

# Black River Falls Middle School

Principal - Mr. Roou

*"We will connect and believe, so kids engage and succeed."*

## SCHOOL CALENDAR 2019-2020

|           |             |  |
|-----------|-------------|--|
| Monday    | September 2 | No School - Labor Day Holiday                                    |
| Tuesday   | September 3 | First Day of School for Students                                 |
| Monday    | October 7   | Parent Teacher Conferences                                       |
| Thursday  | October 10  | Parent Teacher Conferences                                       |
| Thursday  | October 24  | No School – Staff Professional Development                       |
| Friday    | October 25  | No School – Break/Holiday  |
| Friday    | November 8  | 3 Hr. Early Release & End of 1 <sup>st</sup> Quarter             |
| Wednesday | November 27 | No School– Staff Professional Development                        |
| Thursday  | November 28 | No School – Break/Holiday  |
| Friday    | November 29 | No School – Break/Holiday  |
| Friday    | December 20 | Last Day Before Break/Holiday                                    |
| Thursday  | January 2   | First Day of School After Break/Holiday                          |
| Thursday  | January 23  | 3 Hr. Early Release & End of 2 <sup>st</sup> Quarter             |
| Friday    | January 24  | No School– Staff Professional Development                        |
| Friday    | February 21 | No School – Staff Professional Development                       |
| Monday    | March 2     | No School – Break/Holiday  |
| Tuesday   | March 10    | Parent Teacher Conferences                                       |
| Thursday  | March 12    | Parent Teacher Conferences                                       |
| Friday    | March 13    | 3 Hr. Early Release & End of 3 <sup>rd</sup> Quarter             |
| Monday    | March 16    | No School – Break/Holiday  |
| Friday    | April 3     | No School – Break/Holiday  |
| Friday    | April 10    | No School – Break/Holiday  |
| Monday    | April 13    | Snow Day   |
| Friday    | May 22      | Snow Day   |
| Monday    | May 25      | No School – Memorial Day Holiday                                 |
| Friday    | June 5      | 3 Hr. Early Release/Last Day of School/End of 4 <sup>th</sup> Q. |

\* School dismisses 1 hour early every Friday, unless noted as an "Early Release Day," which is 12:15 p.m.

### Early Release Days (12:05p.m.)

November 8, 2019  
January 23, 2020  
April 3, 2020  
June 5, 2020

### Tigers Fight Song

Go, All You Tigers, Fight For Victory  
We've Got the Spirit, Come On Let's Hear It.  
Tigers All In One We Fight, U-Rah-Rah!  
Go All You Tigers, See The Mighty V.  
We're All Behind You, Tigers Will Shine Through.  
Black and Orange Will Win Tonight!  
Go Black River Tigers Go!  
Go Black River Tigers Go!  
Hit'em High!  
Hit'em Low,  
Go Black River Tigers Go!

*This handbook belongs to:*

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# Table of Contents

- WELCOME ..... 3**
- MISSION STATEMENT ..... 3**
- MIDDLE SCHOOL VISION ..... 3**
- SCHOOL DISTRICT MISSION STATEMENT..... 3**
  - Our Vision.....4**
  - Our Values.....4**
  - Our Goals .....4**
    - Student Success ..... 4
    - Our People ..... 4
    - Community Engagement ..... 4
    - Finance & Facilities ..... 4
- ACADEMIC AND CAREER PLANNING ..... 4**
- ACADEMIC COMPETITIONS ..... 4**
- ASSEMBLING ON SCHOOL GROUNDS ..... 4**
- ASSEMBLY PROGRAMS ..... 5**
- ATTENDANCE AWARDS ..... 5**
- ATTENDANCE POLICY ..... 5**
  - Excused Absences .....5**
    - 1. Illness/ Personal..... 5
    - 2. Doctor/ Professional Appointments ..... 5
    - Pre-arranged ..... 5
  - Tardies (monitored by quarter for teachers and semester for truancy) .....5**
  - Truancy/ Unexcused absences.....6**
- BACKPACKS, BAGS, PURSES..... 6**
- BELL SCHEDULE..... 6**
- BICYCLES ..... 6**
- BOARD OF EDUCATION ..... 6**
- BUS BEHAVIOR ..... 6**
- CELL PHONES..... 6**
- CHEATING AND PLAGIARISM..... 7**
- COATS AND JACKETS..... 7**
- CODE OF CLASSROOM CONDUCT ..... 7**
- COMPLAINTS..... 7**
- COMPLICITY POLICY ..... 7**
- COMPUTER USE..... 7**
- COUNSELORS..... 8**
- COURSES OF STUDY 2018-19 ..... 9**
- DETENTION ..... 9**
- DISCIPLINE MEMO FROM ADMINISTRATION..... 9**
- DRESS CODE ..... 9**

**ELECTRONIC DEVICES .....10**

**EMERGENCY INFORMATION .....10**

**EMERGENCY PROCEDURES.....10**

**EXTRACURRICULAR ACTIVITIES.....10**

**FAMILY ACCESS .....11**

**FEES .....11**

**FIELD TRIPS .....11**

**FLOWERS .....11**

**FOCUS.....11**

**FOOD, GUM, BEVERAGES.....11**

**FUN NIGHTS .....11**

**GRADING .....12**

**GRAFFITI – WRITING/SCRIBBLING .....12**

**HOMEWORK ASSIGNMENTS .....12**

**LIBRARY MEDIA CENTER (LMC).....13**

**LICE, HEAD .....13**

**LIGHTERS AND MATCHES .....13**

**LOCKS & LOCKERS.....14**

**LOST AND DAMAGED MATERIALS AND EQUIPMENT .....14**

**LOST AND FOUND.....14**

**LUNCHROOM .....14**

**MAJOR RULE VIOLATIONS.....14**

**MAJOR RULE VIOLATIONS DISCIPLINE PROCEDURES .....15**

**MEDICATION POLICY 453.4 Rule.....15**

**MINOR RULE VIOLATIONS.....16**

**NONDISCRIMINATION POLICY (Board Policy 441.2).....16**

**NOON HOUR .....17**

**NOTES AND NOTE PASSING.....17**

**NURSE SERVICES.....17**

**OFFICE HOURS.....17**

**OUT-OF-SCHOOL-SUSPENSION (OSS) .....17**

**PASSES.....17**

**PRESIDENTIAL EDUCATION AWARDS .....17**

**REPORT CARDS AND PROGRESS REPORTS.....17**

**RESTROOMS.....17**

**SCHOOL CLIMATE .....18**

**SCHOOL PUBLICATIONS/DISTRICT WEB SITE .....18**

**SCHOOL TRANSFERS .....18**

**SKATEBOARDS, SCOOTERS, ETC.....18**

**STAFF** .....18

**STUDENT COUNCIL AND TIGER PRIDE CLUB** .....19

**STUDENT OF THE WEEK** .....19

**SURVEILLANCE CAMERAS**.....19

**TARDY POLICY** .....19

**TELEPHONE CALLS** .....19

**TELEPHONE NUMBERS**.....20

**TEXTBOOK REPLACEMENT** .....20

**THE TIGER WAY** .....20

**VISITORS** .....20

**WEATHER**.....20

**YEARBOOKS** .....20

**SCHEDULE** .....21

**WELCOME**

Welcome to Black River Falls Middle School! Your experience here will be filled with numerous opportunities and challenges. You’re growing and changing, emotionally and physically, at an amazing rate. Your school community here follows “The Tiger Way”: Be Respectful, Be Responsible, and Be Safe. We have LOTS of clubs and activities to offer you here at BRFMS, so get involved! Meet new friends! Do your best and enjoy your middle school years!

Everything we stand for and do here in the Middle School revolves around one word: **RESPECT**. Respect starts with yourself and extends to others around you. By helping us to create a safe, positive, respectful environment in our school, you’ll find that everyone here will feel better about himself or herself. If you feel good about yourself and where you are, you’ll be better able to achieve academic success and social success as lifelong learners and responsible citizens.

All the adults in this building are here because we’ve dedicated ourselves to working with young adolescents. We’ll do everything possible to help you achieve success. The outstanding teachers and support staff truly want you to reach your potential; and with all of us working together toward this common goal, you can! Have a great year!

Mr. Roou, Principal

**MISSION STATEMENT**

**Middle School:** We will connect and believe, so kids engage and succeed.

**MIDDLE SCHOOL VISION**

1. “Do what’s best for kids”: First and foremost, this is our guiding principle, and the basis, for everything we do.
2. Improve Academic Achievement: We do this continually by collaborating with one another in daily team meetings, faculty meetings, department level meetings, etc. We must take time to review, study, and utilize the large amount of data available to us in order to make informed decisions regarding curriculum and instruction.
3. Attitude, Honesty, Integrity, Work Ethic, Communication: The bedrock for our success as a staff, and, ultimately, to the success of our students.

**SCHOOL DISTRICT MISSION STATEMENT**

The School District of Black River Falls is committed to creating a learner-responsive environment that ensures educational excellence and life-long learning.

## Our Vision

In the School District of Black River Falls, we create an individualized path to future success for every student through the consistent practices of dedicated educators and meaningful partnerships with families and our community.

## Our Values

We are **dedicated** to the success of our students and take **pride** in our accomplishments.

We continue to build **trusting** relationships by celebrating diversity and ensuring fairness, respect, and safety.

We **partner** with families, students, the community, and each other to provide strong, positive outcomes for students.

We are committed to **excellence** in teaching and learning as the foundation of our continuous improvement.

## Our Goals

### Student Success

All students will increase their achievement and attain annual personal growth goals in order to reach their highest potential.

### Our People

We have a reputation of excellence that helps attract and retain highly qualified staff. We value and appreciate employees who apply their skills and experience to meeting our high expectations and fulfilling our District's vision.

### Community Engagement

Parents, students, and the community are effectively engaged in the educational process and feel connected and proud to be part of the School District of Black River Falls.

### Finance & Facilities

We ensure efficient, innovative, and effective use of District resources to promote collaboration and inspire excellence in teaching and learning.

## ACADEMIC AND CAREER PLANNING

Starting with the graduating class of 2024 all students will complete our Academic and Career Planning portfolio process as a requirement for graduation. More information will be shared about this process as students transition from middle to high school. ACP gives students an opportunity to start to plan for their own future!

## ACADEMIC COMPETITIONS

6th Grade Quiz Bowl

Writing Contest

Art Contest

6th Grade Geography Bee

Spelling Bee

## ASSEMBLING ON SCHOOL GROUNDS

When the bell rings at 3:05 signifying the end of the school day, ALL students need to be in or on their way to one of the following areas:

- On your way out of the building to get to your bus, get a ride from a parent/guardian, or walk, bike ride, etc home,
- Room 105 for "Youth After School" homework assistance,
- 6th Grade Homework Club,
- Under the supervision of a teacher if you're getting help with homework,
- SEATED in the bleachers in the gym to watch a middle school sporting event, OR in the gym or outside for an organized after school sports (or other) activity.

By 3:15, students are to be out of the building or in one of the above areas. There is no loitering in school or out in front of school after 3:15. Thank you! Students of any age or grade may not assemble ("hang out") on or about

the premises of the school before 7:40 a.m., for purposes other than waiting for the first bell; or, remain in, on, or about the premises of the school after 3:05 p.m. except by permission of the Principal or teacher in charge. In the event of inclement weather, students will be advised that they may stand inside the building in the school's entryway, **but may not go into the Commons area**. In the morning before 1<sup>st</sup> Bell, 6<sup>th</sup> graders are to wait on the West Playground (by the theater); 7<sup>th</sup> and 8<sup>th</sup> graders are to wait out in front of the school.

### **ASSEMBLY PROGRAMS**

Assembly programs are conducted throughout the school year. All classroom conduct rules apply during these programs. Students are to sit with their Focus class for all assemblies.

### **ATTENDANCE AWARDS**

Students with perfect attendance for a semester will be recognized with an attendance award and a cake and milk treat. Students with perfect attendance for the year will be recognized with an attendance award at the End-of-the-Year-Awards-Program. *Perfect attendance means that not more than a total of 3 class periods in any one semester have been missed, with an excuse. Students accumulating more than 4 tardies, during any period of the day during that semester, are not eligible for this award.*

### **ATTENDANCE POLICY**

School attendance is defined in Chapter 298 of the Laws of Wisconsin (Sec. 118.15). Chapter 298 establishes age 18 as the uniform maximum age throughout the State. Regularity in attendance is one of the most important factors in school success. Although a student may not be failed based on attendance alone, excessive absences may affect a student's final grade. Please see School Board Policy 431- Rule for the district's complete attendance policy.

### **Excused Absences**

The School District of Black River Falls allows 10 days per school year to be excused absences and per Wis. Stat. 118.15(3)(c), the district shall excuse absences in the following two categories:

#### **1. Illness/ Personal**

Absences for minor illness (not requiring a doctor visit) or of a personal nature must be called in by parent/guardian, emailed to the attendance secretary, or by submitting a note to the office. Excuse notes must be submitted to the office within two days of the student's absence or the absence will be considered unexcused. Excuse notes must include the reason for the absence, the date(s) of the absence, and a parent/guardian signature. Students having more than five absences during a semester, not including those while under a doctor's care, *may* be required to present a doctor's note to excuse any further absences that semester.

#### **2. Doctor/ Professional Appointments**

Doctor's visits/ appointments or other professional appointments (dentists, social services, court appearances, etc.) *do not* count against the 10 excused absences allowed per year as long as *official documentation* is provided. Arrangements are to be made through the office.

#### **Pre-arranged**

To arrange an absence of more than two days in length, the student must provide the office with written parent permission one week prior to the absence. The student will be able to receive homework in advance, but he or she is required to work that out with each teacher. If it is found that the student's absence record is negatively affecting their academic performance, the request to pre-arrange an absence may be denied. If pre-arranged absences are denied yet your child is still absent on those days, they will be marked un-excused.

#### **Tardies (monitored by quarter for teachers and semester for truancy)**

The middle school has developed a school wide tardy policy in order to create more consistency. A student shall be considered tardy if he or she is not inside the classroom before the second bell has rung. Teachers have the authority to set an internal classroom policy of the student being in his or her desk with the teacher's own set of consequences. If a student arrives later than 10 minutes to class without a valid pass, that student will be marked "un-excused."

**Note:** After 10 excused absences, all subsequent absences may be considered UNEXCUSED, unless prescribed by a doctor. *After 5 unexcused absences in a semester, the state considers the child habitually truant and he or she may be cited in truancy court by the school* (see truancy below). Please be aware that even if a doctor's note is provided, the authority rests with the school district to excuse any absence. Parents will be notified by either a letter or phone call, as needed, notifying you of where your student stands regarding his or her attendance.

### Truancy/ Unexcused absences

A student is considered unexcused if she or she is absent without an acceptable excuse during any part of a day on which school is held. A student qualifies to be habitually truant when he or she is unexcused all or part of five or more days in a school semester (S. 118.16 (1)(a) and (c)). Parents/ guardians will be notified by mail as soon as it has been determined that an attendance problem does exist. A letter will be sent to the parents to discuss the truancy issue after a 3<sup>rd</sup> unexcused absence. After a 5<sup>th</sup> unexcused absence, a student may be issued a habitual truancy citation and/or a referral to the Jackson County Health & Human Services Department. *Please note that tardies may fall into the category of unexcused absences.*

### BACKPACKS, BAGS, PURSES

Backpacks, bags, purses, luggage, etc, will be kept in the student's locker during the school day. Bags of any kind will **NOT** be allowed in the classrooms. Backpacks, binders, coats, etc must fit comfortably in your locker, and the locker door must be able to be closed easily.

### BELL SCHEDULE

See back pages.

### BICYCLES

Bicycles ridden by Middle School students should be parked in the designated parking area outside school. Scooters, roller blades, and anything similar are prohibited from school grounds unless prior coordination has been made with your Focus teacher. (See also "Skateboard" section of this handbook.) **Bicycles and any other mode of transportation, to include skateboards, ripboards, scooters, footwear with wheels, etc, are not to be ridden on school grounds during school hours.** Extreme caution should be taken when arriving and leaving school grounds or this privilege may be revoked. It is advised that bicycles, scooters, skateboards, and so on be locked, as the school district is not responsible for theft or damage. NONE of these items, or items of a similar nature, may be left, parked, or stored in the office.

### BOARD OF EDUCATION

Ms. Mary Jo Rozmenoski –President  
Mr. Scott Barton – Vice-president  
Ms. Mary Jo Radcliffe - Clerk  
Mrs. Amy Hoffman- Member

Ms. Laurel Meek – Treasurer  
Ms. Patty Jacobson – Member  
Ms. Nehomah Thundercloud–  
Member

### BUS BEHAVIOR

Students are expected to behave on the bus. All appropriate school rules apply on the bus. Students misbehaving on the bus may be given detentions, off bus suspensions, and other consequences, depending on the situation. **The school no longer issues bus passes for students to ride on a friend's bus; this must be coordinated with the Director of Transportation.** A copy of the District's complete bus policy may be obtained from the Principal or by visiting the District's web site.

### CELL PHONES

#### **Cell Phones, Pagers, Any Electronic Two-Way Communication Device, etc.**

In accordance with School Board Policy 443.6, no student shall be permitted to use an electronic paging or two-way communication device (cell phone, for example), an electronic media device (iPod, Mp3 player, for example), or a laser pointer (hereafter referred to as "electronic device") on school premises during the instructional day (7:52-3:05), except as specifically outlined in the policy. Electronic devices must be "Off and Away," meaning devices must be switched off and not "out" during the instructional day without permission. Administration or designee may permit the use of such devices if they find they are required for medical, educational, vocational, or other legitimate needs. Cell phone- or similar devices - use is strictly prohibited in any locker room and/or changing area at any time of the day. Cell phone/similar use is prohibited after the 7:52 a.m. bell.

1. 1st offense – phone is confiscated by staff member and turned in to office, where it will remain until the end of the day. Staff member documents offense as a "Major – cell phone violation" and contacts parent. Student may pick up phone from secretary at 3:05.
2. 2nd offense – phone is confiscated, staff member documents, Principal contacts parent to come pick up cell phone at end of day.
3. 3rd offense - Principal meets with parent, phone will typically be confiscated, or remain at home, for 1 full school week.

No student shall use an electronic device with camera, video, or voice recording function in a way or under circumstances which infringe the privacy rights of other students or staff. At any time a cell phone or other electronic

device disrupts the educational program or school activity, the device shall be surrendered to school district personnel.

Any student found violating this policy shall surrender the electronic device if requested to do so and may be subject to disciplinary action. Prior to returning the device to the parent or student, the school reserves the right to review the content of confiscated items and inventory them for threats, criminal information, or school rule violation, provided there is reasonable suspicion that such information exists on the device.

**Laser pens or look-alike products and any “gag” items which shock, snap, or cause potential bodily harm are not to be brought to school, will be confiscated, and NOT returned.**

**Please note: The school is not responsible for lost, stolen, or damaged cell phones, smartphones, etc. School-issued locks are available in the office. Students may not use their own personal lock. A \$5 deposit is required.**

### **CHEATING AND PLAGIARISM**

Taking credit for something you did not write or produce on your own – cheating and/or plagiarism – will not be tolerated. Depending on the infraction, this may fall under either a “Major” or “Minor” rule violation.

### **COATS AND JACKETS**

Heavy winter, or cold weather coats or jackets are not permitted to be worn in the classroom or Focus unless a heating emergency has been declared; leave them in your locker. It’s a good idea to keep a sweater, sweatshirt, hoodie, etc in your locker in the event that you might get cold.

### **CODE OF CLASSROOM CONDUCT**

Wisconsin Act 335 requires school boards to adopt a classroom code of conduct, authorizes teachers to remove students from class in specified circumstances, and requires that placement determinations be made with regard to such students.

Beginning August 1, 1999, a teacher is authorized to remove a pupil from the teacher’s class if a pupil violates the code of classroom conduct adopted by the school board or is dangerous, unruly, or disruptive, or exhibits behavior that interferes with the ability of the teacher to teach effectively, as specified in the code of classroom conduct.

If a pupil has been removed from the classroom (i.e., sent to the office), the school principal or the principal’s designee must place the pupil in one of the following:

1. An alternative education program, as defined by law;
2. Another class in the school or another appropriate place in a school, as determined by the school principal or his or her designee;
3. Another instructional setting; or
4. The classroom from which the pupil was removed if, after weighing the interests of the removed pupil, the other pupils in the class, and the teacher, the principal or the principal’s designee determines that readmission to the class is the best or only alternative.

***The teacher responsible for removal of the student is responsible for contacting the parent/guardian as soon as is reasonably possible.***

**Note:** A complete copy of the district’s code of classroom conduct can be obtained by contacting the Principal or by visiting the district’s web site at [www.brf.org](http://www.brf.org).

### **COMPLAINTS**

Generally speaking, if a student, parent, or guardian has a complaint regarding any staff member, please attempt to discuss the issue with that particular individual first. If the complaint is in regard to food service, transportation service, or other departments, please contact the individual in charge of that service first. If the issue is not resolved to your satisfaction, please contact the Principal, and then the Superintendent, and then the School Board if necessary. See also Board Policy #872.

### **COMPLICITY POLICY**

Any student judged to be helping or aiding other students to violate school rules and regulations is subject to discipline. All students are expected to cooperate fully with school officials. If they do not, they will be subject to discipline ranging from detention to suspension.

### **COMPUTER USE**

- Internet use is a privilege not a right. Students are expected to review or download only information or images that are classroom related and have educational value. Users are responsible for adhering to district use policies and procedures and guidelines.



- Students are not to access another person's folder or share their password with anyone else. Middle School students are not permitted to use E-mail or games (or CDs) brought from home or games downloaded off the Internet.
- Failure to follow the above guidelines may result in loss of privileges including the following: Internet, network, and/or computer use.

### **COUNSELORS**

Problems? Questions? Concerns? Contact one of the Middle School Counselors.

## COURSES OF STUDY 2018-19

| <u>6th Grade</u>  |                     | <u>7th and 8th Grades</u>                    |           |          |
|-------------------|---------------------|--|-----------|----------|
| Literacy Arts     | Chorus              | Literacy Arts                                | Tech. Ed. |          |
| Soc. St.          | Phy. Ed.            | Soc. St.                                     | FCS       |          |
| Math              | Family and Consumer | Math   | Art       |          |
| Science           | Sciences (FCS)      | Science                                      | Band      |          |
| Tech. Ed.         |                     | Chorus                                       |           |          |
| Guidance          | Keyboarding         | Phy. Ed.                                     | Foreign   | Language |
| (Spanish)         |                     |  |           |          |
| Computer App. Art |                     | Agri-Science (8 <sup>th</sup> only)          |           |          |
| Band              |                     | Spanish I (8 <sup>th</sup> grade only)       |           |          |
|                   |                     | Leadership (8 <sup>th</sup> only)            |           |          |
|                   |                     | Computer Applications (7 <sup>th</sup> only) |           |          |

**Note:** ALL drop/adds for elective courses must be made during the first two weeks of each quarter. All requests must be done through the School Counselor's office and include a written request from the parent or guardian.

### DETENTION

Detentions (School Board Policy 447.2) may be assigned by teachers, aides, or other adults designated by school administration. If a student fails to serve an assigned detention, whether before school, sometime during the school day, or after school, the matter may be referred to the Principal. Detentions will *typically* be served **with** the classroom teacher (or aide) unless prior arrangements have been made.

1. **After-school** detentions assigned by the Principal or his designee are held on Monday, Tuesday, Wednesday, and Thursday, from 3:10 - 3:45 in the LGI or office. **Lunch** detentions, given at the discretion of the Principal or his designee, are also served in the LGI or office.
2. Students must do school work, which may include reading appropriate materials, and remain quiet throughout the period.
3. Students violating the detention room rules may be given an additional detention(s) or ISS.

\*Parents wishing to change a date of a detention should contact the individual teacher who issued the detention.

### DISCIPLINE MEMO FROM ADMINISTRATION

Contained herein are guidelines for discipline procedures here in the middle school. The steps or consequences may vary depending on the individual and/or the particular infraction. Administration retains the right to issue consequences for acts of discipline not specifically stated herein and to alter any consequences, as deemed necessary. Administration also reserves the right to amend any provision in this handbook. Any revisions will follow district guidelines. \*\*Students accumulating 4 or more Major Discipline Referrals over the course of the year *may* be ineligible to attend end-of-year incentive or reward based activities and field trips such as, but not limited to, "Last Day Activities," Dells Ducks Trip, Fun Nights, etc. Under the Family Educational Rights and Privacy Act (FERPA), school officials may not divulge to a third party a student's discipline record or consequences received for a discipline infraction.

### DRESS CODE

Students should dress in a manner appropriate for the educational setting as well as the particular occasion. Not allowed is clothing or images that advertise tobacco, alcohol or drugs. This includes inappropriate, offensive, or suggestive language, and sexual references, such as "Hooters" and "Playboy bunny" shirts, all forms of "hatchet man" items, logos, etc. Also not allowed are pictures, sayings, or messages, electronic or otherwise, that refer to violence or killing. Students are not allowed to write *any* type of marks on the skin, articles of clothing, etc. either on themselves or on others.

**What follows is a list of the *majority* of the items that may NOT be worn in school:**

- "Short" shorts or any other shorts that are not appropriate in appearance or cause a distraction to the learning environment.
- Spaghetti strap tops (less than 1" in width) for girls, "belly shirts," off the shoulder tops without appropriate garments beneath the top, halter tops, unless worn beneath an appropriate top. "Bralettes" that are 1" in width **are** acceptable.
- Pants/jeans must be pulled up and freely remain on or above the hips at all times. NO "SAGGING"!
- All manner of dress must cover the bellybutton and not be distracting.

- Linked chains (similar in appearance to a dog's "choke-chain"), either around the neck or on the pants or wallet.
- Any type of head covering (except if given permission from the office), to include "hoodies," etc unless pre-approved by the Principal for special events or occasions. A hat, when authorized to be worn, must have its bill facing either straight forward or directly to the rear: no in-between.
- Students are required to keep their feet covered with appropriate footwear while in school.
- Bandanas may not be worn or displayed in any form at any time without permission.
- Collars (leather, look-alike leather, plastic, vinyl, etc.) may not be worn around the neck.
- Skirts, etc., must be of appropriate length. The bottom hem must reach the top of a student I.D. card (or 3.5 inches) when the card is held vertically and placed at the top of the student's knee ("Skorts" and leggings may be an exception to this rule, IF they are appropriate).
- Pants with significant and/or inappropriate rips, tears, or holes will not be permitted.
- Any form of sleepwear is not allowed to be worn; this includes pajama bottoms, for example, UNLESS we're having something like a "Pajama Day."
- Apparel (tops, t-shirts, etc) worn beneath a "hoodie," zip-up hoodie, sweater, or any similar outerwear, MUST be in compliance with the school dress code.

*Coats are to be removed prior to attending your first hour class. Keep a sweater or sweatshirt in your locker if you are liable to get cold.*

**Items not found in the above list but which may be considered to be "distracting to the educational environment," may be restricted as well. The final decision on student dress will be at the discretion of the Principal or his designee.**

#### **ELECTRONIC DEVICES**

##### **i-pods, MP3 players, Cameras, Electronic Games, etc**

Students are discouraged from bringing these valuable personal possessions to school. **The school is not responsible for lost or stolen personal valuables.** These items may be confiscated (and returned at a later time) if they become a distraction.

#### **EMERGENCY INFORMATION**

If you or your children are new to the district, you will be asked to fill out a Registration form with important contact and emergency information. If your child is a returning student, please contact our staff to make the necessary corrections. Please be sure to include the emergency phone number(s) of a friend, relative, baby-sitter or other responsible adult who can be reached by phone in case your child becomes ill or there is some emergency. Also, parents must be sure to list the name of their doctor. **If there are any changes such as address, phone numbers, etc. during the school year, please be sure to call the school office with the new information so the appropriate changes can be made on the child's form.** This information is **vital** in order to allow us to act quickly and properly in case of illness or injury. If we are unable to contact either you or your emergency contact the necessary authorities will be called.

#### **EMERGENCY PROCEDURES**

When the TORNADO ALARM is sounded, all students and teachers should report to their assigned areas of safety. There will be NO talking during a tornado drill so instructions can be heard. We will conduct a school-wide tornado drill every spring.

When the FIRE ALARM sounds, students should evacuate the building in an orderly, quiet manner, and follow the instructions of those in charge. Exit instructions are posted in each classroom by the door. When you get outside, each teacher will take roll. Students are not to stand on paved areas where emergency vehicles may need to pass.

#### **EXTRACURRICULAR ACTIVITIES**

|                  |   |   |
|------------------|---|---|
| Art Club         | Football (7 <sup>th</sup> & 8 <sup>th</sup> only) | FCCLA   |
| Basketball       | Tennis  | Track & Field (7 <sup>th</sup> &8 <sup>th</sup> only) |
| Cross Country    | Yearbook  | FFA   |
| Tech Ed Club     |   |   |
| Volleyball       | Wrestling   | Tiger Times Newspaper                                 |
| Tiger Pride Club | Student Council                                   | Shooting Tigers                                       |
| Skills USA       |   |   |

### FAMILY ACCESS

Family Access is a service provided to parents by the school district. Parents may check on their student's academic standing, review lunch account balances, and much more. Please contact the office if you need help with Family Access, go to [www.brf.org](http://www.brf.org) to learn more.

### FEES

A \$15.00 registration fee is charged to all middle school students to cover the cost of Phys. Ed. towels, school activities, registration materials, and some art supplies. This registration fee covers use of school property and equipment; however, students will be charged for damage to school property or loss of school property.

1. Books lost or destroyed - 100% of replacement
2. Damaged books - minimum \$.50 charge up to replacement cost.

**Students with outstanding bills and fines at the end of the school year may be held back from "Last Day Activities" and not receive their yearbooks.**

### FIELD TRIPS

1. At the start of each school year, a Field Trip Consent form is to be completed by every student and parent/guardian.
2. Student attendance at non-mandatory (not a school required) field trips must first be approved by the grade level team. If attendance, behavior, or academic progress is not satisfactory, participation may be denied.

### FLOWERS

The office will accept flowers for students on Valentine's Day, Sweetest Day, etc., WITH the understanding that these will *not* be delivered to each individual student's classroom. The student will be informed to pick up their flowers, etc AFTER the final bell has rung at 3:05.

### FOCUS

All students will be assigned a Focus Period, which meets in the morning only from 7:52-8:05. Morning Focus may be used to assist students with daily organization and going over announcements from the office. If time allows, teachers may discuss report cards, progress reports, and homework assignments with their students during this time. Students typically use this time to do homework and to meet with teachers for assistance. During all assembly programs, students must be seated in their Focus groups.

### FOOD, GUM, BEVERAGES

Gum chewing is discouraged, but may be allowed in some classrooms depending on teacher policy. If gum is found on floors or other surfaces in the school at any time, its use will be prohibited. Food and beverages are to be consumed in the Commons unless a teacher has approved a classroom activity involving food and/or drink. Students are allowed to have water, or flavored water, in their lockers or classroom and consume them throughout the day. Water containers brought into the classroom **MUST** be clear so the color of the liquid in the container can be seen. Sealed sports drinks may be kept in lockers for use for after school athletic activities. Juice and milk are allowed for cold/hot lunch, but may not leave the Commons.

### FUN NIGHTS

#### **School Parties, Activities, Fun Nights**

School parties and extracurricular activities are a privilege extended to the students of the Middle School. If a student's actions in school or while taking part in a school party or activity does not conform to school rules, the privilege of taking part in said activities may be revoked.

The following rules were adopted by the Student Council in regard to conduct and action during school-sponsored activities:

1. All school rules apply during parties and activities. **Cell phones or similar devices may not be used**, unless permission has been given
2. Many parties and activities are approved and supported financially by Student Council and/or Tiger Pride Club. The Principal approves requests for a party or activity.
3. Students are restricted to the area in which the activity is taking place. No loitering will be permitted.
4. **Fun Nights end at 4:00 p.m.** Students are not allowed to leave early unless met by a parent or guardian at the door.
5. The sponsoring group must clean the gymnasium and return all equipment to its proper place.
6. All individuals, except the sponsoring group, must leave upon completion of the activity. **Parents are expected to make transportation arrangements.**
7. Students not attending Black River Falls Middle School are not allowed to attend the Fun Nights.

8. In order to attend or participate in a school activity after regular school hours, students must be in attendance at school the day of the activity, unless there are extenuating circumstances.
9. Students who have lost the privilege to attend the Fun Night are not to be on school grounds or in the vicinity.
10. Students are not allowed to wear hats, run and chase, play tag, throw objects of any kind, or use any type of device (cell, smartphone, etc) in the gym during the Fun Night.

### **GRADING**

Teachers will explain to students in writing the basis for the grade they will receive. Detailed information on student grades may be found on Canvas. Please see School District of Black River Falls [Grading Guidelines](#).

### **GRAFFITI – WRITING/SCRIBBLING**

Students are not to write on walls, in lockers, in textbooks, or on their skin or clothing. Inappropriate language written in yearbooks is also not permitted.

### **GYM USE**

During the regular school day, the only students allowed in the gymnasium are the Physical Education students, unless prior approval has been given. Students are not to use the gym as an entry or exit except in the case of fire or emergency. Students may also use the gym at noon as scheduled.

### **HOMEWORK ASSIGNMENTS**

Each grade level posts its daily assignments on the school website for parents and students to view.

### **HONOR ROLL**

Letter grades carry a point value. These point values determine the student's overall grade point average and admittance or non-admittance to the Honor Roll.

The point values follow:

|          |          |          |          |          |
|----------|----------|----------|----------|----------|
| A 4.000  | A- 3.667 | B+ 3.333 | B 3.000  | B- 2.667 |
| C+ 2.333 | C 2.000  | C- 1.667 | D+ 1.333 | D 1.000  |
| D- 0.667 | F 0.000  |          |          |          |

Students with a grade point average of 3.500 - 4.000 will have their names placed on the High Honor Roll. Those with a grade point average of 3.000 - 3.499 will be on the Honor Roll. Students who make the *Honor Roll* the first three quarters in an academic year will be recognized at the Awards Assembly (or through the mail, if absent).

### **ILLNESS & INJURIES**

When a student becomes ill or is injured at school, he or she should tell his or her teacher, and then report to the office. There, in consultation with the parent/guardian, it will be determined if the student should be sent home or to the clinic or hospital. No seriously ill or injured student will be allowed to go home without the consent of a parent or guardian. It is the responsibility of the student to immediately report even a minor injury to the teacher in charge so that an accident report can be completed.

**If a child meets with a minor accident or becomes too ill to continue in school OR should become seriously ill or injured while under the school's supervision, school personnel will immediately take the following steps:**

- 1) Render first aid.
- 2) Call the student's parents or guardian, School Nurse.
- 3) Arrange for transportation for the ill or injured student to a source of medical attention.

### **IN-SCHOOL-SUSPENSION (ISS)**

ISS is typically used more frequently than OSS (out of school suspension) as the student is allowed to remain in school and complete daily course work. The student will receive full credit for work completed while in ISS. If, however, the student does not abide by the rules while in ISS, a parent or guardian will be contacted and the student may be sent home ***with the understanding that the ISS will be completed the next available school day.***

***\*Cell phones, iPods, etc must be surrendered prior to entering the ISS room. These items will be returned.***

### **INSURANCE**

The school does have supplemental insurance for all school-related accidents that occur while in school other than athletic-related injuries. Since the insurance is supplemental, it covers only those costs not covered by the family insurance policy.

### **LEAVING SCHOOL**

Once students arrive at school (bus, car, bike, walking, and so forth), they are to remain on school grounds during the day, including noon hour. Bus students are considered to be “on campus” when they get on the bus in the morning (then disembark to attend school) and until they exit the bus after school. Parents or guardians calling for their son or daughter during the school day must sign them “out” in the office and sign them “in” if they return during the day. *Students leaving the school grounds without permission from the office shall be considered truant.* Bus students are **NOT** to get off the bus at the high school in the morning.

### **LIBRARY MEDIA CENTER (LMC)**

- The Library Media Center (LMC) houses more than 5000 fiction and 8000 nonfiction books. The computer lab houses over 45 computer stations for student use.
- The LMC is open from 7:40 a.m. to 3:30 p.m. daily. Students may stay later with permission from the LMC Director. Checkout period for books is two weeks; for magazines, checkout is three days. Reference books, stencils, calculators, and “Type-right” units are for “overnight checkout,” which means students may check out these items during the day, but they are due back before classes begin the next day.
- Students failing to return books, magazines, or other items will be required to pay the replacement costs. Students with overdue materials will lose LMC privileges. Yearbooks will be withheld for those who have not taken care of their responsibilities. Students may also lose Fun Night privileges.
- Students are expected to put away all materials when they are finished.
- The use of magnets in the vicinity of any computer is strictly forbidden. Students may be charged for any damages or repairs, which result from negligence.

### **LICE, HEAD**

The infestation of head lice is considered a “nuisance disease.” In the Black River Falls School District, children with live lice are excluded from school until they are treated and lice free. This should not exceed one day since children are not at risk for spreading head lice once they have been treated with a lice killing product and there are no live lice. If nits are seen and the parent confirms that the child has been treated within the past 24 hours, the child may remain at school but may be checked daily (done discreetly, in private, in the office) for up to 2 weeks.

The district’s procedure for handling students with head lice is as follows:

1. Students with head lice, verified by inspection by trained school personnel, will be sent home and not allowed to return to school until after being treated and a lice clean-up checklist has been completed.
2. Siblings and close contacts of the person shall be screened for live lice.
3. A child who has been excluded from school due to head lice must be accompanied by a parent or guardian when he/she returns to school; they should not be sent on the bus. The student will be examined prior to returning to class to verify there are no live lice present at that time.
4. Seven to 10 days after being readmitted, the student will be re-examined for head lice by school personnel.
5. Repeat cases will not be admitted to school until the hair is nit and louse free, verified by examination by school personnel.

Parents: This procedure has been developed in an attempt to control this nuisance disease. Your cooperation is essential and appreciated.

### **LIGHTERS AND MATCHES**

Lighters, matches, electronic shockers and similar items are not to be brought to school. This may fall under a “Major Rule Violation.”

## LOCKS & LOCKERS

Student lockers are the property of the school and are subject to periodic checks. The Principal, designee, or designated authorities have the right to search a locker and its contents without the student's knowledge and/or presence if Administration suspects the locker is being used for improper or illegal purposes. You will be assigned a locker, but if you choose to lock it, you must first sign out a combination lock from the office and pay a \$5.00 deposit. This lock will be hand-receipted to you from the office and if you lose the lock, you will lose your deposit. **Do not leave articles of value in your locker.** The school will not be responsible for items lost or stolen from your locker. Your locker is your responsibility and is to be kept neat and clean inside and out at all times, and it must close completely and freely. **It is your responsibility to ensure that your locker is organized neatly so that the door closes properly.** Students are not to change lockers unless Administrative, or designee, approval is obtained. At no time are students to enter another student's locker without permission. If you have problems with your locker, see your Focus teacher.

## LOST AND DAMAGED MATERIALS AND EQUIPMENT

Students who lose or damage school owned materials and equipment (including assignment notebooks) are expected to pay for them. The dollar amount will be assessed based on the condition and damage of the missing or damage item(s). Students who damage or destroy another student's property may also be required to pay for the damage. School owned books that students check out or that are issued are the student's responsibility and, if damaged, destroyed, or lost, the student is expected to pay accordingly.

## LOST AND FOUND

Check the lost and found in the Middle School office, or the Commons for lost items. These items will be removed periodically and given to a charitable cause.

If you've found something that does not belong to you, please turn it in to the Middle School office. Put your name on everything you own. The Lost and Found is located by the trophy cabinets in the Commons and is cleared out every quarter.

## LUNCHROOM

**Please remember to say "Please" and "Thank-you" when going through the lunch line. Thanks!**

- All students will report to, and sit at, their assigned tables in the Commons whether you eat hot or cold lunch or do not eat at all. **Food is not allowed to be taken out to the playground.**
- One person per week will be designated to wipe down the table with a damp cloth. The expectation is that the table cleaner of the week cooperates with the lunchroom supervisor and does the final clean-up as requested. **All at the table are responsible to pick up garbage on, under, and around their table.** The lunchroom supervisor will check your table to make sure it is clean. All students will exit the Commons area and either go outside through the north exit **only**, if it is outdoor recess; or, to the gym, if it is inside recess. We go outside unless the temperature or wind-chill is 0 degrees (zero) or lower. This is a district-wide policy. We use weather.com as our official temperature. Students are to bring their coats, hats, and/or other appropriate dress to the Commons for outdoor recess.
- Those who fail to cooperate and/or follow the rules in the lunchroom, or follow the directions of the supervisor, may be assigned to a different table, directed to eat in another area within the lunchroom, eat in another supervised room, or be referred to the Principal.
- All students are required to sit at their assigned lunch table until it is time to go outside. Loitering - sitting, standing, visiting - at another table, is not allowed. You may receive a lunch detention for doing this; if you're a repeat offender, you will go to the office to serve a lunch detention and then you will clean your assigned table **AND the table at which you were wrongfully sitting, standing at, loitering, etc.**
- Students are not allowed to let others "eat off their account" without *first* filling out the parent permission form. See a lunchroom supervisor for this form.
- Food is not to be shared or passed around in the lunchroom.
- Private birthday parties are not allowed. If large quantities of food are brought in as a birthday treat, the food must remain at the student's table and be shared among everyone assigned to that table.
- Use only the bathrooms next to the theater. For indoor recess, you may use the ones next to the gym.
- The use of cell phones or any similar electronic device is strictly forbidden during lunchtime in the Commons.

## MAJOR RULE VIOLATIONS

The following are considered Major rule violations. These are not all-inclusive, but demonstrate the type of behavior considered most inappropriate.

1. Student use or possession of tobacco, drugs or look-alike drugs, any and all drug paraphernalia, alcohol, weapons, (including look-alike guns, knives, or other potentially dangerous objects), lighters,

or explosives, while in the building, on school grounds, under school supervision, or while attending or participating in any school activity is strictly forbidden. If any of these items are found, they will be confiscated and NOT returned.

2. Fighting - physically causing bodily harm to another person.
3. Gang activity in any form.
4. Profanity.
5. Insubordination - refusing to follow the directions of a teacher or supervisor. This includes willful misconduct.
6. Vandalism – Purposely destroying school property. (Restitution for damages is required.)
7. Theft/stealing.
8. Repeated Minor rule violations.
9. Sexual and racial harassment, promoting and/or encouraging acts of violence and/or harassing other students or school personnel. Using or writing gang symbols of any sort may fall under this category.
10. Making a 911 call, pulling a fire alarm.
11. Threats or threatening behavior to staff or other students.
12. Bomb Threats – making a bomb or weapons threat through *any* form of communication is a very serious matter.
13. Leaving the building or school grounds without permission from the office.
14. Repeated refusal or neglect to follow school rules.

It is **against the law** for students to-

1. Possess, use, or distribute drugs, alcohol, or tobacco.
2. Physically assault (batter or “beat up”) another person.
3. Vandalize (willfully destroy another’s property).
4. Steal.
5. Possess or use weapons.
6. Possess or carry, whether on school grounds, a school bus, or at any school-sponsored event, knives or other potentially dangerous objects.

#### **MAJOR RULE VIOLATIONS DISCIPLINE PROCEDURES**

1. If a student commits an offense considered to be a “Major Rule Violation,” he or she may be sent to see the Principal or designee.
2. The school official will then speak with the student, teacher, or others who may have witnessed the act.
3. Every attempt will be made to contact a parent or guardian, either at home or at work.
4. The student may receive either an OSS or ISS, or other consequence.
5. Further contact with police, human services, special education personnel, school counselors, or others may be necessary.
6. Major Rule violations *may* be referred to the Board of Education for an expulsion hearing.

**Note:** The above steps do not necessarily need to be followed in this exact order.

**Note:** As per Board of Education Policy No. 447.3, Any student who “Engages in conduct while at school or while under the supervision of a school authority which endangers the property, health, or safety of others” **may be expelled**. “Repeated refusal or neglect to follow school rules” may also be grounds for expulsion.

#### **MEDICATION POLICY 453.4 Rule**

Parents who request that medication be administered to their child at school are to inform the Principal or School Nurse in writing. Both the physician and a parent must sign the written statement. These forms are available in the office. Any student who brings medication to school that is to be self-administered must stop by the office and fill out the appropriate form. Students MAY NOT keep unauthorized medication in their lockers, backpacks, or on their person; this includes ibuprofen, Tylenol, etc.

#### **Medication and Students**

In accordance with the Wisconsin Department of Public Instruction guidelines, the following regulations will be implemented in the administration of prescription and non-prescription medication to students:

#### **Prescription Medication**

1. The parent or guardian should bring the medicine to the school office **in the prescription bottle**.
2. A written, dated, and signed form from the physician must be turned in to the office, along with any medicine we are to administer at school. The school district has pink forms that the doctor should fill out and the parent must sign. They are available in the school office.

#### **Non-Prescription Medication**



1. The parent or guardian should bring the medicine in the original bottle with written directions regarding the administration of the medicine.
2. We utilize the same form for prescription and non-prescription medication. Please stop in any time to pick up a pink form, it gives the school parent authorization; a doctor's signature is not required.
3. Non-prescription medicine will be dispensed just as prescription medications are. Students should not store any medicine on their person, in their desk, backpack or classroom.

***Under no circumstances should any medication (prescription or non-prescription) be sent to school with a child or on the school bus. A parent/guardian should bring the medication to the office and complete the appropriate forms.***

#### **MINOR RULE VIOLATIONS**

- The individual teachers and the grade level teams will typically deal with Minor Rule violations. Each grade level team will monitor student behavior and determine what action, if any, should be taken when students violate school rules which are not considered Major violations. **Make sure you know each of your individual teacher's classroom rules** as they may vary slightly from classroom to classroom.
- In this system, rewards will be given for improved and exemplary behavior, and privileges will be revoked when behavior is inappropriate. The grade level teams will further explain details.
- Continuous Minor rule violations may result in the student being referred to the Principal or designee and "Major Rule Violation" disciplinary steps may be taken.

#### **NONDISCRIMINATION POLICY (Board Policy 441.2)**

The Black River Falls School District strives to provide a safe, secure, respectful and nondiscriminatory learning environment for all students in school buildings, school grounds, and school buses and at school-sponsored activities. The School District does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability in any of its curricular, extracurricular, pupil services, recreational or other education programs or activities. Federal law prohibits discrimination in education on the basis of age, race, color, national origin, sex, religion, or disability. The district encourages informal resolution of complaints under this policy. However, if any person believes that Black River Falls School District, or any part of the school organization, has failed to follow the law and rules of s. 118.13, Wis. Stats. and PI 9, Wis. Admin. Code, or in some way discriminates against pupils on the basis of any of the protected characteristics listed above, he or she may file a formal complaint with the School District. Written complaints may be mailed or hand delivered to: Superintendent, School District of Black River Falls, 301 North Fourth Street, Black River Falls, WI 54615, phone number: (715) 284-4357, Ext. 1002. The steps for filing a complaint are as follows:

Step 1 Your complaint should be in writing and should be signed by you, and hand delivered or mailed to the Superintendent. The Superintendent, or his/her designee, shall acknowledge receipt of your complaint, in writing, within forty five (45) calendar days.

Step 2 The School District will investigate your complaint as quickly as possible and will advise you of its determination within forty-five (45) days of receiving the complaint.

Step 3 If you do not agree with the School District's determination, you have the right to appeal the negative determination to the School District of Black River Falls School Board. Your appeal should be in writing and should be signed. Your written appeal should be presented to: Superintendent, School District of Black River Falls, 301 North Fourth Street, Black River Falls, WI 54615, phone number: (715) 284-4357, Ext. 1002, within ten (10) business days of the date of the investigation findings. You will be notified regarding your appearance before the School Board, which shall be expedited. (The final decision on your complaint must be made within 90 days of the date you filed the complaint, unless you and the School Board agree to an extension of time.) The School Board will provide you with a written summary of its determination.

Step 4 If you have gone through all the steps of the school district's complaint procedure and you receive an unfavorable decision, you may file an appeal with the State Superintendent, Department of Public Instruction. Any appeal must be in writing and must be filed within 30 days of the date of the school district's final decision on your complaint. Include a copy of the school district's final decision on your appeal to the State Superintendent. If the person appealing is a minor, a parent or guardian must also sign the appeal. To file an appeal write to: Department of Public Instruction, Pupil Nondiscrimination Program, P.O. Box 7841, Madison, WI 53707-7841

Special Education: Appeals under 20 USC s. 1415 and ch.115, Wis. Stats., relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education to a child with special education needs shall be resolved through the procedures authorized by ch.115 subch. V, Wis. Stats. Complaints under 20 USC s. 1231e-3 and 34 CFR ss 76.780-76.782, commonly referred to as EDGAR complaints, that the state or the school district is violating a federal statute or regulation that applies to an education program shall be referred directly to the state superintendent. For information about the IDEA or EDGAR complaints process, contact the Special Education Team at the Department of Public Instruction, at (608) 266-1068.

If you believe the discrimination is because of race, color, sex, religion, age, disability or national origin, you may also file a complaint with the Office for Civil Rights of the United States Department of Education. A complaint must be filed with the Office for Civil Rights within 180 calendar days of the date of the alleged discrimination. You are not required to file a complaint with the school district before filing a complaint with the Office for Civil Rights. Office for Civil Rights for this region are: Office for Civil Rights, Chicago Office U.S. Department of Education, 500 W. Madison Street, Ste. 1475 Chicago, IL 60661 (312) 730-1560 (312) 730-1576 FAX (312) 730-1609 TDD, e-mail: ocr.chicago@ed.gov  
First Reading: July 16, 2012; Second Reading and Approval: August 20, 2012.

### NOON HOUR

Students must stay on school grounds during the noon hour. Our school is a closed campus - **you may not leave school grounds for lunch, unless a parent or guardian stops into the office to sign you out.** You may purchase lunch from school or bring a lunch from home.

During lunch recess, students are not to be in the street or faculty parking lot. You must stay on the west and north side of the building only and not go into the pines or other areas of the playground not under adult supervision. **Basic school rules apply outdoors as well as indoors.**

### NOTES AND NOTE PASSING

Students are **not** to pass personal notes to one another at any time in school. Notes may be confiscated and turned over to parents.

### NURSE SERVICES

The School District employs only one school nurse. Any student wishing to see the nurse should leave a message in the office or report to the office with a pass.

### OFFICE HOURS

The Middle School Office is open from 7:30 a.m. to 4:00 p.m. Monday through Friday.

### OUT-OF-SCHOOL-SUSPENSION (OSS)

OSS is typically reserved for more serious infractions of school rules such as, but not limited to, physical violence, threats and/or threatening behavior, and "Major Rule Violations" (see above). The student may be suspended from 1 to 5 days for violation of school rules or regulations. Students on OSS are not allowed on school grounds, to include attending after school extracurricular activities, for the period of the OSS. Students are typically not allowed to complete any Community Service hours on school grounds.

**If a student is suspended out-of-school, a parent or guardian may be required to accompany the student back to school for a re-admittance conference before the student returns to class.** Credit for work missed will be granted during OSS *as this is an excused absence.*

**Note 1:** Students placed in ISS or OSS are not allowed to participate in any extra-curricular activities on these days, or the next scheduled event, whichever is first. The student will also typically not be allowed to attend a Fun Night if it falls on the day of an ISS or OSS.

**Note 2:** The school reserves the right to implement alternative, appropriate "make-the-punishment-fit-the-crime" forms of consequences to include, but not limited to, policing trash on school grounds, cleaning school desks, and so forth.

### PASSES

Students are required to have a signed pass (found in the assignment notebook) in their possession **at any time they are in the halls** other than during passing time and before and after school. Teachers are responsible for their students while they are out of their rooms. Students should, therefore, realize that abuse of the hall privilege might result in their being denied this privilege in the future by that teacher. **Keep your assignment notebook with you at all times.**

### PRESIDENTIAL EDUCATION AWARDS

This award is given to students at the exit of 8<sup>th</sup> grade who have a *three-year cumulative* GPA of 3.5 or above and who have achieved in the 85<sup>th</sup> percentile or higher in math **or** reading on the 8<sup>th</sup> grade Forward test (state test) **OR** the ACT Aspire test.

### REPORT CARDS AND PROGRESS REPORTS

Within one week after the last day of school, the final report card of the school year will be mailed home, to both families as is needed. All other report cards and progress reports will be printed out by the student, and parent notification of this will be made via newsletter, web site, and School Messenger. When parent/teacher conference times coincide with either of the two reports, however, they will be hand delivered to the parent or guardian.

### RESTROOMS

Students are to use the restrooms before and after school, during the noon hour, or in the time allotted between class periods. Only with the teacher's permission will students be allowed to use the restrooms during class time. Electric hair care devices are not to be brought to school.

## SCHOOL CLIMATE

While school discipline and rules may not be the most positive topic in our handbook, it is, nevertheless, a necessary one. By working together and following some common sense and basic common courtesy guidelines, we can create an environment that is fun, educational, and safe for everyone! It's The Tiger Way!

## SCHOOL PUBLICATIONS/DISTRICT WEB SITE

- That the School District of Black River Falls, pursuant to Sec. 118.125(2) (J) Wis. Stat., which became effective on April 27, 1982, and the U.S. General Education Provisions Act, declares the following as "directory data" and that information relating to students may be made public or disclosed to any person if said information is in any of the following categories:
- "Directory Data" is defined as those pupil records which include the pupil's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the pupil.
- The School District of Black River Falls maintains a website for communication to parents and the community. Frequently, it is a showplace for student work and achievements.
- **Parents or legal guardians of a student have two weeks after notice has been posted to advise the building principal in writing of any or all of the items they refuse to permit the district to designate as directory information about that student. Also, if you do not want to your child's picture or name (first and last) on the district web site, please inform the building principal in writing within the first two weeks of school.**

## SCHOOL TRANSFERS

A student who is transferring from Black River Falls Middle School to another school district must proceed as follows:

1. The parent or guardian must sign the appropriate form for permission to release records.
2. The student will be issued a checkout form that must be signed by each teacher and the LMC Director as textbooks and other materials are returned.
3. Return the completed form to the office for final approval.
4. Upon request from the new school, the student's school record, or "cume file," will be forwarded to the school in which the student has enrolled.

## SKATEBOARDS, SCOOTERS, ETC

Skateboards are not to be stored in lockers. However, you may ride your skateboard to school and bring it into the building **IF** your Focus teacher has agreed to let you store it in his or her room. The above bicycle rules apply to skateboards as well. **NO** such items may be stored in the middle school office. (See also "Bicycle" section above.)

## STAFF

### Administrative and Support Staff

Dr. Shelly Severson- Superintendent of Schools  
 Ms. Jill Collins – Director of Business Services  
 Ms. Stephanie Brueggen - Director of Curriculum and Instruction  
 Mrs. Elizabeth Pardoe- School Nurse

Mr. Dan Nortman - Dean of Students

### School Counselors

Ms. Ashley Weibel and Mrs. Roberta Kostka

School Psychologist – Mrs. Jessica Thomley

Terrific Teachers - Listed in the Course Description Booklet and on the website

Super Secretaries – Mrs. Heather Wyss and Mrs. Kayla Knight

### Awesome Aides

Ms. Shayla Bluell, Ms. Pam Holcomb, Ms. Nikky Sackmaster, Ms. Rachel Pierson, Ms. April Dreikosen, Ms. Gena Oppelt, Ms. Rhonda Sackmaster

LMC Director -Mrs. Debbie Gilbertson

### Incredible Custodians

Mr. Paul Dickinson- Head Custodian  
 Ms. Sheri Schindler and Ms. Traci Malin(afternoon and evening custodians)

Fantastic Food Service, Cooks - Ms. Janet Oligny, Ms. Wendy Mlsna, Mrs. Adrienne Betts

### STUDENT COUNCIL AND TIGER PRIDE CLUB

- Student Council acts as a voice to express students' wishes and concerns and makes suggestions to school Administration. Representatives and alternates are elected from each class. The president, vice-president, secretary, and treasurer are elected at the end of the school year from the 7<sup>th</sup> grade class, and coming year's 8<sup>th</sup> graders serve as these officers. Any student is eligible for office if he or she meets good citizenship and character standards as determined by staff and Administration.
- Tiger Pride Club and Student Council are active organizations in the Middle School that plan and fund quite a number of student functions and programs. The annual Fall All-School Fundraiser generates the revenue to support such things as Fun Nights, Mini-Courses, some field trips, pizzas for "Tables of the Month," awards programs, student yearbooks (by helping to defray the overall cost to students), purchases on behalf of students, and various other school and community activities.

### STUDENT OF THE WEEK

Weekly, teachers in each grade level will select a student(s) of the week. Criteria used to select this/ individual(s) include the following: Does the student -

1. Follow The Tiger Way by being Respectful, Responsible, and Safe?
2. Show respect for self and toward others?
3. Demonstrate a positive attitude toward school?
4. Demonstrate behavior that is appropriate and responsible?
5. Achieve academically to his or her fullest potential (ability)?
6. Attend school regularly and on time?
7. Complete assignments on time?
8. Participate in class activities?
9. Participate in school activities?

### SURVEILLANCE CAMERAS

The middle school uses video surveillance equipment inside and outside the building as one of many measures to promote the safety and security of students, staff, parents, and visitors. We make every effort to balance the rights of personal privacy with our duty to provide a safe learning environment and to protect district facilities and property. Only school and law enforcement personnel are allowed to view video surveillance footage. **Parents are not allowed to view footage.** The school will comply with all applicable state and federal laws related to video recordings when such recordings are reviewed, used in investigations, or retained as part of a student's record. This notice, a notice on the school website, and signs throughout campus, shall serve as notice to students, staff, and the public that video surveillance may occur on school property. Video recording equipment will be installed in visible, conspicuous areas. The equipment will not monitor areas where the students, employees, and public have a reasonable expectation of privacy, such as locker rooms or restrooms. The equipment may be in operation 24 hours a day. The use of video surveillance equipment on school grounds shall be supervised and controlled by the building Principal or designee. Video recordings shall only be reviewed where there is a need to do so, either because an incident has been reported or is suspected to have occurred.

Staff and students are prohibited from unauthorized use, tampering with, or otherwise interfering with video recordings and/or video camera equipment and will be subject to appropriate disciplinary action. Disciplinary action shall be consistent with district standards as well as local, state, and federal laws.

### TARDY POLICY

Upon receiving the 3<sup>rd</sup> tardy in any one quarter, the appropriate grade level team revokes the student's Power Pass.

Upon receiving the 10<sup>th</sup> tardy in any one quarter, the student shall serve ½ day of ISS.

Accumulating more than 10 tardies in any one quarter may result in the following: After-School Detention; Meeting with Parent and Principal, loss of extracurricular activities (sports), other consequences deemed appropriate by Administration.

### TELEPHONE CALLS

**The phone in the Middle School Office may be used by students on a limited basis to include emergency calls.** Students may also use the phone in the classroom, with permission. The office staff will immediately notify students of incoming *emergency* calls. For all other incoming calls, students' names will be read over the intercom during morning and afternoon announcements (approx. 10:07 a.m. and 2:35 p.m.), and students will need to report to the office to receive their message. Non-emergency 911 calls are considered a violation of the Major Rules clause and will be dealt with accordingly.

## TELEPHONE NUMBERS

|  |                            |
|--|----------------------------|
| Middle School Office & Principal           | 284-5315                   |
| School Counselor Office                    | 284-4357 ext. 3022 or 3021 |
| School District Office (Superintendent)    | 284-4357                   |
| Lunda Theater                              | 284-4881                   |
| Lunda Theater (Director: Justin Dougherty) | (715) 896-1599             |
| Bus Garage (Transportation)                | 284-2557                   |

**To speak directly to a specific teacher**, dial (715) 284-4357, wait for the prompt, and then enter the teacher's extension. A complete list of staff extensions and email addresses is posted on the district's web site.

## TEXTBOOK REPLACEMENT

Students are responsible for the proper care and use of the textbooks that are issued to them. If a book they are responsible for is lost (or damaged and must be replaced), the student will be charged the replacement cost.

## THE TIGER WAY

The Tiger Way is a school-wide and district-wide approach to attaining positive student behaviors. "Be Respectful, Be Responsible, Be Safe" are our three main guidelines.

## VISITORS

While parents and community members are certainly encouraged to visit our school, we ask that you first stop by the office to sign in and receive a Visitor's badge.

Black River Falls Middle School students may have friends or relatives, their own approximate age, visit school under the following conditions:

1. A note from the parent/guardian of both the BRFMS student **AND** the visiting student requesting such a visitation must be brought to the office **at least one day prior to the requested day of visit**.
2. The request must be approved and signed by all teachers and the Principal.

*Because of the potential disruption to the educational environment, students may not visit Black River Falls Middle School during the following periods of time:*

1. The first two weeks of the school year.
2. The last day prior to any school vacation.
3. The last two weeks of the school year.
4. After having already visited Black River Falls Middle School once during the present school year.

If a student is unexcused or truant from his or her own school, that student will not be allowed to visit the Middle School. Approval of all visitors is left to the discretion of the Principal.

## WEATHER

Tune in to WWIS radio 99.7 FM or the district's web site at [www.brf.org](http://www.brf.org) for school closing or delay announcements. We send students outdoors for recess and before first bell in the morning unless we have extreme weather such as rain, lightning, temps (with windchill) at 0 degrees or colder, etc. We use The Weather Channel at [www.weather.com](http://www.weather.com) as the source of our official temperature in the district.

## YEARBOOKS

Yearbooks are available for the students to purchase and will be ordered in the fall. Part of the cost of publishing the yearbook will be paid for from Student Council and Tiger Pride Club funds. Students not ordering yearbooks in the fall, but wishing to purchase one later on, will have to pay full price in the spring if extra yearbooks are available.

### BRF CHROMEBOOK INSURANCE – 2019-2020

The School District of Black River Falls is offering parents and students the chance to purchase insurance through the District for their district-owned Chromebooks through a self-insurance program. The provisions in this policy restrict coverage. Please review the following policy:

The cost of District insurance is \$10 per Chromebook per school year and will begin on the date of payment through the end of the school year. Students/parents who want to purchase insurance after the start of the school year must have the Chromebook visually inspected by the technology staff in order to verify the device is not damaged at the time of insurance purchase.

This insurance policy does not cover loss of the device or damages caused by intentional misuse and abuse. The BRFSD tech department will assess the device damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines.

Parents/students will be charged full repair or replacement cost (\$215) of a device that has been damaged due to intentional misuse or abuse, or is lost or stolen.

Damage NOT covered under this policy:

- Chromebooks that have been taken apart and/or had parts removed
- Chromebooks that have been thrown or stepped on, on purpose
- Liquid damage

Examples of damage that will be covered:

- Cracked screens
- Broken keys
- Broken hinges

The policy will cover the first accidental incident/breakage of the Chromebook. If a second accidental incident/breakage occurs, there will be a deductible fee of \$5. If a third incident occurs, parents and students will pay the full cost of the repairs.

If you decide not to purchase insurance, please be aware that you will be responsible for the full cost of any needed repairs or replacements.

Examples of costs of Chromebook damage:

- Keyboard replacement - \$25.00
- Screen replacement - \$40.00
- Total replacement - \$215.00

Students should bring their Chromebook to LMC staff after damage occurs and explain how the damage occurred. While the Chromebook is being repaired, the student will be provided a loaner or replacement Chromebook. The insurance policy applies to the original and loaner or replacement Chromebook.

**SCHEDULE**

| 6th Grade Schedule Monday-Thursday |               |                  |           |            |             |             |             |             |            |           |            |
|------------------------------------|---------------|------------------|-----------|------------|-------------|-------------|-------------|-------------|------------|-----------|------------|
|                                    | 7:52-8:03     | 8:06-8:46        | 8:49-9:29 | 9:32-10:12 | 10:15-10:55 | 11:58-11:38 | Lunch       | 12:14-12:54 | 12:57-1:37 | 1:40-2:20 | 2:253-3:15 |
|                                    |               |                  |           |            |             |             | 11:41-12:11 |             |            |           |            |
| Day 1 and 4                        | Morning Focus | Tiger Time/Music | Class 2   | Class 3    | Class 5     | Class 6     | Lunch 6     | Class 7     | Class 8    | Class 9   | Class 10   |
| Day 2 and 5                        | Morning Focus | Tiger Time/Music | Class 7   | Class 8    | Class 2     | Class 3     | Lunch 6     | Class 5     | Class 6    | Class 9   | Class 10   |
| Day 3 and 6                        | Morning Focus | Tiger Time/Music | Class 5   | Class 6    | Class 7     | Class 8     | Lunch 6     | Class 2     | Class 3    | Class 9   | Class 10   |

| 7th Grade Schedule Monday-Thursday |               |           |           |            |             |             |             |             |                  |           |           |
|------------------------------------|---------------|-----------|-----------|------------|-------------|-------------|-------------|-------------|------------------|-----------|-----------|
|                                    | 7:52-8:03     | 8:06-8:46 | 8:49-9:29 | 9:32-10:12 | 10:15-10:55 | Lunch       | 11:31-12:11 | 12:14-12:54 | 12:57-1:37       | 1:40-2:20 | 2:23-3:15 |
|                                    |               |           |           |            |             | 10_58-11:28 |             |             |                  |           |           |
| Day 1 and 4                        | Morning Focus | Class 2   | Class 3   | Class 4    | Class 5     | Lunch 7     | Class 6     | Class 7     | Tiger Time/Music | Class 9   | Class 10  |
| Day 2 and 5                        | Morning Focus | Class 9   | Class 10  | Class 2    | Class 3     | Lunch 7     | Class 6     | Class 7     | Tiger Time/Music | Class 4   | Class 5   |
| Day 3 and 6                        | Morning Focus | Class 4   | Class 5   | Class 9    | Class 10    | Lunch 7     | Class 6     | Class 7     | Tiger Time/Music | Class 2   | Class 3   |

| 8th Grade Schedule Monday-Thursday |               |           |           |            |             |             |             |             |                  |           |           |
|------------------------------------|---------------|-----------|-----------|------------|-------------|-------------|-------------|-------------|------------------|-----------|-----------|
|                                    | 7:52-8:03     | 8:06-8:46 | 8:49-9:29 | 9:32-10:12 | 10:15-10:55 | 10:58-11:38 | 11:41-12:21 | Lunch       | 12:57-1:37       | 1:40-2:20 | 2:23-3:15 |
| <b>Name</b>                        |               |           |           |            |             |             |             | 12:24-12:54 |                  |           |           |
| Day 1 and 4                        | Morning Focus | Class 2   | Class 3   | Class 4    | Class 5     | Class 6     | Class 7     | Lunch 8     | Tiger Time/Music | Class 9   | Class 10  |
| Day 2 and 5                        | Morning Focus | Class 9   | Class 10  | Class 4    | Class 5     | Class 2     | Class 3     | Lunch 8     | Tiger Time/Music | Class 6   | Class 7   |
| Day 3 and 6                        | Morning Focus | Class 6   | Class 7   | Class 4    | Class 5     | Class 9     | Class 10    | Lunch 8     | Tiger Time/Music | Class 2   | Class 3   |

| 6th Grade Schedule Friday |              |           |           |            |             |             |             |             |            |           |
|---------------------------|--------------|-----------|-----------|------------|-------------|-------------|-------------|-------------|------------|-----------|
|                           | 7:52-8:20    | 8:23-8:59 | 9:02-9:38 | 9:41-10:17 | 10:20-10:56 | Lunch       | 11:32-12:08 | 12:11-12:47 | 12:50-1:26 | 1:29-2:15 |
|                           |              |           |           |            |             | 10:59-11:29 |             |             |            |           |
|                           | Morning      |           |           |            |             |             |             |             |            |           |
| Day 1 and 4               | Focus, Clubs | Class 2   | Class 3   | Class 5    | Class 6     | Lunch 6     | Class 7     | Class 8     | Class 9    | Class 10  |
|                           | Morning      |           |           |            |             |             |             |             |            |           |
| Day 2 and 5               | Focus, Clubs | Class 7   | Class 8   | Class 2    | Class 3     | Lunch 6     | Class 5     | Class 6     | Class 9    | Class 10  |
|                           | Morning      |           |           |            |             |             |             |             |            |           |
| Day 3 and 6               | Focus, Clubs | Class 5   | Class 6   | Class 7    | Class 8     | Lunch 6     | Class 2     | Class 3     | Class 9    | Class 10  |
| 7th Grade Schedule Friday |              |           |           |            |             |             |             |             |            |           |
|                           | 7:52-8:20    | 8:23-8:59 | 9:02-9:38 | 9:41-10:17 | 10:20-10:56 | 10:59-11:35 | Lunch       | 12:11-12:47 | 12:50-1:26 | 1:29-2:15 |
|                           |              |           |           |            |             |             | 11:38-12:08 |             |            |           |
|                           | Morning      |           |           |            |             |             |             |             |            |           |
| Day 1 and 4               | Focus, Clubs | Class 2   | Class 3   | Class 4    | Class 5     | Class 6     | Lunch 7     | Class 7     | Class 9    | Class 10  |
|                           | Morning      |           |           |            |             |             |             |             |            |           |
| Day 2 and 5               | Focus, Clubs | Class 9   | Class 10  | Class 2    | Class 3     | Class 6     | Lunch 7     | Class 7     | Class 4    | Class 5   |
|                           | Morning      |           |           |            |             |             |             |             |            |           |
| Day 3 and 6               | Focus, Clubs | Class 4   | Class 5   | Class 9    | Class 10    | Class 6     | Lunch 7     | Class 7     | Class 2    | Class 3   |
| 8th Grade Schedule Friday |              |           |           |            |             |             |             |             |            |           |
|                           | 7:52-8:20    | 8:23-8:59 | 9:02-9:38 | 9:41-10:17 | 10:20-10:56 | 10:59-11:35 | 11:38-12:14 | Lunch       | 12:50-1:26 | 1:29-2:15 |
| <b>Name</b>               |              |           |           |            |             |             |             | 12:17-12:47 |            |           |
|                           | Morning      |           |           |            |             |             |             |             |            |           |
| Day 1 and 4               | Focus, Clubs | Class 2   | Class 3   | Class 4    | Class 5     | Class 6     | Class 7     | Lunch 8     | Class 9    | Class 10  |
|                           | Morning      |           |           |            |             |             |             |             |            |           |
| Day 2 and 5               | Focus, Clubs | Class 9   | Class 10  | Class 4    | Class 5     | Class 2     | Class 3     | Lunch 8     | Class 6    | Class 7   |
|                           | Morning      |           |           |            |             |             |             |             |            |           |
| Day 3 and 6               | Focus, Clubs | Class 6   | Class 7   | Class 4    | Class 5     | Class 9     | Class 10    | Lunch 8     | Class 2    | Class 3   |