



Bruce-Guadalupe Community School

Bruce-Guadalupe Middle School
2023-24
Handbook and Student Code of Conduct

Updated: August 2, 2023



United Community Center Mission Statement

UCC's mission is to transform the lives of Hispanics, families and individuals of all ages by providing the highest quality comprehensive services in education, health, community development and cultural arts.

UCC School Vision

Providing opportunities to ensure EACH student is prepared for high school, college, and career.

CORE VALUES:

1. High Quality Classroom Instruction
2. Promote and ensure a positive, collaborative, and constructive climate focused on student outcomes
3. Cultivate a Continuous Improvement Culture
4. Build family and community engagement through enhanced and consistent communication
5. Strengthen the "whole" student

Principal's Message

Welcome students, parents, staff and community. Bruce-Guadalupe Middle School's goal is to set you up with a strong academic and social emotional foundation for high school and beyond. That is why it is important that we continue working on making sure that we demonstrate respect, responsibility and resilience while we are at school. These simple things will make Bruce)Guadalupe a more pleasant learning environment for all.

Middle school is a key transitional period and at Bruce-Guadalupe Middle School you will always find adults that want the best for you, the student, and are always willing to do more for you and your families as long as you put forth your best effort. We as a school believe in partnering with families and ensuring that we work as a collective to ensure your success! Expect consistent communication between you, your family and teachers.

This booklet is designed to inform families of procedures and expectations for students. If at any time during the school year, you have questions or concerns please stop in the office or call at (414) 649-2820.

Bruce-Guadalupe Community School is an independent 2R charter school with UWM as its authorizer.

From the WI DPI website:

“The terms “2r” or “2x” refer to the section of the charter school law within s. 118.40 that grants these entities authority to authorize charter schools. Independent charter schools may also be referred to as legacy or new independent charter schools. Legacy schools are schools chartered by authorizers who had the authority prior to 2015 Act 55 (UW-Milwaukee, the City of Milwaukee, UW-Parkside, and MATC), and new independent charter schools are those chartered by an authorizer who received authority to authorize in or after 2015 Act 55 (Waukesha County Executive, College of Menominee Nation, Lac Courte Oreilles Ojibwa College, Office of Educational Opportunity, any UW Chancellor (other than UW-Milwaukee and UW-Parkside), and any technical college district board (except MATC).

Under Wis. Stat. § 118.40(4)(ag), no more than a minority of the governing board's members may be employees of the charter school or employees or officers of the school district in which the charter school is located”. Therefore, no more than a minority of the governing board could be filled by employees or officers of the school district they are physically located in.”

Staff Members

Position	Name	Email Address
BGMS Principal	Santiago Navarro	snavarro@bgcsedu.org
BGMS Dean of students	Yuniria Ramirez	yramirez@bgcsedu.org
Middle School Administrative Assistant	Lisi Campos	lcampos@bgcsedu.org
Middle School Administrative Assistant	Soraya Caszco	scaszco@bgcsedu.org
High School Transition	Gladys Reyes	greyes@bgcsedu.org
Guidance Counselor (grades 5-8 BGMS)	Laura Krueger (Cable)	lcable@bgcsedu.org
Social Worker (all UCC schools)	Diane Meredith	dmeredith@bgcsedu.org
Psychologist	Marissa Meloy	mmeloy@bgcsedu.org

Middle School Instructional Coach	Sarah Schindler	sschindler@uccacostams.org
Building Substitute Teacher	Julie Maurer	jmaurer@bgcsedu.org
Reading Interventionist	Claudia Beaudoin	cbeaudoin@bgcsedu.org
Special Services Coordinator	Lisa Dawes	ldawes@bgcsedu.org
Special Education Teacher	Montagna Cosentino	mcosentino@bgcsedu.org
Special Education Teacher	Laura Burns	lburns@bgcsedu.org
Special Education Assistant	Jennie Olivero	jolivero@bgcsedu.org
Special Ed Assistant	Nancy Villegas	nvillegas@bgcsedu.org
6th/7th Grade Math	Erika Silberschmidt	esilberschmidt@bgcsedu.org
6th Grade ELA (6B)	Lily Zeitler	lzeitler@bgcsedu.org
6th Grade ELA	Pam Breitzman	pbreitzman@bgcsedu.org
6th Grade Science (6D)	Edgar Ortega	eortega@bgcsedu.org
6th Grade Math (6A)	Kristin Ashburn	kashburn@bgcsedu.org
6th Social Studies (6C)	Sarah Dickerson	sdickerson@bgcsedu.org
7th Grade ELA	Areli Herrera	aherrera@bgcsedu.org
7th Grade ELA	Ann Lutz	alutz@bgcsedu.org
7th Social Studies (7C)	Geoffrey Gundlach	GGundlach@bgcsedu.org
7th Grade Science (7D)	Sarah Noble	snoble@bgcsedu.org
7th Grade Math (7A)	Leslie Bowman	lbowman@bgcsedu.org
8th Grade Science (8D)	Devan Delaney	ddelaney@bgcsedu.org
8th Grade ELA (8B)	Jonathon Jimenez	jonjimenez@bgcsedu.org
8th Grade Social Studies (8C)	Samuel Danner	sdanner@bgcsedu.org
8th Grade Math (8A)	Stephen Wocken	swocken@bgcsedu.org
BGMS Art (6E)	Janet Bruhn	jbruhn@bgcsedu.org
BGMS Gym (8E)	Kurt Zagzebski	kzagzebski@bgcsedu.org
BGMS Spanish (7E)	Maryann Calderon Garcia	mcalderon@bgcsedu.org
7th/8th Grade Math	Fraser Ferentz	fferentz@bgcsedu.org
8th grade ELA	Danielle Dawald	ddawald@bgcsedu.org
Campus Librarian	Rachel Klug	rklug@bgcsedu.org
Library Assistant	Jessica Munoz	jmunoz@bgcsedu.org

Band	Don Hazlett	dhazlett@bgcsedu.org
Strings Director	Dinorah Marquez	dmarquez@bgcsedu.org
Strings Assistant	Blanca Rodriguez	brodriguez@unitedcc.org
Strings Instructor (Elementary & both Middle Schools)	Manuel Rodriguez	manrodriguez@bgcsedu.org
Strings Instructor (Middle Schools)	Manuel Landin	mlandin@bgcsedu.org
Strings Instructor	Trischa Loebel	tloebel@bgcsedu.org

**BGMS Students demonstrate
RESPECT,
RESPONSIBILITY,
And RESILIENCY,**

Student Attendance

Good student attendance promotes high academic success. Since good attendance and student success go hand in hand, BGMS staff expects students to maintain a 95% attendance or better. Teachers, administrators and the entire staff are relying strongly on parents to help us meet this high standard. It is equally important that students arrive at school on time.

The school day begins at 7:50. Students who arrive late must get a tardy pass from the office before going to class. Our doors will open at 7:30 a.m. to those students wishing to have breakfast.

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) 389-4757..

Illness at School

If a student becomes ill at school and needs to be sent home, the school nurse, office staff or an administrator will call your parents. Students will refrain from emailing parents or using personal cell phones to call home when they are ill. Students cannot

leave class without a teacher's permission unless you are going to be sick and need to use the bathroom.

Medications at School

Medications should be taken at home whenever possible. For any medications given at school, we must have written permission or your parents must stop in the Health Center to sign a medication authorization form. The following are guidelines for taking medication at school:

- 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 medications are needed while at school, parents should send the medication in the original pharmacy container with the pharmacist's label on it. The doctor's note needs to be provided with the medication that includes the doctor's/clinic contact information. 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 parents 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, and 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. The school will not be responsible for any lost or stolen money.

Student Searches

Lockers and desks are not student property. To ensure safety at BGMS, the staff maintains the right to search students' lockers, and desks. Such areas are subject to

random searches by school personnel at any time. Personal items such as pencil pouches and bookbags may also be searched, if necessary given the situation.

Cell Phones and Electronic Devices at School

Cell phones and electronic devices are required to be turned off and kept inside lockers during class times. At no time are students allowed to use electronic devices inside of a bathroom or locker room. Earbuds and headphones are to be kept out of ears during class time and passing periods. WIRED HEADPHONES ONLY. Cell phones, electronic devices, earbuds, or headphones that are turned on or being used without prior permission will be confiscated by school personnel. Students who have their cell phones out in school, may have them confiscated by a staff member. Phones should remain in the students' lockers and turned off.

Confiscated devices must be picked up by a parent or guardian.

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

Court Orders and Child Custody

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

Field Trips

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

Lockers

The school provides lockers for the students' daily use. Each student will be assigned a locker. The locker is used solely for storage of outerwear, backpacks, string bags, and school related materials. The locker is not the property of the student and school

officials retain the right to open, inspect and search the locker at any time. Students are responsible to ensure the locker assigned to them is kept clean and free from damage. If a locker is not working properly or appears damaged, the student assigned to the locker is to report it to the office immediately. Students assigned to the locker will assume the responsibility for the costs of any necessary repair to their locker.

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

Extracurricular Activities

Athletics

Extracurricular activities are those which involve competition between schools. Bruce-Guadalupe Middle School offers the following athletics to students:

Cross Country (September - October)
Flag Football (September - October)
Volleyball (September - October)
Boys Basketball (October - December)
Girls Basketball (January - February)
Boys Soccer (March - May)
Girls Soccer (March - May)

Extra-Curricular Participant Expectations

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

Registration/Physical

All paperwork and fees must be submitted prior to participation in any extra-curricular activity. Those students who do not have the necessary paperwork and fees turned in will not be allowed to participate. Students will also need appropriate physical

documentation and for some athletics, concussion testing that is completed during practice times.

Sportsmanship

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

Code of Conduct

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

Academic Eligibility

Academic eligibility will be reviewed every other week during each sports athletic calendar. Students who have below a 2.0 GPA or are failing two or more classes will be placed on academic probation until they provide sufficient evidence of academic improvement. As soon as students provide evidence of improved grades the probation period will end and the student may return to participate in games.

Academic Probation

Students on academic probation will be expected to use practice time to meet with teachers or work on assignments that will provide evidence of learning. While students work on their academics during the probation period, they will be ineligible to compete in school sponsored extracurricular activities. These include all interscholastic athletics and extra curricular activities.

Students who become ineligible for either academic or behavior purposes will be

notified by the school administrator. Parents will be informed about the ineligibility and the process that will need to take place in order for the student to regain eligible status to participate in the sport or activity.

Attendance and Games/Practices/Events

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

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

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

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

Disciplinary Procedures

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

Students whose behavior warrants an office referral could be ineligible or lose the privilege of participating in specific athletics or activities. Depending on the severity of the referral, loss of playing time or being in-active for a game could be a possibility. Students receiving multiple office referrals during the athletic season could lose the privilege of participating for the remainder of the season, as determined by the principal.

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

Closed Practices

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

Tobacco, Drugs and Alcohol

Students participating in any extracurricular activities will refrain from possessing or using any type of drugs (other than those prescribed by a physician), tobacco, e-cigarettes/vape pens or alcohol. Students in the possession or under the influence of any of the aforementioned substances will lose the privilege of participating in extracurricular activities.

Students shall have the right to:

- Study controversial issues which are thought-provoking and have political, economic, and/or social significance which are age appropriate and related to the instructional goals of the approved curriculum or course of study.
- Have free access to all relevant information including materials dealing with community issues.
- Study in a classroom environment that minimizes bias and prejudice and encourages open mindedness in a scholarly pursuit.
- Have the guidance of a teacher who:
 - Is impartial and objective in his or her presentation;
 - Selects materials suitable to the range, knowledge, maturity, and competence of the student and consistent with the curriculum being taught in the classroom and focus of the class;
 - Avoids posting advocacy or politically sensitive and polarizing symbols/objects/posters in the classroom, as such actions can undermine the perceived impartiality and objectiveness of a teacher;
 - Provides information and/or data concerning all aspects of the issues under discussion;
 - Teaches students how to think and not what to think;
 - Creates an environment where students form and respectfully express their own opinions on thought-provoking issues without thereby jeopardizing the relationship with the staff member or the school.
 - Expresses opinions but informs students it is his or her own opinion and not an authoritative answer and

only after the teacher provides the student the opportunity to study and learn about the topic so that
that they have the opportunity to form their own opinion; and
○ Treats religious, moral, and ethical values and attitude with respect and sensitivity.

Student Code of Conduct

Bruce-Guadalupe Middle School provides a safe and structured environment to promote student's academic and social development. BGMS'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 they will need to serve a silent detention on the same day.
 - **Interrupting Class, Not Participating, and/or Preventing Teaching:** UAMS 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 at 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. Students will not be allowed to go to their lockers during class to retrieve homework or other class material.
 - **Failing to Complete Homework:** Completing homework is essential to the success of individual students and the classroom community. Teachers will discuss expectations for homework completion in each class. Incomplete homework will result in a lunch detention.

- **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. Continuously not following classroom rules and expectations may result in silent lunch detention, suspension and/or expulsion.
- **Skipping 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, skip any part of a class/school day or leave the school building early. Violation of this policy can result in a detention or 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. Repeated dress code violations may result in a silent lunch detention.
- **Gum, Food, and Beverage:**

Students may not chew gum or eat or drink at unauthorized times or places. UAMS is committed to promoting healthy living; therefore, students cannot bring chips that are not part of a bagged lunch or soda to school. Hot chips of any kind including Hot Cheetos and Takis are not permitted. 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. Repeated violations can result in a silent lunch detention.
- **Cheating or Copying Others Work:**

Cheating or copying is unacceptable and will result in an F for the homework and/or test. Students caught cheating will be referred to administration.

 - **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 be referred to administration.
- **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.

- ***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 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:**
The use of 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 are not allowed. Such items in school will be confiscated by staff members and must be retrieved by the student's parents.
- **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:*** UAMS students may not fight with other students from UAMS 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. This type of physical contact is not tolerated. Use of threats include those made online through email or other internet platforms.
- **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 Others:*** 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, Snapchat, text messages, Facebook or other social media platforms)
 - ***Abusive or Profane Language or Treatment:*** Students may not use abusive, threatening, vulgar, coarse, or degrading language (including racist, 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.
 - ***False Accusations:*** Students may not make false reports regarding other students. This includes action in school and towards others online in emails or other internet platforms.
- **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 Controlled Substances, Alcohol, and Tobacco**

- ***Using, Possessing and/or Distributing 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. Violation of this policy may result in suspension or recommendation for expulsion by the school administration.
- ***Possession of drug paraphernalia:*** Students may not have any drug paraphernalia on school grounds. Drug paraphernalia includes equipment, products and materials of any kind which are used, intended for use, or designed for drug use. This includes any images or printed materials with images of drugs/controlled substances or materials/products associated with drug use. Violation of this policy may result in suspension or recommendation for expulsion by the school administration.
- ***Prescribed and over the-counter drugs:*** must be delivered to the School's Health Center or Office by a parent or guardian.

Discipline Policy and Procedures

Discipline is the positive direction of behavior toward established standards of conduct, fully understood and based upon reason, judgment, and consideration of the rights of others. Ideal discipline is self-directed and self-controlled. Schools, community, and parents share the responsibility for helping students develop self-discipline. When self-control falters and self-discipline fails, disciplinary forces from outside the individual must be imposed to protect the rights of others and to ensure uninterrupted instruction by teachers for students.

Levels of disciplinary action include but are not limited to the following:

1. Conference with the student and/or parent
 - a. Administrators will hold a meeting with students and/or parents when deemed necessary. Parents will be contacted via phone, email, or ClassDojo about scheduling meetings to discuss disciplinary concerns.
2. In-school detention
 - a. Student will be separated from classmates during lunch time in another location (main office or empty classroom) to be supervised by an assigned

teacher or administrator. Parents will be notified via phone, email or ClassDojo about detentions.

3. Suspension
4. Expulsion

Suspension:

Procedures for imposing out-of school suspensions will include:

1. The Principal, or his or her designee, will hold a conference with the student before a decision is made for suspension. The Principal will inform the student that s/he is considering a suspension and the reasons for the suspension. The student shall be given an opportunity to deny or explain the circumstances. If the administration feels that the student's presence is of immediate danger of disrupting the School's orderly operation or the health and safety of the student or others, suspension could occur without a conference. In this case, parents/guardian or emergency contacts will be notified before the student is sent home.
2. If a suspension is imposed, the School shall notify the parents/guardians in writing that the student has been suspended, the reason(s) for the suspension, the dates of the suspension, and the appeal procedure. The notice will be sent home with the student as well as mailed. Where possible, notification also shall be provided by telephone if the School has been provided with a contact number for the parents/guardians.
3. Suspended students cannot enter the School property at any time during the suspension or participate in any school activities without prior authorization of the Principal or designee.
4. Suspensions are limited to three school days.
5. Suspended students are given the opportunity to take any quarterly, semester, or grading period examinations, or to complete coursework missed during the suspension period.
6. Parents/guardians may appeal a suspension as set forth in Section 3.1(12)(f)2 below.

Expulsion

Procedures for expulsion will include:

1. If the Principal, or his or her designee, determines that the student's conduct merits expulsion, the Principal or his or her designee, may impose a suspension, or extend a current suspension, for up to a total of 10 school days.

2. During the suspension period, the School shall notify the parent(s) and/or guardian(s) in writing that the student is being considered for expulsion, has been suspended in connection with an expulsion determination, list the reason(s) for the expulsion consideration, the dates of the suspension and expulsion conference and the appeal procedure. The notice will be mailed to the student's parent or legal guardian.
3. Within the suspension period, the Principal will offer to hold a conference with the student and his or her parents/guardian, where the student shall be given an opportunity to deny or explain the circumstances.
4. If expulsion is imposed, the School shall notify the parents/guardians in writing that the student is expelled, the reason(s) for the expulsion, the effective date of the expulsion, and the appeal procedure.
5. Expelled students cannot enter the School property or participate in any school activities at any time without prior authorization of the Principal or designee.
6. Parents/guardians may appeal an expulsion as set forth in Section 3.1(12)(f)3 below.

Conduct warranting suspension or expulsion:

Conduct for which a student may be suspended or expelled, includes not abiding by all of the previous items in the Code of Conduct, but is not limited to, the following:

1. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any School or UCC property by means of explosives.
2. Conduct by the student while at School or while under the supervision of a School authority that endangers the property, health or safety of others.
3. Conduct while not at School or while not under the supervision of a School authority that endangers the property, health or safety of others at School or under the supervision of a school authority or endangers the property, health or safety of any employee or School board member of the School, Education Committee or UCC Board member.
4. Chronic classroom disruption
5. Chronic disruption or violation of school rules
6. Gang posturing which provokes an altercation
7. Involvement in gang fight- exchange of blows
8. Verbal abuse and use of profanity
9. Verbal abuse and harassment
10. Sexual harassment

11. Bullying
12. Fighting- physical exchange
13. Assault
14. Hazing
15. Reckless vehicle use
16. Battery
17. Extortion
18. Robbery
19. Sexual assault
20. False fire alarms
21. Possession/ownership/use of a weapon other than a gun
22. Bomb threats
23. Possession/ownership/use of a gun
24. Vandalism
25. Possession of stolen of property
26. Theft
27. Burglary
28. Arson
29. Possession/ownership/use of alcohol and/or tobacco
30. Possession/ownership/use of illegal drugs
31. Possession with intent to distribute illegal drugs/alcohol/prescribed medication

Appeals

Appeal Process for Disciplinary Action:

1. In-School Disciplinary Actions. Should a parent or guardian disagree with disciplinary action of the School, other than suspensions or expulsions, the parent/guardian may appeal to the Principal by arranging an appointment with or by writing to the Principal. If the parent is dissatisfied with the result of the appeal to the Principal, the parent may appeal to the UCC Chief Education Director. Appeals to the Chief Education Director must be filed in writing, within three (3) school days of receipt by the parent of the Principal's decision on appeal. The Chief Education Director's decision is final as to in-school disciplinary actions.
2. For Suspension. Parents may make a formal appeal, in writing, to the Principal. The appeal must outline the reasons for appealing the disciplinary action. The appeal must be made within three (3) school days of the notice of disciplinary

action. A conference that includes the Chief Education Director will be scheduled within three school days of receipt of the appeal. The Chief Education Director will issue his/her decision on appeal in writing within two (2) school days of his/her conference with the parents/guardians. If the parents/guardians are dissatisfied with the Chief Education Director's decision on appeal, they may appeal to the Education Committee in writing within two (2) school days. A parent/guardian conference with the Education Committee will take place within a reasonable time, but not later than the next regularly scheduled Committee meeting. All decisions of the Education Committee on suspension shall be in writing and are final.

3. For Expulsion. Parents/guardians may appeal an expulsion within three (3) school days of receiving notification of the expulsion being issued. This appeal may be made to the Principal by providing a written appeal statement. A conference that includes the Chief Education Director will be scheduled within three (3) school days of receipt of the appeal. The Chief Education Director will issue his or her decision on appeal in writing within two (2) school days of his or her conference with the parents/guardians. If parents/guardians are dissatisfied with the Chief Education Director's decision, they may request a disciplinary hearing before the Education Committee, which will be held within five (5) school days of the request. The Chief Education Director will provide written notice of the hearing to the parent/guardian, including the particulars of the student's alleged conduct upon which the expulsion proceeding is based; the grounds for expulsion; the time and place of the hearing; and that the Committee shall keep written minutes of the hearing. All decisions of the Education Committee on expulsion shall be in writing, shall state the specific findings of fact and conclusions in support of the decision, and are final.

School Uniform Policy

Dress Code Purpose:

Grooming and clothing make a statement about ourselves. At Bruce-Guadalupe Middle School, we promote a positive statement, which respects the dignity of each person and directs attention to learning and development. The UCC Acosta Dress Code helps us make the positive statement we desire.

Cleanliness, neatness, and appropriateness are required for one's grooming and clothing. All clothing, including shoes, must be clean and in good repair. On most days of the school year, students are expected to be in "uniform".

Hygiene Expectations:

- Brush your teeth daily.
- Shower on a regular basis.
- Girls should be prepared with tampons or pads in their backpacks.
- Apply non-aerosol deodorant daily.
**Aerosol deodorants, body sprays, perfumes/colognes, and scented lotions are not allowed at school.*

Hairstyles & Hats:

- No hats or hoods.
- Natural colored hair only.
- No hair designs or carvings.

Shirts & Sweaters:

- Wear a solid, navy blue, collared polo.
- A t-shirt can be worn as an undershirt if it is solid navy blue, black, white, or gray.
- A sweater is permitted if it has no hood, no zipper, and is solid navy blue or white.
- Sweatshirts with the BGCS/BGMS logo are always allowed.

Pants & Belts:

- Wear Navy pants.
- Navy skirts, jumpers, or dress shorts must be knee-length.
- No blue jeans, skinny jeans, or joggers allowed.

- Leggings or tights may be worn under skirts and dresses if they are solid navy blue, black, or gray.
- If you choose to wear a belt, it must be solid black and cannot have a decorative buckle.

Shoes & Socks:

- Shoes must be all black, brown or white including fabric, sole, and laces.
- Shoes must be close toed.
- No heels, no wheels, no light up shoes.
- If you choose to have a separate pair of gym shoes in your locker, these must also be completely black.

Jewelry:

- Students may wear one earring on each earlobe. No other piercings permitted.
- Earrings must be studs or a hoop smaller than a half inch (a quarter).
- No gauges.
- One necklace or chain may be worn beneath the shirt.
- One bracelet may be worn on each wrist.
- One ring may be worn on each hand.

Makeup & Nails:

- No makeup allowed for boys or girls.
- Nails must be free from designs of any kind including nail polish, acrylic/gel nails, gems, or ink.
- No temporary tattoos, permanent tattoos, henna markings, or decorative ink of any kind.
- Writing, drawing, or painting on your body or clothing is not permitted.

Winter Clothing & Jackets:

- We highly recommend wearing a warm winter coat when the temperature drops.
- Hats, gloves, and scarves are encouraged as well.
- Snow boots are allowed but cannot be worn in class. Change into your school shoes when you arrive.

Dress Down Policy:

- We will notify you of dress downs in school, via email, on Class Dojo, and in a paper flier.
- *Rules for hairstyles & hats, jewelry, makeup & nails all remain the same. Please see them listed above.*
- No spaghetti straps, see through material, or inappropriate logos/slogans.
- No leggings unless worn under a knee-length skirt or dress.
- No holes in any clothing, including pants.
- No revealing or low-cut tops.
- No exposed midriff.

Consequences for Uniform Violations or Inappropriate Dress Down Clothing:

- Parents will be required to bring a change of clothes.
- Student will be referred to an administrator to discuss school policy.
- Student will lose reward points or other privileges.
- Repeat violations will be handled at the discretion of the administrator.

****SCHOOL ADMINISTRATORS WILL ULTIMATELY DECIDE WHAT IS CONSIDERED APPROPRIATE DRESS FOR BGMS STUDENTS. STUDENTS THAT FAIL TO COMPLY WITH THE "DRESS CODE POLICY" WILL BE REFERRED TO A SCHOOL ADMINISTRATOR*.***

Behavior Expectations of BGMS Students

All BGMS students are expected to be respectful, responsible and safe at all times in all areas of our school building and in any part of the UCC campus.

Respect includes but is not limited to the following:

- Listening to adults and following their directions immediately.
- Using appropriate language, volume, and tone.
- Keeping your hands and feet to yourself.
- Observing personal bubble space of others.
- Keeping space around you and school clean.

Responsibility includes but is not limited to the following:

- Listening and participating actively.

- Staying in your assigned seat.
- Cleaning up after yourself including picking up trash.
- Going straight to your destination.
- Using equipment (including Chromebooks) correctly.

Safety includes but is not limited to the following:

- Keeping your hands and feet to yourself.
- Walking to move locations within the building.
- Keeping your hands and feet to yourself.
- Walking on the right side of the hallway and stairs.
- Walking and exiting in an orderly fashion.