

# BRANDON MIDDLE SCHOOL STUDENT HANDBOOK

200 West Bowen Street

Brandon, WI 53919

Phone: (920) 346-2915 Fax: (920)346-5490

[www.rbsd.k12.wi.us](http://www.rbsd.k12.wi.us)



**Wayne Weber**  
District Administrator

**Leanne Greff**  
Principal

**Jeff Thomas**  
Transportation Director/Athletic Director

**Updated 7.20.20**

**The mission of the Rosendale-Brandon School District is to assure that all students acquire the skills, knowledge, and character necessary to become responsible, adaptive, and engaged citizens.**

## **NOTICE OF NON-DISCRIMINATION POLICY**

The Rosendale-Brandon School District, in accordance with state and federal law, does not discriminate because of the person's sex, race, color, religion, gender, sexual orientation, age, national origin, ancestry, creed, disability, military or veteran status, political affiliation, pregnancy, marital or parental status, physical, mental, emotional or learning disability or hardship, or other basis prohibited under state and federal law, in its educational and employment policies and practices.

## STAFF AND FACULTY

name	position	ext	email
Maggie Backhaus	science/social studies	5435	<a href="mailto:backmag@rbsd.k12.wi.us">backmag@rbsd.k12.wi.us</a>
Barb Baalke	language arts (grades 7 & 8)	5334	<a href="mailto:baalbar@rbsd.k12.wi.us">baalbar@rbsd.k12.wi.us</a>
Dawn Balsitis	school secretary	5325	<a href="mailto:balsdaw@rbsd.k12.wi.us">balsdaw@rbsd.k12.wi.us</a>
Amy Blashe	language arts (grades 6 & 7)	5360	<a href="mailto:blasamy@rbsd.k12.wi.us">blasamy@rbsd.k12.wi.us</a>
James Blashe	band	5417	<a href="mailto:blasjam@rbsd.k12.wi.us">blasjam@rbsd.k12.wi.us</a>
Jennifer Boardman	special education	5329	<a href="mailto:boarjen@rbsd.k12.wi.us">boarjen@rbsd.k12.wi.us</a>
Sue Fellerer	media specialist , STEAM, computers	5326	<a href="mailto:fellsue@rbsd.k12.wi.us">fellsue@rbsd.k12.wi.us</a>
Bernie Flesch	physical education & health	5454	<a href="mailto:flesber@rbsds.k12.wi.us">flesber@rbsds.k12.wi.us</a>
Leanne Greff	principal	5332	<a href="mailto:greflea@rbsd.k12.wi.us">greflea@rbsd.k12.wi.us</a>
Paul Huhndorf	head custodian	5328	<a href="mailto:huhnpu@rbsd.k12.wi.us">huhnpu@rbsd.k12.wi.us</a>
Jen Leahy	choir	5381	<a href="mailto:leahjen@rbsd.k12.wi.us">leahjen@rbsd.k12.wi.us</a>
Blair Moon	gifted & talented	5447	<a href="mailto:moonbla@rbsd.k12.wi.us">moonbla@rbsd.k12.wi.us</a>
Linda Rote	clerical assistant	5333	<a href="mailto:rotelin@rbsd.k12.wi.us">rotelin@rbsd.k12.wi.us</a>
Andrea Schneider	food service director	5305	<a href="mailto:schnand@rbsd.k12.wi.us">schnand@rbsd.k12.wi.us</a>
Jessica Sinor-Vanne	director of special education	5320	<a href="mailto:jsinorvanne@cesa6.org">jsinorvanne@cesa6.org</a>
Olivia Steinke	art	5433	<a href="mailto:steioli@rbsd.k12.wi.us">steioli@rbsd.k12.wi.us</a>
Jeff Thomas	athletic & transportation director	5308	<a href="mailto:thomjef@rbsd.k12.wi.us">thomjef@rbsd.k12.wi.us</a>
Lisa Thorpe	speech & language	5330	<a href="mailto:thorlis@rbsd.k12.wi.us">thorlis@rbsd.k12.wi.us</a>
Katie Trewin	social studies/world languages & cultures	5336	<a href="mailto:trewkat@rbsd.k12.wi.us">trewkat@rbsd.k12.wi.us</a>
Gina Walters	math	5370	<a href="mailto:waltgin@rbsd.k12.wi.us">waltgin@rbsd.k12.wi.us</a>
Mary Verch	school counselor & careers	5327	<a href="mailto:vercmar@rbsd.k12.wi.us">vercmar@rbsd.k12.wi.us</a>

## SCHOOL DISTRICT PHONE NUMBERS

Administration Office	872-2851
Brandon Schools	346-2915
Laconia High School	872-2161
Rosendale Intermediate School	872-2126
Rosendale Primary School	872-2151

## WELCOME TO BRANDON MIDDLE SCHOOL

Brandon Middle School is home to students in grades six through eight. These years are very important as students continue to grow intellectually, physically and emotionally and change from children into young adults. The faculty and staff at Brandon Middle School strive to provide the support and expertise necessary to help guide them through their journey.

The purpose of this handbook is to help students and their families become familiar with the school and the expectations of faculty and staff. It will answer many questions or concerns that students and parents may have during the school year. Please read the handbook carefully and discuss it at home. If you have questions or concerns, please call the school. We are excited about the start of a new year and look forward to working with each and every one of you.

## ROSENDALE BRANDON SCHOOL DISTRICT POLICIES

The complete RBSD Policy Book can be found under the District tab while visiting the RBSD Web page. Frequently referenced policies can be found by clicking on the links in the table below.

<a href="#">POLICY 345.7</a>	4th and 8th GRADE PROMOTION POLICY
<a href="#">POLICY 345.8</a>	GRADES FIVE, SIX & SEVEN PROMOTION POLICY
<a href="#">POLICY 411.1</a>	STUDENT HARASSMENT, INTIMIDATION, & BULLYING POLICY
<a href="#">POLICY 411.2</a>	BULLYING POLICY
<a href="#">POLICY 431</a>	SCHOOL ATTENDANCE AND TRUANCY
<a href="#">POLICY 443</a>	STUDENT CONDUCT POLICY
<a href="#">POLICY 443.1</a>	ALCOHOL & OTHER DRUG ABUSE POLICY
<a href="#">POLICY 443.2</a>	ALCOHOL & OTHER DRUG ABUSE POLICY VIOLATIONS
<a href="#">POLICY 443.5</a>	ELECTRONIC COMMUNICATION DEVICES
<a href="#">POLICY 443.9</a>	ACADEMIC HONESTY POLICY
<a href="#">POLICY 446.4</a>	CODE OF STUDENT CONDUCT POLICY
<a href="#">POLICY 447.3</a>	STUDENT DISCIPLINE, SUSPENSION, & EXPULSION
<a href="#">POLICY 763</a>	NEGATIVE FOOD SERVICE FAMILY BALANCES
<a href="#">POLICY 790</a>	WELLNESS POLICY
<a href="#">POLICY 831.2</a>	WEAPONS ON SCHOOL PREMISES

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## HOME COMMUNICATION

Information from school will be shared with you primarily via email in our weekly, school wide informational update. Please make sure you have updated your email address in PowerSchool so that you receive the information.

## ENTERING THE BUILDING IN THE MORNING

Middle School students will enter the building in the morning through the playground entrance near the west parking lot of the building. Parents driving students to school should drop them off in the west parking lot near the playground. Students need to remain outside until the 7:45a.m. entry bell rings. Students will not be allowed to enter the building without a pass until the entry bell rings. Supervision prior to 7:45 is not provided, so students are encouraged not to arrive early.

## VISITORS/BUILDING SECURITY

The building will be locked during the day. Visitors should use the speaker system to identify themselves and gain admittance to the office.

For the safety of all, during the school day visitors must report to the office immediately upon entering the building to pick up a badge that will let everyone know he or she has signed in and has permission to be in the building. People without this badge will be taken back to the office. **A visitor is anyone who is not a regular faculty or staff member or student. This includes volunteers and parents.**

## BELL SCHEDULES

### Brandon Middle School Schedule

Entry Bell	7:45
1st Hour	7:55 - 8:42
2nd Hour	8:45 - 9:32
Nutrition Break	9:32 - 9:40
3rd Hour	9:40 - 10:27
4th Hour	10:30 - 11:17
5th Hour	11:20 - 12:07 (10) (13)
LUNCH/RECESS	12:07 - 12:50
6th Hour	12:53 - 1:40
7th Hour	1:43 - 2:30
8th Hour	2:33 - 3:20

### Middle School Two Hour Late Start Schedule

Entry Bell	9:50
1st Hour	10:00 - 10:32
2nd Hour	10:35 - 11:07
3rd Hour	11:10 - 11:42
4th Hour	11:45 - 12:15 (18) (21)
LUNCH/RECESS	12:15/18/21 - 1:00
5th Hour	1:03 - 1:35
6th Hour	1:38 - 2:10
7th Hour	2:13 - 2:45
8th Hour	2:48 - 3:20
bus departure	3:30

### Middle School Early Release Schedule

Entry Bell	7:45
1st Hour	7:55 - 8:32
2nd Hour	8:35 - 9:07
Nutrition Break	9:07 - 9:15
3rd Hour	9:15 - 9:47
4th Hour	9:50 - 10:22
5th Hour	10:25 - 10:57
6th Hour	11:00 - 11:32
7th Hour	11:35 - 12:07 (10) (13)
Lunch/Recess	12:07 - 12:45
8th Hour	12:48 - 1:20
bus departure	1:30

## CHANGING MIDDLE SCHOOL STUDENT SCHEDULES

If a student **and** his/her parents wish to change the student's schedule, this change must be requested in writing from the parent or guardian **by the end of the first full week of classes of the semester**. The request will be taken into consideration; however, it may not be possible to grant the request.

## CANCELLATION, DELAY, OR CLOSING EARLY

If school is delayed, cancelled, or released early, the first notification will be telephone calls to parents through our "Connect Ed" telephone service. You may also check the Rosendale-Brandon School District website by logging on to [www.rbsd.k12.wi.us](http://www.rbsd.k12.wi.us). The following radio stations will be contacted: WRPN 1600 AM, WFDL 97.7FM, WTCX 96.1 FM, KFIZ 107 FM 1450 AM, WMRH 1170 AM, WOSH 1490 AM, WVBO 103.9 FM, and WPKR 99.5 FM. In addition to the above radio stations, NBC26 NEWS, WBAY Ch. 2, WFRV Ch. 5, and WLUX-FOX 11 TV stations will air school closings.

If school is cancelled, a decision on after-school activities and team practices will be made by 1:00p.m. If school closed early after a normal start, all after-school activities and team practices will be cancelled.

## ILLNESS WHILE AT SCHOOL

When students become ill during the school day, they must report to the nearest teacher and go to the office. Students will be permitted to go home, if possible, or given a place to lie down until their parents pick them up. **Do not leave the building without permission.**

## MEDICATION

Unless absolutely necessary, medication should be given outside the school day. Before prescription or nonprescription medication can be given to students at school, **the main office must have the proper information and consent forms on file. A doctor's signature is necessary for all prescription drugs.** All medication is stored and dispensed in the school office. If you have any questions, please call the school office.

Written parent consent is necessary for all prescription and non-prescription medication (aspirin, cough medicine, etc.). Drugs must be in the original container and must have written parental consent.

Students with prescription asthma inhalers will be allowed to keep them on their person to use when necessary **if** the parent has filled out the appropriate forms and requests that the student keep the inhaler with them. The student must also have the written permission of the physician.

A copy of the medication form is sent home at the beginning of each school year. Additional copies can be obtained from the school office and on the district website.

## ACCIDENTS

Any accident at school which causes physical injury must be reported to the teacher in charge and to the office immediately.

An accident occurring on a school bus must be reported to the school office and the bus driver. Students are covered in direct travel to and from school, providing the time is within one hour before school is in session and within one hour after school activities cease.

## **NON-CUSTODIAL PARENTS**

Brandon Middle School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order, we will provide the non-custodial parent **who requests it** access to the academic records and to other school-related information regarding the child. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official record of the court order.

## **LOST AND FOUND**

Lost and found is maintained by the office. Students should report the loss of any articles or money to the office immediately. Students who find articles or money should turn these into the office at the earliest opportunity so that they may be returned to the rightful owner.

**Under no circumstances should students leave money in their lockers or backpacks.** Money can be brought to the office for safekeeping; it will be placed in a sealed envelope with the student's name and amount on it. During physical education class student money or valuables should be turned in and locked in the physical education office; do *not* leave valuables in the locker room.

## **NUTRITION BREAK**

Middle school students are provided a nutrition break in the morning for a healthy snack. Snacks may be purchased through the school for a nominal fee or brought from home. When time and space allow, snacks will be consumed in the cafeteria.

Snacks are expected to be nutritious foods such as vegetable sticks, granola bars, string cheese, fruit, etc. Gum, candy, sweets, cookies, soda, etc. will not be allowed.

**Open soda, juice, candy or other snacks are not allowed in student lockers for consumption between classes or during noon, before school, or after school.**

## **LUNCH PROGRAM**

The Rosendale- Brandon School District uses a computer management system for the school lunch program. This system records each student's lunch and milk purchases and automates the fee processing.

Each student is assigned a bar code. Student will not, however, be issued a lunch ticket or bar code to carry. The cashier scans the code when the student purchases lunch or milk. The purchase is automatically charged to the student's family account. Parents are responsible for their child's lunch accounts.

Families pay into the *family* lunch account by sending checks in an envelope labeled with the family name, children's names, and purpose to any school or directly to Rosendale Intermediate School. Families may pre-pay for as many lunches or milks as they like; however, all families are expected to keep at least \$20 in

the account. Notices of accounts that fall below twenty dollars will be sent home via email. If the *family* lunch account reaches zero dollars or has a negative balance, your child will not be able to participate in the lunch program. The Board of Education made this policy effective August 1999.

### **Price**

Lunch and milk prices are set by the School Board and appear in the *Spartan Sentinel*. A half pint of milk is included with the purchase of a lunch. Those students who desire additional milk or who eat a sack lunch may purchase milk.

### **Menus**

Menus are posted in the classrooms and in the *Spartan Sentinel*.

### **Sack Lunch**

Sack lunches are to be eaten only in the cafeteria. Please, do not send soda in sack lunches. Federal guidelines prohibit soda during lunch.

### **Soda**

Soda is *not* allowed in the cafeteria/gym during the noon hour. Please do not send sodas to school with students to drink for lunch or during nutrition break.

### **Lunchroom Procedures**

Students are expected to abide by the following:

1. Lunch (all food and drink) will be eaten in the cafeteria.
2. Everyone eating lunch at school is required to remain on the school grounds during the entire lunch period.
3. Students who do not eat lunch at school must obtain permission from the principal to go home for lunch. This will be granted only upon written request from the student's parents. Permission will not be granted to go to other places for lunch during the noon hour.
4. Students must, by Federal School Lunch mandate, take three of the five meal components offered for that day.
5. **Students are allowed to go to the restroom or locker for items before going outside.** At times the weight room and/or library may be open for limited student use.

## **STUDENT RESPONSIBILITIES**

In the Rosendale-Brandon Schools we depend on students to be responsible for their behavior. Everyone makes mistakes from time to time. Accepting responsibility for one's actions is part of the process of growing up.

At Brandon Middle School, we also depend on our students' sense of citizenship, pride in themselves, and pride for the school to govern their behavior rather than creating a long list of regulations for students to follow.

Listed below are some general responsibilities for all students:

- Follow the school rules.
- Respect school property and equipment.
- Respect personal property and the rights of others.
- Always do your best.



- Be clean and neat.
- Attend school regularly.
- In other words: ***Be kind; Be safe; Be responsible.***

## SCHOOL RULES

- Be ready to begin when class starts.
- Keep hands, feet, and objects to yourself.
- Stay on task.
- Arrive with supplies necessary for class.
- Follow directions.
- Choose safe behavior for yourself and classmates.
- Talk appropriately.

## BUS RULES

- **The bus driver may assign seats.**
- Be courteous.
- No food or beverages on bus.
- No profanity.
- Violence is prohibited.
- Remain in your seat.
- Keep hands and head inside of the bus.
- For your own safety, do not distract the driver through misbehavior.

## HOMEWORK

In addition to the time spent on assignments in class, students will be required to do homework. Homework reinforces skills taught in class, prepares students for upcoming topics, teaches students to work independently, and helps in evaluating progress. To complete assignments more effectively it is suggested that students do the following:

1. Carry your assignment notebook to every class. Record all assignments and their due date.
2. Find a suitable place at home to study. The study area should be quiet, have good lighting, and a place to write.
3. Start assignments immediately. Pace yourself for long term assignments; don't try to do it all the night before! If time is used wisely, most homework can be completed during school hours.

Students and parents are encouraged to utilize the online homework calendar, which can be accessed on the Brandon School webpage under BRANDON HOMEWORK. Middle school teachers update this document daily to reflect work done in class, homework assignments, upcoming assessments, and important announcements.

Brandon Middle School provides a certified teacher after school most Mondays, Tuesdays and Thursdays from 3:20-4:15p.m. to assist students with homework. Parents are responsible for providing transportation home after homework help.

## ASSIGNMENT NOTEBOOKS

**All students are issued assignment books.** These books are intended to help students learn organizational skills. The assignment book will be provided by the school; however, if a student loses it, s/he will be required to pay \$5 for an additional copy. Students in grades 6 through 8 are required to have the school assignment book with them during the school day.

## TARDINESS

Being on time is an important life skill, which we strive to help students develop. Attendance will be taken at the beginning of each class period. Students are to be in their assigned seat when the bell rings. If a student has been delayed by a teacher, he or she should get a pass from that teacher. Unexcused tardies will be tracked by the main office. **Excessive tardies will result in detention and/or in-school or out-of-school suspension.**

If a student has been delayed at home or is late arriving at school for an **unusual** reason, parents or a responsible adult should sign a note. Students should bring this note to the office *immediately* upon arriving at school, and the office shall decide if the tardy is "excused" or "unexcused." If the student has an emergency between classes, he or she should see the teacher of either the class he or she is leaving or the class he or she is going to, and explain there is an issue in need of attention. Any of these people can write an excuse if this emergency will cause the student to be tardy to his or her next class **if permission is obtained in advance.**

## LOCKERS

Each student in grades 6-8 is assigned locker space in the hallway for the year. **School combination locks will be issued for lockers.** If locks are damaged or lost, students will be charged \$6.50 for replacement. Combinations and a master key are kept in the office for all school owned locks.

**Students are expected to keep lockers locked and clean.** The student assumes full responsibility for the contents of their lockers if it is left unlocked, if they "set" the lock, or if they give their combination to anyone else.

### Locker Searches:

School personnel respect the right of student privacy and freedom from unreasonable search and seizure of property. The school also has a responsibility to protect the health, safety, and welfare of all persons within the school community. Lockers are the property of the school and school officials reserve the right to search lockers or desks whenever there are reasonable grounds or suspicions. A general search may be made to recover individual or school property.

## TEXTBOOKS

Textbooks are issued by the classroom teacher. Students are expected to write their name and date issued on the bookplate or on the inside front cover in ink.

Students are expected to take good care of books, to not write in them, or damage them in any way. Students are expected **to cover all textbooks** to prevent damage and soiling. Students will fill out a book damage form when issued a textbook; all marked pages and other damage should be noted on this form. In the spring,

textbooks will be examined and students will be charged for damage other than ordinary wear. Book fines will be paid before the last day of school or before report cards are released.

## **GUM**

Middle school students may chew gum provided they use good etiquette. This means students will not blow bubbles, make snapping noises, or use the gum to distract others. Students are expected to dispose of gum properly in the garbage can. This is a privilege that teachers may revoke if students do not follow the rules of etiquette or if gum chewing is not appropriate for the activity or situation.

## **SCHOOL DRESS EXPECTATIONS**

The District Dress Code applies to all schools in the Rosendale-Brandon School District, grades 4K - 12.

### **Allowable Dress & Grooming**

- Students must wear clothing including both a shirt with pants/skirt/shorts, or the equivalent and shoes.
- Clothing must have fabric in the front and on the sides.
- Clothing must cover undergarments, excluding bra straps.
- Hats/head coverings are allowed only for special events as approved by administration.
- Clothing must be suitable for all scheduled classroom activities.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

### **Non-Allowable Dress & Grooming**

- Clothing may not depict, imply, advertise or advocate the use of products not legally available to minors.
- Clothing may not depict pornography, nudity or sexual acts.
- Fabric covering all private parts must not be see through.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- Student attire or grooming may not threaten the health or safety of any other person.

## **GRADES AND REPORT CARDS FOR GRADES 6-8**

Students in grades 6-8 at Brandon Middle School are issued computer-generated report cards. Grades will be divided into a letter grade with a "+" or "-" (Example: B; B+; and B-.) The "+" or "-" will affect the Honor Roll standings. The cut-off for Honors is a "B" average or a 3.0, therefore a B- (2.67) would not be included in the Honor Roll.

Each class' grade is averaged by how often the class meets. Language Arts grades are multiplied by two. Social studies, science, and math count as one each. Art, music, and band count as .5 because they meet every other day., Spanish, health, agriculture, and computer count as .25.

To be eligible for honor roll status, students must participate in full standing in at least 50% of the core curriculum classes.

Below is a table to help interpret the report card.

<u>GRADE</u>	<u>SCORE</u>	<u>AVERAGE</u>
A+	97-100	4.33
A	93-96	4.0
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	0-59	0

## **FEES**

The following fees are required for this school year for these classes or activities:

### Books/Computer

Grades 6-8 \$30.00

No fee for those qualifying for free meals

1/3 of fee for those qualifying for reduced meals

### Band

Instrumental rental \$40.00

Percussion rental \$40.00

Solo/Ensemble participation \$10.00

### Athletics

Per sport participation \$25.00

## **MIDDLE SCHOOL SPORTS**

The [athletic handbook and athletic forms](#) can be found under the Brandon tab on the Rosendale-Brandon School District website.

## **STUDENT COUNCIL**

The Student Council is made up of students who want to share in the community life of the school.

The Student Council works for the school. It does what students and staff want it to do in order to reach desired goals. Some of these goals include the following:

- Promote school spirit and pride, setting a positive school atmosphere, and sponsoring awards for outstanding participation.
- Develop high standards for students and positive student morale.
- Build better communication among students, staff, the community and other schools.
- Sponsor service projects as well as social events and special happenings.
- Raise money to carry out activities.
- Develop leadership skills.
- Create publicity to inform students and staff about the activities of the Student Council.

## **EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities are defined as activities which provide experiences outside the formal academic curriculum for which the student receives no credit or grade.

The purposes of Extra-Curricular Activities are to broaden the character of school life by increasing popular interest in recreation and leisure time activities and to offer excellent opportunities for personal growth, skill development, and worthwhile diversion for the student body.

### **Eligibility for Extra-Curricular Activities**

Students who receive *more* than two major detentions between extra-curricular events or *more* than three detentions in a quarter, whichever comes first, will be excluded from participation in the next extra-curricular event.

The advisors of single or short term extra-curricular activities, such as solo ensemble, forensics, the musical and plays, will meet and set up their own ineligibility rules, which must be compatible with the Athletic Code. Students participating in solo-ensemble, who are excluded from competition due to detentions, will be held liable for entry fees and cost of competition music, which have been prepaid, by the school.

The members of the Student Council will meet and set up their own ineligibility rules, which must be compatible with the Athletic Code and be applicable to a year-long activity.

Activities considered part of classroom curriculum are exempt from eligibility rules.

## **CONDUCT AT EXTRACURRICULAR EVENTS AND ASSEMBLIES**

Students are expected to meet regular school expectations for responsible behavior at all extra-curricular events.

Spartan backers are expected to be good sports. This means they follow these guidelines:

- They treat visitors as guests.
- They do not distract players at any time.
- They respect the decisions of the officials.
- They do not boo or use noisemakers.
- They stay off the playing area at all times.
- They do not throw objects onto the playing area.
- They will not take soda into the gym.
- They will not leave the building during the game and expect to return to the game.
- They keep the team's spirits up at all times.

- Chaperones will enforce bus rules when taking a bus to an event.

Students who choose to not follow these expectations will receive the following consequences:

- They will be asked to leave the event.
- They will be allowed to make a phone call to get a ride home.
- They will be asked to leave the building.
- They will not attend any more extra-curricular activities.

Our school, students, and the community are known by our actions: **BE PROUD!**

## **SOCIAL EVENTS**

Regulations set up for social events include the following:

- Events will be chaperoned by at least two adults. Parent volunteers are welcomed!
- Hours for dances 3:30 to 5:30 or 7 p.m. until 9:00 p.m. Clean-up begins at 9:00 p.m.
- **THE DOORS WILL BE LOCKED ONE HALF HOUR AFTER THE EVENT BEGINS.**
- Students are not allowed to leave the building and return during the event.
- Only students presently in grades 6-8 may be in attendance unless otherwise approved by the principal.
- Eligibility for participation will be determined by a student's previous behavior at events and during the school day.

Any student found to be in violation of the above, any other regulations, or the requests of chaperones and volunteers will be denied access to the current or other events sponsored by the school.

## **SELLING ITEMS AT SCHOOL**

Students may not sell items to other students at school without permission from the school office.

## **PHOTOCOPYING/POSTINGS**

Any events posted on walls or lockers by students need to be approved through the principal, and any photocopying needs permission of staff and must be school related. Violations of these areas will be addressed by staff and principal.

## **TRANSFER STUDENTS**

Grade placement of incoming transfer students at any grade level will be determined by the administrator and the pupil personnel staff.

## **NON-DISCRIMINATION POLICY**

The Rosendale-Brandon School District does not discriminate on the basis of sex, race, religion, age, national origin, ancestry, homeless, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

**FLUORIDE MOUTHRINSE PROGRAM**

Fond du Lac County provides fluoride rinses for students at Brandon Elementary and Middle School. Additional information will be sent home.