

Bruce Guadalupe Community School

Student Code of Conduct

Parent Handbook

We would like to welcome you and your child(ren) to Bruce Guadalupe Community School. This booklet is designed to inform families of procedures and expectations for students. If at anytime during the school year, you have questions or concerns please stop in the office or call at (414) 643-6441.

Student Attendance

Good student attendance promotes high academic success. Since good attendance and student success go hand in hand, BGCS staff expects to maintain a 95% attendance or better for each student. Teachers, administrators and the entire staff of BGCS are relying strongly on parents to help us meet this high standard. It is equally important that students arrive to school on time. The school day begins at 8:00; anyone arriving after this time is considered tardy.

If a student is absent, the parent/guardian needs to call to inform the school by 8:30. If you know of an absence in advance, please send a note to the school to inform the teacher and office or call at (414) 643-6441.

BGCS recognizes that students who arrive late are a disruption to the classroom by coming in when others have already prepared for class. All students are to be at school by 7:50. Students who arrive late must get a tardy pass from the office before going to class.

Illness at School

- If your child becomes ill at school and needs to be sent home, you will be called immediately. Please pick up your child as soon as possible.
- In the event that your phone number changes, please notify BGCS office so that you can be contacted in the event that your child becomes ill by calling at (414) 649-2820 (Middle) 389-4757 (Elementary) or 389-4869 (Pre-School).
- If there is a possibility that your child has been exposed to a communicable disease while at school, you will be notified.

Medications at School

- Medications should be taken at home whenever possible.
- For any medications given at school, we must have written permission or you must stop in the Health Center to sign a medication authorization form.

- Medications that are taken three times a day usually can be taken at home. Medications that are taken four times daily will need to be given at least once at school.
- If your child will need medications while at school, please send the medication in the original pharmacy container with the pharmacist's label on it. The nurse will remove the necessary amount of doses needed at school and return the container to you.
- Over the counter medication can be provided as needed, but only if you have signed the Health Center Medication permission form for your child.

Lunch Fees

Lunch payments may be made in any of the school's offices. Notices will be sent home when accounts are low.

Families are encouraged to submit federal free/reduced lunch forms. Families that qualify will receive a free/reduced pricing for lunch.

Families may choose to have their children eat breakfast at home and/or send a bag lunch, preferably with a healthy meal and nutritional items.

Money in School

When making a payment for lunch, field trip, or other expense, money should be sent in a sealed envelope with the student's name, the amount of money, date and purpose.

Students are discouraged from bringing money to school. Students are not allowed to use the vending machines during the school day.

Student Searches

Lockers and desks are not student property. To ensure safety at BGCS, the staff maintains the right to search students' lockers and desks. Such areas are subject to random searches by school personnel at any time.

Student Code of Conduct

Bruce Guadalupe Community School provides a safe and structured environment to promote student's academic and social development. Bruce Guadalupe's disciplined environment contributes to the academic success of students. Our goal as a staff is to work with parents to encourage and teach each student to take responsibility for making good decisions about their behavior. A disciplinary offense is a violation of the Code of Conduct that occurs while the student is at school and/or on school grounds (including the United Community Center) or participating in a school-sponsored activity.

Code of Conduct infractions include:

Disrupting the School Environment

- **Arriving late to School and Class:** Student tardiness disrupts class, inconveniences others and often results in academic difficulties. If a student arrives late 3 times in a single week, the student will be assigned to the next detention.
- **Cutting School, Class, Detention, Extended Day, or Mandatory School Event:** Students are required to attend and participate in all classes, detention, and extended day programs if assigned and school events. Students are not permitted to have unexcused absences. When a student misses a detention due an absence he/she will make it up at the next detention. If a student skips a Friday detention, he/she will serve an in house suspension.
- **Violating the Dress Code:** Students are expected to be properly dressed for school according to the dress code. Parents may be asked to bring the proper clothing to school if such infraction occurs.
- **Gum, Food, and Beverage:** Students may not chew gum or eat or drink at unauthorized times or places. BGCS is committed to promoting healthy living; therefore, students cannot bring chips or soda to school. If a student is eating the school lunch he/she may not bring additional items to eat. Students who bring additional items will have them confiscated by the staff.
- **Interrupting Class, Not Participating, and Preventing Teaching:** BGCS can only fulfill its education goals if classrooms are safe and teaching is uninterrupted. Students may not disrupt the classroom. Behavior that disrupts the educational instruction consistently may result in a referral, detention, or suspension depending on the basis.
- **Arriving to Class Unprepared:** When class begins, students must be prepared and have all necessary materials (books, pens, paper, homework, assignment notebook, etc.) Students will use their lockers twice a day; in the morning and around the lunch hour.
- **Failing to Complete Homework:** Completing homework is essential to the success of individual students and the classroom community. Each student will receive an assignment notebook and is expected to have all homework completed on time. Teachers will discuss expectations for homework completion in each class. Incomplete Homework will result in a detention
- **Cheating or Copying Other's Work:** Cheating or copying is unacceptable and will result in no credit for the homework and/or test. Students caught cheating will be assigned a detention.
- **Failing to Submit a Required Signature and Forgery:** Students are required to secure a signature of a parent/guardian on homework/tests and red folders when requested. Forgery of signature is unacceptable and students will serve a detention if caught.

- **Lying to a Staff Member:** Students are not permitted to lie or attempt to conceal the truth. When asked a question, students are expected to be honest with staff members.
- **Being Disrespectful toward a Staff Member:** A school cannot properly provide instruction if students are disrespectful toward adults. A student cannot be disrespectful toward a staff member or any adult associated with the school. Students may be removed from class as necessary and may be issued a suspension or parent conference.
- **Being Disrespectful toward a Student:** If a student does not feel physically and emotionally safe in school, teaching and learning are made more difficult. Therefore, students may not be disrespectful toward other students.
- **Possession of Inappropriate Property:** Student cannot possess beepers, walkmans, cell-phones, electronic equipment, games, printed text or lyrics that are vulgar, profane or sexually explicit, or any other items that are inappropriate for a school setting. Such items in school will be confiscated by staff members and must be retrieved by the student's parents.
- **Misbehaving inside or outside of Class:** Misbehaving inside or outside of class is not permitted. This includes any school sponsored activity/field trip including bus rides. Classroom rules and expectations are established by teachers and need to be followed.

Assault, Battery, Bodily Harm, Inappropriate Touching, and/or Threats (in addition to other disciplinary consequences, these offenses may result in long-term suspension and/or expulsion.

- **Causing Bodily Harm:** Students may not cause physical injury to a student, school employee or another person.
- **Committing Assault or Assault and Battery:** Student may not commit assault, including sexual assault, or assault and battery on a student, school employee, or another person. Assault is an attempt or threat to physically harm another person; assault does not require physical contact. Battery is any unlawful touching of another person.
- **Fighting or unwanted/inappropriate Physical Contact:** BGCS students may not fight with other students from BGCS or any other school. Harassing, pushing, touching, or any unwanted/inappropriate physical contact is not tolerated.
- **Play-fighting and Threatening:** Play-fighting and/or the use of threats threaten the safety of the school community.

Possession or use of Firearms, Weapons, and/or Dangerous Objects (in addition to other disciplinary consequences, these offenses may result in long-term suspension and/or expulsion)

- **Possession or use of Firearm:** Students may not possess or use a firearm or a mock firearm.
- **Using or Possessing a Weapon or Dangerous Object:** Students are not allowed to bring a weapon of any sort to school, use any object in a dangerous or threatening manner, or have a weapon on him/her or his/her property.

Harassment and Violations of Civil Rights (in addition to other disciplinary consequences, these offenses may result in long-term suspension and/or expulsion)

- **Violating of Civil Rights of Other:** Students may not violate the civil rights of others including the right to an education.
- **Harassment and Bullying:** Students may not make unwanted sexual advances toward or commit sexual harassment of any members of the school community. Harassment or intimidation of any members of the school community on the basis of their racial or ethnic background, gender, religion, age, sexual orientation, or disability is not permitted. Bullying or intimidating another student is not acceptable. This includes verbal, written or via internet (emails, myspace, facebook etc.)
- **Abusive or Profane Language or Treatment:** Students may not use abusive, threatening, vulgar, coarse, or degrading language (including racial, sexist, or homophobic remarks)
- **Extortion:** Students may not force other students to act against their own will under threat of physical harm, such as demand for money.

Theft or Vandalism

- **Theft, Loss, or Destruction of Personnel or School Property:** Students may not steal, lose, or damage someone else's property or school property. In addition to facing other consequences for violation of this rule, students are expected to return property to its rightful owner in its original condition or to reimburse the owner and/or the school for lost, damaged or stolen property. Such acts may result in detention or suspension.
- **Mistreatment or Inappropriate use of Technology or School Property:** Students must treat computers, printers, and other technology with care. Students do not have the right to use school computers to access chat rooms or email or to access web sites or files that contain profanity sexually explicit language or pictures, excessively violent themes, and/or other material inappropriate for minors. Any use of the computer in an inappropriate way towards another student or staff member may result in consequences from the

school. Students must not mistreat other school property including lockers, desks and restrooms.

- **Vandalism:** Students cannot maliciously or intentionally cause damage to school property or property of others. This includes situations in which minor damage can be repaired or replaced at no cost to the school. Students will be required to pay for replacing or repairing the damage. This may result in detention, suspension or expulsion.

***Possession, Use, or Distribution of Control Substances,
Alcohol, and Tobacco***

- **Using or Possessing Drugs or Alcohol:** Students may not use or possess any non-prescribed controlled substance, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tobacco, alcoholic beverage, or intoxicant of any kind. Prescribed and over-the-counter drugs must be delivered to the School's Health Center or Office by a parent or guardian.

Multiple infractions or repeated infractions may result in suspension or recommendation for expulsion by the school administration.

I understand this code of conduct as explained to me by the class teachers and school principal.

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Compiled with ideas from Milwaukee Public Schools and Roxbery Prep