

A special thank you to Jordan Balducci  
for the student planner cover artwork

**Brookfield East High School**  
3305 N. Lilly Road, Brookfield, WI 53005  
School Code: 500281

***Dedicated to Academic and Human Excellence:***  
Committed to 100% of our students ready to access and  
to experience success in their post-secondary pursuits

***Administrative Team***

*Mr. Andrew Farley*  
*Principal*

*Mrs. Darcie Fellmeth*  
*Assoc. Principal (A-L)*

*Mrs. Cheryl Schenk*  
*Assoc. Principal (M-Z)*

*Mr. Ben Westphal Athletic & Activities Director/Associate Principal*

**Welcome to Brookfield East High School**

Brookfield East is a nationally recognized community of learners. Our commitment to academic and human excellence is reflected in our core values as well as in our preparation of all students for post-graduate success by providing each East student with meaningful and enriching learning experiences, both inside and outside of the classroom. Our extensive course offerings and co-curricular opportunities afford students rigor, challenge and character development during their high school years.

As a Spartan, we encourage you to get involved whether it is through the arts, athletics, student government or one of the many clubs we have to offer.  
We feel confident that there is something here for everyone.

**Brookfield East Core Values**

*We know that our culture is our strength*

*We believe our students will change the world*

*We focus on the student and believe all else will follow*

*We strive to satisfy, to delight, and to nourish the whole person*

*We believe that success is a journey defined at an individual level*

*We serve and support our local and global communities*

*We believe that teamwork multiplies our successes*

*We strive to be friendly and have a sense of humor*

*We know that learning is not limited to a location*

*We never stop learning and growing*

## Contact Information

**School Office:** (262)781-3500

**Athletic Office:** (262)781-1045

**Attendance:** (262)790-4096

**Health Room:** (262)781-4344

**Student Services:** (262)781-8380

**School Fax:** (262)790-5445

### Staff Email:

E-mail staff by using up to the first seven letters of their last name and the first letter of their first name; for example, Mr. Farley's e-mail is: farleya@elmbrookschoools.org

## BELL SCHEDULE

**1<sup>st</sup> Block** 7:55-9:20

**Excellence Period** 9:26-9:56

(students can request a teacher or teachers can request students)

**2<sup>nd</sup> Block** 10:02-11:31

**3<sup>rd</sup> Block** 11:37-1:38 lunch assigned w/B3 class

(**A Lunch 11:37-12:07**) Class 12:13-1:38

Class 11:37-12:19 (**B Lunch 12:22-12:52**) Class 12:55-1:38

Class 11:37-1:02 (**C Lunch 1:08-1:38**)

**4<sup>th</sup> Block** 1:44-3:09

### *The mission of the School District of Elmbrook is*

*"To educate and inspire every student to think, to learn, and to succeed."*

### **Equity of Educational Opportunity**

The right of a person to be admitted to any school in the School District, and to participate fully in and enjoy the benefits of any curricular, extracurricular, pupil services, recreational or other programs or activities will not be abridged or impaired because of discrimination based upon a person's sex, race, age, religion, political beliefs, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap.

## B'EST MODE

Brookfield East is committed to excellence fostered through self-direction, a safe environment, and a supportive community.

	Self-Direction	Supportive Community	Safe Environment
<b>Classroom</b>	<ul style="list-style-type: none"> <li>*Both feet in the door – be on time</li> <li>*Be prepared for class – bring course materials and have assignments complete</li> <li>*Use respectful, school-appropriate language</li> <li>*Use electronic devices only when permitted by your teacher</li> <li>*Ask for help when you do not understand material</li> </ul>	<ul style="list-style-type: none"> <li>*Positive acknowledgement for peers and staff</li> <li>*Be friendly and tolerant of others</li> <li>*Mutual respect – treat others as you would like to be treated</li> <li>*Listen when the designated person is speaking</li> <li>*Offer help to those in need</li> </ul>	<ul style="list-style-type: none"> <li>*Keep aisles clear</li> <li>*Know and understand emergency procedures</li> <li>*Respect personal space</li> <li>*Respect other's belongings</li> <li>*Report bullying when you see it</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>*Use restroom and locker during passing time</li> <li>*Use school-appropriate language (tone, volume &amp; vocabulary)</li> </ul>	<ul style="list-style-type: none"> <li>*Pick up trash and put it in a trash can</li> <li>*Use a hall pass during class time</li> </ul>	<ul style="list-style-type: none"> <li>*When talking in groups, stand on one side of the hallway</li> <li>*Walk on the right side</li> <li>*Stay in authorized areas before, during, and after school</li> </ul>
<b>School Events</b>	<ul style="list-style-type: none"> <li>*Positively support Spartans</li> <li>*Use appropriate language (volume, tone, &amp; vocabulary)</li> </ul>	<ul style="list-style-type: none"> <li>*Respect opponents and their fans/welcome visitors</li> <li>*Be a positive role model</li> </ul>	<ul style="list-style-type: none"> <li>*Ask for help from peers, staff, or others when necessary</li> <li>*Stay in authorized areas</li> </ul>
<b>Parking Lot</b>	<ul style="list-style-type: none"> <li>*Maintain slow speeds when driving</li> <li>*Be alert while walking</li> </ul>	<ul style="list-style-type: none"> <li>*Take turns when exiting (one car at a time)</li> <li>*Park in your designated spot</li> </ul>	<ul style="list-style-type: none"> <li>*Obey traffic laws</li> <li>*Allow time for safe driving to and from school</li> <li>*Lock your car</li> </ul>

**IF YOU SEE SOMETHING, SAY SOMETHING**

# ATTENDANCE INFORMATION

(Policy & Practice Statement 5113)

## Reporting an absence

**To report an absence, call (262)790-4096.** In the event of a student absence, the parent/guardian must notify the school within one hour or as soon as practicable after the scheduled start of school. If the parent/guardian has not provided prior notice or called, then a school representative shall call the parent/guardian to inquire about the student's absence. A written notice may be required from the parent/guardian to verify all excused absences before the student is readmitted to school or class. Students absent for reasons other than those identified or excused by the Board shall be considered unexcused and truant.

**Students who are absent without an acceptable excuse for all or part of five (5) or more school days in a semester are considered to be habitual truants** and the designated school personnel will request a meeting with the parent/guardian to discuss the matter. If the meeting does not occur within ten (10) school days after the notice being sent, the school may initiate court proceedings relating to the truancy without the meeting.

### **Students are considered unexcused if they:**

- Leave school without previously obtaining an Office Permission slip, even during lunch and/or study halls.
- Are absent from school or any class (including study hall) without prior permission from parents.
- Obtain a pass to go to a certain place and do not report there.
- Become ill and go home or stay in the restroom instead of reporting to the Health Room.
- Fail to attend assemblies or school-sponsored field trips without prior approval.
- Fail to get absences verified/excused by a parent or guardian.

**All students will be allowed 10 excused absences with prior written notification. Requests for absences are to be registered in advance with the principal/designee. The absence will only be excused for one of the following reasons:**

- Illness-mental or physical. Medical verification may be required.
- Family emergency or crisis.
- Attendance at the funeral of a relative or friend.
- Appointments with medical specialists; Verification of appointment must be produced.
- Attendance at special events of educational value as approved by administration (does not include skip days).
- Attendance at special family celebrations or religious holidays.
- A written request from the parent/guardian received prior to the dates of absence, for no more than 10 accumulated days in a school year.
  - "Family trips that can be taken only during the normal school term." A parent/guardian shall be required to notify the building principal/designee prior to leaving on a trip by completing the *Elmbrook District Family Trip* request form for the purpose of reviewing attendance and performance records. Student trips without parents/guardians are not excused absences.

## Tardy vs. Absent

A student is tardy (excused or unexcused) if they arrive in the first fifteen minutes of the class period but considered absent (with an excused or unexcused reason code) if they arrive later than 15 minutes into the period. Classroom level consequences will be issued for an unexcused tardy, with referral to the office for further consequences if the student continues to arrive late to class.

## Closed Campus

Brookfield East High School is a closed campus. **Violation of this policy is grounds for suspension and/or loss of parking privileges.** Students must stay in the school building from the time they arrive until dismissal unless they have youth options, career exploration class, are in a dual enrollment program, have Senior Privilege Option on their schedule or they have otherwise been excused by parents and/or school officials and have therefore obtained an Office Permission slip (O.P.). Any student who leaves campus without an Office Permission slip will be marked unexcused for the missed periods and will be subject to disciplinary procedures.

## EXPECTATIONS

When necessary, please reference the noted Board Policy and/or Practice Statement for further details

### **Academic Honesty-Policy 5131.2**

The District regards academic honesty as vital to the academic, social and emotional development of all students. Honest and ethical behavior is an essential component in the learning process. Academic honesty requires that all academic work is the legitimate, truthful effort and product of the student. In contrast, academic dishonesty is an attempt by students to claim and show possession of effort, knowledge and/or skills that are not their own. Academic dishonesty in any form shall not be permitted (please see additional practice statement in Board policy)

Academic dishonesty includes, but is not limited to, the following examples:

1. Plagiarizing materials taken from sources, such as books, periodicals, newspapers, or the Internet without appropriate documentation.
2. Submitting another person's work as one's own (e.g. other students, parents, siblings).
3. Copying another student's homework, test, quiz, project, book report, assignment, or take-home test.
4. Allowing another student to copy a test, homework assignment, quiz, project, book report, assignment or take-home test.
5. Providing or accepting information regarding specific test content.
6. Stealing copies of tests or answer keys.
7. Changing answer(s) on a test, assignment, or project after grading.
8. Changing grades in a grade book or altering a computer grading program.
9. Using technology in a manner not specified by the teacher.
10. Copying or downloading of electronic information without authorization.
11. Collaborating when not permitted.
12. Using an electronic translator for foreign language without authorization.
13. Fabricating data in a lab setting.
14. Stealing academic materials.
15. Using concealed notes on tests.
16. Attempting to receive credit for the same work in two different classes without teacher authorization.

### **Appropriate use of Technology-Policy 6177**

The School District of Elmbrook provides technology resources to support established teaching and learning outcomes and the work of our employees. Technology resources, like any other school property, are owned by and the property of the District or subject to the District's rights under contract and law. Users are required to follow the guidelines outlined in this Policy, as well as other related school rules and policies.

#### **Education, Supervision and Monitoring**

It shall be the responsibility of all District staff and parents to educate, supervise and monitor appropriate use of the computer network and access to the Internet in accordance with this Policy. Misuse should be reported to the appropriate teacher or administrator immediately. The District will promote safe online activity for students and educate students about appropriate online behavior, including interacting with other individuals on social networking websites and cyber-bullying awareness and response. This includes, but is not limited to:

- Teaching students how to locate and evaluate appropriate electronic sources;
- Teaching students information literacy skills, including understanding of safety, copyright, ethical practice and data privacy; and,
- Teaching students proper safety procedures when using e-mail, social networking websites, texting, and other forms of direct electronic communication.

It is recognized that use of the Internet outside the school day with personal technology devices can have an impact on the District, school and others. If Internet expression such as cyber-bullying creates a substantial disruption at school, offenders may be subject to school disciplinary action and/or legal action (Policy 5148).

#### **General Guidelines**

1. Use of the District's technology resources is a privilege that may be revoked by the District in its sole discretion. Users of the technology resources will annually review the current acceptable use policies and guidelines.
2. Users are expected to engage in safe and acceptable use of technology resources at all times, including limiting one's disclosure of personal information over the Web. Falsifying an identity or using someone else's identity is a violation of District policy and state law (Section 943.70, Wis. Stats.) which may result in disciplinary or criminal action against the violator.
3. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside the District. This includes maintaining a secure password and securing one's District device at all times. Any such unauthorized usage, suspected or actual breaches of data security, or loss/damage of District device should be reported immediately to a School or District Administrator.
4. Users should have no expectation of privacy in the contents of any communications or files while using District technology resources unless such expectation is granted by law. The District has access to its resources and maintains the right to access, inspect, confiscate, investigate and monitor all use and its resources at any time. This includes all files, communications and information created on, with or transmitted using its technology and web resources, e-mail, text messages, and internet usage without notice to, or consent of, the user.
5. Users should not have any expectation that their use of such resources is private. Reasonable efforts will be taken to maintain security of technology resources and key resources will be backed up regularly. However, the District is not liable for any damage suffered by a user of the system, including but not limited to, loss of data stored on or transmitted by technology resources or interruptions of service.
6. The District is not responsible for any mistakes or negligence, liability, copyright infringements or other costs incurred by the person using the District's technology resources, or the accuracy or quality of information received over the web resources. Copyright infringement, which may include the duplication of software or works, is a violation of the law and Board Policy 6163.2.
7. The use of technology resources is considered an extension of the classroom. Any communication that is considered inappropriate in the classroom is also inappropriate in all uses of technology resources. This includes but is not limited to profanity or racist, sexist or discriminatory remarks. The District prohibits users of the District's network from using, accessing, storing or transmitting inappropriate content. Examples of inappropriate content include offensive, profane, abusive, harassing, sexually explicit, threatening or obscene language or visual depictions, as well as pornography and child pornography.

#### **Non-District-Provided Technology**

- The District permits use of personal technology devices and the District's Wireless Public Network by students and staff in support of teaching and learning as long as it does not interfere with educational or employment responsibilities or consume an unreasonable amount of resources, violate state or federal law.
- The District is not liable for the loss, damage, or misuse of any personal device including while on District property or while attending school-sponsored activities.
- The District may establish standardized guidelines regarding the use, nonuse or scope of permissible use of personal devices at the elementary, middle and high school levels. These guidelines shall not be less restrictive than the direction given by the Board in its policies and will be communicated to students on an annual basis.

#### **Photographic Capabilities**

In accordance with state law (Section 175.22, Wis. Stats., §942.08, §942.09), under no circumstances shall cell phones or any other devices with photographic capabilities be used in locker rooms, bathrooms, or other areas where privacy is expected. Devices with photographic capabilities shall not be used to photograph students and others without their permission and shall not be used to photograph any items that are confidential (e.g., testing materials). A student or staff member who violates the photographic capabilities will be subject to the consequences described below.

#### **Consequences**

Inappropriate use of the District's technology may result in suspension of technology privileges, report to criminal authorities, legal action, financial penalties, and discipline up to and including suspension and expulsion for students and discipline up to and including discharge for employees.

## **Bullying-Policy 5148**

“Bullying” is typically aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. The behavior is repeated over time. Examples of bullying behavior include, but are not limited to:

- Intimidation and or harassment such as teasing, put-downs, cruel rumors, false accusations, hazing, name calling or making threats;
- Social alienation, exclusion, and isolation such as shunning or spreading rumors;
- Extortion;
- Written notes, phone calls, or electronic messages that are offensive, hurtful, slanderous, threatening, embarrassing, intimidating, insulting, degrading, stereotyping, or annoying;
- Verbal aggression or verbal assaults which are offensive, hurtful, slanderous, threatening, embarrassing, intimidating, insulting, degrading, stereotyping, or annoying;
- Nonverbal or emotional threats or intimidation;
- Any acts or attempted act or threat of physical aggression such as an assault on a student or employee or on their property;
- Any act which threatens or intimidates any person or group because of sex, race, religion, national origin, color, disability, sexual orientation, age or other protected status.

Bullying is prohibited at school, on school premises, during school-sponsored activities, on school busses and at bus stops, or through the use of electronic, computer, and telecommunications messaging devices (cyber bullying). In situations where bullying occurs off school property or on a non-school computer or technology device(s) but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to disrupt or prevent a safe and positive educational or work environment.

**Complaint Procedure:** All students and employees are expected to watch for and report acts of bullying in any of the above described situations. Students are requested and encouraged to report acts of bullying to a staff member or an administrator either verbally or by using the Discrimination/Harassment/Bullying Complaint form (Practice Statement 6005). All employees are required to report acts of bullying to their immediate supervisor and/or building administrator either verbally or by using the form identified as Discrimination/Harassment/Bullying Complaint (Practice Statement 6005).

Administrators, or their designee, shall investigate reports of bullying and shall determine (1) whether the reported conduct actually occurred, (2) whether the conduct rises to the level of bullying, and (3) whether and what type of disciplinary action is warranted. All reports of bullying are taken seriously and are considered confidential. When a student is involved in an incident that rises to the level of bullying, the student’s parent(s) or guardian shall be informed of the nature of the complaint as soon as practicable and the fact that the matter is being investigated. Retaliation against an individual(s) who reports bullying or potentially bullying behavior is strictly prohibited.

**Consequences:** Where it is determined that a student(s) participated in bullying behavior or retaliated against an individual for reporting bullying behavior in violation of this policy, the school may take disciplinary action, up to and including suspension, expulsion and referral to law enforcement for legal action.

It is in the best interests of students and the community for the District and schools to take proactive and decisive steps to promote and maintain a drug-free student body. The possession, use, and the actual or intended delivery, transfer, purchase, and/or sale of alcoholic or synthetic alcohol (e.g., powdered alcohol) beverages, and/or controlled substances, and/or look alike substance by students while on school premises, at school sponsored events, or in motor vehicles on campus are strictly forbidden. Parents/guardians of students involved in these chemical use and/or abuse violations shall be contacted and, if the conduct involves a violation of law such as abuse, possession, or being under the influence, the students shall be referred to the police. Students who use, possess, or are under the influence of alcohol or synthetic alcohol (e.g., powdered alcohol), unlawful drugs, controlled substances or hallucinogens, or look alike substance during school time, on school premises or during school sponsored activities shall be referred to police and immediately suspended and are subject to expulsion for major or repeated violations. As determined by the District, such students are also subject to additional educational programs and obligations. One obligation is that parents/guardians of students who are suspended shall be notified of the following provisions and be requested to co-sign with their student and return the Chemical Use and/or Abuse Agreement in Practice Statement 5146.5 indicating that they have received and understand them:

1. A drug screening indicating that the student is free from drugs may be required no later than thirty-five (35) calendar days following the chemical use and/or abuse violation. The cost of such service shall be at the expense of the family. Failure to produce such a report may result in the student's suspension from school again pending its receipt.

2. A copy of an Alcohol and Other Drug Abuse (AODA) assessment may be required within thirty-five (35) calendar days following the chemical use and/or abuse violation. The cost of such service shall be at the expense of the family.

3. Should there be any further chemical use and/or abuse violations, the student shall be referred to the Superintendent/designee for consideration of expulsion. Students who deliver, transact, purchase, or sell alcoholic or synthetic alcohol (e.g., powdered alcohol) beverages, controlled substances, drug-like substances, and/or look-alike substances or intend to engage in any of these chemical use and/or abuse violations during school time, on school premises or during school sponsored activities shall be referred to police and immediately suspended and referred for expulsion.

No person shall use, or possess with the intent to use, drug paraphernalia, inhaled and vapor producing devices and products, drug-like substances, and/or look-alike substances for the purposes prohibited by the controlled substances law of the State of Wisconsin. Violators shall be referred to police and suspended and are subject to applicable Wis. Stats. and Municipal Ordinances.

The District recognizes that the use of alcohol or synthetic alcohol (e.g., powdered alcohol) and/or controlled substances and problems associated with such use can interfere with students' school performance and have serious, life-long consequences. Students identified as needing support because of their own use of chemicals or experiencing chemical-related problems in those they care about (e.g. family members or friends) are offered assistance through the student services staff. Employees of the District shall make reasonable efforts to prevent the possession, use, delivery, transaction, purchase, and/or sale of alcoholic or synthetic alcohol (e.g., powdered alcohol) beverages, controlled substances, drug-like substances, and/or look-alike substances by students while on school premises, at school sponsored events, or in motor vehicles on campus. Drug-like substance shall mean any non-controlled and non-prescription substance capable of producing a change in behavior or an altered state of mind if abused. Some examples are substances that contain ephedrine or pseudoephedrine, dextromethoran, or alcohol or synthetic alcohol (e.g., powdered alcohol). Look-alike substance shall mean any non-controlled substance, which is packaged so as to appear to be, or about which a student makes an expressed or implied representation that the substance is a drug, controlled substance or a non-controlled substance capable of producing a change in behavior or altering a state of mind



### **Classroom Code of Conduct-Policy 5131.1**

If a teacher finds it necessary to send a student from a classroom because of behavior outlined in this policy, that student is to report immediately to the office. A disciplinary referral will be made by the teacher regarding the improper behavior which has caused disruption and/or persistent distraction in the classroom, in the building, on the grounds, or anywhere where the school assumes proper jurisdiction. The student will be interviewed by an administrator and appropriate consequences levied when necessary. Certified staff, a person holding a license or permit issued by the state superintendent whose employment by the school district requires that he/she hold that license or permit, including all teachers, special education assistants, and administrators can remove a student from a classroom. Instructional assistants, learning support personnel, and student teachers who work under teacher supervision can remove a student from the classroom if approval to do so is given by a teacher or administrator.

### **Dress Code -Policy 5132 (updated 8/11/2020)**

Students shall dress in an appropriate manner that does not distract from an academic decorum or disrupt the educational process, present a danger to health or safety, or create maintenance problems for the school.

They shall not wear clothing that exposes undergarments or inappropriately exposes the body, that displays tobacco, drugs, alcohol, or vulgar language or pictures, or that advocates other violations of school rules or the law. They shall not wear headwear such as hats or bandanas during the school day. Students are permitted to wear head wear for medical or religious reasons. Students shall wear appropriate footwear. Clothing which, by their design, are determined to be dangerous in shops, labs and kitchens may be disallowed by the principal/designee to assure the good health and safety of all students.

In the event that a governmental agency declares a public health emergency due to a communicable disease, face masks are required to be worn by every individual, on the bus and in all areas of district property to combat the uncontrolled spread of the disease. A face mask means a piece of cloth or other material that is worn to cover the nose and mouth completely. The face mask shall not display tobacco, drugs, alcohol, or vulgar language or pictures, or that advocates other violations of school rules or the law. If there is a medical reason a student cannot wear a mask, they will be required to provide medical documentation to the school nurse.

### **Laser Pointers**

Laser pointers are banned from Brookfield East High School. There is no need, or educational value in allowing laser pointers and the potential for someone suffering eye damage from a laser pointer is too great for them to be allowed in school. Staff will confiscate laser pointers from any student having one, turn it in to the office and refer the student to the associate principal who may levy appropriate consequences.

### **Non-School Sponsored Business Transactions**

Non-school sponsored business transactions, such as the buying, selling, or trading of articles, goods or substances between students is prohibited on school grounds during school hours. Students involved in prohibited transactions will be disciplined and may be suspended or recommended for expulsion from school. School sponsored and administrator approved fundraising is exempt from this policy.

### **Student Driving & Parking-Policy 5131.3**

All parking privileges, when granted, are expressly for transportation to and from school. Priority for allocation of parking spaces shall be to current seniors. *During school hours, students are not allowed to enter a vehicle, leave the school campus, or transport another student unless permission is granted by the building principal/designee.* Students participating in the Senior Privilege Option (SPO) program may leave school grounds and return to campus during the school day. Students will park in assigned spots with a valid permit clearly displayed. Students will drive in a safe manner. Abuse of driving/parking rules and/or school attendance regulations may result in the loss of privileges without a fee refund and may result in being ticketed by the City of Brookfield Police Department. A parking fee, developed by the Superintendent/designee and approved by the Board of Education, shall be charged for all parking permits (daily and semester).

## **Theft**

Any student who commits a theft or who breaks and enters school or a locked location will be referred to the proper authorities. Theft includes stealing school property from faculty, school employees or other students including items left unattended in a classroom, the cafeteria or locker room. Students and teachers should promptly report stolen or lost property in the front office. The Brookfield Police will be contacted if a student is found to be in possession of stolen goods and appropriate school consequences will be levied

## **Tobacco and Nicotine Containing Products-Policy 5131.6**

The District prohibits smoking and the use, and possession of tobacco, to include all nicotine-containing, inhaled or vapor-producing devices, with the exception of tobacco cessation products as part of a cessation program, by students, employees, and citizens in any District building, school, leased building or on any District leased property or while engaged in any District sanctioned event

## **Weapons -Policy 5131.8**

Weapons or imitation weapons of any kind are not permitted in any school facility, on any school grounds, on school buses, or at any school-sponsored function. The only exceptions to this policy are weapons under the control of law enforcement personnel and inoperable or imitation weapons for school-sanctioned purposes, approved in advance by the building principal. A weapon shall include, but not be limited to, the following: firearms, knives, martial arts devices, explosive devices, including manufactured ammunition, chemical agents including pepper spray, clubs, or any other device or instrumentality which, in the manner it is used or intended to be used, is calculated or likely to cause bodily harm. An imitation weapon shall include, but not be limited to, the following: toy guns, water guns if they resemble or are used as guns, poppers, caps, non-working replicas of weapons, cap guns, pocket knives and manufactured ammunition which has been used (spent shell casings). *If it is determined that a student is in possession of a firearm or any weapon, the police shall be notified immediately and the student shall be automatically suspended and may be recommended for expulsion.* Such expulsion is to be for a period of not less than one year. If it is determined that a student is in possession of any imitation weapon, the student shall be disciplined up to and including suspension and may be recommended for expulsion. When a student is suspended for possession of a weapon (not an imitation weapon), the matter shall be referred to the Superintendent for further disposition. In addition, any student who was knowledgeable of the weapon but did not report it shall be considered for suspension.

## **SEARCH & SEIZURE** (Policy & Practice Statement 5131.4)

School authorities have an interest in the preservation of school property and in the maintenance and preservation of the property, health and safety of others, and in the maintenance of order for all those in the schools of the District. The following applies to searches of students for items such as controlled substances, alcohol, tobacco products, weapons, stolen property, explosives or other contraband in violation of school policy or state law. When there is reasonable suspicion that a law may have been violated, and to the extent permitted by law, a school official conducting student-related search activities under this or any other Board policy may request the active assistance of a School Resource Officer or other law enforcement official.

### **Search of Lockers**

All lockers, although assigned to individual students, remain school property subject to periodic reasonable inspection by school or district administrators, or by police/fire officials subject to approval from school or district administrators. At the beginning of each school year, students shall be advised of the possibility of inspection. Where possible, the student to which the locker is assigned shall be present for the inspection. It is recommended that two school officials (members of the teaching and/or administrative staff) conduct the inspection together, particularly when the student is not present. Drug or explosives sniffing dogs may be used by local law enforcement agencies to locate student lockers which may contain contraband items. School officials may seize any or all items which are dangerous and/or illegal upon opening the locker. Reasonable searches among the personal belongings of the student contained within the locker may be conducted where there are reasonable grounds to believe that the search will provide evidence that the student has violated or is violating the law or the rules of the school.

### **Search of Students**

A limited search for dangerous or illegal items or substances on the person of a student is a proper means of protecting the interests of education and property, health and safety of all those in the schools of the District without unreasonably interfering with the student's privacy rights. Accordingly, school officials may conduct a search of a student and their belongings to include cell phones and electronic devices if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating the law or the rules of the school. It is recommended that two members of the staff conduct the search together. School

officials may seize any or all items which are dangerous and/or illegal.

On occasion, students may be asked to leave their backpacks, bags, or other personal belongings in a classroom or other area, if dogs are being used in the area. The time that a student will be required to leave such belongings is anticipated to be brief. The belongings will only be searched if a dog detects and alerts to the presence of drugs, explosives or other harmful items. Unless a dog has detected/alerted to such items, the students' belongings will be accessible by students upon their return to the room.

## **Search of Student Vehicles**

Student vehicles, identified via parking permits, license numbers or student identification, can be searched for items prohibited on school property if reasonable suspicion exists to conduct the search. Drug or explosives sniffing dogs may be used by local law enforcement agencies to identify which vehicles may contain contraband items. If reasonable suspicion is established, the school principal or designee shall first obtain permission of the student to search the vehicle. If the student refuses to consent to the search, then a parent or guardian shall be contacted for permission. If the parent or guardian refuses to consent to the search or is unavailable, then police officials shall be contacted for further action. In any case, the involvement of police officials shall result in their continuing the investigation to determine if probable cause exists for further action.

## **CONSEQUENCES**

### **Teacher Detention**

Any member of the faculty may assign a student a detention. Each student is to cooperate with the teacher or supervisor. Teachers will notify parents if a student's behavior has resulted in them being assigned a detention. Any student who does not serve the detention or fails to abide by the regulations of the detention will be referred to administration for further consequences.

### **Administrative Detention**

A 30-minute administrative detention may be assigned and noted in the student's behavioral record. Detentions assigned must be served through arrangement with an administrator. Transportation will be a parent/student responsibility. Students are to bring books and materials as no sleeping, talking, or moving about will be allowed. Failure to report will result in the student receiving a Saturday detention.

### **Saturday Detention**

The associate principal may assign a three-hour Saturday detention for reasons that are at the discretion of the associate principal. Saturday detention will be held at Brookfield East High School from 7:00 – 10:00 a.m. If the student does not attend, he/she will be given an in-school suspension on the following Monday or next full day of school.

### **Suspension (In or Out of School) -Policy 5114.1**

Continuous, willful refusal to accomplish school tasks, insubordination, disorderly, vicious, illegal or immoral conduct and persistent violation of school regulations may be causes for suspension from school. Included in the type of behavior that may cause suspension from school are violations of any local, state or federal laws.

The principal/designee may suspend any student for non-compliance with school regulations. Upon return from suspension, the student will have an opportunity to make up tests, class work, and projects for full credit. While on out of school suspension, the student is **NOT** to be on school grounds or attend any **home or away** Brookfield East affiliated events or activities.

### **Expulsion –Policy 5114.2**

The Board of Education may expel a student from school whenever it:

1. finds the student guilty of repeated refusal or neglect to obey the rules, or
2. finds that a student knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or
3. finds that the student engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others, or
4. finds that a student while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or member of the Board of the school district in which the student is enrolled, and is satisfied that the interests of the school demand the student's expulsion. Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

# CO-CURRICULARS

## Dance Procedures

- Dances hosted by Brookfield East will NOT be open to guests unless otherwise stated by administration. If approval is granted by administration, students from other schools will be required to fill out the necessary paperwork, available in the office, and gain approval **prior** to ticket sales.
- Attendance at school-sponsored events is a privilege and not a right. A student who exhibits improper behavior at a dance may be asked to leave and be denied admittance to future dances.
- All school dances are governed by all regular school rules, including smoking, drinking and drug use. Modification to these rules may be made for special dances by administration only.

## Fees

All district-required fees must be paid before students can participate in any activity. Fees are charged for participation in athletics, clubs, music, drama, forensics and debate. Fees are waived for those students eligible to receive free and reduced lunch.

## Coaches' Supervision

Coaches are not responsible for athletes once the athletes leave the locker room following a practice or athletic contest.

## Interscholastic Athletic Activities (All Require Physicals.)

Please consult the Spartan Athletic Webpage for a listing of all athletic teams and for more information. [www.brookfieldeasthighschool.rschooleams.com](http://www.brookfieldeasthighschool.rschooleams.com)

## Activity Eligibility Status

- Must be enrolled as a full time student at Brookfield East H.S.
- Must not be 19 years of age before August 1st of any given school year. (Must not be 16 years before August 1 to participate on a 9th grade team.)
- Must have no failing grades in the previous grade-reporting period.
- Incompletes are not considered passing grades.
- Must not have participated in any high school sport for more than four seasons.
- Must comply with all WIAA eligibility rules.

## Team Selections

Because of the nature of some activities, it is necessary to limit the number of participants. To accomplish this, tryouts are held following guidelines as outlined in the full athletic and activities code. Criteria for selection are as objective as possible and identifiable.

*\*Please note that all participants will be held to the code that they sign and submit at the start of their season unless otherwise noted by the Athletic and Activities Director.*

## School District of Elmbrook Activity Code

### Competitive/Performance Activities & Elected/Select Groups/Positions

Athletic Teams (WIAA Sponsored)	Select Musical Group
Ski Team	Jazz Ensemble
Robotics	Vocal Jazz
Cheerleading	Musical Cast and Crew
Spartanettes	Spring Play Cast & Crew
Debate	Solo & Ensemble
Forensics	Student Council Exec
National Honor Society	Class Officers
Lacrosse	Student Council
Link Crew	Model United Nations

## **Academic Eligibility Standards**

A student must meet school and DPI requirements defining a full-time student and can have received no failing grade (including incompletes) in the most recent grade-reporting period. Incomplete grades are counted as failing grades when determining eligibility. This standard is equivalent to that mandated by the Wisconsin Interscholastic Athletic Association.

### **Attendance**

Students are expected to be in school if they plan to participate in after school events. Any student not in attendance for any hour of the school day will not be eligible to participate in after-school activities. An administrator must approve exceptions *in advance*. *If a student participates despite the attendance requirement, that act will be considered a violation of this code and will result in a Category I consequence.*

### **Equipment and Apparel**

Students are to care for school-issued equipment and apparel, those students who have not returned or paid for missing equipment will not be allowed to participate in future activities until that account has been cleared with the school administration.

## **Code of Conduct Standards**

This code is in effect for 12 months a year throughout the high school career of each student. Students shall refrain from any conduct or act that is in violation of school rules or is generally considered to be immoral or socially unacceptable. Consequences will be administered by the Athletic and Activities Director based on the guidelines outlined in this contract.

### **Consequences for members of Select Groups**

Any Category II Activities Code violation will result in the forfeiture of leadership and membership in select groups for one year. A category I violation may result in the forfeiture of leadership and membership in select groups for one year. A violation also disqualifies a student from eligibility to run for an elected position in any select group during the length of the suspension.

## **Code of Conduct Violations**

### **Category I**

Category I violations include behavior that generally results in a suspension (in or out of school) or behavior that is contrary to generally recognized moral and ethical standards. These conduct violations include, but are not limited to the following:

- Suspensions (in or out of school)
- Hazing
- Violations of the District Academic Honesty Policy
- Presence at parties where minors consume alcohol, tobacco, nicotine or other drugs
- Unsportsmanlike conduct as a participant or spectator

### Consequences

1<sup>st</sup> Offense: Suspension of up to 25% of scheduled performances/competitions

2<sup>nd</sup> Offense: Suspension of up to 50% of scheduled performances/competitions

3<sup>rd</sup> Offense: Suspension of up to one calendar year of scheduled performances/competitions

### **Category II**

Category II violations generally include those that could result in legal consequences for students. These include but are not limited to the following:

- Consumption, possession, distribution, or sale of alcohol, tobacco, nicotine, or other controlled or uncontrolled substances including performance enhancing supplements
- Theft
- Vandalism
- Harassment
- Fighting

### Consequences

1<sup>st</sup> Offense: A suspension from 50% of all scheduled performances or competitions unless self-reported within 48 hours of the infraction. In this case the penalty may be reduced to 25% unless an administrative investigation has already started.

2<sup>nd</sup> Offense: A suspension from 100% of all scheduled performances or competitions for one season unless self-reported within 48 hours of the infraction. In this case the penalty may be reduced to 50% unless an administrative investigation was underway when the self-reporting occurred.

3<sup>rd</sup> Offense: Forfeiture of all co-curricular privileges for one-calendar year.

### **Category III**

Any student charged and/or convicted of a felony shall, upon the filing of felony charges, become ineligible for all further participation until the student has paid his/her debt to society and the courts consider the sentence served (including probation, community service, etc.).

#### **Additional notes**

- If a student is assigned a suspension during the season of an activity in which he/she is currently competing, the suspension shall begin immediately in that season. If the term of the suspension extends beyond the end of the current season the suspension will be extended into the next applicable season. (see next bulleted note)
- If a student is assigned a suspension while out of season the suspension shall be served during the first season of an activity in which the student participated during the previous year of high school.
- No suspension will exceed one calendar year.
- In cases where the violation occurs at school or at a school event, consequences will **not** be reduced for self-reporting.

## **R.A.P.**

### **(Read, Annotate, Process)**

Reading is more than recognizing the letters, numbers and symbols on a page; it is making meaning out of new and sometimes challenging information. To be a more effective reader, use the three-step approach called R.A.P.

#### **R = Read**

Do not skim. Do not take notes. Just read. Get a basic understanding of the material the best you can from start to finish without the distraction of having another task to complete.

#### **A = Annotate**

After you've read the entire text and have a basic understanding of it, pick up a pen and annotate the text, which means take notes within it:

1. Underline the main idea/thesis of the work. Usually, it is presented at the beginning or end of the piece.
2. In the margin, number each of the writer's main points and paraphrase each one in a few words.
3. For an article that provides opinions, write "yes" or "no" in the margin when you read an opinion statement. Then, jot a note about why you agree or disagree.
4. Write a question mark (?) in the margin whenever you encounter a passage that is unclear to you.
5. When you read a word that you cannot define on your own, write that word in the margin. Consider looking it up and jotting the definition.
6. Write an exclamation mark (!) in the margin whenever you read a passage or sentence that is especially powerful, striking or important.

## P = Process

Now that you've annotated a text you already had a basic understanding of, you need to process or make sense of the information you've gained in a meaningful way. Listen for your teacher's instructions to learn how you'll do this. It could be any number of things including a graphic organizer, a piece of writing, a performance, etc.

## Costa's Levels of Questioning

### Level One Questions:

**Can usually be answered by locating single piece(s) of information in notes, readings, etc.**

Define	List	Match	State	Memorize	Identify	Name
Rewrite	Review	Tell	Restate	Recognize	Discuss	Explain
	Describe	Paraphrase	Label	Summarize		

Practice	Compute	Pretend	Infer	Apply	Design
Analyze	Criticize	Compare	Contrast	Categorize	Plan
Outline	Debate	Modify	Illustrate	Arrange	Propose
Revise	Construct	Organize	Break Down	Differentiate	Clarify
Solve	Suppose	Draw	Diagram	Distinguish	Use

### Level Three Questions:

**Can be answered only by looking beyond information presented in notes, readings, etc.  
Students need to *think deeply* and *extend* the information in order to answer effectively.**

Judge

Choose Justify Predict Decide

### Prompts that Require Supporting Evidence

ur : our :	Why or why not?	Give reasons for your answer.
	Support your answer.	Explain to what extent...



# The Cornell Way

Topic/Objective:	Name: Period: Date:
Guiding Question:	
<p><b>Step 3: Note Interacting</b> (within 24 hours)</p> <p>Reread the guiding question.</p> <p>Then, write level 1, 2, and/or 3: Questions Prompts Cues</p>	<p><b>Step 1: Note Taking</b> (in class)</p> <p>Record the information here using: Short sentences or parts of sentences Shorthand symbols Abbreviations Lists</p> <p>Skip plenty of space between points. You will add information later in another color.</p> <p><b>Step 2: Note Making</b> (within 24 hours)</p> <p>In another color, add information to your notes: Fill in the gaps Make connections</p>