



Black River Falls Middle School

Principal - Mr. Dan Nortman

Dean of Students – Mr. Nate Erickson

“We will connect and believe, so kids engage and succeed.”

SCHOOL CALENDAR 2022-2023

Thursday	September 1	First Day of School for Students
Monday	September 5	No School - Labor Day Holiday
Monday	October 10	No School – Staff Professional Development
Wednesday	November 23	3 Hr. Early Release
Thursday	November 24	No School – Break/Holiday
Friday	November 25	No School – Break/Holiday
Monday	November 28	No School – Staff Professional Development
Thursday	December 22	3 Hr. Early Release
Friday	December 23	No School – Break/Holiday
Monday	December 26	No School – Break/Holiday
Tuesday	December 27	No School – Break/Holiday
Wednesday	December 28	No School – Break/Holiday
Thursday	December 29	No School – Break/Holiday
Friday	December 30	No School – Break/Holiday
Monday	January 2	First Day of School After Break/Holiday
Friday	January 27	3 Hr. Early Release
Monday	February 20	No School – Staff Professional Development
Friday	March 3	3 Hr. Early Release
Monday	March 20	No School – Break/Holiday
Tuesday	March 21	No School – Break/Holiday
Wednesday	March 22	No School – Break/Holiday
Thursday	March 23	No School – Break/Holiday
Friday	March 24	No School – Break/Holiday
Friday	April 7	No School – Break/Holiday
Friday	April 10	No School – Staff Professional Development
Monday	May 29	No School – Memorial Day Holiday
Friday	June 2	3 Hr. Early Release/Last Day of School

*Each Friday school releases one hour early at 2:10 p.m except October 14, due to Homecoming.

Early Release Days (*Early Release Days release at 12:10 p.m.)

November 23, 2022
December 22, 2022
January 27, 2023
March 3, 2023
June 2, 2023

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Dear BRF MS Parents and Guardians,

On behalf of our staff, welcome to the Black River Falls Middle School! It will be our collective commitment to ensure your child's middle school experience is positive, productive, and inspiring. I am excited to be starting my third year here as building principal. I believe in building positive relationships, mutual trust, and collaborating with staff, students and their families through open lines of communication. The 2022-2023 school year is going to be an incredible year at BRF MS! We have high expectations for our students academically and behaviorally as we guide, model, and continually reteach our core values of respect, responsibility, and safety. The adults in this building will base all decisions on what is best for kids. They are dedicated to creating an environment where all students can learn and be successful!

As parents, please take the time to ask your children about what they are doing/learning in school. Ask about projects or homework they may have completed or need to finish and help them create a routine to complete any necessary work. Also, please emphasize the importance of attendance. Getting students to school on time on a regular basis is a great way for success in student learning. Creating good habits and routines early in the year will get your child off to a great start for a successful year.

Our intent with the BRF MS Student Handbook is to clearly outline to students and families the expectations, guidelines, and policies we will follow. Student and staff safety will always be our number one priority to ensure a positive learning environment. It is my hope and expectation that families read and discuss this handbook with your child, should you have any questions related to this handbook, please do not hesitate to contact me at 715-284-4357 ext. 3001.

I look forward to a great school year and look forward to meeting you and working with your child.

Dan Nortman
Black River Falls Middle School Principal

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

Student Success

Our People

**Community
Engagement**

**Finance and
Facilities**

Goals

<p>All students will increase their achievement and attain annual personal growth goals in order to reach their highest potential.</p>	<p>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.</p>	<p>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.</p>	<p>We ensure efficient, innovative, and effective use of District resources to promote collaboration and inspire excellence in teaching and learning.</p>
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WE BELIEVE	WE EXPECT	WE WILL
<p>In authentic relationships and a supportive community that fosters a sense of belonging for all</p>	<p>Students, staff, and families demonstrate respect to one another and hold high expectations for behavior</p>	<p>Utilize innovative strategies and supports to create a positive school community where student, staff and families feel safe</p>
<p>In a thriving school environment where staff and students are physically and emotionally safe</p>	<p>Students, staff, and families build and sustain ongoing positive and authentic relationships</p>	<p>Provide students and staff with the necessary resources, professional development and technical assistance to implement the Behavior Education Plan</p>
<p>In the importance of student and staff voice in decision making</p>	<p>Students, staff, and families contribute to a safe learning environment</p>	
<p>Families and school staff must be collaborative partners in supporting every student</p>		

District Information

Board of Education Members

Bradley Dobbs - President 608-770-9969
Tom Epps - Vice-president 715-284-9896
Mary Jo Radcliffe - Clerk 715-284-9896
Nick Helstad - Treasurer 715-299-9353
Mary Jo Rozmenoski - Member 715-299-6785
Troy Webb - Member 715-299-4538
Ann Dehmer - Member 715-670-0024

District Office Staff

715-284-4357

Shelly Severson	Superintendent of Schools
Jill Collins	Director of Business Services
Nichole Sullivan	Director of Curriculum and Instruction
Kent Weinman	Buildings and Grounds Supervisor
Peggy Gordon	Technology Supervisor
Connie Sieber	Nutrition Services Supervisor
Angela Tamke	Director of Pupil Services
Kierstyn Barbour	School Psychologist
Jesse Jackson	School Psychologist
Vicki Kramer	Title 1 Coordinator/Reading Specialist
Elizabeth Johnson	School Nurse
Victoria Michalski	School Social Worker

Transportation Office - 715-670-0181

Kristi Pronchinski - Transportation Director
Joey Gilbertson - Dispatcher

School Information

Black River Falls High School, grades 9-12
1200 Pierce Street 284-4324

Black River Falls Middle School, grades 6-8
1202 Pierce Street 284-5315

Principal

Luke Madsen
luke.madsen@brf.org
Kim Penza
kim.penza@brf.org

Dan Nortman
dan.nortman@brf.org

Red Creek Elementary, grades 2-5
410 County Rd A 284-7155

Brandon Jahr
brandon.jahr@brf.org

Rachel Gamroth
rachael.gamroth@brf.org

Forrest Street Early Learning Center, grades PreK-1
720 Forrest Street 284-9406

Melanie Floyd
melanie.floyd@brf.org

Middle School Mission Statement

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, weekly PLC meetings, faculty meetings, department level meetings, etc. We must take time to review, study, and utilize 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.

Middle School Staff

Nate Erickson
715-284-4357 Ext. 3021

Dean of Students

Chantal Tibbitts
715-284-4357 Ext 3022

School Counselor

Kierstyn Barbour

School Psychologist

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

Samantha Iverson
715-284-5315

Middle School Secretary

Sara Steines
715-284-5315

Middle School Secretary

April Dreikosen
Pam Holcomb
Mackenzie Demers
Stephanie Stoker
Lori Kitelinger
Mackenzie Bedell

Building Aide
Building Aide
Building Aide
Building Aide
Building Aide
Building Aide

Debbie Gilbertson
715-284-4357 Ext 3205

LMC Director

Paul Dickinson
Sheri Schindler
Shaun Burlingame

Head Custodian
Evening Custodian
Evening Custodian

Janet Oligny
715-284-4357 Ext 3950
Wendy Mlsna
715-284-4357 Ext 3950

Food Service
Food Service

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

Arrival Time/Dismissal Time

Arrival

Students may start arriving at school at 7:30 AM. Prior to that, there is no supervision.

Dismissal

Dismissal at the Middle School is at 3:10 pm Monday through Thursday and 2:10 pm on Fridays. If you need to get a message to your child regarding their end of the day transportation plans, we ask that all communication happens prior to 2:00 PM on regular days and 1:00 on Fridays. After 2:00 PM we will not be able to guarantee the message can be shared with your child.

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 and Art Competitions

6th Grade Quiz Bowl

Writing Contest

Art Contest

Vex Robotics Challenge

6th Grade Geography Bee

Spelling Bee

Skills USA Competition

Assembling on School Grounds

When the bell rings at 3:10 pm 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,
- 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 3:25, 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 3:25. Thank you! Students of any age or grade may not assemble ("hang out") on or about the premises of the school before 7:30 a.m., for purposes other than waiting for the first bell; or, remain in, on, or about the premises of the school after 3:25 p.m. except by permission of the Principal/Dean 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 1st Bell, 6th graders are to wait on the West Playground (by the theater); 7th and 8th 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 in their assigned seat for all assemblies.

Attendance Awards

Students with perfect attendance for a semester will be recognized with an attendance award. 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

Regular attendance and promptness are essentials of good performance at any job. Absence from school is one of the greatest causes of poor achievement. 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.

3. Special Leave Notification

Individuals that need to attend a funeral or other cultural ceremony are able to apply for Special Leave through a form available from the office. The form must be submitted prior to the defined event.

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 weekly 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 he 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 3rd unexcused absence. After a 5th 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. Large sports bags, etc., are allowed in Focus Classroom, but only WITH Focus Teacher permission. Backpacks, binders, coats, etc. must fit comfortably in your locker, and the locker door must be able to be closed easily. NONE of the aforementioned items may be stored in the office/office area.

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 or after school when students are walking to or loading buses.** 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.

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 (1-10 days), 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, headphones/earbuds, for example), or a laser pointer (hereafter referred to as "electronic device") on school premises during the instructional day (7:50-3:10), 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 7:50 a.m. bell and, up until that time, cell phones may not be used in any area inside the building *other than the Commons* during breakfast. Once you leave the Commons, all phones must be "Off and Away."

1. 1st offense - phone is confiscated by a staff member and turned in to the office, where it will remain until the end of the day. Staff member documents the offense as a "Major - cell phone violation" and contacts the parent. Students may pick up the phone from the secretary at 3:10.
2. 2nd offense - phone is confiscated, staff member documents, staff member, Dean of Students, or Principal contacts parent to come pick up cell phone at end of day.
3. 3rd offense - phone is confiscated, Principal or Dean of Students meets with parent, phone may 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. Staff can request inappropriate videos/pictures taken at school to be deleted.

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 coats, heavy liners, blankets, 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.

Black River Falls Middle School will utilize the Behavior Education Plan that was adopted in July 2022.

A teacher is authorized to remove a student from the classroom if a student 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 (SBP 443-Rule). Any teacher who removes a student from class must enter in an office referral and contact the parent(s)/guardian of that student within 24 hours.

Students who are removed by their teachers will be asked to reset or leave the classroom for the remainder of the class period to the Alternative Learning Center (A.Le.C), the student shall stay in the A.Le.C room and may complete a student reflection form, participate in a restorative conversation and work to make up missed instruction. At the discretion of the building administrator or designee, the student may instead be sent to another appropriate class, program, educational setting, or supervised area. In general, students should be required to do work of an academic nature while in the short-term

removal area. Such work should ordinarily be related to the work in the class from which the student was removed, or may be related to the student's misconduct (e.g. restorative conversations, writing an apology or account of the situation). In no event should the student's time in the removal area be recreation or other free time.

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

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/Chromebook 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, please remember: neither the school email nor the Chromebook you use are "yours." They belong to the school district and may be confiscated, searched, or shut off at any time a staff member feels it is appropriate.
- Students are not to access another person's folder or share their password with anyone else. Middle School students are not permitted to use email 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.

- At the end of each school day, students should return their Chromebooks to their focus teacher's classroom and plug them into the correct space in their Chromebook cart.
- Insurance is available and encouraged for student Chromebooks; please see the last page of this document or contact your child's school with questions.
- Students that intentionally harm or break their Chromebook will need to pay for the damages before receiving a loaner Chromebook or their original Chromebook that has been fixed."

Counselors

Problems? Questions? Concerns? Contact the Middle School Counselor: Mrs. Chantal Tibbitts 715-284-4357 Ext 3022

COURSES OF STUDY 2021-2022

<u>6th Grade</u>	<u>7th and 8th Grades</u>
Literacy Arts Soc. St. Math Science Tech. Ed. Family and Consumer Sciences (FCS) Information Technology Music Appreciation	Chorus Phy. Ed. Guidance Band Art Literacy Arts Soc. St. Math Science Chorus Foreign Language (Spanish) Spanish I (8 th grade only) Leadership (8 th only) Guidance Tech. Ed. FCS Art Band Phy. Ed.

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 the Dean of Students (DOS) are held on Monday, Tuesday, Wednesday, and Thursday, from 3:15 - 3:45 (30 minutes) in the LGI, commons or office. **Lunch** detentions, given at the discretion of the Principal or the DOS, are also served in the LGI, commons, 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 Principal or DOS.

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. Progressive discipline may be applied to students whose behaviors are not remediated by typical consequences. Steps may include reteaching opportunities outlined in the Behavior Education Plan, verbal reprimand, lunch detention(s), after school detention(s), in-school suspension(s) (ISS), out-of-school suspension(s) (OSS), and more, up to and including alternative placement and/or expulsion. 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. Students earning 20 or more documentations in a school year may be asked to meet with the Dean of Students prior to the start of the next school year to create a plan for the student and school.

Dress Code Policy

Safety and belonging are important components of a positive school culture. The dress code policy is focused on promoting both. Students may dress in any style they desire and

may present themselves in a way that is consistent with their identity or religion, as long as their chosen attire does not cause a disruption or compromise safety in the school environment. The following examples are intended to represent these limitations:

Items not to be worn include:

- Clothing or accessories that may be used to cause harm or as a weapon
- See-through clothing
- Clothing or accessories with statements or images that are vulgar, obscene or promote illegal drugs, alcohol, sex, violence or gang activities
- Clothing or accessories that expose undergarments or the buttocks.
- Clothing or accessories with words, pictures or caricatures based on stereotypes of a specific gender, race, ethnicity, nationality, religion, sexual orientation or disability
- Clothing or accessories with Native American team names, logos or mascots that depict stereotypes
- Shoes or footwear must be worn at all times
- Hats and hoods are not allowed to be worn inside the school. They are to be removed immediately when entering the building.

Electronic Devices

Cell Phones, Cameras, Electronic Games, headphones/earbuds, bluetooth speakers, 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

Safety drills are held at regular intervals throughout the school year. Fire drills, lock down, A.L.I.C.E./intruder and tornado drills will be practiced monthly. 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.

In response to recent events around the country, procedures for responding to crisis or intruder situations have been developed. Parents/ guardians will be informed prior to A.L.I.C.E./intruder drills being held.

Extracurricular Activities

Art & Crafts Club	Tiger Pride Club	Shooting Tigers(7 th / 8 th only)
Basketball	Tennis	Football (7 th /8 th only)
Cross Country	Yearbook	Track & Field (7 th / 8 th only)
Skills USA	Tech Ed Club	FFA
Volleyball	Wrestling	Student Council
Chess Club	FCCLA (7th/8th only)	

Family Access

Family Access is a service provided to parents by the school district. Parents may check on their student's grades, missing assignments, review lunch account balances, make online payments, review attendance, email teachers with questions or concerns, and much more. You also have the ability to set email notifications when your child has a missing assignment. Please contact the office if you need help with Family Access, go to www.brf.org to learn more.

Fees

A \$15.00 registration fee is charged to all middle school students to cover the cost of 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 3:10.

Focus

All students will be assigned a Focus Period, which meets in the morning from 7:50-8:21. Morning Focus may be used for MS Clubs, teach SEL Curriculum, student roosting, assist students with daily organization, or a time to go over announcements from the office. If time allows, teachers may discuss student goal setting, report cards, progress reports, or homework assignments with their students.

During all assembly programs, students must be seated in their Focus groups and in the assigned seat their teacher has arranged.

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. Coffee and energy drinks are forbidden in lockers or classrooms. 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.

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 the 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 3:10 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 will be in no-go rooms.
10. Students are not allowed to wear hats, wear backpacks, run and chase, play tag, throw objects of any kind, or use any type of device (cell, smartphone, etc).

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 the 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 and walking track are the Physical Education students, unless prior approval has been given. Students are not to use the gym or walking track as an entry or exit except in the case of fire or emergency.

Homework Assignments

Each grade level posts its daily assignments on CANVAS 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 and Injury

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, and the 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. **It is HIGHLY recommended that families opt for the \$10 a year Chromebook insurance offered by the district (please see attachment on back page). Our Insurance does not cover intentional damage done to the chrome books i.e removing keys, punching the screen, removing the monitor frame etc.**

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 LMC is open from 8:00 a.m. to 3:10 p.m. daily. Students may stay later with permission from the LMC Director. Checkout period for books is two weeks; for magazines, the checkout is three days.
- 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.

Lighter /Matches

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

Locks and Lockers

Students are required to use their assigned locker and may NOT share with other students. 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. Students may not bring locks from home; any lock brought from home may be cut off by school personnel. **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 allowed to enter another student's locker without permission. If you have problems with your locker, see your Focus teacher.

Lost or 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 damaged 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 into 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!**

- Lunch will be run in two shifts per grade level; half of the students will eat, the other half will be at recess. Half way through the lunch period students will shift; recess students will enter the building through the front doors to enter the commons to eat, students that were eating will exit the building near the (New Teacher)'s art room to go to the playground for recess.
- While in the Commons, all students will report to, and sit at, their ~~assigned~~ tables 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 students 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, students will not be allowed to go to their lockers after they finish eating. All food and beverages need to be finished before leaving the commons or thrown in the garbage. Students may not take food or beverages out of the commons.
- 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 or DOS
- All students are required to remain at their lunch table until dismissed. 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 could be assigned 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 and on the playground.

Lunch 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 past the trees along the road or other areas of the playground not under adult supervision. **Basic school rules apply outdoors as well as indoors.**

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. The possession, use, or distribution of ANY type of nicotine product or device, to include but not limited to, vaping products, juuling products, and/or other products or devices similar in nature.
3. Fighting - physically causing bodily harm to another person.
4. Gang activity in any form.
5. Profanity.
6. Insubordination - refusing to follow the directions of a teacher or supervisor. This includes willful misconduct.
7. Vandalism - Purposely destroying school property. (Restitution for damages is required.)
8. Theft/stealing.
9. Repeated Minor rule violations.

10. 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.
11. Making a 911 call, pulling a fire alarm.
12. Threats or threatening behavior to staff or other students.
13. Bomb Threats - making a bomb or weapons threat through any form of communication is a very serious matter.
14. Leaving the building or school grounds without permission from the office.
15. 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 and 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 yellow 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.

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.

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 extracurricular 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 8th grade who have a *three-year cumulative* GPA of 3.5 or above and who have achieved in the 85th percentile or higher in math **or** reading on the 8th 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!

Directory Data

Notice is hereby given that the School District of Black River Falls, according to Wisconsin Statute 118.125, declares the following as "Directory Data" and that the information relating to students may be made public or disclosed to any person if said information is any of the following categories:

"Directory Data" is defined as those pupil records which include the pupil's name, address, 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 attended by the pupil. Parents or legal guardians of a student have two weeks after the notice has been posted to advise the building principal in writing of any or all of the items they refuse to permit the district of designate as directory information about the student.

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.)

Bicycles and Scooters should not be ridden on school grounds when students are present.

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.
- 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, 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

Students are expected to be in their seats and ready to start class when the bell rings. This is a time when teachers prepare students for the lesson or assess their learning. A

student's tardiness not only interferes with their education but also the function of the class. As a result, the following policy will be used:

- Definition of Tardy: Less than 10 minutes late for class. Students more than 10 minutes late are marked as an unexcused Tardy Late.
- The following is by 12-week trimester. At the end of the trimester, any students with a tardy(ies) will get a fresh start.
 - 5 Tardies = Lunch or after school detention
 - 10 Tardies = Lunch or after school detention, loss of Power Pass
 - 15 Tardies = Lunch or after school detention, loss of Power Pass, and attendance intervention meeting with Dean of Students
 - 15+ Tardies = 1 lunch or after school detention per tardy and loss of Power Pass

Failure to serve lunch or after school detention will result in a full day of ISS.

Staff Procedures:

When the bell rings the classroom door is closed.

Any student not in class and out in the hall must go to the office and enter their PIN in the Tardy Kiosk for a pass.

When the student returns to class, staff are to check the time on the pass; students have two minutes from the time they punch their PIN in to get back to class. If they are more than two minutes late, they are sent back to the office.

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. 3:10 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.

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.

Weather

Tune in to WWIS radio 99.7 FM, 103.7 FM, 104.5 FM, 93.3 FM, 97.1 FM or the district's web site at 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 as the source of our official temperature in the district.

WINN (What I Need Now) Program

The WINN (What I Need Now) program is designed as an alternate placement for students who need additional skill building and support to be successful in the regular school setting. The WINN program is one of the alternate settings that is housed at the Gebhardt school building. Students placed in the WINN program will work towards behavior, academic, or attendance goals. An integral part of the WINN program is participation in a skill building group provided to the students by an outside counseling agency. Placements within the WINN program are intended to be short term, based on the needs of the individuals being placed there. Staff at WINN, in partnership with the

staff from the high school/middle school, will monitor the goals and assess when students are ready to return to their original school.

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 – 2022-2023

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 (\$245) 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 - \$245.00
- Charger Replacement - \$25.00

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.

The BRFSD administration has the final say in determining insurance and repair situations.

2022-2023 MS Bell Schedule

Monday -Thursday												
	7:50-8:21	8:24-9:02	9:05-9:43	9:46-10:24	10:27-11:05	11:08-11:46	11:49-12:19	12:22-1:00	1:03-1:41	1:44-2:22	2:25-3:03	3:06-3:10
6th Grade	Morning Focus/Club	Target Time	Block 1		Block 2		Lunch 6	Block 3		Prep	Prep	Focus
	7:50-8:21	8:24-9:02	9:05-9:43	9:46-10:24	10:27-11:05	11:08-11:38	11:41-12:19	12:22-1:00	1:03-1:41	1:44-2:22	2:25-3:03	3:06-3:10
7th Grade	Morning Focus/Club	Block 1		Block 2		Lunch 7	Prep	Prep	Target Time	Block 3		Focus
	7:50-8:21	8:24-9:02	9:05-9:43	9:46-10:24	10:27-11:05	11:08-11:46	11:49-12:27	12:30-1:00	1:03-1:41	1:44-2:22	2:25-3:03	3:06-3:10
8th Grade	Morning Focus/Club	Block 1		Prep	Prep	Block 2		Lunch 8	Target Time	Block 3		Focus
Friday Early Release												
	7:50-8:18	8:21-8:57	9:00-9:36	9:39-10:15	10:18-10:54	10:57-11:27	11:30-12:06	12:09-12:45	12:48-1:24	1:27-2:03	2:06-2:10	
6th Grade	Morning Focus/Club	Block 1		Block 2		Lunch 6	Block 3		Prep	Prep	Focus	
	7:50-8:18	8:21-8:57	9:00-9:36	9:39-10:15	10:18-10:54	10:57-11:33	11:36-12:06	12:09-12:45	12:48-1:24	1:27-2:03	2:06-2:10	

7th Grade	Morning Focus/Club	Block 1			Block 2			Prep	Lunch 7	Prep	Block 3		Focus	
	7:50-8:18	8:21-8:57	9:00-9:36	9:39-10:15	10:18-10:54	10:57-11:33	11:36-12:12	12:15-12:45	12:48-1:24	1:27-2:03	2:06-2:10			
8th Grade	Morning Focus/Club	Block 1			Prep	Prep	Block 2		Lunch 8	Block 3		Focus		