

# Berlin Middle School



## 2024-2025 Student Handbook and Activity Code

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# Berlin Middle School 2024-2025 Student Handbook

**Mission Statement:** We will serve our community through a commitment to children by supporting them, challenging them and preparing them for their futures.

**Vision Statement:** We will lead the region with exceptional educational opportunities so that all students learn, grow and succeed.

The following **beliefs** about students, learning and our school system form a philosophical foundation for educational practices in our district:

Professional growth promotes educational excellence.

- We are stewards of the community's resources.
- We are responsive to change through strategic improvement.
- We ensure an inclusive school culture where all are engaged and valued.
- We provide a learning environment which ensures all students achieve at high levels.

**Strategic Plan Focus Areas:** Educational Quality and Culture, Personnel Excellence, Business Strategy and Financial Performance, Customer Care and Community Engagement

## Principal's Message

I am excited to continue to serve the students at Berlin Middle School and their supportive families. The staff at BMS are dedicated to student growth and climate to ensure all students learn at high levels. This will be accomplished by challenging students to be the best version of themselves daily with the support of our staff.

I believe the middle years are so crucial to develop and support students during this huge growth period of their life. I believe in forming strong social emotional skills, learning about their strengths and discovering other interests, while building a sense of community through relationships and extracurriculars. Equally as important are students' academic growth and monitoring, from rigorous and engaging curriculum to supporting students socially and emotionally. Berlin Middle School will continue to provide a safe, inclusive, engaging and equitable place for all students to learn and grow.

I am passionate about the middle level years and ensuring all students learn at high levels. I believe in partnerships with families to emphasize regular attendance, organization, asking for help when needed and putting forth one's best effort. I encourage you to please reach out to me at any time. Stay healthy and happy, I look forward to working with you all this school year!

Ms. Pariso, Principal

### General Information

Berlin School District [www.berlin.k12.wi.us](http://www.berlin.k12.wi.us)

Berlin Middle School <http://www.berlin.k12.wi.us/ms/>

BMS Facebook Page

<http://www.facebook.com/pages/Berlin-Middle-School/206634759355326>

Berlin School Board Policies <http://www.neola.com/berlin-wi/>

Mental Health Resources [www.berlincares.org](http://www.berlincares.org)

## Berlin Middle School Staff

Staff Member	Role/Subject
Bartol, Jamie	ELA 7
Bruessel, Joel	PLTW
Chier, Gretchen	Secretary
Dedering, Tracey	ELA 6
Demo, Ben	Social Studies 8
Dominguez, Laura	ELL
Frey, Angela	Science 7
Garza, Terri	Paraprofessional
Gehring, Abby	Physical Education/ Health
Green, Amanda	Paraprofessional
Grewal, Maggie	Choral Music
Hetcher, Gus	Science 8
Hunt, Kiersten	Special Education
Klika, Steven	ELA 8
Kurczek, Heather	PLTW/Media
Lindahl, Amy	Special Education
Pariso, Colleen	Principal
Ray, Josh	Assistant Principal

Staff Member	Role/Subject
Reitz, Haley	Paraprofessional
Richey, Jon	Math 8
Rusch, Hunter	Social Studies 6
Senkbeil, Nicole	Instructional Coach
Schuh, Rachel	Art
Simon, Noel	Counselor
Stobbe, Kelly	Geography 7
Sullivan, Brenna	Math 7
Walheim, Tricia	Instrumental Music
Washburn, Christopher	Special Education
Wasmuth, Rick	Science 6
Yancy, Denise	Special Education
Yineman, Beau	Physical Education/Health
	Math 6

## **Academic Honesty**

It is expected that all schoolwork submitted by students be the original work of the student. All forms of academic dishonesty could make the student subject to disciplinary action. The following list provides examples of academic dishonesty:

- Submit identical work in more than one course without the prior approval of the teacher
- Provide notes, signatures, or other documents that are forgeries to school officials or teachers.
- Copying or stealing another person's work
- Allowing another person to copy one's own work
- Doing another person's classwork
- Creating more than one copy of one's own work for distribution
- Providing another person with the answers to assessments

The classroom teacher will use his/her best judgment with regards to consequences, however, if there is a dispute, the building administration will have the final decision.

### **ALICE (Alert, Lockdown, Inform, Counter, Evacuate) School Safety Procedures**

In the event anyone becomes aware of a person who is armed or otherwise provides a threat to any student or employee, BMS will follow these steps:

Immediate Actions:

1. Do not confront the person
2. Alert (Activate staff notification, Call 911, or activate PA alert system and tell the Administration or Emergency Dispatch the WHO, WHAT, WHEN, WHERE, WHY only if safe and able to do so.)
3. The school will immediately announce the following: "Initiate ALICE" and provide any information to the staff to help them choose the best option for their students.

### **Appealing or Resolving Issues**

On occasion, there may be an issue that arises from a guardian and/or student. The first attempt to resolve any such concerns should start with the classroom teacher, coach, or supervisor. The majority of issues can be resolved at this initial level. If the matter is not satisfactorily resolved, then contact the building administration to review the situation either via phone call or meeting. If the matter continues to be unresolved or the decision of the building administration is not agreeable, an appeal to the District Superintendent is the next step in the process.

### **Arrival and Departure**

The building will be open at 7:30 AM. Students should report directly to their lockers, followed by their homeroom. Students wishing to have breakfast may do so and bring their breakfast to their homerooms. Students are to leave the school at the end of the school day at 3:20 PM, unless they are under the supervision of a staff person.

## **Asbestos Management**

The Berlin Area School District is in compliance with state and federal laws regarding asbestos in all district buildings, particularly under the Asbestos Hazard Emergency Response Act of 1986 (AHERA). This plan is available to parents when requested.

*(Reference Berlin School Board Policy 8431.01)*

### **Backpacks**

Students will not be permitted to carry backpacks and/or string bags during the school day. Student backpacks and other belongings are to be stored in student lockers during the day. Students are able to go to their lockers before-after school and during passing times.

### **Behavioral Expectations**

The school is a learning environment where students, families and staff are expected to behave in an orderly, mutually respectful manner at all times. Students, parents/guardians, and staff members should expect a safe, orderly, and positive environment in which to work and learn. Students have a responsibility to know and follow the rules and regulations of the school. Students are to respect themselves, others, and property. Students are to be responsible for their own actions and accept the consequences for the choices they make in regards to their behavior.

### **Behavioral Expectations & Conduct**

At Berlin Middle School, we emphasize “expectations”; the school staff teaches and reinforces the expectations for students both on a school-wide and an individual classroom basis.

Improving student academic and behavior outcomes is about ensuring all students have access to the most effective and accurately implemented instructional, behavioral, and intervention practices possible.

Teachers will teach and explain their expectations for behavior in their classrooms. Students can expect to see and hear the school-wide expectations reinforced in every environment throughout the building, field trips, and extracurricular activities. Teachers may also have additional expectations for student behavior. Not every teacher will have the same behavioral expectations for students and it is the responsibility of the student to know the expectations, rules, and procedures of each teacher.

It is the expectation that students will conduct themselves in a safe and responsible manner. Students at this age are able to make responsible choices for their actions and accept responsibility for their actions. Classroom teachers process most of the discipline problems at school. If the concern is recurring, then the classroom teacher will complete a “minor form.” The teacher and student will work together to resolve the concern and develop proactive measures to prevent further patterns of behavior in the classroom. If more disruptive and significant behavioral concerns occur, teachers will complete a “major form.” The form and the student will be sent to school administration in which they will follow up to determine next steps and



consequences.

As stated previously, students are expected to conduct themselves in a safe and respectful manner. Any such activities that disrupt the school or school-sponsored activities, pose a danger to others, or could destroy school property are prohibited.

*(Reference Berlin School Board Policy 5600, 5500)*

Sometimes, it will be necessary for staff to take corrective measures for student behavior. If students are not following all school stated expectations, their behavior will be corrected. The student will be given ample opportunities to correct any undesired behavior, with help from the teaching/support staff. They will be retaught expected behaviors. There will be a progressive disciplinary approach for consequences once referrals are reviewed by administration. Such referrals and consequences will be aligned to the BASD Code of Conduct.

Furthermore, Berlin Middle School will emphasize professionalism skills that will transfer not only to their academic success while at BASD, but also for life and career readiness. Students will receive professionalism grades, in the categories of academic success to reflect their proficiency, while working to set goals to improve their skills in these areas.

### **Bullying/Harassment**

Berlin Middle School will maintain a bully/harassment free environment. Students are expected to treat each other with respect and refrain from any type of bullying or harassment. This expectation holds for all areas of the school, school-sponsored events, and activities both home and away. Bullying and harassment have harmful social, physical, emotional, psychological, and academic impacts on the victims and bystanders. Our staff will address any acts of bullying and harassment to decrease any disruption to the learning environment and learning process. Students have the right to work and learn in an atmosphere free from bullying and harassment.

Students who believe they have been or are being the victim of disrespectful behavior, bullying, or harassment should use the SWAT process that is taught to all students: Tell the student to STOP, if the student does not stop then WALK AWAY, and if it does not stop after that, TALK to an adult. All staff are trained to know what to do when a student reports bullying or harassment. Students are encouraged to immediately report incidents of bullying/harassment to the building principal or other safe adult for investigation. Those students found to be bullying or harassing other students will be subjected to school and legal consequences.

*(Reference Berlin School Board policies 5517.01 Bullying and 5517 Student Anti-Harassment)*

**Bullying** is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. 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; however, this type of prohibited bullying behavior need

not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

- Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

**Cyberbullying** is the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

- Cyberbullies more easily hide behind the anonymity that the Internet provides;
- Cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
- Cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
- The reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity;
- Cyberbullies hack into or otherwise gain access to another's electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

- Posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
- Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
- Using a camera phone to take and send embarrassing photographs of students;
- Posting misleading or fake photographs of students on websites.

**Harassment** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature on the basis of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights laws.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school

visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

### **Bus Transportation**

Bussing is provided by a contracted bus service, Northern Express. If parents need to contact the bus company, they can call Northern Express at (920) 361-2100. The Berlin Area School District will be offering bus transportation to students who reside within a two mile radius for the 2024-25 school year.

Each student who is provided transportation services by the school district is expected to obey the rules established by the school board for the safety and welfare of all students. Behavior on the school bus should be comparable to the type of behavior required in the classroom as it is an extension of the school day. Unacceptable behavior or refusal to comply with the orders/rules of the driver will be reported to the school office. If these occurrences happen it may result in disciplinary action by the school administration. Such action may include a conference with the parents and, if necessary, suspension and upwards of removal of the bus riding privilege. Riding the bus is a privilege, it is not a right.

Students who know ahead of time that they will not be riding the following day should inform the driver and the school office staff.

Students wishing to ride a bus other than their own must have a written permission from both their parent/guardian and from the new destination parent/guardian before being given permission by the main office.

### **Cell Phones and Electronic Devices at School**

Cell phones and personal electronic devices, which does include smart watches, will not be allowed in hallway, passing time, classroom setting, field trips, and any further educational settings. Cell phones at school are expected to remain in the student's locker throughout the day from 7:30 am to 3:20 pm. Students will not be allowed to use their cell phones or any personal electronic devices during their lunch hour.

Earbuds and headphones are to be kept out of sight in the student's lockers across the school day as well. Cell phones, electronic devices, earbuds, or headphones that are turned on or being used without prior permission will be confiscated by school personnel. Refusal to turn over a PCD to an administrator will be treated as level 3 disruption/disrespect.

Confiscated devices will be handled in accordance to this policy:

1. **First offense:** teacher warning and direction to put cell phone/personal electronic device in locker, a major referral will be written.
2. **Second offense:** teacher removes device to be given to administration where it will be returned to the student at the end of the day, a major referral will be written.
3. **Third offense:** student will be part of a guardian team meeting to either keep their cell phone/personal electronic device home or turn it into the office upon entry for a specific

length of time determined by administration, a major referral will be written.

Although all efforts will be made to maintain proper safety of student electronic devices, any such devices lost or stolen are not the responsibility of the school district or its employees. If students do not want a device lost or stolen, they should keep such devices at home.

At no time are students allowed to use electronic devices inside of a bathroom or locker room.

*(Reference Berlin School Board Policy 5136)*

## **Complaint Procedures**

Any student who believes they have been or are the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Complaints against a Board member shall be filed with the Board President unless the complaint is against the President in which case the complaint shall be filed with the Board Vice President, who is authorized to contact District legal counsel for assistance in handling the complaint.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this Policy shall be investigated promptly by the Principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment, discrimination, and/or may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti- Harassment or Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity. Additionally, complaints alleging sexual harassment on the basis of sex are also

covered by and subject to the investigation procedures in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities. If the investigation under Policy 5517 - Student Anti-harassment, Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity or Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities does not substantiate harassment based on one or more of the Protected Classes, the complaint of bullying shall still be investigated under this Policy.

If the matter or complaint involves the District Administrator or a member of the Board, it is appropriate to engage outside legal counsel to conduct the investigation consistent with this policy. Legal counsel shall conduct a prompt investigation. The Board attorney is authorized to designate an outside third party to conduct the investigation. The Board attorney or designee will arrange such meetings as may be necessary with all concerned parties within five (5) business days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The Board attorney or designee conducting the investigation shall notify the complainant and parents as appropriate, (in writing,) when the investigation is concluded and the findings made.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

*(Reference Berlin School Board Policy 5517.01)*

### **Chromebooks**

The Berlin Middle School is a 1:1 learning environment in which each student will have access to a Chromebook. Students are expected to be using their devices in a safe and responsible manner at all times. Students will pick up their assigned Chromebook at the start of the day and will return it at the end of the day before leaving to go home. Students are not to misuse or abuse the Chromebooks in any fashion and will be held responsible for any damage of the Chromebook, including paying for repairs and/or replacement. Students who continually misuse their Chromebook could have this privilege taken away.

### Use of Equipment: Hardware and Software

- The district's technology is to be used for educational purposes only.
- The use of the district's technology must not violate existing policies of the BASD.
  - Students may not destroy, deface, or alter Chromebooks or files that do not belong to the student.
- Students may not hide files or activities on the Chromebook.

### The Network

- Chat lines, bulletin boards, forums, etc. may not be accessed by students without prior consent from a teacher.
- Engaging in activities that are pornographic or drug/alcohol-related will not be tolerated and could result in termination of Chromebook use, including other technology provided by the district.
- Sending messages via any technological or cellular communication device with the intent to intimidate, frighten, threaten or abuse another person is considered harassment and will be handled as such.
- Students may not change, alter, bypass, or attempt to bypass any Chromebook security measures including filtered internet sites.
- Possession of malicious software items such as viruses, spyware while at school, on the district network or transferring to the district network will be considered a violation.

### Student Responsibilities

- Students are expected to assume responsibility for their Chromebook that has been assigned to them.
- Students will not lift the Chromebook by the screen as this could cause damage to the screen and the Chromebook.
- All Chromebooks assigned to students are the property of the BASD and are subject to confiscation and searches at any time by school authorities.
- Immediately report any lost, stolen or damaged Chromebook to the classroom teacher. Damaged, lost, or stolen Chromebooks could become the financial responsibility of the student and guardians.

Such expectations are outlined in the [BASD Chromebook Terms of Use](#).

### **Closed Campus**

Berlin Middle School operates a closed campus. This means that students may not leave the school grounds without written permission from their parents/guardian and approval from the school office. Students leaving school grounds, for any reason, must get a pass from the office.

### **Compulsory Attendance**

Berlin Middle School places a high emphasis on student attendance. In school, we practice the skills we will need as adults and one of those skills is the ability to be on time on a regular and consistent basis. Students who appear to be struggling with attendance will receive additional support to help increase their attendance by removing barriers that get in the way. Berlin Middle School wants to partner with guardians to ensure that our students get the most out of their

middle school education so that they are ready and prepared to meet the demands of high school and the adult world.

Regular communication from the school will help guardians understand the importance of consistent attendance and help them know when their student is in jeopardy of missing too many days.

While the middle school chooses to approach attendance in a positive way, it is important for guardians to realize that 5 or more absences for full or partial days in a semester could result in the student being referred to the county for additional follow up, the student or parent being cited for truancy and/or potential open enrollment status being revoked.

Students who are absent on a given day will NOT be allowed to attend any after school or evening events on that day. Exceptions to this rule include: medical appointments, school-sponsored field trips, and family emergencies. These exceptions need the approval of building administration with proper documentation.

Berlin Middle School also understands that from time to time, students will become ill. Please see the Health Section for guidelines of when to keep your child home due to illness. If your child needs to miss school for illness or for an appointment, the parent/legal guardian should contact the Middle School office (920-361-2441) before 8:00 a.m. If calling during non-office hours, parents/guardians can leave a voicemail message. When calling the school, please state the name of the student, grade of the student, who is calling, the reason for the absence, and whether or not homework will need to be collected for the student.

*(Reference Berlin School Board Policy 5200)*

#### Section 118.15 WI Statutes

11.15 (1) (a) Any person having under his/her control of a child who is between the ages of five (enrolled in five year old kindergarten) and 18 years shall cause the child to attend school regularly during the full period and hours that the public school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. The child must be in a class, a study hall, or a Board of Education approved activity every period of every school day, except that a parent or guardian may cause their child to be excused in they provide an excuse in writing before the absence and the absences do not exceed ten (10) days per year. A child so excused is required to complete the course work missed during the absence.

According to WI Act 239, a child may be excused by a parent for not more than five (5) partial or full days in a semester.

#### **Court Orders and Child Custody**

Parents/legal guardians must supply the middle school with a copy of any type of court order that may affect the student (visitation, access to records, etc.). In the absence of such an order, the school must remain neutral and assume both legal guardians have equal access and joint custody of their child. If any changes to the court order occur during the year, the school must

be notified.

### **Dances/After School Events**

The middle school will sponsor dances and other after school events on occasion. All events will be from 3:45 to 5:45 pm unless otherwise posted. Students are to enter the dance through the south entrance into the gym.

Student participation in events is considered a privilege and not a right. In order to participate in middle school events, students must be eligible based on behavior and attendance. Final determination will be made by the building administration.

Guests will not be allowed at middle school events, nor will high school or elementary students be allowed to attend.

Students are to remain in the gym and concession stand area during the dance/events, unless noted otherwise. Students are not to be in the halls. Students are expected to be courteous and respectful to all of the event workers. Students causing disruptions or exhibiting inappropriate behavior aligned to building-wide expectations and BASD Code of Conduct will be asked to leave the event. Once inside the event, students must remain. If a student needs to leave and wants to return, they must have written permission from a guardian outlining this and turn into building administration no later than the morning of the event. Students who leave the event without permission will not be allowed back into the event.

### **Dress Code**

We recognize that each student's mode of dress and grooming is a manifestation of personal style and individual preference. We will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. In the event that the school administration determines a student violates BASD dress guidelines, the student will be given the opportunity to correct the violation. In the event the student refuses to make the necessary corrections or adjustments, their actions may lead to consequences from the school labeled as disruption/disrespect.

These minimal standards of dress apply to all students in BASD unless the principal grants a specific exemption.

- Clothing should cover all undergarments.
- Shoes shall be worn at all times and should be safe for the school environment. The following shoes are not acceptable for any BASD student: cleated shoes or shoes with wheels.
- Gang paraphernalia, garments and/or jewelry, tattoos, or other insignias, which display or suggest sexual, vulgar, drug, alcohol, or tobacco-related wording/graphics or may tend to provoke violence or disruption in school shall not be worn.
- Clothing must not state, imply, or depict hate speech or imagery targeting groups based on race, ethnicity, gender, sexuality, gender identity, religious affiliation, or any other protected class.
- Clothing and accessories that endanger students or staff shall not be worn.



- Hats, hoods, or coverings are expected to be off inside the building during scheduled school hours for safety reasons unless an exception or permission has been granted by school personnel.
- Any items that could be identified as accessories or costume wear to include animal ears, tails, masks, in addition to wearing of blankets or stuffed animals will not be allowed to be worn.
- Onesie style pajamas should not be worn.

*(Reference Berlin School Board Policy 5511)*

### **Drug Free Schools**

All schools within the Berlin Area School District are tobacco or tobacco-like products, drug and alcohol free. It is unlawful to manufacture, distribute, dispense, possess or use tobacco/tobacco-like products, a controlled substance or look alike, in addition to alcohol on school district property and on all district owned or sponsored vehicles. The same provisions are in effect at all school-sponsored events or extracurricular activities while off school premises. Students who violate the provisions of the district's Drug Free Schools policy will be subject to disciplinary action including suspension, expulsion, and referral to law enforcement.

Occasionally, we will utilize the services of the county drug dog. The dog and its handler will go through the school and the dog will sniff student lockers. In the event the dog "hits" on a locker, administration will search the locker, notify the student, and guardians. These random drug dog searches will be unannounced and the school will be in a lockdown mode throughout the duration of the search. Upon conclusion of the search, the administration, or designee, will announce an "all clear" and normal school functioning can resume.

*(Reference Berlin School Board Policy 5530)*

### **Education for Employment**

School boards are required by PI 26.04(4) of the Wisconsin Administrative Code to annually notify parents of the District's Education for Employment program. At Clay the program introduces students to career awareness, at Berlin Middle School the program includes career exploration, and at Berlin High School the program includes career planning and preparation.

### **Equal Education Opportunities**

The right of a student to be admitted to school and to fully participate in all school-sponsored activities shall not be abridged or impaired because of a student's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional, learning disability, or handicap.

### **Expulsion**

Students who are expelled from school will not be allowed to attend school and school events for a specified period of time as determined by the school board. Student expulsion is for those circumstances where students continually refuse to comply with school rules, endangered the health, safety, and/or well-being of other students, staff and/or school property, or brought a weapon to school as outlined in the BASD Code of Conduct.

*(Reference Berlin School Board Policy 5610)*

### **Surveillance**

BASD utilizes precautionary measures including surveillance systems to ensure that all buildings are safe and welcoming for all. The surveillance systems in part can be utilized to determine factual findings while administration is conducting an investigation. Legal guardians of the individual(s) being investigated will not be given permission to access video footage of an incident unless all other parties involved are able to be blurred out due to confidentiality agreements.

### **Extra Credit**

Berlin Middle School does not accept extra credit as a way to bolster students' academic standing. In consultation with the classroom teacher, students will have the opportunity to present additional evidence of learning to show mastery of specific standards.

### **Field Trips**

Field trips, including student reward trips, are planned in order to enrich the school curriculum and provide meaningful opportunities for students to have other learning experiences outside of the classroom setting. Guardians will be notified in advance of field trips. In order for students to participate in field trips, they must have turned in permission forms and any money that may be required for a trip. All field/reward trips are considered a privilege for students and not an automatic right. Those students complying with the expectations of the school will be able to participate in trips, however, students who pose regular disruptions and/or have exhibited inappropriate behavior as aligned to BASD Code of Conduct on trips in the past, may be denied from attending a field trip. These decisions are made at the discretion of the building administration.

### **Formative Assessment**

Formative assessments are conducted by teachers during the learning process to help teachers modify teaching and learning activities while providing feedback to students. Ungraded formative assessments are important to student learning and are expected to be turned in. Students who continue to miss assignments will be referred for additional support.

### **Grade Promotion and Retention**

Promotion to the next grade level is not automatic; rather it is based on criteria such as academic performance, test scores, attendance, teacher recommendations, etc. Those students who are considered to be in jeopardy of being retained at their current grade level will be provided with academic interventions and support. The student and guardians will be notified at the earliest possible time of such a consideration and the student's progress will be closely monitored.

In the event it is determined that grade retention is necessary, a formal meeting will take place and involve the student, parents, guardians, administration, and any other school and district personnel who could provide input into this decision. The student team, as a whole, will make the final decision and develop a plan of action for the following school year in order to ensure adequate academic progress is being made.

*(Reference Berlin School Board Policy 5410)*

### **Health Guidelines for School Attendance**

A student should remain home if...

- The student has experienced episodes of vomiting or diarrhea in the last 24 hours and the student is not yet tolerating regular diet
- The student's temperature is above normal (approximately 100 degrees or higher) and the student feels ill
- The student is aching and fatigued enough to be unable to participate in class and school activities
- The student has an uncontrollable cough or runny nose so that (s)he cannot care for it in a sanitary manner
- The student has been diagnosed with strep throat or other treatable contagious disease and has not yet had 24 hours of treatment
- The student has an untreated contagious disease (impetigo, scabies, pink eye, etc.)
- The student has a recent injury that causes enough discomfort to significantly distract him/her from being able to focus on school activities in class

Parents are encouraged to send their child to school each day if injury or illness does not significantly compromise the student's health and there is no threat of communicable disease to others. A phone call to school to explain an absence is required on the day the child will remain home. Guardians are required to provide the school with current and accurate phone numbers to support school contact with home.

If a student becomes ill during the school day, the student should inform their teacher. Students will then be directed to see the school nurse. If a student has a fever, guardians will be contacted immediately and asked to pick up their ill child from school or provide permission to have the student sent home.

### **Health Services**

Health Services offered in Berlin Area Schools are under the supervision of a registered nurse and secretaries trained as health aides. Guardians will be contacted by the nurse/health aide if she feels the care of a physician is necessary. Guardians may refer their son/daughter to the nurse's office.

If a student becomes ill or injured at school and cannot remain, guardians will be contacted to come and pick up the student. Students will not be sent home if there is no one at home and the guardian has not been contacted. However, guardians should make arrangements, in advance, to meet such a situation if they are not going to be home. The health room is used in emergencies and is not a place to spend time out of class. Students must get a pass from the classroom teacher before going to the nurse.

In the case of more serious injury or illness, school personnel will attempt to follow these steps:

1. Immediate first aid will be given.
2. Contact the family doctor according to the information provided on the

emergency card.

3. Contact guardians or emergency card contact person.

4. Provide transportation either by ambulance or parent to necessary medical facility.

It is important that the emergency card, which is filled out at the time of registration in the fall, be as accurate as possible.

The school does not carry insurance or a benefit plan for students needing medical care due to injury at school.

*(Reference Berlin School Board Policy 5310)*

### **Homework**

Homework contributes to the growth and development of the student. Homework assigned by the teachers is for the following purposes:

- Supplement, support and extend learning
- Reinforce classroom instruction by providing necessary practice
- Help students become resourceful and work independently
- Acquaint and involve guardians with what their children are learning in school

On most occasions, time will be allowed in class for students to work on homework, however, it may not always be possible for the homework to be completed in class and therefore, must be completed outside of the class. Students are expected to complete and turn in all homework on time. If the work is important enough to be assigned, it will be important enough to be turned in, even if it is late.

### **Homeless Children and Youth**

The McKinney-Vento Act defines homeless children and youth as:

Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations
- Living in emergency or transitional shelters
- Abandoned in hospitals
- Living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because the children are living in circumstances described above
- If you are personally aware of or are acquainted with any children or youth who may qualify according to the above criteria, the School District provides the following assurances to

- parents and guardians of homeless children and youth and unaccompanied homeless youth:
- The child or youth shall be immediately enrolled and allowed to fully participate in school, even if unable to produce records normally required for enrollment (e.g., academic records, immunization and other required health records, proof of residency, or other documentation) or has missed application or enrollment deadlines during any period of homelessness.
- Homeless children and youths are not stigmatized or segregated on the basis of their status as homeless and have full and equal educational and related opportunities.
- Meaningful opportunities to participate in the education of their children including special notices of events, parent-teacher conferences, newsletters, and access to student records.
- Immediate enrollment and transportation to the school of origin. "School of origin" means the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool.
- Written explanation of any decisions related to school selection or enrollment made by the school, the local educational agency, or the State educational agency involved, including the rights of the parent, guardian, or unaccompanied youth to appeal and receive prompt resolution of such decisions.

Please contact, Ann Schnyder, homeless liaison for the Berlin Area School District, at (920) 361-2000 or [ascnhyder@berlin.k12.wi.us](mailto:ascnhyder@berlin.k12.wi.us) for additional information about the rights and services described above.

### **Human Growth and Development**

The Berlin Area School District believes that a family plays an essential role in their child's human growth and development education. Human Growth and Development is one aspect of an overall health curriculum that follows the Wisconsin Health Education Standards. The importance of the human growth and development curriculum is to help students understand their body and its changes, develop a positive self-concept, and acquire factual knowledge to develop strategies for responsible decision-making that will impact their well-being.

Below are the topics discussed by grade level. Wisconsin State Statute sec. 118.019 allows parents to exempt their child from instruction in Human Growth and Development with a written request. If you would like to exempt your child from all, or specific topics, please write a letter to the building principal that includes:

- Date
- Student Name
- Student Grade Level
- Specific topics that your child should not participate in
- Parent Name
- Parent Signature

Please address this letter to the building principal and send it to school with your child or mail it to the school office no later than October 1, of the current school year. Excluded students will be

furnished with and required to complete alternative assignments on health-related issues.

Topics for 6<sup>th</sup> grade:

- Keeping my body healthy
- Protecting my body from disease
- Talking about sexuality
- The reproductive system: A body with a penis
- The reproductive system: A body with a vagina

Topics for 7<sup>th</sup> grade:

- Puberty
- The menstrual cycle and pregnancy
- Taking care of sexual health
- Feelings and relationships
- Benefits of abstinence

Topics for 8<sup>th</sup> grade:

- Healthy romantic relationships
- Influences of abstinence
- Resisting sexual pressure
- Understanding sexual health
- Protecting my future
- Affirmative consent
- Reproduction and teen pregnancy
- Preventing pregnancy
- STI facts and responsible actions
- HIV facts and responsible actions
- Making sexual health decisions
- Sexual identity
- Human trafficking

\*Please note, students that pass 8<sup>th</sup>-grade health will not be required to take health again in high school. A student that does not pass, or transfers in from another district, will have to take health in high school to be eligible for graduation.

### **Immunizations**

Current immunization records must be maintained on all students. If guardians have questions on immunizations, they may contact the school nurse. The school will maintain the immunization histories of all students and will update those histories with information supplied by the local public health agency, guardians, or private physicians.

*(Reference Berlin School Board Policy 5320)*

### **Late to School**

Students arriving at school after the start of the school day are to report to the Middle School office and obtain a pass that will allow them to enter class. Students should provide a note from a guardian listing reason(s) for tardiness or a phone call should be made.

*(Reference Berlin School Board Policy 5230)*

### **Leaving School During the Day**

Although we encourage families to make appointments after school hours, we know that this is not always possible to do, and students need to leave school during the school day. When students need to leave, they must bring a written, dated and signed note from a guardian to the school office prior to the start of the school day. Guardians may also contact the school by phone or come to school to pick up their child. Students will be released to the custody of their guardian or other authorized person. When the student returns to school, (s)he will need to report to the office and obtain a pass to their next class. Medical appointment notes from the physician will be required to excuse the student's absence.

### **Lockers**

The school provides lockers for the students' daily use. Each student will be assigned a locker. The locker is used solely for storage of outerwear, personal electronic devices, backpacks/string bags, and school related materials. The locker is not the property of the student and school officials retain the right to open, inspect, and search the locker at any time. Students are responsible to ensure the locker assigned to them is kept clean and free from damage. If a locker is not working properly or appears damaged, the student assigned to the locker is to report it to the office immediately. Students assigned to the locker will assume the responsibility for the costs of any necessary repair to their locker.

Students are strongly encouraged to not give out their locker combination. Students are to use only the locker assigned to them and not to use the locker of other students.

*(Reference Berlin School Board Policy 5771)*

### **Lunch**

Student lunch is provided every day that school is in session. The school utilizes a computerized lunch program that keeps student lunch balances current. Guardians are expected to ensure that adequate money is in the student lunch account and does not fall to a negative balance. Lunch money can be mailed into the middle school or students can bring lunch money to school and pay in the cafeteria prior to the start of the school day.

### **Medication**

All prescription and nonprescription medication must be kept in the school health room. Students who are required to take prescription medication at school need to have a permission slip signed by both the physician and guardian. Medication must be in a prescription-labeled bottle. Any prescription medication that is brought to school and is not in the original prescription bottle will be held at school and will be returned to the student's guardians. Such medication will not be dispensed to students.

Students may take over-the-counter medications if their guardian signs a school consent form. This consent form is good only for the current school year. If the nurse or staff feels this is being abused, guardians will be notified. If your child needs cough drops, please provide them. Guardian permission is required.

*(Reference Berlin School Board Policy 5330)*

### **Movement in the School**

Students are expected to be in their assigned classroom/area every day on time. Students wishing to leave the classroom must obtain permission from the classroom teacher. Students who violate this could be considered as loitering or truant and will be issued appropriate consequences.

### **Notice of Nondiscrimination Policy**

The Berlin Area School District's Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, or physical, mental, emotional or learning disability in any of its student programs and activities.

The Board, as required by Title IX, does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX and its implementing regulations to the District may be referred to the Title IX coordinator, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

Josh Ray  
Berlin Middle School  
242 Memorial Drive  
Berlin, WI 54923  
920.361.2441  
jray@berlin.k12.wi.us

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to [Policy 2266](#). The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

*(Reference Berlin School Board Policy 2260)*

### **Notification**

Notice of this policy will be annually distributed to all students enrolled in the School District and their parents. The policy will also be provided to organizations in the community having cooperative agreements with the schools. Additionally, the policy or a summary will be incorporated into the teacher, student, and parent handbooks.

The School District will also provide a copy of the policy to any person who requests it.



### **Planners**

A student planner/assignment book will be issued to each student at BMS. Students will be required to use planners to keep track of homework and learning. Additionally, all passes will be given by using the student planner. Teachers will make calendars available to students and families to monitor due dates and upcoming assessments.

### **PowerSchool and Report Cards**

Report cards are issued at the end of the semester. Guardians and students are encouraged to monitor student grades through our student information system, PowerSchool. Guardians may also sign up to receive progress reports via email. Students and guardians are provided with usernames and passwords each school year in order to access their information. A PowerSchool app may be downloaded to a smart-phone in order to quickly access student grade information. Visit your app store and after downloading the app, enter in your username/password along with our district code: QDCG.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to inform parents, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

### **Program/Curriculum Modifications**

In response to Section 118.15(1)61 of the state statutes, parents/guardians need to be aware of the right to request program or curriculum modifications for their child. This request for modifications should be submitted in writing to the building principal as per the guidelines of the statutes. A conference between the parent/guardian, the building principal, and classroom teacher will be scheduled to establish a modification plan.

### **Prohibited Items at School**

There are some items that will not be allowed at school and if brought to school will be taken away. In addition, further consequences could result. Items not allowed at school include but are not limited to: knives, weapons of any kind, cigarettes, drugs, look-alike drugs/alcohol, lighters, matches, fireworks, ignition devices, spray devices, foams, water guns, laser pointers, articles of pornography, gang-related jewelry/paraphernalia, or other paraphernalia not conducive to a safe and orderly environment.

### **Public Display of Affection**

Public displays of affection that are found to be offensive to others and/or sexually suggestive in nature are not appropriate in the school environment. Violators will be assigned appropriate consequences intended to end the offending behavior and educate the individuals on acceptable behavior. Guardians will be notified if the behavior does not stop.

### **Records and Reports**

Records of investigations will be maintained in accordance with Policy 8330 – Student Records and State law.

### **Retaliation/False Reports**

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, they should report it and allow the administration to determine the appropriate course of action.

### **Schedule Changes**

Class schedules are designed to provide the best educational opportunities as possible. Consideration for class make up includes: balance, academic/functional performance, and class sizes. Therefore, schedule changes will not be made unless for extenuating circumstances grounded in a sound academic reason that are to be approved by administration.

### **School District Non-Discrimination Policy**

The Board of Education does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability in any of its student program and activities.

*(Reference Berlin School Board Policy 2260)*

### **School Property and Vandalism**

Students and their guardians assume full responsibility for any and all school property placed in their care. Items such as textbooks, lockers, library books, Chromebooks, musical instruments, school equipment, lab equipment, etc. will be allowed for student use and any damage whether intentional or on purpose will be the responsibility of the student and guardian to cover the costs of repair or replacement. If it is discovered the student intentionally caused damage to school property, in addition to covering the cost of repair or replacement, other school consequences could be enforced, including referral to law enforcement.

*(Reference Berlin School Board Policy 5513)*

### **Special Education**

Upon request, the Berlin Area School District is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools

located in the school district.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to the school district in which the child resides.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting Ann Schnyder, Director of Pupil Services, at 920-361-2000, or [aschnyder@berlin.k12.wi.us](mailto:aschnyder@berlin.k12.wi.us).

### **Student Assessment Information**

The Board of Education shall assess student achievement and needs in all areas of the curriculum in order to determine the progress of students and to assist them in attaining District goals.

Each student's proficiencies and needs will be assessed by staff members upon his/her entrance into the District and annually thereafter. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, student portfolios, and physical examinations.

The District Administrator shall develop and present to the Board a program of testing and assessment that may include:

- State-required tests;
- Curriculum-based written and oral examinations which include use of alternative questions, demonstrations, writing exercises, individual and group projects, performances, portfolios, and samples of best work;
- District assessments.

The Board requires that:

- Tests be administered by persons who are qualified under State law and regulation;
- Parents be informed of the testing program of the schools and of the special tests that are to be administered to their children;
- State required data regarding individual test scores be entered on the student's cumulative record, where it will be subject to the policy of this Board regarding student records;
- The results of each school-wide, program-wide, and District-wide test be made part of the public record.

All students shall participate in State-wide or District-wide assessments, and any student with a disability shall be provided appropriate accommodation and/or alternate assessments where necessary as indicated in the student's I.E.P. or Section 504 plan.

The Board shall excuse any student from the State examination administered in 4th grade, 8th grade, 9th grade, 10th grade, or 11th grade whether the test administered is the one developed by

the Department of Public Instruction or the District's own test developed and approved by the DPI and the U.S. Department of Education. To opt out of these examinations, the student's parent must submit a statement in writing to the building Principal stating that the parent is opting out of the examination(s).

*(Reference Berlin School Board Policy 2623)*

### **Student Discrimination/Harassment Complaint Procedures**

If any person believes that the school district or any part of the school organization has failed to follow laws and regulations, or in some way discriminated against students on the basis of sex, race, national origin, ancestry, creed, pregnancy, religion, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, (s)he may bring or send a complaint to the school district office to the attention of the district administrator.

### **Student Privacy**

The Board respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, their parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or their parents;
- Mental or psychological problems of the student or their family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or the student's parents; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall establish procedures to provide parents with the opportunity to inspect any materials created by a third party used in conjunction with any such survey, analysis, or evaluation before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Consistent with parental rights, the Board directs building and program administrators to:

- Notify parents in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with

students;

- Allow the parents the option of excluding their student from the activity;
- Report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students;
- Treat information as identified in A-H above as any other confidential information in accordance with Policy 8350 - Confidentiality and Policy 8330 - Student Records.

For the privacy of students whose parents request that they not take part in the survey, arrangements will be made prior to the time period when the survey will be given, for the student(s) to go to a supervised location where under the supervision of a staff member the student will be provided with an alternate activity.

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information.

*(Reference Berlin School Board Policy 2416)*

### **Student Records**

Berlin Middle School, under District Policy (8330) has established policies and procedures to ensure the maintenance and confidentiality of student records. These records are kept for the benefit of students and serve purposes related to instruction, guidance, and research. Student records are categorized into three types:

- Directory data
- Progress records
- Behavioral records

Generally, student records are kept confidential and are not released without written permission from a parent or guardian of a minor student. However, certain information in the directory data category may be released without prior written consent unless a parent objects. This information includes:

- The student's name
- The student's photograph
- The student's major field of study
- The student's participation in officially recognized activities and sports
- The student's weight and height if part of an athletic team
- The student's date of enrollment and withdrawal
- The student's degrees and awards
- The name of the most recently attended school

**Parents have two weeks from the start of the school year to inform the building principal in writing if they do not wish for any or all of the above items to be released.**

Given that this Administrative Code impacts all students, both current and those leaving the Berlin Area School District, it is crucial for students and parents to be aware of the written

policies regarding the content, maintenance, and confidentiality of student records. Protecting the privacy and confidentiality of student information is a priority for the District.

Progress records may include identification information, a list of courses taken, extracurricular activities, and attendance records. These records are kept indefinitely.

Behavioral records include all other school records not classified as progress records. These may include standardized test scores, psychological test results, health records, and teacher evaluations other than grades. Behavioral records are destroyed one year after the student graduates or leaves the district, unless written permission from a parent or guardian allows them to be kept longer.

All records are confidential, except to a parent or legal guardian of a minor student. Upon written request, these individuals can view behavioral records in the presence of a qualified school district official who will explain and interpret them. Written requests for copies of progress or behavioral records will be fulfilled within a reasonable time frame, not exceeding 45 days.

Student records will be transferred to another school district upon written notification from a parent or guardian that the student intends to enroll elsewhere, or upon request from the new district.

Additionally, students and parents/guardians have the right to file a complaint with the Family Policy and Regulations Office of the Department of Education if there are concerns regarding student records.

### **Student Religious Accommodations**

The Board recognizes that religious traditions vary in their perceptions and doctrines regarding the natural world and its processes. The curriculum is chosen for its place in the education of the District's students, not for its conformity to religious principles. Students should receive unbiased instruction in the schools, so they may privately accept or reject the knowledge thus gained, in accordance with their own religious tenets if any.

Accordingly, no student shall be exempted from completion of a required course of study on the grounds that components of the instruction interfere with the free exercise of his/her religion. However, if after a careful personal review of the program's lessons and/or materials, a parent indicates to the school that either the content or activities conflict with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular class periods for specified reasons.

The student will be provided with alternate learning activities during the times of such parent-requested absence.

*(Reference Berlin School Board Policy 2270)*

### **Summative Assessment Retake Policy**

All students have the opportunity to show increased growth toward mastery through a retake of a summative assessment. Students requesting a retake must conference, create a re-teaching plan, and schedule a retake with the teacher in a timely manner. Evidence of additional learning such as relearning sessions, completing missing work, redoing a study guide, or additional evidence of learning deemed necessary by the classroom teacher, must be shown prior to retaking an assessment. Re-assessment grades will replace the original score.

Schools receiving funds from the federal or state government are required to take part in any federal or state assessments. For a list and description of these assessments please visit the Berlin Area School District website, click on Academics, and then Assessment & Accountability. Parents may request information regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency. For any questions about the parental right to opt a child out please contact the Director of Instruction, Sara Markee, smarkee@berlin.k12.wi.us.

### **Summer School**

Students who do not demonstrate evidence of learning on power standards will be required to provide evidence during summer school. Students and teachers will work together to determine a student learning plan for summer school. When students provide evidence of learning, their time in summer school will be complete.

### **Wellness Policy**

Please consider the following summary of our wellness policy and provide healthy and nutritious snacks for your child. In addition, if you choose to send a classroom treat, we encourage it to be healthy, nutritious, and individually packaged.

No food will be allowed anywhere in the building except in the middle and high school commons. Teachers will have the opportunity to allow exceptions to this rule at their discretion. Water is allowed in classrooms in a sealable, clear container. Staff will direct students to put away or throw away food or beverages that do not meet these requirements.

Candy and soda will not be sold between the hours of 7:00 am to 4:00 pm. Teachers are prohibited from giving soda or caffeinated beverages to students. Students should not bring soda, caffeinated beverages or candy to school.

The Berlin School District emphasizes the importance of physical activity for students' overall wellness and learning ability. The district promotes a healthy environment where regular physical activity is integrated into the educational experience, with the support of all district employees, parents, and the community. Physical education is mandated for all students from kindergarten through twelfth grade, taught by certified teachers, and daily recess is provided in elementary and middle schools to encourage physical activity.

The district's physical education curriculum aims to instill the value of physical exercise in

students, exposing them to various activities and teaching them the skills needed to maintain an active lifestyle. The curriculum aligns with Wisconsin Academic Standards and covers key fitness components such as cardiovascular endurance, muscular strength, and flexibility. Additionally, the health curriculum promotes lifelong healthy eating habits and physical activity, addressing topics like health promotion, disease prevention, goal setting, decision making, and the impact of culture and media on health.

Nutrition education is a crucial part of the district's curriculum, with a comprehensive approach from kindergarten through eighth grade. Students learn about the food guide pyramid, reading food labels, making healthy choices, and understanding the relationship between diet and disease. The district also supports education on the negative effects of alcohol, drugs, and tobacco, incorporating safety education to minimize accidents. Furthermore, wellness education extends to parents, providing them with resources and information to support healthy lifestyles at home.

*(Reference Berlin School Board Policy 8510)*

### **APPENDIX A: Berlin Middle School Activity Code**

Berlin Middle School offers a variety of extra-curricular activities to its students. Students are encouraged to become involved in these activities as they are provided to enhance the experience of middle school to our students. Participation in these activities will assist students in the enhancement of personal character, commitment, self-discipline, self-confidence, leadership, and fun. Extra-curricular activities have been designed to foster growth in many areas of our students including: physical, emotional, social, and intellectual.

Involvement in these activities is considered a privilege and requires continuous attention to student expectations. Although we strongly encourage students to participate, students could be denied participation or removed from an activity based on academic performance and/or behavior. In order to maintain participation eligibility, students will need to adhere to the conditions stated in this activity code. It is the expectation of the school that guardians and students will work with the school in the cooperation and support of compliance with this code. The purpose and philosophy of this code will only be learned when it is reinforced through academic instruction, school activities, and in the home.

#### **Interscholastic Activities**

##### Athletics

Interscholastic activities are those which involve competition between schools. Berlin Middle School offers the following athletics to 7th and 8th grade students:

- Cross Country (September - October)\*
- Football (September - October)
- Volleyball (September - October)
- Boys Basketball (October - December)



Girls Basketball (January - February)

Wrestling (January - March)\*

Track & Field (April - May)\*

*\*6th graders are able to participate in this sport*

### Forensics

Forensics, or public speaking, begins in October and meets after school. There are numerous categories for students to compete in and is open to all BMS students.

### Solo-Ensemble

Solo-ensemble is organized through the music department and is open to all BMS band and choir students. Solo-ensemble begins in late January and finishes in early March.

Other activities also include: Student Newspaper, Student Council, Art Club, and VEX Robotics.

## **Extra-Curricular Participant Expectations**

As stated above, participation in BMS extra-curricular activities is considered a privilege and not a right. Student participants are to adhere to all school expectations, rules and regulations both at school and at away events. Students who participate in extracurricular activities are representatives of BMS and are expected to project our school and school district in a positive light. As representatives of our school, students are expected to conduct themselves in a responsible manner at all times. Student participants who violate either school or extra-curricular activity rules will be subject to appropriate consequences, including removal from an extracurricular activity, as determined by the athletic director and/or administration.

## **Registration/Physical**

All paperwork and fees must be submitted prior to participation in any extra-curricular activity. Those students who do not have the necessary paperwork and fees turned in will not be allowed to participate. Students will also need appropriate physical documentation and for some athletics, concussion testing, which is completed during practice times.

## **Sportsmanship**

All extra-curricular participants are expected to demonstrate good sportsmanship and display proper conduct at all times. This includes practices, home and away events, travel to and from contests and while at school and school-sponsored events. Participants are expected to be encouraging and supportive of their fellow participants, demonstrate respect to coaches, other athletes, opposing teams, and spectators.

### **Code of Conduct**

In addition to sportsmanship, participants in extra-curricular activities are expected to abide by proper behavior and conduct. Participants are expected to be truthful, respectful, comply with school expectations, rules and regulations, refrain from inappropriate language, inappropriate behaviors such as violations of the law, (including but not limited to possession and/or use of alcohol, tobacco or controlled substances not prescribed by a physician) and behavior which could reasonably be considered detrimental to the school and/or extra curricular program. The BASD Code of Conduct is tied directly to students' participation and expectations. Participants represent BMS and are expected to do so in a manner that positively reflects our school. Certain events with more than one team, such as basketball and volleyball, when one team is playing and the other team is not, the students whose team is not playing are expected to remain seated at the direction of the coach and are cheering on their teammates.

### **Academic Eligibility**

Academic eligibility will be reviewed every other week during each sports athletic calendar. Activities will be reviewed at the end of each month for academic eligibility (Newspaper, Forensics, Robotics, ect.) Students who fail to provide sufficient evidence or beginning (as noted by a current subject grade of an "F") will discuss with the activities director the next steps to bring their grade(s) up and develop a plan for improvement before a student is deemed eligible to participate. If a student is deemed ineligible to participate, they will receive notification from the activities director regarding the process for the student to regain eligibility. Students receiving a letter grade "D" will hold an informal meeting with the activities director to discuss next steps to sustain eligibility.

### **Attendance and Games/Practices/Events**

Students who are out for an activity are expected to participate in all practices as set by the coaches and athletic director. While at practice, students are expected to give their very best effort and be encouraging to their fellow participants. Additionally, students are to display good sportsmanship and respect for coaches.

Students must attend the full school day in order to participate in practice, activity, match or game. Exceptions to this rule must have permission from the athletic director or administration. Excuses such as family emergencies, doctor/dentist appointments are examples of legitimate excuses that need to have written documentation.

Those students who do not attend school due to illness will not be allowed to participate in any practice, game, or event. Students who are legitimately sick should not be in school. Students who are too ill to attend a full school day are considered to be too ill to participate in extracurricular activities.

Students whose behavior warrants time in office may have consequences which may include not participating in practice or game/event. School detentions and/or suspensions will not be rescheduled in order to accommodate an athletic schedule. Exceptions to this will be at the

discretion of the activities director and building principal.

### **Disciplinary Procedures**

It is our expectation that all participants in extracurricular activities do their very best, behave in an appropriate manner, and have fun. However, students who have difficulty adhering to school and team expectations have a responsibility to reflect and make adjustments as a result of their behavior. In order to emphasize this responsibility, the following consequences will result for students who do not demonstrate appropriate behavior.

Students whose behavior warrants an office referral could be ineligible or lose the privilege of participating in specific athletics or activities. The activities director will have a conversation with the corresponding student about the referral and communicate with the guardians of the student as well as the coach or supervisor of the activity. Depending on the severity of the referral, loss of playing time or being in-active for a game could be a possibility. Students receiving multiple referrals during the athletic season could lose the privilege of participating for the remainder of the season, as determined by a team decision, activities director, coach, student, and guardians.

Any student who violates the extra-curricular code will automatically become ineligible for any awards that they would have been eligible for at the end of the year.

### **Closed Practices**

Practices are for coaches and players and therefore, closed to the general public. Parents, relatives and friends are welcome to observe with permission of the coach.

### **Equipment and Uniforms**

As part of the BMS sports experience, team uniforms are provided. Students are expected to properly care for and return their uniform in a timely manner after the season ends. Please cold wash and air/cool dry all uniforms and do not iron. All team members should make an effort to look similar. All football equipment will be provided except for girdle shorts and socks, due to the personal nature of these items. Volleyball and wrestling uniform tops are also provided, but shorts are not. Volleyball and wrestling shorts should be all black and can be spandex or a regular gym short. A wrestling singlet will be provided if that is the wrestlers preference.

### **Tobacco, Drugs and Alcohol**

Students participating in any extra-curricular activities will refrain from possessing or using any type of drugs (other than those prescribed by a physician), tobacco, e-cigarettes/vape pens or alcohol. These provisions pertain to all participants twelve months a year. All of the following penalties carry over from one season to the next and apply to the most immediate activity a student participates in for the entire season.

First Offense: Suspension from participation in 33% of the contests/events (minimum of two events). Students must continue to practice and will be allowed to travel with the team to away events. (this is in addition to any school disciplinary actions that may occur)

Second Offense: Suspension from actual participation in 50% of the contests/events (minimum of four events). The student must continue to practice and will NOT be allowed

to travel with the team to away events. (this is in addition to any school disciplinary actions that will occur)

Third Offense: The student will not be allowed to participate in any extra-curricular activities for one calendar year. This penalty could be reduced if the student completes a professional AODA assessment and treatment. The student must provide proof of participation in an AODA program.

### **Questions and Concerns**

A student and/or student's guardian may direct questions about decisions to the activities director. If necessary, a meeting will be scheduled as soon as reasonably possible with all key stakeholders, including the student, guardians, AD, building principal, and the district superintendent. If the student's guardian(s) are not satisfied with the decision made by the superintendent, the student and guardian(s) may continue their appeal to the school board. The decision of the school board will be considered final.

### **Non-Discrimination Policy**

The Board of Education does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability in any of its student programs and activities.

\* The BMS Student Handbook for the 2024-25 school year is not considered a contract. Provisions could be made throughout the school year and updates will be communicated to all stakeholders.