

# Brooks Center for STEM and the Arts Magnet

## Parent's Page

2023-2024

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

(Please remove this page from the agenda and place it in a convenient place for easy reference)

### Arrival & Departure

Students are allowed in the building at 6:35 a.m. for breakfast and at 6:50 a.m. to access their lockers. Students are to be out of the building by 2:20 p.m. each day. Exceptions to these times are extracurricular activities.

### Absences

Parents will be held responsible for contacting the school by phone (973-6451) or in writing. A message containing the student's name and the reason for absence may be left on the answering machine after hours.

### Change of Address or Phone

Inform the main office of address or telephone number changes within 24 hours.

### Parent Teacher Conferences

Conferences will be held during the school year on October 10<sup>th</sup> - 12<sup>th</sup> and February 7<sup>th</sup> - 9<sup>th</sup>. Please see the Brooks website at [brooks.usd259.org](http://brooks.usd259.org) for additional details.

### Progress Reports

Progress reports will be issued in September, November, February and April. These will be accessible through ParentVue.

### Telephone and Messages to Students

In accordance with District policy, Personal Electronic Devices (PEDs) are not to be visible and powered off at school. If emergencies occur, parents can call the main office and the student will be contacted in a timely manner.

### Student Identification Cards

Students are required to wear a School ID card with a Brooks' breakaway lanyard around their neck during regular school hours and at all school sponsored events.

### **Parent Form**

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

I have read and discussed the parent/student agenda with my child. I understand that any questions I have should be addressed to Brooks Middle School Administrators. I understand that the rules and procedures in this agenda are for the purpose of promoting a safe and orderly environment in which my child can learn and succeed.

\_\_\_\_\_  
(Parent Signature)

# Brooks Center for STEM and the Arts Magnet

3802 E 27th Street North  
Wichita, KS 67220  
(316) 973-6450  
(316) 973-6581 (fax)

## Administration

**Walter Givens**  
Principal  
wgivens@usd259.net

**Jerusha Willenborg**  
Assistant Principal  
jwillenborg@usd259.net

**Donna Simpson**  
Assistant Principal  
dsimpson@usd259.net

## Mission

At Brooks Center for STEM and the Arts Magnet Middle School we are devoted to developing a culture of collaboration and community.

## Vision

The Brooks Center for STEM and the Arts Magnet Middle School community will reach our highest potential in Academics, Behavior and Character to foster a culture of success.

## Core Values

Brooks Center for STEM and the Arts Magnet Middle School will:

**Relationships** will be built on a firm foundation of mutual respect and trust.

We will take **Ownership** by accepting responsibility for our actions and accountability for our own results.

**Achievement** will be realized through the exemplary effort of dedicated and highly skilled learners.

We will use **Resilience** to successfully recover from setbacks with courage, tenacity, determination and grit.

## Purpose of the Student Agenda

The purpose of the student agenda is to be an educational resource for organization and home/school communication. **Each student is expected to have his or her agenda at all times.** Students are expected to utilize their agenda's to record daily assignments, activities and hallway movement. Parents are expected to read and sign their student's agenda. This will strengthen communication and serve as an accountability tool for all stakeholders.

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**Student** \_\_\_\_\_ **Grade** \_\_\_\_\_

Our Mission at Brooks Center for STEM and the Arts Magnet Middle School is to be devoted to developing a culture of collaboration and community.



As the teacher I will:

Provide a safe and challenging environment that promotes academic success, social development and continuous learning.  
\*\*\*\*\*

Communicate with students and their parents/guardians about the Brooks' ABC's (Academics, Behavior, and Character).  
\*\*\*\*\*

Offer differentiated instruction to meet the needs of all learners using Standards Reference Grading.  
\*\*\*\*\*

Continue my own professional learning so that I may be the best teacher possible.  
\*\*\*\*\*

Teach students how to follow the Purple/Platinum Rules, classroom procedures, CHAMPS and BIST expectations.  
\*\*\*\*\*

Communicate through either email, agenda or phone calls concerning educational issues.  
\*\*\*\*\*

Complete weekly checks on the weekly goals that students set for themselves to support student growth and organizational success.  
\*\*\*\*\*

Work with community members to connect our students, families, and staff with community services and to support student learning.

Signature \_\_\_\_\_

Date \_\_\_\_\_

As the parent I will:

Make sure my child gets adequate sleep, has required school supplies and arrives to school on time.  
\*\*\*\*\*

Communicate with the teachers if I have concerns.  
\*\*\*\*\*

Make sure my child wears the appropriate standardized dress daily.  
\*\*\*\*\*

Participate in my child's learning by providing a time and place for him/her to complete homework at home.  
\*\*\*\*\*

Participate in school activities with my child and attend parent teacher conferences.  
\*\*\*\*\*

Support the school in its efforts to comply with the **USD 259 Code of Conduct**.  
\*\*\*\*\*

Have a commitment to support Brooks Center for STEM and the ARTS Magnet Theme.  
\*\*\*\*\*

Communicate with the school to report student's illness, absence or reason for tardy.

Signature \_\_\_\_\_

Date \_\_\_\_\_

As the student I will:

Come to school on time every day, ready to learn with the supplies I need.  
\*\*\*\*\*

Seek out an adult when I have a problem.  
\*\*\*\*\*

Read at school and at home every day.  
\*\*\*\*\*

Wear the appropriate standardized dress daily.  
\*\*\*\*\*

Do my daily homework on time with my best effort.  
\*\*\*\*\*

Transport my agenda/binder between home and school, sharing my notes and assignments and reflecting upon what I have learned.  
\*\*\*\*\*

Exhibit my BEST behavior schoolwide by following the Purple/Platinum Rules, classroom procedures, CHAMPS and BIST expectations.

Signature \_\_\_\_\_

Date \_\_\_\_\_

There are no shortcuts to true excellence.

# Daily Schedule

Time	Class Period
7:00 - 7:36	1 <sup>st</sup> Period/Panther Time
7:40 - 8:27	2 <sup>nd</sup> Period
8:31 - 9:16	3 <sup>rd</sup> Period
9 :20 - 10:05	4 <sup>th</sup> Period
10:09 - 10:54	5 <sup>th</sup> Period
10:58 - 11:43	6 <sup>th</sup> Period
11:47 - 12:32	7 <sup>th</sup> Period
12:36 - 1:21	8 <sup>th</sup> Period
1:25 - 2:10	9 <sup>th</sup> Period

# Activity Schedule

Time	Class Period
7:00 - 7:45	9 <sup>th</sup> Period
7:49 - 8:31	2 <sup>nd</sup> Period
8:35 - 9:15	3 <sup>rd</sup> Period
9 :19 - 9:59	4 <sup>th</sup> Period
10:03 - 10:48	5 <sup>th</sup> Period
10:52 - 11:36	6 <sup>th</sup> Period
11:40 - 12:20	7 <sup>th</sup> Period
12:24 - 1:04	8 <sup>th</sup> Period
1:08 - 2:10	1st Period - Advocacy/Activity

**Student** \_\_\_\_\_ **Grade** \_\_\_\_\_

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As the teacher I will:

As the parent I will:

As the student I will:

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\*\*\*\*\*

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Continue my own professional learning so that I may be the best teacher possible.

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Work with community members to connect our students, families, and staff with community services and to support student learning.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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Participate in school activities with my child and attend parent teacher conferences.

\*\*\*\*\*

Support the school in its efforts to comply with the **USD 259 Code of Conduct**.

\*\*\*\*\*

Have a commitment to support Brooks Center for STEM and the ARTS Magnet Theme.

\*\*\*\*\*

Communicate with the school to report student's illness, absence or reason for tardy.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Come to school on time every day, ready to learn with the supplies I need.

\*\*\*\*\*

Seek out an adult when I have a problem.

\*\*\*\*\*

Read at school and at home every day.

\*\*\*\*\*

Wear the appropriate standardized dress daily.

\*\*\*\*\*

Do my daily homework on time with my best effort.

\*\*\*\*\*

Transport my agenda/binder between home and school, sharing my notes and assignments and reflecting upon what I have learned.

\*\*\*\*\*

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Signature \_\_\_\_\_

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1:08 - 2:10	1st Period - Advocacy/Activity

# CHAMPS

Champs is a behavior management tool used with students at Brooks. The CHAMPS acronym stands for—**Conversation, Help, Activity, Movement, Participation and Success**. CHAMPS is implemented school wide to communicate student expectations.

## Auditorium CHAMPS

- C** No Conversation—Level 0
- H** Raise hand
- A** Listening to presentation
  - Eyes on presenter
  - Sit up straight, feet on the floor
- M** Walking in a single file line
  - Sit where assigned, as appropriate
- P** Clap for the performer; Listen
- S** Great presentation!

## Cafeteria CHAMPS

- C** Soft Conversation—Level 1-2
  - Conversation with students at your table
- H** Raise hand
- A** Eat breakfast/lunch; Take care of restroom needs with permission
- M** None—once seated
  - Raise your hand to get up
  - Sit where assigned with legs beneath table
- P** Clean up after yourself
- S** Enjoyable meal time for everyone

## Office CHAMPS (Including SSC)

- C** Level 0—unless spoken to by an adult
- H** Ask an adult
- A** Complete a reflection sheet and read silently
- M** None unless directed by an adult
  - Move quickly to the correct office
- P** Complete a reflection sheet silently
- S** Reflect on your behavior and implement strategies to prevent another incident

## Hallway CHAMPS (Passing Period)

- C** Soft conversation—Level 1-2 Appropriate Language
- H** Ask another student or nearest adult
- A** Transition with class: Single file line, right side of hall
  - Passing period – walk on right side of hallway
  - Get materials from locker
- M** Walking—swiftly, quietly, orderly
  - Quickly/neatly get supplies from locker
- P** Keep interactions with friends to a minimum
- S** On time arrival to class with all supplies

## Hallway CHAMPS (During Class)

- C** Whisper—Level 1
  - Use appropriate language
- H** Ask an adult
- A** Walk to the specified location on your pass
  - Wear a hallway vest
- M** Walk with a purpose on the right side
  - Keep hands, feet and objects to self
- P** Use your pass for its purpose
- S** Students arrive to class on time ready to learn

## Hallway CHAMPS (As a Class)

- C** Silent—Level 0
- H** Ask an adult
- A** Adult walks a group of students to a specific location
- M** Walk with a purpose on the right side
  - Keep hands, feet and objects to self
- P** Follow ALL adult instructions
- S** Students arrive to destination on time ready to learn



# Celebrations/Conduct/Consequences

## Behavior Expectations

Developing positive behavior helps create a safe environment conducive to learning. Positive behavior leads to future success. It is expected that students display good conduct. These are expectations for all students at Brooks:

- Arrive to class on time with necessary materials and any required signatures from home
- Wear appropriate standardized dress
- Establish positive academic goals
- Move through the building in an orderly manner during passing periods
- Use hall passes appropriately (*with E-Hall Pass or a signed agenda*)
- Follow School, District and State policies and procedures
- Respect school property and the property of others

*Disruptive Behavior is any action that distracts from the learning environment. Insubordination is the refusal to follow reasonable requests. It is important for students to understand that any act that interrupts school activity, adversely effects the learning environment, infringes on the rights of others, causes danger to people, or causes destruction of property, whether or not specifically described herein, is a violation of school rules and will result in negative consequences. Brooks is committed to providing the best educational experience for all students.*

## Crime Stoppers

Students may report crimes to their Assistant Principal, a teacher or via the Speak Up program. To report stolen personal items, complete a Crime Stoppers Report at [usd259.org/speakup](http://usd259.org/speakup) or download the “p3 tips” app. A link to Speak Up is on the Brooks website, or you can text ‘SPEAKUP’ and your tip information to CRIMES (267-2111).

## Detention Expectations

Students may earn detentions for: **Office Referrals, Cafeteria and Recess Behavior, Hallway Violations, Tardy to School, Tardy to Class, Dress Code Violations and Temporary IDs.** Students who chronically miss detention will be subject to greater consequences assigned by administration including ISS, suspension from school or parent conference. Students are expected to bring classwork, pencil and paper to detention. Students are to sit where assigned by the detention supervisor and remain quiet throughout detention. Students may be removed from detention for disruptions and will be subject to greater consequences.

**The Platinum Rule states: “Brooks students are required to treat other students the way they want to be treated.”**

The Platinum Rule is a standard expectation regarding *student to student interactions*.

**The Purple Rule states: “Brooks students are required to obey all ‘reasonable requests’ of staff members without asking questions or complaining.”**

The Purple Rule is a basic expectation regarding *student to staff interactions*.

## Positive Behavior Rewards

Brooks believes in setting high behavior expectations for all students. When students meet positive behavior expectations, they will be recognized through various incentive programs as well as events celebrating their efforts and success.

**Individual Celebrations** such as birthdays and holidays are best celebrated outside the school day and off school campus. In the event that a parent or student would like to request an individual celebration of some type, requests must be made to the school Principal at least 48 hours in advance. The Principal will have the final approval or denial for individual celebrations.

### **Suspension from School**

The following violations may result in a suspension, reassignment or expulsion:

- Vandalism & destruction of school property (Parents are responsible for any damages to school property)
- Use, possession, or distribution of tobacco products, alcohol or other drugs, simulations of drugs, or drug paraphernalia
- Disrespect, disruptive behavior, insubordination, intimidation, bullying, or harassment toward teachers, students, and other staff members
- Fighting, Play Fighting, Going Bodies and Fight Club
- Verbal altercations: Roasting, Flaming, Cooking any verbal horseplay that distracts from the school day
- Possession, use of matches/lighters, attempting to set a fire or inappropriate use of fire alarms
- Use of inappropriate language or inappropriate language directed toward any staff member
- Committing an act that is dangerous or potentially dangerous to students or staff members
- Stealing or possession of stolen items
- Repeated violations of school policies
- The use of a weapon or simulation of a weapon on USD 259 property or at school sponsored activity with the intent of harassment, intimidation or defense.
- Inappropriate computer/iPad usage
- Assault and/or battery to another student or a staff member (including transferred intent)
- Terrorist threats
- Inciting racial issues and/or gang rivalry-through signs, language or attire
- Truancy/Routine tardiness/Chronic Absenteeism (may result in a District Attorney Referral)
- Inappropriate physical contact and/or inappropriate touching
- Defiance and disorderly conduct in or outside the classroom
- Refusal to leave the classroom upon request **or** leaving the classroom without permission

This list is not intended to be all-inclusive. Acts outside of this list will be handled on an individual basis. Administrative discretion will be used in assigning any disciplinary consequences for behavior.

# Dress Code

The goal of Brooks standardized dress policy is to create an environment of learning and discipline that enhances student achievement, value students for their character, and promote a sense of school community and pride.

## **District Standardized Dress Expectations:**

Per BOE Policy 1473, the following will be adhered to at Brooks:

- The standardized dress shall consist of a minimum of at least two solid colors for bottoms and tops, with no logos, pictures, or writing.
- Belts shall be worn if bottoms contain belt loops.
- Clothing shall be sized to correctly fit the student.

## **Brooks Standardized Dress Expectations:**

### **Tops**

- Colors are White, Black, Purple (different shades of purple are allowed).
- Brooks Spirit t-shirts of any color.
- All tops must be solid in color with no logo, graphics or words allowed.
- Only Brooks official hoodies are permitted during regular school days and college hoodies on Think College Thursday. Fridays are Spirit Days when students are encouraged to wear any Brooks attire.
- Undershirts must be a dress code color without graphics.
- Shirts must have a collar with short or long sleeves (the exception is Brooks Spirit T-Shirts).
- Vests in dress code colors only (no denim) are allowed to be worn over an approved top.
- Allowable styles of shirts:
  - o Polo shirt-must have collar (one button may be undone)
  - o Oxford dress shirt-must have a collar, long or short sleeved (one button may be undone)
  - o Blouse-must have collar, long or short sleeved (one button may be undone)
  - o Sweaters/Sweatshirt-styles must be a solid dress code color, crew neck or button up
  - o V-neck with a crew collar undershirt in dress code colors (white, black, purple)
  - o Turtleneck or mock turtlenecks are considered collars
  - o Only Brooks Spirit T-Shirts are allowed, graphics/text must promote Brooks or an extracurricular Brooks activity (any color allowed on any day of the week)

### **Bottoms**

- The only permissible colors are Khaki (tan) and Black.
- All bottoms must be solid in color with no logo, graphics, words or “bling.”
- No denim.
- Black or brown leather belt with the original buckle and no bling are preferred for looped pants.
- No athletic or sweat pants/shorts.
- No skinny jeans, jeggings, tights or leggings (unless worn under skirts/shorts/dresses).
- Allowable styles of bottoms:
  - o Pants/slacks/corduroy/capris must fit at the waist (No sagging or dragging the floor)
  - o Shorts must be no more than 3” above the knee (no biker shorts, spandex or elastic clothing)
  - o Skirts/jumpers/dresses/skorts must be at 3” above the knee (even if leggings/tights are worn underneath)
  - o Leggings must have tops that are at least 3” above the knee (tunics/dresses/skirts over the leggings). Leggings/tights must be dress code color (khaki or black, white or purple).
- NO SAGGING – Consequences could result in the following: first and second offense will be given detention, third offense will be given ISS and fourth offense will be out of school suspension.

## Shoes

- Shoes should provide adequate support and safety.
- No house shoes, shoes with wheels, flip-flops, Crocs, fluffy sandals or SLIDES.
- Sandals are allowed (must have a back strap).

## General Expectations

- No writing on your clothing or oneself. Any tattoos must be covered.
- No “home-made” Spirit Shirts. The Spirit shirts must be purchased from Brooks Middle School.
- No sheer, lace, or see through material on shirts and shirts may not be ‘tied up.’
- Scarves may be school colors only (white, black, purple).
- All clothing should be free of holes, rips, cuts and frayed edges.
- Coats, jackets, non-school hoodies, hats, backpacks, wallets and purses are to be kept in lockers during the school day. Wallet chains are not allowed.
- 1/4 zip tops are allowed in black, white and purple.
- Headbands must be no more than 2” in width and must be a solid dress code color – no bandana headbands. Headbands may not have any protruding object (animal ears, flowers, logos etc.) attached.
- Bandanas, head coverings, sunglasses and combs/picks are not to be worn on campus.
- Any accessories, including, but not limited to jewelry, make-up and hair color may not detract from the learning environment. (No dog collars or studded jewelry.)
- The current year’s Student ID must be worn on a school lanyard around the student’s neck at all times. Students may not wear additional lanyards. Nothing additional should be hanging from the lanyard (fidgets, pop-its, puff balls, etc.). Lanyards or IDs that are defaced will have to be replaced. Students’ face, name and bar code must be visible and legible.
- Brooks Standardized dress is required at all home athletic and academic games. Enforcement begins the first day of the school year.
- Students not in compliance will be asked to change into school supplied, clothes. If clothing is not available, students will be allowed to call home for a change of clothes. Students will be sent to ISS if not in compliance with the dress code.
- Students who repeatedly violate the dress code will be subject to disciplinary actions.
- Spirit days and dress down days will be provided throughout the school year.
- **Administration will make the final decision on any dress code decisions.**

## Dress Code for Dress Down Days, Dress Up Days & Evening Events

Student dress should be appropriate for the learning environment at all times. Occasionally throughout the year, however, students may have the opportunity to earn dress down days. Any student dressed inappropriately will be sent to an administrator. When students have the opportunity to dress down the following will apply:

- All shirts/tops must cover the shoulders, be long enough in length as to cover the beltline and may not be see through.
- Skirts, shorts **and dresses** should be a proper length (3” above the knee).
- Clothing with offensive or obscene pictures or language is inappropriate (Ex. drugs, alcohol, revealing clothing).
- **No** hats or any other types of head gear (unless for religious or medical reasons but subject to administrative approval).
- **No** spaghetti strap tees, tank tops, strapless, off the shoulder tops or coat-like jackets
- **No** sagging, **no** skin may show through torn jeans or jeans with holes (leggings are to be worn beneath jeans with holes)
- **No** pajamas, puffy sandals or house shoes
- Leggings may be worn with tops/tunics/dresses/skirts that are at least 3” above the knee
- **No jeans** or sweats may be worn on **Dress Up Days**
- **No** skin tight materials may be worn on tops or bottoms (tops, biker shorts, skirts)

# General Information

## Cafeteria/Lunch Procedures

Students are encouraged to eat a healthy school lunch or bring a meal from home. On those rare occasions when parents deliver food, adhere to the following procedures. Food is not to be eaten during passing periods other than Breakfast After the Bell.

- Meals must be dropped off 10 minutes prior to the student's cafeteria time.
- Students will be responsible for checking the office to see if their meal has been delivered.
- Students will show the office clerk their ID prior to picking up the meal.
- Brooks staff members will not take monetary transactions on students' behalf.
- If a meal is dropped off after the student's lunch period they will be given five minutes to consume in the office and a tardy to the next class. Any remaining food/drink will not be permitted into classrooms. Teacher's discretion will be used in confiscating and throwing away food.
- Meals may only be shared with those at the same table. Arrangements must be made beforehand with the monitor in case students are not at the same table.
- NO FOOD DELIVERY OR TAKE OUT SERVICES such as but not limited to Door Dash, Uber Eats and similar services

## Locks and Lockers

Each student will rent a hall locker with a built in combination from the school for \$2.00. Students are responsible for any materials put in or on the assigned locker and securing their personal items. Due to safety reasons, ***students are not allowed to share lockers.*** *Only the necessary books and supplies should be taken into a classroom. Coats, non-school hoodies, backpacks, and purses should be left in the locker. Failure to comply with this rule will result in a consequence.*

Gym lockers will be assigned by the physical education teachers. Gym locks are rented for \$2.00 and must be turned in at the end of the year. This fee should be paid during enrollment. Students may not use their own locks on either hall or gym lockers.

**All lockers are subject to search per BOE policy.**

## Medications

If it becomes necessary for a student to take any form of medication at school, a copy of the doctor's prescription and a signed note from the parent must be presented to the office staff/nurse. All medications will be kept in and dispensed through the nurse's office, including over the counter medicines. Students with medication needs at school should have a nurse's pass in their agenda. Students may not carry medicine around or store it in lockers.

## Schedule Changes

Schedule changes will be made at the discretion of the counselor and administrators. Students are to request schedule changes through their Panther Time teacher, who will in turn, notify the counselor.

## Student Identification Cards

In order to ensure the safety of staff and students, photo ID cards are to be worn at all times.

- **All Brooks' students will be responsible for wearing a breakaway Brooks lanyard and a photo student ID card during regular school hours and at all school sponsored events.**
- Student ID cards include the students' bar code for access to the library and their lunch account.
- Lost, damaged or altered ID cards must be replaced. This includes damaged photos, unreadable text or inability to scan. Replacement cards cost \$3.00.
- ID cards must only be worn with a Brooks lanyard unless approved by administration. A replacement lanyard may be purchased for \$2.00.
- Students without an ID card will wear a temporary sticker for the day given during first period or upon arrival to school.
- Students with temporary ID's will not be allowed to check out library books, are served lunch last and will not have access to a la carte.
- Students will receive 3 temporary ID stickers without consequence per semester.
- Students who have been issued a temporary ID will receive a detention on the 4<sup>th</sup> temporary ID and each temporary ID thereafter for the semester.
- **Students not wearing their student ID or temporary ID will receive a detention.**

## Telephone Use and Messages to Students

The office telephone is a business line and should not be used by students except in emergencies. Students will not be allowed to use classroom telephones except in certain cases and with direct teacher supervision. Unauthorized use of a classroom phone by a student results in negative consequences. Parents may leave messages for students by calling 973-6450. Non-emergency messages will be written down and delivered to students in classrooms by student office assistants. In order to minimize disruptions to classrooms, phone calls will not be forwarded. **Only in extreme cases, with principal approval, will students be summoned to the office for phone calls.**

## Transportation

Riding a bus to school is a privilege, not a right, and is contingent upon proper behavior. Students who live 2½ miles or more from school are provided bus transportation. Students will follow the bus safety rules. Repeated or major disruptions on the bus jeopardizing safety will result in temporary or permanent loss of the bus riding privilege. Students must report to their bus in a timely manner at the end of the day. Buses will leave campus upon direction of the administrator or bus supervisor at 2:16. Once the buses have departed from campus, they will not return. Students riding to school or home on any bus except their assigned bus requires 24 hour written notice from all parties involved. A bus pass must also be attained from the Transportation Clerk. All requests received the same day will be denied.

## Transfers

If a student is moving to another Wichita Public School, the office needs 24 hours' notice to complete an exit card. This card requires verification of grades, returned textbooks and library books, and clearing all obligations. A forwarding address and phone number are also needed. Students will have 3 school days to enroll in a USD 259 District school. The same exit procedures are required for students moving out of the District, with 5 school days to enroll in another school.

***Address or phone number changes— Please notify the office within 24 hours of any address and/or phone changes by calling (316)973-6451.***

## Visiting the School

Parents are welcome and encouraged to visit. Please check in with the office staff prior to visiting a classroom to obtain a Visitor's Pass. All visitors who will interact with students will sign in using the Hall Pass visitor management system. Hall Pass uses a visitor's drivers' license to perform an instant screening for sex offenders against a national database. The campus is closed to all student visitors from other schools, unless accompanied by a parent on an official school visit. Any parent wanting to visit with a teacher regarding an individual student concern must call or email in advance to set up a meeting during the teacher's plan time or after school hours. **Parents are not allowed to visit with teachers during class time.**

## **Reporting Student Absences**

Parents are expected to notify the school when their student is absent by calling the attendance clerk at 973-6451 or in writing. Office hours are from 6:30 a.m.-3:00 p.m., with voice mail available after hours. If a student must leave during school hours, he/she must bring a note from a parent requesting early dismissal. This note should be taken to the office where the student will be issued a special excuse slip. The parent will need to come into the office to sign the student out. Please keep in mind that the State of Kansas requires schools to report unexcused absences, chronic absences of three (3) days in a row per semester, five (5) days out of a semester, or seven (7) days out of a year. These absences will be reported to the District Attorney's office or DCF.

Students who know in advance that they must miss school for urgent and unavoidable reasons should contact the school office as early as possible so that make-up work may be requested. A request to be absent form, obtained in the main office, should be carried to each teacher for signature, signed by parent, and returned to the school office prior to the student's absence.

**Family emergencies-** If a student is going to be absent due to a family emergency, the school must have 24 hours advance notice. Parents must sign a 'Request to Be Absent Form' for any anticipated absences from 3 to 10 school days. An emergency phone number will be requested. The principal will approve as either excused or unexcused.

## **Student Property**

Brooks Middle School will not be held responsible for property that is lost or stolen at school. Items approved for use in school should be secured in your locker.

**BOE Policy 1464** - The use of Personal Electronic Devices (PEDs) by pupils during the school day is prohibited. These devices must be kept out of sight and powered off during the school day. The school day is defined by each school site. PEDs include, but are not limited to, pagers, cellular phones, MP3 players, and other personal communication devices that have the potential to be disruptive to the educational process. Items intended to look like or simulate such devices are also prohibited during the school day.

Students who violate this policy and the associated regulations shall be deemed to have created a disruption to the instructional environment and are subject to appropriate disciplinary actions.

Students shall be personally and solely responsible for the security of their cellular telephones and other PEDs. The Wichita Board of Education shall not assume responsibility or liability for the theft, loss, or damage to a cellular phone or other PED, nor does it assume responsibility for the unauthorized use of any device.

Other prohibited items include: sharpies, stereos, DVD/CD, video games, toys, cards of any type, candy from home, sunflower seeds, inhalants, "white-out", aerosols (hairspray and antiperspirant/deodorant [solid sticks are ok]), evaporative markers with obvious fumes, (non-toxic brands are allowed), rubber bands or any other item which may detract from the learning environment.

Students choosing to disregard these rules or create a disruption, will have these items confiscated and a parent conference required before they are returned.

Students are responsible for any lost or stolen library books or textbook checked out to them. Payment must be made for the lost item before another book is issued. Damaged library books must be paid for.

## Electronic Devices

Students may not use electronic equipment within the school day, 6:50 am - 2:10 pm. This includes, but is not limited to the PED devices listed above. Visible or noticeable electronic equipment may be confiscated by any staff member, this includes headphones that are around the neck or through a shirt. Any electronic devices that are confiscated will be returned to the student in the main office on the first offense. Second offenses and thereafter will require a parent/guardian to pick up in the main office. Repeat offenders will receive a consequence up to and including out of school suspension. Students who are found to be on websites other than those assigned by the current classroom teacher will have their computer privileges suspended: **First Offense** - 1 week, **Second Offense** - 1 month, **Third Offense** - Remainder of the semester.

## Tardy Policy

Being on time is an important skill for students to learn. Students will need to be on time as they move on with their high school education as well as their future careers. In an effort to prepare students for future success and reinforce this learning, Brooks Center for STEM and the Arts will adhere to the policy below.

### Tardy to School

School starts at 7:00 a.m. Students who are not in class when the beginning bell has rung are considered tardy and expected to report to the main office to sign in and receive a class admit slip.

- Students will be given excused admit slips for late arrival for the following reasons: **late buses, medical appointments or required appearances in court.** Documentation must be provided in order to receive an excused admit slip.
- Students who arrive late to school for any reason, other than those listed above, will be given an unexcused admit slip and will be issued a detention.
- We do understand that things outside of our control do occasionally happen therefore, each student is allowed 3 “free” tardies per semester to school before consequences will be given.
- Students who are chronically tardy to school will receive detention. Chronic is defined as 4 or more tardies in one semester.
- Students consistently tardy will be considered truant.
- **Oversleeping, missing the bus, car problems, or similar instances are not considered excused absences/tardies.**

Examples of consequences are as follow: detention, parent conference, loss of school privileges, community service and ISS.

### Tardy to Class

Passing periods are four minutes in length. This is a sufficient amount of time for students to be inside the classroom before the tardy bell rings. **Students not completely inside class when the bell rings will be considered tardy and issued a detention. (Consider so that it matches the first two weeks of school PP.)**



# BOARD OF EDUCATION POLICIES

*ALL POLICIES CAN BE VIEWED IN THEIR ENTIRETY AT [boe.usd259.org](http://boe.usd259.org)*

## **P1116 Sexual Harassment**

USD 259 will not tolerate sexual harassment of a pupil by another pupil, employee, or others. Violation of this policy shall result in disciplinary action against any pupil or employee involved, including possible expulsion of the pupil and termination of the employee. Others who violate this policy shall be reported to local law enforcement authorities for appropriate action and may be prohibited from being on school property and/or attending school activities. Administrators who fail to follow the policy or fail to investigate complaints shall also be disciplined.

## **P1119 Harassment of Pupils Based on Race, Color, Religion, Gender, National Origin or Disability**

USD #259 will not tolerate harassment or intimidation of a pupil based on race, color, religion, gender, national origin, or disability by another pupil, employee or others. Pupils and employees who violate this policy shall, after proper investigation, be subject to sanctions including possible suspension and/or expulsion of the pupil and termination of the employee. Others who violate this policy shall be reported to local law enforcement agencies for investigation. Administrators who fail to follow the policy or fail to investigate complaints shall also be disciplined.

## **P1232 Internet Access and Computer Use**

The Wichita Public Schools require a Student Access Contract, signed at enrollment, for students to use computers. Regardless of any “technology protection measure” implemented by the District as may be required by the Children’s Internet Protection Act, students are responsible for good behavior on computers, networks, the Internet, or other online services just as they are in a classroom or a school hallway. General school rules for behavior and communications apply. Network storage areas will be treated like school lockers. Network administrators, teachers, and other appropriate district staff may review student files and student communications from time to time to prevent misuse as defined in the Acceptable Use of Computers Policy 1232, and to ensure students are using the system responsibly and in compliance with laws and district policies as well as teacher policies. Communications on the network are often public in nature; students should not expect that files stored on district servers will be private. Access is a privilege, not a right, and inappropriate use will result in, among other disciplinary measures, the cancellation of those privileges. **Computers are the property of USD259 and are for school use only.**

## **P1462 Pupil Behavior-Assault and/or Battery of Staff Member**

Any pupil who is found to have committed an assault upon any school district staff member at school, on school property, or at a school supervised activity shall be subject to disciplinary action up to and including expulsion from the school district for 175 school days. Any student who is found to have committed battery upon any school district staff member at school, on school property, or at a school supervised activity shall be recommended for appropriate disciplinary action up to and including an expulsion from the Wichita Public Schools for 186 school days. Any student who is found to have committed battery upon any school district staff member based upon transferred intent at school, on school property, or at a school supervised activity will be subject to appropriate disciplinary action. Any student who is found to have committed an assault upon any school district staff member at school, on school property, or at a school supervised activity shall be recommended for appropriate disciplinary action up to and including an expulsion from the Wichita Public Schools for 186 school days.

## **P1464 Pupil Behavior-Bullying**

**Each pupil is held responsible for his/her personal actions. The right to attend a Wichita Public School carries with it the obligation to maintain acceptable behavior.** The common standard against which behavior is measured is that which is conducive to learning and a contributor to the general purpose and welfare of the school.

Bullying occurs in all forms including, but not limited to, appearance, status with a peer group (social power), intellectual, socio-economic, gender, race, sexual orientation, ethnicity, etc. **Bullying in any form is prohibited on school property, in a school vehicle, or at a school-sponsored activity or event.** In addition, bullying is prohibited while utilizing school property. Bullying includes **Cyberbullying**. In addition to disciplinary action described in BOE Policy P5113 - Suspension and/or Expulsion of Students, students who violate the bullying prohibition may be reported to local law enforcement, if appropriate.

*(K.S.A. 72-6147: Cyberbullying means bullying by use of any electronic communication device through means including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games, websites, group meeting platforms and social media.)*

## **P1465 Pupil Behavior-Alcohol, Drugs, Drug Paraphernalia, and/or Other Controlled Substances**

Any student who intends to or is selling, manufacturing, or trafficking alcoholic beverages, drugs, drug paraphernalia, inhalants, and/or other controlled or uncontrolled substances, such as, but not limited to, over the counter medications or unauthorized prescription drugs, or any student who possesses such substances in an amount that exceeds the reasonable personal need of the average user of the substance possessed, at school, on school property, or at a school supervised activity shall be recommended for appropriate disciplinary action up to and including an expulsion from the Wichita Public Schools for 186 school days. Any student who possesses, uses, or appears to be affected by or whose conduct appears to be altered by alcoholic beverages, drugs (except as medically prescribed), and/or other controlled substances, such as, but not limited to, unauthorized prescription drugs, or possesses drug paraphernalia at school, on school property, or at a school supervised activity will be subject to appropriate disciplinary action.

## **P1466 Possession or Use of Weapons**

Any pupil who is found to have brought handled, transmitted or to have been in possession of a weapon, as defined in AIP 1a and b, including any firearm or replica firearm at school, on school property, or at a school supervised activity shall receive a mandatory expulsion from the school district for 175 school days.

Any pupil who is found to have brought or to have been in possession of any article (as defined in AIP 1c) at school, on school property, or at a school supervised activity shall be subject to disciplinary action up to and including expulsion from the school district for 175 school days.

Any pupil who uses any article to inflict bodily harm or to place a person(s) in fear of bodily harm at school, on school property, or at a school supervised activity shall be subject to disciplinary action up to and including expulsion from the school district for 175 school days.

## **P1469 Search and Seizure-School Facilities**

The pupil has exclusive control over his/her locker, desk, work station, and other similar assigned areas of school property as against other pupils; but such possession is not exclusive as against the school and its officials. When a suspicion arises that a pupil is involved in illegal, illicit, or disruptive behavior, the principal has the authority to conduct a search and confiscate items considered illegal, illicit, disruptive, or a general nuisance to the educational process.

### **P1470 Search and Seizure-Pupils and Their Personal Possessions**

The student has control over property in the student's immediate possession, the student's locker, desk, work station, and other similar assigned areas of school property; but such control may not be exclusive. When a reasonable suspicion arises that use or possession of a student's property or assigned school property, is illegal, illicit, disruptive, or a danger to the general welfare of students and staff, the principal or designee has the authority to conduct a search and confiscate items considered illegal, illicit, disruptive, or a general nuisance to the educational process.

### **P5116 Emergency Safety Interventions**

The use of seclusion or physical restraint when any student presents an immediate danger to self or others or, in certain instances, is engaged in the violent destruction of property ("emergency safety interventions" or "ESI") must be performed in accordance with K.A.R. 91-42-1 and 91-42-2. Every effort will be made to prevent the need for the use of restraint or seclusion, which should only be employed where less invasive alternatives are infeasible. Restraint or seclusion is never to be used as punishment or discipline, as a means of coercion or retaliation, or as a convenience. This policy will be posted on the district's website and will be included within the school code of conduct.

### **P7311 School Bus Denial, Suspension, or Revocation of Service**

Because of an overriding concern to provide safe transportation for pupils, the principal may deny, suspend, or revoke transportation privileges to individual pupils, groups of pupils, or an entire bus for continued disorderly conduct, persistent refusal to submit to the authority of the bus driver, or violation of the rules and regulations of Unified School District 259 and/or the Kansas State Highway Commission. When such action becomes necessary, the principal will notify parents of the pupils involved of the impending suspension of service.

**Wichita Public Schools does not discriminate on the basis of race, color, national origin, sex, handicap/  
disability, or age. Persons having inquiries may contact, the school district ADA and Section 504  
coordinator,**

**903 S. Edgemoor, Wichita, KS 67218, 973-4150**

## School Language

The practice of shifting your speech, language registers or the way you express yourself in your conversations depending on the setting.

## Academic Language

### **EXPRESSING AN OPINION**

I think/believe/predict/imagine...  
It seems to me that...  
In my opinion...  
Maybe we could...  
What if...?  
Not everyone will agree with me but...

### **DISAGREEING**

I don't really agree with you because...  
I see it another way. I think...  
My idea is slightly different than yours. I think...  
I have a different answer than you...

### **ASKING FOR CLARIFICATION**

Could you repeat that?  
Could you give me an example?  
Could you explain what \_\_\_\_ means?  
So, do you mean ...?  
I'm not sure I understood \_\_\_\_\_. Could you please give us another example?  
I have a question about that: ...?  
How did you decide/determine/ come up with that?

### **BUILDING ON WHAT OTHERS SAY**

I agree with what \_\_\_\_ said because ...  
You bring up an interesting point, and I also think...  
That's an interesting idea. I wonder.../think...would add...  
That's an excellent point, and would add...  
Do you think ...?  
I thought about that also, and I'm wondering why?  
I hadn't thought of that before. You make me wonder if ...?  
\_\_\_\_ said that .... I agree and also think ...  
Based on the ideas from \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ it seems that we all think that ...  
That is a good/interesting point.  
How would \_\_\_\_\_ change if \_\_\_\_\_ were changed, different?

### **CLASSROOM REPORTING**

\_\_\_\_ clarified to me that ...  
\_\_\_\_ explained to me that ...  
\_\_\_\_ pointed out that ...  
\_\_\_\_ mentioned that ...  
\_\_\_\_ pointed out something (interesting/intriguing/ surprising)...  
\_\_\_\_ shared with me that ...  
\_\_\_\_ brought to my attention that...

## **INTERRUPTING**

Excuse me, but ... (I don't understand.)

Sorry for interrupting, but ... (I missed what you said

May I interrupt for a moment)?

May I add something here?

Pardon me/I apologize for interrupting, but...

Please forgive me, but ...

## **OFFERING A SUGGESTION**

Maybe you/we could ...

Here's something you /we might try

...

What if you/we ...?

Have you considered \_\_\_\_?

How could your comment be re-phrased to reflect ...?

## **REPORTING A GROUP SOLUTION**

We decided/agreed that ...

We concluded that ...

Our group sees it differently.

We had a different approach

We believe this is the correct answer because ...

Our solution shows ...

## **REQUESTING ASSISTANCE**

Could you please help me?

Could you show me how to do/write/solve this?

I'm having trouble with this. Would you mind helping me?

## **SOLICITING A RESPONSE**

Do you agree?

\_\_\_\_, what do you think?

Can someone else ask a question or offer an opinion?

\_\_\_\_, what did you understand from that answer?

What gaps, if any, do you see in \_\_\_\_ reasoning?

Who has another idea/ question/ interpretation?

Can someone offer a new idea/ question/perspective?

## **PROBING FOR HIGHER THINKING**

What examples do you have?

Where in the text can we find...?

How does this idea connect to...?

What would happen if...?

What is another way to look at it?

How do you know...?

Can you give evidence for your thinking?

I understand, but I wonder...

If \_\_\_\_ is true, then...?

Do you agree or disagree with his/her statement? Why?

How are \_\_\_\_ and \_\_\_\_ similar?

Why is \_\_\_\_ important?

What is another way to look at \_\_\_\_?

# Panther Library

Try a book from a different genre each month!

	6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
Sept.	SCI-FI or <b>FANTASY</b>	<b>GRAPHIC NOVEL</b>	Female Author or Main Character
Oct.	Non-Fiction	<i>Historical Fiction</i>	Biography
Nov.	Female Author or Main Character	SCI-FI or <b>FANTASY</b>	<b>Award Book</b>
Dec.	Biography	Non-Fiction	<b>GRAPHIC NOVEL</b>
Jan.	<b>Award Book</b>	Female Author or Main Character	<b>Mystery</b>
Feb.	<b>Mystery</b>	Biography	<i>Historical Fiction</i>
March	<b>GRAPHIC NOVEL</b>	<b>Award Book</b>	SCI-FI or <b>FANTASY</b>
April	<i>Historical Fiction</i>	<b>Mystery</b>	Non-Fiction


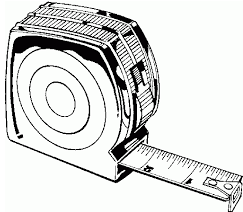

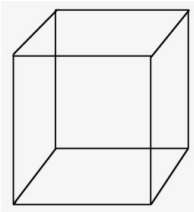

## ELA Reading Requirement

Brooks' students are required to read at least 1 book each month to fulfill their reading requirements in ELA. Each month, specific genres will be assigned by the teacher. Use this for keep track of what you are reading each month and the genre required for upcoming months.

Month	Genre/Type	Book Title
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		

## SETTING SMART GOALS

It is one thing to say that you want to change some things in your life, however, it is quite another to actually do it! Setting a SMART goal helps you structure an approach toward those changes you seek. See explanations below.

Word	Explanation	Good/Bad Examples
<b>SPECIFIC</b> 	Set a goal that is specific enough to be accomplished	<u><b>Not Specific:</b></u> stay out of trouble, get straight A's  <u><b>Specific:</b></u> get to class on time, turn in all of my work
<b>MEASURABLE</b> 	Establish criteria (what you have to show) for the goal to be achieved	<u><b>Not Measurable:</b></u> I want to make a lot of free throws.  <u><b>Measurable:</b></u> I want to make at least 9 of 10 free throws in practice
<b>ACTION-ORIENTED</b> 	Involves specific actions that will result in your reaching the goal	<u><b>Nope:</b></u> In order to get an A in Math, I have to study.  <u><b>Yep:</b></u> In order to get an A in Math, I have to review my concepts and practice problems every night.
<b>REALISTIC</b> 	Should be something that is attainable given the resources and limitations that you have	<u><b>Unrealistic:</b></u> I can win every wrestling match this season if I try.  <u><b>Realistic:</b></u> I can use the techniques I've learned in practice during my matches, whether I win or not.
<b>TIMELY</b> 	Allow reasonable time to complete each goal, but not so much time that you lose Focus	<u><b>Not Timely:</b></u> I want to learn to play the guitar.  <u><b>Timely:</b></u> By October 1, I want to be able to play A chords without looking at my hands.



# Mini KITE Assessment Tracker

## Math

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# Mini KITE Assessment Tracker

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# Mini KITE Assessment Tracker

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# Mini KITE Assessment Tracker

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# Mini KITE Assessment Tracker

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# Mini KITE Assessment Tracker

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# Mini KITE Assessment Tracker

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**Informational Text Summary ~ Writing Frame****A**

In the (article/essay/chapter/report) \_\_\_\_\_ entitled (title) \_\_\_\_\_

(the author/writer/reporter) \_\_\_\_\_

(verb: explores, investigates, discusses) \_\_\_\_\_

(topic) \_\_\_\_\_

**B**

First, (the author/writer) \_\_\_\_\_

(verb) \_\_\_\_\_ (important detail) \_\_\_\_\_

The reading also (verb: includes, compares, describes) \_\_\_\_\_

(important detail) \_\_\_\_\_

**C**

In addition, \_\_\_\_\_ (verb) \_\_\_\_\_

(important detail) \_\_\_\_\_

Moreover, (writer/author) \_\_\_\_\_ (verb) \_\_\_\_\_

(important detail) \_\_\_\_\_

**D**

Finally, (the author/writer) \_\_\_\_\_ concludes that

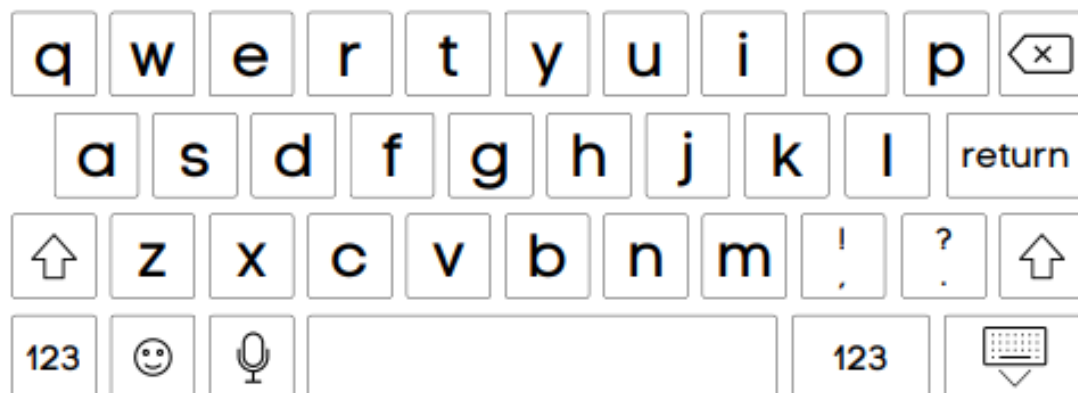
# Verizon Wireless Innovative Learning School

## Expectations:

- All students will bring their school-issued IPAD to school every day.
- Students will bring IPADS fully charged to school every day.
- Students are responsible for their school-issued chargers.
- IPADS will be kept in school-issued backpacks unless a teacher requests them to be out.
- Any staff can take IPADS throughout the school day if students are:
  - not on the site the teacher gave them permission to be on.
  - chatting with their friends through any apps unless directed by a teacher.
  - disrupting the class in any way with the device.
  - taking pictures or videos of other students without that student's permission and outside of a teacher project.
- Students will participate in Digital Citizenship training to learn how to use technology for educational purposes effectively.

## Consequences: (could be but are not limited to the following)

- IPAD will be taken away (depending on severity depends on the length of time it will be taken from student)
- Removal of apps that are not being used appropriately
- Parent contact
- Detention or other consequence are decided upon by administration.
- Additional Digital Citizenship lessons.





# Digital Learning Agreement

Parents and students are required to sign off on this agreement prior to getting their IPADs at the beginning of the year. This document will be kept in the student agenda at all times to refer back to if needed. Teacher initials here that this is complete \_\_\_\_\_ Date completed \_\_\_\_\_

As a student and a digital citizen, I agree to:

## Be responsible. I will ...

- ☐ Do my best to complete my schoolwork and assignments.
- ☐ Take care of my device by:
  - ☐ not dropping or tossing it.
  - ☐ putting it down on a clean, flat surface.
  - ☐ not eating or drinking when I use it.
- ☐ Tell my teacher and parent or caregiver if my device is broken, stolen, or lost.
- ☐ \_\_\_\_\_

## Stay safe. I will ...

- ☐ Not share my school account passwords with anyone other than my teacher and parent or caregiver.
- ☐ Not create accounts or share private information without my family's permission. (This includes my full name, date of birth, address, phone number, and photos or videos of myself.)
- ☐ Tell my teacher or an adult I trust if anything makes me feel uncomfortable online, or if anyone acts inappropriately toward me.
- ☐ \_\_\_\_\_

## Think first. I will ...

- ☐ Remember that teachers and administrators can see whatever I say and do on a school-issued device during video meetings, in emails and chats, and on shared documents.
- ☐ Not post anything online that I wouldn't want my family, teachers, college admissions officers, or future employers to see because posts and comments can be saved and shared without my knowledge.

- ☐ Investigate whether a source is credible because not all information online is true.
- ☐ Give proper credit whenever I use, reference, or share someone else's creative work online.
- ☐ \_\_\_\_\_

### Speak up. I will ...

- ☐ Communicate with my teacher if I'm confused about or need help with anything, if I'm having trouble managing my workload, or if I can't access something I need for class.
- ☐ Be a good friend to my classmates by not bullying, humiliating, or upsetting anyone online, and also by speaking up or asking for help if I see someone being treated poorly.
- ☐ \_\_\_\_\_

### Stay balanced. I will ...

- ☐ Avoid multitasking while I'm focusing on schoolwork or homework.
- ☐ Help my family come up with a reasonable media plan and follow it.
- ☐ Include time in my day for doing activities that don't involve electronic devices, eating healthy food, and getting some exercise.
- ☐ "Pause for people" by looking up and paying attention if someone wants to talk to me when I'm on my device.
- ☐ \_\_\_\_\_

### In exchange, my parent or caregiver will ...

- ☐ Support my digital learning by setting me up for success.
- ☐ Communicate regularly with my teacher about my progress.
- ☐ Ask me how I'm using technology responsibly to learn, create, and participate as a digital citizen.
- ☐ \_\_\_\_\_

\_\_\_\_\_  
Signed by me

\_\_\_\_\_  
Signed by my parent or caregiver

\_\_\_\_\_  
Date



# Acuerdo de aprendizaje digital

Los padres y estudiantes deben firmar este acuerdo antes de recibir sus IPADs al comienzo del año. Este documento se mantendrá en la agenda del estudiante en todo momento para consultar si es necesario. El profesor debe poner sus iniciales aquí para confirmar que está completo \_\_\_\_\_ Fecha de finalización \_\_\_\_\_.

Como estudiante y ciudadano digital, acepto:

## Ser responsable. Yo ...

- ☐ Haré mi mejor esfuerzo para hacer mis tareas y al trabajar en la escuela.
- ☐ Cuidaré mi dispositivo:
  - ☐ evitando tirarlo o dejarlo caer.
  - ☐ poniéndolo en una superficie limpia y plana.
  - ☐ evitando comer y beber cuando lo use.
- ☐ Informaré a mi maestro / padres / cuidador si mi dispositivo se rompe, se pierde o lo roban.
- ☐ \_\_\_\_\_

## Mantenerme a salvo. Yo ...

- ☐ No compartiré las contraseñas de mi cuenta escolar con nadie más que mi maestro y mis padres o cuidador.
- ☐ No crearé cuentas ni compartiré información privada sin el permiso de mi familia. (Esto incluye mi nombre completo, fecha de nacimiento, dirección, número de teléfono y fotos o videos míos).
- ☐ Informaré a mi maestro o a un adulto en quien confío si me incomoda algo que vi en línea o si alguien se comporta de una forma inadecuada conmigo.
- ☐ \_\_\_\_\_

## Pensar primero. Yo ...

- ☐ Recordaré que mis maestros pueden ver lo que hago y digo en el dispositivo de la escuela durante las videoconferencias, en correos electrónicos y chats, y en documentos compartidos.



- ☐ No publicaré nada en línea que no quisiera que mi familia, maestros, funcionarios de admisión a la universidad o futuros empleadores vean porque las publicaciones y comentarios se pueden guardar y compartir sin mi conocimiento.
- ☐ Investigaré si una fuente es creíble porque no toda la información que se encuentra en línea es verdadera.
- ☐ Daré el crédito adecuado cada vez que use, haga referencia o comparta el trabajo creativo de otra persona en línea.
- ☐ \_\_\_\_\_

### Hablar cuando sea necesario. Yo ...

- ☐ Me comunicaré con mi maestro si estoy confundido o necesito ayuda, si tengo problemas para manejar mi carga de trabajo o si no puedo acceder a algo que necesito para la clase.
- ☐ Seré un buen amigo con mis compañeros de clase al no intimidar, humillar o molestar a nadie en línea, y también al informar o pedir ayuda si veo que están maltratando a alguien.
- ☐ \_\_\_\_\_

### Mantener el equilibrio. Yo ...

- ☐ Voy a prevenir todas las distracciones cuando esté haciendo mi trabajo escolar.
- ☐ Ayudaré a mi familia a elaborar un plan sobre el uso de medios y tecnología y lo seguiré.
- ☐ Reservaré tiempo en mi día para hacer actividades que no requieran el uso de dispositivos electrónicos, como hacer ejercicio y comer alimentos saludables.
- ☐ Haré una "pausa para las personas" y prestaré atención si alguien quiere hablar conmigo cuando estoy en mi dispositivo.
- ☐ \_\_\_\_\_

### A cambio, mi padre / madre o cuidador ...

- ☐ Apoyará mi aprendizaje digital preparándome para el éxito.
- ☐ Se comunicará frecuentemente con mi maestro para hablar sobre mi progreso.
- ☐ Me preguntará cómo estoy usando la tecnología de manera responsable para aprender, crear y participar como ciudadano digital.
- ☐ \_\_\_\_\_

\_\_\_\_\_  
Firmado por mí

\_\_\_\_\_  
Firmado por mi padre / madre o cuidador

\_\_\_\_\_  
Fecha

# Important Contacts

Head Principal	Walter Givens, Jr.	973-6450	<a href="mailto:wgivens@usd259.net">wgivens@usd259.net</a>
Assistant Principal for Last Names A - L	Jerusha Willenborg	973-6452	<a href="mailto:jwillenborg@usd259.net">jwillenborg@usd259.net</a>
Assistant Principal for Last Names M - Z	Donna Simpson	973-6452	<a href="mailto:dsimpson@usd259.net">dsimpson@usd259.net</a>
Administrative Assistant	Mary Hall	973-6452	<a href="mailto:mhall@usd259.net">mhall@usd259.net</a>
Administrative Assistant	Leslie Nolen Garner	973-6471	<a href="mailto:lnolengarner@usd259.net">lnolengarner@usd259.net</a>
BOE Security		973-2100	
Bookkeeper	Christin Steffen	973-6453	<a href="mailto:csteffen@usd259.net">csteffen@usd259.net</a>
Cafeteria	TBD	973-6493	
Counselor for Last Names A - L	Meg Story	973-6495	<a href="mailto:mstory@usd259.net">mstory@usd259.net</a>
Counselor for Last Names M - Z	Patricia JuAire	973-6514	<a href="mailto:pjuaire@usd259.net">pjuaire@usd259.net</a>
Librarian	Rebecca Foster	973-6474	<a href="mailto:rfoster2@usd259.net">rfoster2@usd259.net</a>
Nurse	Jennifer Perry	973-6492	<a href="mailto:jperry@usd259.net">jperry@usd259.net</a>
Psychologist	Janis Stucky	973-6488	<a href="mailto:jstucky@usd259.net">jstucky@usd259.net</a>
Registrar/Attendance/Tuancy	Iris McIntosh	973-6451	<a href="mailto:imcintosh@usd259.net">imcintosh@usd259.net</a>
Social Worker/CST Contact	Abigail Dedeaux	973-6483	<a href="mailto:adedeaux@usd259.net">adedeaux@usd259.net</a>
Social Worker	Sarah Kuwahara	973-6495	<a href="mailto:skuwahara@usd259.net">skuwahara@usd259.net</a>
Volunteer Coordinator	Joni Hawks	973-6469	<a href="mailto:jhawks@usd259.net">jhawks@usd259.net</a>

## Additional Numbers

Title	Name	Number	Email
Panther Time Teacher			
Advocacy Teacher			
Team Leader			

## NOTES

This image shows a full page of white paper with horizontal black ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice or general writing. There are no margins, text, or other markings on the page.

**DREAM    BELIEVE    ACHIEVE**