



**FOX POINT-BAYSIDE
SCHOOL DISTRICT HANDBOOK
2019-20**

General District Information
Bayside Middle School Handbook

**FOX POINT-BAYSIDE SCHOOL DISTRICT
7300 North Lombardy Road
Fox Point, WI 53217**

**District Office 414-247-4167
Fax 414-351-7164**

www.foxbay.org



School Board Priorities

As the Fox Point Bayside School Board, we will ...

- 1. Elevate all students by establishing curriculum and practices which have been shown to produce excellence, as measured by academic achievement and character development.*
- 2. Value our teachers and staff, and support their ongoing professional development; they are crucial to the success of our students and to our learning environment.*
- 3. Strive to make sustainable fiscal decisions with regard to the long-term health of our overall budget, facilities, and use of technology.*
- 4. Value a safe and secure learning environment for students and staff.*
- 5. Enhance communication between community members (the Board, school staff, parents, students, and the broader community) for the purpose of encouraging open and constructive discussions.*

Adopted by the Board of Education on 11/20/2017

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FOX POINT-BAYSIDE SCHOOL DISTRICT ADMINISTRATION

ADMINISTRATORS

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Karen Grimm-Nilsen Stormonth Elementary Principal	414-247-4100 kgrimm@foxbay.org
Jodi Hackl Bayside Middle School Principal	414-247-4200 jhackl@foxbay.org

ADMINISTRATIVE STAFF

Katie Kristopeit District Office Executive Assistant	414-247-4167 kkristopeit@foxbay.org
Laurie Rosenow Payroll/Benefits Specialist	414-247-4161 lrosenow@foxbay.org
Carrie Strassburg Business Office Specialist	414-247-4168 cstrassburg@foxbay.org
Jill Miller Administrative Assistant for Special Education Services	414-247-4253 jmiller@foxbay.org

Please refer to the Fox Point-Bayside website or individual school handbooks for a list of teachers and support staff in each building. Visit our website for additional information about our district and schools.

www.foxbay.org

OTHER IMPORTANT CONTACT INFORMATION

Lori Kindred District School Nurse	414-550-3384 lkindred@foxbay.org
Riteway Bus Company	414-226-5481 (press 0)
Taher/North Shore Consortium Food Service	414- 351-6595

2019-20 SCHOOL BOARD MEMBERS

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If you need further assistance, please contact the School Board Executive Assistant, Katie Kristopeit, at 414-247-4167 or kkristopeit@foxbay.org



GENERAL DISTRICT INFORMATION,
POLICIES & PROCEDURES
2019-20

FOX POINT-BAYSIDE SCHOOL DISTRICT
7300 North Lombardy Road
Fox Point, WI 53217

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BUS TRANSPORTATION

ROLES AND RESPONSIBILITIES

I. STUDENTS

A. BOARDING THE BUS

1. Plan to be at the bus stop 5 minutes early. The bus cannot wait for you to come out of your house so that it can stay on schedule for other riders.
2. If you are picked up at a stop other than your driveway, walk to your stop on the roadside facing traffic. For safety reasons, never wait in the road.
3. Board the bus only after it has come to a complete stop and the red lights are flashing.
4. Take the first seat on the passenger side when you board. You are free to move to a seat of your choice when the bus comes to a complete stop at the next pick-up point

B. WHILE ON THE BUS

1. Always use good ridership manners:
 - a. Remain in your seat while the bus is in motion.
 - b. Keep your head and hands inside the bus.
 - c. Talk with friends using a normal voice so the driver is not distracted.
 - d. Help to keep the bus safe and clean at all times.
2. *In the event of an emergency*, remain on the bus, unless directed to do otherwise by the bus driver.
 - a. Do not try to leave the bus and walk home. There will be a replacement bus coming soon.
 - b. If your bus was involved in an accident and your parents arrive at the scene to pick you up, you may not leave unless a Police Officer, an official from the bus company, or an official from school authorizes your release.
 - c. If your bus breaks down and your parents arrive to pick you up, they must show picture identification in order for the driver to let you go.
3. Check for books, lunches, and other personal items before exiting.

C. ARRIVAL AT SCHOOL AND DROP OFF AT HOME

1. Remain seated until the bus has come to a complete stop.
2. Leave the bus from the front to the back in an orderly manner upon arriving at school.
3. Move away from the bus as soon as you get off and stay out of the *danger zone* until the bus departs. Wait until the bus leaves before visiting with friends or engaging in other activities.
4. If you cross the road to get to your house upon getting off the bus, go out at least 10 feet in front of the bus so you can see the bus driver and he/she can see you. Wait for his/her signal that it is safe to cross the street and check, to be sure no traffic is approaching before crossing the road.

D. WEAPONS POLICY

All students are subject to the District's weapon policy (5772) while riding the bus.

II. TEACHERS/ASSISTANTS

To assure safety, teachers and assistants are responsible for:

- A. supervising pupils while buses are loading and unloading as assigned.
- B. teaching bus safety as part of the curriculum

III. PRINCIPALS

Building Principals hold the following responsibilities:

- A. Maintaining positive school community relations with respect to the transportation program.
- B. Enforcing the specified transportation rules and regulations.
- C. Assisting in coordinating the transportation safety program which includes classroom instruction, school site precautions, bus routing guidelines, bus riding rules and annual bus emergency evacuation drills.
- D. Maintaining student transportation discipline using progressive steps as determined by the seriousness of the incident.

Possible consequences include but are not limited to Counseling and discussion of bus safety by the principal or another school official, a warning about further disciplinary steps, notification of parents, a parent meeting, a 1-5 day suspension from the bus, a school/bus company/parent conference. All incidents will be recorded in the student discipline file by the principal or designee.

Depending upon the severity of the misbehavior, the Fox Point-Bayside School District reserves the right to remove a student from the bus for an unlimited period of time, at any time.

IV. ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES

The Assistant Superintendent of Business Services or designee is responsible for:

- A. Coordinating and monitoring the student transportation and lunch programs.
- B. Implementing safe and efficient routing and scheduling of bus riders and approving all routes.
- C. Periodically reviewing and inspecting all school loading and unloading sites, procedures and rules.
- D. Following up on transportation complaints made by schools and parents with the bus company.2019-20
- E. Monitoring the drivers assigned to the District by the bus company, maintaining route sheets with the driver's name, and following up on any concerns with the bus company.
- F. Maintaining other effective pupil transportation practices and policies to ensure safe, adequate, efficient and economical transportation service.
- G. Making periodic reports to the School Board on the status of the student transportation system.

V. SUPERINTENDENT

The Superintendent is ultimately responsible for the overall operation of the student transportation service and in concert with the Director of Business Services will take whatever action(s) are appropriate for the efficient operation of services.

VI. PARENTS

As partners with the Fox Point-Bayside School District and Riteway School Bus Company, parents are asked to review and discuss transportation and safety rules with their child(ren). Please call the school office if you have any concerns regarding your child(ren)'s transportation.

VII. BUS COMPANY

A. Drivers

Bus drivers are responsible for following all state and local vehicle operation rules as well as bus company and school district rules. Drivers are in-serviced by the bus company and given a set of school district rules and expectations at the beginning of the school year. Ridership safety and maintaining positive pupil discipline are areas of emphasis in training sessions.

B. Bus Company Administration

The bus company is required to adhere to all specifics within the contract entered into with the Nicolet Area Transportation Consortium including but not limited to:

- 1) Practicing an extensive bus driver applicant screening/hiring process that includes, but is not limited to, drug, alcohol, arrest and driving record investigations
- 2) Providing continued in-service training to its employees
- 3) Conducting mandatory random drug and alcohol testing of all employees
- 4) Working closely with the school district and/or parents to resolve any concerns in a prompt and appropriate manner

BUS TRANSPORTATION GUIDELINES

COMMONLY ASKED QUESTIONS ABOUT YELLOW BUS TRANSPORTATION

Question - Is every student eligible to ride the yellow bus?

Stormonth Elementary School - All Resident Students (K4-4th grade) are eligible to receive student transportation.

Bayside Middle School - Not all students (Grades 5-8) are eligible for yellow bus transportation. There is a walk zone of up to 7/10 mile around Bayside Middle School. Students residing within the perimeter of the walk zone are not eligible for yellow bus transportation. The walk zone is bounded by Fairy Chasm Road - **north**; Brown Deer Road - **south**; Regent Road - **west**; and Lake Drive - **east**. Students residing directly on Fairy Chasm Road, Brown Deer Road, Regent Road or Lake Drive do receive bus transportation.

Open enrollment students are **NOT** eligible for yellow bus service.

Question - What do I need to do to get my child(ren) scheduled for the bus?

Students are automatically scheduled for yellow bus service upon enrolling unless:

- a) The parent/guardian notifies the principal in writing that his/her child will not be using the yellow bus service or
- b) The student (grades 5-8) resides within the Bayside Middle School walk perimeter.

Question - Is there a charge for the yellow school bus service?

No. It is provided as part of the school district services and, as such, is included in the district budget.

Question - How do I find out specific information concerning my child(ren)'s route?

You will receive specific pick up time and route number information that is mailed to your home or provided at registration approximately 1-2 weeks before the first day of school.

Question - Can I change the bus route?

All routes are examined continuously for factors such as timing, length, safety and number of riders. Changes will not be made unless a hazardous situation can be demonstrated to exist. Drivers are not permitted to make route changes.

Question - How long are the bus routes?

The average route runs approximately 45 minutes. Every effort is made to keep the route within a 45-minute window for district routes and 60 minutes for students that are a part of the Chapter 220 program. The route time is measured from the first pick up in the a.m. to arrival at school and/or the time the bus leaves school in the p.m. to the last drop-off.

Question - At the end of the day, do the buses run according to scheduled times?

During the first few days of school buses usually run up to 20 minutes late. This is due to extra time used

for making sure students are boarding the correct bus. The extra time is **not** considered part of the route time. By the second week of school, the buses will leave the school 7-10 minutes after dismissal time, and drop-off times will be more consistent.

Question - Where is my child picked up/dropped off?

Your child will be picked up and dropped off at your driveway or directly across the street from your house.

Exception: cul-de-sac service

A cul-de-sac must be a minimum of 90 feet in width for a bus to turn around in and more than 7/10 mile in length. All cul-de-sacs in the school district have been measured. The **ONLY** cul-de-sacs that meet these requirements are: Boyd Way, Beach Drive, Ravine Bay Road, and the north end of Barnett Lane. **NO OTHER** cul-de-sacs or similar roads are serviced door-to-door. Students will be picked up and dropped off at the entrance to the cul-de-sac.

Stormonth School:

K4-4th students exit the bus directly on the sidewalk adjacent to the west side of the building facing Lombardy Road. At dismissal, school buses are parked for boarding in the west parking lot. Personnel are on duty to supervise children during the a.m. and p.m. events.

Bayside School:

Buses drop-off students in the morning and pick-up students at the end of the day between the two main entrances on the east side of the building. Parking in bus loading area during the school day is prohibited.

Question - Is there pick up/drop-off on both sides of the street?

NO. The only dual-sided service is on main arterials and boulevards. In the Fox Point-Bayside School District, dual sided pick up/drop-off is restricted to all students who live on Brown Deer Road, Lake Drive, Port Washington Road, and Santa Monica Boulevard. In addition, the following roads have dual-sided service for Stormonth students (Early Childhood-4th) only - Bradley Road, Calumet Road, Dean Road, and Green Tree Road.

The school bus will pick up/drop-off students on only one side of all other streets in the villages. The school bus will use flashing red lights and an extended **STOP** sign on the left side of the bus, per Wisconsin Statute, until the student has safely boarded/exited. Safety gates, which require students to move a safe distance away from the bus when making a crossing in front of the bus are standard equipment.

PARENTS OF K4 STUDENTS:

An adult must be in view of the bus driver to release the student at the drop-off point at midday and afternoon. If no adult is present, the driver will complete the route and try one more time. If no adult is present a second time, the student will be returned to school. The parent/guardian or emergency contact person will be called to pick up the student at Stormonth School.

Question - Because of work schedules, I would like my child picked up at home in the a.m. and dropped off at the babysitter's home in the p.m. Is this possible?

Yes - but only if the sitter is located in the Fox Point-Bayside School District. THERE ARE NO TRANSPORTATION SERVICES PROVIDED OUTSIDE OF THE SCHOOL DISTRICT BOUNDARIES. Please take that into consideration when making child care arrangements. If you are engaging a private sitter, that person must be in view of the bus driver to receive a K4 student at midday or after school. Refer to section concerning parents of K4 students.

Please note: Any request for alteration of service received after July 20th will not be guaranteed for the opening day of school. Requests for route alteration will take 7-10 days to implement during the first few weeks of school. Parents should notify the school office immediately of any request for alteration of

service as soon as plans are firm. **Both school and district offices are open during the summer.**

Question - I only work a couple of days a week. I would like my child taken to the sitter's home some days and other days I would like her/him dropped at home. Is this possible?

You may have one designated pick up point and one designated drop-off point for routing purposes. While the points do not have to be the same, they must be within the school district boundaries. The pick-up and drop-off points used most frequently (three or more times per week) will be identified as your "designated" point(s). On the days you do NOT want your child to go to her/his designated drop-off point; you must send a note indicating where he/she is to go. Be sure to give the **1) date, 2) name of the person receiving your child and 3) complete address and phone number. This must be an address located within district boundary lines.**

Question - Can my child(ren) ride a different bus to go to a friend's house after school?

Yes - Providing he/she brings a signed and dated note from the parent identifying the friend your child is going to ride with; the permission note is good for one day only. The student must give the note to his/her classroom teacher. The office will verify information and return it to the teacher's mailbox. Students will receive their approved note back. Student should then hand note to the bus driver when they board their bus at the end of the day. **A student will not be permitted to ride a different route if he/she forgets to bring a parental note or wishes to make a spur of the moment request. PHONE REQUESTS ARE NOT ACCEPTED.**

Question - All yellow buses look the same. How do I know which one is my child's?

All Stormonth (STOR) and Bayside (BAY) buses will have a route card posted to the left of the entrance door of the bus. In addition, RITEWAY SCHOOL BUS COMPANY will be painted in large, black letters along the side of the bus. Parents and students will need to check the route card to ensure that they are boarding the correct bus.

Question - Who is responsible for supervising students on the bus?

The bus driver has primary responsibility for supervising students while on the bus. The School District and parents share the responsibility to review district guidelines and expectations for safe and appropriate ridership with every student.

Question - Whom do I call if I have a problem?

Late bus (20 minutes or more) Call the bus company directly. They will radio the driver to check in-route location while you wait. 414-226-5481 press 0
Behavior Call the school principal.

Question - Can a student lose his/her bus privilege?

Yes. A complete review of behavior expectations and discipline procedures are outlined in the Bus Transportation roles and Responsibilities section. Please review these guidelines with your child(ren).

CHILD FIND AND SPECIAL EDUCATION REFERRAL PROCESS

It is our commitment to provide a learning environment that recognizes and provides for the learning needs of all students. It is our goal to provide those services in the least restrictive manner possible thereby ensuring that each student reaches their greatest capacity in terms of learning, social skills, and related development. We follow the Wisconsin Department of Public Instruction parameters for identifying children with suspected learning disabilities as outlined below.

A physician, nurse, psychologist, social worker or an administrator of a social agency who reasonably believes that a child brought to him or her for services has a disability shall refer the child to the local educational agency (school district). A licensed employee of a school district, such as a teacher, school

psychologist, guidance counselor or principal who reasonably believes that a child is a child with a disability, shall refer the child to the local education agency. Any person, including a parent, who reasonably believes that a child is a child with a disability, may refer the child to the school district. All referrals shall be in writing and shall include the name of a child and the reasons why the person believes that the child is a child with a disability. Before submitting a referral to a local educational agency, the referring person shall inform the child's parent that he or she is going to submit the referral. Any school administrator or the special education coordinator will accept a written special education referral. The special education coordinator documents and dates the receipt of each referral, notifies the parents and establishes the IEP Team. The Fox Point-Bayside School District utilizes the model, Wisconsin Department of Public Instruction forms to document the IEP Team process.

Both the Bayside Middle School and Stormonth Elementary School have child student support teams in place that provide for early discussions of pre-referral strategies and monitoring of individual children who are demonstrating difficulties in school. A referral for a special education evaluation may come from that team as well as from the sources listed above. However, these pre-referral intervention teams will not delay the school district's accepting and processing of special education referrals from the above sources. Our procedures do not require a referring person to obtain the permission, approval or agreement of others before submitting a referral.

DISTRICT ALCOHOL AND OTHER DRUG (AOD) VIOLATION PROCEDURES

We strive to provide a safe and healthy environment for all of our students. To this end, we take student use of alcohol and/or other drugs very seriously. The procedures to be used in the event of a student violation of the district's AOD policy that prohibits the use, possession, delivery, transfer, or sale of alcoholic beverages or controlled substances by student while on school property or at school sponsored events, are outlined in the section below.

Violation of Policy

The building administrator or designee will contact parents and law enforcement immediately upon verification of violation. The student(s) who find themselves in this circumstance are subject to the District's Alcohol and Drug Policy #5530. Probable consequences for alcohol and other drug violations are outlined below with the District retaining the right to issue any consequences deemed appropriate based on the nature of the violation.

Consequences may include forfeiture of all extracurricular privileges for one year, forfeiture of the right to participate in student social activities and/or field trips which require a level of personal responsibility in addition to the adult supervision provided, or limitations on the student's freedom to participate in events that could put the student at risk for future violations related to alcohol and other drug use.

Loss of privileges may be reduced if the student(s) agrees to follow the recommendation of the administration including the student and family agreeing to a drug and alcohol assessment by a certified drug/alcohol counselor and following his/her recommendation with a copy mailed to the administration.

In the case of evidence of Acute Intoxication (AOD Medical Emergency), the school official or designee will:

- Call 911 (This will bring in both the EMT's and the police)
- Notify parent immediately
- Implement sanctions included in above section

Failure to comply with any Agreements established:

Student to serve remaining length of suspension from extracurricular activities, social events, activities and/or field trips as initially established as a consequence for the violation.

EMERGENCY SCHOOL CLOSING

All school closings due to inclement weather or other emergencies will be broadcast by WTMJ, WISN, Fox 6 and WKTI. School closing announcements will generally not be made until morning-approximately beginning at 5:30 - 6:00 a.m. School closings will also be posted on the web page (www.foxbay.org). We encourage parents not to call the school directly but rather to wait for the notification through the above listed media outlets so that phone lines remain open for emergency calls.

HEALTH OFFICE

We expect children to come to school healthy and ready to learn. However, there are situations where health/medical issues arise that require intervention while the child is in school. The Health Assistant provides basic first aid for injuries and illnesses that happen during the day. The Health Assistant will consult with the supervising School Nurse when questions or problems occur which are not routine events. The health office is NOT a clinic, and therefore, is not a substitute for the child's own physician or health care provider.

Please follow the standards outlined below in terms of a student returning to school after an Illness/Injury:

The child may return to school when he/she:

- Has no fever, vomiting or diarrhea for 24 hours
- Has been taking prescribed medication for 24 hours (strep throat, pink eye)
- Provides evidence that treatment has been started for communicable conditions (*head lice, ringworm, pink eye, etc.)
- We maintain a Head Lice - Nit Free policy (hair must be free of all nits) in order to contain any further outbreaks of this communicable condition.

Physical Exam/Dental Exam

While recommended, neither physical nor dental exams are required to enroll in school. Physical exams may be required to participate in sports. Parents are strongly encouraged to provide the Health Assistant with records of physical and dental exams, especially if there are health related problems that might limit the child's ability to participate in any portion of the school program. The more information we have about your child in terms of health conditions, the better we are able to monitor the well-being of our students.

IMMUNIZATIONS

Wisconsin state law requires parents to provide written evidence of immunizations to the school or sign a waiver. This must be done within 30 days of student admission to school. We encourage parents to take care of immunizations prior to the beginning of the school year. The required immunizations are:

Grade	DPT/Dtap/DT*	Polio	MMR	Hepatitis B	Varicella
K4	4 doses	3 doses	1 dose	3 doses	1 **
K5 – 12	4 doses	4 doses	2 doses	3 doses	2 **
6 - 12	1 TDAP				

If your child does not have all of the required shots, you can contact your physician or local health department for information on immunization clinics.

North Shore Health Department 414-371-2980
Milwaukee Health Department 414-286-3521

Medication Policy

If your child must take a prescription drug during the school day, as the parent you are required to secure the following IN ADVANCE using a district-provided form before the school can dispense any medication:

- A signed statement from the physician regarding the need for the medication;
- Written parent authorization for administration of the medication by school or health office personnel.
- Over the counter medication will not be provided by the schools.

The medication must be stored in the original prescription container and give complete dosage and identifying information. Prescription drug administration release forms may be obtained by calling the school health office.

HEALTH/MEDICAL FILE

Student health/medical files will be housed in the Health Office. The contents may include transfer health records from previous schools attended, local health forms completed by parent, guardian or personal physician or dentist, as well as notations made by the school nurse or health assistant. Parents or guardians in the presence of the school nurse or health assistant may inspect the physical health records. For the safety and well-being of pupils, a summary of significant health problems are to be developed annually under the direction of the school nurse. The reports are forwarded to the principal who will convey the information to the personnel having direct contact with, or responsibility for, pupils with significant health problems. The school nurse or health will maintain a log of parents requesting to view their child's health records assistant.

LUNCH/SCHOOL LUNCH PROGRAM

Children learn better when they have healthy eating patterns. We encourage you to assure your child has a good breakfast before coming to school. In addition, we strive to provide a healthy lunch options for our students in a cost effective manner. The Fox Point-Bayside School District serves a hot school lunch meal each school day. All meals served meet standards established by the U.S. Department of Agriculture.

Please check the school website for current lunch prices at Stormonth Elementary School and Bayside Middle School. Children may also receive meals free or at a reduced price based on family eligibility. A free/reduced lunch application, application instructions, and eligibility criteria are included in the opening school packet or mailed home. Additional applications can be obtained in the school office or by calling the District Office at 414-247-4167 between 8:00 a.m. and 4:00 p.m., Monday through Friday. **An application must be filed annually to be considered for the free or reduced priced meals. No free/reduced lunches will be served without this application on file after the second week of school.**

If children receiving free or reduced lunch or are bringing a bag lunch, milk will need to be purchased at a cost of \$0.40.

If your child has been determined by a doctor to be handicapped and the handicap would prevent the child from eating the regular school meal, the school will make any substitutions as prescribed by the doctor. If a substitution is needed, there will be no extra charge for the meal. If you believe your child needs substitutions because of a diagnosed handicap, please contact your child's principal for further information.

LOOK FOR FREE or REDUCED LUNCH/FEE APPLICATION FORMS IN THE OPENING SCHOOL PACKET

Free and reduced lunch applications are distributed in the opening school packet or mailed home and are

available in the schools or District Office. A separate application needs to be filled out for waiver of student fees assessed by the District. A Waiver of School Registration Fee Application is also available at the District Office and in each school office.

MAINTENANCE OF RECORDS

Progress records which have not been released to another institution will be destroyed seven years after the student has last attended our school district. A permanent record card will be kept of all pupils who have attended the District's schools, for future verification of attendance. Progress and behavioral records will be sent to Nicolet upon graduation, unless the parent or guardian of the pupil specifies in writing that individual progress and behavioral records be sent to another school. No records are maintained at the middle school after eighth grade graduation.

NOTIFICATON OF ANNUAL ASBESTOS

Environmental Management Consulting, Inc. (EMC) has completed a comprehensive asbestos inspection and management plan for the District. This report is available for your inspection during normal business hours at the District Office. Copies are also available to you by contacting the Environmental Management Consulting, Inc. at W7748 Ctw. Hwy V, Lake Mills, WI 53551 at a cost of \$25.00.

Because of the inspection performed by EMC, asbestos-containing building materials (ACBM) were identified and their condition assessed. A long-range plan for handling these materials has been developed and is being followed.

Along with this plan, an on-going operations and maintenance program which includes periodic surveillance of the ACM and re-inspections of the materials by EPA certified personnel has been implemented by the District and will remain in effect until all ACBM has been removed from the District. Please direct any concerns to the Director of Business Services at 414-247-4163.

REPORTING ABSENCES

Parents are to call the Health Office to report their child's absence by 8:30 a.m. If the school does not receive a telephone call by 8:30 a.m., every effort will be made to contact the parent to confirm the absence. This procedure is necessary to verify the child's safe arrival at school. Absence reporting lines are available 24 hours a day. **Call the Stormonth line at 414-247-4119 and the Bayside line at 414-247-4225.**

We encourage parents to plan family trips outside of scheduled school days whenever possible. Parents whose child will accompany them on a family trip are asked to notify the teacher/principal in writing 5 days prior to the child's absence. This helps to plan for the absence and any make-up work that may be required.

RETURN CHECK POLICY

A service charge of \$25.00 plus the original amount of the check will be assessed for any returned check. Payment/coverage of a returned check may be made via one of the following methods: cash, money order, or certified check. The ability to pay for school related fees/services by check will be suspended until coverage of the returned check is made good. A second incident will require that all fees/services are paid via cash, money order, or certified check for the remainder of the school year.

SCHOOL BOARD MEETINGS

The Board of Education of the Fox Point-Bayside School District, comprised of five members elected at-large from the district, meet on a regular basis. Committee of the Whole Meetings are on the first Monday of every month and regular School Board Meetings are on the third Monday of each month. However, you are encouraged to confirm the meeting date and time before attending as meetings on occasion may be scheduled outside of the regular cycle. The general public is welcome to attend regularly scheduled meetings, as well as any special meetings called by the Board. Meeting schedules are available in the school offices or you may call the District Office at 414-247-4167 for information. Board and Committee of the Whole meeting agendas are posted on Stormonth and Bayside School doors, and posted on the district web site: www.foxbay.org.

SPECIAL EDUCATION SERVICES

Children who are displaying learning needs that may indicate a need for special education services are referred to the building support team and/or to the Pupil Services team. An assessment of the student's needs is made and based on the results of that assessment a variety of services may be provided. A description of services is provided below.

Speech/Language Program

The Speech/Language Program is designed to serve children in preschool through eighth grade. Children included in the program demonstrate difficulty in using and/or understanding speech and language. Intervention may include articulation, voice, fluency and language therapy.

Learning Disabilities Program

The Learning Disabilities program serves students who demonstrate a significant discrepancy between expected and actual academic achievement.

Emotional Disturbance

The program for students with Emotional Disturbance is designed for those who experience significant difficulty with behavior/adjustment in the academic environment and with educational expectations.

Cognitive Disabilities

The Cognitive Disabilities program serves students who experience delays in their adaptive behaviors, cognition and academic performance.

Physical and Occupational Therapy Services

Physical and occupational therapy (PT and OT) are support services provided to students whose physical limitations interfere with their ability to benefit from their educational program. The purpose of PT and OT includes restoring or maintaining function; fostering normal development; recommending adaptive equipment when needed; consultation and staff training; and preventing further disabilities, thus enhancing performance in the school environment. The Physical Therapist evaluates a student in terms of ambulation/quality of movement, gross motor skill level and posture. The Occupational Therapist evaluates a student in terms of fine motor skills (writing, coloring, and scissor skills); posture/positioning, perceptual motor skills; and self-help skills.

PUPIL SERVICES TEAM

The services of a school psychologist, school counselor, and special education coordinator are provided by the district to assure student learning and social needs are being addressed appropriate to each child's needs.

As a member of the Pupil Services Team the psychologist serves the school district in the following ways:

- Provides testing and evaluation services to students on an individual basis as needed. The teacher, parent, counselor, or the student may make referrals to the psychologist. Testing may include evaluations of intelligence, evaluations of personality, and personality and emotional adjustment. Parent permission is obtained in advance of any testing.
- Provides guidance to teachers through interpretation of student evaluations and ongoing periodic conferences to facilitate continuing service to the child.

Pupil Service Team Members are also engaged in the following activities:

- Standardized group testing as required by the state and/or district is coordinated and implemented under the oversight of the Director of Teaching, Learning, and Special Programs and generally coordinated by the guidance counselors at the building level in cooperation with the administrators and classroom teachers.
- Service to parents on an individual basis is provided as part of the IEP-Team approach. The Pupil Services Team provides services to the families of the district through coordination of district services with medical and agency services.
- Collaborative work with the Director of Teaching, Learning, and Special Programs to inaugurate statistical research procedures directed toward analysis of general levels of student achievement.

The Pupil Services Team represents a collaborative professional approach to understanding and providing help for children who find it difficult to effectively use the resources of the school. These services are organized to help the child with his/her current difficulties and to prevent the development of serious breakdowns, which these difficulties may portend.

Members of the Pupil Services Team seek to help children make the best use of their school experience. The unique contribution of this casework service is based upon understanding of human development and behavior, skilled interviewing skills, and the awareness of and ability to use school and community resources.

Children who show signs of social and emotional difficulties, which interfere with their learning, attendance or social adjustment, are referred to the psychologist or school counselor. Referrals are made by teachers and other school personnel who are close to the children and able to observe their difficulties. Frequently, parents and children themselves ask for assistance.

Staffing meetings on individual children are held in order to assure the instructional program provided is individualized to address presenting problems. Staffing meetings generally include teachers, the principal, resource teachers, reading and/or speech specialists, the school counselor and/or psychologist allowing for a complete assessment of learning and/or social difficulties as well as a complete intervention strategy to address these needs.

The school counselor takes the leadership for the district's developmental guidance programs based on the Wisconsin Developmental Guidance Model. These programs are preventative in nature and include classroom-guided activities on a regular basis as well as small group and individual counseling.

STUDENT FEES

A student registration fee of \$90.00 is assessed for each child in Grades K4-8th. This fee is part of the general cost of educating your child. Families may be eligible for a waiver of the general user fee.

A Waiver of General User Fee Application and eligibility guidelines are included in the free lunch packet. Applications may also be obtained by calling the District Office at 414/247-4167 between the hours of

8:00 a.m. and 4:00 p.m., Monday through Friday.

SUSPENSION OR EXPULSION OF PUPILS

The School Principal or designee is responsible for managing the school and assuring the safety and well-being of students and staff in that building. To that end, rules are established that are expected to be followed by all students. If a student repeatedly violates rules, violates a rule that puts students or staff at risk, displays behavior that is extremely serious in nature, and/or is acting in ways that endangers the health and well-being of others, that student may be suspended for the behavior.

A district or building administrator may suspend a pupil for not more than 5 days; or if a notice of expulsion hearing has been sent, for not more than a total of 15 consecutive school days, for noncompliance with school rules, school board rules, or for conduct by the pupil while at school or while under the supervision of a school authority which endangers the property, health, or safety of others. Prior to any suspension, the pupil shall be advised of the reason for the suspension and have the opportunity to respond to the stated reason for the suspension. The pupil may be suspended if it is determined that he/she is guilty of noncompliance with such rule, or of the conduct charged, and that his/her suspension is reasonably justified. The parent or guardian of a suspended pupil shall be given prompt notice of suspension and the reason therefore.

Upon being suspended, the principal, or his/her designee, will attempt to contact the parent to inform and arrange for immediate pick-up of the child from school. If the parent cannot be contacted prior to the end of the school day, the child will be dismissed at the normal time and sent home as usual. In this case, the student may or may not be removed from classes for the remainder of the day dependent on the nature of the issue. The suspended student may return to school at the end of the suspension period assuming a conference has been held by the principal with the parent or guardian and/or student during which behavioral expectations reiterated. This should be scheduled as soon as possible after the commencement of the suspension.

Following the conference with the building administrator the parent or guardian may request a conference with the Superintendent or his/her designee. This should take place, within 5 school days following the commencement of the suspension. If the Superintendent or his/her designee finds that the student was suspended unfairly or unjustly, or that the suspension was inappropriate, given the nature of the alleged offense, or that the pupil suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the pupil's school record shall be expunged. Such finding shall be made within 15 days of the conference. A student suspended under this paragraph shall not be denied the opportunity to take any quarterly, semester or grading period examinations missed during the suspension period.

The school board may expel a pupil from school whenever it finds him/her guilty of repeated refusal or neglect to obey rules, or finds he/she engaged in conduct while at school or while under the supervision of a school authority which endangers the property, health or safety of others, and is satisfied the interest of the school demands his/her expulsion. Prior to such expulsion, the school board shall hold a hearing thereon. Not less than five days prior to the hearing, written notice of the hearing shall be sent to the student and to his/her parent or guardian, specifying the particulars of the alleged refusal, neglect or conduct, stating the time and place of the hearing, and stating that the hearing may result in the pupil's expulsion. The student and his/her parent or guardian may be represented at the hearing by counsel. The school board shall keep written minutes of the hearing. Upon the ordering by the school board of the expulsion of a student, the expelled student or if the pupil is a minor, his/her parent or guardian may appeal the expulsion to the state Superintendent. An appeal from the decision of the state Superintendent may be taken within 30 days of the circuit court of the county in which the school is located. This paragraph shall be printed in full on the face or back of the notice.

Nothing in this policy prohibits the use of a pupil's existing record in connection with the suspension or expulsion of the pupil or the use of such records by a multidisciplinary team under Chapter 115 of state statutes.

Questions and Answers on School Discipline

Question: Who is responsible for maintaining student discipline within the schools?

- Answer:
1. In the classroom, school hallways, and/or common areas the classroom teacher is responsible for maintaining order and adheres to school and district policies in regards to discipline of students. If the student behavior is considered to be a severe breach of classroom and/or school/district rules the student will be referred to the school principal.
 2. In general school-wide matters, the school principal is responsible for discipline and adheres to school and district policies in regards to discipline of students. The principal may receive appeals on discipline actions that have been taken by a member of the teaching staff or support staff member in a supervisory role.
 3. In district-wide matters, the Superintendent may be consulted on school discipline and may receive appeals on discipline actions that have been taken by a school administrator.
 4. Federal privacy laws (FERPA) prohibit/restrict the sharing of individual student information and therefore the outcome of disciplinary incidents cannot be shared with individuals who do not have a legal right to this information.

Question: What is the appropriate "chain of command" in relation to school discipline?

- Answer:
1. Generally the classroom teacher or supervisory personnel are responsible for initial disciplinary intervention and therefore should be the first person contacted if there are questions related to the disciplinary incident. Every attempt should be made to resolve the issue at this level.
 2. Following that, if concerns remain the next level of intervention happens at the building administrator level. If the building administrator or designee is the first individual involved in the disciplinary incident, they should be the first level of contact if there are concerns. Again, there should be a sincere attempt to resolve issues at this level.
 3. If the issue remains unresolved and concerns remain, the Superintendent or designee should be contacted. In this case, the Superintendent has a responsibility to talk with prior individuals involved in the incident before making a determination of the next course of action.

Question: How is the School Board involved in student discipline?

- Answer:
1. The Board has a role in reviewing and setting the policy standards for student discipline.
 2. The Board does not become involved in the specifics of a student discipline issue except in the case of an expulsion hearing at which time the Board acts as the final arbiter in whether or not a student should be expelled.

Question: Why doesn't the School Board know about specific student discipline cases?

- Answer:
1. School discipline *policy* is the purview of the Board. The Board delegates the implementation of the Board's discipline policies to the Superintendent who works with the school administration and staff to ensure that the Board's policies are adhered to.
 2. Since the Board is the final arbiter in an expulsion of a student, the Board does not become involved in the specific disciplining of students unless the student comes to the Board in an expulsion hearing.
 3. Federal privacy laws (FERPA) prohibit/restrict sharing of individual student information.

SUPERVISION BEFORE/AFTER SCHOOL HOURS

School personnel will be available to supervise pupils at bus arrival times (7:30 a.m. at Bayside and 8:30 a.m. at Stormonth) and for 10 minutes after dismissal time (3:10 p.m. at Bayside and 3:40 p.m. at Stormonth). **Special pick up arrangements for your child after school must be completed within 10 minutes after the dismissal times for the respective schools. For safety reasons, students are not permitted on school grounds unsupervised.**

TARDINESS / ABSENCES

Students reporting after the start time will be marked tardy. Excessive tardiness or absenteeism may lead to disciplinary intervention, parent conferencing and/or a referral to the Milwaukee County District attorney. If you are an open enrolled student at the district, excessive tardiness or absences can result in the loss of your open enrollment seat.

TITLE I and U.S. DEPARTMENT OF EDUCATION REQUIRED NOTIFICATIONS **District Performance Reports**

The No Child Left Behind Act requires school districts receiving Title 1 funds to publicly disseminate district and school data and performance results. This data and more detailed district and school information about test results, graduation, attendance, other academic indicators, teacher quality, and much more can be found on the DPI Wisconsin Information Network for Successful Schools (WINSS) website. To find results for the Fox Point-Bayside School District (Fox Point J2), copy and paste the following URL into your browser:

<http://data.dpi.state.wi.us/data/questions.asp?fullkey=01189003ZZZZ&DN=Fox+Point+J2&SN=None+Chosen&TYPECODE=6&CTY=40&ORGLLEVEL=DI>.

To find other data on WINSS, click on the Data Analysis logo on the upper right side of the page. If you do not have Web access and you would like to visit the WINSS Website, please contact the principal in your building. For further information or assistance, contact Kathy Myles, Director of Teaching, Learning, and Assessment at 414-247-4162. For tips on how to use the Data Analysis Section of WINSS go to http://www.dpt.state.wi.use/sig/usetips_data.html.

In addition, some more general information can be found on the district website, under the District Report Card. There are also links to the Department of Public Instruction website.

Student Surveys

School districts receiving funds under any U.S. Department of education program must notify parents of their rights to inspect certain student surveys and to opt their children out of those surveys and other activities that collect, disclose, or use personal information with students. In the event that the Fox Point-Bayside Schools is planning on conducting activities that fall under these requirements, the District will inform you and ask you for your permission for your child to participate.

Teacher Information

The No Child Left Behind Act requires school districts receiving Title 1 funds to share with parents the qualifications of teachers within the Fox Point-Bayside School District. There are questions you may ask, including:

- Is my child's teacher licensed to teach the grades or subjects assigned?

- Has the state waived any requirements for my child's teacher?
- What degrees does my child's teacher hold?
- Are there instructional assistants working with my child? If so, what are their qualifications?

If you are interested in receiving information on teaching staff members or instructional assistants that your child is working with, you should contact the principal at the school in which your child attends. If you want to see the state qualification for your child's teacher you can also find it on the Wisconsin Department of Public Instruction website at www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html.

TRANSFER OF RECORDS

Within five working days, a school district shall transfer to another school or school district all pupil records relating to a specific pupil if: 1) the transferring school district has received written notice from his or her parent or guardian that the pupil intends to enroll in another school or school district or 2) written notice from the other school or school district that the pupil has enrolled or 3) from a court notifying that legal custody of the pupil has been transferred to the department of Health and Social Services for placement in a juvenile correctional facility.

VANDALISM

Acts resulting in damage or destruction of school property are a matter of serious concern to the Administration and the School Board, because such acts represent a failure of the school community to instill the principle of respect for the property of others and result in unnecessary expense to restore or replace the damaged property.

When such acts occur, all parties involved in the oversight and education of children including parents, school authorities and police department personnel, should insure that in the investigation, apprehension and eventual resolution of the resultant problems, the welfare of the child or children involved be of primary concern. At all steps, a positive educational experience should result in which the students involved learn to take responsibility for their choices and actions as members of the school community.

It is the considered view of the School Board that obtaining restitution for physical damage done has a positive educational value, both to the child or children who may have been involved in causing the damage and to the remainder of the children of the school system, by a demonstration that such acts are deemed undesirable and unacceptable behavior.

While primary concern must be for the welfare of the students of the School District, the School Board is equally cognizant of its responsibility to the citizenry who should not be expected to bear the expense of restoration of damage caused by the acts of a few individuals. School personnel are expected to cooperate in every way with the police authorities having responsibility for the investigation of incidents, the apprehension of those responsible and eventual resolution of the resultant problems. Once those responsible have been identified, the school administration and/or School Board will take all steps to obtain restitution as are within its authority under Wisconsin statutes.



**BAYSIDE MIDDLE SCHOOL
2019-2020 HANDBOOK**



**BAYSIDE MIDDLE SCHOOL
601 East Ellsworth Lane
Bayside, WI 53217**

**Telephone: 414-247-4201
Fax: 414-247-8963**

www.foxbay.k12.wi.us

GENERAL INFORMATION

Welcome to Bayside Middle School where student learning is our primary focus. Bayside serves approximately 365 students in grades five through eight. Our teachers and staff are committed to providing a positive learning environment where students feel safe to learn and grow. Our goal is to elevate students to excellence where they are prepared for high school and beyond!

Bayside Middle School has a faculty of approximately 35 full-time and part-time teachers and our support staff includes the principal, an administrative assistant, clerical and health office assistants, instructional assistants, and maintenance staff. In addition, a number of faithful parent volunteers as well as the district office staff support us. Together our goal is to serve all students by providing an outstanding middle school experience inclusive of quality academic programming, social emotional support, and a variety of extra-curricular opportunities.

Ms. Jodi Hackl
Principal

SCHOOL HOURS FOR STUDENTS

Fifth Grade through Eighth Grade
(Students may arrive to school as early as 7:30 AM.) 7:45 a.m. - 3:10 p.m.

School Office Hours 7:30 a.m. - 4:00 p.m.

SCHOOL ADMINISTRATION & SUPPORT STAFF

Ms. Jodi Hackl Principal	414-247-4200	jhackl@foxbay.org
Mr. Joe Stiglitz Associate Principal	414-247-420	jstiglitz@foxbay.org
Patty DeGraff Administrative Assistant	414-247-4201	pdegraff@foxbay.org
Janelle Herbrand Clerical Assistant	414-247-4202	jherbrand@foxbay.org
Sarah Vant Hul Health Assistant/Attendance	414-247-4225	svanthul@foxbay.org
Charity James School Counselor	414-247-4211	cjames@foxbay.org

ACADEMIC TEAMS/GRADE LEVEL TEAM STRUCTURE

All students are assigned to a grade level team with a team of teachers. The teachers meet weekly during block planning time. This allows them to plan instructionally together in order to address individual student needs.

FIFTH GRADE

Fifth grade is a transition year from Stormonth Elementary to Bayside Middle School. Specialists in the subject areas teach reading, social studies, math, science and English. Fifth grade students will also meet twice each week for world language. Students must make the choice of taking French or Spanish.

Fifth grade students are required to take special subjects classes in art, integrated technology (DATA 5), physical education and general music. They may also elect to join band, choir and/or orchestra.

SIXTH GRADE

All sixth grade students carry six academic core classes including English, math, reading, science, social studies and a world language. All academics meet daily except the world language class, which meets two times each week. Specialists in the subject area teach each of the core classes.

Sixth grade students are required to take special subjects classes in art, integrated technology (DATA 6), physical education and general music. They may also elect to join band, choir and/or orchestra.

SEVENTH GRADE

All seventh grade students carry six academic core classes including English, math, reading, science, social studies, and a world language. All core classes meet daily, including world language.

Specialty classes in art, general music, creative writing and health are taught on a trimester basis in a related arts block. Physical education is required throughout the year. Band, choir and/or orchestra continue as elective choices.

EIGHTH GRADE

All eighth grade students carry six academic core classes including English, math, reading, science, social studies and a world language. Classes continue to meet daily including world language.

Specialty classes in art, general music, and journalism are taught on a trimester basis in a related arts block. Physical education/health is required throughout the year. Band, choir and/or orchestra continue as elective choices.

ADVISOR/ADVISEE PROGRAM

Middle school students are experiencing one of the most challenging stages of their lives. In order to meet their unique social/emotional needs, the Advisor/Advisee program has been adopted at all grade levels for all students at the middle school. In addition to team building activities, grade level business is also conducted during Advisory. Advisory period consists of one teacher and a group of between 11-14 students. The Advisor/Advisee groups will provide every student with an additional significant adult within the school setting who will be available for sharing concerns and offering help in problem solving.

GOALS OF THE ADVISOR/ADVISEE PROGRAM

Topics for the program will include a variety of activities including organizational skills, study skills, acceptance of responsibility, school spirit and other activities that will enable each student to experience success in school. Groups will meet weekly. Goals for the groups will include:

1. To provide each student with an advocate and mentor

2. To improve communication with grade level teachers and peers
3. To provide a caring environment
4. To create a sense of personal pride
5. To enhance school and community spirit
6. To develop personal organizational skills
7. To address grade level concerns or problems

Teaching staff members will serve as Advisors in grades 5 - 8.

AFTER SCHOOL/LATE BUS TRANSPORTATION

There is a late bus scheduled after school at 3:40 p.m. Tuesday through Thursday, for students in the Chapter 220 Program (MPS). There is no 3:40 p.m. bus on Mondays or Fridays. District resident students and Open Enrollment students are required to have their own transportation home if they stay after school for academic or extracurricular activities on any day.

There is also a later athletic bus provided for non-resident students in the Chapter 220 Program only. This bus will transport student athletes after practices and games. There are no buses provided for student spectators at our games.

Students are expected to follow the Bayside Middle School Code of Conduct while on the bus. Students may lose their after-school privileges if they do not abide by the guidelines outlined.

ARRIVAL AND DISMISSAL

Arrival time for students is between 7:30 and 7:40 a.m. All students should be dropped off at the northeast entrance off of Ellsworth Lane. Students must remain in a designated grade level area until the first bell rings at 7:38 a.m. Students will be marked tardy if they are not in their assigned 1st hour class when the 7:45 a.m. bell rings. Adult supervision begins at 7:30 a.m. Please do not have your student arrive before 7:30 a.m. Parking is not permitted in the entrance zones at any time. Parents who wish to enter the school must use the designated parking lots adjacent to the north and south entrances.

Students riding bikes are to park their bikes and lock them to the bike racks located on the north side of the building. The school district is not responsible for any losses or damages incurred to the bikes.

Dismissal will occur at 3:10 p.m. Fifth and sixth grade student bus riders will depart from the south entrance, seventh and eighth grade students from the north entrance. Students will be dismissed from their last period class. **All students must be picked up by a guardian or be in a designated area with a staff supervisor by 3:17 p.m. Students will not be allowed to wait unsupervised in any area of the building beyond 3:17 p.m. each day. If a student is still here beyond 3:17 p.m., they must be in a scheduled supervised activity. (Early Release Wednesdays are twice monthly at 2:00 p.m.)**

Students departing by car must be picked up at the northeast entrance. **No traffic is permitted in the bus loading area.** Students leaving school prior to the regular dismissal time must check themselves out at the Attendance Office/Health Room for sign out; a parent and/or parent note is required.

ATTENDANCE

Compulsory School Attendance

State law requires the Board of Education to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Students must attend all classes daily unless the absence has been excused by a parent/guardian. If a student is absent from Bayside, the absence is categorized as excused or unexcused. This determines whether or not administrative involvement is necessary. All absences must be reported to the Bayside Health/Attendance Office by 8:00 a.m. on the day of the absence. Failure to report a student absence within this timeframe may result in an unexcused absence.

Written Excuse Required

The District Administrator shall require, from the parent or guardian of each student or from an adult student, who has been absent for any reason a written, signed, dated statement or a confirmed telephone call stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence.

School Attendance Officer

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities she/he is required to perform by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following.

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

1. Physical or Mental Condition
 - i. The student is temporarily not in proper physical or mental condition to attend a school program.
2. Obtaining Religious Instruction
 - i. To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).
3. Permission of Parent or Guardian
 - i. The student has been excused by his/her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:
 - ii. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
 - iii. to attend the funeral of a relative
 - iv. legal proceedings that require the student's presence

- v. vacations
- 4. Religious Holiday
 - i. For observance of a religious holiday consistent with the student's creed or belief.
- 5. Suspension or Expulsion
 - i. The student has been suspended or expelled.
- 6. Program or Curriculum Modification
 - i. The Board has excused the student from regular school attendance to participate in a program or curriculum modification as provided by State law.
- 7. Child at Risk

A student **may** be excused from school, as determined by the School Attendance Officer for the following reasons:

1. Quarantine
2. Quarantine of the student's home by a public health officer.
3. Illness of an Immediate Family Member
4. The illness of an immediate family member.
5. Emergency

An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall develop administrative guidelines to address unexcused absences.

Truancy Plan

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.

The Truancy Plan will include, at a minimum, the following:

- procedures to be followed for notifying the parents or guardians of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents or guardians
- plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned
- methods to increase and maintain public awareness of and involvement in responding to truancy within the school district
- a provision addressing the immediate response to be made by school personnel when a truant child is returned to school
- the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals
- plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1)(a), Wis. Stats., with public and private social services agencies
- methods to involve the truant child's parent or guardian in dealing with and solving the child's truancy problem

A student will be considered truant if she/he is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.

A student will be considered a habitual truant if she/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

Notice of Truancy

The School Attendance Officer shall notify a truant student's parent or guardian of the student's truancy and direct the parent or guardian to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. Notice shall be made by personal contact or telephone call, if possible, and a written record of this notice shall be kept. If such notice is not effective, notice shall be made by mail. This notice must be given every time a student is truant until the student becomes a habitual truant.

Notice of Habitual Truancy

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent or guardian, by registered or certified mail, which contains the following:

- A. a statement of the parent's or guardian's responsibility under State law to cause the student to attend school regularly
- B. a statement that the parent, guardian, or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
- C. a request that the parent or guardian meet with the appropriate school personnel to discuss the student's truancy
- D. The notice shall include the name of the school personnel with whom the parent or guardian should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent or guardian the date for the meeting may be extended for an additional five (5) school days.
- E. a statement of the penalties, under State law or local ordinances that may be imposed on the parent or guardian if she/he fails to cause the child to attend school regularly as required by State law

The School Attendance Officer will also continue to notify the parent or guardian of a habitual truant's subsequent unexcused absences.

ATTENDANCE OFFICE AND HEALTH ROOM

If you pick up your student early for an appointment, please send a note. Students should stop by the health office in the morning to document his/her change in dismissal plans. Students being dropped off late to school must enter through the Health Office and will be given a written excuse/pass.

You can **dial direct** and leave a message 24 hours a day at **(414)247-4225** for the following events:

- Illness – Please leave a message with student name and reason for absence.
- Tardy – Please leave a message with student name and reason for late arrival to school.
- Changes in end-of-day routine or transportation requires a phone call. Please do not email. This includes:
 - Change in pick-up
 - Pick-up instead of bus
 - Going home on a different bus with a friend
- Vacation plans and appointments
- **Urgent** or **time sensitive** messages for students

Please remember we cannot interrupt classes for last-minute deliveries. If your student is aware that an item is being dropped off at school, **it is the student's responsibility** to come to the office at his/her convenience to look for the item. To minimize classroom disruptions, we will try our best to locate your student in between classes, **if absolutely necessary**.

BAND, CHOIR AND ORCHESTRA

Band, choir and orchestra are elective classes offered to all grades at the middle school. All are taught by music specialists. Students not participating in these classes will be assigned to supervised study halls. Band and orchestra students participate in lessons in addition to the band or orchestra class. **Students are expected to participate for the entire school year. Drops will not be allowed past the first 3 weeks of school without a meeting with the building administrator.**

A musical and several concerts are presented throughout the year to both the student body and to the community. Student attendance and participation are expected for students enrolled in performing arts classes. Please plan to attend and support our many musical groups at the middle school.

BUS TRANSPORTATION

School buses are scheduled for specific routes and times. (Riteway Bus Co. phone number 414-226-5481). The bus company issues a letter in the opening school information. If a teacher intends to have a child remain after school, he/she should notify the child in advance and the child should be given the opportunity to notify his/her parents. There is a late bus at approximately 3:40 p.m. Tuesday through Thursday for Chapter 220 students only. There are no late buses for district resident students or Open Enrollment students. If a student wishes to take a different bus at the end of the school day (3:10 p.m.), he/she must bring a parent permission note to the Health/Attendance office **in the morning** to have it approved and then will give the note to the bus driver upon boarding the bus at 3:10 p.m. A student may not ride a different bus if he/she forgets a note, or decides during the day to go to a friend's house after school. Phone requests will generally not be accepted, but faxed notes to the office would be OK. FAX (414) 247-8963.

Teachers supervise bus loading at the end of the school day. They remain on bus duty until the departure of the last bus.

CODE OF CONDUCT

At Bayside Middle School we have very high expectations for all of our students. We believe our students will not only meet our high academic standards, but also make a conscious effort to demonstrate exemplary behavior while at school or at off-site, school-sponsored activities. Appropriate student behavior allows for optimal instruction and learning, as well as a safe school environment. During registration, each student will pick-up an assignment notebook that includes the *Student Handbook of Rights and Responsibilities*, which clarifies expectations for students in all school settings including the classroom, hallways, cafeteria, playground, during any extracurricular activity, and on the school bus.

At Bayside Middle School we expect our students to adhere to school-wide Universal Behavior Expectations as part of our Positive Behavioral Interventions and Supports (PBIS) program. This program is designed to teach students what we expect from them in certain environments including cafeteria, playground, classroom, etc. These and many others will be introduced to students throughout the school year to establish common and universal expectations for students. Listed below are the three main themes we focus on when teaching students positive behavior and interactions in the various environments:

- 1) Be Respectful
- 2) Be Safe
- 3) Be Responsible

Through the PBIS program, students are recognized for meeting behavioral expectations and “doing the right thing” through praise and receiving “Bullseye Tickets” that can be redeemed upon accumulation. Learning positive behaviors and interactions is a continuous process for students which require a collaborative approach between home and school. We are committed to making Bayside Middle School a great environment to learn and grow!

The PBIS program also addresses minor and major behavioral infractions. A minor referral is simply a reminder for the student to re-align behavior within the expectations of being respectful, responsible, and safe. Should a minor infraction occur, parents will receive a notification by email. Should a major infraction occur, the principal or teacher will contact home and address the issue. The Bayside Middle School PBIS Expectation Matrix is found in the following pages.

The following support by parents will help ensure a positive and safe environment for all students:

- Read through the Bayside Middle School Handbook with your child.
- Sign the online Bayside Handbook Agreement with your child.
- Support the necessary interventions taken by staff.
- Contact the individual staff member for clarification if you have a concern.
- Discuss appropriate behavioral choices with your child.

The chart below shows examples of behaviors that can result in a referral.

Minor Offenses (Staff)	Major Offenses (Office)
Physical Contact Engages in non-serious but inappropriate physical contact	Physical Aggression Engages in actions involving serious physical contact where injury may occur
Inappropriate Language Engages in low-intensity instance of inappropriate language	Abusive Language Delivers verbal messages that are intentional and aggressive
Defiance Brief or low-intensity failure to follow directions or talks back	Defiance/Insubordination/Noncompliance Continued refusal to follow directions or talks back in a way that disrupts instruction
Property Misuse Low-intensity misuse of property	Property Damage/Vandalism Activity results in destruction or disfigurement of property
Disruption Low-intensity but inappropriate disruption	Disruption (Major) Behavior that causes interruption in class/activity (i.e. loud talk, yelling/screaming, horseplay)
Technology Violation (See technology matrix.)	Technology Violation (See technology matrix.)
Disrespect Low-intensity, socially rude, or dismissive messages to adults or students	Harassment Delivery of disrespectful messages where intent is to cause emotional harm
Lying/Cheating/Plagiarism	Forgery/Theft/Repeated Plagiarism
Tardy Arrives in class after the bell no pass	Skip Class Student leaves or misses class w/o permission
Dress Code Violation	False Alarm/Bomb Threat Delivers message of possible explosive materials or pulls fire alarm or calls 911 under false pretense
	Use/Possession of Weapons In possession of knives or guns (real or look-alike) or other objects capable of causing bodily harm

	Use/Possession of Tobacco/Nicotine or Tobacco/Nicotine Products or Paraphernalia
	Use/Possession of Drugs Using or possessing illegal drugs/substances including alcohol
	Accumulation of 3 Minor Offenses within a 4-week time period

Student Bullying

The Jt. #2, Fox Point-Bayside School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, on school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims, and bystanders. The school district is committed to consistently and vigorously addressing bullying so that there is no disruption to the learning environment and learning process.

Definition

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

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect or electronic. For example, this type of bullying may include spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or by any form of social media (e.g., Twitter, Snapchat, Facebook), which is also known as Cyber bullying.

Prohibition:

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, any activity under school supervision during or outside regular school hours.

Procedure for Reporting/Retaliation

All school staff members and school related officials (e.g. bus drivers, nurses, lunchroom volunteers) who observe or become aware of acts of bullying are required to report these acts to the school principal, guidance counselor, or designee. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the school principal, school counselor or appointed designee.

Report of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report. The school official receiving a report of bullying shall immediately notify the school district employee assigned to investigate such reports (i.e. principal, school counselor, or appointed designee).

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for Investigating Reports of Bullying

The person assigned by the District to conduct an investigation of any bullying report shall, within a reasonable amount of time, interview the person(s) who are victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report including interviewing witnesses. The investigation will ideally take place within one school day of when the report is received as circumstances allow. Parents and/or guardians of each student involved in the bullying will be notified prior to or at the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and Supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior they shall be appropriately disciplined and/or counseled by the principal, school counselor and/or appointed designee. Furthermore, the school district administration and school board may take disciplinary action up to and including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff or designee(s) will provide support for the identified victim(s) as appropriate.

Employees found to have participated in bullying behavior, or having become aware of bullying taking place and failed to take action or to report the behavior, are considered to be in violation of the prohibition expressed by the policy and, therefore, subject to disciplinary action consistent with the collective bargaining agreement or the support staff handbook.

Disclosure and Public Reporting

The bullying policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. The school district will also provide a copy of the policy to any person who requests it.

LEGAL REF.:	2009 Wisconsin Act 309 Section 118.46(2)
CROSS REF.:	5136/7540.03-Personal Communication Devices Computer, Student Network and Internet Acceptable Use and Safety 5517-Student Harassment 5500- Code of Student Classroom Conduct Fox Point-Bayside General School and District Information Handbook

Possible Consequences for Failure to Comply with Student Behavioral Expectations:

- Possible consequences may include warnings, lunch detention/work session, phone calls home, conferences with grade level or special subject teams, loss of specific privileges, conferences with parents and/or principal, after school detentions, administrative time-outs and in-school or out-of-school suspension. In some cases police may be involved.
- Each teacher or adult will define consequences as he/she judges to be appropriate to the circumstance. Administration will be involved as needed.
- Assignment of lunch detention or after-school detention to be served under the supervision of a teacher may be a student consequence. If expectations are not met, the non-cooperative student will not be credited with serving this consequence and additional consequences will be issued by the teacher and/or administrator.
- Pupils required to remain in the classroom for disciplinary purposes during outdoor recess periods will be supervised by the teacher or an instructional assistant. It is expected that the practice of denying outdoor recess will be used with discretion to avoid seriously limiting the

pupil's opportunities for outdoor play and exercise, since such activities are frequently the most beneficial to especially active students.

- Although field trips are an integral part of the educational program, there may be instances where for certain pupils these opportunities must be limited or eliminated. Restriction of pupils may be recommended to the principal, when deemed necessary in the best interests of the remainder of the group, but such recommendation must reflect the judgment of all teachers and resource persons who have responsibility of that pupil's welfare. In some cases, parents may be asked to accompany their child on a field trip.
- Parents will be promptly notified when situations which may require serious disciplinary action occur or are anticipated at school.
- Pupils may be kept after school, beyond the last bus departure, provided the objective is clear and reasonable for each child involved. Parents will be notified prior to 3:10 p.m. and teachers shall be concerned as to the safety of the student(s) in getting home.
- Principal may remove lunch hour/recess privileges from pupils. Students may then be asked to eat apart from grade level peers (example: in the office or other separate location).
- Pupils may be withheld from any class or activity by mutual agreement of the teachers involved and the principal. Pupils removed from class because of disruptive behavior are to be sent directly to the School Office for discussion and time-out with the principal.
- Students may be removed from district bus transportation privileges, by the principal or bus company, for repeated or serious misconduct. Parents will be notified prior to any suspended bus privileges.

Bayside has implemented a behavior program that emphasizes "doing the right thing" – *Bayside Positive Behavioral Supports* (Bayside's PBIS). Student expectations are acknowledged with Bulls Eye tickets for doing what is right.

The other side to the PBIS program addresses behavior infractions, minor or major. Should a student receive a minor referral, he or she and the parent will be notified; this is simply a reminder for the student to re-align behavior within the expectations of being respectful, being responsible, and being safe. Should a major infraction occur, the principal will contact the home and address the issue.

DRESS CODE

Students need to make good decisions regarding appropriate student dress. Changing clothes during the school day is discouraged except for physical education classes. To support the school's philosophy towards drugs and alcohol, students are not allowed to wear clothing that promotes alcohol, tobacco or drugs. Jewelry, genuine or novelty, should be worn sparingly. The school is not responsible for the loss of valuables worn or brought to school.

The school dress code is as follows:

- Mid-sections, buttocks, and cleavage must be covered at all times.
- Underwear shall be covered at all times (belts will be supplied as needed). Sagging pants shall be pulled up (students will be asked to "tighten" belts as needed).
- If student is wearing a sheer top, a second shirt should be worn with (over or under).
- Clothes may not display images with tobacco, drugs, alcohol, weapons, gangs, vulgar language/pictures, sexual innuendo, and may not advocate violations of school rules or the law.
- Footwear – students must wear shoes at all times.
- No waist chains (wallet chains, clip chains, etc.) exposed.
- No headwear of any type may be worn inside the school building (e.g. hats, scarves, skull-caps, hoods, visors, sunglasses, etc.). (Note: Religious and medical reasons for headwear are excluded from the dress code.)
- Students may not wear or carry coats, backpacks or vinyl-drawstring shoulder bags in the classroom. Students should carry class materials in hand.
- No spiked accessories.

- Other dress items not mentioned herein, but that are found to be disruptive to the learning environment or that pose a safety concern will be addressed by school administration and staff.

This complete dress code (items 1-9) will be enforced during school hours, on field trips, and at any school-sponsored extracurricular event – including those activities that occur outside regular school hours.

Consequences for Dress Code Violations are as follows:

First Offense: Parent contact and issuance of temporary clothing issued by school if needed. Warning issued.

Second Offense: Parent contact and issuance of temporary clothing by school, or brought by parent. Referral and lunch detention issued.

Third Offense: Parent contact, issuance of temporary clothing issued by school or brought by parent. Referral with detention or Saturday detention issued.

Reference School Board Policy 5511 for grades K-8 general attire expectations; this BMS middle school dress code specifies guidelines for grades 5-8 only (Bayside Middle School only).

FLEX

Flex is a 30-minute period that meets for 30 minutes, 3 to 4 times weekly, for the purpose of providing students with academic enrichment and/or learning support/intervention.

FORGOTTEN ITEMS DELIVERED TO SCHOOL

If your child needs something delivered by you during the school day, you may deliver it to the Health Office table and your student may pick it up there. Please be sure to put the student's name on the item. With the teacher's permission, your son/daughter may call from the classroom phone and ask that you bring something that he/she has forgotten. **Classes will not be interrupted nor will items be hand delivered to students during the school day.**

GRADING POLICY

Academic Achievement

Academic achievement will be graded separately based upon and aligned to district standards and grade level benchmarks.

- Academic achievement will be measured by formative and summative assessments such as tests, quizzes, and performance assessments.
- Any summative assessment that is not submitted will be identified as incomplete. Students are expected to complete all required summative assessments and will be given opportunities to do so. Teachers will set guidelines and timelines for incomplete work to be turned in. If the student does not meet the requirements of the incomplete, the student will be assigned a failing grade. If a teacher does not have enough evidence that a student has mastered the concepts taught during a grading period, the student will receive an incomplete for the trimester. The student will then have three weeks after the trimester ends to meet the requirements of the incomplete or they will be assigned a failing grade.

Achievement Scale:	99	93	90	87	83	80	77	73
	A+	A	A-	B+	B	B-	C+	C
	70	67	63	60	59			
	C-	D+	D	D-	F			

Effort Performance (Schoolmanship):

- Effort performance will be measured by practice, homework, class participation, attendance, teacher observation, and timelines of work completion.

- These student practices may form a substantial part of the academic grade as well for classes such as physical education, art, music, and world language.
- Attitude, compliance and work ethic will be included in the effort grade.

Effort Scale: 4-Excellent
3-Satisfactory

2-Needs Improvement
1-Unsatisfactory

1. All homework issued by teachers must meet the following guidelines:
 - Checked in a timely manner with specific feedback to monitor progress/ diagnose learning
 - Purposeful
 - Coordinated among teachers
 - Clear directions
2. Teachers will inform students and parents about grading criteria and methods in September of each year.

HALL PASSES

Students must have a signed pass any time they leave a class to go to the office, library, restroom, another classroom or Health Office. It is each student's responsibility to account for an absence from a class. The pass will indicate permission has been given; students cannot leave class without one.

HOME/SCHOOL COMMUNICATIONS

Communication between parents and the Bayside Middle School staff is critical to the success of our students. While some pre-adolescent and adolescent students refrain during these years from sharing a lot about daily life at school with their parents, the need for consistent communication is never more important. During these years, communication is a shared responsibility between staff and parents. With this in mind, the following system is in place to keep communication open between home and school.

Parent/Teacher Communication - Parents are encouraged to contact teachers through email, phone or voicemail, or scheduling an individual conference. If parents have a question or concern about their child's performance at school, the following procedure should be followed:

- 1st Contact the child's teacher or staff member involved
- 2nd Contact the child's Advisor
- 3rd Contact the School Counselor
- 4th Contact the Principal

Daily Communication Folder - All weekly school information will be posted on our Daily Communication Folder page located on the school website. Parents are strongly urged to check the Daily Communication Folder page on a regular basis. If a family does not have access to a computer, they may request hard copies from the main office.

District Website/Calendars - Parents and students are encouraged to check the website for important information. The website includes district and school calendars that are updated regularly with special events, field trips, and extracurricular activities. Daily announcements are also posted.

Homework - All teachers will post homework on their own Google Classroom site that will be available for parents and students using a link from the BMS web page. This information will be updated at least on a weekly basis. Students are also expected to log homework on a daily basis in their assignment notebook when they attend classes.

Conferences and Report Cards - Parent-teacher conferences are held in October and February. Scheduling conferences is not done online using sign-up.com. If additional time is needed, parents and

teachers are encouraged to set up a separate conference. Report cards are sent home three times each year and include performance information in the areas of academics, attendance and effort.

Open House/ PIN (Parent Information Night) - Families are invited to this yearly event, normally held during the first two weeks of school. This is a chance for parents to meet the staff at Bayside Middle School. Grade level and class overviews are also provided as parents follow the student's schedule.

Infinite Campus Parent Portal - Access to your child's grading and reporting information is available online. Specific information on the parent portal and its use will be sent to parents annually in August. Passwords are valid for four years (grades 5-8). Call 414-247-4201 for initial assistance.

HOMEWORK

WHAT IS HOMEWORK? Homework is any work done under the direction of the teacher outside of the classroom and related to class work.

WHAT IS THE PURPOSE OF HOMEWORK?

Homework is an assignment given at any level, for the purpose of improving student success. Homework may be assigned to:

- Prepare for upcoming instruction
- Practice or review of lessons taught
- Extend or apply concepts and skills taught in the classroom
- Develop study habits and promote independent learning.

Homework is a valid, desirable and expected extension of classroom learning under the following conditions:

- Learning objectives are clear so that students know and can apply the purpose of the homework
- The homework is within the capabilities of the student
- The student has adequate resources and materials with which to complete the assignment
- The homework provides an opportunity for timely, developmental feedback to the learner
- The learning objective is essential to the practice or extension of needed skills

HOW MUCH HOMEWORK IS APPROPRIATE?

The National PTA recommendations fall in line with general guidelines suggested by researcher Harris Cooper: 10-20 minutes per night in the first grade, and an additional 10 minutes per grade level thereafter. Please note, this does not include nightly independent reading!

Homework – Teacher Responsibilities

- Be able to specify the learning objective tied to the homework to parents and students.
- Concentrate on providing assignments for which the student clearly understands the purpose, duration, and level of performance expected.
- Update the online Google Classroom daily.
- Review homework assignments promptly and provide feedback to pupils.
- As appropriate, suggest study techniques for the assignment.
- Cooperate in a "team" effort to maintain some balance in expectations for the student and the home, including scheduling of assessments (e.g.: quizzes, tests, projects, and presentations).
- Be mindful of the adopted purposes and parameters concerning homework assignments.
- Be aware, in general, of the amount of time the student has available at home.
- Be aware of the extent of parent cooperativeness, understanding and support of the purposes of homework assignments.

Homework – Student Responsibilities

- Try to understand the reason(s) for the assignment(s).
- Ask for further explanation when an assignment is not clear.
- Be sure you know how the work will be evaluated.
- Keep an up-to-date assignment notebook and check homework hotline.
- Work out a plan with your parents for regular attention to and completion of homework.
- Be careful of and responsible for school property.
- Inform your teacher before class, if your assignment could not be completed.
- Complete all required assignments missed while on vacation or after an extended absence.

Homework – Parent Responsibilities

- Monitor the Google Classroom and Infinite Campus Parent Portal – both on the school website.
- Review your child's assignment notebook daily.
- Help your child develop a good attitude and regular habits about completing homework – be supportive and firm about completion.
- Become a partner with the school and your student(s) in realizing the benefits of homework as a part of his/her growth and development.
- Become informed about the District's Homework Policy.
- Assume responsibility to assure that upon return from a family vacation, your child completes the required assignment(s) missed during that period.

Homework / Make-up Work – Parent Requests: The teaching staff prefers a period of absences of 2 consecutive days or more before parents request homework assignments that their child missed. It should be understood that when new concepts are introduced the child misses very important directions. Advanced assignments in these situations are difficult to prepare, as much of the material is centered upon teacher demonstration and classroom discussions. It is also difficult to duplicate lab type classroom activities, class discussion, group presentation and alike. However, teachers may be able to provide some assignments and practice for maintenance of skills, creative writing, or required/leisure reading areas that may include spelling lists, expository writing, math review materials, vocabulary skills, appropriate library books and long-range assignments in the academic areas.

INSTRUCTIONAL ASSISTANTS PROGRAM

The School Board has provided the middle school teaching staff with a most valued service through the employment of instructional assistants. The instructional assistants are under the general supervision of the principal and the immediate supervision of the teachers. The nature of their work is to assist individual and small groups of pupils in teacher-assigned and organized activities and to perform related clerical duties including supervision of pupils.

Depending upon the skill, abilities, training and interest, the instructional assistant may be called upon to perform more complex tasks related to the teacher and student program. The teacher is the decision-maker for the implementation of the educational program. The instructional assistant performs tasks that he/she is directed to do, working under the supervision of certified teaching staff members.

Currently, assistants are assigned in the LMC (Library Media Center), with special education staff, and in the Health Office. Many assistants are assigned supervisory responsibilities in the cafeteria and on the playground.

INSTRUCTIONAL SUPPORT PERSONNEL

Instructional support personnel at Bayside Middle School include a school psychologist, speech therapist, principal, special education teachers, school counselor, a gifted and talented teacher and math/reading support assistants. Part time OT/PT, Visually Impaired (VI), Hearing Impaired (HI) and CESA 1 support

staff are also present.

The District's student services program offers services to all students. Developmental guidance activities are conducted in each grade level. These activities provide students with information that will help them better understand themselves and provide them with problem-solving and decision-making skills.

LOCKERS

All students will be assigned lockers in both the hall and the physical education locker rooms. All personal items belonging to a student should be kept in the locked lockers. The school will not take responsibility for personal belongings left in unlocked lockers or classrooms. It is recommended that iPods, video games, cell phones, etc. not be brought to school.

Ownership of the locker is maintained by the school district. The school administration retains the right of access to the locker at any time. Students tampering with any locker or using lockers for illegal purpose will be subject to disciplinary action. To keep our delays between classes at a minimum, we suggest that students get books and materials for all morning classes from their locker before the first period, and for the afternoon classes after the lunch period. Students should not expect to go to their lockers during a class period or during a study period. All band instruments should be stored in the band room, lockers or a locked classroom. No musical instruments should be left in the hallway near the band and orchestra rooms, in the office, or in the north commons area.

LOST AND FOUND

There is a lost and found area located in the middle of the school near the LMC. Students may also ask in the main office about glasses, valuables, and keys. There is a separate lost and found in each PE locker room as well. Items not claimed by the end of the school year will be donated to a local charity.

LUNCH PROGRAM

Bayside Middle School offers both a "Type A" hot lunch as well as numerous hot and cold items on an ala carte basis. Ala carte prices will be available on the first day of school. Lunch purchases can be monitored online.

Each student will be assigned a PIN number to their own individual account. Parents may send in checks to Taher/North Shore Consortium Food Service and the money will be added to their account **the next day**. Students may **not** pay in cash.

MAKING UP MISSED CLASS WORK

If a student is absent from school due to an illness or special school field trip, the student, under the guidance of his/her teacher will be given sufficient time to make up missing work/tests upon returning to school. For 1 day of absence, students will receive make-up work upon returning school. If a student is absent due to illness for 2 or more consecutive days, a parent may request to pick up school work at that time. If due to a family vacation or activity a student misses school, all class work will be provided by teachers when the student returns to school. Requests to have school work provided beforehand will be left to the discretion of individual teachers but often will not be possible due to the amount of preparation required and the difficulty in predicting the pace of instruction. Parents and students should be aware that while missed homework can be communicated upon returning to school, some instruction and classroom activities cannot be duplicated and may result in some gaps of concept attainment. Teachers and students will share the responsibility of setting up an appropriate timeline for making up class work/tests.

MEDICATION

Children must not carry medication to or at school or school sponsored events. If required by a physician's written instructions, students will be allowed to take medication as administered through the Health Office. Parents are to bring the medication to the school Health Office. The Approval to

Administer Medication Form must be filled out by the parent or guardian and accompany all medication.

The information requested includes:

1. Student's name
2. Date
3. Number of days to be given
4. Amount and time medication is to be administered
5. Permission for the school personnel to give the medication with signature of parent or guardian.

Over-the-counter medications are not permitted in school (outside the Health Office). School personnel may, under no circumstances, provide Ibuprofen or Tylenol to students. It will be the student's responsibility to report to the Health Office for his/her medication.

Medication must be brought to school by the parent in its original container. No medication will be given from a plastic bag, plain bottle, paper envelope, etc.

ORGANIZATION OF INSTRUCTIONAL PROGRAM

Formation of Classes

Each spring, class sections, teams or units shall be established for the upcoming school year. Teachers and the principal restructure the class sections using basic criteria such as:

- Each section is made up of heterogeneous groupings.
- The number of boys and girls assigned to each section are as balanced as possible.
- Combinations of children who do not work well together are avoided.
- Students with special learning or behavioral needs may be assigned based on individual student needs for instruction and supports

The principal is responsible for the assignment and scheduling of all students. The orientation of new enrollees and all students new to middle school is the responsibility of the school counselor and the principal.

PERSONAL COMMUNICATION DEVICES

Students may use Personal Communication Devices (PCDs) before and after school, as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), and at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off and stored out of site. If this rule is violated, the staff member witnessing the violation will confiscate the device and deliver it to the main office. Examples of PCDs are but not limited to; cell phones, smart watches, tablets, etc. **Reference School Board Policy 5136 for complete policy on Personal Communication Devices including Electronic Equipment 5136.01**

Consequences for Personal Communication Device (cell phone) use during the school day are as follows:

First Offense: Device is confiscated and taken to the main office. Parent contact and warning issued.

Student may return to the office at the end of the day to retrieve device.

Second Offense: Device is confiscated and taken to the main office. Parent contact and warning issued.

Student may return to the office at the end of the day to retrieve device.

Third Offense: Device is confiscated and taken to the main office. Parent contact and referral issued with a detention. **Parent** may return to the office at the end of the day to retrieve device.

Fourth Offense: Device is confiscated and taken to the main office. Parent contact and referral issued with a detention(s). **Parent** may return to the office at the end of the day to retrieve device and device may be prohibited from school.

Students refusing to comply with the request of a staff member may be subject to further consequences. Electronic devices not picked up at the conclusion of the school year will be appropriately recycled

PETS/ANIMALS IN THE CLASSROOM

Pets will be allowed in school only if used as part of an approved classroom presentation or project. Necessary teacher and principal approval will need to be established along with full disclosure regarding specific student allergies. Arrangements must be made to both bring and pick up the pet immediately before and after the presentation. Student health safety will be considered when making this decision.

RECESS

Students in grades 5-8 have a 20 minute daily recess, immediately preceding or following their 20-minute allotted eating time (depending on grade level rotation). Recess is a supervised activity. Recess is outside unless there is inclement weather (rain or temperature/wind chill below 10 degrees). Parents are encouraged to volunteer to assist with recess and cafeteria supervision.

REPORT CARDS

The school year is divided into three grading periods (trimesters). Each grading period is approximately 12 weeks in length. Parent/teacher conferences are scheduled during the first and third trimesters. Parents are encouraged to contact teachers via email or the telephone to request additional conferences to discuss the progress of their student(s) as needed. Teachers may send home interim reports during any grading period. Grades can be monitored by students and parents on the Infinite Campus parent portal throughout the trimester. All students at Bayside Middle School receive their **final** letter grades and effort grades in the Infinite Campus Portal which can be accessed at the end of the grading period once it has been re-opened for parents. Students and parents will not receive hard copies of the report card starting in the 2019-2020 school year. Any family without access to technology may request a paper copy of the report card before the end of each trimester.

STUDENT ACTIVITIES

Student activities are an important part of the middle school years. Students wishing to participate in any given program will have the opportunity.

The athletic program provides opportunities in both intramural and interscholastic activities at the middle school. Activities for seventh and eighth graders include: cross country, soccer, basketball, volleyball, softball, tennis, track and wrestling. Cross country is also open to fifth and sixth grade students. The middle school athletic program is considered an integral part of the total educational process. It is the philosophy of this district to encourage all students to participate regardless of their athletic ability. If the number of participants necessitates the need for additional teams or programs, such needs will be taken into consideration, and whenever possible, programming will be added to accommodate all students. Every effort will be made not to cut interested students from any interscholastic program.

Bus transportation will be provided for athletes to all away games. The major emphasis in middle school for all student athletes will be maximum participation and enjoyment, rather than win/loss records or individual accomplishments.

The fifth and sixth grade intramural program will be held during lunch period recess. The program is voluntary and is an extension of the regular physical education program. If possible, an interscholastic experience will be scheduled for the fifth and sixth grade students. Participation in intramurals by all students is encouraged, regardless of ability level or experience.

STUDENT EXEMPTION FROM CLASS

Students may be exempt on a limited basis from a particular preplanned classroom activity or from selected portions of the established curriculum where required by statute (e.g. Human Growth and Development). Except as required by statute, the District does not have an obligation to allow a student to exempt from a required course of instruction unless the student or his/her parent/guardian can

demonstrate that the course's content would violate the family's religious rights.

The building principals shall be responsible for reviewing and acting upon requests for student exemption from classroom and/or curriculum activities. All requests must be made in writing and signed by the student's parent/guardian. Should an exemption be granted, alternate class work will be assigned. If a request is denied, the parent may appeal the decision in accordance with the district's student discrimination complaint procedures. Although students may be exempt from specific classroom activities or portions of the established curriculum as provided herein, students are strongly encouraged to participate fully in all classroom and curriculum activities. The curriculum in the District is designed to provide students with a balanced and well-rounded education.

TECHNOLOGY USE AND DIGITAL CITIZENSHIP

The Fox Point-Bayside School District believes that the information, interaction, collaboration and peer social contact available on the Internet and through the use of various technology tools are an important part of each child's educational program. Integrating technology within the classroom engages students in essential 21st century skills and provides learning opportunities that would otherwise not be possible. Teachers may use a variety of technology tools within the classroom to transform and facilitate the learning process.

The classroom integration of digital tools can include online resources that practice skills, automate processes, provide instructional media, encourage collaboration, and allow for creativity of the students in ways otherwise difficult to replicate.

Many of these resources are provided free to schools and created for the classroom. The Terms of Service for many of these online resources requires that the educator seek parental permission as students under the age of 13 are protected by COPPA (Children's Online Privacy and Protection Act). The links provided in the Bayside Web Tools document linked on the district website will provide you with more information regarding the websites integrated into the classroom and to our School Board technology acceptable use policies and notifies parents on potential sites used in the classroom. This list is subject to changes and updates.

Finally, the uses of these resources are intended to be directly related to the educational program. The District does use an Internet filter to protect our students from undesirable sites but the Internet is a fluid environment that may include materials of questionable educational value. ***Reference School Board Policy 7540,7540.01, 7540.02, 7540.03, 7540.05, 7540.06 and 7540.07 for complete policy on Computer Technology Network, and Internet Acceptable Use and Safety***

Student Responsibility

Bayside students are expected to use technology appropriately. All students are to follow the guidelines listed in the Fox Point-Bayside Student Acceptable Use Policy, 7540.03. They will find a related summary of Chromebook responsibilities in their assignment notebook under the Student Rights and Responsibilities section in the front of the planner. It is a student's **right** to learn in a safe and productive school environment which provides tools for success. Because of this, the school provides each student with a Chromebook, as well as many other opportunities to use a variety of technology devices (iPads, Macs, etc) throughout the school day. It is the **responsibility of each student** to treat these devices in a respectful and safe manner. Remember, the device and foxbay.org Google account are the property of the school and a student's search history and activity can be viewed by teachers and school administration at any time. The Chromebook is a tool intended to help each student learn, therefore it is their **responsibility** to practice strong digital citizenship skills. All students are **responsible** for following the specific expectations outlined for the care and use of Chromebook devices.

A good digital citizen:

1. Respects school property and handles the device with care
2. Maintains school device and account settings, filters, and monitoring software
3. Uses only their assigned device and foxbay.org account for school related learning
4. Protects private information and keeps passwords safe and secure
5. Shows kindness by standing up for others and reporting cyberbullying
6. Respects the creative works of others by following copyright and fair use
7. Ensures the device is operational by shutting down for updates, returning to assigned cart, and plugging in daily

TELEPHONES

The classroom phones may be used only with the permission of a teacher. The phones should not be used to make social arrangements. The Health Office phone will be available to students during and after school with a pass from the teacher or principal. Student cell phones must be kept in the lockers and turned off between 7:45 a.m. and 3:10 p.m. Students may use cell phones at the pick-up areas after school. Cell phones out during the school day will be confiscated by staff members and taken to the main office.

VISITS TO SCHOOL (PARENTS/VISITORS)

Please make appointments with a teacher for visiting the classrooms. All appointments will need to be approved by the building principal.

For the safety and security of everyone at Bayside Middle School, signs have been posted requiring all visitors, including parents, to register at the Health/Attendance Office. You will be asked to present your driver's license or government issued identification for screening purposes using the Raptor Visitor Management System. Once approved, you will receive a printed badge that identifies you as a visitor. Only the north entrance (off Ellsworth Lane) to the school will be open during the school day.

If a student is to be picked up for an appointment during the school day or at the close of the school day, please meet him/her at the north entrance. It is not necessary for the parent to come into the building if a permission note has been sent to school and recorded in the office the day of the appointment.

Students who do not attend Bayside Middle School are not allowed to visit our school while school is in session. If a family wants to tour the school in hopes of attending Bayside in the future, they can pre-arrange a time by contacting the main office or the school counselor.

VOLUNTEERS

At Bayside Middle School we welcome volunteerism in many forms. Lunch/recess, Art room helpers, copying for teachers and guest speakers to name a few. Our PTO also provides many experiences outside the school day for parents/guardians to give the gift of time to the school community. For the safety and security of all our students and staff, the Fox Point-Bayside School District requires each volunteer go through a mandatory background check before they can volunteer their time at either school. This background check is valid for 5 years and then must be renewed with another background check following the same procedure. Additional information can be found on the district website by clicking on the *District Volunteers* tab.

WEATHER

For school closing policy and information related to weather, please reference the Fox Point-Bayside School District website. Regarding the weather and school attendance, unless school is canceled formally by the school district, student attendance is expected. Students are expected to dress for Wisconsin weather and always commensurate with the school dress code. In winter months, parents driving their children to school are discouraged from allowing students to exit the vehicle without a jacket and other proper winter attire. Despite the limited distance between a parent's car and the school

entrance, students will need proper winter attire for outdoor recess time. In warmer weather, parents and students are reminded that most of the school building does not have air conditioning. Therefore, water bottles are allowed in the classroom for student hydration.

WORLD LANGUAGE

World Language classes begin in fifth grade (continuing from Stormonth). Two languages are currently offered that include French and Spanish. All students participate in the program unless a teacher makes a recommendation for exemption. The goals of the world language program include:

- Improving cross-cultural understanding.
- Working toward proficiency in a world language.
- Providing the opportunity for additional language study at the high school level.

Students take an assessment exam during the spring of their eighth grade year for placement in Nicolet High School world language classes. This test, in addition to teacher recommendation, will determine individual placement either in first or second year world language classes at the high school level.

Students may not change world language classes after fifth grade. Therefore, world language selections must be made carefully at the fifth grade level.

1:1 In-School Chromebook Handbook

Introduction

The Fox Point- Bayside school district is committed to providing students with the tools and resources necessary to develop skills and mindsets required for students to be successful citizens in a global society. Integrating meaningful technology within the classroom engages students in essential 21st century skills and provides learning opportunities that would otherwise not be possible.

In order for students to access a variety of technology tools within the classroom to transform and facilitate the learning process, the district issues each student at Bayside Middle School an assigned Chromebook to be used in-school during the day. This device will be utilized in school by the student throughout their years at Bayside Middle School, and will be picked up and returned daily to an assigned cart. Due to the current needs of our students, a limited number of Chromebooks and Kajeet mobile hotspots will be available for will be available for Bayside student home use upon parent request.

In order to clearly communicate and support the student expectations of this Chromebook distribution, Bayside Middle School has developed this handbook and accompanying policies and procedures to assure that students use the technology as intended, take care of the equipment and preserve the resources so other students can share the benefit of the program. These expectations are integrated into the Bayside Middle School PBIS (Positive Behavior Interventions and Supports) system in order to seamlessly align with the school expectations and policies.

Parents and students will be informed about student expectations for proper use of any digital device in the educational setting. Every student is expected to read, understand and adhere to Fox-Point/Bayside School District's Acceptable Use Policy and this 1:1 Handbook. Failure to adhere to the policy may be grounds for discipline and may result in a loss of access to the mobile learning equipment. Parents will be provided access to the Acceptable Use Policy as well.

Rationale

Research is clear that to ensure student success, education must move from a teacher-centric to a learner-centric approach. One-to-one programs create the opportunity for personalization of teaching and learning for each student. With access to personal portable technologies in a wireless environment, students can learn at their own pace, ability levels, and take advantage of the worldwide experiences and resources available online-and just in time.

A recent study by the Project RED team, *'The Technology Factor, Nine Keys to Student Achievement and Cost Effectiveness (2011)'*, found that students in 1:1 programs outperform across all education success measures compared to those in higher student to computer ratio environments (www.projectred.org). Numerous other achievement and financial benefits were also attributed to 1:1 settings and students' consistent access to personal, portable technologies. Student collaborations and project-based lessons are fundamental instructional tools in 1:1 environments.

<http://www.one-to-oneinstitute.org/index.php/becoming-a-one-to-one/why-one-to-one/>

It is important for all students to have a common device with similar capabilities so teachers can plan for lessons without concern for variations in student devices, operating systems and applications. Having a common device enables students to collaborate easily on learning activities while enabling the teacher to easily manage learning the learning environment and communicate with students throughout activities and assignments.

Why Use Chromebooks?

A [Chromebook](#) is a device meant for primarily working with Internet based resources, though it still has a great deal of functionality even when wireless (wifi) Internet is not available. It is fast and light making it easy to use and carry around. The device is relatively inexpensive compared to other technologies on the market yet it is easy to support while providing 6-8 hours of battery life and connects with Google's suite of applications which are used by every student and staff member at Bayside Middle School.

1. Chromebook Distribution

Each student will be assigned Chromebook to use in school for the duration of their enrollment at Bayside Middle School. Chromebooks will be issued during the first week of the school year. Parents/Guardians must sign the Technology Acceptable Use and Handbook Agreement before the Chromebook will be issued. Students will receive training on setting up their Chromebook and proper care of their Chromebook through the PBIS school-wide system.

The Chromebook is the property of the Fox-Point/Bayside School District. The device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook is issued as an educational tool not intended for personal use including gaming, social networking or high end computing.

- Students are expected to pick up and return their assigned Chromebook to the specific cart and charging slot each day.
- The Chromebook model selected has a durable case such that the District does not intend to provide an additional case or protective cover.
- **ChromeCare Warranty with Accidental Damage Protection** offered from Technology Resource Advisors (TRA) will be implemented through the student fee schedule to provide a cost savings and additional protection for the parts, materials, and labor for device repair. This ChromeCare Warranty provides coverage for accidental damage with weekly repairs and deliveries on site.
- Please note that this coverage **does not include** willful acts of abuse or misuse of the device, lost or stolen devices, unexplained damage, using the device in a manner other than that intended by the manufacturer, and damage due to war, nuclear incident, acts of terrorism, fraud, fire, or theft.

2. Proper Care for the Chromebook

Students are responsible for the Chromebooks they have been issued. Students must report Chromebooks in need of repair or replacement to the LMC. Bayside LMC and/or Technology Services staff will determine whether to repair the computer on site or issue a loaner computer. Loaner Chromebooks are also covered by all rules and regulations as outlined in this document. Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.

- Use guidelines to follow:
 - Always close the lid before moving your Chromebook. Do not leave anything on the keyboard before closing the lid (e.g. pens, pencils or ear buds).
 - Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. In particular, avoid picking up the Chromebook by the screen or

placing your finger directly on the screen with any force. Do not touch the screen with anything that will mark or scratch the screen surface.

- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Clean the keyboard and outer surface with a damp, soft microfiber cloth. Never spray any liquid directly on the Chromebook. If using a cleaning solvent, dilute the solvent and use a damp cloth.
- For prolonged periods of inactivity, the computer should be shut down completely before closing the lid. This will help to conserve the battery.
- When using the Chromebook, keep it on a flat, solid surface so that air can circulate.
- Liquids, food and other debris can damage the Chromebook. DO NOT eat or drink while using the Chromebook.
- Never attempt to reconfigure the Chromebook.
- Take care when inserting cords, cables and other removable storage devices to avoid damage to the Chromebook ports.
- Chromebooks must remain free of any writing, drawing, or stickers including removable skins. Vents should not be covered. This will cause the device to overheat.
- Chromebooks must have the Fox-Point/ Bayside identification labels on them at all times. These labels must not be removed or altered in any way. If a tag is removed or defaced, disciplinary action will result.

3. Using The Chromebook at School

Chromebooks are intended for use at school each day and are required to be taken to all classes. Instructors shall have final authority as to the time and method of Chromebook use in the classroom. **Any staff member can monitor and access your G Suite account, search history, and device at any time.** Failure to comply with instructor expectations will result in a major or minor referral according to the PBIS matrix and procedures.

3a: Backgrounds and Screensavers

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

3b: Sound

- Audio shall be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

3c: Printing

- Students are encouraged to not print if documents can be sent and/or shared via electronic means.
- Students have access to limited printing from Chromebooks at school. Printing will be tracked by the student's assigned identification code.

3d: Account Access & Password

- Students will only be able to login to the Chromebook using their foxbay.org account.
- Take care to protect your password. Do not share your password.
- Students should not use their personal gmail accounts on their Chromebook devices at any time.
- Students should not have any other student accounts saved or accessed on their device. Failure to do so will result in a major or minor referral.
- Only the student assigned to the device should have access. Do not allow other students to use your device.

4. Managing and Saving Digital Work With a Chromebook

Your digital work on the Chromebook will be saved to the cloud. This will provide you with access to your digital work from any device with Internet or WiFi access.

- All students will have cloud storage associated with their G Suite account. This storage is for G Suite of products including email, calendar, web sites, word processing, presentations, drawings, spreadsheets, and forms. It can also be used to store videos and non-cloud based file types.

- Prior to leaving the district or graduating, students who want to save any work stored in their Foxbay.org School Google account will need to use a tool such as [Google Takeout](#) to transfer their work to a personal gmail account.

5. Protecting and Storing The Chromebook

5a: Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school in addition to the bar code label from the manufacturer.

- Under no circumstances are students to modify or destroy these labels.
- Chromebooks are the responsibility of the student. This device is for your use during the duration of your time at Bayside Middle School. *Take good care of it!*

5b: Storing The Chromebook

- When students are not using their Chromebook, they should store the Chromebook in their **locked** locker.
- Nothing should be placed on top of the Chromebook or leaned up against the Chromebook when stored in the locker.
- Avoid liquids or blocking vents on the Chromebook

6. Chromebook Repair, Loss & Theft

Chromebooks that are in need of repair should be brought to the LMC within 24 hours of the problem occurring. Chromebooks will be repaired through the **ChromeCare Warranty with Accidental Damage Protection** offered from Technology Resource Advisors (TRA). Students are expected to use their assigned device safely, responsibly, and respectfully. Through the behavioral referral process, if students lose, intentionally damage or vandalize, or demonstrate a pattern of damaging their device, they may be financially responsible for the necessary repairs.

- Available loaner Chromebooks will be issued to students when they bring their Chromebook for repair in the LMC. This student must pick up and return to the LMC at the end of the day.
- Loaner Chromebooks are subject to the rules and regulations outlined in this document.
- Students must return the loaner Chromebook on the same day they are notified their issued device is ready for pick-up.
- ChromeCare Warranty **does not** cover include willful acts of abuse or misuse of the device, lost or stolen devices, unexplained damage, using the device in a manner other than that intended by the manufacturer, and damage due to war, nuclear incident, acts of terrorism, fraud, fire, or theft.

7. Acceptable Use Guidelines

Board Policy 7540.03 "[Student Education Technology Acceptable Use and Safety Policy](#)" details education technology acceptable use and applies to students using district-owned Chromebooks at anytime, regardless of location on or off campus. Key aspects of acceptable use are outlined below.

7a: General Guidelines

- Students and parents must sign the Bayside Middle School Handbook annually. The handbook references the Student Education Technology Acceptable Use and Safety Policy.
- Students are responsible for ethical and educational use of the technology resources of Bayside Middle School.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

7b: Privacy and Safety

- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, your password, or passwords of other people.

- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the Fox-Point/Bayside School District.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and notify your teacher immediately.

7c: Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. Students should appropriately cite all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.

7d: E-mail Electronic Communication

- Bayside student GSuite accounts include access to electronic mail which is limited to the foxbay.org domain.
- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, harassing or offensive to others.
- Do not send mass emails, chain letters or spam.
- Email & communications sent/received should be related to educational needs.
- Email & communications are subject to inspection by the school at anytime and as applicable by law.

7e: PBIS Student Technology Major/Minors

Minors	Majors
Off-task online	Accumulation of 3 minor offenses within a 4 week time period
Accessing social media sites or other prohibited sites	Inappropriate or suggestive language and/or images
Using another student's assigned Chromebook	Unauthorized use of someone's account
Failure to bring your Chromebook to class	
Failure to return your Chromebook to the assigned cart at the end of the school day	
Changing the settings of the computer or device without permission	Theft of devices or other technology equipment
Intentionally turning off another student's Chromebook, typing on their keyboard, hiding their device, or other attempts to prank another student	
Spamming a classroom wall or account with comments that do not contribute to the learning environment of the online community	Online bullying and/or harassment
Sharing or emailing with other users in and outside of the domain for socializing and/or non school related matters	
Careless misuse of school equipment and/or devices	Intentionally damaging school equipment and/or devices
Using personal Google account on school devices	Downloading programs, attempting to bypass the school monitoring software and filters, and/or hacking into school network
Changing the settings of the computer or device without permission	

8. Chromebook Technical Support

Technical support will be available in the Library. LMC staff will fill out a technology support ticket for the necessary help or repairs.

Services provided include the following:

- Hardware maintenance and repairs
- User account support
- Distribution of loaner Chromebooks
- Check in/out of Chromebooks not taken home for students under disciplinary restrictions
- All repairs must be completed by reporting service/repair needs in the Library.

Bayside Student Chromebook/ Technology Refresher- Information for Students

1. Do not change your Google account password. If you think your account is compromised (another person knows your password) you need to tell an adult and a new password will be issued to you.
2. Do not mark emails as spam if someone is sending you messages that are annoying or inappropriate. This sends a report to Google, when instead you need to tell a teacher and we will address this we would with any other behavior issue.
3. Your chromebook needs to be returned to your cart and plugged in daily.
4. Make sure you are always using only your device or a loaner if your chromebook is out for repairs.
5. Do not remove any labels from your device. Your asset tag is very important and what identifies it as a district issued device. It is a serious violation if this is removed from your chromebook. If this is removed or damaged, you need to notify the LMC staff and turn in your device for a replacement tag.
6. Accidental damage is not the same as intentional damage caused by carelessness. You are responsible for purchasing a new device if you have repeated repairs to TRA for damage or it is clearly not accidental. Your parents will receive an invoice for the cost of the repair or a new device if it is intentional damage.
7. Lost or missing devices. You must tell the LMC staff if your device is missing or lost. You are responsible for your device and will be charged the full cost of a replacement chromebook if it is not found in a timely manner.
8. Loaner Cart:
 - a. The loaner cart is intended to only be used if you have a device which is out for repair. If you lost your chromebook, report it as missing to the LMC and you will need to search for it until it is found.
 - b. **Lunch Recess and After School- Loaner chromebooks can be checked out for limited use in the LMC. They must be scanned, signed out, and promptly returned.**
9. Never share your account login and password with another person.

10. If your chromebook is damaged or in need of repair, promptly turn it into the LMC desk to be sent to TRA. Do not wait a few weeks or months before reporting the issue.

9. Frequently Asked Questions

Will students continue to be able to bring their own personal device?

- As the district now provides a Chromebook for each student in grades 2nd-8th grade, the BYOD program at Bayside Middle School will be ended for the 2017-2018 school year. See the school policy for student cell phones.

Does Bayside still have a BYOD or Bring Your Own Device program?

- No, this program is ended for the 2017-2018 school year. Occasionally, in certain situations, personal devices may be used during specific projects requiring their usage as directed by the individual teacher.

Why is the district using Hapara Highlights?

- Hapara Highlights is a learning management program which provides teachers with greater visibility into the students technology usage and learning. This service is invaluable for the effective management of 1:1 devices and flexible learning classroom settings.

Why is Hapara Highlights only available to students in 2nd- 8th grade?

- Students first receive their school managed G Suite (formerly called Google Apps for Education) account starting in 2nd grade. Hapara Highlights syncs with their G Suite account which is used to sign into their Chromebooks.

Why are we using Chromebooks? Why not a PC, Mac, or iPad?

- Currently, Chromebooks are the most cost-effective and efficient device to facilitate learning available. Along with the powerful learning tools provided with the school managed G Suite domain (foxbay.org), students are able to utilize this device seamlessly into the school environment. Like a spiral notebook, the Chromebook is the most versatile device and can meet the majority of our learning needs.
- iPads and Macs are available to students for usage through the Bayside LMC and Makerspace to facilitate learning for projects which utilize specific programs to these devices. At Stormonth, iPads are available in every classroom (5 per class grades K4-1st, 1 per class 2nd-4th grade) and in the school Makerspace.

Why does the incoming 5th grade class receive the new Chromebooks?

- Each year, students entering 5th grade will be issued a new Chromebook device. This provides students with a new device starting their academic career at Bayside Middle School which will run the course of its 4 year life span.

Why are students not allowed to bring home their assigned device?

- Survey data from students revealed that there was a limited need for additional home access to devices and/or internet access. The district will provide a limited number of Chromebooks and Kajeets (mobile hotspot) available for Bayside student home use upon parent request.

How will teachers support and manage students carrying their own devices?

- Student expectations for the usage and care of the device will be clearly communicated and supported through the existing PBIS system. Device specific and digital citizenship expectations have been integrated into the PBIS system, such as cool tool lessons, PBIS beginning of the year kick-off, and Major/Minor referrals.

Am I responsible for damages to the device?

- Students are expected to use their assigned device safely, responsibly, and respectfully. Through the behavioral referral process, if students intentionally damage or vandalize any device, they may be responsible for the necessary repairs. When a device is damaged, Chromebooks will be repaired through the **ChromeCare Warranty with Accidental Damage Protection** offered from

Technology Resource Advisors (TRA). Students are expected to use their assigned device safely, responsibly, and respectfully. Through the behavioral referral process, if students lose, intentionally damage or vandalize, or demonstrate a pattern of damaging their device, they may be financially responsible for the necessary repairs. Students will use a loaner device from the LMC until their assigned Chromebook returns.

How will students know which device is assigned to them?

- Each device is identified by an asset tag and specific number for the assigned cart and slot for their Chromebook. Students must not remove or damage either identification tag.

Can students decorate their devices?

- Student assigned devices may be reissued after the 4 year cycle for loaners, check-out devices, other uses. Therefore, students may NOT decorate or mark up their assigned device.

Will the Chromebooks come with cases?

- The HP 11" Chromebooks used for the 1:1 In-school plan are durable and made for student use. Students will be issued the device without any additional case or cover.