

THORP MIDDLE SCHOOL

Students & Parents 2019-2020 Handbook



Empowering Students to Excel

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DAILY SCHEDULE

Breakfast	7:30 – 7:47
1st Hour	7:50 – 8:35
2nd Hour	8:38 – 9:23
3rd Hour	9:26 – 10:11
4th Hour	10:14 – 10:59
5th Hour	11:02 – 11:47
Lunch	11:47 – 12:17
6th Hour	12:20 – 1:05
7th Hour	1:08 – 1:53
8th Hour	1:56 – 2:41
FLEX	2:44 – 3:20

Wednesday Schedule

Breakfast	7:30 – 7:47
1st Hour	7:50 – 8:33
2nd Hour	8:36 – 9:19
3rd Hour	9:22 – 10:05
4th Hour	10:08 – 10:51
5th Hour	10:54 – 11:37
6th Hour	11:40 – 12:23
LUNCH	12:23 – 12:53
7th Hour	12:56 – 1:39
8th Hour	1:42 – 2:30

Basic Philosophy of Education

All students are recognized as unique individuals who enter the learning environment from a variety of family structures and socio-economic circumstances. Thorp Public Schools will respond to the unique learning, developmental, cultural, and emotional traits of each student. In cooperation with the home, church, and community, our schools will provide new experiences, opportunities, and encouragement in a secure environment that will enable each student to attain and enjoy his/her potential as an individual, family member and citizen.

Equal Education Opportunities Discrimination Complaint Procedure

If any person believes that the School District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX, and Section 504 or in some way discriminates on the basis of sex, race, national origin, ancestry, age, creed, pregnancy, parental or marital status, sexual orientation, or physical, learning, cognitive or emotional disability, (s)he may bring forward a complaint to the Title VI, Title IX, or Section 504 Coordinator:

John Humphries
School District of Thorp
Thorp, Wisconsin 54771
(715) 669-5401

Informal Procedure

The person who believes (s)he has a valid basis for complaint shall discuss the concern with the local Title VI, Title IX, or Section 504 Coordinator, who shall in turn investigate the complaint and reply to the complaint in writing within five (5) school/business days. If this reply is not acceptable to the complainant, (s)he may initiate formal procedure according to the steps in the school board Policy Handbook.

Middle School Philosophy

Our vision of creating a Middle School is rooted in our concern for human development and related principles of learning, being responsive to the needs and characteristics of a unique and diverse student population. Middle School is a transition, a program bridging and differing from both the Elementary School and the High School phases of formal education. It focuses on the unique needs of the early adolescent.

Agendas/Organization

Students are to use their agendas for homework assignments, and as a hall pass. Teachers will supervise daily recording of assignments. Students are also asked to keep a folder and notebook for EACH class, (different colors) preferably in a binder.

Students' Rights

Sexual harassment is a violation of state and federal law. The Equal Employment Opportunity Commission has defined sexual harassment as "unwelcomed sexual advances, requests for sexual favors, sexually motivated physical contact and other verbal or physical conduct of sexual nature".....when.... Such contact has the purpose or effect of unreasonably interfering with student's school performance or creating an intimidating, hostile, or offensive educational environment.

Specific actions that can be viewed as harassment include:

- Unsolicited verbal or written sexual comments and harassment.
- Subtle pressure for sexual activity.
- Patting, pinching, unnecessary touching, or attempted/actual physical assault.
- Sexual or racially oriented jokes, stories and materials (posters, magazine....)

HARASSMENT CAN BE FOUND TO OCCUR WHERE THE EDUCATIONAL ENVIRONMENT HAS BECOME HOSTILE OR INTOLERABLE.

Procedure:

For persons who believe they have been sexually harassed, or observed harassment, should speak to one of the following: Principal, Counselor, or Superintendent.

DOCUMENT IN WRITING THE NATURE OF THE HARASSMENT.

1. State the facts as you see them. Be as precise as possible and give times and dates if possible,
2. Describe your own personal feelings and reactions to the incident(s).
3. State what you would like to have happen next. If you want the behavior to stop, then state that.
4. Inform family members of the situation. **THE DISTRICT PROHIBITS AND WILL NOT TOLERATE HARASSMENT OF ANY STUDENT.**

Accidents

1. All accidents occurring on school premises must be reported to the office.
2. Designated school personnel will administer first aid.
3. If possible, parents will be notified by phone when the seriousness of the accident warrants it.
4. An accident report must be completed and filed in the office. The teacher in charge fills out these reports at the time of the accident or by the secretary.
5. Every student is expected to do his part in observing and promoting rules of safety.
6. Conditions that are of a hazardous nature should be reported to a teacher or the principal by whoever sees them.

Advisor-Advisee

The overall goal of the Thorp Middle School Advisor-Advisee Program is to help students become happy, self-actualized, and fully functioning human beings. The Advisor-Advisee program is intended to assist our students in fully realizing all of their potential capabilities and talents, learn how to relate to others in a meaningful and satisfying way, and acknowledge their preciousness and worth as human beings.

Alcohol, Tobacco and Drugs

Any student reported using, distributing, buying and/or selling any alcohol, tobacco or drugs on school grounds or at a school-sponsored activities will be subject to suspension and the parents/guardians will be notified along with a discipline report filed in the office. Other possible disciplinary action may include:

- *After school detention
- *Suspension 1-5 days
- *Expulsion
- *Referral to police

Attendance

Successful work in school depends on several factors, one of which is regular attendance. The state compulsory school attendance law stipulates that all students between the ages of 6 and 18 are expected to attend school during the full period and hours when school is in session to the end of the school term, quarter, or semester of the school year in which he/she becomes 18 years of age.

Excused Absences

In order for an absence to be excused by the administration, it must comply with the definition and procedures of one of the following:

1. Illness

Notification Procedure: The parent or guardian of the student must call the school office by 8:00 a.m. the day of the illness. Our voicemail is active 24 hours per day to receive messages. A request for homework may also be made at this time. If a phone call has not been received by the office excusing the child for illness for that given day, the office staff will attempt to reach a parent/guardian by phone. (A less desirable option is for the student to bring a note from the parent or guardian excusing the absence upon returning to school.)

Verification: The administration may choose to verify any questionable absences with additional phone contacts to parent/guardian and/or medical personnel with proper consent.

Medical Excuse Letter: A written statement from a physician or licensed medical practitioner may be required to be turned in to the office as a record of the physical or mental condition of the student. Such statement shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 days.

Extracurricular Events: Students who have been gone from school due to illness for any part of the day may not attend that night's extracurricular activities without administrative permission prior to the absence.

2. Parent/Guardian Excused Absence

Definition: Based on Wisconsin State Statute 118.15 (3) [c], parent(s)/guardian(s) are authorized to excuse their student from school attendance for any or no reason, up to a maximum of ten (10) school days in a school year, provided they notify the school in writing prior to the absence. (A school day is defined as all or any part of a school day.) Examples of absences that would fall under this category include: medical appointments, family vacation, court appearances, funeral services, state tournament games, hunting, and family emergencies.

Notification Procedure: The parent or guardian of the student must notify the office in writing one day prior to the time of absence.

Pre-Excused Make-Up Form on Future Absence(s): Students are to pick-up, complete, and return to the office a pre-excused absence form prior to the day of absence which indicates to the student what lessons and assignments will be missed. The form also allows the teachers to be aware of the student's upcoming absence. (The pre-excused absence form is required for students missing three (3) or more consecutive days.)

3. School Event Excuse

Definition: Students will be excused for school sponsored field trips and occasional athletic and other extracurricular competitions.

Notification Procedure: Advisors, teachers, or coaches will inform students of the planned event and relevant information passed on to parents/guardians.

School-sponsored Field Trip Form: Teachers will send home a notice and permission form for the parent/guardian to complete and sign. Students then return their completed forms to their classroom teacher.

4. Other Absences

Definition: There may be absences that arise on an unusual basis other than those specified above. For these absences, the individual circumstance will be considered by administration to determine expectations and requirements associated with the absence.

Unexcused Absences/Tardiness

An unexcused absence or tardy is one that school authorities do not approve. All school work and/or time missed will be made up at the discretion of the teacher for the days absent. Students with unexcused absences or tardiness may be considered truant as defined under SS118.15-16. In accordance with the law, students may be referred to the law enforcement who may refer them to Social Services or issue a citation.

Statutory School Attendance Laws

In compliance with state school attendance laws, students in grades 7-8 are expected to attend school all day every day as defined by State Statute 118.15-118.16 and/or defined by the principal. Students who are absent 10 or more days of the school year will receive notification by phone or letter from the building principal and/or designee. Should the issue continue, a follow-up meeting with the principal will be scheduled; the meeting will focus on attendance and other concerns that might affect the student's success. If the absenteeism persists, the situation may be referred to law enforcement who may refer them to Social Services or issue a citation.

Truancy

Truancy is defined as any student who is absent from or late to school without an acceptable excuse for part or all of the day on which school is held. Habitual truancy is defined by state statute 118.15 as a student absent from school without an acceptable excuse for part or all of five days in which school is held during the school semester. Habitual truancy will be referred to the law enforcement who may refer them to Social Services or issue a citation.

Bicycles

Students riding bicycles to school are required to park them in the bicycle rack at the North entrance of the school building. Riding on school grounds is not permitted. Bicycles must be dismounted upon entering school grounds and must remain parked until riders are ready to go home. Bicycles should not be ridden on the playground during school hours. The owner is responsible for his/her own bicycle. Please lock up your bike to the bicycle rack!

Breakfast and Lunch Programs

<u>Breakfast</u>	4K - K	\$1.00/Meal	Reduced	\$.30
	1 st - 6 th	\$1.25		
	7 th - 12 th	\$1.50		
	Adults	\$2.00		
		\$.25/Milk		
<u>Lunch</u>	4K - K	\$2.25/Meal	Reduced	\$.40
	1 st - 6 th	\$2.50		
	7 th - 12 th	\$2.75		
	Adults	\$3.50		
		\$.40/Milk		

*All prices are subject to change.

Breakfast/Lunch Accounts

Students are expected to have a positive balance in their lunch accounts at all times. If a family's account is at a negative balance, the student will not be allowed to eat hot lunch or breakfast. Students are strongly encouraged to bring their lunch money to the office prior to the start of the school day.

Breakfast/Lunch Free or Reduced Prices

Parents of students considering free or reduced price lunches should return the Application Form immediately. Forms are sent in the District mailing. If you did not receive this mailing you may pick up a Free/Reduce Lunch Form Application in the school office. The application is reviewed by the school's District Administrator and parents will be notified whether the application is Approved or denied. Families must apply each new school year.

Students receiving free or reduced price meals will have a computerized account just as a full price meal account. Due to this computerized accounting system, the District is able to maintain the utmost confidentiality of families participating in the free or reduced price lunch program.

*If you are not sure whether your family qualifies for this program please apply anyway. Many State and Federal funding plans are based on the number of students participating in the free and reduced price lunch program. Utilizing free and reduced assistance is an asset to the school district.

Buses

Prior to Loading:

1. Be on time at the designated stop.
2. Stay off the roads at all times while waiting.
3. Wait until the bus comes to a complete stop.
4. Riders should form single lines for entry; pushing or other disturbances will result in disciplinary action.

On the Bus:

1. No loud laughter or talking to divert driver attention.
2. Students must refrain from tampering with the bus and its equipment. The offender will pay for any damage.
3. Books, food or other articles left on the bus may not be recovered.
4. Older students should look after the safety and comfort of smaller children.
5. Do not throw anything out the window; doing so may result in a fine.
6. Riders will remain in their seats while the bus is in motion. "Horseplay" is dangerous and will not be permitted.
7. No smoking, profanity or card playing is permitted on the bus.
8. No liquids, food or live animals are allowed on the bus.
9. For the safety of all, all riders must remain quiet when the bus is approaching and crossing a railroad.

After Leaving the Bus

1. Cross the road, when necessary, at least 10 feet in front of the bus, BUT ONLY AFTER looking in both directions to be sure that there is no traffic approaching and after being given the signal from the driver.
2. The drivers will not discharge riders at places other than the regular bus stops, at the home, or at school, except by written authorization from the parent/guardian or school official.
3. Bus stops will be designated wherever necessary to insure the safety of all students concerned.

Extra-Curricular Trips

1. All bus rules and regulations apply to any trip taken by the school for extra-curricular purposes.
2. Students must respect the supervision of the chaperone(s) appointed by the school.
3. Students going to a school activity by bus MUST return by bus unless a parent requests, in writing that the student and that student only return with the family. This will be allowed only after the student has entered the bus and roll call has been taken. The parent must be present when the student leaves the bus.

Cell Phones and Related Electronic Devices

Cell phones and similar electronic devices (iWatch, personal tablets, etc.) are not allowed during the school day, but may be stored in lockers. Devices used during the school day will be confiscated.

Change of Student Information

Inform the office promptly of any changes in address, phone number, marital status or emergency contact person during the school year. This information is essential for emergency situations as well as mailings.

Children of Divorced or Separated Parents

The school district feels it is important for both parents to be aware of their child's progress and performance in school and strives to communicate with both parents to the greatest extent possible.

The school district takes the position of strict neutrality between parents who are involved in an action affecting the family (divorce, separation, etc.) unless otherwise directed by court restrictions. Both parents will be provided access to their child's school records and all instructional material used in their child's program unless the court order restricts one parent from viewing the records and/or instructional records.

Unless directed otherwise by the court, the school district will use the following guidelines regarding parental access:

1. The parent enrolling the child will be considered the custodial parent and the other parent will be considered the visitational parent. Visitational parent means a non-custodial parent who has child visitation rights and privileges by virtue of the court order.
2. The custodial parent's residence shall be considered the student's residence for school purposes.
3. The visitational parent may request copies of all report cards, notices of school activities, disciplinary reports, conference opportunities or summaries, or other student records which are provided to the custodial parent. The visitational parent may also participate in all activities including conferences.
4. All parents are encouraged to participate in their children's education by attending school related functions. However, contact with a child at school solely as a means to exercise visitation shall not be allowed. The school district reserves the right to request a parent to leave school property if such parent is interfering with or disrupting the education process of their children, other students, teacher or district employee. The school also asks that parents pre-arrange a visit to the school one day prior to the visit.
5. The student enrolled in the district may be released from school to either the custodial or visitational parent unless the custodial parent has presented a court order or other legally binding document that prohibits the release to the visitational parent.
6. No parent will have right superior to the other unless there is a court order restricting one or both parent's rights or contact with his or her children.

If the court has ordered arrangements other than those specified above, it is the responsibility of the parent to provide a copy of such court order or other relevant materials to the school. In the event the custodial parent fails to provide the district with a certified copy of the most recent court order dealing with custody or visitation of the child(ren) or fails to provide the address of the visitational parent, this information may be supplied by the visitational parent.

Cumulative Records

A cumulative record is kept for every student in the Thorp School District beginning with Kindergarten and continuing through High School. The student's academic and attendance records, health status, social development and other pertinent information are kept in this cumulative record. If a student transfers to another school district, the cumulative record is forwarded to the school or district upon request providing the parent or guardian has signed a release for these records.

Daily Routine

Students should not arrive before 7:30 a.m. as there is no supervision prior to that. Upon arrival, students are expected to wait in the hallway adjacent to the blue pod or go to the Multi-Purpose Room for breakfast. The first bell rings at 7:47 a.m. with classes beginning promptly at 7:50 a.m.

It remains the policy of the Thorp Middle School that all students stay on school property during the entire school day, including lunch periods. It is expected that all students eat at school. We appreciate parental cooperation in this matter.

Middle School students are dismissed at 3:20 p.m. The exception to this rule is that student dismissal time each Wednesday is 2:30.

Dance Policy

The following set of rules is not all-inclusive. However, these few basic rules should serve to guide students, parents and chaperones towards appropriate behavior and safe successful dances.

1. Advance, written consent to hold dance will be obtained from the principal through the student "Principal Representative". Custodians will be advised of the dance as well.
2. Dances will start at 7:00 p.m. and end at 10:00 p.m. Doors will be locked at 7:30 p.m. Student Council members may be expected to arrive 1/2 hour early and stay 1/2 hour after the dance. Parents promptly at 10:00 p.m should pick up all other students.
3. No student may arrive late without consulting the Advisor(s), or leave the dance early without written parental consent. Once a student leaves the dance, (s)he may not return without prior permission from the Advisor(s).
4. Advisor(s) assume responsibility of the dance and therefore advisor(s) are in complete charge of the event.
5. Chaperones will meet with the Advisor(s) prior to the dance to discuss responsibilities and any concerns.
6. Dances will be chaperoned by an adequate number of teachers and parent volunteers.
7. Students are expected to demonstrate respect for the authority of all chaperones.
8. All regular school rules will be in effect, including wearing of appropriate attire, use of appropriate language, restraint from disturbances and NO ILLEGAL SUBSTANCES will be permitted. Violators will be punished to the full extent of the law.
9. No "Carry Ins" will be permitted. A variety of soda and snacks will be available for purchase throughout the dance.
10. All music requests must be turned into the Advisor(s) before the dance.
11. The Advisor(s) may adjust lights, sound volume and special effects.
12. Only DJ's and designated speakers will be allowed on the stage.
13. All exits and stair passageways must remain unblocked.
14. Adequate lighting must be on at all times during the dance.

Detentions

Detentions will be served from 3:20 – 4:00 on Tuesday and Thursday with the teacher that assigned the detention. Students are expected to know with whom their detention is. These are an opportunity for students to reflect on a behavioral issue, and thus the following expectations will be applied.

1. Students must be on time and follow the teacher's rules.
2. Homework is done at the teacher's discretion.
3. No, food, talking, or sleeping is allowed.
4. If any of the above rules are broken, an extra detention will be assigned.
5. If the student does not serve the detention on the assigned date, the detention will double.
6. If the student fails to serve either of the above detentions, they will not be allowed to participate in any school activities until the detentions are served.

Those who fail to observe the school rules and regulations will be subject to correction and when necessary, to such discipline as may be decided by the administration. Flagrant or repeated behavior may result in suspension or expulsion from school. Behavior incentives will be offered to reward positive behavior.

Discipline Code

No student shall engage in abusive behavior, invade another's privacy, and/or use vulgar language which in the factual context is disruptive, disrespectful, insubordinate, destructive or dangerous to the welfare of the school and the people involved in its daily operation and activities. No student shall use inappropriate language and possess or pass any inappropriate materials.

1. Students are expected to do assigned classroom work.
2. Students must comply with reasonable instructions or directions of all school district personnel.
3. Students are expected to attend school regularly and be on time for classes. Excessive absences from school will be dealt with as provided by state statutes.
4. Accepted patterns of courtesy and decency in relationships with other students and staff are to be followed by students at all times. Pupils shall refrain from the use of repulsive or improper language.
5. Students are expected to respect the property of individuals and the school. Willful theft, malicious defacing or destruction of school and personal property, supplies and equipment is unacceptable.
6. Students are expected to use lockers solely for the storage of outer clothing (coats, jackets, hats, etc.) and school related materials. The locker is not the student's private property and may be opened by school officials if probable cause exists. Use of lockers or school equipment for illegal purposes is unacceptable. Personal, lost or stolen items are not the responsibility of the school.
7. Students are not permitted to use nor possess smoking materials (including matches or lighters), illegal drugs or intoxicating beverages on school premises or at school sponsored activities. The Thorp School District is a Drug Free School Zone.
8. Throwing snowballs is prohibited at all times on the school grounds.
9. Students are expected to move through the school corridors in a quiet and orderly manner. Running, pushing, shoving, etc. is unacceptable.
10. Fighting on the school grounds or in the building will not be tolerated.
11. Threatening acts, whether they are verbal, physical or written will not be tolerated.
12. Theft or possession of stolen property will not be tolerated.
13. Thorp Middle School operates a "closed campus" system. Students are not to leave the school grounds during school hours without permission from the office and the knowledge of their parents.
14. As a courtesy to our educational climate and all people within our building, students are asked to refrain from physical displays of affection while at school or during school activities.

Only a small number of students fail to observe the regulations of the school and the general rules of good behavior. Those who fail to observe these rules and regulations will be subject to correction and when necessary, to such discipline as may be decided by the administration. Flagrant or repeated misbehavior may result in suspension or expulsion from school.

Dress Code

Parents should be aware of their child's attire and make sure that clothing is appropriate for school. Good hygiene practices should be maintained at all times. All clothing must be clean, safe and free from unduly distractions. All clothing and appearance should be such that they do not disrupt instruction or the learning process. The following are NOT permitted:

1. The wearing of coats and hats in the building during school
2. Bare midriff tops or strapless/spaghetti strap tops
3. Pants that are too long or too large
4. Skirts, shorts or dresses that are too short. (A simple method for judging the appropriate length of a garment is to place your hands at your side --- the garment should be no shorter than the ends of your fingertips.)

Good hygiene practices should be maintained at all times. Students deemed as noncompliant with this policy may be given the option to change into alternative clothing at school or parents may be notified.

Tennis shoes are necessary in order to take part in the physical education activities in the gym. A change of clothes should be kept in school as directed by the physical education instructor so they are available when needed, but should be taken home periodically (each weekend) to be washed.

During winter weather, students should come properly dressed to go outdoors during their lunch period. Students are encouraged to have boots or special shoes for outdoors and tennis shoes or street shoes for inside the school; floors may be slippery.

Extracurricular Activities

Athletics

Football
Volleyball
Basketball
Track
Wrestling

Academic

Art Contests
Battle of the Books
Conservation Speaking Contest
Forensics
Geography Bee
Instrumental Music/Concerts

Mathematics Contests
Spelling Bee
Student Activity Council
Tutoring
Vocal Music Contest/Concerts
Writing and Poetry Contest

Please contact the coaches for information, questions and concerns regarding these activities.

- All students participating in extracurricular activities are subject to School District of Thorp Extracurricular Code.
- All students participating in athletics are subject to School District of Thorp Athletic Code.

Fire/Tornado/Lock-Down Drills

Lock-downs

These drills are practiced as a safety precaution. Teacher will move students to a safe area within their classroom, with the lights off, waiting for further directions from the office.

Fire Drills

Fire drills are held at regular intervals as required by law. These drills are a necessary safety precaution. Directions for leaving the building are posted in every classroom. It is important that students leave the building in absolute silence and single file accordingly. Students must remain with their class, as teachers will take attendance outside the building.

Tornado Drills

Tornado drills are held at regular intervals. All students are directed to go into the hallways or designated areas and assume a kneeling position. Absolute silence by every student is essential.

In the event of Tornado Watch or Tornado Warning we will follow the procedure below.

1. Tornado watches will be monitored over the radio, but information will not be passed on to the students.
2. If Tornado develops (is sighted) in the Thorp area, students will be alerted and asked to move to the protected areas. This notification will be given over the intercom system.
3. The areas designated for safety are marked in pink on the school floor plan posted by the classroom doors.
4. The students should move quickly and quietly to the designated areas.
5. Classroom teachers will verify attendance.
6. Everyone will remain inside.
7. Students will kneel facing lockers; place heads down and cover their head with their hands.
8. Teachers will be positioned amongst students.
9. TORNADO WATCH.....Conditions are right for tornado.
TORNADO WARNING..... tornado has been sighted in the area.

Insurance

The purpose of the student insurance plan is to pay the cost of reasonable and necessary hospital and medical expenses incurred as a result of an accidental injury sustained by students while participating in school sponsored activities, including intramural athletics and physical education. There is a \$250.00 deductible cost.

Whenever a student is injured (s)he is expected to report the injury to the teacher or teaching assistant on the playground on the day the injury occurred in order to be covered by the insurance.

Under most circumstances, eyeglasses are not covered by any school's insurance, so special care should be taken by students wearing glasses.

Intervention Time

In order to address the needs of all students, there will be a time during each day that students are assisted with specifically tailored interventions. Teachers will apply research-based practices during this intervention time, working towards the goals of providing additional support and learning to all students.

Lice

The middle school students may be checked periodically for lice by trained personnel. Parents will be notified if there has been a lice check. Students are given as much privacy as possible if lice are detected. If a student has lice, they will be sent home immediately. Students may return when the lice eggs (nits) are either removed or dead as determined by school staff. The school will also provide parents with information on removal of lice from both the student and the home.

Lockers and Personal Valuables

Students are cautioned against telling other student their locker combination or "pennying" their lockers. Damages caused by kicking, misuse of tape, etc. will be charged to the student responsible. Any locker malfunction should be reported to the elementary office so repairs can be completed. Lockers are considered to be school property and may be subject to search at any time by school officials for any reason. **Students are encouraged not to keep anything of value in their lockers.** The school is not responsible for lost or stolen items from lockers. Multiple combination changes will result in a fee.

Medication

The following guidelines incorporate provisions for safety and protection of students on medication, classmates and the school personnel involved.

1. All medicines are to be kept under lock and key in the office.
2. No medication will be given without signed permission slip by the parent(s) or legal guardian(s).
3. Medicines are to be brought to school by the parent(s) or guardian(s) and not sent with students.
4. No medication will be given unless the parent(s) or guardian(s) in writing provides the following information.
 - a. The name of the medication.
 - b. The dose to be given.
 - c. The times doses are to be given.
 - d. The start and stop dates medication is to be given.
 - e. The physician's name prescribing the medication.
5. It is required that medication be sent to school in the original containers-expired medicine will not be given.

Missing Work

An after school study hall will be utilized for students who are behind on their school work.

Multi-Purpose Room Rules

Rules for the use of the Multi-Purpose Room are posted. Copies are given to all groups having permission to use this area.

1. Clean up your own area - tables, chairs, floors.
2. Engaging in "food fights" or throwing food items is absolutely not tolerated.
3. Courtesy and good manners are expected at all times.

At lunch time....

- Stack trays, bowls, etc. in window so that they will not fall.
- Soak silverware in tub.
- Put used paper napkins, milk cartons and food scraps in trash.
- Use restroom as necessary.
- Go outside or to the gym. DO NOT LOITER in the hallway.
- Soda and the vending machines are not allowed at lunch.

Pets

No pets are to be brought to school without first receiving approval from both the principal and the teacher, and a minimum 24-hour notice is required prior to bringing these pets to school.

Playground and Gym Rules

1. Playground supervisors are in charge of the playground and must be readily obeyed.
2. Students are expected to respect each other and the playground supervisors.
3. Students are to stay away from the entry doors and must also stay on the playground side of the light posts.
4. Students will finish their snacks before going on the playground. Be sure to put garbage in the trashcans provided.
5. Stay away from the lights and grass between the building and the sidewalks.
7. Playground equipment must be put away after each recess.
8. Profanity, rough playing and fighting are not allowed.
9. Tackle football, snowball throwing and kicking of playground equipment on the backstop is not permitted.
10. Students may play on the center blacktop and playground equipment up to the football field and track areas.

Gym:

1. Stay in the gym! Do not go down the hall, or back to the multi-purpose room.
2. Use the bathroom before entering the gym.
3. Use the equipment appropriately, do not hang on the basketball rims, climb the bleachers, or sit on any equipment.
4. Put all equipment away when recess is over. When time is called you need to stop play right away.
5. Respect your peers. Rough play is not permitted.

FAILURE TO COMPLY WITH THESE RULES WILL RESULT IN A DETENTION OR LOSS OF GYM PRIVILEGES.

Pledge of Allegiance

The "Pledge of Allegiance" is recited in classrooms daily. This is done in compliance with State Statutes 118.06(2), which reads: "Every public school shall offer the pledge of allegiance or the national anthem in grades one to 12 each school day. Every private school shall offer the pledge of allegiance or the national anthem in grades one to 12 each school day unless the governing body of the private school determines the requirement conflicts with the school's religious doctrines. No pupil may be compelled, against the pupil's objections or those of the pupil's parents or guardian, to recite the pledge or to sing the anthem.

Progress Reports

Teachers issue reports of student progress every nine weeks to parents in the form of a report card. Parent/Teacher conferences are held at the end of the first nine weeks and during the 3rd quarter for all students and throughout the year by appointment when needed. Progress reports are mailed home by the school for those students who are experiencing great difficulty or outstanding achievement in an area of study.

Progress reports are mailed to the parent/guardian who has primary placement of the child. Anyone else requesting information must notify the school office in person. The best time to contact teachers is from 3:15 p.m. until 3:45 p.m.

Study Hall Rules

Study hall rules:

1. Respect all study hall supervisors.
2. Dismissed by discretion of teachers.
3. Students come in and sit down immediately and get to work.
4. Bring work to do. You will not be allowed to get work from locker.
5. Students are given assigned seats at the supervisor's discretion.
6. Students must get agendas signed in order to leave the room.
7. Students may talk or work together at supervisor's discretion.
8. Students may contact other teachers for help, if they are available.
9. NO food or soda.
10. Clean up the room after study hall.

The Acceptable Use Policy will be enforced in the computer lab. Computers are for educational use only.

Telephone Calls

Students may use the school phones for emergencies or school-related business. Students must receive permission to use the phones beforehand from school personnel. Use of cell phones is not permitted during school hours; phones must be on silent and stored in the students' locker. Phones will be confiscated if used during the school day.

Textbooks

All basic textbooks are loaned to students for their use during the school year. The student's name and book number should be written in ink in the book in case the book is misplaced. It is expected that the student will provide the greatest possible care for texts and other school property. The student is subject to a fine should an assigned textbook become lost or damaged.

Towel Fees

All students are to pay \$2.50 towel fee per year. The school launders the towels daily.

Vandalism/Theft

Any student responsible for vandalism to or theft of items in the school building, on school grounds, or equipment, shall be subject to suspension, possible legal action and shall not be re-admitted until a parent/guardian conference is held. The student and/or parent shall pay for any damage or expense incurred by the vandalism.

Visitors

All visitors must report to the office upon entering the school building. Anyone interested in visiting the school should notify the school one day prior to the date of visit.

Weapons and Prohibited Items

No person shall possess, use or store a weapon or weapon look-alike in or on school property, vehicles owned or operated for school purposes or at school related activities. Persons found with such items in their possession will be suspended or expelled and the proper authorities notified. For further reference see Wisconsin statutes 120.13(1), 939.22 (10) and 948.61.

Any student violating the "Possession or Use of Weapons" policy shall be subject to suspension and/or expulsion in accordance with State and Federal law. (State statute requires that a person with a firearm in their possession on school property be immediately suspended pending an expulsion hearing.) The weapon(s) or weapon look-alike(s) will be confiscated and parent/guardian, as well as law enforcement, will be notified.

Withdrawal Procedures

Parents or guardians of students withdrawing from school need to sign a release form. Students must complete a withdrawal checklist. Books and other school property are to be returned and the principal will acknowledge obligations paid before final withdrawal.

