

# **The Brompton School**

*Virtue \* Knowledge \* Wisdom \* Service*

**Our mission is to foster curiosity, cultivate character, encourage independence, develop leadership, and nurture a love of learning.**

**The Brompton School vision is to be the project based learning charter school of choice.**

## **We will:**

- **Lead by example**
- **Support the instructional strengths of each student**
- **Provide community civic leadership opportunities**



## **Student School Hours**

**8:15 a.m. – 3:15 p.m. Monday, Tuesday, Wednesday, Thursday**

**8:15 a.m. – 2:15 p.m. Friday**

**12:00 p.m. Early Release Days (see web calendar)**

## **School Contact Information**

**Office Hours: 7:00 a.m. -3:30 p.m.**

**Phone: (262) 359-2191**

**Fax: (262) 359-2194**

**Address: 8518 – 22<sup>nd</sup> Avenue 53143**

**[sloewen@kUSD.edu](mailto:sloewen@kUSD.edu)**

## 2018- 2019 Brompton School Staff

<b>Principal Office</b>	<b>Mrs. Loewen</b>	<a href="mailto:sloewen@kUSD.edu">sloewen@kUSD.edu</a>	
	<b>Mrs. Pace</b>	<a href="mailto:dpace@kUSD.edu">dpace@kUSD.edu</a>	<b>359-2191</b>
	<b>Mrs. Akins – Pringle</b>	<a href="mailto:aprangle@kUSD.edu">aprangle@kUSD.edu</a>	<b>359-7197</b>
<b>Kindergarten</b>	<b>Mrs. Begotka</b>	<a href="mailto:pbegotka@kUSD.edu">pbegotka@kUSD.edu</a>	<b>359-5829</b>
<b>Grade One</b>	<b>Mrs. Williams</b>	<a href="mailto:ecwillia@kUSD.edu">ecwillia@kUSD.edu</a>	<b>359-5828</b>
<b>Grade Two</b>	<b>Mrs. Labatore</b>	<a href="mailto:llabato@kUSD.edu">llabato@kUSD.edu</a>	<b>359-5827</b>
<b>Grade Three</b>	<b>Mrs. McNeely</b>	<a href="mailto:lmcneely@kUSD.edu">lmcneely@kUSD.edu</a>	<b>359-5825</b>
<b>Grade Four</b>	<b>Mrs. Neuens</b>	<a href="mailto:kneuens@kUSD.edu">kneuens@kUSD.edu</a>	<b>359-5824</b>
<b>Grade Five</b>	<b>Mrs. Dickes</b>	<a href="mailto:mdickes@kUSD.edu">mdickes@kUSD.edu</a>	<b>359-5823</b>
<b>MS Seminar</b>	<b>Mrs. Geryol</b>	<a href="mailto:kgeryol@kUSD.edu">kgeryol@kUSD.edu</a>	<b>359-5817</b>
<b>MS Language Arts/Social Studies</b>			
	<b>Mrs. VanCleve</b>	<a href="mailto:mvancllev@kUSD.edu">mvancllev@kUSD.edu</a>	<b>359-5818</b>
<b>MS Math</b>	<b>Mrs. O'Reilly</b>	<a href="mailto:loreilly@kUSD.edu">loreilly@kUSD.edu</a>	<b>359-5821</b>
<b>MS Science</b>	<b>Mrs. Hack</b>	<a href="mailto:nhack@kUSD.edu">nhack@kUSD.edu</a>	<b>359-5819</b>
<b>P.E and Health</b>	<b>Mrs. Battle</b>	<a href="mailto:kbattle@kUSD.edu">kbattle@kUSD.edu</a>	<b>359-5811</b>
<b>Music</b>	<b>Ms. Barone</b>	<a href="mailto:abarone@kUSD.edu">abarone@kUSD.edu</a>	<b>359-2190</b>
<b>Art</b>	<b>Mrs. Konicki</b>		
<b>School Nurse</b>	<b>Ms. Casarsa</b>		
<b>Special Education</b>	<b>Mrs. McDermott</b>	<a href="mailto:lmcdermo@kUSD.edu">lmcdermo@kUSD.edu</a>	<b>359-5831</b>
<b>Special Education Assistant</b>			
	<b>Ms. Haight</b>		<b>359-5831</b>
<b>Psychologist</b>	<b>Mrs. Shapiro</b>	<a href="mailto:eshapiro@kUSD.edu">eshapiro@kUSD.edu</a>	
<b>Counselor</b>	<b>Mrs. Meehan</b>	<a href="mailto:mmeehan@kUSD.edu">mmeehan@kUSD.edu</a>	<b>359-7198</b>

### Programs/Activities

<b>Band/Orchestra</b>	<b>Ms. Barone</b>
<b>Brompton ChildCare</b>	<b>Mrs. Andrews</b>
<b>Girl Scout Site Organizer</b>	

## **The Brompton School 2018-2019 School Calendar**

**September 4 – Tuesday - First day of school**

**October 9 and 11 –Tuesday and Thursday - 3:15 p.m. dismissal with evening parent/teacher conferences**

**October 12 – Friday - No School for students, conferences in the morning**

**November 2 – Friday - No school for students – teacher work day**

**November 9 – Friday – No school for students – Staff Development Day**

**November 21 – Wednesday- 12:00 p.m. dismissal for staff and students**

**November 22–24 Thursday – School Closed - Thanksgiving Break**

**December 24-January 4 – School Closed – Winter Break**

**January 21 – School Closed – Martin Luther King, Jr. Day**

**January 25 – Friday- No school for students – Staff work day**

**February 19 and 21- 3:15 p.m. dismissal – evening parent/teacher conferences**

**February 22 – Friday - No School for students, conferences in the morning**

**March 29 – Friday- No school for students – teacher workday**

**April 5 – Friday – No school for students – Staff Development Day**

**April 19-26 – School Closed – Spring Break**

**May 24 – 12:00 p.m. dismissal for staff and students**

**May 27- Monday - School Closed – Memorial Day**

**June 12 – Wednesday- 12:00 p.m. dismissal for students- last day of school**

### **The Brompton School**

Brompton began operating in 1997 and currently serves students in Kindergarten through grade 8. The student body is composed of those students within the District whose parents believe in and support the school's philosophy.

The Brompton School offers a challenging and inclusive, academically focused curriculum. The school's program is based upon the belief that a solid foundation in basic skills is a cornerstone of academic success; reading is the key to educational achievement, education should be a sequential process that builds upon previous knowledge, and structured learning experiences and development of study skills are essential.

### **Parent Participation**

Parental involvement in the educational process is an essential component to student success. A close parent-teacher relationship is encouraged at Brompton through frequent parent-teacher communication. For the benefit of our students we believe that a positive and mutually supportive parent-teacher relationship must be maintained.

Parents who are active in their child's school make a positive impact in their child's educational progress. At The Brompton School, our parents place a high priority on their child's education. No matter how busy they

are, our parents make time for their children and their children's school. Our parents have made a strong commitment to their child's education and school through signing the Parent Contract (attached for reference).

In addition to parent involvement with student learning, our parents are highly active in many capacities. We have a Governance Board and a parent organization, the Brompton Community Partnership. Both have ways in which parents can become involved. Parent involvement in extracurricular activities of the school adds a sense of community to our children's educational experience. Parents are expected to take an active role in the activities of the school.

### **Brompton Community Partnership**

The parent organization, The Brompton Community Partnership (BCP), is a very active parent run organization. The mission of the BCP is "to support educational opportunities, nurture social experiences for students and to foster a sense of community spirit and pride among the students, parents and teachers of The Brompton School."

The 2018-2019 BCP Board Members are the following: Sarah Salmon, President; Maggie Whitefoot, Vice-President; Trish Steffen, Treasurer; Sandy Cosner, Secretary; Karla Erwin and Lora McNeely, teacher representatives; Christina Scarbalis, Social Committee Chairperson; Kara Easton, Fundraising Committee Chairperson.

BCP parent meetings are held bi-monthly at the school. The BCP holds meetings that all families are expected to attend. The meetings provide a format for informing parents of school events and activities and for gathering parental ideas and suggestions concerning school related issues

### **The Governance Board**

Mrs. Suzanne Loewen serves as the Principal of The Brompton School. As agreed upon in our KUSD Charter, she coordinates the daily operations of the school. She is responsible to the KUSD School Board for meeting the terms of the Charter as well as for financial accountability, overseeing academic programs, handling student discipline, overseeing clerical procedures and correspondence, assessment and evaluation of programs. The Governance Board is composed of parents, community members and teachers. Members are appointed for three year terms and are eligible for reappointment or re-election according to the approved bylaws and articles of incorporation. Mrs. Loewen is a non-voting member of the Governance Board. She meets with District Administrators and reports to the District School Board on behalf of the Brompton School.

2018-2019 Governance Board is as follows:

Louise Mattioli - Board Chairperson- Community Member

Jim McPhaul - Vice Chairperson- Community Member

Michael Polzin -Board Development and Fundraiser Coordinator- Community Member

Kim Flannery- Treasurer - Parent

Jaime Spaciel - Secretary- Gateway Technical College Representative

Joe Fullington - Gateway Technical College Representative

Jennifer Nachtigal - Parent

(Non-voting member) Suzanne Loewen – Brompton School Principal

# The Brompton School Policies and Procedures 2018-2019

## Animals in the Classroom

### Kenosha Unified School District No. 1 School Board Policies Kenosha, Wisconsin Rules and Regulations POLICY 6830 ANIMALS IN SCHOOL

The School Board recognizes animals in a classroom as part of the science curriculum. Animals can add to educational enrichment programs relating to the study of biological sciences as a valuable way for students to learn and experience life sciences. Most importantly, that the Board maintains the health, safety, and welfare of students, staff, and animals is paramount. Live animals will be allowed in the classroom as part of a curriculum or as classroom pets and will be permitted for laboratory study providing the provisions of this policy are met. Care and maintenance of living organisms as defined in the science curriculum must be followed. Dissection of animals or animal parts is limited to students at the High School level as defined in the curriculum. All staff and students must conform to the procedures described in the District's Laboratory Chemical Hygiene Plan. LEGAL REF: Wisconsin Statutes Sections 120.13 [Board power to do all things reasonable for cause of education] 121.02 (1)(e) and (i) [Safe and healthful facilities and emergency nursing service standards] 252.21 [Reporting suspected communicable diseases] 254.56 [Responsibility for keeping public buildings clean and sanitary] Wisconsin Administrative Code TRANS 300.16 [Animals on school buses] HFS 145 [Communicable disease control] CROSS REF: 3600 School Safety 5531 Emergency Care Procedures 5533, Communicable Disease Control 5334, Administering Medication to Students 6100, District Vision District Laboratory Chemical Hygiene Plan

### ADMINISTRATIVE REGULATIONS: 6830

- (1), Building Application Form for Animals in the Classroom 6830
- (2), Parent Information for Animals in the Classroom Administrative Regulation 6830
- (3), Staff Information for Animals in the Classroom AFFIRMED: December 14, 2004 Kenosha Unified School District No. 1 School Board Policies Kenosha, Wisconsin Rules and Regulations

### RULE 6830 ANIMALS IN SCHOOL

District procedures must be followed to have live animals as part of the science curriculum and for educational enrichment programs relating to the study of biological science or as classroom pets. Animal(s) should always be part of a well-documented curriculum that details how the animal will be integrated into the classroom setting. The teacher/caretaker must receive permission from the building principal, before any animal is brought to school.

The following steps must be followed.

1. The teacher/caretaker must a. notify parents/guardians in writing, prior to the animal being brought to school. A verification form from parents/guardians that students do not have any known allergies to the animal must be kept on file. If individuals exhibit adverse reactions to the animal(s), the animal(s) must be removed.
  - b. notify building staff members of the animal's presence who will be near or handling the animal. Staff members must also be allowed to verify that they do not have any known allergies to the animal.
  - c. only bring an animal known to be in good health and appropriately immunized.
  - d. use, and instruct students to use the standards in the District's Laboratory Chemical Hygiene Plan.
  - e. make provisions for the care and maintenance of the animal during the period of time when school is not in session (weekends, vacations, evenings).
2. Animal(s) must be humanely and properly housed in cages, aquariums, etc., specific for the species. Animal cages, aquariums, etc., and the surrounding areas must be meticulously maintained and completely cleaned at least weekly. Animal waste and materials from animal cages, aquariums, etc., will be removed and

disposed of in an appropriate manner. Waste materials from animals should be bagged separately, sealed, and marked "animal waste".

3. Animal(s) will not be at large in classrooms or in the building. Animal(s) will never be permitted in areas where food is prepared or served.

4. No reptiles or amphibians will be permitted in grades EC through 5th grade classrooms. In grades 6-12 reptiles and amphibians will be permitted, but must be maintained in a science laboratory, or by a person who is very knowledgeable in reptiles and amphibians.

5. If any individual is bitten or scratched by an animal and the skin is broken, the affected area must be cleaned thoroughly with soap and water and then reported to the individual's parent/guardian and principal. Public Health authorities will be notified when appropriate to determine the appropriate action(s) to follow.

6. Animals trained or being trained to assist individuals with disabilities will be allowed in school. Modifications may be required to provide for the health, safety, and welfare of all students.

7. Students may bring pets in for show and tell, unit study, etc. for a limited time. Principal permission must be granted and the owner/parent/guardian must remain with the animal(s) and provide supervision during its entire stay in the classroom. In addition, the parent/guardian and staff verification forms stipulations in 1a above must be met prior to the animal(s) classroom visit.

8. Non-domestic animals, ferrets or wolf hybrid dogs may not be brought to school. Exceptions may be made for exhibits and presentations by recognized agencies that have programs specifically designed for schools or children in a public setting.

9. The use of dead organs and tissues for dissection units is permitted as defined in the curriculum. All animals or animal parts being used for dissection must be purchased from a reputable biological dealer. No dead animals or animal parts may be brought into schools unless preserved through a professional taxidermist.

### **Arrival**

Students are allowed to enter the building starting at **8:00 a.m.** Parents of students in grades K-5 are responsible for supervising their children until 8:15 a.m. in the school's cafeteria. Students can be dropped off at Door 17 only between 8:00 a.m. and 8:15 a.m.

### **Door 17 Drop Off**

Middle School students will be supervised by staff outside. Students in K-5 will be allowed into the building and will report to the cafeteria for supervision. Middle School students will only be able to enter the school early on days of inclement weather. Inclement weather such as rain, snow, or temperature and/or wind chill below 10 degrees Fahrenheit.

### **Before Care**

Parents utilizing the Before and Aftercare programs will park in the west parking lot by Door 16. Parents will utilize the doorbell by Door 16 to enter the building with their child(ren) and proceed to the cafeteria to sign him/her/them in with the supervisor in charge. Childcare is kept in the cafeteria area.

### **AM Hallway access**

Only students eating breakfast in the Vernon Elementary Cafeteria are allowed past Room 2017 between 8:00 a.m. and 8:15 a.m. A staff member will be monitoring the hallway every morning.

### **Assignment Notebooks**

Students in grades 2 (second semester) through grade 8 are required to use an assignment notebook. The assignment notebook is distributed at the beginning of the school year. The assignment notebook is used as a valuable communication tool. Your child will use the notebook on a daily basis to enter all of their assignments. The teacher will put all assignments on the assignment chart for students to copy into their notebooks.

Parents are asked to sign the notebook each night after checking to make sure that all of the assignments are completed. Your signature indicates that you have looked at the finished work and that it is completed to your standards and expectations. Please feel free to use the parent area of the notebook to communicate with your child's teacher. Teachers review and sign the assignment notebook on a daily basis. Their signature indicates that assignments have been correctly entered.

### **Attendance**

If your child will miss school, call the school office by 8:30 a.m. to inform the school of the reason for your child's absence. When you call, you will be asked to provide the secretary with specific information about your child's illness. Your child will be considered truant until we hear from you.

If your child is sick and you would like his/her homework at the end of the day, please tell us when you call in the morning. Your child's teacher will have the work waiting in the office at the end of the day, or will send it home with another child if you so request.

### **Tardy**

If you are late, please accompany your child into the building through the front door. Your child will be sent immediately to the classroom and you will be asked to sign your child in.

If your child arrives after 8:20 a.m. and you have not called the office to order a hot lunch, her/she will need to bring a cold lunch because our school's hot lunch order will be placed by that time.

## **POLICY 5310**

### **STUDENT ATTENDANCE**

In accordance with state law, all children who reside within the boundaries of the District and are between six (6) and eighteen (18) years of age must attend school regularly until the end of the term, quarter, or semester in which they become 18 years of age unless:

1. excused for physical or psychological reasons upon the written recommendation of persons designated under state law;
2. excused for reasons outlined in the District's student attendance procedures;
3. excused because of a Board-approved program or curriculum modification;
4. attending an approved private or parochial school or home-based private educational program; or
5. they have graduated from high school.

Legal responsibility for school attendance rests with the parent/guardian or with the student in the event a student is a student not covered by the compulsory attendance laws.

The District shall establish regulations pertaining to attendance, absence, tardiness, and the basis for excused absences. Each principal shall publish and disseminate the regulations to students and parents/guardians.

LEGAL REF.: Wisconsin Statutes

Sections 118.125 Pupil Records

118.15 Compulsory School Attendance

118.153 Children at risk

118.16 School attendance enforcement

118.162 Truancy committee and plan

118.165 Private schools

118.163 Municipal truancy and school dropout ordinances

CROSS REF.: 5125 Student Records

5250 Admission of Emancipated Minors

5311 Summer School Attendance

5320 Student Attendance Areas

5330 Assignment of Students to Schools  
5533.2 Pediculosis Policy  
6422 Homebound  
6452 Make-Up Work  
KUSD K-12 Attendance Manual  
AFFIRMED: August 13, 1991  
REVISED: September 9, 1997  
November 11, 1997  
August 23, 2005  
July 20, 2010  
Kenosha Unified School District No. 1 School Board Policies  
Kenosha, Wisconsin Rules and Regulations

## **RULE 5310**

### **STUDENT ATTENDANCE**

The Executive Director of Educational Accountability is designated as the District attendance officer. The building principal/designee is designated as the school attendance officer.

#### **A. Absence Reporting**

1. An excuse from a parent/guardian is required for any student absence from school. For extended or excessive absence because of illness, a statement from a physician, dentist, or other qualified professional may be required.
2. It is the responsibility of the parent/guardian to notify the school during the morning of the day that the student is absent.
3. Students of legal age shall be responsible for providing absence excuses and school notification of such absences themselves.
4. Unusual or frequent absence by a student shall be reported to the principal and/or school attendance officer, and/or the Executive Director of School Leadership.
5. A record of attendance for each student will be kept and will be noted on the permanent record in accordance with established District procedures. Each teacher will keep an accurate daily record of each student's attendance including tardiness, and shall submit a report as directed by the principal. A student sign in log will be maintained by the office staff for those students arriving to school tardy.

#### **B. Types of Absences**

1. Excused absences: A student's absence may be excused by the principal/designee for acceptable reasons such as:

- Personal illness
- Illness in the immediate family
- Death of a family member or relative
- Other reasons of legitimate health or educational benefit to the student
- Religious Holiday

The principal/school attendance officer is designated by the Board to deal with matters relating to school attendance. The principal/school attendance officer has the authority to approve or deny any request to permit a student to be absent and/or leave the building during school hours.

A student will be considered excused if incarcerated temporarily. The parent/guardian or court services worker must notify the school of the reason for the absence and the exact dates of incarceration must be documented.

2. Prearranged Absences: Approval of a request for a prearranged absence may be given in situations such as family, group, or individual activities of significant benefit to the student to warrant absence from school.

Building principals may approve the prearranged absence of students upon written request from



a parent/guardian. Requests for approval of a prearranged absence will be submitted on the form provided by the school office, and will be considered after the necessary details are provided, including reason for the request, evaluative notations by the teachers, signature of the parent/guardian, and other information which may be requested. In emergencies where written request for pre-arranged absence is not feasible, direct contact should be made with principal/designee if possible. In such cases, a written statement should be provided following the absence in order for it to be considered excused.

Students who receive approval for a prearranged absence will be permitted to complete all school work for full credit and may arrange to do so either prior to or subsequent to the absence. Failure to complete pre-arranged absence procedure may result in an unexcused absence.

Under state statute 118.15 (3) (c), any child excused in writing by his or her parent or guardian before the absence. The Board shall require a child excused under this paragraph to complete any course work missed during the absence. A child may not be excused for more than 10 days in a school year under this paragraph. Adult students shall provide their own excuse.

3. Medical Absences: Any absence that has been excused by an authorized medical professional that provides specific date (s) and time period in which the student is excused from attending school. Wisconsin State Statute 118.15 (3) (a), states an authorized medical professional is a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in this state, who is listed in the Christian Science Journal. Extended absence is any absence that is four or more consecutive days. For extended absences, due to illness, a statement from an authorized medical professional may be required by the principal.

Excessive excused absences are ten or more cumulative days of absence, consecutive or non-consecutive within the school year. Principals may require medical documentation for any excessive absence to be excused. If appropriate medical documentation is not provided, the absence will be unexcused. Unexcused absences will be considered truancy. The time period for which any medical certification is valid may not exceed thirty (30) days.

4. Unexcused Absences: An unexcused absence means any absence in which either the parent/guardian has not excused the student from school, or the parent/guardian has attempted to excuse the student from school but the attempt excuse does not meet the accepted excused absence criteria. Unexcused absences are considered truant.

5. Truancy: "Truancy" means any absence of part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory school attendance law.

If the parent/guardian or adult student does not notify the school during the morning on a day when his/her student is absent, it shall be assumed that the student is truant. Such truancy may be reclassified as an excused absence following investigation of the circumstances. The school shall notify the parent or guardian of a child who has been truant of the child's truancy and direct the parent or guardian to return the child to school no later than the next day on which school is in session or to provide an excuse. The notice under this paragraph shall be given before the end of the 2nd school day after receiving a report of an unexcused absence. The notice may be made by personal contact, mail or telephone call of which a written record is kept, except that notice by personal contact or telephone call shall be attempted before notice by mail may be given. The principal shall notify the Executive Director of School Leadership of names of students absent without cause. The Executive Director of School Leadership will determine the follow-up. In those instances where the building principal/designee determines that court proceedings may be necessary because of violations of Wisconsin Statutes governing attendance, the Executive Director of School Leadership/designee will ascertain that during the school semester in which the truancy occurred appropriate District personnel have taken the appropriate actions for a court referral.

6. Habitual Truancy: Students who miss part or all of five (5) or more days within a semester, without an acceptable excuse will be considered habitually truant. School officials will initiate District truancy

procedures for those students identified as habitually truant. School officials will meet with parents/guardians, develop an intervention plan, evaluate the educational learning status of the student and recommend appropriate interventions. Legal action including referral to Kenosha County Juvenile Court and/or City of Kenosha or Village of Pleasant Prairie Municipal Courts may be considered.

The school attendance officer shall notify the parent or guardian of a child who is habitually truant, by registered or certified mail, when the child initially becomes habitually truant. The notice shall include the following:

- a. A statement of the parent's or guardian's responsibility, under s. 118.15 (1) (a) Wis. Stats., to cause the child to attend school regularly.
- b. A statement that the parent, guardian, or child may request program or curriculum modifications for the child under s. 118.15 (1) (d). Wis. Stats., and that the child may be eligible for enrollment in a program for children at risk under s. 118.153 (3), Wis. Stats.
- c. A request that the parent or guardian meet with appropriate school personnel to discuss the child's truancy. The notice shall include the name of the school personnel with whom the parent or guardian should meet, a date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the child's parent or guardian the date for the meeting may be extended for an additional five (5) school days.
- d. A statement of penalties, under s. 118.15 (5), Wis. Stats. that may be imposed on the parent or guardian if he or she fails to cause the child to attend school regularly as required by ss. 118.15 (1) (a) and (am), Wis. Stats.

#### 7. Tardiness

a. Tardy to School: The principal/designee will decide if the reason for being tardy is valid. If the reason is judged to be invalid, appropriate remedial action will be taken. After repeated offenses the student's parent/guardian will be notified by phone and/or in writing to alert them to the problem. Habitual chronic tardiness, as determined by school attendance officer/principal, may be handled according to the same procedure as habitual truancy.

b. Tardy to Class: The teacher will determine the validity of the reason for the delay to class. If the reason is judged to be invalid, the teacher will admit the student to class and take remedial action to prevent the tardiness in the future, i.e., conference with student, detention after school, phone call to parent/guardian, etc. Should these techniques fail to solve the problem, the student may be sent to the office with a written referral form, and the principal/designee will take appropriate remedial action.

8. Student Suspension: A suspended student shall not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete course work missed during the suspension period. For students who receive an in-school suspension, classroom work will be assigned by the student's teachers to be completed during in-school suspension. Credit will be given for work completed. Students failing to complete assigned work may have their in-school suspension time extended. Following an out-of-school-suspension a the classroom teacher and student will have the responsibility, within the number of days equal to the length of the suspension, to develop a plan for making up any missed work, quizzes, examinations or equivalent work as determined by the teacher for full credit. If the agreed upon plan is not completed, the late work policy will be implemented.

C. Make-Up Work: Students who are found to be truant will be permitted to make up school work and receive full credit. Upon returning to school following any type of absence including truancy, the classroom teacher/school designee and student will have the responsibility to make arrangements to develop a plan for making up any missed work, quizzes or examinations for full credit. A detention system may be established for a truant student's completion of assignments and exams.

#### D. Responsibilities for Attendance

1. Parent/Guardian Responsibility - For all student absences from school, the student's parent/guardians are:

- a. Legally responsible to ensure their child attends school.
- b. Parents/guardians are required to notify the school office on the morning of the absence and provide a reason for the student's absence.
- c. To encourage and support regular school attendance.

## 2. Student Responsibility

- a. Students are required to attend all of their scheduled classes, study halls and lunch periods.
- b. Students that are approved to leave are required to sign in and out.
- c. Students are expected to meet with their teachers and develop a plan to complete make-up work.
- d. Students are ultimately responsible for completing missed school/homework.

## 3. Teacher Responsibility

- a. Teachers are required to emphasize the importance and necessity of good attendance.
- b. Teachers are required by law to take daily attendance.
- c. Teachers may participate in Student Intervention team Meetings regarding attendance.
- d. Teachers are expected to meet with their students and develop a plan to complete any necessary make-up work.

## 4. Student Support Responsibility

- a. Student Support personnel are required to emphasize the importance and necessity of good attendance.
- b. Student Support personnel, in conjunction with other building staff (eg. Student intervention Team members, teachers, deans and administrators) are to develop appropriate attendance improvement intervention plans for students.
- c. Student Support personnel are required to coordinate, participate and evaluate the educational, emotional and behavioral status of identified habitual truant students.

## 5. Principal/Designee Responsibility

- a. Principals are identified as the school attendance officer.
- b. Principals are responsible for distribution and enforcement of the compulsory school attendance law policy and procedures.
- c. Principals shall maintain office records for all excused and unexcused absences.
- d. The principal has the authority to approve or deny any request to permit a student to be absent and/or leave the building during school hours.
- e. Principals are responsible for implementing and coordinating an Attendance Review Team.
- f. Principals are authorized to update/correct attendance records as necessary throughout the school year.

## 6. District Responsibility

- a. The District has a responsibility to emphasize the importance of regular school attendance to students, parents/guardians, employers and the community.
- b. The District shall promote activities within the school that enhance attendance. This will be done by:
  - 1) Displaying the attendance policy, state compulsory attendance law and county ordinances.
  - 2) Recognizing students for good attendance.
  - 3) Reviewing the truancy plan and procedures during faculty in-service and student assemblies or homerooms.
- c. The District shall promote activities that increase the community awareness of school attendance issues and policies.
- d. The District shall promote parent/guardian-school communication in adhering to the

attendance policy and procedures.

e. The District shall once every two years, convene to review and, if appropriate, revise the truancy plan.

#### E. Return of a Truant Student to School

a. When a student returns to school after truancy, school personnel shall welcome the student back to school. All truants, whether occasional or habitual need attention. The degree of attention may vary, however, depending upon the age of the student and the pattern of the truancy.

b. Evaluations and interventions for students returning to school may include:

Assessment of factors contributing to truancy

Discussion of alternative educational options and limitations

Community referral considerations

c. Development of a plan for consequences to truancy

Counseling guided re-entry to classes/programs

Structured work experience programs

Discussion with student, parents and school officials regarding their commitment and responsibility to assist in return to regular programming

Follow-up on obligations of students and parents/guardians regarding attendance (commitment to joint cooperation)

Student Intervention Team referral

Counseling

Consideration of potential eligibility for special education or 504 evaluation

#### F. Procedures toward Legal Referral

Before any proceeding may be brought against a student for habitual truancy or against his/her parent/guardian for failure to cause the student to attend school regularly, the school attendance officer must provide evidence that appropriate school personnel have, within the school year during which the truancy occurred, done the following:

1. Met with the student's parent/guardian to discuss the student's truancy or attempted to meet with the student's parent/guardian and received no response or were refused. School officials shall notify the parent/guardian of the student who is habitually truant by certified mail when the student initially becomes a habitual truant.

2. Provided to the student an opportunity for educational counseling to determine whether a change in the student's curriculum would resolve the student's truancy, and have considered curriculum modifications possible within the current program.

3. Evaluated the student to determine whether learning/emotional problems maybe a cause of the student's truancy and if so, have taken steps to overcome the learning/emotional problems. The student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at his/her grade level.

4. Conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, took appropriate action or made appropriate referrals to community agencies.

#### G. Program or Curriculum Modifications

1. Any District Student

a. Any student's parent/guardian or the student with parent/guardian permission, may request program or curriculum modifications. Program or curriculum modifications may include the following

1) Modifications within the student's current academic program;

2) A school work training or work study program;

3) Enrollment in any alternative public school or program located in the District;

4) Enrollment in any nonsectarian private school or program located in the District

which complies with federal nondiscrimination requirements;

5) Homebound study, including nonsectarian correspondence courses or other courses of study approved by the School Board or nonsectarian tutoring provided by the school in which the child is enrolled;

6) Enrollment in any public educational program outside the District.

b. Requests for program or curriculum modifications should be initiated at the building or department level. Decisions on such requests shall be subject to review by the Superintendent/designee upon written request of the parent/guardian.

c. Upon the request of a student's parent/guardian, any decision made in response to a request for program or curriculum modifications shall be reviewed by the Board. The Board shall render its determination in writing if so requested by the parent/guardian.

H. Children At Risk 16 Years of Age or Older Students- Under s118.153 (1)(b), Wis. Stats. Student"s who are 16 years of age or older and meet the statutory definition of being a child at risk under s118.153 (1)(a). Wis. Stats. may take classes at the a technical college leading toward high school graduation Under s118.153 (1) Wis. Stats., children at risk means pupils in grades 5 to 12 who are at risk of not graduating from high school because they are dropouts, or are 2 or more of the following:

a. one of more years behind their age group in the number of high school credits attained;

b. two or more years behind their age group in basic skill levels;

c. habitual truants

d. parents

e. adjudicated delinquents;

f. 8th grade pupils whose score in each subject area on the examination administered under s.118.30 (1m)(am)1. was below the basic level, 8th grade pupils who failed the examination under s.118.30 (1m)(am) 2., and 8th grade pupils who failed to be promoted to the 9th grade. Under s.118.15 (1)(c) Wis. Stats., a child who is 16 years of age or older and who does not meet the statutory definition of being at risk, with the written permission of his/her parent or guardian, may request to attend the technical college to take classes leading to high school graduation. The School Board is not required to grant this request. Under s.118.15 (1)(cm) 1, Wis. Stats., if a child who is 17 years of age or older, and who began a program leading to a high school equivalency diploma (HSED) while in a secured correctional facility, a secured child care institution, a secure detention facility, or juvenile portion of the county jail, with the approval of his/her parent or guardian, requests to finish the program at the technical college, the School Board is required to grant this request and enter into the written agreement with the technical college. A high school student with a disability who is at least 17 years of age cannot be denied access to an HSED program because of his or her disability. The Individual Education Program (IEP) team determines which education program is appropriate to meet the needs of the student through the development of an Individual Educational Program. The IEP team must consider program modifications and support for school personnel. In addition, the IEP team must consider special factors when developing the individual education program which include behavior, limited English proficiency, Braille, communication needs and assistive technology. If an IEP team determines that a 17 year old student's needs are best met through a HSED program, then the school district must enter into a contract agreement for such services. ORDINANCE NO. 50-04 TO CREATE SECTION 11.032 OF THE CODE OF GENERAL ORDINANCES, ENTITLED TRUANCY" The Common Council of the City of Kenosha, Wisconsin, do ordain as follows: Section One: Section 11.032 of the code of General Ordinances for the City of Kenosha, Wisconsin, is hereby created as follows:

#### 11.032 TRUANCY

Pursuant to Section 118.163, Wisconsin Statutes, as may be amended from time to time, any person under the age of 18 years of age found to be a habitual truant as that term is defined under Section 118.15, Wisconsin Statutes, shall be subject to any of the following dispositions which are deemed to be available to the Municipal Court.

1. Suspension of the person's operating privileges for not less than thirty (30) days, nor more than one (1) year. The Court shall immediately take possession of any suspended license and forward it to the Department of Transportation, together with a notice stating the reason for and the duration of the suspension.
2. An order for the person to participate in counseling or a supervised work program or other community service work as described in Section 938.34(5g), Wisconsin Statutes. The costs of any such counseling, supervised work program or other community service work may be assessed against the person, the parents, or the guardian of the person, or both.
3. An order for the person to remain at home except during hours in which the person is attending religious worship or a school program, including travel time required to get to and from the school program or place of worship. The order may permit a person to leave his or her home if the person is accompanied by a parent or guardian.
4. An order for the person to attend an educational program as described in Section 938.342(1g)(f), Wisconsin Statutes.
5. An order for the Department of Workforce Development to revoke, under Section 103.72, Wisconsin Statutes, a permit issued under Section 103.70, Wisconsin Statutes, authorizing the employment of the person.
6. An order for the person to be placed in a teen court program as described in Section 938.342 (1g)(f), Wisconsin Statutes.
7. An order for the person to attend school.
8. A forfeiture of not more than Five Hundred (\$500.00) Dollars, plus costs, subject to Section 938.37, Wisconsin Statutes. All or part of the forfeiture, plus costs, may be assessed against the person, the parents or guardians of the person, or both.
9. Any other reasonable conditions consistent with subsection 118.163(2), Wisconsin Statutes, including a curfew, restrictions as to going to or remaining on specified premises, and restrictions on associating with other children or adult.
10. An order for the person under formal or informal supervision, as described in Section 938.42(2), Wisconsin Statutes, for up to one (1) year.
11. An order for the person's parent, guardian or legal custodian to participate in counseling at the parent's, guardian's or legal custodian's own expenses, or to attend school with the person, or both.
12. An order for the person to report to a youth report center after school, in the evening, on weekends, on other non-school days, or at any other time that the person is not under immediate adult supervision, for participation in the social, behavioral, academic, community service, and other programming of the center as described in Section 938.342 (1g)(k), Wisconsin Statutes.

### **Before school breakfast**

Students wishing to purchase breakfast before school can enter the school at Door 16 starting at 7:45 a.m. They will proceed through the halls to the Vernon Cafeteria where they will stay until 8:15 a.m. Students will be pay for breakfast through the use of their lunch account. Students will remain in the Vernon cafeteria until 8:15 a.m.

### **Birthday Treats**

Your child is welcome to bring a treat for their classmates and teacher on their special day. When sending treats to school we ask that you send simple treats. We ask that the treat be easy to distribute and consume; such as cookies, cupcakes or brownies. Birthday treats will be served by the teacher and birthday child during morning snack time for K-5. Middle school students are invited to bring a birthday treat to share with their classmates as well.

District policy prohibits homemade food to be served at school functions. Food to be shared needs to be prepackaged and store bought. If applicable, you will receive a note about food allergies of students in the class. It would be very thoughtful to avoid these foods so that every child in the class can celebrate with your child.

Please do not have balloons, flowers and other surprise deliveries made at school, as it is most disruptive to the classroom-learning environment. If such a delivery is made, it will be given to the child after school.

### **Cell Phones**

At Brompton, all student cell phones are to be placed in lockers before entering the classroom at 8:20 a.m. and are not to be removed from lockers until dismissal at the end of the day. Students with cell phones in their personal possession during the school day will have their cell phones taken. The phones will be placed in the school safe. A parent will be notified of the violation and will be instructed to pick up the cell phone from the office personnel.

### **Character Education**

The Four Brompton Pillars which guide our Character Education are the following: Virtue, Knowledge, Wisdom and Service. The Brompton School staff will begin implementing The Leader in Me program this school year.

### **Class Parties**

There are 2 classroom parties scheduled during the school year: Winter Break and Valentine's Day. The room-parents and the classroom teachers will plan and secure parent only help during the parties. Siblings and extended family members may not attend classroom parties.

Kindergarten celebrations to recognize seasonal events are held throughout the year, usually once per month.

### **Code of Conduct Kenosha Unified School District School Board Policies Kenosha, Wisconsin Rules and Regulations POLICY 5430 CONDUCT AND DISCIPLINE**

It is important that schools must be safe and free from fear, that rules be established to govern the conduct and behavior of all who work and learn in the schools, including the establishment of a Code of Classroom Conduct, and that these rules be firmly and consistently enforced throughout every school, school bus, and activity of the District. Discipline begins in the home between the parent/guardian and student and continues in the school with the relationship between school personnel and the student. Each has the mutual responsibility for the maintenance of that discipline. It is the objective and policy of the District to recognize, to preserve, and to protect the individual rights of all students and yet, at the same time, to encourage and enforce the exercise of these rights within the necessary framework of an orderly, efficient school process. Within this policy framework it is the duty of the School Board, the administrative staff, and the faculties of each school to prohibit and to prevent types of student conduct that constitute a menace to the continuing educational process. Behavior that becomes dangerous, disruptive, and destructive will not be tolerated. LEGAL REF.: Wisconsin Statutes Section: 118.13 Student discrimination prohibited 120.13(1) Board powers; conduct rules, suspension and expulsion 121.52(2) Bus conduct rules PI 9.03 Wisconsin Administrative Code (Student nondiscrimination policy requirement) CROSS REF.: 5111 Bullying/Harassment/Hate 5473 Student Suspension 5474 Student Expulsion 5475 Discipline of Students with Exceptional Educational Needs Code of Classroom Conduct School Handbook ADMINISTRATIVE REGULATIONS: 5430 - Administrative Review Committee Rules AFFIRMED: April 13, 1991 REVISED: October 13, 1992 February 10, 1998 July 13, 1999

### **Kenosha Unified School District School Board Policies Kenosha, Wisconsin Rules and Regulations RULE 5430 STUDENT CONDUCT AND DISCIPLINE**

District schools will maintain safe learning and responsible student discipline. A safe and orderly environment is necessary for learning to take place. Every individual throughout the District will take a direct, personal, and active responsibility for discipline. All certified personnel will assume responsibility to protect this environment. Other school personnel will share this responsibility as designated by the principal.

Students and parents/guardians must be aware that students are personally responsible for their behavior. This means that they will show courtesy and respect to teachers, staff members, students, and all others with whom they associate in the school. Discourtesy, disrespect, profanity, racial slurs, offensive language, and any other disruptive behavior that affects the operation of the classroom or school will not be tolerated. Behavior that becomes disruptive and destructive will also not be tolerated. Such behavior will be dealt with in a manner appropriate to the seriousness of the misbehavior and as specified in other District policies and in the Code of Classroom Conduct.

Students and parents/guardians must be aware that students face disciplinary action, including possible removal from a classroom, suspension and even expulsion any time they engage in conduct which endangers the property, health, or safety of others or disrupts the educational process and the classroom. This applies whether the student is engaged in such conduct while at or not at school or while under or not under the supervision of a school authority.

Students should also know that refusal or neglect to obey District rules, the rules established by the school principal, and local, state, and federal laws could also result in disciplinary action including possible suspension or expulsion. Suspensions and expulsions shall be handled in accordance with state law and Board policies.

The District adopted Code of Classroom Conduct is designed to ensure that a healthy and productive learning environment exists in each classroom within the District. The Code stipulates acceptable standards for student behavior in the classroom and indicates the procedures for short and long term removal of students from the classroom. In addition to the Code of Classroom Conduct, and other Board of Education behavior policies, each principal shall develop, implement, and enforce rules concerning conduct and other factors which affect the health, safety, and welfare of the students and staff. Such rules are subject to approval of the Superintendent of Schools/designee.

Copies of the Code of Classroom Conduct and school adopted rules shall be distributed to all students, teachers and parents/guardians and shall be on file with the Superintendent. Students disrupting this environment may be referred to the principal/designee for appropriate disciplinary action. In taking corrective disciplinary action, the principal/designee will follow the steps as outlined in the Code of Classroom Conduct and as outlined for specific offenses in behavioral policies. However, the principal/designee may omit the beginning steps if the severity of the situation justifies a given course of action.

Students, teachers, parents/guardians and administrators should be aware that District policies and rules set fundamental guidelines concerning student behavior in certain specified instances. They do not attempt to cover all instances where student conduct may present problems. If any of the policies and rules or portions thereof are at any time determined to be in conflict with state or federal law, or found invalid by a court of law, such determination not to enforce a rule or such finding of invalidity shall not affect any other portion of the District's policies or rules. Kenosha Unified School District School Board Policies Kenosha, Wisconsin Rules and Regulations

All District staff are expected to work cooperatively in the prevention of disruptive behavior in the classroom. In situations where a student has been referred for administrative disciplinary reasons and/or administrative discipline is imposed upon a student, no teacher should be required to accept a student back into his/her classroom without written consent.

The principal/designee shall refer to the Administrative Review Committee any student who persistently disrupts classes, disobeys school rules and/or District policies, or who engages in conduct which



endangers the property, health, or safety of others as outlined above. Recommendations for expulsions or educational alternatives shall come to the Board or the Board's designee through the Superintendent of Schools from the Administrative Review Committee.

All certified staff will be responsible for corridor control and conduct in accordance with plans developed by the principal. Corridor supervision will include supervision of restrooms and other student used facilities and areas. When Educational Assistants are employed to assist in control of school halls, restrooms, and other areas of the school environment, their authority and responsibility will be prescribed by the principal. Each teacher has the responsibility for insuring that every student under the teacher's supervision has left the classroom and to see that such facilities are properly secured.

The District shall not discriminate in standards and rules of behavior or disciplinary action, including suspension and expulsion, on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

### **Contacting a Teacher**

Your child's teacher is committed to working in partnership with you for the welfare of your child. If at any time you want to talk to your child's teacher, you can do so in a number of ways. Write a message in your child's assignment notebook (grades 2-8), call the school office and ask that the teacher call you, email the teacher, or set an appointment when you pick up your child at the end of the day.

Teachers are not available for unscheduled meetings before the start of the school day. Please do not go to the classroom before school or at the time the children enter the building. Teachers are busy preparing for the day before school and are busy with all of the children once school has started. If there is information that your child's teacher should know before the start of the day, please stop by the school office to have that information passed on to your child's teacher. Although teachers are available when they dismiss their students at the end of the day, the intent of their presence on the parking lot after school is to oversee student release, answer quick questions and be available to set meeting dates. We will gladly meet with you whenever you have a question or concern. With a pre-set time, you will be insured the teacher will have enough time reserved for you. Teachers can be contacted through their KUSD email at any time.

### **Discipline Policy**

Observe Problem Behavior

1. Redirect and Reteach

Is the behavior critical?

**Staff deals with Non critical behaviors**

**Office deals with critical behavior**

2. Refocus and conference with teacher in the classroom
3. Refocus in buddy room for teacher determined time period- complete refocus sheet  
Teacher makes phone call and asks parent to talk with the student to end the behavior
4. Removal
  - office staff removes student from the classroom
  - Office determined consequence

Student conference with principal, parent contact, progressive discipline, document in Infinite Campus, follow up with teacher.

### **Critical behaviors**

- Disrespecting adults( refusal to follow directions)

- Possession of alcohol or drugs
- Fighting
- Physical or sexual assault of a staff member
- Threat- bomb, gun, violence, vandalism
- Harassment or hate as defined by KUSD policies
- Laser possession
- Weapon possession
- Misuse of technology use policy

Any other behavior will be handled first with the classroom teacher.

**The Brompton School Behavior Referral - Kenosha Unified School District**

<b>Student Name:</b>	<b>Date of Incident:</b>	<b>Time:</b>
<b>Grade:</b>	<b>Teacher making referral:</b>	<b>Room where incident occurred</b>

**Interventions Performed Prior to Critical Behavior: (Check all that apply)**

**Refocus** (student returns when ready – no discussion)

**2<sup>nd</sup> Refocus** (student returns when teacher determines readiness)

**Assigned to Buddy Room** (Name of Buddy Room Teacher: \_\_\_\_\_) – Teacher MUST contact parent

**Parent Contacted?** (Mandatory after being sent to Buddy Room - Let parent know that next issue will be critical and will result with this referral being submitted to the principal.)

**Or**  **Critical Behavior!** (The behavior is one that requires immediate attention! Call the office and request that the student is picked up. Behavior will be addressed by the principal or designee.)

**PLEASE DESCRIBE THE BEHAVIOR WARRANTING THIS REFERRAL: (Be Specific!!!!!!!!!!!!)**

**Office Use Only: (will be completed by principal or designee) DISPOSITION:**

<input type="checkbox"/> Parent notified: Message left/spoke with _____	<input type="checkbox"/> Assigned lunch detention
<input type="checkbox"/> Conference held with student/teacher/parent	<input type="checkbox"/> Assigned in-school suspension
<input type="checkbox"/> Referred to school counselor	Date to be served _____
<input type="checkbox"/> Child returned to class? Y N      Time? _____	<input type="checkbox"/> Assigned Out of School Suspension
	Days out of school _____ Date return _____

**Administrator/Designee:** \_\_\_\_\_ **Date** \_\_\_\_\_

## **Electronic Devices**

### **Kenosha Unified School District No. 1 School Board Policies Kenosha, Wisconsin Rules and Regulations POLICY 5435 ELECTRONIC DEVICES**

The School Board recognizes that student possession and use of personal electronic devices may be disruptive but also may contribute to their learning and educational experience. 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. Use of electronic devices during school activities beyond the school day may be monitored by the principal/designee.

In emergency situations where the safety of students, staff, chaperones, or the bus driver is in jeopardy, use of personal electronic devices is permitted. Students shall not use electronic devices in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy right of others. Students shall not send, share, view, or possess pictures, text messages, emails, or other material depicting sexually explicit or offensive content in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events or on school buses or vehicles provided by the District. The District is not responsible for the safety or security of personal electronic devices that students choose to bring to school. LEGAL REF.: Wisconsin Statutes Section: 118.258 Electronic communication devices prohibited CROSS REF.: 5430 Student Conduct and Discipline 5473 Student Suspension 5474 Student Expulsion 5475 Discipline of Students with Exceptional Educational Needs AFFIRMED: REVISED: September 9, 1997 December 14, 2004 February 22, 2011

## **Emergencies**

In the case of severe student illness or emergency, professional emergency care will be utilized and parents or an emergency contact will be notified.

## **Fees/Supplies**

Students are expected to bring supplies to the Open House held on Thursday August 30, 2018, between 5:00 p.m. - 6:30 p.m. . Per district directive, KUSD student fees are assessed at the beginning of the school year. Parents are to complete their online registration and pay fees through Infinite Campus prior to Open House. This is done annually to update contact information.

## **Field Trips**

All students participate in class field trips. Field trips are directly related to the classroom curriculum. You will receive information and the necessary forms from your child's teacher. We strive to insure that all parent volunteers are given the chance to accompany their child on one of the trips. Parents who are unable to accompany their child's class on a trip after making a commitment to do so may not ask another parent to chaperone. The teacher will handle all chaperone arrangements. Chaperones are to give the students under their care undivided attention. Chaperones will be given information about their responsibilities as a chaperone from classroom teaches. Cell phones, texting, etc. is prohibited while parents are acting as chaperones.

## **Grading**

The Brompton School follows the grading scale as established by the KUSD School Board for students in grades 6-8. Students in Grades K-5 receive a standards based report card without letter grades. The grading scale adopted beginning with the 2004-2005 school year is as follows:

A+ = 98-100%

A = 93-97%

A- = 90-92%

B+ = 86-89%

B = 83-85%

B- = 80-82%

C+ = 76-79%

C = 73-75%

C- = 70-72%

D+ = 66-69%

D = 63-65%

D- = 60-62%

F = 0-59%

## **Graduation Celebrations**

The Grade Eight graduation activities are planned by the Governance Board and the Brompton Community Partnership Executive Board in cooperation with the 8th grade homeroom teacher.

## **Homework**

Students in grades 1 through 8 receive assignments each school day. Students are to complete homework and return it to school the following day unless otherwise directed by the teacher. Missing assignment notices will be sent home for all late/missing assignments. Substandard work is not accepted.

Homework missed because of an absence is due in a number of days equal to the absence. For example, if your child is absent two days, the work is due two days from the day of return. Missed tests are rescheduled.

Please be sure to look in your child's folder each day for notes and other communication. Your child's teacher will set up and share their schedule for sending home completed and corrected assignments. Please ask your child's teacher about their schedule for sending home completed work if you are unaware of the schedule.

## **Lice**

### **Kenosha Unified School District No. 1 School Board Policies Kenosha, Wisconsin Rules and Regulations POLICY 5533.2 PEDICULOSIS (Head Lice)**

The principal shall exclude students with pediculosis (head lice) from school until they have received proper treatment, in accordance with state and local health requirements. Each principal will determine whether an inspection of suspected cases of pediculosis is necessary. Such an inspection will be carried out in cooperation with local health officials. LEGAL REF.: Wisconsin Statutes Section: 252.21 Communicable disease reporting] HSS 145.06, Wisconsin Administrative Code Special disease control measures; pediculosis CROSS REF.: 5310 Student Attendance 5533 Communicable Disease Control 5540 Reporting Child Abuse/Neglect AFFIRMED: August 13, 1991 REVISED: February 10, 1998

#### **A. Inspections**

1. Mass inspection of students for pediculosis will be arranged by the principal using personnel who have been trained by local health officials in this procedure. Such personnel may include parent volunteers.
2. A confirmation inspection of individual suspected cases of pediculosis may also be scheduled by the principal.

#### **B. Cases of Pediculosis**

1. Parents/guardians of students who have been removed from school following such inspections will be notified. Such notification shall include fact sheet on pediculosis.
2. Students remaining out of school for a week or more because of pediculosis will be referred to local health officials.
3. If the student is not free of head lice or lice eggs as determined by the principal/designee, and the student is not back in school within a week after notification to the local health department, the case may be considered equivalent to truancy and/or parent/guardian neglect, and referred to the proper authorities.

## **Lost and Found**

The school lost and found container is located on the cafeteria stage.. Please check regularly for any missing items.

## **Lunch**

Our lunch/recess is scheduled K – 5, Monday through Friday, from 12:00 p.m. to 1:00 p.m., and Grades 6 – 8, Monday through Thursday, from 12:45 p.m. – 1:15 p.m. On Fridays, our lunch schedule is as follows: K-5 from 12:00 p.m. - 12:30 p.m. with a 30 minute recess following and grades 6-8 from 12:30 p.m. - 1:00 p.m. Children can participate in the district hot lunch program (which includes milk) or they may bring lunch from home. Soda is not permitted.

### **Student Lunch Behavior Expectations**

Walking not running  
Stay seated in your chair  
Leave the table only once to throw away trash.  
Leave the cafeteria to use the bathroom with permission only  
Obey the lunch Supervisor and Helpers  
Do not save a place at the table  
Raise your hand if you need help  
Clean your space  
Inside voices  
Eat your lunch only, no sharing of food

### **Visiting at Lunch**

You are welcome to eat lunch with your child. If you are visiting during lunch, please sit in the designated “parent lunch” area with your child. Parents are expected to wipe off the tables and sweep the floor by the parent tables after they are finished with lunch. There is limited seating on Fridays as all K-5 students eat together.

### **Recess (K-5)**

Students have a 30 min. morning recess break following lunch. All students are expected to participate in recess. If a child is too sick to participate in recess, he/she is too sick to attend school. A written doctor’s note is required to excuse children from recess.

## **Medications**

Authorized school employees, in accordance with the policy, rules, and Wisconsin statutes will administer medication and prescribed drugs that need to be given to students.

Authorized school employees may administer drugs which may be lawfully sold over the counter without a prescription to a student, in compliance with the written instructions of the student’s parents or guardian. Requests and written instructions must be provided on the approved KUSD form.

Authorized school employees may administer a prescription drug to a student in compliance with the written directions of a physician if the student’s parents or guardian consent in writing on the appropriate form. All such medication must be in the original prescription container/bottle. For the safety of all our children, medication must be delivered to the school by a parent/guardian.

A copy of all written directions by a physician and written consent by a parent or guardian shall be filed in the school office and shall be renewed annually.

## **Parking Lot**

Parents and visitors park in the west parking area in designated spaces only. If you find the lots too busy, please park along 85<sup>th</sup> Street. Parents are to park in the areas indicated at all times, including before and

after school, during lunch, and for quick stops at the school. Please see the attached aerial map of the school and parking areas for specific parking instructions.

### **Parent Conferences**

Attendance at Parent Conferences is highly recommended for all parents.

### **Report Cards and Mid-Term Reports**

Report cards are issued at the end of each quarter. Report cards are given to the parents at the time of parent conferences in November and February. Report cards are sent home for the second quarter and mailed home fourth quarter. Middle School report cards are mailed home every quarter. K-8 students will all have their report cards mailed home after the last day of school in June. The grading period will end at 12:00 p.m. on the last day of school in June. Brompton uses the district report card and marking system as required by Board Policy.

Report card grades indicate level of mastery and the effort put forth to attain academic goals. While all assignments, activities and class participation are an important part of the learning process, report cards are intended to indicate academic achievement. Generally, academic achievement is measured through testing. The effort grade provides information about the quality of the student's attempt to complete assignments and complete grades.

Mid-term (progress) reports are informational in nature and are not used as part of the grade average. Mid-term reports are given to students at the mid-point of each quarter. They are provided to insure that parents are informed of their child's progress. If you have questions or concerns about your child's school progress, please feel free to contact the teacher at any time.

### **Returning Family School Registration**

Returning family registration is held during the months of December and/or January for currently enrolled students. Open registration takes place during the month of January. Registration information is sent home with currently enrolled students. Siblings who hope to attend Brompton the following year should apply during returning Open registration.

Siblings of current students are accepted before open registration takes place with the following conditions:

- There is/will be a vacancy in the grade requested.
- Signed parent contract and uniform policy is on file
- All registration forms are completed and verified in the school office before the end of open registration.

### **Safety Procedures**

Students and staff participate in monthly fire drills and all students receive monthly fire safety instruction. We participate in the annual state tornado emergency practice and have a crisis/emergency plan in place. The Brompton School doors are locked during school hours, controlling entrance into the building.

All school volunteers and chaperones (parents and others) must complete a KUSD background check and be approved before working with our students.

### **School Books and School Materials**

Each student is expected to treat school and leased space with care and respect. Students will be held liable for deliberate or carelessly caused damage to property and materials including desks, chairs, computers, art equipment, etc.

Middle school students will be issued a school purchased laptop and power cord.. Students who bring home their laptop every evening and return them to school the next day are expected to bring them to school fully charged. Students are expected to follow the district policies on computer usage and online communication.

### **School Directory**

Each year the BCP compiles a school Directory. Families find the directory most helpful. It contains class lists and contact information for Brompton families. The BCP send information and forms for your voluntary participation. Contact information for Brompton families is not distributed from the school office.

### **School Pictures**

School pictures are taken each year. Students wear school uniforms on school picture day. School pictures will be taken on.

### **School Supplies**

Please insure that your child has all needed supplies throughout the entire school year. Crayons, pencils, glue, markers and other consumable items must be replaced often. Ask your child about the need for new school supplies. You may be requested by your child's classroom teacher to bring additional classroom supplies during the school year. Supply lists are located on the school's website.

### **School Uniform**

All students in Kindergarten through eight are required to wear the school uniform as outlined in the uniform policy (attached to this handbook for reference). Uniforms should be ordered through Lands' End. P.E. shoes must be kept at school at all times. Students in grades 4 through 8 wear the school gym uniform for P.E.

### **Snacks**

Morning snack time is scheduled by each teacher.. Please send one nutritious snack such as granola bar, fruit, and yogurt. Please do not send candy, potato chips, nacho chips, etc.

### **Student Assemblies**

Quarterly awards assemblies take place in the school cafeteria. During the assemblies, student achievement is recognized. Parents are invited and encouraged to attend assemblies. Assembly dates are announced in the weekly newsletter and are found on the school's webpage.

### **Student Behavior Expectations and Discipline Policy**

All students have the right to receive instruction in a safe and orderly environment. Student conduct that interferes with the learning or safety of others will not be tolerated. The classroom teacher or lunchroom supervisor will handle discipline problems. If a child's behavior does not improve, the teacher will inform the principal. Every effort will be made to resolve problems in cooperation with the student and family.

The school-wide discipline plan follows a step system that allows for student self-improvement and provides steps to insure parents are aware of potential or serious discipline problems. All discipline expectations and decisions will be applied age appropriately.

### **Student Fees**

The KUSD Board sets the fee structure. The KUSD elementary fee for 2018-2019 school year is \$44 per child. The middle school base fee is \$72.00. Fees should be paid in Infinite Campus through the online registration process, Checks can be made payable to the Brompton School. These fees are required in order for the school to operate appropriately.



## **Student Illness**

Please do not send a sick child to school. If a student becomes ill during school hours, first a parent and then an emergency contact person will be called to pick up the sick child. Please make sure all phone numbers in Infinite Campus are current. The emergency contact person will be called if a parent cannot be reached.

## **Suspensions**

### **Kenosha Unified School District No. 1 School Board Policies Kenosha, Wisconsin Rules and Regulations POLICY 5473 SUSPENSIONS**

The building principal may suspend a student for not more than five (5) days for noncompliance with District policies and rules or for other reasons outlined in state law. No student shall be suspended solely because of poor attendance or repeated tardiness.

A five (5) day suspension may be used when a student endangers the health, safety, or property of others and an extended suspension is needed as a part of the discipline plan for the student, or when there is a need to ensure a safe return to school.

A five (5) day suspension may also be used as a part of the discipline plan for a student when progressively more serious consequences are needed in an effort to change a student's behavior. Suspension of students shall be in accordance with state law.

Students may be assigned to in- or out-of school suspensions. Suspended students shall be allowed to make up examinations and other class work missed during the suspension in accordance with the District's student attendance procedures.

The District shall not discriminate in student suspensions on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures. LEGAL REF.: Wisconsin Statutes Sections: 118.13 Student discrimination prohibited 118.16(4) Student attendance; making up work/examinations missed due to suspension 120.13(1) Board powers; rules of conduct, suspension, and expulsion Wisconsin Administrative Code PI 9.03(1) Student nondiscrimination policy requirement PI 11 Change of placement for EEN students Individuals with Disabilities Education Act (Removal of EEN Students from school setting for disciplinary reasons) CROSS REF.: 5155 Pupil Discrimination Complaint and Appeal Procedure 5310 Student Attendance 5474 Student Expulsion 5475 Discipline of Students with Exceptional Educational Needs AFFIRMED: August 13, 1991 REVISED: February 10, 1998

#### **A. In-School Suspension**

1. In-school suspension is to be used for students in violation of District policies and/or rules at the elementary or secondary level where appropriate.
2. The principal/designee will assign students to in-school suspension.
3. The student's parent/guardian will be informed of the in-school suspension.
4. The length of time a student will be assigned in-school suspension shall be the remainder of school day to a maximum of three days.
5. The student will meet with the school counselor during or following in-school suspension needed.
6. Classwork will be assigned and completed during in-school suspension in accordance with the District's student attendance procedures. Credit will be given for work completed.

#### **B. Out-of-School Suspension**

1. The principal may suspend a student from school for any of the following conduct:
  - a. Noncompliance with District policies or school rules;
  - b. For knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;

c. Conduct while at school or under the supervision of a school authority which endangers the property, health or safety of others;

d. Conduct while not at school or while not under the supervision of a school authority which endangers the property, health or safety of others at school or under the supervision of a school authority; or

e. Conduct while not at school or not under the supervision of a school authority which endangers the property, health or safety of any District employee or School Board member.

2. Students shall be suspended from school when required by state law. .

3. A suspension shall not exceed five school days for each noncompliance of District policies or school rules or misconduct, except that a student may be suspended for not more than 15 consecutive school days pending an expulsion hearing. Students with exceptional education needs may not be suspended for more than 10 days, except as otherwise specifically provided by law.

4. Prior to suspension, a student shall be advised of the reason for the proposed suspension. The student shall have the right to respond except in emergency situations. It is the responsibility of the principal/designee to determine that the student is guilty of noncompliance with a District policy or school rule or of the conduct charged and that the suspension is reasonably justified.

5. The parent/guardian of a minor student shall be given prompt notice of the suspension and the reason therefore.

6. Within five days following the commencement of the suspension, the suspended student or the student's parent(s)/guardian(s) may have a conference with the Superintendent of Schools/designee. Such designee shall not be a staff member of the suspended student's school. If the Superintendent/designee determines that the suspension was unfair, unjust or inappropriate or that the student suffered undue consequences or penalties as a result of the suspension, reference to the suspension shall be erased from the student's record. Such a determination shall be made within 15 days following the conference.

7. A suspended student is assigned to the custody of the student's parent/guardian and is not allowed to be on or near school premises or to attend school activities while suspended.

8. A suspended student shall be permitted to make up examinations or other class work missed during the suspension period in accordance with the District's student attendance procedures. Following a suspension a student will have the responsibility, within the number of days equal to the length of the suspension, to contact the teacher to make arrangements to develop a teacher approved plan for making up for full credit any missed work or any quizzes or examinations.

9. A student suspended more than 15 cumulative days per year shall be referred to the SIT for assessment, and interventions will be outlined.

### **Weather Information/School Closings**

In the case of severe winter weather, check the District web site for information or listen to the following stations: WLIP, WGTD-FM, WRKZ, WTMJ, or WKZN-FM. In the event school is closed, the radio stations will be notified prior to 5:30 a.m. and appropriate announcements will be made. Cable Channel 20 may also be a reference. Also if you sign up at [www.kusd.edu](http://www.kusd.edu) to receive text and email alerts, you may get information that way too.

### **Inclement Weather during School Hours**

During indoor recess, students are supervised as during outdoor recess. Rain, mist, snow, icy playground surfaces and temperature or wind chill below 10 degrees Fahrenheit are considered inclement weather conditions at Brompton.

### **Vision and Hearing Screening**

Vision and Hearing Screenings are conducted by KUSD in cooperation with the Kenosha County Division of Health. Vision and hearing screenings are given to students in the following grades:

Vision Screening, Grade K, 2, 5 (children wearing glasses not screened)

Hearing Screening, Grades K-3 plus referrals at all other grades.

Any parent wishing to have their child excluded from any or all of the screening programs may do so by sending a note to the school office.

### **Visiting the School**

Parents are always welcome at The Brompton School. However, you must stop by the school office upon your arrival. If you wish to visit your child's classroom, please contact the teacher to make arrangements for your visit. We are always happy to have you here. If you bring forgotten items after school starts, i.e., lunch, books, gym clothes, band instruments, please drop them off in the office and the office personnel will take them to the classroom.



## Brompton Uniform Policy 2018-19

### Boys

- Green Brompton monogrammed solid polo shirt – short or long sleeved \*Lands' End uniform\*
- Navy blue chino style dress pants, plain or pleated front
- Black or brown leather dress belt
- Option for K-5 Only: White oxford style uniform shirt, long or short sleeved with tie, plaid uniform \*Lands' End uniform\*
- Green Brompton monogrammed uniform V-neck cardigan sweater or green Brompton monogrammed uniform fleece, optional. \*Lands' End uniform\*
- Black or brown dress style shoes. No athletic shoes, casual shoes, sandals, boots, etc.
- Dress style solid colored socks: navy blue, black, hunter green, or white
- Optional warm weather uniform for September, October, May and June: Khaki chino shorts, green Brompton monogrammed solid polo, black or brown leather belt, casual shoes i.e. Dockers or uniform dress shoes (no athletic shoes).
- Natural hair color only. Boys' hair not below collar
- Jewelry should be simple and in moderation, i.e. a watch

### Girls

- Green Brompton monogrammed solid polo shirt – short or long sleeved \*Lands' End uniform\*
- Navy blue chino style dress pants, plain or pleated front
- Black or brown leather dress belt
- Green Brompton monogrammed uniform V-neck cardigan sweater or green Brompton monogrammed uniform fleece, optional. \*Lands' End uniform\*
- Dress style solid colored socks: navy blue, black, hunter green, or white
- Black or Brown dress style shoes. No athletic shoes, casual shoes, sandals, boots, etc. No heels over 1 inch.
- Option for K-5 only: White oxford uniform blouse or turtleneck with plaid uniform jumper at or below the knee \*Lands' End uniform\*. Can be worn with optional black leggings with solid black socks under the jumper, or tights in the same colors as socks. If neither tights or leggings are worn, bike shorts must be worn under the jumper for modesty.
- Optional warm weather uniform for September, October, May and June: Khaki chino shorts, green Brompton monogrammed solid polo, black or brown leather belt, casual shoes i.e. Dockers or uniform dress shoes (no athletic shoes).
- Jewelry and hair accessories should be simple and in moderation
- Natural hair color only

**\*Note: All shirts (including polo shirts, blouses, dress shirts and turtlenecks) are worn tucked in.**

### Gym

Gym shoes are required for all grades and must be left at school (K-5). Clean, non-marking soles on gym shoes only. Name must be on the shoes.

Students in grades 4-8 must wear gym clothing all day on the day of their assigned gym class. Gym Uniform includes **ALL** of the following: Green Brompton monogrammed uniform T-shirt and fleece, green shorts, and green sweatpants.

\*All gym uniform pieces must be purchased from Lands' End or the BCP resale, the only two items that are required to be monogrammed are the t-shirt and the fleece\*



## Uniform Policy CONTRACT 2018-2019

**I will ensure my child attends school in the approved school uniform, as indicated in this policy. Interpretations of this policy will be addressed on a case by case basis. Please refer to the Brompton behavior policy for violation consequences.**

Print Student Name: \_\_\_\_\_ Grade (2018-2019): \_\_\_\_\_

Print Student Name: \_\_\_\_\_ Grade (2018-2019): \_\_\_\_\_

Print Student Name: \_\_\_\_\_ Grade (2018-2019): \_\_\_\_\_

Print Student Name: \_\_\_\_\_ Grade (2018-2019): \_\_\_\_\_

Print Student Name: \_\_\_\_\_ Grade (2018-2019): \_\_\_\_\_

Print (Parent/Guardian Name) \_\_\_\_\_

Signature (Parent/Guardian) \_\_\_\_\_ Date \_\_\_\_\_

\*Uniforms from Land's End or through the school's uniform resale program if available

**The Brompton School**  
*Virtue \* Knowledge \* Wisdom \* Service*

**Our mission is to foster curiosity, cultivate character, encourage independence, develop leadership, and nurture a love of learning.**

**The Brompton School vision is to be the project based learning charter school of choice.**

**We will:**

- **Lead by example**
- **Support the instructional strengths of each student**
- **Provide community civic leadership opportunities**

**The Brompton School Pledge of Family Support 2018-2019**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

As a charter school, one of Brompton's foundational beliefs is that our families are vitally involved in many aspects of school life. In signing this pledge you agree to support Brompton by doing the following:

**Academic**

I will play an active role in the education of my child.

I will ensure that my child completes all homework assignments. Assignments missed due to an absence must be completed.

I will attend parent-teacher conferences at the scheduled time and will respond to all school communication in a timely manner.

**Attendance**

I will ensure that my child arrives on time, attends school for a full school day unless ill, is well fed, rested and prepared for the day.

**Involvement**

I will positively support The Brompton School's educational philosophy.

I will ensure that my child wears the uniform as described in the approved Brompton Uniform Policy. My child's uniforms will be well fitting, clean and in good repair. I understand exemptions to the uniform policy will not be granted except in cases of health and safety.

I will support the teachers and the Principal of The Brompton School. I will address any concerns first with the teacher. If a solution is not met, I will contact the Principal.

Print (Parent/Guardian Name) \_\_\_\_\_ Date \_\_\_\_\_

Signature (Parent/Guardian) \_\_\_\_\_

**The Brompton School**  
*Virtue \* Knowledge \* Wisdom \* Service*

The Brompton School  
8518 – 22<sup>nd</sup> Avenue  
Kenosha, WI 53143  
Brompton.kusd.edu

<b>Laptop Description (office use only)</b> Asset Number _____  Model _____  Serial Number _____
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**Student/Parent One to One Laptop Agreement**  
Student information: Please print all information

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Last Name	First Name	Middle Name	Grade
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**Parent/Guardian Information:**

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Last Name	First Name	Email Address
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**Telephone(s):**

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Home Phone Number	Work Phone Number	Cell Phone Number
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The Laptop computer owned by the Brompton School, described in the laptop description box, is being provided for the use of the Student under the following terms and conditions:  
The laptop computer remains at all times the property of the Brompton School and Student's possession and use of the laptop not does in any way change ownership of the laptop.  
The laptop is provided solely for the use of the Student and solely for school purposes. The laptop **may not be loaned** to anyone else. The Student's password and usernames are not to be shared with anyone. Should the laptop be returned to the Brompton School inoperable and/or damaged beyond normal use, as defined by the Dell warranty, the parent is responsible for the reasonable cost of repair or its fair market replacement value. If the laptop is lost or stolen, replacement expenses at the fair market value on the date of loss will be parental responsibility. Replacement cost is approximately \$700.00. The student laptop handbook includes information on the reasonable cost of repair and fair market replacement value. It is understood that the laptop will be returned to the Brompton School on designated date in May 2018, unless this Agreement is terminated earlier by Brompton or upon the Student's withdrawal from the Brompton School. The Kenosha Unified District's Student Technology Acceptable Use Policy Rule 6633 governs the student's use of the laptop. Copies of the associated policies are available on the KUSD website. Violation of the aforementioned policies may result in the immediate repossession of the computer by the Brompton School and other consequences for violation of the laptop program policies. The Student's use is also subject to copyright laws. No software may be loaded, modified or removed on the computer without the express prior approval of the IT at Brompton. The Student is also limited to the account assigned to him/her on the laptop. Students who modify their account rights or add an account to obtain additional access to their laptop without permission will have laptop privileges suspended for the semester. Additionally, take home privileges will be suspended for the consecutive semester. Failure to comply with the terms and conditions set forth above may result in the termination of this Agreement by Brompton and the immediate repossession of the computer by IT at Brompton. Failure to return the computer to Brompton at the end of this Agreement or when requested to do so by Brompton may result in Brompton taking legal action for the return of its property. Should Brompton have to initiate any such proceedings, you will be responsible for the fees incurred by the District in obtaining the return of its property. By signing below, I acknowledge that I have read, understand and agree to abide by the terms and conditions set forth above.

# Child Care Program

## 2018-2019

Revised 8/21/18

Please provide the following information for each student attending The Brompton School Childcare program (also referred to as The Brompton Extended Care Program). **Please ensure all required signatures are provided!**

**Grade** (2018-19)

**PRINT Student Name:** \_\_\_\_\_

**PRINT Student Name:** \_\_\_\_\_

**PRINT Student Name:** \_\_\_\_\_

**PRINT Student Name:** \_\_\_\_\_

**PRINT Student Name:** \_\_\_\_\_

**Father:** \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_, State \_\_\_\_\_ Zip \_\_\_\_\_

**Mother:** \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_, State \_\_\_\_\_ Zip \_\_\_\_\_

**SELECT ONE** - Student(s) Live With:

Mother and Father: Same Home \_\_\_\_\_

Mother Only \_\_\_\_\_ Father Only \_\_\_\_\_

Mother and Father: Separate Homes \_\_\_\_\_

Other \_\_\_ (if "Other," please provide relationship to student(s) and contact information indicated above)

### Childcare Questionnaire

**Student Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_/\_\_\_/\_\_\_ **Grade** \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_/\_\_\_/\_\_\_ **Grade** \_\_\_\_\_



Student Name: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_ Grade \_\_\_\_\_

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_ Grade \_\_\_\_\_

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_ Grade \_\_\_\_\_

- |   |   |   |   |
|---|---|---|---|
| 1. Are your children allowed to have a snack at a 75 cent charge?                 | Y | N |   |
| Additional snacks?  | Y | N |   |
| 2. Are your children allowed to have a drink at a 75 cent charge?                 | Y | N |   |
| Additional drinks?  | Y | N |   |
| 3. Would you like your children to start their homework in aftercare?             |   | Y | N |
| 4. Are your children allowed to go to the computer lab during aftercare?          | Y | N |   |
| 5. Are your children allowed to play outside, with supervision, during aftercare? |   | Y | N |
| 6. If your child has his/her own computer, are they allowed to play video games?  |   | Y | N |

7. Does your child have any food allergies or allergies that we should know about? If so, please list completely:

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8. Does your child have any health concerns that we should know about? (Asthma, heart conditions, etc.) Does this condition limit them in any way?

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9. If your child is in middle school, do you give permission for your child to leave beforecare at 8:00am to wait with their peers in the hall? Please note: your child will not be supervised during this time, and the Brompton Extended Care Program will not be liable for anything that may happen to your child during this time.

YES \_\_\_\_\_ Initial                      NO \_\_\_\_\_ Initial

10. If there is anything special that you would like us to know about your child/children, please detail here.

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**PRINT** Parent Name: \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

Date: \_\_\_\_\_

**BROMPTON CHILDCARE BILLING CONTACT INFORMATION**

Please provide complete contact information for billing purposes and select your **preferred method** of billing. It is the responsibility of each parent to notify the biller directly of any changes in address/email address. It is also the responsibility of the parents to split bills, if necessary. The biller will not get involved in divorce decrees, or split households beyond delivering the itemized bills to each parent/guardian. **If you need two copies sent, please fill out BOTH methods.**

**Name of Student(s):** \_\_\_\_\_

**METHOD #1: MAILED COPY**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_, STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**METHOD #2: EMAILED COPY**

NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**I require a signed bill with Tax-ID to submit for reimbursement.  
(I.E. Flexible Spending Account)**

**I have read and understand the Rate Sheet located on the following page. I agree to pay for any and all charges my child accrues by using the Brompton Extended Care Program.**

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Print Parent/Guardian Name

Parent/Guardian Signature

Date

**THE BROMPTON SCHOOL**  
**Extended Care Program**  
**Childcare Rate Sheet**  
(Revised and Effective August 21, 2018)

1 Child Rate            per 15 minutes        \$1.56  
2 Child Rate            per 15 minutes        \$2.19  
3+ Child Rate           per 15 minutes        \$2.81

Snack            \$0.75

Drink            \$0.75

Drop-off Time	1 Child	2 Children	3+ Children
7:00AM	\$7.80	\$10.95	\$14.05
7:15AM	\$6.24	\$8.76	\$11.24
7:30AM	\$4.68	\$6.57	\$8.43
7:45AM	\$3.12	\$4.38	\$5.62
8:00AM	\$1.56	\$2.19	\$2.81

Pick-up Time	1 Child	2 Children	3+ Children
3:30PM	\$1.56	\$2.19	\$2.81
3:45PM	\$3.12	\$4.38	\$5.62
4:00PM	\$4.68	\$6.57	\$8.43
4:15PM	\$6.24	\$8.76	\$11.24
4:30PM	\$7.80	\$10.95	\$14.05
4:45PM	\$9.36	\$13.14	\$16.86
5:00PM	\$10.92	\$15.33	\$19.67

5:15PM	\$12.48	\$17.52	\$22.48
5:30PM	\$14.04	\$19.71	\$25.29

After 5:30pm - \$1 per minute will be charged per child

Fridays will be billed using the same rates shown above beginning at 2:15pm

Half days will be billed using the same rates shown above beginning at 12:00pm

**\*\*ALL FAMILIES WILL BE REQUIRED TO PAY A \$25.00 REGISTRATION FEE PRIOR TO UTILIZING BEFORE OR AFTER CARE SERVICES\*\***

## Policy for Collection of Fees

**Please keep in mind that in order to keep our childcare program in-house with reasonable rates, no pre-scheduled days and no commitments, we must maintain a 100% collection efficiency each month with minimal administrative duties.**

1. The parents or guardians of each family who would use The Brompton School childcare services are required to sign a contract stating that they have read this 'Policy for Collection of Fees for Before / After Childcare Services' and agree to comply with the guidelines herein.
2. **Upon registration, every family will be required to create a childcare account with a non-refundable registration fee of \$25.00. If a family DOES NOT register before use, an Emergent Care fee of \$15.00 will be charged IN ADDITION to the registration fee.**
3. Statements are mailed/mailed home monthly. Statements for May and June will be combined and mailed home in June.
4. Payment is expected on or before the **25th day** of each month. Cash, checks and credit cards are acceptable methods of payment. Credit card payments can be made online by accessing the RevTrak Webstore using the following link: <https://kenosha.revtrak.net/tek9.asp?pg=products&grp=46>
5. There are no payment plans. Payments must be made in full by the 25th day of the month.
6. When a parent is billed a late fee for lack of payment, there will be a bright notice attached to that bill labeled PRE-SUSPENSION OF CHILDCARE NOTICE (see attached SAMPLES).
7. The child care billing employee may also send an email to these parents with the same exact wording as the letter. PRE-SUSPENSION OF CHILDCARE NOTICE will appear in the subject line. This email is done as a courtesy and is not a guarantee. Parents should rely on their statements to inform them of pre-suspension/suspension status.
8. If the parent(s) have not paid both their balance and the late fee by the due date, then all childcare is immediately suspended until paid in full. In order to return to the program, all outstanding balances need to be paid as well as the monthly average amount for the upcoming month.

9. The office and childcare supervisors will be supplied a SUSPENSION list of parents that did not pay by the required deadline on the 1<sup>st</sup> of each month.

10. The child care billing employee may also be sending each parent an email that has failed to meet the deadline with the same exact wording as the letter. The subject line will read SUSPENSION OF CHILDCARE NOTICE (see attached SAMPLE). This email is done as a courtesy and is not a guarantee. Parents should rely on their statements to inform them of pre-suspension/suspension status.

11. **As of July 1st every year, any outstanding balances will be turned over to a collection agency.**

12. In the event of delinquent payment, when a suspension is implemented, the first occurrence, if after school pick up arrangements have not been made, and the student is sent to aftercare, the student(s) may attend the aftercare program at a rate **double the standard rate per hour.** Childcare supervisors will try to call to alert the parent(s) again upon the student(s) signing into the program that day. The parents will then have 24 hours to make arrangements for alternate care or pay the balance in full for re-entry into the program. **Should the child not be picked up by the parent the following day, child protective services will be called by the child care supervisors and the child turned over to CPS for safety reasons. The next step becomes the responsibility of the parent.**

I HAVE READ AND ACCEPT THE ABOVE POLICIES AND PROCEDURES OF THE BROMPTON CHILDCARE PROGRAM. I UNDERSTAND THAT THIS CONTRACT MAY BE REVIEWED AND REVISED AS NECESSARY AND THAT I WILL BE PROVIDED WITH WRITTEN NOTICE OF ANY SUCH REVISIONS/CHANGES AT LEAST 30 DAYS PRIOR TO ANY CHANGES/REVISIONS TO THIS AGREEMENT.

**Print** (Parent/Guardian 1 Name) \_\_\_\_\_ Date \_\_\_\_\_

**Signature (Parent/Guardian 1)** \_\_\_\_\_ Date \_\_\_\_\_

**Print** (Parent/Guardian 2 Name) \_\_\_\_\_ Date \_\_\_\_\_

**Signature (Parent/Guardian 2)** \_\_\_\_\_ Date \_\_\_\_\_

**STOP! YOU HAVE SIGNED ALL NECESSARY FORMS. THE REMAINING DOCUMENTS ARE TO BE REMOVED AND KEPT FOR YOUR RECORDS.**

**Childcare Fees and Late Fees**

Child care is billed in 15 minute increments. Please see the attached fee schedule. Billing in smaller increments benefits our parents, many of whom use the child care in smaller increments of time, not full hours. You will be billed to the nearest 15 minutes. **\$1.00 per child per minute will be charged for children picked up after 5:30 pm.** (Fees may be subject to change.)

Statements will be mailed home. Payment is due in full by the **25th** day of the month for the prior month. Checks must be made payable to ***The Brompton School. Please do not include payment for any other school activity with this check.***

There is a late fee of **\$20.00** for each month that a payment is late. Please see the *Policy for Collection of Fees for Before/After Childcare Services.*

Students may not attend The Brompton Child care program unless FULL payment and ALL late fees have been paid up to date. Please see the *Policy for Collection of Fees for Before/After Childcare Services.*

Parents/guardians are responsible for all childcare payments and late fees. Parents/guardians will also be held responsible for all court, attorney and collection agency fees involved in collection of late payments and late fees.

Any penalties and/or fees for returned checks will be the responsibility of the parents/guardians.

**Hours and Breakfast/Snacks**

**Extended Day Program** has extended school programming that serves The Brompton School students in Kindergarten through Eighth Grade. It runs Monday through Friday in the school cafeteria. The Brompton Extended Day Program is closed on days that school is not in session.

Activities are designed in keeping with The Brompton School philosophy and include opportunities for educational development, healthy lifestyle development, recreational & fitness activities, and social skills development. Hours of operation are:

7:00 a.m. – 8:15 a.m. (“Before Care”)

at the end of the school day – 5:30 p.m. (“After Care”)

**All students not picked up at dismissal from school or any after school activity are escorted to The Brompton Extended Care Program and families will be charged accordingly.**

**Drop Off:** Between 7:00 a.m. – 8:15 a.m., students will be escorted into the school by their parent/guardian and signed in by the parent/guardian. No students will be allowed to enter the cafeteria without a parent/guardian.

**Pick Up:** Only authorized persons may enter the school cafeteria and sign out a student who has been signed in to The Brompton Extended Day Program. It is the responsibility of the parent/guardian to notify the school in writing of any changes to the authorized pick up list.

**Parent/Guardian Responsibility:** **The Brompton Child Care Program closes promptly at 5:30 p.m.** All students are to be picked up prior to the end of the program. **A late fee of \$1.00 per child per minute will be charged after 5:30 p.m.** The Brompton School is only responsible for children enrolled in the Brompton Extended Care Program during hours of operation.

**Breakfast for Before Care Students:** If students are not able to eat breakfast before arriving to Before Care, the parent must send the child into the program with a juice box or milk and a simple breakfast. The student will be responsible for throwing away his/her trash and cleaning up his/her area. The Brompton Extended Care program does not provide breakfast or beverages.

**Snacks for After Care:** A snack and drink are provided by The Brompton School. Families are charged 75 cents for a snack and 75 cents for a drink per student. If you prefer, you may send a snack for your child.

### **Discipline Policy**

The Brompton Extended Care Program follows the same discipline policy and procedures as The Brompton School. Student consequences for not following the school discipline policy and procedures are:

- 1st Warning
- 2<sup>nd</sup> Consequence to be determined
- 3<sup>rd</sup> Parent/Guardian Contact
- 4<sup>th</sup> Principal Contact
- 5<sup>th</sup> Conference with Parent/Guardian, Supervisor of the Brompton Extended Day Program and Principal

Continued misbehavior may result in suspension and/or dismissal from the program.

### **Sick Students**

Sick students may not attend The Brompton Extended Day Program, as this may cause other students to become sick as well. If a student becomes ill while attending The Brompton Extended Day Program, the parents/guardian will be notified and expected to pick up the child. A student that is “sick” may have the following symptoms: a fever, a rash, vomiting, unexplained symptoms, or any student who appears to be less

than healthy. It is up to the supervisor of The Brompton Extended Day Program to decide if a student is too sick to be at the childcare program.

## THIS IS A SAMPLE

### **PRE-SUSPENSION OF CHILDCARE NOTICE**

Your Brompton Childcare payment is delinquent. You have now incurred a late fee of \$20.00. Please see the attached billing statement. If payment in full, including this late fee, is not received by the due date, then all Childcare is suspended until payment in full is made. In order to reinstate your family in the Brompton Child care program, you will also have to pay your average monthly balance upfront prior to reinstallation to the program.

This suspension will happen on the 1<sup>st</sup> of next month, so please pay in full immediately to clear your account to avoid any interruption in care. The fastest way to make your payment is online at <https://kenosha.revtrak.net/tek9.asp?pg=products&grp=46>

If this is a case of another parent not paying their portion, please remember that we do not get involved in any divorce decrees. Payment in full is still due in order to prevent suspension of services.

**\*\*If you have any questions regarding this bill, please DO NOT speak with Mrs. Loewen or the office staff. Please address all billing questions to Sarah Hansen. Sarah can be reached by phone or by email.**

Sarah Hansen  
(262) 359-0419

If you receive Sarah's voicemail, please leave your name, the student's name and a detailed message regarding your concern.

sarah.hansen17@yahoo.com



# THIS IS A SAMPLE

## **SUSPENSION OF CHILDCARE NOTICE**

Your Childcare payment is now 2 months delinquent and all Brompton Childcare has been suspended effective the 1<sup>st</sup> of this month for the remainder of the school year.

Your billing statement is once again attached. Payment in full must be received, including all late fees. Should afterschool pick up arrangements not be made, and the student be sent to aftercare, the student(s) may attend the aftercare program at a rate double the standard rate per hour. Childcare supervisors will try to call to alert the parent(s) again upon the student(s) signing into the program that day. The parents will then have 24 hours to make arrangements for alternate care or pay the balance in full for re-entry into the program. **Should the child not be picked up by the parent the following day, child protective services will be called by the child care supervisors and the child turned over the CPS for safety reasons.**

If this is a case of another parent not paying their portion, please remember that we do not get involved in any divorce decrees. Payment in full is still due for reinstatement. The fastest way to make your payment is online at: <https://kenosha.revtrak.net/tek9.asp?pg=products&grp=46> If you have any questions regarding this bill, please **DO NOT** speak with Mrs. Loewen or the office staff. Please address all billing questions to Sarah Hansen. Sarah can be reached by phone or by email.

Sarah Hansen  
(262) 359-0419

If you receive Sarah's voicemail, please leave your name, the student's name and a detailed message regarding your concern.  
[sarah.hansen17@yahoo.com](mailto:sarah.hansen17@yahoo.com)



