule.

1st Semester

CLASS PERIOD	BLACK DAY	GOLD DAY
0	NEST	NEST
1		
2		
3		
4		
5		
6		

2nd Semester

CLASS PERIOD	BLACK DAY	GOLD DAY
0	NEST	NEST
1		
2		
3		
4		
5		
6		