

## PREFACE

The Middle School Handbook was created to provide an information resource for all individuals involved in James Williams Middle School. Designed to define expectations, clarify procedures, and contribute to the efficiency and management of our middle school, this handbook establishes communications between students, parents, and staff. We ask that students, parents, and school staff read this handbook thoroughly and keep it as a source of reference. While every possible situation cannot be covered in a handbook, most that may arise are addressed. Collaboration among all stakeholders through a common handbook will assist in meeting our school goals by building trust and maintaining high expectations of our programs, the school, and the community. The handbook is your guide to the programs, procedures and policies of the School District and James Williams Middle School (JWMS). This handbook, approved by the Superintendent, has been deemed reasonable and designed to achieve legitimate educational purposes. Specific board policies are summarized. Full School District of Rhinelander Board Policy may be accessed at:

<http://www.rhinelander.k12.wi.us/index.html>

Click "School Board"

Click "Policies"

Scroll index for an alphabetical listing of topics.

Return to School Policies-Board Approved

Click selected category or number heading

Helpful supplemental resources include:

Wisconsin Department of Instruction

[www.dpi.state.wi.us](http://www.dpi.state.wi.us)

Wisconsin Interscholastic Athletic Association

[www.wiaawi.org](http://www.wiaawi.org)

Wisconsin Association for Middle Level Education

[www.wamle.org](http://www.wamle.org)

Staff will also have an appendix to this handbook covering:

- District Policies and JWMS Procedures
- District and JWMS Forms
- Staff and Building Schedules

## Definitions

Pursuant to the **Board of Education Bylaw 100**, we will refer to the following definitions throughout this handbook:

**Board**- the Board of Education

**District**-the School District of Rhinelander

**Parent**- the natural, adoptive, or surrogate parents or the party designated by the courts as the legal guardian of a student.

## Nondiscrimination

**Policy 2260 (Nondiscrimination and Access to Equal Education)** states the District does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, sex, race, national origin,

ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability in any student programs.

## Directory Information

Under **Board Policy 8330 (Student Records)**, the following directory information may be provided to individuals or outside agencies who make a request unless the school is informed in writing by a parent within fourteen (14) days after the start of the school year that such information, in whole or part, should not be disclosed. The directory information includes the student's name, address, phone, birth date, place of birth, subjects taken, grades received, activities/athletic participation, dates of enrollment, school awards, name of school attending, and most recently attended school.



## SCHOOL DISTRICT MISSION STATEMENT

The mission of the School District of Rhinelander is to create an environment that provides challenging opportunities for each student in a changing world.

## JWMS MISSION STATEMENT

The mission of James Williams Middle School is to create a safe, supportive, and respectful environment that provides challenging and diverse experiences to prepare students for success in our changing world.

## JWMS BELIEF STATEMENT

James Williams Middle School students and staff strive for a secure, caring, positive, distraction-free learning environment where all exhibit **respectful** and **responsible** behavior.

## EDUCATIONAL GOALS AND EXPECTATIONS

Since the mission of the District is to provide a quality education for all of the students, the Board believes the mission is being accomplished when students confirm they have achieved the following educational goals:

- Academic Skills and Knowledge
- Vocational Skills
- Citizenship
- Personal Development

Refer to School Board Policy 2131 (Educational Goals and Expectations) for complete description of these goals.



## FACILITY INFORMATION

### JWMS BUILDING HOURS

**STUDENTS** 7:15 A.M. -- 3:15 P.M.  
 Students should refrain from arriving on campus prior to 7:15 a.m. Students may enter the four doors labeled 1, 14, 16 and 18 (see Building Map). JWMS office opens to students at 7:35 a.m. Students must depart from the campus by 3:15 p.m. unless pre-arranged by staff or participating in supervised after-school activities.

#### -Designated Student Areas

Upon arrival students should report to the Commons and may enter other designated areas (gym, Health Enhancement Center, LMC) provided supervision is present. Those students eating breakfast must sit at a designated table. All cafeteria and commons rules are in effect. Students will be released to the rest of the building at 7:45 a.m.

**STAFF** 7:30 A.M. – 3:30 P.M.  
 JWMS teachers' daily scheduled hours are 7:30 a.m. to 3:30 p.m. This includes a 30-minute duty-free lunch. Staff members may work a modified day schedule as approved by administration. Staff members are required to sign out in the office prior to leaving the building during the school day. Staff may leave during non-instruction time for flex time, personal leave time, sick leave time, completing a school related errand, or staff travel from one teaching assignment to another. Teachers may use their classroom until 11:00 p.m. (Staff-see Appendix)

### OUR SCHOOL CAMPUS

JWMS strives to provide a safe and attractive learning environment for our students. This summer the building exterior has been reclad and painted. The northeast grassy lawn area is equipped with picnic tables and is designated as a sitting recreational area. Field games in this area are prohibited. Everyone is asked to help keep the school and its grounds neat and clean. Containers are provided for

waste and unwanted items. We encourage recycling and labeled containers are provided for these items. The building and its furnishings should be kept clean and unmarred. Any damage to the school building and its contents should be reported immediately to a teacher, administrator, or custodian. If damage occurs, those responsible will be assessed for the actual cost of repair or replacement of the school property or equipment. The wooded areas surrounding JWMS are off limits to students unless supervised by a staff member for educational purposes.

#### Spirit Shop

Our Hodag Spirit Shop is located across from the south LMC entrance. Apparel, supplies, and cool gadgets are available for purchase. Hours of operation are Friday mornings before school and to visitors upon request. We hope students, staff, and parents will visit the Spirit Shop and support Hodag Pride!

#### Care of District Property

**Board Policy 5513 (Care of District Property)** emphasizes respect of the rights of others. Students are urged to exercise this respect in regard to the belongings of others, including District property. Staff should report any damaged property to the office as soon as possible. Any vandalism will result in the loss of user privileges, disciplinary actions and/or legal referral. Vandalism as it pertains to technology is defined as any purposeful attempt to harm, bypass, or destroy hardware, software and/or data from another user, the Internet, or any agencies or other networks that are connected to the District computer network. (Staff-see Appendix)

#### Classroom Care

Students and staff should take pride in our building by making appropriate choices regarding care of equipment and furniture.

#### - Student Procedures:

- Refrain from leaning back on chairs
- Refrain from sitting on desk and table tops
- Use desktop surface protection when using compasses or other sharp instruments
- Properly use all technology and audio visual equipment
- Keep classroom neat and orderly

#### - Staff Procedures:

- Lock the door and file cabinets when not in the classroom
- Lock the doors and windows when leaving for the day
- Obtain permission from administration before painting or renovating
- Obtain permission from administration to use appliance and electronic plug-ins in the classroom and workrooms

### **Classroom Equipment Inventory**

Teachers are expected to take inventory of all materials and equipment found in the classrooms. Computers and other equipment should not be moved from one room to another without prior permission. (Staff-see Appendix)

### **Staff Equipment Use**

**Policy 7530 (Lending of District-Owned Equipment)** notes that equipment can be loaned to staff when its use is directly or peripherally related to their employment. Staff should obtain permission from administration and complete the *Lending of District-Owned Equipment for Out-of-School Use* form with the Library Media Specialist. (Staff-see Appendix)

### **Keys**

Keys are issued by the secretary and logged in the key registration book. Staff members in need of additional keys because of coaching or other assignments should notify the office. Students may not request or be in possession of building keys. Misplaced keys should be reported to the office immediately.

### **Displays**

Displays of student work are encouraged at JWMS. Projects, papers, or posters should be tacked on bulletin boards or tack strips and must not leave residual damage.

### **Posters**

All posters or announcements to be displayed in the building must be approved by administration. Posters must be appropriate for the school setting and must not leave residual damage.



### **Requisition for Custodial Work**

Staff requesting custodial help should place a note in the Head Custodian mailbox. Staff should contact the Principal regarding items in need of major repair.

### **Flowers and Gifts**

Flowers and gifts for students should not be delivered to school. Students have limited space for safekeeping and this can disrupt the educational process. Alternative plans should be made.

### **Use of School Facilities**

**Policy 7510** states the Board shall encourage the widest possible use of school property for the activities of the school and community organizations, within legal limits. Staff should check the master school calendar well in advance and complete *Use of Facilities* form to secure facilities needed. (Staff-see Appendix)

## **MOVEMENT INSIDE OUR SCHOOL**

### **School Hallways**

We have many students moving through our corridors, and it is expected that each person will be courteous and considerate of others. During class changes, keep to the right side of the hallway and move quietly and efficiently to your next location. Students are not to lock arms or gather in other ways that prevent others from moving comfortably about the building.

### **Foyer/Entry Doors**

Students may not sit, stand, or congregate in entry door areas. These doors include the foyer area at Door #1, gym area at Door #14, band area at Door #16, or the FAB area at Door #18. These areas are to remain clear and accessible at all times.

### **Pass System**

#### **- Student Initiated Requests**

The Student Planner is our method for managing student movement in our building during classes. Each student has (10) passes allotted for each quarter. To use a pass, students will quietly specify the nature of their request to the staff member for **brief** dismissal from class. If the staff member deems the request reasonable, he/she will sign and indicate the time dismissed on the pass sheet, which then will be carried by the student in the hallway. Students who leave a class without permission or abuse the privilege by being out of class an excessive amount of time may be marked as truant and subject to disciplinary sanctions.

#### **- Staff Initiated Requests**

Staff may request a meeting with a student. In the calendar block of the Student Planner, the staff member will list the time of the requested meeting and initial. After meeting with the student, the staff member will note the dismissal time of the current meeting and initial. This system is to be consistently used in lieu of handwritten passes.

## **LOCKERS**

Each student is assigned a locker and provided a combination lock at the beginning of the year. Under **Board Policy 5771 (Search and Seizure)**, lockers are school property and may be inspected at any time by school administrators or their designee when there is reasonable suspicion to remove prohibited items and to ensure the well-being of the student body. School officials may use evidence from locker inspections in assigning disciplinary measures.

### **Hallway Lockers**

The student is responsible for their locker and should be used only to store their instructional materials and personal belongings. Students may keep tightly closed non-carbonated clear plastic water bottles in their lockers provided they do not abuse this privilege. Staff will communicate with custodial staff to set dates during the year to have general locker clean-ups. Students having trouble opening their lock or locker should report the problem to their homeroom teacher or the office as soon as

possible. Students **may not** share lockers or combinations with other students. JWMS provides the rental of a combination lock as part of the initial student fee. If the lock is lost, students will be expected to pay for a replacement lock. Students may be held responsible for damage to their lockers. To be in compliance with Homeland Security, all unoccupied lockers will be locked.

#### **Physical Education/Athletic Lockers**

The school provides a lock for physical education/athletic lockers. Students will be assigned a locker and are expected to follow the guidelines of staff. Students are to be in the locker rooms only when they are participating in a physical education class, working on a special assignment directed by a supervising teacher, or preparing to participate in athletics.

#### **Student Padlock Procedures**

Students will be assigned hallway lockers and padlocks in their homerooms. Students must be certain that their padlock is completely closed and their locker is secure before leaving the area. Students **may not** share their combinations or exchange locks with other students. Physical education/athletic lockers will be assigned and padlocks handed out by a teacher or coach.

#### **Staff Padlock Procedures**

Homeroom teachers are responsible for assigning lockers and padlocks that may be obtained in the office. A log listing the lock number, combination, student name, and locker number is included. Enter the assigned student name and locker next to the padlock number and combination. After the padlock and combination has been issued, place the original combination tag back into the padlock box and keep secured in a locked drawer. Send the original log sheet to the office where a copy will be made for JWMS records. The original list will be returned to the teacher. *Please report changes in locker or padlock information to the office immediately.* When collecting padlocks at the end of the school year, place the correct padlock and combination slip back in the box. Match the serial number of the padlock to the combination slip before placing padlock into the box. The serial number on the back of the padlock should show through the hole in the back of the padlock box. Collected padlocks should be returned to the office.



## **ACADEMIC INFORMATION**

### **PHILOSOPHY OF INSTRUCTION**

The District recognizes and values the uniqueness of each student. Therefore, the District instructional programs are committed to providing high learning expectations for each student and will:

- Foster individual growth so that students reach their highest potential;
- Provide opportunities for students to make wise choices and independent judgments and become self-directed learners;
- Promote positive attitudes toward lifelong learning, self worth, physical, emotional, and mental health;
- Promote participation as a contributing member of society, who understands and respects the environment;
- Encompass a core body of knowledge that will allow students to become problem solvers, effective communicators, complex thinkers, informed consumers, collaborative workers, and creative individuals;
- Prepare for a changing technological society through career advising that allows students to realize future goals.

(Approved by Curriculum Council)

### **SCHOOL IMPROVEMENT**

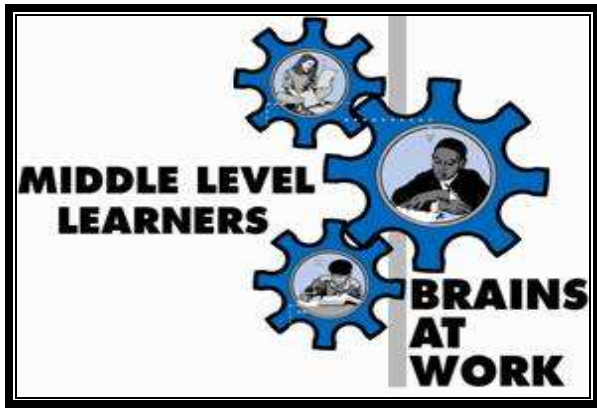
JWMS is committed to the development of systematic and continuous school improvement planning to increase achievement for **all** students. Through the implementation of data-driven decision making and research based best practices **all** staff contribute to the school improvement process.



### **DISTRICT STRATEGIC PLAN**

**Build the Future** is a board-adopted commitment to the preferred vision of education in Rhinelander. The plan has three goals that will be used to drive decision-making and will be continually monitored to ensure a bright future for JWMS.

- Provide innovative opportunities for individual academic success.
- Secure a trusting school/community relationship through effective communication systems.
- Secure our financial future through partnerships and planning.



**MIDDLE SCHOOL PHILOSOPHY**

The philosophy of JWMS is to encourage, promote and provide opportunities for emotional, academic, physical, and social growth during early adolescent years. The middle school program is designed to provide exploration. Research has shown that many types of activities are necessary and must be provided at this age to help students find their own interests. Academic skills developed in elementary school continue to grow and additional new skills must be acquired. The middle school is structured to develop these new interests and skills while encouraging students to develop socially and become more independent.

**TEAMS**

JWMS is organized into teaching teams who work with a common group of students. This fosters the development of an in-depth relationship between the students and their instructors. Each teaching team meets regularly and works together to plan activities, implement curriculum, and develop strategies to assist all students in becoming successful learners. Teams develop a strong sense of community and connection in helping students reach their academic, social, and personal goals.



**DAILY SCHEDULE**

JWMS operates on an A day and B day/alternative day schedule. To maintain equal classroom contact periods of time, the yearlong schedule distributes equalization of A and B days regardless of holidays or special events. Administration will develop modified schedules when special programs or a partial day of school alters the normal class schedule. (Staff-see Appendix)

|          |             |                                   |
|----------|-------------|-----------------------------------|
| HOMEROOM | 7:50-8:16   |                                   |
| HOUR 1   | 8:20-9:06   |                                   |
| HOUR 2   | 9:10-9:56   |                                   |
| HOUR 3   | 10:00-10:46 |                                   |
| HOUR 4   | 10:50-11:36 | 6 <sup>th</sup> Grade Lunch & SSR |
| HOUR 5   | 11:40-12:27 | 7 <sup>th</sup> Grade Lunch & SSR |
| HOUR 6   | 12:31-1:17  | 8 <sup>th</sup> Grade Lunch & SSR |
| HOUR 7   | 1:21-2:07   |                                   |
| HOUR 8   | 2:11-2:58   |                                   |

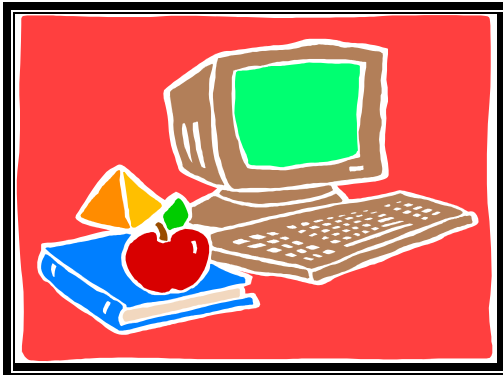


**HOMEROOM and A.M.READ**

The purpose of homeroom is to help students become more successful at school. Our reading initiative allows students to develop literacy skills. Staff will have the opportunity to know each one of their homeroom students on an individual basis and build rapport. The homeroom provides time to meet the unique needs of the middle school student outside of the structured classroom setting. The homeroom teacher is responsible for his/her students in school gatherings, events and assemblies.

**Homeroom Procedures**

- Take daily attendance
- Share daily announcements
- Review students' planners
- Distribute overdue library notices
- Distribute report cards and progress reports
- Distribute Honor Level slips
- Honor Level slip notification log
- Recognize student achievements
- Participate in building wide reading initiative
- Participate in school improvement goals
- Coordinate PAC and Student Council activities
- Disseminate other information as needed



## JWMS COURSE OFFERINGS

### SIXTH GRADE

#### Required Courses:

|               |                |                        |
|---------------|----------------|------------------------|
| Language Arts | Social Studies | Developmental Guidance |
| Reading       | Mathematics    | Physical Education     |
| Art           | Music for Me   |                        |

#### Electives:

|      |        |                   |
|------|--------|-------------------|
| Band | Chorus | High Interest Art |
|------|--------|-------------------|

### SEVENTH GRADE

#### Required Courses:

|                               |              |                       |
|-------------------------------|--------------|-----------------------|
| English                       | U.S. History | Computer Literacy     |
| Mathematics                   | Health       | Industrial Technology |
| Science                       | Art For Me   | Physical Education    |
| Family and Consumer Education |              |                       |

#### Electives:

|  |      |              |
|--|------|--------------|
| High Interest Art                      | Band | Chorus       |
| Foreign Language in Perspective (FLIP) |      | Teen Finance |

### EIGHTH GRADE

#### Required Courses:

|         |             |                    |
|---------|-------------|--------------------|
| English | Pre-Algebra | World History      |
| Science | Health      | Physical Education |

#### Electives:

|  |              |          |
|--|--------------|----------|
| Band                                   | Teen Finance | Chorus   |
| Power & Energy                         | Teen Living  | Drawing  |
| Woods, Metal, Plastics                 | Teen Topics  | Ceramics |
| Foreign Language in Perspective (FLIP) |              |          |

### SCHOOLWORK

Because of the exploratory nature of the middle school program, students have the opportunity to take a wide variety of courses in their daily schedules. As a result, they are limited in the amount of available study time in school. Teams will work together to balance out class assignments and projects. Students are responsible for completing their schoolwork assignments.

### Family Night

The District recognizes the need to coordinate after-school activities with area organizations as both serve the same population. Teachers are asked not to schedule school activities and/or undue amounts of school work on Wednesday evening or major assessment on Thursday as it is designated Family Night. Activities after school on Wednesday evenings will conclude by 5:30 p.m. Students who miss Wednesday activities due to an approved non-school activity shall be excused without penalty.



### Extra Help for Students

There may be times when a student might believe they do not understand their course work. This may be due to an absence or other circumstances. During these or any other occasions in which a student may perceive they need some extra help, all they need to do is ask their teacher for help. Teachers will be glad to give extra assistance. Remember, it is up to the student to let his/her teachers know that extra help is needed. Tutoring programs will be available to willing learners in need of support. Student and parent inquiries should be made to the Guidance Department. Bottom line--students who want help to succeed will get support to achieve the goals they wish to meet.



### Student Support-Tutoring and Technology (Located in the LMC)

|                       |        |              |
|-----------------------|--------|--------------|
| AM Technology Support | M W F  | 7:15-7:45 AM |
| AM Tutoring           | M W F  | 7:15-7:45 AM |
| PM Tutoring           | M T TH | 3:15-3:45 PM |



## ORGANIZED FOR SUCCESS

### Student Planner

The Student Planner is a critical part of the study skills program at JWMS to help students become organized. It is also the first link of communication between parents and school. This tool will review student academic progress, monitor organization, and share information about the affective development of students. Students are required to carry the student planner with them and are responsible for accurately recording all assignments, assessment dates, and teacher messages. A replacement Student Planner can be purchased from the office for \$5.00.

#### - Classroom Procedures

Teachers will assist students with the use of the Student Planner. Time is provided in each lesson to record assignments and other important information. Teachers will monitor the use of the Student Planner and help each student develop and maintain organizational skills.

#### - Home Procedures

Parents are asked to check the Student Planner routinely and monitor the completion of student assignments. Consistent communication between home and school is vital and establishing procedures will nurture organizational skills, a key contributor to academic success. By mutual agreement, parent and teacher may sign the Student Planner in cases where students are not making satisfactory progress or when both feel daily communication is beneficial. Space is available for teacher and parent comments and this dialogue is encouraged.

### Binders and Organizational Tools

At JWMS, all students are required to keep necessary school supplies and completed assignments in an organized folder or binder system as decided by the grade level teachers. It must be brought to classes every day and should contain a copy of this handbook, which is hole-punched and will be handed out in homeroom the first day of school.

### Study Halls

Students will be assigned to a study hall for a period when not in a class. The Study Hall supervisor will monitor the students and also help with organization skills and academic assignments. Students are expected to bring all necessary educational materials to Study Hall and to use this time for quiet study. Students who have a teacher's pass in the calendar portion of their Student Planner are to report to

their study hall first. Students will follow the rules and abide by the expectations set forth by the supervisor.

### Study Labs

As opposed to having all students in large group study halls JWMS also offers small group support classes, focused on development of academic success and building positive relationships with students. Students may be assigned to an Individual Instruction Lab, Literacy Lab, or Math Lab.

**-Individual Instruction (II)** Organizational and study skills will be emphasized in Individual Instruction. Students are expected to utilize their binder or folder system and Student Planner. Teachers may coordinate a system to sign students out to other staff with II the same period.

**-Literacy Lab** provides students with focused instruction on reading strategies and language arts skills.

**- Math Lab** provides students with the opportunity to explore and practice concepts and processes to develop deeper understanding of mathematics.

### POWERSCHOOL

The District uses a Web-based system called PowerSchool to record and share information with parents. Parents will receive a letter with student identification information and a step-by-step outline on how to access student grades and other information.

### PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are scheduled for all parents at the mid term of Quarter 1 and Quarter 3, and by request for Quarter 2. Specific dates and times will be posted in the school calendar, website, and newsletters. Teachers will be available to briefly discuss student performance. Parents may call Pupil Services to set up a follow-up team meeting if both parties mutually agree that is would be beneficial.

### GRADING PROCEDURES

#### Student Failure Notification

Teachers who submit a student grade of D/F or F (Failure) on a quarterly report card must have three (3) parent contact notices by telephone, letter, e-mail, or a conference, one (1) of which must be personal contact prior to issuing the F. Forms are available in the office. Documentation will be placed in the student's file. (Staff-see Appendix)

#### Quarterly Report Cards

Students will be officially evaluated in courses each nine week period. These evaluations will then be given to students during homeroom for them to review and share at home with parents. The staff of JWMS uses a common grading scale. The form of evaluation is a letter grade, which are A, A/B, B, B/C, C, C/D, D, D/F, F, I (Incomplete), or P (Pass). This grade is based on the work that the student has done in class during that particular grading period as well as effort and participation put forth towards achievement. Students with an 'I' have two (2) weeks to complete assignments.

## **Progress Reports**

Progress reports are done electronically and issued to parents' mid-way during each grading period to update student performance. Teachers will be notified of the date that the reports are due in the office. Progress reports are initially distributed at Parent-Teacher Conferences. Remaining progress reports are distributed to the student in homeroom the following school day.

## **GRADING SYSTEM**

JWMS uses Power Grade to electronically record student grades. A printed copy of grades and grade books will be turned into the office at the end of the year. Students may not assist in the recording of grades or other confidential material.

## **LESSON PLANS**

Lesson plans reflect the planning and implementing of educational best practices. They should include state standards, district curriculum, and school improvement goals. Teachers may use the lesson plan book or electronic template of their choice. Lesson plans should be kept in a secure location and be made available for periodic administrative review. Lesson plans should be completed on the last day of each week for the following week.

## **GUEST TEACHERS**

Qualified substitute teachers are an integral component of our school. Students and staff are asked to be polite, helpful, and considerate to guest teachers. Students will show utmost respect towards the guest teacher and follow directions. All regular classroom rules and expectations are in effect just as when the classroom teacher is present. Upon working for the first time in the building each year, guest teachers will receive an informational packet summarizing JWMS policies and procedures. Staff will also leave user-friendly lesson plans and substitute folder information to ensure continuity of instruction.

## **PROMOTION, PLACEMENT, AND RETENTION**

**Policy 5410 (Promotion, Placement, and Retention)** states the Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at various stages of growth. Each student will be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Specific guidelines are established and outlined regarding the promotion, placement, and retention of middle school students. (Staff-see Appendix)

## **Acceleration/Retention**

Students will normally progress through grade levels on an annual basis. Movement of a student from an age-appropriate classroom setting to an academically

appropriate classroom setting for a single, or multiple content areas, will proceed according to established procedures and timelines. Exceptions may be made for students who did not begin the year in the school district.

## **Middle School Advancement**

**Board Policy 5412 (Grade 8 Advancement)** specifically outlines the criteria to advance from grade 8 to grade 9. The full policy may be viewed on the District's web site. Parents have the right to appeal requested Grade 8 retention to the Board.

## **PRESIDENTIAL AWARDS**

Each year Presidential Academic Awards are presented to 8<sup>th</sup> grade students who meet or exceed the following criteria:

### **Presidential Excellence Awards**

This award is earned with a 3.5 or higher through the first semester of 8<sup>th</sup> grade, and Advanced Proficiency on the WKCE in Reading and Math.

### **Presidential Achievement Awards**

Students who are not eligible for the Excellence Award earn this award with a 3.250-3.499 through the first semester of 8<sup>th</sup> grade.

GPA requirements are specific and will not round decimal points.

## **FIELD TRIPS**

Per **Board Policy 2340 (Field and Other District Sponsored Trips)** field trips that are related to specific curricular or co-curricular objectives and provide educational enrichment for participating students may be approved in the District. Staff will submit a written request for the field trip as well as a copy of the letter to be sent to parents to administration. In most cases, these forms are sent home with the student and should be reviewed, completed, and signed by the parent and returned by the student prior to the specified deadline. (Staff-see Appendix)



## **INSTRUCTIONAL RESOURCES**

### **LIBRARY MEDIA CENTER (LMC)**

The LMC is open daily from 7:15 a.m. to 4:00 p.m. The LMC is an active learning environment providing a wide range of media resources available to the students and staff.

### **Student Check Out**

Students are encouraged to use resources to enrich their learning and advance their academic skills. Regular student check out is for two weeks. Audiovisual (AV) and reference materials may be checked out hourly during the school day or overnight. Students are responsible for materials checked out in their name and will be charged for damaged or lost materials.

### - **Overdue Notification**

Overdue slips are handed out in Homeroom twice a week. Students should check with LMC staff upon receiving their first overdue notice. Students will have limited access to LMC resources until overdue materials are returned. Materials may not be checked out in another student's name; teachers may not check out materials for students.

### - **Procedures**

All school rules apply in the LMC. In addition, there are guidelines and procedures determined by LMC Staff. Students must have a teacher-approved pass and a specific purpose for usage of the LMC. This also applies for LMC usage before or after school hours. Students are restricted to one hour of computer use per day from study hall. There will be 5 computers reserved for Study Hall students. Additional computer usage will be based on availability in the LMC. Students must arrive with all necessary materials. The furniture must be left in place. The LMC is a place where multiple activities are in action; students will be expected to work and move about quietly during their visit. When finished, all materials should be quietly put away.

### **Staff Check Out**

Equipment including video cameras, VCR/DVD set-ups, etc. should be reserved at least one day prior to use. Contact the LMC for equipment reservation. Assistance and training is available upon request.

## **TECHNOLOGY/COMPUTER USAGE**

**Board Policy 7540 (Technology Use)** states that policy shall be applied equally to **all** users. JWMS takes pride in providing technology education by offering students the opportunity to advance their learning through the availability of computers.

### **Purpose**

District computers are intended for educational purposes. Misuse or inappropriate use of technology may result in partial or complete loss of access rights to the computers and the network.

### **Privacy**

Users should not expect that files stored on District servers and hard drives will always be private. Network administrators may review files and communications to maintain system integrity and ensure that all users operating on the system responsibly.

### **I Safe & I Parent**

The District offers specific programming for parents to inform them of the current trends and dangers associated with on-line activities. From cyber bullying to sexual predators, the web can be a dangerous place. Announcements for programs will be posted in the JWMS Newsletter. The courts have determined that off-campus activities may be subject to school sanctions if it leads to substantial disruption at school. Furthermore, if parents know that their children are causing harm to other and fail to intervene to stop it, they can be held financially liable in

court proceedings.

### **User Procedures**

All users must complete an *Acceptable Use Form*, or "AUF", before receiving an account. Users will be given a **login** and assigned a **password** to access the district network. Staff will review procedures with students each fall. (Staff-see Appendix)

### **Computer Labs**

JWMS is fortunate to have multiple computer labs to accommodate the various needs of students and staff. The LMC staff will set the procedures and coordinate the use of all computer labs and portable computer carts. The lab locations at JWMS are:

- Room 133
- Room 134
- Technology Education Lab
- LMC Lab
- Portable Computer Labs
- Middle School Laptop Initiative

### **Workstation Problems**

Workstations should be in neat and proper working order. Students must keep area as it was when entered, including keyboards, mice, and chairs. Report any problems with your computer area immediately to the supervising staff member.

### **Printing**

Students may print finished products related to class work. Other materials may be printed with supervising staff approval.

### **District Web Page**

Per **Policy 7540.02 (District Web Page)** the Board authorizes the creation of web sites by employees and students of the District. The purpose of a web site is to educate, inform, and communicate. The content of the pages must be consistent with the District Mission Statement and is subject to prior approval.

### **Unacceptable Student Behavior Procedures**

- Identify the student, problem, and discuss the situation.
- The teacher requesting computer time will be notified.
- Student will be informed of lost computer privilege.
- Review will be made by the on a regular basis until the privilege is restored. It is not the intent of the staff to prevent a student from doing schoolwork or never regaining the privilege.
- All computer areas will be notified regarding all students who have lost their computer area privileges.

## STUDENT SERVICES

### Violation of Acceptable Use Policy (AUP)

Violations of the AUP include but are not limited to:

- Attempting to access another user's computer files.
- Deliberate, unauthorized attempts to access or use District computers, networks, systems, programs, or data.
- Attempts to manipulate District computer systems, programs, or data.
- Attempts to change computer software settings can interfere with the normal operations of the computer and is considered vandalism.
- Copying, or attempts to copy, software, and information that has been copyrighted.
- Attempts to interfere with the performance of the networking system and its programs or to tamper with the District networking system from another site.
- Unauthorized game playing, Internet chatting, or blogging on District equipment.
- Unauthorized downloading of programs from software or the Internet.
- Downloading inappropriate items such as material with references to drugs, alcohol, sex, and/or violence.
- Accessing inappropriate web sites and pages contrary to school beliefs.
- Using vulgarity and inappropriate text.

Students who have broken the Acceptable Use Policy will have their privileges revoked by the District as determined by administration.



### Building Computer Contact Person (BCCP)

The Building Contact Person is responsible for troubleshooting problems that staff experience within the guidelines of normal computer usage. Contact the BCCP if experiencing questions or concerns.

### Staff Technology Training

Staff is afforded training opportunities in alignment with the Information, Technology, and Literacy standards. Training sessions have a clear focus and goal. Interested staff should make an attendance request to the building principal and register with Heidi Catlin.

### COOPERATIVE EDUCATIONAL SERVICE AGENCY

The District is a member of CESA 9, providing staff development opportunities. Staff will receive mailings from CESA regarding upcoming programming offered. Attendance requests should be forwarded to administration. Staff is to register for all approved courses on-line.

### PUPIL SERVICES

Pupil Services staff are available to help students with personal or school problems, provide educational support, career information, and assist students in course selection and scheduling. Pupil Services staff provides mediation services at the request of students, parents, or staff. Students may stop in the Pupil Services Office and make an appointment to see a member of the Pupil Services staff during a study period or after school.

### Student Service Team Meetings (SST's)

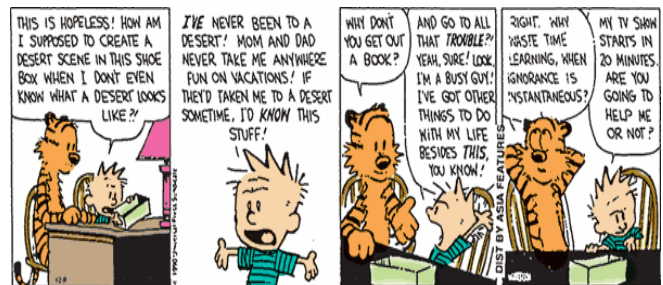
SST's are conducted to improve student academic and behavioral performance. Prior to requesting an SST, staff should:

- Meet with student and share Team concerns.
- Document classroom strategies attempted and information received from parent communications.
- Examine with Pupil Services the student's cumulative folder and document findings and previous interventions, both successful and unsuccessful.
- Prescribe a plan for improvement.
- Conduct a follow up meeting with student to review status related to the prescribed plan. Team may determine to give an I versus an F provided the student is attempting reasonable academic progress.

Pupil Services will have an integral role in the SST process. Student Service Teams may include teachers, administrators, parents, students, and community agency members. (Staff-see Appendix)

### Intervention Prevention Services (IPS)

The Intervention Prevention Services call for early identification and intervention starting with an SST for students determined to be in need of support to ensure graduation. Placement criteria includes: **academics** - failing two (2) or more core subject areas and/or minimal or basic performance on WKCE test, **behavioral** - including attendance, motivation, and disciplinary referrals, and **general** - home setting and student health.



## STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

Per **Policy 2416 (Student Privacy and Parental Access to Information)** the District respects the privacy rights of parents and their children and is committed to ensuring that parents are fully informed about the gathering of information regarding their children, how it is used and what instructional material is presented in the curriculum.

## STUDENT RECORDS

**Board Policy 8330 (Student Records)** requires the collection, retention, and use of information about individual students and groups of students. A student's right of privacy under Federal and State law mandates careful custodianship and limitations on access to student records. Pupil **progress records** include courses taken, grades received, attendance, and activity participation. Pupil **behavioral records** include all other pupil records. Progress and behavioral records are confidential. JWMS maintains a record of all persons, agencies, or organizations that access student information. Teachers may sign out cumulative folders from the Pupil Services Office. The teacher's name, student's name, and the date removed must be noted along with the teacher's signature. Files must be returned within 72 hours.

## PARENT/TEACHER REQUESTS

Many factors are included when scheduling students. Parent requests for specific placement must be submitted in writing, provide educational reasoning, and be received by the principal prior to May 1<sup>st</sup>. Administration will determine final schedule.

## CLASS/SCHEDULE CHANGES

Pupil Services handles all changes in class schedules. Requests for changes of schedules after the first two weeks of the semester are discouraged and most often denied. Students whose parents request a change after the two-week time period will be required to submit a written explanation for the recommended change. Pupil Services may initiate the course change request or deny with administrative approval.

## TRANSFERRING TO ANOTHER SCHOOL

Parents are asked to contact the office secretary prior to withdrawing their student. They will assist with checkout procedures. This will help complete the transfer procedures completely and accurately. Books must be returned and outstanding fees or fines paid. The new school system in which the student has formally enrolled must request student records through written notification.

## STUDENT ABUSE AND NEGLECT

Per **Policy 8462 (Student Abuse and Neglect)** the Board is concerned with the physical and mental well-being of our students and will cooperate in the identification and reporting cases of child abuse or neglect in accordance with

the law. Each professional staff member who has reasonable cause to suspect child abuse or neglect shall be responsible for reporting concern to Oneida County Social Services at 362-5695. It is the responsibility of the Social Services access worker to see that all referrals are processed to the proper person. Referrals can be made anytime by contacting Oneida County Sheriff's Office at 361-5154 or the PSLO at 365-9223. (Staff-see Appendix)



## STUDENT ACTIVITIES

### PURPOSE

Activities are an integral part of our school. Activities promote a value system for the individual, the student body and others associated with the programs. Activities are healthy, enjoyable, and contribute to the physical, social, mental, and emotional development of all participants. JWMS has been awarded several grants allowing the implementation of activities with our collaborative partners. Some of these include MOCK, FACT, Education Talent Search, CLC, and the YMCA.

### PARTICIPATION REQUIREMENTS

For our activity programs to function smoothly, they must be governed by regulations that are defined so all stakeholders clearly understand expectations. By attending the mandatory Pre-Participation Meeting prior to involvement, parents will receive all necessary information. Parents will receive a comprehensive Activity Handbook that outlines specific forms for participation, regulations, procedures, and philosophy of co-curricular activities. The Activity Code is a key component regulating participation. Once participant and parent sign the Activity Participation Agreement, it serves as a contract between them and the District. Students may direct questions regarding activity participation to the middle school office.

### WIAA Physical Exam

Students participating in interscholastic athletics and intramural football must have on file a WIAA physical examination permit card signed by a physician and parent. These forms are available in the office. Local media will provide information to parents regarding free physical examinations offered by participating area physicians.

**ASSEMBLIES**

Assemblies are a scheduled part of the curriculum and designed to be meaningful and enjoyable experiences. Informal assemblies promote school spirit and provide students an opportunity to share their talents. Formal assemblies help broaden student experiences and develop proper social etiquette.

| <u>ACTIVITIES</u>  |  |  |
|--|--|--|
| Drama  | Show Choir   | *Student Council                             |
| *FACT  | * CLC Grant  | *Ed. Talent Search                           |
| <u>INTRAMURAL ATHLETICS</u>  |  |  |
| FALL   | WINTER   | SPRING                                       |
| Co-Ed Soccer-6 <sup>th</sup>   | Boys Basketball-6 <sup>th</sup>                      |  |
| Football-6 <sup>th</sup> & 7 <sup>th</sup>   | Girls Basketball-6 <sup>th</sup>                     |  |
| <u>INTERSCHOLASTIC ATHLETICS</u>   |  |  |
| FALL   | WINTER   | SPRING                                       |
| Co-Ed Soccer-7 <sup>th</sup> & 8 <sup>th</sup>   | Boys Basketball-7 <sup>th</sup> & 8 <sup>th</sup>    | Boys Track-6 <sup>th</sup> -8 <sup>th</sup>  |
| Girls Volleyball-7 <sup>th</sup> & 8 <sup>th</sup>   | Girls Basketball-7 <sup>th</sup> & 8 <sup>th</sup>   | Girls Track-6 <sup>th</sup> -8 <sup>th</sup> |
| Girls Swimming-6 <sup>th</sup> -8 <sup>th</sup>  | Girls Gymnastics-6 <sup>th</sup> -8 <sup>th</sup>    | Boys Tennis-6 <sup>th</sup> -8 <sup>th</sup> |
| Football-8 <sup>th</sup>   | Wrestling-6 <sup>th</sup> -8 <sup>th</sup>           |  |
| Girls Cross Country-6 <sup>th</sup> -8 <sup>th</sup>   | Boys Nordic Skiing 6 <sup>th</sup> -8 <sup>th</sup>  |  |
| Boys Cross Country-6 <sup>th</sup> -8 <sup>th</sup>  | Girls Nordic Skiing-6 <sup>th</sup> -8 <sup>th</sup> |  |
| Girls Tennis-6 <sup>th</sup> -8 <sup>th</sup>  |  |  |
| *(Activity code and fee does not apply)  |  |  |
| NOTE: 6th grade participation in certain interscholastic athletics may be limited based on the participating numbers of 7 <sup>th</sup> and 8 <sup>th</sup> graders. |  |  |



**DANCES**

Dances are scheduled throughout the year at JWMS and at the YMCA and provide opportunity for students to develop social skills and have fun! All school expectations including the following guidelines are in force:

- Students on Honor Level 1 and 2 the day before the dance may attend.
- Students who are absent or suspended on the day of the dance will not be admitted.
- Students must be picked up immediately following the end of the dance. Transportation arrangements must be made in advance. Failure to do so will

result in loss of future attendance privileges.

- Personal belongings will be stored in a designated area and may only be accessed with supervisor approval.
- Students are not allowed to leave the dance once it has started unless parent and staff approved.
- Any student creating a disturbance will be asked to leave school property and will not be allowed to attend future dances. Parents will be notified by staff.
- Student misconduct, including pretending that s/he has been drinking or using drugs will result in removal from the event, parent notification, and will prohibit attendance of events.

**SPECIAL EVENTS**

Throughout the school year, staff coordinates a variety of exciting and time-honored activities to showcase the talents of our students and to generate school and community pride in being a JWMS Hodag!

**Homecoming – Spirit Week**

Students feel the power of Hodag Pride by participating in a fun week of activities during Homecoming. The Student Council helps guide dress up days and other activities to bring out the green & white spirit of students and staff alike!

**Student Council Magazine Sale Incentive Activities**

The annual magazine sale serves as our primary fund-raiser to support all the activities taking place at JWMS. Each fall, students who meet certain sales levels receive incentives such as an inflatable games party and a lunch limo ride to a local fast food establishment.

**Music Concerts**

The talents and skill development of our students are evident at JWMS concerts. With performances both during the school day and in the evenings, the students and Music Education Staff provide a way for our school and community to Celebrate Music!

**Community & Staff Luncheons**

Students in Family and Consumer Education classes get an opportunity to prepare and serve meals for different groups throughout the year. This year, students will be providing professional service to Kiwanis International, Retired Educators Association and various staff luncheons. With personalized invitations, white linens, candlelight, soothing music, great food, and pleasant conversations with students, our Foods Room is transformed into a 4-star dining experience.





### **Veterans Day Program**

The Veterans Day Program at JWMS has become a treasured event for our community. The blending of student musical and oratory performances with the presence of state officials and local veterans makes for a powerful and meaningful celebration of those who have served for our freedom.

### **6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> Grade Fort Wilderness Winter Adventure Days**

The Physical Education staff coordinates a fun and exciting day of winter recreation for each grade level. Students will get to select a morning and afternoon activity in which to participate. Utilizing the staff and facility at Fort Wilderness, students are offered opportunities such as broomball, cross country skiing, ice skating, sleigh rides, snowshoeing, and tubing.

### **Spring Talent Show**

The Student Council hosts a spring talent show. All students are encouraged to audition and share their school appropriate special singing, dancing, comedy, or other creative talents. The event is held in the auditorium and monitored by the student council advisors. The Talent Show entertains students and the community with the performance. Use of all communication devices including cell phones, camera, video/audio recorders, or any other device is strictly profited. The student council advisors in cooperation with administration will screen acts and approve performers in advance. Administration retains authority to deny any such requests.

### **3K Run**

Students and staff can participate in our annual 3K Fun Run each spring as serious competitors or just to enjoy a casual stroll through the Northwoods. The Physical Education staff coordinates a safe and pleasant time honored event.

### **8<sup>th</sup> Grade Picnic**

For the past 40 years, eighth-grade students at JWMS have had the opportunity to celebrate the completion of middle school with a picnic at Fort Wilderness. The picnic is an earned privilege. Parents will receive information outlining eligibility requirements and expectations. Students should realize that their behaviors influence the decision as to whether or not they are permitted to participate in this celebration. Many activities are planned and supervised by teachers and camp personnel. 8<sup>th</sup> grade parents may assist with this enjoyable event.

### **8<sup>th</sup> Grade Awards Ceremony**

The 8<sup>th</sup> Grade staff invites parents and relatives to a ceremony at the end of the school year to recognize the accomplishments and achievements of students. Invitations are sent home to notify parents of this event.

### **STUDENT COUNCIL**

The JWMS Student Council plans activities, conducts community service projects, listens to and discusses student recommendations, and meets with staff to share views and offer solutions to issues most pressing in their lives at school. The advisors will determine membership requirements and meeting times.

## **STUDENT CONDUCT & EXPECTATIONS**

Under **Policy 5500 (Student Conduct)** the Board notes respect for the law and persons in authority shall be expected of all students. This includes following the school rules and the general provisions of the law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall be expected of all members of the school community. (Staff-see Appendix)

### **STUDENT EXPECTATIONS**

During the middle level years, it is important for the school and home to provide a basic, reasonable, well-defined, and firm structure for conduct that affords the student security, yet allows for individuality, exploration, and growth.

Students may expect to:

- Receive an education without disruption
- Feel and be safe at school
- Receive help with schoolwork
- Share opinions in an appropriate manner
- Learn to make appropriate choices
- Know the reason for disciplinary action
- Be informed of individual classroom expectations

Students are expected to be:

- Respectful of other students and their right to learn
- Respectful of staff and their right to teach
- Respectful by using appropriate behavior and language
- Responsible by following policies, procedures, and rules
- Organized by arriving to class on time and with all required materials.

### **Violation of School Regulations, Procedures, and Expectations**

#### **Selling Items on School Property**

Students may not sell items for personal gain or any non-school organization unless receiving administration and board approval.

## ATTI-DUDE PROGRAM

The "ATTI-DUDE" program recognizes positive citizenship among our students. A student is given an "ATTI-DUDE" coupon for making good choices or demonstrating positive behavior. The coupon may be turned into the LMC for regular drawings that include items such as tickets, gift certificates, passes, or coupons from local merchants and franchises participating in our program. Another option is to save coupons to purchase items from the ATTI-DUDE store located on the auditorium stage. Items may be purchased during study hall.



## UNACCEPTABLE CONDUCT

Unacceptable conduct is defined as any inappropriate action or behavior that endangers the property, health and safety of others, impedes learning, or is unlawful, disrespectful, or in violation of school rules.

### Endangering property, health, safety of others

- Vandalizing property
- Bullying and all forms of aggressive behavior
- Possessing weapons or dangerous articles
- Body piercing during school time
- Inappropriate use of prescribed medications
- Use of illegal/controlled substances

### Unlawful Behavior

- Possession or use of firecrackers, drug paraphernalia, controlled substances, alcoholic beverages, tobacco products or look-alikes.
- Distributing or selling prescription medication
- Theft
- Extortion
- Creating false emergencies such as pulling a fire alarm, calling 911, or causing a bomb threat.

### Disrespectful Behavior

- Impedes the opportunity for others to learn
- Impedes the opportunity for self to learn by failure to try
- Disrespectful language, attitude, or behavior
- Refusal to follow directives of staff members

## BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

Under **Policy 5517.01** the Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Aggressive

behavior is defined as inappropriate conduct that is repeated or serious enough to negatively impact a student's educational, physical, or emotional well-being. These behaviors may include but are not limited to bullying, cyber-bullying, intimidating, menacing, coercion, name-calling, taunting, threatening, hazing or stalking. Every student is encouraged, and every staff member is required, to report to administration any situation they believe to be aggressive behavior directed toward a student.

### Bullying

Bullying is when a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Examples include physical, verbal, psychological, and cyber bullying.

### Intimidation

Intimidation is any threat that interferes with another's property, causes substantial inconvenience, initiates unwanted physical contact, or inflicts serious physical harm based on race, color, religion, national origin or sexual orientation.

### Menacing

Menacing includes any act intended to place a person in fear of imminent serious physical injury.

### Student Hazing

The School Board believes that hazing activities of any type are inconsistent with the educational process and a violation of state law. In accordance with **Policy 5516** these activities are prohibited at all times in school facilities, on school property, and at any District-sponsored events.

### Harassment

Harassment is any act that subjects another person to unwanted abusive behavior. It can take many forms including verbal, physical, and sexual behavior. **Policy 5517 (Harassment)** states that harassment of a student or staff member by any other student or staff member is contrary to the Board's commitment to a safe learning environment. It may be a violation of state and federal law and will not be tolerated.

## WEAPONS/DANGEROUS ARTICLES

**Board Policy 5772 (Weapons)** prohibits students from possessing, storing, making, or using a weapon in the school setting. In order to protect the safety and welfare of all, students may not bring to school articles that interfere in any way with school procedures, disrupt instruction, or become potential hazards to the safety of others. Wisconsin state law calls for expulsion of any student who brings a weapon into a public school building. Dangerous and prohibited articles include but are not limited to laser pointers, lighters, matches, chains, or any imitations of weapons. If brought to school, items will be confiscated and the student will be assigned consequences as appropriate.

## DISORDERLY CONDUCT-NEW POLICY

**Board Policy 5520** recognizes the right of each student to attend school for the purpose of receiving an education. The disruption of the educational program of the schools by disorder or any other purposeful activity will not be tolerated. Disorder shall be defined as any deliberate activity by an individual or group, peaceful or violent, which is reasonably likely to disrupt the normal operation of the school.



## DRESS CODE

**Board Policy 5511 (Dress and Grooming)** notes the responsibility for the personal appearance of students shall rest with the student themselves and their parents. Student dress or grooming should not affect the health or safety of others, nor should it disrupt the learning process within the classroom or school. JWMS recognizes attire that may be appropriate for other occasions may not be appropriate for school. The administration reserves the right to make a final determination with respect to questionable attire.

**Clothing must completely cover torso from shoulder to mid thigh.** Items or clothing that are considered distracting and not allowed at JWMS include but are not limited to:

- Obscene/profane/suggestively worded apparel
- Exposed midriff
- Translucent or see through clothing
- Visible undergarments
- Visible cleavage
- Baggy or low cut pants worn below hip level
- Ripped or torn jeans exposing skin above mid thigh
- Spaghetti strap and cropped top shirts
- Tank tops with straps narrower than 3 fingers in width
- Short shorts, skirts, and skorts (above mid thigh)
- Accessories including chains, extra long belts
- Coats, scarves, gloves, mittens, and sunglasses worn in building including classroom
- Hats should be removed upon entering building. Hats may be worn during outdoor events.
- Drug/alcohol/tobacco-related items
- Sharing or selling of prescription medication
- Aerosol spray cans (deodorant, perfume, etc.)
- Energy drinks

- Heelies/wheeled or skate shoes
- Piercings and tattoos that distract teaching and learning or pose a potential safety hazard or risk

## Staff Attire

Support and teaching staff are representative members of JWMS and should dress appropriately and professionally. To encourage school spirit, staff is encouraged to dress in Hodag colors on the last day of the week. Those doing so may leave the building after students have safely departed from their areas of supervision at the end of the school day. Go Hodags!



## STUDENT DISCIPLINE

**Policy 5600 (Student Discipline)** states that the Board, administrative staff, and the total staff of the school will make every effort to prevent dangerous, disruptive, and destructive student conduct which may impede the educational process.

### Communication

Parents and students will be informed when a student faces disciplinary action due to inappropriate conduct that endangers the property, health, and safety of others, or disrupts the educational process. Communication procedures attempt to keep parents and students informed. These communications include mail, e-mail, telephone contact, and in-person conferences.

### Consequences

Consequences for inappropriate behavior include reprimands, disciplinary infractions, suspensions, citations, and expulsion.

### Incident Report

Students should report incidents to a staff member or administrator. Students must come to the office during non-instructional time to complete a Student Incident Report.

### Juvenile Citations

Students at JWMS are old enough to receive citations and fines for breaking laws within the school. Examples of incidents where citations may be issued include trespassing, truancy, theft, smoking, possession of cigarettes or tobacco, profane language, fighting, or disorderly conduct.

### Restorative Justice

There are times when those who have violated certain school rules (bullying, sexual harassment, physical aggression) should have to face or restore the damage done to the victims or property. The assigned consequence will address the issue of repairing the damage or correcting the behavior in respect for and remorse towards the victim(s).

## DISCIPLINE SYSTEM OVERVIEW

Disciplinary procedures are an important component of any productive educational program. The purpose is to establish and maintain a safe and productive educational environment where all students have the right to learn. JWMS uses the Honor Level Discipline System (HLDS). Students are expected to demonstrate respect and responsibility through appropriate behavior and good citizenship at school. Students must take ownership of their actions. The HLDS provides positive reinforcements and meaningful consequences, which are administered through an established and nationwide program, Discipline with Dignity. This program is intended to help students develop self-control and make positive choices.

### Rights and Privileges

Students are entitled to rights and privileges based on their Honor Level status. Eligibility for activities is based on Honor Level status the day prior to the scheduled activity. To recognize and reward students for proper behavior, each grade level will select unique activities for students to participate in each month. Each grade will submit a list of monthly activities to administration and the office.

### Procedures

The HLDS provides students the opportunity to correct inappropriate behavior before receiving an infraction slip. Staff members will follow established procedures to consistently monitor student behavior. Parents and staff collaboration have shaped specific components, which help document and identify patterns in misbehavior getting to the root of the problem.

#### Classroom Procedures

- Step 1: Verbal Warning
  - Step 2: Infraction slip placed on student desk
  - Step 3: Infraction slip is issued/ voided end of class
- Steps 1 & 2 are not necessary when safety is jeopardized.*

#### Outside of Classroom Procedures

- Step 1: Verbal warning may be given
- Step 2: Infraction slip issued

### Infraction Slip

Infraction slips are issued when students fail to meet the expectations of Organization, Responsibility, or Respect. Infraction slips will include the name of the student, the type of infraction, the staff member issuing the slip, the number of demerits assigned, the date and time of the incident, and a narrative describing what occurred. The information is entered into our computer program daily. A list is generated at the end of the school day updating all students of their current honor level status and generating a consequence notification slip for each student who has committed an infraction. These slips are distributed in homeroom the following day and the student will sign or initial a classroom log verifying that they received proper notification. Students are expected to demonstrate responsibility by delivering the slip home and discussing it with their parents.

## Demerit Points

When a student receives an infraction slip, demerit points (1, 3, or 5) are assigned for the type of inappropriate behavior exhibited.

Demerit points are assigned based on *failure* to meet the following criteria:

### Organization - one (1) point

- Arrive to school/class on time
- Come to class with all required materials

### Responsibility - three (3) point

- Follow directions/rules: school, classroom, and lunch
- Dress appropriately as described in handbook
- Keep hands, feet, and objects to self
- Follow safety rules
- Move about the campus in an orderly manner

### Respect - five (5) point

- Treat peers with respect
- Treat adults with respect
- Treat property with respect
- Use appropriate language and/or gestures
- Settle conflicts appropriately
- Allow others to teach and to learn
- Be honest

\*The total number of demerits determines HL status.

## Progressive Discipline Consequences

### Infraction Slip Consequences

- One (1) slip.....15-minute Lunch Detention
- Two (2) slips.....30-minute Lunch Detention
- Three (3) slips.....45-minute After-School Detention
- Four (4) slips.....60-minute After-School Detention
- Five (5) slips.....In-School Suspension

### 7 day Window

One-point infractions are active for 7 calendar days. A 15-minute noon detention is assigned to the student who earns 3 or more one pointer within this window of time.

### 14 day Window

Demerits are cleared when a student maintains acceptable behavior for 14 calendar days. The student will return to Honor Level One and past demerits are cleared.



## **Honor Level Status**

There are four (4) Honor Levels. All students begin on Honor Level One

HL 1 = 0 Demerits

HL 2 = 1-10 Demerits

HL 3 = 11-21+Parent Contact

HL 4 = 22 + Parent Contact

### **Honor Level One (1):**

Right to be in school

Entitled to participate in school activities including dances, assemblies, concerts, and athletic events

Monthly grade level incentives

### **Honor Level Two (2):**

Right to be in school

Entitled to participate in school activities

### **Honor Level Three (3):**

Right to be in school

Privilege to practice but cannot participate in school activities unless part of a class grade

May not attend activities as a spectator

Parent contact

### **Honor Level Four (4):**

Right to be in school

Loss of privileges until return to HL 2

Assigned to lunch detention (30 minutes) until back on HL3

## **DETENTIONS**

### **Lunch Detention (LD)**

Students will serve lunch detention during their scheduled lunch shift. Students will report to the auditorium and sign their name and arrival time on the detention log after receiving their food tray. The LD will be 15 or 30 minutes in duration. Students who do not fulfill their LD time will be assigned a 3-point demerit and one additional consequence.

### **After-School Detention (ASD)**

Students who have been assigned an ASD are expected to arrive in the designated detention room within 4 minutes from the time school is dismissed. Students who do not fulfill their ASD time will be assigned a 3-point demerit and one additional consequence. Students are expected to complete their assignments quietly. Academic support is provided. Students should bring along a book to read after completion of assigned work. Students who are late or disruptive will fail detention, requiring them to make up this time plus an additional consequence. ASDs are not scheduled on Fridays and will carry over to the next school day.

### **Saturday Detention/Student Vacation Day Detention**

Administration may assign a Saturday detention or a staff work day detention when it is determined that students can best serve the consequence outside of the regular school week or when students have not completed previous disciplinary obligations.

### **Detention Procedures**

Detentions will take precedence over other school activities

and events. Students will receive the infraction slip in Homeroom and sign a log verifying the slip was received. The only exception will be for legitimate appointments approved in advance by administration. Parents need to contact the school via phone for prior approval. An alternative date will be set at that time. A parent conference may be requested when a student has excessive detentions. The student may be suspended until the conference is held.

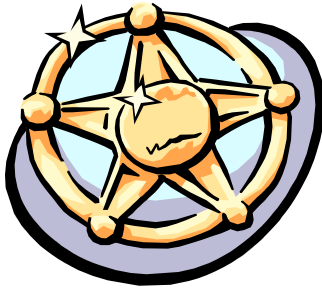
## **SUSPENSIONS AND EXPULSIONS**

### **In-School Suspensions (ISS)**

**Board Policy 5610.02 (In-School Discipline)** states the purpose of In-School Suspension is to provide an alternative to Out-of-School Suspension. The suspension will be served in a classroom during the school day. Students will be dismissed from homeroom and report to the auditorium for assigned placement. Staff will be asked to supervise ISS students from different grade levels at different times throughout the year. A student may be suspended for inappropriate behavior or for non-compliance of school rules. Administration and guidance will meet with the student during the day to discuss the suspension and identify the underlying factors contributing to the inappropriate behavior. A component of ISS will require the student to give meaningful reflection on the reason for the suspension and determine steps to avoid reoccurrence of the situation. This activity will be reviewed with administration upon completion of the suspension.

### **Out-of-School Suspensions (OSS) and Expulsion**

**Board Policy 5610 (Suspension and Expulsion)** recognizes that exclusion from educational programs by suspension or expulsion is a substantial sanction and that such action must comply with the student's due process rights. Students may be suspended or expelled for grounds authorized under section 120.13 of the Wisconsin Statutes to include but not be limited to, repeated refusal or neglect to obey rules; conduct either in or out of school which endangers the property, health, or safety of others at school or under the supervision of a school authority; endangers the property, health, or safety of any District employee or Board member, or school property by means of explosives. Administration may suspend up to five days for pupil misconduct and for being in non-compliance with school rules. Administration will determine the type and length of the suspension based on the nature of the offense and disciplinary record of the student. Students are not allowed on school grounds or at school sponsored activities with or without a parent during the terms of their suspension or expulsion without prior administrative approval. A component of OSS will require the student to give meaningful reflection on the reason for the suspension and determine steps to avoid reoccurrence of the situation. This activity will be reviewed with administration during the re-entry meeting.



### Police Referral/Suspensions

At times it is necessary to make police referrals and/or use suspension as a means to discipline a student for dangerous acts, unacceptable language, fighting, smoking, drinking alcohol, prescription medication violations, disrespect toward staff, or other serious matters. A suspension means that a student is either sent home or assigned work in the in-school suspension room for an extended period of time.

### Office Referral

There may be occasions when an inappropriate student behavior requires a staff member to call for an administrator to assist with the situation. The staff member will fill out the HL infraction slip and make initial parent contact. The student will be removed and placed in the ISS room or an alternative site as determined by the administrator.

Additional consequences will be determined by administration and may range from written infractions, restorative justice, to recommendation for suspension. A re-entry conference between the student and teacher will follow up with a classroom removal and/or ISS. A re-entry conference with the student, parent, staff member and administrator will be required following an OSS due to the incident.

### Code of Conduct Report

When a student is removed from class by an office referral, the **staff member** is required to complete and submit the Student Code of Conduct Form within 24 hours of the incident. One copy will be sent home and another will be placed in the student's file. This form can be found in Application Launcher. (Staff-see Appendix)

## ATTENDANCE INFORMATION

In accordance with state law, **Board Policy 5200 (Attendance)** requires the Board to enforce the regular attendance of students. The District's educational program is predicated on the presence of the student and requires continuity of instruction and classroom participation. To be in compliance with Wisconsin compulsory attendance laws, teachers will take attendance for each instructional period using the Power School computer system. The school attendance officer will communicate with the parent after five (5) absences during a semester. The first notification is

informational and should not be considered a reprimand. Subsequent notification(s) will be made after ten (10) missed days and will outline school and court sanctions.

## ABSENCES

### Excused Absences

Parents are asked to call the office at 365-9220 by 10:00 a.m. on the morning of an absence. Parents should provide a written excuse with their student upon return to school. Students are responsible for contacting teachers regarding make-up work. Listed is a summary of excused absences per Board policy:

- Illness or personal injury.
- Appointments including medical, legal, social services, psychological, or court of law.
- Suspension from school.
- Impassable roads and extreme weather conditions which endanger the student's safety.
- Family or community emergencies/crisis/celebration.
- Absences due to penalties imposed by the court system or due to legal placement in an alternative center by another public agency.
- Religious instruction or holiday.

After ten (10) absences a medical excuse **will** be required for each additional absence. Administration may excuse additional absences if parents communicate the circumstance/situation.

### Appointments

When possible, appointments should be scheduled outside of the school day. Parents are requested to refrain from scheduling appointments during the November WKCE testing dates, which were provided in the August informational packet mailed home. Students will not be allowed to leave school grounds once they arrive unless given permission by the office. Students may only leave the school grounds during the day for the following reasons:

- Medical or dental appointment.
- A parent picks up an ill or injured student.
- Pre-planned absence

Students must obtain a pass from the office before school starts and check back into the office if returning to school that same day.

### Pre-Planned Absence

Students should bring a note from parents and pick up a *Pre-Planned Absence* form from the office well in advance of an absence. The two types of pre-planned absence forms include the standard and the deer rifle season. Students will take the form and have it signed by all of their teachers. When complete, return it to the office. It is the responsibility of the student to make up work for any absence. Students are encouraged to complete assignments ahead of time so that they are not overloaded upon their return. (Staff-see Appendixes)

### Unexcused Absence

Unexcused absences demonstrate disregard for the educational program and are considered a serious matter. Absence from school for all or part of a day for reasons other than those defined under excused absences will be marked as unexcused. Failure of the parent to notify the school office of the reason for an absence will cause that absence to be unexcused. An administrator may issue consequences for unexcused absences.

### Make-Up Work

Students will be allowed two (2) days for each day of **excused** absence in which to make up class work and examinations unless special arrangements are made with the teacher. Students will be allowed two (2) days for each day of **unexcused** absence to make up any examinations missed; however, no credit or grade will be given for make-up work. Upon parental request, the office will work with teachers in collecting homework for students after the 3rd day of an absence. Homework materials will need to be completed and turned in before additional homework is provided.

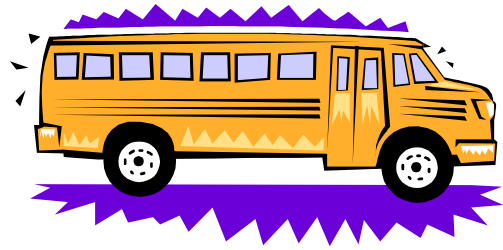
### TARDINESS

Tardiness is disruptive to the learning process. Students have ample time to get from one class to the next. Bells are sounded to start the day to dismiss students from the commons to the first class, to provide one-minute warnings prior to the start of each hour throughout the day, and to indicate end of the day dismissal. A student who is late for school in the morning must sign-in at the office before proceeding to class. Disciplinary infractions will be assigned for repeated unexcused tardiness. A student who is late to a class during the day will be admitted without penalty provided staff from the previous hour signs or initials the Student Planner, along with time dismissed, to excuse the late arrival. A student who is late to class during the day will be admitted with penalty if entering without a proper excuse.



### TRUANCY

Truancy is when a student is absent from a class or classes without the knowledge and consent of the parent and staff. School personnel will work with the student, parents, social workers, and the court system to resolve truancy issues pursuant to state law. An administrator or police school liaison officer may issue detentions, habitual truancy and/or simple truancy citations. Students are required to make up time missed due to truancy. Truancy court can be avoided with strong two-way communication between the parents and JWMS.



## TRANSPORTATION

**School Board Policy 8600 (Transportation)** states transportation will be provided for those students whose distance from their school makes this service necessary.

### TRAFFIC FLOW

In order to safely and efficiently allow all buses and parent vehicles move about our campus, all individuals are expected to abide by the set traffic procedures.

**Regular Buses** will be the **only** vehicles allowed in the main entry loop from 7:00 – 8:00 a.m. and from 2:30 – 3:30 p.m.

**Activity Buses** will pick-up and return students for away events at the backside of the building at entry door North 14.

**Parent Vehicles** will drop off and pick up students on the East side of the building. Parents are to follow the signs through the one-way parking lot loop. Parents are **not** to drop off and pick up students on the South side of the building on Acacia Lane. This location restricts bus maneuvering, jeopardizes student safety on Acacia as well as in the bus loop, and is a high traffic area to and from the high school.

### BUS SUPERVISION

Staff will check duty schedule for assigned supervision weeks.

Procedures:

- Buses will line up in the bus loop in front of JWMS.
- Central students will only exit a bus for a transfer.
- Students will line up on the near sidewalk, behind the yellow curb.
- Students **will not leave the sidewalk** until the bus door opens or upon supervisor's instructions.
- Students will walk to and enter the bus in an orderly fashion.
- Students not traveling by bus are not to be loitering in front of the building.
- Only students riding the bus are to be picked up in front between 2:58 and 3:30 p.m.
- RHS students are not allowed to board a bus at JWMS.
- JWMS students are not allowed to board a bus at RHS.



### BUS CONDUCT

Students being transported by school district contracted buses or vehicles shall conduct themselves in a lawful and orderly manner at all times while being transported. Students riding the school buses will be subject to disciplinary measures including, but not limited to, assigned seats and bus suspensions. Cameras may be placed in any bus from time to time to observe behavior for disciplinary reasons. All school rules are enforceable. Other prohibited acts witnessed on buses include:

- Disrespectful behavior towards driver or students
- Moving around while the vehicle is in motion.
- Head, hands or any portion of body out of window.
  
- Throwing objects out of windows.
- Tampering with the vehicle or equipment.
- Eating, drinking, or littering on the bus.
- Any other conduct that may affect the orderly and efficient transportation of students.

### ALTERNATE ROUTES

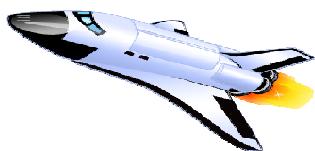
#### Alternate Bus Permission Procedure

When there are occasions when a student needs to be picked up or dropped off at a location other than their assigned bus stop, such as spending the night with a friend, parents and students will need to complete the proper procedure or the request will be denied.

- Obtain a parent note with the date, location change and parent signature.
- Obtain signature from the office on the note.
- Present the driver with the note signed by the parent.

#### Alternate Transportation Request

If a parent requires a student to be dropped off at a location other than the assigned bus stop, a *Request for Alternate Transportation* form must be filled out and returned to the Business Office **before** transportation will begin. (Forms are available in the office).



### CO-CURRICULAR TRANSPORTATION

Any student who is transported to a school activity by a school-arranged vehicle will return to Rhinelander by way of the same school-arranged transportation unless there are extenuating circumstances that require the student to ride home with a parent. Parents must complete the *Request for Permission to Ride from a JWMS Activity* form and submit to school administration no less than one (1) day in advance. This form is available on the District web page or may be picked up in the office. The school will contact a parent prior to approval of such requests.

### TRANSPORTATION FOR FIELD TRIPS AND OTHER DISTRICT-SPONSORED TRIPS

Per Policy 8640-(*Transportation for Field and Other District Sponsored Trips*), regular or special purpose school vehicles shall be used and driven by approved drivers. Exceptions must have the approval of the Superintendent (Staff-see Appendix)

### TRANSPORTATION BY PRIVATE VEHICLE

Per Policy 8660-(*Transportation*), transportation of students by private vehicle is authorized provided any such transportation is approved in advance and in writing by the Principal or Activities Director in accordance with the Superintendent's guidelines. (Staff-see Appendix)



### BICYCLES/SKATEBOARDS/SCOOTERS/HEELIES

Students who bring bicycles to school are encouraged to use a padlock or locking chain to secure the bicycle to our bike racks located in the front of the building. Skateboards and scooters may be stored in student lockers. Students are expected to walk their bikes, skateboards, and scooters while on school property until beyond all parked buses. Heelies are not allowed on school grounds due to safety issues and damage to building floors. Students who disregard this policy will have their wheels taken and parents will be required to pick them up

## HEALTH AND WELLNESS

### Nutritious School Meal Prices

|                                |           |
|--------------------------------|-----------|
| Lunch.....                     | \$1.75    |
| Reduced lunch.....             | \$0.40    |
| Breakfast.....                 | \$1.15    |
| Reduced breakfast.....         | No Charge |
| Milk.....                      | \$0.40    |
| Lunch, adult or guest.....     | \$2.55    |
| Breakfast, adult or guest..... | \$1.60    |

### NUTRITION

Research has shown that proper nutrition is directly related to student academic performance.

#### Breakfast

Breakfast is available at 7:20 a.m. All students who are eligible for free/reduced-price lunch receive breakfast free of charge.

#### Lunch

Students will be provided one lunch period. Each grade level has a split lunch shift; with half the students in lunch/recess while the other half is in Sustained Silent Reading (SSR). Students may bring their own bag lunch or participate in the hot lunch program.

#### Student Breakfast/Lunch Expectations

Students will comply with all school rules, exhibit social dining etiquette, and abide by the following procedures:

- *Line up single file, no cutting in allowed.*
- *Speak respectfully to lunch servers.*
- *Sit at the designated tables.*
- *Finish eating before leaving the table.*
- *Clean tray and return to counter.*
- *Follow directives of lunch supervisors.*
- *Students will store lunch boxes, binders, and other items in the designated area and pick up items upon completion of recess.*
- *Students will wait for adult escort outside through Door 16.*
- *Equipment may be checked out for outdoor recess.*
- *Use of equipment may be restricted if students use items inappropriately.*
- *Restrooms are to be used prior to and immediately after eating lunch. Students who congregate or loiter in the restroom may have restricted use of the facilities.*
- *Students choosing to not comply with directives and rules will earn disciplinary consequences.*
- *No food or snacks outside.*
- *Students will avoid restricted areas including the woods, parking lots and vehicles, Mike Webster Stadium, and storage sheds.*
- *All Students re-enter building using Door 16 in a quiet manner.*
- *Announcements will be made prior to lunch shifts in the event inclement weather prevents outdoor recess.*

### Snacks/Water Bottles

Research supports the notion that staying hydrated and “fueled” assists the learning process. Based on timing of lunch shifts, teaching teams may decide an hour to allow snacks and water during the day. Snacks and water bottles are a privilege that may be permitted by teaching teams provided that students keep the learning environment clean and distraction free. Candy and soda are items that should not be brought to school. Gum is not allowed in carpeted areas or in the technology labs. It is **only** permitted in the classroom with teacher approval.

### Vending Machines

Machines are in the Commons and are available to dispense non-carbonated beverages.

### Food Services

The district operates on a prepaid, computerized system, to record purchases and payments in a family account.

Payment may be made by one of the following methods:

- Online. Go to [www.rhineland.k12.wi.us](http://www.rhineland.k12.wi.us)
- By mail. RHS Food Service, 665 Coolidge Ave. Rhineland, WI 54501
- In person or drop box at RHS Food Service Office
- JWMS Food Service. Payment to cashier at breakfast or lunch.

Direct questions regarding food service or your family account by calling 365-9688 or 365-9547. Parents may apply to receive free or reduced price meals by picking up a *Free and Reduced Priced Meal Application* form either the Food Service Office or the Business Office located in the Administration Center at RHS.



### HEALTH CARE

The health room is located in the main office. Students need to report to the secretaries and will be directed into the health room when care is needed.

### Medication

**Policy 5330, (Oral Medication in Schools)** Students who need to take prescription or over-the-counter oral medication during the school day must have a parent-completed and signed *Medication Consent* form filed with the office. Medications must be in the original bottle labeled with the student's name and current dose. Parents are to ask pharmacists for two labeled containers (one for school). Medications other than oral or special medical treatments require a physician signed *Special Health Care* form that will be available in the school office.

## Accidents

If a student or staff member is injured at school during the day or in an activity, they must:

-Students must report the accident to the teacher or supervising staff member. The staff member will fill out an *Accident Report* form. If an injury occurs when there is not a staff member present, report the injury to the office. A secretary will complete an *Accident Report* form and notify parents or an emergency contact person as needed. If a student is seriously ill or injured, do not attempt to move the student. Contact the office immediately and take necessary first aid measures to aid student.

-A staff member who is injured must report the incident to the office and complete a *Workman's Compensation* form. Certain situations may require immediate emergency medical services (EMS). In the event of serious accident or injury, summon emergency help by calling 911. (Staff-see Appendix)

## Illnesses

If students become ill at school, they need to inform their teacher and then report directly to the office. Students will need to obtain permission from the office before going home ill. The District conducts a school illness surveillance that is helpful in determining if a contagious illness is possible. Parents are asked to help by providing their school with the symptoms of their student's illness when reporting their absences due to illness.

## Physical Education Excuses

If a student is unable to participate in physical education classes on a particular day, a written excuse from the parents or physician is required and must be presented to the teacher the first day the student requests being excused. Only a treating physician's excuse will be accepted if student is to be excused for extended absences.

## Dental Sealants

The School District of Rhinelander networks with the Northwoods Dental Project. All 2<sup>nd</sup> and 6<sup>th</sup> grade students take part in an oral health presentation. Free sealants are provided upon parent request and consent.

## AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

**Board Policy 8407 (Automated External Defibrillator)** believes that research indicates early defibrillation can save lives and the District has agreed to support a Public Access Delivery program for emergency care use on a cardiac arrest victim. The AED is located outside the office. (Staff-see Appendix)

## SCHOOL SAFETY

**Board Policy 8410 (School Safety and Crisis Intervention)** states that employees, students, and visitors are entitled to function in a safe school environment. The Superintendent shall develop administrative guidelines for responding to a crisis situation, school safety plans, and interventions for

students showing warning signs or violent behavior.

## STAFF SUPERVISION OF STUDENTS

### Board Policy 3213 (Student Supervision and Welfare)

utilizes guidelines to ensure student safety and well-being is handled properly. Faculty members are required to help supervise students at school functions and on school property. Staff may not send students from the school grounds on errands.

Supervisory duties include but are not limited to:

- Opening classrooms by 7:30 a.m.
- Being **visible** outside classroom door before school begins, during student passing times, and at dismissal.
- Remaining in classroom when students are present. In the event of an emergency, use the phone or send a message with a student.
- Supervising students at school functions and sitting **with** class at assemblies to help foster appropriate social behavior. (Staff-see Appendix)

## VALUABLES

### Student Valuables

Students should refrain from bringing electronic devices and items of value to school, as they are expensive to replace and can distract the learning process. In unique cases where this is unavoidable such as for a class project, students are encouraged to leave the items in the office for safekeeping during the school day.

### Staff Valuables

Teachers should refrain from keeping money or valuables in their classroom. If necessary, use the vault in the office. File cabinets and classroom doors should remain locked when a teacher is not present.

## LOST AND FOUND

Students may check the coat racks in the Commons for items lost or misplaced. Items of significant value that are found should be turned into the office for safe keeping until the owner can be identified. At the end of each quarter, unclaimed items will be donated to local charities/shelters.

## SECURITY MONITORING

The middle school utilizes security cameras and audio monitoring equipment to help ensure a safe and orderly school environment. This recorded information may be used by school and/or law enforcement personnel whenever necessary.



## **UNAUTHORIZED PRESENCE ON SCHOOL PROPERTY**

Unfortunately, people who are dangerous to students and the general public may arrive at school. Therefore, any unauthorized persons on school grounds or entering the school building will be in violation of the law and will be prosecuted accordingly. Students who are suspended, expelled or exempt from attending school for reasons of discipline are not to be on or near school grounds during that period of time. Students in violation of this may be referred to the Oneida County Law Enforcement Agency. (Staff-see Appendix)

## **POLICE SCHOOL LIAISON OFFICER (PSLO)**

To maintain a safe school environment, the Oneida County Sheriff's Department, in cooperation with the District, has a Deputy Sheriff working at JWMS. The liaison officer serves as a resource person in the classroom, supervises students, and administers police referrals. He may be contacted by calling 365-9223.

## **DOG SEARCHES**

In an effort to maintain a safe and orderly school environment, law enforcement trained canines will be used periodically.

## **ALCOHOL AND OTHER DRUGS**

**Policy 5530 (Drug Prevention)** recognizes that drug and alcohol use may occur during adolescence. The goal of the school is to provide help, guidance, and treatment referral when a student shows indication of possible drug or alcohol use. No student or employee shall violate Wisconsin Statutes 125.09 (2) and 148.344 regarding the possession, distribution or sale of drugs and intoxicants. No student or employee shall possess, distribute, sell or be under the influence of alcohol or illegal drugs while on the school premises or while involved in any school activity. Violators have the potential for referral to law enforcement authorities for prosecution. Make confidential referrals by calling the Hodag Hotline at 365-9494.

## **TOBACCO**

Pursuant to **Policy 7434 (Use of Tobacco on School Premises)** no tobacco, possession or use, of any kind are allowed on school property. Violators will receive a citation, requiring forfeiture of money and mandatory court appearance.

## **EMERGENCY PROCEDURES**

**Policy 8215 (Emergency Procedures)** states that at various times throughout the school year, students and staff at JWMS will practice emergency procedures in accordance with Wisconsin State Statutes. Properly executing the practices will help ensure the safety of students and staff in the event of an emergency. (Staff-see Appendix)

## **FIRE DRILLS**

Fire drills are held at regular intervals during the year to practice the procedures for a fire emergency. Emergency exit plans are posted in each room. Staff and students should be familiar with and follow the exit plan. Every drill will be conducted as if there is an actual fire. When the fire alarm sounds, students must immediately be quiet and listen for instructions. Staff and students should remain calm. The students should quickly and quietly form a single file line and promptly exit the building when instructed to do so. The last person closes the door. Once outside, students must remain with their room supervisor and await instructions. Re-entry of the building is prohibited until instructed to do so by an administrator or fire official.

## **TORNADO DRILLS**

A tornado drill is conducted annually to acquaint students with indoor survival procedures in case of severe weather. During these drills, exit your room and stay with your class. Proceed to the area designated by your teacher and be ready to follow directions. If an evacuation of the building is necessary, it should be carried out in the same manner as fire drills.

## **BOMB THREATS/EVACUATIONS**

School administration, after communicating with city and school officials, will determine if and how the building will be evacuated. Students will make up time dismissed from class. Creating false emergencies is against the law; consequently, students or adults identified will be referred to law enforcement authorities and students will be considered for immediate expulsion.

## **LOCK-DOWNS**

Lock-down drills may be held to allow the school to work closely with emergency response agencies. This drill prepares students, staff and support agencies to respond and react to crisis type situations and/or intruders entering the building.

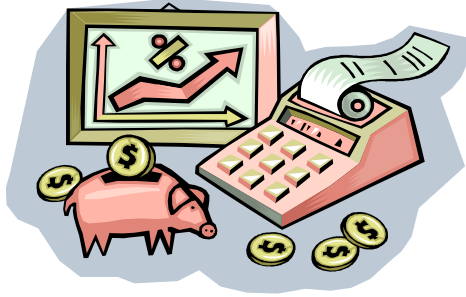
## **SCHOOL CLOSINGS**

### **Notification**

The Superintendent will communicate with the Oneida County Emergency Weather Service to make decisions in regards to canceling or closing school due to inclement weather and/or hazardous travel conditions. The Connect-ED notification system will alert immediately transmit messages via all emergency contact numbers and email accounts provided by the parent. Parents may also listen to announcements broadcast on area television and radio stations. Parents are encouraged to design alternative plans for their children in the event of a late start, an early school dismissal, or full day school closing.

**Staff Obligations**

Twelve-month employees (administrators & twelve-month support staff) will report to work if road are reasonably safe to travel. If staff is unable to safely report to work he/she may: make up the day at a time approved by the administration, personal leave, vacation leave, pay deduction for the day or hours missed. The Board may schedule make up days after consultation with the teachers union.



**FINANCIAL INFORMATION**

**STUDENT FEES AND FINES**

**Student Fees**

Each year the Board sets the student fee schedule per **Policy 6152**. Fees include textbook rental and maintenance, combination lock rental, and Student Planner purchase. Each year students in grades 6-8 will be assessed a fee that will be collected before students begin the class. Parents may complete a *Reduction or Waiver of Student Fees Application* form for their children enrolled in the district and submit to the Administration Center. Eligibility is based on the same scale as reduced price or free lunch meals.

**School Fines**

Students are responsible for the books, instructional materials, lockers, and facilities provided for them. A fine may be imposed for items that are misused or abused. Disciplinary action or suspension of privileges may also be invoked if fines are not paid promptly.

**Textbook Fines**

**Policy 6152 (Student Fees, Fines, and Charges)** states fines may be assessed when property and equipment are damaged or not returned. Students will be held responsible for the care of all textbooks. Normal wear due to usage is expected and not considered damage. The fine for damaged textbooks, such as torn pages or destroyed covers requiring replacement, is equal to the replacement purchase price. The fine for less extensively damaged textbooks, such as soiled, marked, or creased pages, is the actual cost of repairs or half of the purchase price. Teachers will submit a list to the office for billing purposes. (Staff-see Appendix)

**General Fee**

Students in Grades 6-8.....25.00

**Technology Education Fee**

All Grade 7; Grade 8 enrolled in each Tech. Ed. Class.....6.00

**Family and Consumer Education Fee**

All Grade 7; Grade 8 enrolled in each FACE class.....6.00

**Music Fees**

Students in 7/8 Solo Ensemble.....12.00

**Band Rental Fees**

1 instrument.....35.00

2 instruments.....55.00

**Activity Fees**

Each interscholastic athletic and co-curricular activity...11.00

Each intramural athletic.....\$5.00

*\*6-12 child maximum per family.....60.00*

**STAFF BUDGET**

**Budgeting**

Detailed budgeting information will be provided to staff each spring in preparation for the following school year. It is recommended that teachers keep a budget file year to year and note and prioritize needed items. Administration will make final decisions regarding the budget.

**Classroom Supply Ordering**

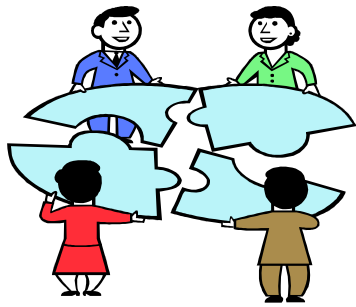
A requisition must be completed before any order is made. The Principal’s Secretary will type a purchase order if there is money in the teacher’s account. If no money remains on account, the Principal’s Secretary will let you know. Upon arrival, turn the packing slip and the pink purchase order copy into the office. Note that order was received, date it, and sign it. If the item is not what you wanted or is broken, keep it in the box, bring packing slip and purchase order to the office so items can be returned or replaced. Teachers may not approve any price increase on any previously ordered items.

**Purchase Orders**

Written requests for items to be purchased out of a designated budget should be submitted to the Principal’s Secretary. With administrative approval, the Principal’s Secretary will complete and submit an on-line purchase order.

**Student Activity Accounts**

Staff responsible for student activities should see the Principal’s Secretary for a detailed explanation of procedures.



## PUBLIC RELATIONS

### PARENT RELATIONS

Per **Policy 9250 (Relations with Parents)**, the Board believes that the education of children is a joint responsibility, one it shares with the parents in the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained. We believe that communication between school and home should be an on-going process and not limited to formal parent conference days. Many of our expectations involve communication, which we feel is the key to successfully monitoring each student's growth and progress.

### VISITORS

Per **Policy 9150 (School Visitors)** the Board welcomes parents, community members, and educators to visit JWMS. In order for the educational program to be undisturbed, visitors are asked to follow established guidelines. Parents who would like to visit classrooms during the school day need to obtain administrative approval one day in advance. All visitors to the building are asked to enter and leave by the front entrance (#1) on Acacia Lane. Visitors must report to the office to sign in and obtain a visitor's badge. Before leaving, all visitors are asked to return the visitor's badge and sign out in the office. Friends and relatives from other schools will not be permitted to attend classes.

### VOLUNTEERS

**Policy 3120.09 (Volunteers)** notes volunteers can enhance certain programs and activities. Prior to working, all volunteers must complete a background check and meet Board approval. Volunteers are required to abide by District policies and guidelines. The District extends its appreciation to those who help with our program.

### PARENT ADVISORY COMMITTEE

Per **Policy 9210 (Parent Organizations)**, the Board recognizes the Parent Advisory Committee (PAC) as a group of parents who have a vital interest in the successful operation of the school. The PAC is an active and supportive group at JWMS. PAC activities include student essay contests, staff meals for PTCs, special end of the year assembly, and coordinating community-service activities with the Student Council. Any parent of a middle school

student is invited to attend PAC meetings. Meeting dates and times are included in our monthly newsletter. PAC announcements and information are also posted in the display case by the main entrance lobby.

### STAFF PUBLIC RELATIONS

Positive public relations are important to the success of our school and community. Many teachers have developed projects and activities which are newsworthy and of interest to the people in the community. Sharing events about our students and our school celebrates our success and creates positive public relations. Please inform administration of these activities before release to the news media. Upon administrative approval, forward all information electronically to the Principal's Secretary.

### PUBLIC AND PARENT CONCERNS

JWMS strives to maintain positive communication with all students, parents, and the public. **Policy 9130 (Public Complaints/Concerns)** states any person or group having a legitimate interest in the operations of this district shall have the right to present a request, suggestion, or complaint concerning district personnel, the Superintendent, the programs, or the operations of the district. At the same time, the Board has a duty to protect its staff from unnecessary harassment. It is the desire of the District to rectify any misunderstandings between itself and the public through informal discussions. Only when such informal meetings fail to resolve the differences will formal procedures be employed. Within thirty (30) business days, the complainant shall be advised, in writing, of the Board's decision. The Board's decision will be final and not subject to appeal. **Administrative Guidelines** – Students are encouraged to respectfully communicate specific concerns with staff. Parent concerns should be shared with staff at a mutually convenient time and not in vicinity of students and bystanders. Meetings will be scheduled in a private, non-threatening environment. No surprises with either issues or people in attendance. The conference will deal with specific issues directly related to the original concern. Both parties will be allowed to speak in an uninterrupted manner. Communication by all parties will be carried out in a rational, calm, and mature nature or the meeting may be terminated. At meetings in which administration is present, the prescribed plan that is developed will not be altered without administrative approval.



# COMMUNICATIONS

## OVERVIEW

Communications are critical in creating a productive, positive, and trusting educational environment. Working together, we can build strength in our school and community. Established school procedures and routines should be followed as it builds credibility among staff and trust among students and parents. Efficient and effective communication allows us to fulfill our mission of teaching and learning.



## STUDENT COMMUNICATIONS

**Board Policy 5518 (Cell Phones and Electronic Communication Devices)** states that students are generally prohibited from using electronic communication devices (ECDs) including, but not limited to, cell phones and pagers during the school day, in school buildings and vehicles, and at all school sponsored activities. The Board recognizes the value of students maintaining communication with their parents. Use or possession of an electronic communication device is allowed only if approved by administration in advance that the device is possessed for medical, school, educational, vocational, or other legitimate use. It may not disrupt the educational process, endanger the health and safety of others, or invade the rights of others at school. Any device with video capability is restricted from use in areas where privacy is an expectation (locker rooms, rest rooms, Pupil Services). Students violating this policy will have the item confiscated and it will only be returned to a parent.



## Office Telephones

The telephone located on the counter in front of the secretaries' desk may be used with permission or with a signed pass page in the Student Planner. A pay telephone is located across from the office and students will need to carry money with them for phone use. Staff is discouraged from allowing students to use the classroom phone.

## Cell Phones

Students may use cell phones before and after school hours. Cell phone usage including calls and texting is prohibited during the academic school day (7:45-2:58). Phones are to be turned off and stored "out of sight, out of mind."

Noncompliance with this policy will result in the following disciplinary protocol:

- 1<sup>st</sup> Offense: *Staff member* who witnesses the incident turns the cell phone into the office and issues an HLS infraction slip for **responsibility** "not following school rules." *Student* must conference with administration, inform parents, and arrange for parent pick up of the cell phone.
- 2<sup>nd</sup> Offense: *Staff member* who witnesses the incident turns the cell phone into the office and issues an HLS infraction slip for **responsibility** or **respect** based on incident. Administration will contact parent, schedule a conference, and arrange for pick up no sooner than one week from the infraction.
- 3<sup>rd</sup> Offense: *Staff member* who witnesses the incident turns the cell phone into the office and issues an HLS infraction slip for **respect**. *Administration* will contact parent and arrange for pick up at the end of the school year.

## Electronic Devices

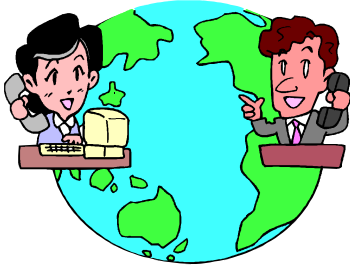
JWMS has revised the acceptable use of electronic devices to offer another avenue of helping students find success. Students are afforded the opportunity to demonstrate appropriate recreational and academic use of such devices. The administration and staff of JWMS acknowledge electronic device use as an academic tool as well as student privilege. Cell phones with these tools are prohibited for use during the academic day. Devices such as MP3s, IPODS, portable CD players, and radio type devices have been granted approval for limited use at school under the following restrictions:

1. May be used before (prior to 7:45) and after school (after 2:58).
2. May be used at recess with appropriate behavior.
3. May be used at the teacher's discretion in the classroom, a.m. Read, and SSR period.

Students are expected to use such technology with responsibility and respect towards others. Violation of the listed restrictions or inappropriate use will result in the following consequences:

1. Staff member will turn device into the office.
2. Parents will be contacted and are required to pick up the device.
3. Student will be issued an Honor Level infraction as appropriate to behavior.
4. Administration will determine additional consequences.

**JWMS is not responsible for lost or stolen items and accepts no financial responsibility or liability.**



## PARENT COMMUNICATIONS

### Alert Now

This automated notification system (both phone and email) will be used to remind parents of special events, communicate school closings, emergency situations, unexcused absences, and disciplinary matters. Parents are advised to keep their phone number(s) and email accounts current and are responsible for communicating changes to office staff throughout the year.

### Parent Newsletter

This monthly publication is on the JWMS web page. Staff may submit information to the Principal's Secretary. Parents without Internet access should call the office to request a mailed copy.

### Team Expectations

Each team will compose a team communication document. It will serve as an introduction to the parents and students as well as share pertinent information and expectations of their team. Staff may ask students and parents to sign a form to verify they have received, reviewed, and agreed to abide by.

### Letters Home

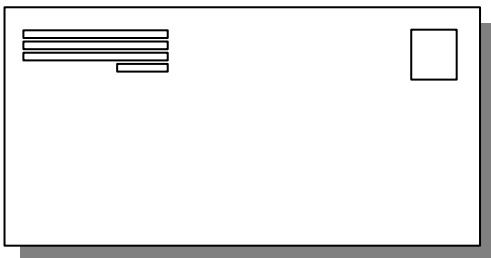
Staff informational letters to students or parents need to be approved by an administrator and a copy provided to the office before copying and distributing.

### School Surveys

Staff needs to get administrative approval and make reasonable attempts to communicate with parents prior to conducting any student surveys.

### Disciplinary Notification

Parents will be informed of student misconduct and disciplinary consequences by phone and/or mail. Depending on the nature of the offense, the school may use emergency contact numbers to pick up a student immediately if receiving an OSS, partaking in an expellable offense, or for a serious law enforcement sanction.



## STAFF COMMUNICATIONS

### Meetings

- **Professional Development** is district or building-wide time designed to improve teaching and learning. Staff-led mini sessions aligned with school goals and building needs are encouraged. Please share ideas with School Improvement Team members.
- **Connections: SDR Dialog Meetings** are an opportunity for staff to share district-wide concerns and obtain accurate, direct information from the Superintendent each month. JWMS is encouraged to have at least one staff member in attendance. Staff may forward problems and proposed solutions to the staff member representing JWMS.
- **Building Meetings** are held on the third Wednesday at 3:05 p.m. in the auditorium. Staff is asked to submit agenda items to the Principal the day before the scheduled meeting.
- **Professional Development Meetings** are held throughout the year. Staff explores topics of interest in the educational world and as applied to JWMS.
- **Team Meetings** offer the opportunity for staff collaborate with colleagues, plan curriculum and activities, discuss research based best practices and current classroom issues, plan curriculum, and build a sense of community for both staff and students. Teams will be afforded up to 46 minutes during the 7:30 to 8:16 period once per week. Exact meeting start time will be determined by the team. The *Team Summary* form is available in Application Launcher and should be submitted to all staff following each meeting.

### Bulletins

- **Connections: SDR Dialogue** information will be shared with all district staff by the Superintendent following each meeting.
- **Building Meeting Minutes** will be electronically shared with all staff by the Principal following each meeting.
- **Team Meeting Minutes** will be electronically shared with all staff r following each meeting.
- **Nuts and Bolts** shares information regarding operational procedures for both JWMS and the District. The Principal periodically throughout the year will electronically submit it to staff.

### Hodag Headlines

Hodag Headlines is a newsletter created by the JWMS Principals and is placed in staff mailboxes on the last day of the week or the first day of the following week. It will contain topics of interest, reminders about the upcoming events, and recognize student and staff successes at JWMS.

### Staff Communication Methods

#### E-Mail

District staff is expected to check e-mail twice daily. Non-emergency messages will be shared via e-mail.

#### Staff Mailboxes and Mailroom

The mailroom is located in the workroom across from the LMC. All staff members have mailboxes in which to place mail, notes, and printed materials. Students are not allowed to enter the mailroom.

