

Student Handbook

2022-2023



BRADFORD
RED DEVILS

A message to the students of Bradford:

Your parents, our community, and the school district have worked together to provide you with a staff, building, and technology to help prepare you for a future of success. We are committed to giving you the best education possible and know you will take special pride in keeping our school "First Class." Our philosophy is that all members of the BHS family must **Be Responsible, Be Respectful, Be Safe**

Throughout the year, students are expected to:

1. Attend class regularly.
2. Report to classes on time with all necessary materials.
3. Give every class and assignment your best effort.
4. Treat yourself, every student, and teacher with respect.
5. Follow the specific rules in each class.
6. Help keep our school building clean and organized.

Mission Statement

Bradford High School strives to be an inclusive, equitable learning community that fosters academic excellence, resiliency and acceptance of self and others while promoting a culture of social-awareness, empathy and critical thinking.

KENOSHA UNIFIED SCHOOL DISTRICT NON-DISCRIMINATION STATEMENT

The Kenosha Unified School District No. 1 is an Equal Opportunity Educator/Employer with established policies prohibiting discrimination on the basis of age, race, creed, religion, color, sex, national origin, disability or handicap, sexual orientation, or political affiliation in any educational program, activity, or employment in the District. The Superintendent of School/ designee (262-359-6320) addresses questions regarding student discrimination, and the Executive Director of Human Resources (262-359-6333) answers questions concerning staff discrimination.

MARY D. BRADFORD SENIOR HIGH SCHOOL

Kenosha Unified School District

WELCOME - STUDENTS, PARENTS and STAFF:

Dear Families of Bradford High School,

Welcome to all our new students, returning students, freshmen and families to another school year. We are excited for the opportunities that will come with this school year. Of course, being a parent is the most important role anyone can have. You are your child's first and most crucial teacher. If education is a priority for you, so it will be for your child. Please work with us to ensure the success of your child.

We want your child to be happy and successful at Bradford High School and believe that you play a key role. That role is to continually show interest and support for your child. The child who knows that his or her family is interested in and supports the school program will almost always have fewer difficulties in school and will enjoy greater success. It is very important for a child to become involved and an active participant of clubs/activities and athletics to enhance their belonging and pride for their school. Please encourage your child to become active in the many clubs and activity offerings that Bradford High School offers.

We believe in a fair and consistent approach to discipline that encourages and promotes students to be responsible for their behaviors. Learning is the priority. We create a safe and orderly environment where all members respect differences in other people, customs and cultures. This handbook is designed to help students and families understand the overall educational programs offered at Bradford including policies and procedures.

Please let us know how we can help you as parents/family members to understand the educational process. We believe that we have as much to learn about each of you as you do about us. It is important that we create a partnership with you to benefit your child. If you have any questions at all, please don't hesitate to call any member of the administrative team at 262-359-6200. Email addresses are also available on the Bradford website at www.kusd.edu/bradford.

Sincerely,

The Bradford Administrative Team
262-359-6200

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MARY D. BRADFORD HIGH SCHOOL IMPORTANT TELEPHONE NUMBERS

Offices

Main Office	359-6200
Attendance Office	359-6221
Bilingual/ELL	359-7584
Student Leadership	359-7562
Student Life & Learning	359-7606
Freshman Academy	359-6148
Athletics/Registrar	359-7400
Nurse	359-6206
School Resource Officer	359-6070

Student Liaison

Mr. Vargas	359-7486
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Community Support Specialist

Ms. Villalobos	359-6203
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Math Intervention Specialist

Ms. Milligan	359-6728
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Reading Intervention Specialist

Ms. Haluska	359-7929
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Counselors

Ms. Dohnal	359-6216
Ms. Mars	359-6213
Ms. Coshun	359-6211
Ms. Wabalickis	359-5915

Social Workers

Ms. Wynstra	359-6217
Ms. Mitchell	359-7588
Ms. Marten	359-7925

School Psychologist

Ms. Broderick	359-5925
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Dean of Students

Mr. Sonnenberg	359-6365
Mr. Ketterhagen	359-5999
Mr. Menor	359-6703

Facilitator of Social/Emotional Learning

Ms. McLellan	359-6746
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Instructional Coach

Ms. Akina	359-8334
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Websites www.kusd.edu or www.kusd.edu/bradford

Mary D. Bradford High School Calendar of Events 2022-23

September 1 (Thursday)	Students Report
September 5 (Monday)	Labor Day, District Closed
October 14 (Friday)	Staff Workday, No Students Report
October 28 (Friday)	First Quarter Ends, Staff Workday, No Students Report
November 23-25 (Wednesday-Friday)	Thanksgiving Recess
December 16 (Friday)	Staff Workday, No Students Report
December 23 (Friday)	Winter Recess Begins, District Closed
January 3 (Tuesday)	Students Report
January 16 (Monday)	Dr. Martin Luther King, Jr. Day, District Closed
January 20 (Friday)	Second Quarter Ends, Staff Workday, No Students Report
February 10 (Friday)	Staff Workday, No Students Report
March 17 (Friday)	Staff Workday, No Students Report
March 24 (Friday)	Third Quarter Ends, Staff Workday, No Students Report
April 7 (Friday)	Spring Recess Begins, District Closed
April 17 (Monday)	Students Report
May 26 (Friday)	½ Day for Students & Instructional Staff
May 29 (Monday)	Memorial Day, District Closed
June 8 (Thursday)	Last Day for Students
June 9 (Friday)	Fourth Quarter Ends, Staff Workday, No Students Report

* This calendar is subject to change.*

Bradford High School

Monday-Thursday (*Announcements)			
Period 1	7:25 - 8:15		
Period 2	8:20 - 9:10		
Quest*	9:15 - 9:51		
Period 3	9:56 - 10:46		
Select One Column according to your scheduled A, B, or C Lunch:			
A Lunch (4A)	Period 4A/4 Class		Period 4A/4 Class
10:46 - 11:16	10:51 - 11:41		10:51 - 11:41
Period 4/4B Class	B Lunch (4B)		Period 4B/5 Class
11:21 - 12:11	11:41 - 12:11		11:46 - 12:36
Period 5/5C Class	Period 5/5C Class		C Lunch (5C)
12:16 - 1:06	12:16 - 1:06		12:36 - 1:06
Period 6	1:11 - 2:01		
Period 7	2:06 - 2:56		
Friday (Early Student Release/No Quest)			
Period 1	7:25 - 8:11		
Period 2*	8:16 - 9:07		
Period 3	9:12 - 9:58		
Select One Column according to your scheduled A, B, or C Lunch:			
A Lunch (4A)	Period 4A/4 Class		Period 4A/4 Class
10:03 - 10:33	10:03 - 10:49		10:03 - 10:49
Period 4/4B Class	B Lunch (4B)		Period 4B/5 Class
10:38 - 11:24	11:54 - 11:24		10:54 - 11:40
Period 5/5C Class	Period 5/5C Class		C Lunch (5C)
11:29 - 12:15	11:29 - 12:15		11:45 - 12:15
Period 6	12:20 - 1:06		
Period 7	1:11 - 1:57		

STUDENT EXPECTATIONS

We expect KUSD high school students to:

- ❖ **Attend classes regularly, complete assignments to the best of your ability, and behave appropriately.**
- ❖ *Be respectful of the rights of others.*
- ❖ **Be in class on time.**
- ❖ *Complete their own work with honesty and integrity.*
- ❖ **Carry their ID's with them at all times and present ID when requested by any KUSD staff member.**
- ❖ *Obey all state and local laws. Possession and/or use of weapons, explosive or incendiary devices, pepper spray, gang activities, possession or sale of illegal substances, assault or harassment, theft, battery, setting off fire alarms falsely and all other violations of the law is cause for arrest by the Kenosha Police Department.*
- ❖ **Smoking and the use of tobacco/nicotine in any form (including vaping) by students is expressly prohibited in the schools, on school property, at school sponsored activities, and on school buses. Students are also prohibited from possessing tobacco products, lighters, matches, electronic cigarettes, or any nicotine delivery device.**
- ❖ *Leave jackets, hats and gloves in their lockers. These items may not be worn in school. No chains are permitted.*
- ❖ **Keep the building neat and quiet. No food should be carried into academic areas without prearranged permission.**
- ❖ *Use appropriate language. Profanity should not be used.*
- ❖ **Refrain from public displays of affection. Follow classroom rules.**
- ❖ **If you are a bus rider, follow all bus regulations.**
- ❖ *Follow attendance procedures for illness, prearranged absences and signing in/out of the building.*
- ❖ **Students who bring electronic devices to school are responsible for keeping them turned off and out of sight during the school day, within the school building. This includes the full period of time between the beginning of the first class and the end of the last class of the school day. Students may use electronic devices for learning during the school day when directed by a staff member as authorized by the principal. Students may use electronic devices during assigned lunch periods in the cafeteria and commons. Headphones need to be used for sound, and no phone calls should be made or answered.**
- ❖ *Student possession of laser pointers, pens or other laser devices which can cause eye damage or other injuries on school premises or while involved in school sponsored activities is strictly forbidden unless authorized by the school principal.*
- ❖ **Students need to have transportation or a plan in place to be able to get home after school. Students need to exit the building within 15 minutes after the end of the school day unless under the direct supervision of a teacher or an adult advisor.**
- ❖ *It is imperative that parents and guardians are aware of the state statute enacted in April 2016 that creates it a crime to make terrorist threats. Act 311 generally states that any individual who makes real or false claims regarding shootings, bomb threats or to cause any other bodily harm to others is guilty of a Class I felony. Since its enactment, local law enforcement has started charging individuals, including students, in line with Act 311 if they have made threats against our schools. Making threats is not a joking matter and individuals may face fines and/or imprisonment for their actions, whether intentional or not. Please speak to your children about the severity of making threats and the toll it will make on their future if they choose to make such a terrible choice. For more details, visit -- <https://docs.legis.wisconsin.gov/2015/related/lcactmemo/act311>*

RESPECTFUL BEHAVIORS COMMITMENT

The Kenosha Unified School District holds respectful behaviors among all individuals' paramount. For individuals that make decisions which go against our expectation for respectful behavior, a number of pursuits are employed to create a teachable moment...

Interventions

- Discussion with a Guidance Counselor or Dean of Students
- Referral to Social Worker or School Psychologist
- Referral to the Prime for Life Program and Counselor
- Referral to Social Services or Crisis Intervention
- Reassignment of school schedule, program, or school site.

Progressive Discipline

While these steps are progressive, some behaviors may warrant steps to be skipped/escalated based upon school or district policy or procedures. School staff assist students in areas of struggle through remediation, problem solving skills, and others.

1. Contact parent/guardian
2. Individual/Group Remediation Sessions
3. Detention (includes lunch) AM or PM
4. Opportunity Center/In School Suspension (part of class, entire class, part of day, whole day)
5. Out of School Suspension
6. Searches
7. Police involvement
8. Administrative Review for Expulsion Consideration
9. Administrative Hearing for Expulsion
10. School Board Approval for Expulsion

Revoking Privileges

School Administration reserves the right to remove a student from any or all of the following privileges to preserve the safety and/or integrity of our school.

- Parking permission
- Athletic events (attendance or participation)
- Music events (attendance or performance)
- Leadership roles among clubs and activities
- Involvement with school programs (i.e. school store, yearbook, newspaper)
- Field trip participation
- School wide events (i.e. dances, assemblies, banquets)
- Recognition for awards or honors (i.e. athletic letters, academic letters, elected positions, titles of honor like Homecoming Court or Prom Court)
- Participation with graduation ceremonies
- Hallway passes
- Bus riding
- Cafeteria use

At all times, we expect all staff and students to represent the KUSD and Bradford Community with dignity and respect. We care for each other as a team, we assist those that may slip from expected respectful behaviors. The goal is to provide opportunities to learn from mistakes and make meaning from the renewed pursuit of respectful behaviors.

KUSD HIGH SCHOOL RESPECTFUL BEHAVIOR VIOLATIONS

In all KUSD high schools, we expect all students to uphold the integrity of our professional learning community by honoring all rules, regulations, school board policies, local ordinances, and Wisconsin State Statutes. Complete policy listings are available at www.kusd.edu.

PUBLIC SAFETY

5436.1: False alarms or Incendiary devices	Setting off false fire alarms or falsely reporting a bomb threat.	Suspension Police Citation Discretionary Action Administrative Review
5435, 5435.1, 5436: Weapons/Electronic communication devices/laser light devices	Possession or use of weapons or dangerous instruments, electronic communication or laser light.	Suspension Police Citation Discretionary Action

POLICY/VIOLATION	DEFINITION	GENERAL ACTION
5434: Alcohol/drugs	Possession, use or sale of alcohol, drugs or look-alike including paraphernalia, on school property or at any school event. Students may be asked to take a breath analyzer test in accordance with Board Policy	Suspension Administrative Review Police Citation Prime for Life Participation
5433: Tobacco & Electronic Vaping	Use/possession of tobacco and or any nicotine delivery products or accessories on school property or at a school sponsored event.	Suspension Police Citation Discretionary Action
5439: Property Theft/Vandalism	Taking of/or willful damage to school, staff, or student property.	Discretionary Action
6633: Student Acceptable Use Policy	General school rules for behavior and communications apply, including the district's harassment policies. Students shall abide by district guidelines governing acceptable use of technology. Misuse of technology may result in loss of access privileges and disciplinary action may be taken. Appropriate legal action may also be taken against students performing illegal activities using technology.	Loss of Internet Privileges Discretionary Action Appropriate Legal Action

STUDENT / STAFF RELATIONSHIPS

Classroom/Media Center	Violation of posted rules.	Intervention/Referral to Office of Student Leadership
5430: Disrespectful	To insult, use derogatory names or obscenities verbally or in writing to any member of the school staff.	Discretionary Action
5430: Uncooperative	Failing to comply with the reasonable request of any member of the school staff. Violation of classroom rules.	Discretionary Action
5437: Threat	Verbally, in writing or by gesture expressing the intent to inflict bodily harm or property damage on any member of the school staff.	Discretionary Action
5437: Assault	Inflicting bodily harm on any member of the school staff.	Suspension Police Involvement

STUDENT TO STUDENT RELATIONSHIPS

5437: Fight	Inflicting bodily harm on any student on school property.	Suspension Police Involvement
5111: Bullying/ Harassment/Hate	Harassing, intimidating or threatening verbally or by gesture, the safety or welfare of another student either directly, indirectly, including cyberbullying.	Discretionary Action

OTHER DISCIPLINARY INFRACTIONS

Cheating/Plagiarism	Deliberate attempt to deceive the instructor by passing off someone else's work as one's own.	Zero on work and parent conference
Civil Disobedience	Student protests, walk-outs and related actions that disrupt the educational process.	Discretionary Action
Classroom	Violation of posted rules and/or repeated classroom disruption.	Progressive Intervention
Gambling	Of any kind is prohibited.	Discretionary Action
Cell phones, Electronic devices, Headphones, Radios, MP3 Players	Are to be off and out of sight during the school day. Classroom use of music equipment is restricted to activities approved by a teacher.	Intervention
5431: Dress Code (the school official reserves the right to make the final determination on appropriateness of student attire.)	No wearing of head coverings, gloves, chains, spikes, spaghetti straps, see-through blouses, shirts that do not completely cover the midsection and clothing must cover undergarments at all times. No wearing of attire or jewelry with gang related symbols, sexual references, alcohol/illegal drug references. See policy 5431 for complete listing.	Discretionary Action Progressive Intervention
Hallway	Inappropriate or disruptive behavior; including language and displays of affection.	Discretionary Action

ATTENDANCE

5310: Truancy	Absent for more than 15 minutes from class without permission.	Progressive Intervention County Truancy Ordinance
5310: Tardiness to Class	Violation of posted rules, unexcused tardiness is unacceptable.	Progressive Intervention

Please be aware of these **specific rules governing student attire** as per

KUSD RULE 5431:
Revised March 27, 2019

All students are expected to exemplify appropriate hygiene and dress standards in a manner that projects an appropriate image for the student, school and district. The district shall not require specific brands of clothing. If there is a disagreement between students and/or parents/guardians and staff regarding the appropriateness of clothing, the principal will make the final determination.

It shall be left to the discretion of the principal and/or his/her designee whether or not a student is in compliance with the student dress code policy. Students who violate the policy for school attire will put on clothing that is appropriate or contact a parent/guardian to bring them appropriate clothing. The principal/designee may call a conference with the parent/guardian, student and counselor to assist with compliance. Refusal and/or repeated violations of school attire policy may lead to further disciplinary action.

STUDENT DRESS CODE



BOTTOMS:

- May not be see-through
- Must fit appropriately and may not drag on the floor
- Must be at the waist and appropriately fastened with belts when needed
- Must be clean and in appropriate repair – holes and/or rips below mid-thigh are permissible, but holes and/or rips above mid-thigh cannot show skin
- Must cover undergarments at all times
- Must cover the waistline, no skin may show between bottoms and tops when seated or standing
- Dresses, leggings, skirts, shorts, pants and yoga pants should be at least mid-thigh length and cover all private body parts at all times



TOPS:

- May not be see-through
- Must fit appropriately
- Must be clean and in appropriate repair with no holes or tears
- Must cover the waistline, no skin may show between bottoms and tops when seated or standing
- Must cover all private body parts at all times
- Must cover undergarments at all times
- Tank tops are acceptable if the straps are at least one inch in width



FOOTWEAR:

- Athletic shoes, laced shoes, shoe boots, loafers, dress shoes or sandals (are permissible)
- Must be secured on the feet
- No house slippers are allowed
- Elementary: shoes must have a strap around heel (no flip-flops)



STUDENT ID CARDS:

- Middle school students will be required to wear their student identification cards (ID) during the school day and have them easily accessible during all school activities (e.g. academic, extracurricular, co-curricular).
- High school students must have an ID in their possession at all times and have them easily accessible during all school activities (e.g. academic, extra-curricular, cocurricular).

ADDITIONAL GUIDELINES:

- Clothing representing gangs or gang-related activity, including gang-related colors if for purposes of gang identification, may not be worn
- Clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, illegal drugs, bigoted epithets, harassment/hate messages, or messages of hostility toward race, ethnicity, religion or sexual orientation may not be worn
- Pajamas, undershirts or undergarments may not be worn as outerwear
- Attire that may be considered a weapon is not allowed (e.g. chain belts, wallet chains, etc.)
- Jewelry, piercing, tattoos or similar artifacts that are obscene or may cause disruptions to the educational environment are prohibited
- Hoods, hats, caps, bandanas, sweatbands, skullcaps, plastic hair bags, hair nets or do-rags may not be worn within the building
- Grooming items (e.g. hair picks, combs, etc.) may not be worn in the hair
- Outerwear, including coats, hats, gloves/mittens and scarves, may not be worn inside unless a student is going to his/her locker or classroom after coming from or going outside, or with administrative approval
- Face coverings (e.g. sunglasses, masks, etc.) may not be worn in the building
- High school students may use backpacks during the school day
- Elementary and middle school students may not use backpacks during the school day without administrative approval

To view the full policy, visit <http://bit.ly/kusdresscode>

COMPUTER USE EXPECTATIONS

KUSD provides computer resources to enhance and support learning and teaching. Every Bradford student is assigned a Chromebook for school use. Students are expected to exercise their privilege to use these resources in a manner consistent with the existing KUSD School Board Policy #6633 and all Federal, State and Local laws. Any activity that is unethical, illegal, disruptive, offensive or mischievous is inappropriate and will result in consequences. The student is ultimately responsible for his/her conduct on the system and will be held accountable for his actions while using any facet of the computer system.

Students are prohibited from doing the following on school computer equipment:

- Damaging, changing, or tampering with any part of the school's computer system, hardware or default settings.
- Engaging in non-academic uses of the computer system, such as game playing, chatting, social media, etc.
- Accessing another user's files or accounts.
- Bypassing or attempting to bypass the security measures on any school computer.
- Bringing food or drink in the vicinity of the computers or computer related equipment.

LIBRARY MEDIA INFORMATION

The Library Media Center serves and promotes the learning opportunities of students. Those who use the library must have an academic related purpose for being in the library. The library staff is available to assist students with meeting their learning needs. Students are expected to demonstrate appropriate behavior at all times, respecting others and the academic learning atmosphere of the library.

PROCEDURES	BEHAVIORS
Sign the attendance log & use Electronic Hallway Pass system.	Be courteous and respectable to staff & students
Current student ID is required to check out all materials	Students on a pass that are not on task will be sent back to class
Follow computer network rules listed in library	Water only, NO food
Remain with your class in the area assigned	Speak softly
Follow all school rules when in the library	Clean up your work station; do not leave any materials behind

ATTENDANCE POLICIES & PROCEDURES

Call your school attendance office (359-6221) to report absences or to address any concerns not answered here.

Good attendance is a habit necessary for success in life – try not to miss school unless absolutely necessary! Wisconsin law requires students to attend school regularly during all scheduled school hours, with the exceptions of certain religious holidays.

Get to class on time. Don't be tardy and miss out on valuable class time.
Stay tight to the right in the hallway while walking and talking.

In conjunction with the citywide truancy ordinance, it is our commitment at Bradford High School to work diligently with parents and guardians to promote consistent and committed school attendance.

Please remember that a student cannot be excused more than TEN TIMES in a year without written documentation from a physician.

Please see School Board rule 5310 for the complete rules on Student Attendance

FREQUENTLY ASKED QUESTIONS ABOUT ATTENDANCE

- 1. When my child is absent, what should I do?**
Call 359-6221 any time within 24 hours of the absence. If you must leave a message, please identify yourself by name and then be sure to include the student's name, grade, ID number and reason for their missing school. ***Absences not cleared by a parent/guardian within five (5) school days will not be excused.*** If at any time a student comes late to school, he/she **MUST** sign in at the Attendance Office whether or not a call has been previously placed.
- 2. What should my child do if he/she becomes ill at school?**
Students must go to the nurse with a pass from the classroom teacher. The nurse will contact a guardian, verify permission to go home, and send the student to the Attendance Office for proper sign out. Students should not use their cell phone to contact parents.
- 3. What does my child do if he/she has an appointment during the day?**
The student should bring a note from parent/guardian regarding the appointment to the Attendance Office ***before school begins*** on the day of the appointment. The note will be stamped and used as verification to the teacher whose classroom your child is leaving at the appointed time. Your child should then go to the Attendance Office – Room 106 for proper sign out before leaving the building. If your child does not have a note to leave early, a parent/guardian is expected to come into the Attendance Office to sign the child out. Your child will **not** be excused if either of these procedures is not followed. A timely return is expected with the student signing back in at the Attendance Office. **NOTE:** *State law does not allow the school to excuse students for job interviews or any appointments that are not specific to that student.*
- 4. How does Bradford's attendance system work?**
The classroom teacher takes attendance each block/period, having the choice of either present, absent, or tardy for each student. Parent/guardian phone calls resulting in an excused absence or prearranged absences/field trips/school sponsored activities are entered in the Attendance Office computers. For those students still not excused, systems of automated phone calls are then made to the student's primary phone as a follow up and as notification of the truancy and/or unexcused tardy. A parent, guardian or student then has a FIVE (5) DAY WINDOW to correct any errors that may still exist in the attendance record.
- 5. Is the attendance expectation the same of athletic participation?**
Athletes must be in attendance for all scheduled classes in order to practice or compete. The only exception is a verified medical, dental, court etc. appointment. Unless the appointment is related to an injury from the previous evening's practice or event, the student must get the prearranged absence form and follow school policy for signing in and out of school. Any questions, call Bradford's Athletic Director at 359-7400.
- 6. What if my child cannot medically participate in physical education class?**
In the event a student is unable to participate for any amount of time due to medical reasons (asthma, sprains, stitches, etc.) **a doctor's excuse MUST be presented** to the teacher, to the school nurse, and finally forwarded to his/her school counselor. Extended periods of time away from the physical education class will be handled on an individual basis.

LOITERING / HALL WANDERING

Students are expected to be in assigned areas based on their schedule of classes. Arriving in class on time will increase academic success and not create a disruption to the learning climate of the school. Progressive consequences including communication with parent/s will result for students that purposely continue avoiding getting to class on time.

Don't be tardy. Stay tight to the right in the hallway while walking and talking.

PASS PROCEDURES

Bradford uses an Electronic Hallway Pass system that students and staff can access through their Classlink account. Students must have an official pass issued by a staff member to be allowed in the hallways. Students without an official pass will be returned to the classroom. Students that misuse, abuse, alter or have possession of any blank passes are subject to disciplinary action, including possible suspension and loss of privileges.

No passes are to be issued....

First 10 minutes and last 10 minutes of class unless necessary.

CLASS RELEASES

Students who have official school/class release such as: Youth Options Program (YOP), Student Partnership, student releases, and Individual Education Plan (IEP) releases, etc., are not allowed in the building during their release time without permission from an appropriate school official. Students who are found in the building during their release time are subject to disciplinary action.

Trespassing

Students (and others) who have been informed not to be on school premises or who do not have permission or authorization to be on school premises may be issued a citation for trespassing.

EXTRA & CO-CURRICULAR ACTIVITIES

POLICY 6700

EXTRACURRICULAR ACTIVITIES AND PROGRAMS

Extracurricular activities are recognized as an integral part of the educational program. The District will sponsor such activities which are beneficial to a student's development.

The School Board encourages the full participation of elementary, middle and high school students in extracurricular and recreational programs and activities offered in the District. For purposes of Board policy, "full participation" means fair and equal participation to the extent that the budget, facilities or type of activity allows.

Persons attending any school activity shall conform to the rules and regulations of the school. Persons who refuse to honor these rules can be ejected from the building without monetary admission refunds, may be denied the privilege to attend future events and will be subject to other disciplinary measures as established by District policy.

The District shall not discriminate in admission to any program or activity, standards and rules of behavior, disciplinary actions or facilities usage on the basis of sex, race, religion color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. This policy does not, however, prohibit the District from placing a student in a program or activity based on objective standards or individual performance. Discrimination complaints shall be processed in accordance with established procedures.

Please see School Board Policy 6700 for complete information on Extracurricular activities and Programs

CLUBS AND ORGANIZATIONS

African American Female Initiative
African American Male Initiative
Anime Club
Band of the Black Watch
Bowling
Bradford Beautification
Bradford Cheerleaders
Bradford Campus Life
Bradford Wisconsin State Battle of the Books
Chamber Orchestra
Class – Freshman/Sophomore/Junior/Senior
Dance
DECA
Future Business Leaders of America (FBLA)
Gaming Club
Gender and Sexuality Alliance
German Club
Jazz I and II
Key Club
Latino Empowerment
Leading Ladies
Link Crew
Madrigal Singers
National Honor Society (NHS)
Pep Band
Snow Devils
SPIRIT
Spy Yearbook
Student Government
Thespan Troupe

Please speak with a staff member if you are interested in starting a club or organization.

ACTIVITIES CODE OF CONDUCT

An Activities Code is required by mandate of the Kenosha Unified School District Board of Education and to meet the requirements of the Wisconsin Interscholastic Athletic Association. Although Activities programs are a valuable part of the total educational experience, participation in after school programs is a privilege, and not a right. As a privilege, a participant in after school activities carries additional responsibilities and expectations. As such, all participants must abide by all rules and responsibilities, which apply to each activity program in order to continue participation in these activities.

Athletes must be enrolled in a minimum of a half day of classes during each quarter of athletic participation. Athletes must have passing grades in all classes to maintain their athletic eligibility.

A student receiving one F or more per nine week grading period will be declared academically ineligible for a period of 15 school days and nights. Please talk to your coach or athletic director if you are in this situation.

ADDITIONAL RULES FOR ATHLETES

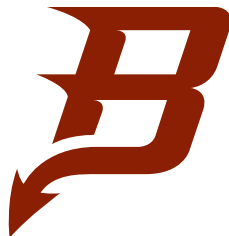
Students attending Kenosha Unified Schools that do not sponsor WIAA athletic programs are eligible only at the WIAA school in which their parents reside.

I. School or Athletic Team Infractions and Absences

- A. A coach may suspend an athlete temporarily from the athletic squad for no more than one (1) week for minor infractions of school or athletic rules and regulations. Suspension for more than one week or removal of an athlete from a team requires the approval of building administration. Each head coach will provide a copy of the team rules covering his/her particular sport to each athlete, building administrator and have it on file in the building athletic director's office.
- B. Athletes must be in attendance the entire school day prior to an after school or evening practice or contest. Serious illness or death in the immediate family, medical/dental appointments, and special situations such as field trips, college visits, etc., for which an excuse has been secured beforehand from the school designee are exceptions to the rule.

III. Student Transfer

- A. All code violations and penalties shall carry forward for athletes to a new School District during the school year. Group I code violations and three (3) or more Group II violations will carry forward to a new School district during the summer months. Students transferring to the Kenosha Unified School District from any school, whether or not a member school, with the status of ineligibility for disciplinary reasons, academic reasons and/or a result of another State Association's regulation or sanction, retains such status at his/her new school for the same period as decreed by the former school.
- B. Athletes who transfer from any school into a member school, unless the transfer is made necessary by a total change in residence by parents, must do so before attending one or more days of school or one or more athletic practices at the school the student is leaving. If not, the student is ineligible for varsity level competition for the remainder of that school year.
- C. Athletes who transfer from any school into a member school after the fourth consecutive semester following entry into Grade 9 shall be ineligible for practice and competition for one calendar year, unless the transfer is made necessary by a total change in residence by parent(s). The calendar year will be determined from a student's last day of attendance at the school and/or last day of attendance at athletic practice.



BRADFORD ATHLETICS

<u>Fall Sport Offerings</u>	<u>Start Date</u>	<u>Contact Person</u>
Football	August	Gazmund Osmani
Golf (girls)	August	Gary Vargas
Tennis (girls)	August	Holly Raeder
Cross Country (boys/girls)	August	Mark Aslakson
Volleyball (girls)	August	Rachel Bragstad
Volleyball (boys)	August	Evan Winter
Swimming (girls)	August	Quinton Maydaniuk
Soccer (boys)	August	Johnny Rimkus

<u>Winter Sport Offerings</u>	<u>Start Date</u>	<u>Contact Person</u>
Basketball (girls)	November	Nicole Ferrille
Basketball (boys)	November	Greg Leech
Wrestling	November	Jerril Grover
Swimming (boys)	November	Quinton Maydaniuk
Gymnastics	November	Melissa Olson
Ice Hockey (boys/girls)	November	Joseph Trifone

<u>Spring Sport Offerings</u>	<u>Start Date</u>	<u>Contact Person</u>
Softball	March	John Ruffolo
Soccer (girls)	March	Dave Naylor
Baseball	March	Matt LaBuda
Tennis (boys)	March	Allen Radeck
Golf Boys	March	Chad Sadowski
Track (boy/girls)	March	Mark Aslakson/ Antonio McCray

Cooperative Sports Offered through Kenosha Unified:

Girls Lacrosse, Gymnastics, and Hockey.

Athletic Director – John P. Ruffolo

Athletic Administrative Assistant – Andrea Bellmore

Athletic Office - (262) 359-7400

Pick up athletic information packets in the Athletic Director's Office – Room 152

GRADUATION REQUIREMENTS

To graduate, students must earn a minimum of 23.5 credits in grades 9-12.
The requirements are as follows:

English	4.0
Math	3.0
Social Studies -US History – 1.0 credit - World History – 1.0 credit - US Government & Politics – 0.5 credit - Behavioral Science – 0.5 credit	3.0
Science - Biology or Accelerated Biology – 1.0 credit - Chemistry or Physics – 1.0 credit - Elective science – 1.0 credit	3.0
Physical Education	1.5
Health Education	0.5
Consumer Education	0.5
Elective Courses	8.0
<i>Minimum Credits required for graduation</i>	23.5

As well as 10 hours of community service and the successful completion (60% or better) of Civics Grad Assessment. For further details on these requirements, consult KUSD Rule 6456: Graduation Requirements or see your counselor.

GRADE POINT AND CLASS RANK

Kenosha Unified School rank students using two parallel methods. Both appear on the transcript and are used for college applications. The first is the “Traditional Method” of counting all A’s = 4 points, B’s = 3 points, C’s = 2 points, D’s = 1 point, and F’s = 0 points. This calculation places equal value on all courses. The cumulative grade point average result is placed on the transcript each year and a class ranking developed from the cumulative grade point average for a student at each grade level listed.

The second method gives differing values to honors classes, regular classes and basic classes. Grade point average on the weighted scale is computed and placed on the transcript with the rank developed from using these “honors” grade point averages in the same manner as using the Traditional Method.

All students are evaluated and ranked in two separate ways. The weighted approach gives greater value to more difficult and demanding honors courses and thus a student with honors courses ranked on the weighted scale will rank higher. The traditional 4.0 evaluations give equal value to all courses regardless of difficulty. These two methods allow for two perspectives on student achievement.

HONOR ROLL

- Quarterly rolls are calculated using both the traditional 4.0 grade point scale and the weighted grade point scale. Students with a grade point average of at least 3.0 and 4.0 scale or 4.3 on the weighted scale achieve honor roll status if they do not receive a grade lower than a C.
- Grade point averages (GPA) and class ranks are calculated on both scales only at the end of each semester. Both grade point averages and class ranks appear on student transcripts.

For comprehensive details about how Honors classes, Advanced Placement classes, Educator Rising, and Youth Option Program classes contribute to the overall academic program for students at Bradford, refer to the first several pages of the KUSD High School Course Offerings booklet. These booklets are available in the Student Life and Learning Office, Room 246.

STUDENT PROGRESS REPORTING PROCEDURES

KUSD RULE 6452

Grades Six through Twelve

A syllabus shall be developed for each course/class offered in grades six through twelve. The syllabus shall be given to students, made available to parents/guardians, and filed with the building principal. It is recommended that the syllabus be shared within the first week of the beginning of a course/class. The syllabus shall include academic/nonacademic expectations:

- Content/lifelong learning standards and benchmarks
- Methods of assessment
- Point distribution
- Board prescribed grading scale
- Course specific information

The single grade on the report card and/or transcript is based on the successful completion of:

- The academic standards and benchmarks associated with the course/class.
- The lifelong learning standards and benchmarks associated with the course/class.

All standards based learning experiences shall be weighted appropriately to convey their importance within the course/class. The lifelong learning standards shall be treated as an element of the total grade.

Students submitting work up to ten (10) school days late, without prior approval, may receive up to two (2) grades lower on the work than they would have received if the work had been submitted on time (i.e., B+ lowered to a D+). Student work submitted after ten (10) school days, without prior approval, shall not be accepted for credit and shall be recorded with a score of zero (0).

Upon returning to school after an absence, a student has the responsibility, within the number of days equal to the length of the absence or suspension, to meet with the teacher to develop a plan for making up missed work, quizzes and examinations. A truant student has the responsibility, on the first day he or she returns to the course/class, to meet with the teacher to develop a plan for making up missed work, quizzes, and examinations. Lower grades may not be given for late work due to excused absences, suspension or truancy, unless the work is submitted later than agreed upon deadlines.

Teachers in grades six through twelve shall provide written notice to the parent/guardian of a possible failing grade for a student at each midterm. Teachers are also strongly encouraged to notify the parent/guardian ANYTIME A STUDENT IS AT RISK FOR FAILING A SUBJECT. In addition, conferences with the parent/guardian shall be held at regularly scheduled intervals.

Appeals for grade changes shall be made utilizing the following process in grades six through twelve:

Step 1 A request by the parent/guardian and or adult student must be made to the teacher within thirty (30) calendar days after the last day of the grading term.

Step 2 If no agreement is reached, the parent/guardian and/or adult student must make a written request to the principal for a grade change.

Step 3 A conference shall be held with the principal/designee, teacher, and the parent/guardian and/or adult student.

Step 4 If no agreement is reached, a ballot shall be held by a review committee composed of the principal/designee and four (4) certified staff members designated by the principal/designee.

One of the four (4) certified staff members shall include a teacher who teaches at the same academic level and in the same content area from another District school. The decision of this committee is final.

District wide Grading Scale for Grades Three through Twelve

A numerical percentage for each letter grade shall be used District wide in grades three through twelve. Exceptions to this rule may be allowed in special cases, as approved by the principal. If an elementary student's grade is based on work indicating proficiency at a lower grade level, it must be clearly marked on the report card. Letter grades shall be based on the following:

A+ = 98 – 100%	C+ = 76 – 79%	F = 0 – 59%
A = 93 – 97%	C = 73 – 75%	
A- = 90 – 92%	C- = 70 – 72%	
B+ = 86 – 89%	D+ = 66 – 69%	
B = 83 – 85%	D = 63 – 65%	
B- = 80 – 82%	D- = 60 – 62%	

Nothing in the district's student progress reporting policy or these procedures is intended to conflict with approved programming for a student with an Individual Education Plan (IEP), a Section 504 plan, or a Limited Language Plan (LLP).

Laude System

On January 24, 2017 the Kenosha Unified School District Board of Education approved implementation of a laude system beginning with the Class of 2022. The laude system is a tiered acknowledgement system that recognizes students for the rigor of their academic program as well as their success in that program rather than a traditional class ranking system. The laude system is used by many high schools and colleges both locally and nationally. A range of weighted grade point averages would determine the various tiers including summa cum laude, magna cum laude, and cum laude.

Laude Recognition	Weighted Grade Point Average Range
Suma Cum Laude	4.30-5.0
Magna Cum Laude	4.0-4.29
Cum Laude	3.70-3.90

Course Weight in GPA Calculation (Class of 2022)			
Grade	AP	Honors	Traditional
A+, A, A-	5	4.5	4
B+, B, B-	4	3.5	3
C+, C, C-	3	2.5	2
D+, D, D-	2	1.5	1

State Wide and Optional ACT Testing Information 2022-2023	
TESTING at BRADFORD	TEST DATE
National Test Site	December 10 th , 2022
All BHS Juniors	March 8 th , 2023
National Test Site	April 15 th , 2023

****Dates are subject to change****

FIELD TRIPS

Students participating in a school sponsored field trips must complete a Parent Permission Form prior to the field trip. This form must be signed by your parent or guardian. Field trips are not considered absences. You should not be marked absent in any class when you are on a fieldtrip. Check with your teachers upon return to see that you were not marked absent. Homework from the classes that you missed must be made up.

STUDENT LIFE & LEARNING **(GUIDANCE & COUNSELING SERVICES)**

Bradford High School offers comprehensive services in guidance and counseling. The guidance staff is very qualified and is supported by a school nurse, a social worker, a school psychologist and a PRIME FOR LIFE counselor. In cases which require the resources outside of school; referrals can and will be made to community agencies to meet a student's need. The counseling staff strives to foster a close relationship with the parent/guardian concerns and problems, and developing job, career and college plans. We encourage parents and guardians to initiate calls to the counselors whenever information is needed or a problem is detected.

An effective procedure to resolve academic issues and problems would be to address concerns in a conference with the student and teacher first. If the problem is not resolved, a conference involving the counselor (and possibly an administrator or dean) would be in order. To arrange a meeting with a counselor, please call Barb Howell at 359-7606 or directly contact your child's counselor.

The guidance and counseling department provides individual and group services. A partial listing of these services include: student scheduling and schedule concerns, personal guidance and counseling, problem solving, conflict resolution, assistance in monitoring credits, graduation information, college entrance exam information (ACT, SAT), career assessment information, competency testing information for credit deficient 18 year old students, coordination of on campus visits by military and post-secondary representatives, coordination of career interest activities, and small group interpersonal development.

Parents and guardians are encouraged to sign up for Infinite Campus and to contact the counselors at the following phone numbers and room numbers at Bradford High School:

Jennifer Coshun	Room 246	359-6211
Joyce Dohnal	Room 246	359-6216
Robin Mars	Room 246	359-6213
Amber Wabalickis	Room 246	359-5915

Other support staff phone numbers:

Kimberly Broderick (School Psychologist)	Room 123A	359-5925
Kelley Wynstra (Social Worker)	Room 215A	359-6217
Nicole Mitchell (Social Worker)	Room 228	359-7588
Kim Martin (Social Worker)	Room 234	359-7925
Melissa Wolnik (Nurse's Office)	Room 117	359-6206

Each of the personnel listed above has an answering machine or other capabilities for you to leave a message when calling in case they are not available. Every effort will be made to return your call within 24 hours.

All of the guidance and counseling staff welcomes you to the 2022-2023 school year. If you are unable to make contact with the personnel listed above, please feel free to contact the Student Life & Learning Office (Room 246): 359-7606

PRIME FOR LIFE

A student assistance program is available to help students experiencing problems with tobacco, alcohol or other drug abuse. This program offers students an opportunity to address their concerns in a confidential and non-punitive way. Classroom education and referrals from students, parents and school staff along with school violations create the population of students that the counselor works with. Any student can refer himself/herself to this program or be referred by anyone who is concerned about a student. Students referred to this program through a non-disciplinary referral will not be punished and will be offered help in dealing with any problem related to alcohol, tobacco, or other drugs. This voluntary program is available to all students. Any parent who would like more information about this program or prefer their child not participate in this program should contact the school principal. See Student Assistance Program Coordinator for more information.

START COLLEGE NOW / EARLY COLLEGE CREDIT

Under this State of Wisconsin program, high school juniors and seniors may apply to take college or technical college courses for both high school and college credit. Tuition and books for students enrolled in approved courses will be paid by the Kenosha Unified School District No. 1.

To participate in the program, students must complete an application provided by their school by the due date during the semester prior to enrollment. The student must meet the admissions requirements set by participating colleges. The course must meet district approved guidelines. Courses comparable to high school advanced placement courses will not be approved. Interested students should meet with their school counselor to discuss their interest, course approval and guidelines, and the impact the desired course work may have on their high school educational program and future plans. See KUSD POLICY & RULE 6434.2 for complete SCN/ECC details and procedures.

CREDIT RECOVERY OPTIONS

Contact School Counselor for these options.

IMPORTANT REMINDERS

LOCKERS

Students can come to the Office of Student Leadership (Room 117F) to request a locker.

Important locker information:

1. Be sure your lock is closed and locked before you walk away.
2. Immediately report any difficulty with your locker to the *Office of Student Leadership*. Do not give your locker combination to anyone – not even your best friend!!
3. Write your name in ink on the inside covers of all textbooks and identify personal property.
4. When opening your locker, be sure that you do not allow others to see your combination.
5. Lockers are school property and subject to inspection at any time by the principal/designee (per **KUSD Policy 5461**).
6. No personal locks are permitted on school lockers.

If personal items are lost or stolen, there is no school insurance to cover the loss. Each family should check with their insurance company to see if coverage is provided. Locker and backpack inspections may occur at any time. Students should take pride in keeping their locker neat and clean. Periodic locker inspections will take place during the school year. No inappropriate pictures, sign or words are allowed on or inside the lockers.

Any locker found in a condition that requires extensive cleaning or need abnormal repair at the end of the school year may result in a fine.

“Please be aware that our building is searched from time to time by the Kenosha PD and the canine unit. If these trained dogs hit on your locker (or car in the parking lot) this does constitute reasonable suspicion and you could be subject to search procedures.”

BACKPACKS

Students are permitted to carry their school materials and personal items in backpacks. However, backpacks are subject to inspection by the building administration when reasonable suspicion exists.

CELL PHONES

Cellphones and earbuds/headphones need to be put away and turned off while in the classroom.

Studies show that students spend 20% of class time on average on phones that contributes to lowering the overall grade by 5%. We want students engaged in class activities without digital distractions.

Students that refuse to put their cell phones away will have parents contacted and face consequences that include detentions, phone confiscation for the day, or more.

CLOSED CAMPUS

Kenosha Unified schools all have a "Closed Campus". Students are not permitted to leave the school or engage in non-school related activities during the school day (**including during lunch**) without the permission of the principal or designee and a parent/guardian.

- Students are permitted to leave the school campus for approved education activities and programs.
- Students may only leave with permission or if they have release.
- Students are expected to enter/exit through the main entrance (Door 1).
- To protect the safety of the building, students should not allow staff/students or visitors in through side doors. Additionally, propping doors open is prohibited. Students endangering the safety of the building will receive behavioral consequences.
- Students that leave the school without permission and then come back onto school grounds will be subject to a search of backpacks and person.

LUNCH

All Bradford students are offered free breakfast and free lunch for the 2022-2023 school year if they select their lunch from the KUSD menu plans offered. If offered this year, students that choose to eat a la carte or buy extra snacks/food they will be charged. A computerized purchasing system is used. Students will enter their KUSD student ID number when purchasing food from the cafeteria. There will be ***NO*** cash transactions at the register. Students can elect to deposit money in advance and withdraw lunch purchases from their account. Please visit mylunchmoney.com to set up a spending account, monitor your students spending, add funds with a check or credit card. At mylunchmoney.com you can even track what your students are purchasing so you can set spending limits! Applicants abusing the free lunch privilege (for example, giving or selling them to friends) will have discretionary disciplinary action.

Students can have parents bring them food for lunch, but cannot have food delivered to them from businesses. This includes pizza delivery, Grub Hub, or other methods of delivery.

PARKING

Students will be charged a \$50.00 annual parking fee. There will be a link on Bradford's website to purchase the pass. Passes can be purchased and picked up from Ms. Wade in Room 151. No student will be allowed to park their vehicle in any of the KUSD school parking lots without a parking permit. The permit should be placed on the rear view mirror. Parking violations are subject to a police citation and/or towing of their automobile at their personal expense. Student who drive recklessly may be directed to the KPD and have their parking privileges revoked.

***"Please be aware that our building is searched from time to time by the Kenosha PD and the canine unit. If these trained dogs hit on your locker (or car in the parking lot) this does constitute reasonable suspicion and you could be subject to search procedures."

Cars (parked in parking lot), student lockers, and backpacks are subject to be searched by the Administration or Principal designee when reasonable suspicion exists.

NOTE: *Students need only one sticker from LakeView, Bradford, Tremper, Indian Trail or Reuther to park in any of the school student parking lots.*

BRADFORD'S SPONSORED DANCES

Homecoming and Prom are the two club sponsored dances held by Bradford High School. Dances are a privilege for students who abide by district policy as well as school rules and the following criteria:

- No suspensions
- No un-served detentions
- Permission slip with signature of parent and dance advisor by the deadline given
- School ID required for ticket purchase and dance admittance
- Students need to follow the dress code and conduct policy
 - Please speak with administrator or designee about attire questions
- Administration has the discretion to deny or admit students

Guest criteria are as follows:

- Open to high school students and guests up to age 19
- Guest permission slip with signature of parent and guest school principal by the deadline given
- School ID required for ticket purchase and dance admittance (Wisconsin ID for those over 18)

Homecoming –Behavior and detentions will be verified for the Homecoming dance.

Prom –Behavior and detentions will be verified for Prom.

Announcements and large hallway signs will be used to notify students of the timelines for permission slips and ticket sales. All criteria and deadlines will be enforced.

*****All dances and parades are subject to cancellation.*****



Sign into Infinite Campus to keep track of your child's attendance, assignments and grades.

To access the Infinite Campus portal go to –
https://campus.kusd.edu/campus/portal/kenosha_unified.jsp

To reset your password please call the helpdesk at 262-359-7700 or email
helpdesk@kusd.edu

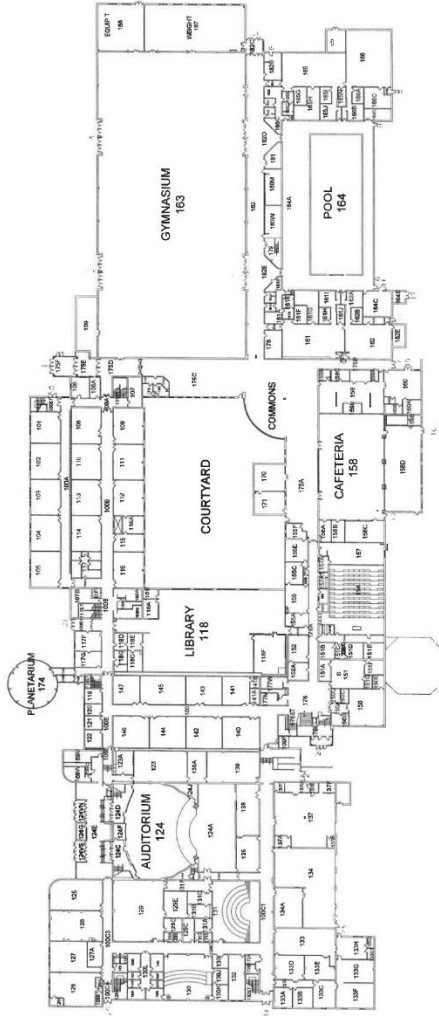
For more resources and up to date information please see the BHS website at
www.kusd.edu/bradford/

*Information contained in this handbook including dates and times are subject to change.
Please refer to the BHS website, newsletters, emails & phone calls for updated information.*



BRADFORD HIGH SCHOOL

Floor Plans



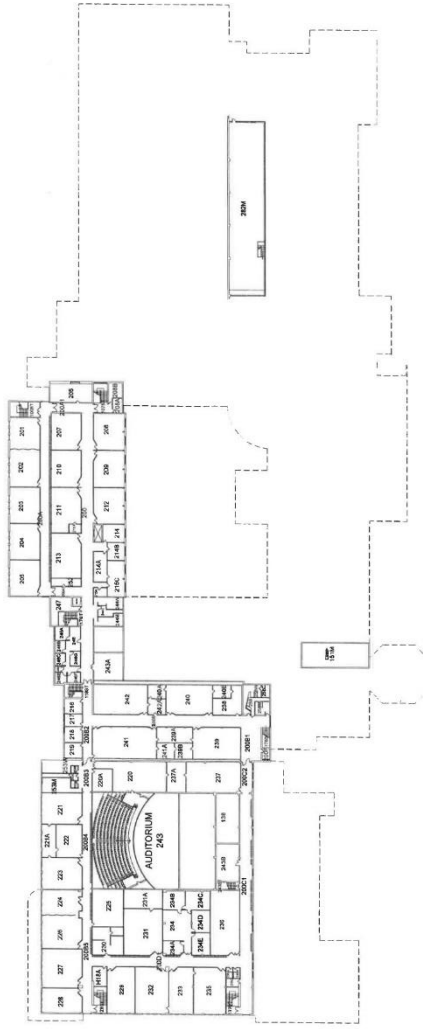
First Floor

BRADFORD HIGH SCHOOL



BRADFORD HIGH SCHOOL

Floor Plans



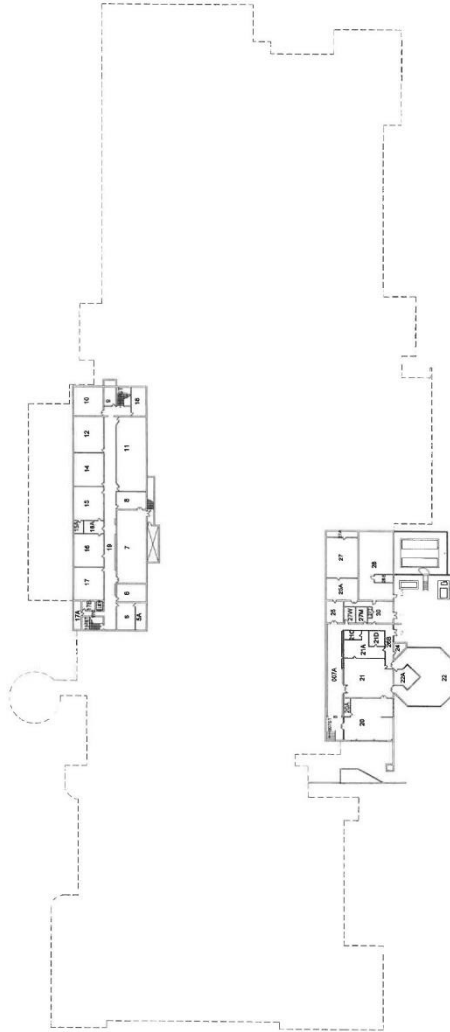
Second Floor

BRADFORD HIGH SCHOOL



BRADFORD HIGH SCHOOL

Floor Plans



Basement

BRADFORD HIGH SCHOOL