



Winneconne  
Middle School

*LEARNING TODAY...LEADING TOMORROW!*

Student Planner 2019-2020

Winneconne Middle School  
400 N. 9<sup>th</sup> Ave.  
P.O. Box 5000  
Winneconne, WI 54986-5000

(920) 582-5800

This student planner belongs to

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

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

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

## The Winneconne Way at WMS

<u>EXPECTATIONS</u>	<u>BUS LOADING BUS RIDING</u>	<u>HALLWAY LOCKER PASSING TIME</u>	<u>BATHROOM</u>	<u>INDOOR OUTDOOR RECESS</u>	<u>LUNCHROOM</u>	<u>LGL GYM ASSEMBLIES</u>	<u>LIBRARY MEDIA CHROMEBOOKS</u>
<b>P</b>  Practice Kindness	Use appropriate and positive words  Be considerate and attentive of the driver  Be considerate and caring of others.	Use appropriate and positive words  Be a considerate and caring of others.  Greet other students and staff positively  Offer a helping hand when needed	Use appropriate and positive words  Be considerate and caring of others.  Give privacy to others	Use appropriate and positive words  Dress appropriately for the weather  Include all students, acknowledge the success of others, show good sportsmanship.	Use appropriate and positive words  Be considerate and caring of others.  Use good table manners	Stay seated and face forward  Be considerate and caring of others.  Focus on the speaker or presenter	Use appropriate and positive words  Be considerate and caring of others  Return materials on time  Always use a case for Chromebooks
<b>A</b>  Always Show Respect	Volume level 2 or less  Keep hands, feet and objects to yourself  Keep aisle clear  Clean up after yourself  Devises silenced and out of sight  Resolve conflicts respectfully free from retaliation.	Volume level 2 or less  Keep hands, feet and objects to yourself  Walk on the right side of the hall, keep halls clear  Clean up after yourself  Resolve conflicts respectfully free from retaliation.	Volume level 2 or less  Keep hands, feet and objects to yourself  Report graffiti, damage or conflict to staff  2 minutes 2 pumps of soap 2 paper towels  Clean up after yourself	Volume level 3 or less  Keep hands, feet and objects to yourself  Use school facilities and equipment safely and appropriately  Resolve conflicts respectfully free from retaliation	Volume level 2 or less  Keep hands, feet and objects to yourself  Clean up after yourself  Use school facilities and equipment safely and appropriately.  Resolve conflicts respectfully free from retaliation	Volume level 0 when appropriate  Keep hands, feet and objects to yourself  Devises silenced and out of sight  Keep aisles clear  Use school facilities and equipment safely and appropriately.	Volume level 1 or less  Keep hands, feet and objects to yourself  Take care of books and Chromebooks  Report damage promptly  Clean up after yourself  Positive collaboration and interaction with peers and staff.
<b>W</b>  Work to do Your Best	Be on time to get on the bus  Wait patiently behind the yellow line until doorway is clear and ready  Walk onto and off of the bus  Stay seated and face forward	Be on time for class, transition efficiently  Use a hall pass when required  Be aware of your surroundings  Wait your turn patiently  Locker is organized	Practice proper hygiene Wash hands with soap and water  Prevent water from spilling onto floors  Wait patiently until it is your turn	Participate in non-contact activities  Report all injuries and conflicts to staff immediately  Line up and return all equipment when recess concludes	Take turns washing tables  Walk to dump your tray  Wait patiently until it is your turn	Walk to your spot  Follow directions of the adults  Follow assembly procedures  Use effective listening. skills	Use effective listening skills, Follow directions  Walk in room and wait patiently in line  Use chromebooks appropriately, charged and ready to use for learning.  Pay fines promptly

**District Calendar page**

### WELCOME TO WINNECONNE MIDDLE SCHOOL

Welcome to Winneconne Middle School. We are very proud of our school's achievements, offerings, students, community, and staff. Our students and staff consistently exceed expectations. The middle school years are an exciting transitional period between elementary and high school experiences. Middle schools are grounded on recognizing and addressing the diverse characteristics and needs of our students. Middle school years provide opportunities to explore many different interests while expanding skills and discovering personal strengths. Best wishes for a happy and successful school year. Make this school year the best year ever.

### YOUR STUDENT HANDBOOK

The student handbook will help students and parents in having a successful middle school experience. It is very important that you use your handbook to keep track of assignments and upcoming project due dates. This resource is designed to help you develop and strengthen study skills for organization and accountability. The expectations and policies are to protect your rights as a student. Each of us has a responsibility to live up to the the best qualities of the PAW by which the school operates, Kindness, Respect and Working to do your Best very important to us. If the book needs replacement, it can be replaced for \$5.00.

### EDUCATIONAL PHILOSOPHY

The Winneconne Community School District assumes educational responsibility for all youth living within its boundaries. It shall strive to provide equal educational opportunities for all pupils. Because each child possesses unique individual capabilities and needs, we believe that educational opportunities should be provided that allow the necessary support and flexibility for each child to develop his/her own potential.

The primary focus of the Winneconne Schools is to educate the total child on both cognitive and affective levels. We believe that the basic skills of reading, writing, speaking, thinking, listening, computing, and evaluating are fundamental to learning in all educational areas and that the development of personality, emotional maturity, physical and mental health, and civic, social, and economic awareness should be interwoven in the fabric of the individual's total education. In addition to basic skills, the district shall also provide experiences which encourage creativity, intellectual curiosity, independent thinking, and healthy lifestyles.

We consider that the purpose of public school education is to develop individuals who, in a world of continual change and progress, can demonstrate academic competence, leadership and responsibility, self-discipline, and respect for other individuals. Although teachers, administrators, and the school board accept primary responsibility for providing educational opportunities, we also believe that obligations must be assumed on the part of the children, their parents, and the entire community.

### MISSION STATEMENT

The goal of Winneconne Middle School is to maintain its high academic standards while providing each student with challenging opportunities in a safe, nurturing environment where students experience success and become lifelong learners. In partnership with parents and community, we strive to develop responsible, creative, productive citizens who respect themselves and others, set goals with a positive attitude, think critically to solve problems, and adapt to the changing nature of our world.

ADMINISTRATIVE CODE

In response to recent federal and state legislation, the Winneconne Community Schools have adopted an Administrative Code regarding the maintenance and confidentiality of student records. Because this Administrative Code affects all students both presently enrolled and those who will be leaving the Winneconne Community Schools, it is important that students and parents be made aware of the written policy governing the content, maintenance, and confidentiality of student records. The right to privacy and the protection of confidential information is the concern of the Winneconne Community Schools. Anyone wishing more information on the Administrative Code or necessary permission forms should contact the building principal or counselor.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities. Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity. The District's "Compliance Officer" is Don Smith, Director of Learning [smithd@w-csd.org](mailto:smithd@w-csd.org).

WEBSITE

The Winneconne School District website is [www.winneconne.k12.wi.us](http://www.winneconne.k12.wi.us)

WEATHER ANNOUNCEMENTS

Keep your contact information in Skyward up to date and accurate in order to receive alerts from the school in the event severe weather conditions require schools to be closed before starting or through early dismissal. School closure for weather or other reasons will be communicated to parents via skylert, district facebook, district website, local radio stations and local TV stations.

MASTER SCHEDULE

<u>Grade 6</u>		<u>Grade 7</u>		<u>Grade 8</u>	
First Bell	7:45	First Bell	7:45	First Bell	7:45
Warning Bell	7:50	Warning Bell	7:50	Warning Bell	7:50
1 <sup>st</sup> hr.	7:53 – 8:48	1 <sup>st</sup> hr.	7:53 – 8:48	1 <sup>st</sup> hr.	7:53 – 8:37
2 <sup>nd</sup> hr.	8:48-9:43	2 <sup>nd</sup> hr.	8:48-9:43	2 <sup>nd</sup> hr.	8:37-9:32
3 <sup>rd</sup> hr.	9:43-10:40	3 <sup>rd</sup> hr.	9:43-10:40	3 <sup>rd</sup> hr.	9:32-10:27
4 <sup>th</sup> hr.	10:40-11:24	4 <sup>th</sup> hr.	10:40-11:24	4 <sup>th</sup> hr.	10:27-11:24
Lunch 6th	11:24-12:08	5 <sup>th</sup> hr.	11:24-12:08	5 <sup>th</sup> hr.	11:24-12:08
5 <sup>th</sup> hr.	12:08-1:03	Lunch 7th	12:08-12:52	Lunch 8th	12:08-12:52
6 <sup>th</sup> hr.	1:03-1:58	6 <sup>th</sup> hr.	12:52-1:47	6 <sup>th</sup> hr.	12:52-1:47
7 <sup>th</sup> hr.	1:58-2:42	7 <sup>th</sup> hr.	1:47-2:42	7 <sup>th</sup> hr.	1:47-2:42
Focus Time	2:46 -3:15	Focus Time	2:46 -3:15	Focus Time	2:46 -3:15

### ATTENDANCE POLICY AND PROCEDURES

Schools are required by State Statute comply with Compulsory School Attendance Laws. Students are expected to attend all of their classes daily and remain in the middle school building from 7:53-3:15. Students who are absent or tardy are to have a parent or guardian call the middle school office before 9:00 a.m. to inform school officials of the student's absence and reason for it. If a phone call is not received by 9:00 am, the student will be marked unexcused.

Parents may report their student's absence by emailing to our attendance email at [MSATTENDANCE@W-CSD.ORG](mailto:MSATTENDANCE@W-CSD.ORG)

Students who are tardy to school must report to the office upon arrival. Students who must leave the building for medical/doctor appointments during the school day must have a written or phoned parental permission. Students need to stop in the office to obtain a pass to leave the building. Students who become ill during the day will need parental/guardian permission in order to leave the building and must check out through the office before leaving. Students may only leave the building with a parent, legal guardian or an adult designated by the parent..

### ANTICIPATED ABSENCES

Anticipated absences require students to bring a note from their parent or guardian to the office at least two (2) days prior to the scheduled absence(s). Students must inform teachers of the anticipated absence. All assignments are the responsibility of the student.. Anticipated absences are allowed for the following reasons: family trips, and vacations, non-school competitions, pressing personal business, and deer hunting. Please realize that even prearranged excused absences count as incidences of absence and are therefore subject to state statutes and the district attendance policies.

### EXCUSED ABSENCES

Absences because of illness, family emergency, and/or approved school activities are excused if the school is notified by the parent/guardian within 48 hours of the absence. Medical absences (medical/dental appointments) may be excused by a note from the physician/medical provider when the note with the dates of the absence(s) is turned into the office within 48 hours of the student's absence.

### EXCESSIVE EXCUSED ABSENCES

Parent notification will occur when a student accumulates an excessive number of excused absences. An "absence" occurs any time a student misses any portion of the school day, regardless of the length of time the student is away from school. A written statement from a doctor is required in situations where a pattern of excessive excused medical absences from school has occurred. Absences not accounted for in this manner will be considered unexcused after the tenth absences. A student may not go over ten excused personal days in a school year.

### UNEXCUSED ABSENCES/TRUANCY

Truant means any absence of part or all of one or more days from school during which the school has not been notified of the legal cause of such absence by the parent/guardian of such student. Truancy includes: Skipping individual class, leaving the closed campus school at any time during the day (including lunch) without prior office approval, student protests/walk-outs, oversleeping, shopping trips (even though sanctioned by parent), concerts, hair appointments, runaways, car problems, babysitting, or others not approved by the administration. Truancy of any duration is subject to legal referral.

### HABITUAL TRUANCY

A habitual truant is a student who is absent from school without an acceptable excuse under Wisconsin State Statutes 118.5 for part or all of 5 (five) or more days on which school is held during a semester. The state and local law provides habitual truancy penalties including truancy ordinance citation, orders to attend school, forfeitures, loss of work permit, suspension of operating privileges, counseling, community service, home detention curfews, formal or informal supervision, or parental participation at school with child.

### TARDINESS

Tardiness means not being in the classroom at the bell and/or not being in school in an assigned class when school begins at 7:53 a.m. Students who are tardy to school must report to the office for an admit slip. The third (3rd) tardy to school will result in a detention and every occurrence thereafter per semester. The individual teacher will determine classroom tardiness for hours 2 – 7 and Focus Time.

### SCHOOL FUNCTIONS

A student who is absent from school because of illness will not be allowed to attend any school function unless granted permission by the principal. A student who is suspended either in-school or out-of-school or who is on Honor Level 3 or 4 will not be permitted to attend or participate in any extra-curricular activities that day, or evening

### HEALTH ROOM

Students who become ill or injured at school must report to the health room located in the main office. A school nurse is available. A student that has a fever of 100.0, has vomited or has had 2 or more episodes of diarrhea, will be sent home and cannot return to school until symptom free from 24 hours. Please notify the health office if your child will require medication (prescription or over the counter) during the school day. The school nurse or designated district personnel will administer the medication to your child. Please refer to the "Guidelines of when to keep your child home" located on the school website. If it is necessary for the student to go home, the parent/guardian will be contacted. All medications, whether prescription or over-the-counter, that must be taken during the school day are required to register it in the health room. Medication is to be taken only in the presence of the school nurse or the person in charge of the health room. The health room is not intended for extended or regular use, since this may indicate a possible health related issue that could be treated by a physician.

### ACCIDENTS AND INJURY

All accidents/injuries should be reported to the office and a report filed.

### INSURANCE

The School District of Winneconne does not carry or sell insurance covering student accidents which occur during school or in a school sponsored activity. Parents/Guardians who desire such insurance coverage are encouraged to contact a family insurance agent.

### CHANGE OF ADDRESS

If there is a change of address or telephone number during the school year, please report it immediately to the school office. Parent should also obtain and fill out a form from the school

office if a busing change is needed. Please allow at least one week for any address changes to the students pick up or drop off bus stop location.

#### SCHOOL HOURS FOR STUDENTS

The building is open at 7:15am. and must stay in the commons area until 7:45 a.m. Students are to leave the building immediately upon dismissal at 3:15 unless involved in a supervised activity.

#### CLOSED CAMPUS

The Middle School operates as a closed campus. Students are not to leave the building at any time or for any reason without office permission during the school day, 7:53 to 3:15. Students may only leave the building with a parent, legal guardian, or an adult designated by the parent.

#### PRESCRIPTION/NONPRESCRIPTION MEDICATIONS

According to Wisconsin Statute 118.29, students requiring medication at school shall be identified by parent/guardian to the District Administrator or designee. School Personnel authorized by the District Administrator or designee may administer medications to students under appropriate procedures developed and supervised by the school nurse. Students may not self carry any medications without required documentation and permission by the school nurse and administrator.

#### SEVERE WEATHER, TORNADO, FIRE AND SAFETY DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution (S.118.07). It is essential that when the first signal is given, everyone clear the building by the prescribed route as quickly as possible. Students will be suspended and/or referred to appropriate authorities for interfering with the school's fire-fighting equipment (S.941.12) and for intentionally setting off a false alarm (S.941.13). Procedures for safety and severe weather drills will be posted. Shelter areas will be designated in case of severe weather. Severe weather drills will occur on timely intervals as required by law.

#### CODE OF STUDENT CONDUCT

Pursuant to Section 118.164 of the Wisconsin Statutes, the Winneconne Community School District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe environment, conducive to teaching and to the learning process. Students are expected to come to school and to every class, ready and willing to learn. Parents should be aware of his/her child's activities, performance, and behavior in school and are asked to cooperate and consult with the school to prevent or address problems.

The Winneconne Community School District has a legal duty to make its schools as free as possible of the dangers of violence, weapons, drugs, and any behavior harmful to the educational environment. This duty is enforced through the District's policy on suspension and expulsion which provides procedures by which students may be removed from the school community.

Equally important, the District owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption; particularly by those few students are unwilling, unready, or unable to avail themselves of the opportunity for an education.

When student behavior runs contrary to the Board Policy, Building Policy, Federal, State, or Civil Law, appropriate disciplinary action will be taken to safeguard the health and safety of each student and district employees. Appropriate disciplinary action may include detentions, parent notification, Honor Level Discipline consequences, legal referral, suspension, and expulsion. At the discretion of the administration, any level of discipline may be deemed appropriate due to the nature and severity of the offense.

#### RESPECT FOR AUTHORITY

Students are to show proper respect to all school personnel at all times. All staff members, including support staff, have full authority to enforce rules and policies of the school and to keep order about the building and on the school grounds.

#### COMPLICITY POLICY

Any student judged helping or aiding other students to violate school rules and regulations is subject to disciplinary measures.

#### SUSPENSION/EXPULSION

Students who are under suspension may not be on any school district property nor attend any school function during the term of their suspension. Should a student be found on school property or attending a school-sponsored activity during a suspension, the student may be subject to further disciplinary action up to and including expulsion as well as civil action under the Winneconne Loitering Ordinance 8-1-15 and 8-1-25.

The School Administration/School Board may expel or remove a pupil from school when the pupil: Has repeatedly refused or neglected to obey school rules; has engaged in conduct while at school or while under the supervision of a school authority which endangers the property, health, or safety of others; has engaged in conduct while not at school or while not under the supervision of a school authority which endangers the property, health, or safety of others at school or under the supervision of a school authority; conveys or causes to be conveyed any threat of false information concerning an attempt being made or to be made to destroy or harm any school property by means of explosives; or property of the pupil, any employee, or School Board member of the School District in which the pupil is enrolled; and the Administration/School Board is satisfied that the interest of the school demands the pupil's removal/expulsion.

#### DETENTION

Students receiving detentions/interactions serve the detention with a core grade level teacher. Detention are served the next school day or the detention will be forwarded to the office for further consequences.

#### SMOKING, DRINKING AND OTHER DRUGS

Students are not permitted to smoke or to have in their possession materials for smoking in the school building, on school premises, or on school buses. This includes tobacco in any form, vape paraphernalia, juul, vape juice, E cigarettes, lighters and matches. In addition, students are not permitted to have in their possession any kind of alcoholic beverages. Depending on the circumstances, students found smoking, drinking, or in possession of illegal drugs or paraphernalia or look alike substance on school grounds will face police consequences, Consequences may include suspension, and possible disciplinary action up to and including expulsion.

### WEAPONS/GUNS

Students are prohibited from bringing any weapon (e.g. guns, ammunition, knives, and martial arts weapons); including look-alike weapons or any item intended to be used as a weapon into any school building or onto school property. Students in violation of this provision shall be subject to suspension and recommendation for expulsion from school, in addition to referral to police authorities.

### STEALING

Stealing may be reported to the Police Department. Anyone found in another student's school or gym locker may be suspected of stealing. Discipline may range from a verbal warning to expulsion.

### STUDENT BULLYING POLICY

WCSD policy and procedures for Bully Prevention: Bullying is persistent unwelcome behaviors, mostly using unwarranted or invalid criticism, nit-picking, fault-finding, also exclusion, isolation, being singled out and treated differently, being shouted at, humiliated, excessive monitoring such as following, making verbal or written threats. This also includes Cyber bullying. Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, Web site postings, including blogs, and all social media. The bully will be handled through our bully prevention program and appropriate disciplinary measures.

The district and the middle school take a vigorous stance against bullying. We ask for your understanding and cooperation with any bullying situation. There are normally two sides to each situation and many times there is fault by both parties in a bullying situation. We encourage students and parents to report all bullying concerns to a teacher, Mrs. Kaiser or Mr. Schroeder. Please call your principal, Mr. Schroeder with any questions.

The Winneconne Community School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

#### Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

#### Procedure for Reporting/Retaliation

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or designee. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the building principal or designee. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the

recipient of the report. The school official receiving a report of bullying shall notify the school district employee assigned to investigate the report. The following school district employees have been identified as the investigator: building principal or designee. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

#### Procedure for Investigating Reports of Bullying

The person assigned by the district to conduct an investigation of the bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

#### Sanctions and Supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, which may include: verbal reprimand, school counseling, detention, suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

#### 5517.01 - BULLYING

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and

social, economic, or family status; however this type of bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Any student that believes she has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President. Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be

tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above. The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, she/he should report it and allow the administration to determine the appropriate course of action.

"Bullying" is defined on page one. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

The Board recognizes that cyberbullying can be devastating to young people because:

1. cyberbullies more easily hide behind the anonymity that the Internet provides;
2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyber bullies because of screen names, so they do not fear being punished for their actions;
4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity; and
5. hacking into or otherwise gaining access to another's electronic accounts (e-mail, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to, the following:

1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on web sites.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin, or sexual orientation.

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- A. physically harming a student or damaging a student's property;
- B. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- C. creating a hostile educational environment.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events. For a definition of and instances that could possibly be construed **as hazing**, consult Policy [5516](#).

#### Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

#### Notification

Notice of this policy will be annually distributed to all students enrolled in the School District, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All employees will be required to review and sign off on this policy and the related complaint procedure on an annual basis. The School District will also provide a copy of the policy to any person who requests it.

#### Records and Reports

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy. An annual summary report shall be prepared and presented to the School Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

## Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on bullying will be age and content appropriate. The complaint procedure established by the District Administrator as set forth in AG 5517.01 shall be followed. Wis. Stat. 118.46

## HARASSMENT

Harassment is unwanted behavior that interferes with the rights of individuals to study, work, and enjoy school. Everyone has the right NOT to be harassed, and the staff at Winneconne Middle School believes strongly that all students should feel safe at school. Harassment complaints will be handled seriously and investigated fully. Harassment can be sexual, physical, verbal or non-verbal.

Sexual harassment is unwelcome behavior (physical or verbal) of a sexual nature. School policy, as well as state and federal laws, prohibits sexual harassment. Sexual harassment includes, but is not limited to, sexual kidding or verbal abuse; petting, pinching, grabbing, or brushing against someone in a sexual way; telling of sexual jokes, or making sexual innuendos, spreading sexual rumors about another; or displaying or distributing sexually graphic material.

Physical harassment may include a student who engages in repeated acts to intimidate a person by strikes, shoves, kicks, unwarranted or unwelcome sexual behavior or otherwise subjects the person to physical contact or threatens to do the same.

Verbal harassment may include any spoken or written communication that is not asked for, not welcome and not returned. The behavior offends, upsets, humiliates, intimidates or scares another person.

Non-verbal harassment may include displaying offensive or insulting material, suggestive looks or leers, unwelcome practical jokes, mimicking someone with a disability, sabotaging someone's school work, offensive hand or body gestures, encouraging others to remark or harass another person. What can YOU do about harassment?

- a. Say, "Stop," and tell the harasser you do not like his/her behavior and you want it to end.
- b. Report the harassment to a teacher, counselor, parent, or administrator.

## BACKPACKS

Backpacks must remain in the student's locker. If the backpack does not fit in the locker, the student may make arrangements with their second hour teacher. Students are not allowed to carry them to and from classes. Backpacks may be used to carry the student technology device with administrative approval.

## LOCKER REGULATIONS

School lockers are the property of the Board of Education and are provided for the convenience of students. Students are assigned a locker. Students should keep his/her locker combination confidential. Lock your locker at all times. (locks are available through the middle school office). Due to school safety concerns, personal locks not issued by the school will be cut off. If damage occurs to a locker, report this immediately to the office. If damage is not reported, the student to whom the locker was assigned will be held accountable. School officials retain the right to search lockers at any time and may schedule locker clean outs periodically. Students need to keep lockers sanitary; Open beverage/drink containers and old food are not allowed in lockers.

### SEARCH AND SEIZURE

The school retains the right to conduct searches. Reasons for searches include suspicion of concealing alcohol, tobacco products, E-cigarettes, drugs, disruptive material, weapons, contraband, or other items which pose a danger to the health and safety of others. Various searches including the use of canines, breathalyzers, and metal detectors may be conducted on school property and/or at school activities. Discovery of illegal materials may result in legal referral, suspension, and/or expulsion procedures.

### BUS PASSES

Bus passes are required for when a student is using busing other than their scheduled route or stop. To request a bus pass simply write a note the day the other busing is required and have your student present the note to their school office. You may also call their school office. (*NOTE: Students may take only ONE friend home with them using a bus pass.*) Bus passes may be denied if there are not enough seats on the bus. A fee may be charged depending upon address. If your address changes during the school year, please obtain and fill out a form from the school office. Please allow at least one week for any address changes to the students pick up or drop off location.

Please help us ensure your child's safety by following these simple but important procedures:

- Make sure your child arrives at the bus stop at least *five minutes early* each day. Children who are late for the bus may panic and chase it, or run into the road creating an unsafe situation.
- Insist that your child wait for the bus safely in an orderly fashion, back from the roadway to avoid creating a hazardous conditions for children.
- When the bus arrives, your child should wait for the bus driver's signal before boarding and then board single file.
- Remove long drawstrings or other dangling items from your child's clothing and backpack to avoid these items getting snagged in the bus door as they get off the bus. Consider bright clothing or backpacks with reflective material to make your child more visible at the bus stop
- Teach your child to sit quietly on the ride to and from school. Behavior problems could distract the bus driver and could result in an accident. It is important that our drivers are able to concentrate on driving the route safely.

### VIDEO CAMERAS ON SCHOOL BUSES

The Winneconne Community School District Board of Education has approved the use of video cameras on school buses for the primary purpose of reducing disciplinary problems and vandalism. This allows bus drivers to focus their attention on driving the buses in order to maximize safe transportation for all students. Only the Transportation Coordinator, Bus Drivers, Bus Contractors, Principals, and the District Administrator shall be authorized to view the videotape under normal circumstances. Disciplinary action may be taken with a student based on video documentation.

### BUS SAFETY RULES

Each student who rides a bus will be expected to behave in a manner which will make the ride safe and pleasant for passengers and bus driver and keep the bus on schedule. The following rules shall be enforced for all riders:

1. Students riding school buses are expected to cooperate to the fullest extent with the bus driver. The bus driver has the same authority over students riding the bus as a teacher has over students in the classroom.
2. Bus riders are to be waiting and prepared to promptly board the bus when it arrives at the assigned pickup point. Help keep the bus on schedule.
3. Upon entering the bus, take your seat quickly without disturbing or crowding other students. No one is allowed to stand while the bus is in motion.
4. Be reasonably quiet while on the bus. Yelling, loud talking or laughing, or any other unnecessary confusion diverts the bus driver's attention and may result in an accident.
5. Help keep your bus clean and neat at all times.
6. Bus riders are to be courteous and cooperative to students and the bus driver.
7. If seats are assigned by the bus driver, students are to sit in their assigned seats.
8. When about to leave the bus, remain seated until the bus stops. If you must cross the road after getting off the bus, cross in front of the stopped bus—at least 10 feet in front of the bus. Do not cross the road until the driver signals that it is safe for you to cross.
9. Students must ride on the bus to which they are assigned.
10. Students are to get off the bus only at their assigned stop unless written permission from a parent is presented at the office, where a bus pass will be issued.
11. Only persons authorized by the administration may ride a school bus.

#### SCHOOL BUS DISCIPLINE

Bus drivers have the option to give verbal warnings or choose to file a written report to students on the bus for minor offenses. The bus driver may choose to file a school bus incident report to the school office. If reported, the administrator determines what step placement or action should be taken due to the severity of the incident.

**Step 1:** The completion of a school bus incident report is filed in the school office. The incident report will be sent to parents.

**Step 2:** The completion of a school bus incident report is filed in the school office. The student may be suspended from the bus for up to 2 days. The parents may be required to meet with the administrator and the transportation coordinator.

**Step 3:** The completion of a school bus incident report is filed in the school office. The student may be suspended from riding the bus for up to 3 days. Along with the incident report, a letter from the district administrator indicating that, should there be another incident, the student may be expelled from riding the bus.

**Step 4:** Should there be an additional incident after the procedures listed above have been followed, the student will be suspended from the bus for up to 15 days, pending a hearing before the Board of Education. The Board will review the incidents and make a determination as to whether the student will be allowed to continue to ride the bus or be denied transportation for a specific period of time.

Appropriate behavior may be rewarded in this progressive step system. If a bus incident report is filed after 45 school days of "incident-free time period" the student may remain at the current step rather than progressing to the next step. For example, depending on the severity of the incident and a 45-day "incident-free" time period, a student at step 2 may remain at step 2.

\*\*The school board or administration reserves the right to suspend and/or terminate a student's bus riding privileges upon the occurrence of any misconduct depending on the severity of the incident.

\*\*When disciplinary actions occur at the end of a school year, and when time does not permit a suspension to be served, the suspension will be held the next school year.

#### ALTERNATE BUS TRANSPORTATION REQUESTS

If a family lives more than 2 miles from school or lives west of the bridge in the village of Winneconne, parents may request that their child be transported to an address other than their legal residence (alternative busing) for the purpose of before and after school child care. If parents request alternative busing, they must understand that the alternative address is the only address to which the child will be bused. The child will not be transported to their home on one day and the alternate location on another day unless approved by the District Administrator. The alternate location must be located along a regularly established route. A bus will not add mileage to its route to stop at an alternate location. Alternate Bus Transportation requests must be received and approved by the Transportation Coordinator before the child is permitted to ride a bus to ensure there is no overcrowding on the school buses.

#### EXTRACURRICULAR SCHOOL ACTIVITIES BUS DISCIPLINE

In the event of a student problem during extracurricular school activities, the advisor or coach is responsible for student behavior. The following procedures will be used.

- |                        |  |
|------------------------|--|
| <b>First Incident</b>  | Verbal warning/reprimand.  |
| <b>Second Incident</b> | Written warning. A meeting will take place between the Transportation Coordinator, Athletic Director, Principal, Coach or Advisor and Student. |
| <b>Third Incident</b>  | Student is suspended from next event or activity. A meeting between aforementioned people will take place.                                     |
| <b>Fourth Incident</b> | Removal from sport or activity.  |

#### VISITORS - STUDENTS WHO BRING VISITORS

All visitors must report to the main office upon entering the building. Visitors wishing to observe the school for purposes of attending are to arrange this with permission at least one week in advance. All visitations are subject to the approval of the Administration.

#### CHANGING YOUR SCHEDULE

**DROPPING/ADDING A CLASS:** The last day to drop / add a middle school elective course is the second Friday of the school year. Students will not be allowed to drop / add an elective after this date without administrative approval.

#### BICYCLES, SKATEBOARDS, ROLLERBLADES

Bicycles are to be parked in the racks provided. Any bike stolen or vandalized should be reported to the police and the Middle School office immediately. Skateboards and rollerblades, when brought to school, may be placed on the storage shelves outside the office.

#### IMPROPER DISPLAY OF AFFECTION

Students must be aware of the perceptions created by inappropriate, distracting or disruptive displays of affection. Students are expected to display appropriate and respectful interpersonal physical contact. Excessive interpersonal contact or inappropriate displays of affection may result in disciplinary action as determined by the administration.

### DANCE/ACTIVITY NIGHT EXPECTATIONS

1. Attendance is limited to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders from WMS.
2. WMS students will need to be on Honor Level One or Two in order to attend.
3. No guests are allowed unless the principal gives permission ahead of time, two days before the dance. Former students may attend the grade 8 dance with permission of the principal if they attended Winneconne middle school at anytime during their grade 8 school year.
4. Dances will begin at 3:20 and end promptly at 5:00 unless a special request for a time change is appropriate. *PLEASE* make arrangements for transportation so that the chaperones do not have to remain at the school for an indefinite amount of time. Students will not be allowed to leave the dance early unless prior arrangements have been made.
5. There will be an admission charge for the dance. Refreshments and snacks will be sold at an additional cost. All proceeds of the dance go to the sponsoring group. Chaperones include school staff and parents.
6. School social functions are provided to give students an opportunity to develop social skills and be with their peers in a supervised environment. Appropriate behavior is expected for all students. If a student's behavior is unacceptable, parents will be called and asked to pick up the child. Police may be contacted if the situation warrants.

Some general dance expectations: Walking or dancing in the gym and/or commons (no running, no pushing, no unsafe dancing) Proper dress as per our dress code, appropriate slow dancing.

### CLOTHING POLICY

Neatness, cleanliness, and appropriate dress are vital to the individual student and to those with whom he/she shares a classroom. Student dress must be appropriate and must not distract or offend students, staff, or others within the school environment. Clothing must not cause a health or safety problem. Clothing, including footwear, must be clean. Objectionable clothing may be kept in the office and returned at the end of the day. The following items are not acceptable:

1. Pants revealing midriff, hips, or undergarments (even when arms are spread out)
2. Shirts that are torn or cut up. (Example: Sleeves cut off; sides cut out)
3. Pajama tops and bottoms
4. Low cut tops revealing cleavage. tank tops, tube tops and other sleeveless attire.
5. Shorts and skirts should be long enough that they cover the underwear and buttocks when standing, reaching, sitting, or bending over.
6. Clothing with obscene or sexually suggestive signs or sayings (example; Hooters t-shirts)
7. Clothing promoting weapons/ammunition, drugs, alcoholic beverages, controlled substances or tobacco as well as look-alikes of any of them.
8. Hats/head coverings and hoods worn indoors.
9. Chains not considered jewelry, wallet chains.
10. In general, clothing that is too revealing tight, or extremely oversized.
11. Jackets/coats worn indoors (should be in the student's locker during the school day)
12. Flags should not be worn as clothing.
13. Blankets, throws, or look alikes should be left at home.

Students may be restricted to the office until they comply with the dress code. Students not complying will be offered the following options with administrative approval:

1. Correct the situation with appropriate clothing.
2. Contact parents or guardians to obtain appropriate clothing.

### SURVEYS

The School Board respects the privacy rights, of parents and their children. No student shall be required to participate in any survey associated with a school program or the District's curriculum, or which is administered by a third party in the schools, if the survey includes one (1) or more of the following items:

- A. political affiliations or beliefs of the student or the student's parent;
- B. mental and psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom students have close family relationships;
- F. legally recognized privileged or analogous relationships such as those of lawyers, physicians and ministers.
- G. religious practices, affiliations or beliefs of the student or the student's parent; or
- H. income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

The building principal shall notify parents/guardians at the beginning of each school year of the specific or approximate dates during the school year when such survey activities are scheduled involving their children. Parents/guardians shall be given the opportunity to request that their child not participate in a survey containing the above information. If a survey containing any of the above information is funded in whole or in part by a program administered by the U.S. Department of Education, written consent shall be obtained from the student or, in the case of a minor student, the student's parent/guardian before the student participates in the survey. Parents/guardians may, upon request, inspect a survey containing any of the above information and any survey created by a third party before the survey is administered or distributed to a student. They may also request to inspect any instructional materials used in connection with the survey or any instructional material used as part of the educational curriculum for the student. Requests to inspect a survey or instructional materials should be made to the building principal or his/her designee. Survey inspection requests should be made prior to the date in which the survey is scheduled to be administered to students. The principal or designee shall respond to such requests without delay.

### SCHOOL PROPERTY

Damage of any school property (buildings, textbooks, desks, computer equipment, chromebooks, etc.) is a serious infraction. Any student involved in defacing or damaging school property may be held accountable by paying for damages and/or repairs.

### STUDENT VALUABLES

Students, not the school, are responsible for their personal property. Do not leave valuable items and money in your school or physical education locker. When it is necessary to bring large and valuable items to school, students are encouraged to check these items in the office. Students who find lost articles should take them to the office, where the owner can claim them in the LOST AND FOUND.

### SCHOOL LUNCH

Students eligible for free lunch or lunches at reduced prices must have parents or guardians complete and submit the appropriate forms to the school office before the price reduction will be put into effect. Forms may be obtained from the school office anytime throughout the year. Please call Ms. Diane Agrell with any questions 582-5810 ext. 1104.

### COMMONS/LUNCH TIME

Students are expected to clean up after themselves which includes washing the tables and returning lunch trays. Any unsanitary practices, excessive disturbances, or unacceptable behavior will result in disciplinary action. Students who are not respectful during lunch may be required to eat in the office. Any theft or vandalism of food service property may result in detention, suspension, and/or police referral.

### STUDENT CELEBRATIONS

Although a parent or guardian is not prohibited from providing food at lunch for their child, please be aware that children in the school may have allergies to certain food products. Large amounts of food can also cause a disruption to commons during lunch and to classroom learning. Therefore, food items intended for a celebration or a group of students require prior approval. Food items brought to school intended for a group are limited to four or fewer students, the group may be required to eat in an alternative location to minimize commons/lunch disruptions.

### PHYSICAL EDUCATION MEDICAL POLICY

Physical education is a state-required course, and attendance is mandatory. School policy will allow a student to be excused from physical education for a single day based upon a parent's written request. For students habitually requesting a single-day excuse and for students who need to miss physical education for more than a day, a doctor's written statement is required.

### RELEASED TIME FOR RELIGIOUS INSTRUCTION

All students in the middle school are eligible to be released from school classes to attend religious instruction classes offered in the various area churches. All students to be released must have a request form signed by the parent or guardian on file in the school office. Students who elect to participate in this program and who fail to report to the religious class may forfeit this privilege. Students are responsible for all work missed during this released time.

### STUDENT SERVICES

The student service department is available for every student in the middle school. Services include academic scheduling and concerns, personal issues, and career planning. With the developmental school counseling program, students are offered individual and group counseling, as well as classroom sessions. A school counselor is available to work with students on school related issues. When a student needs extra support, referral to outside agencies is necessary.

### CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones and other electronic devices may be brought to school by students. Cell phones and other electronic devices (not including chromebooks) must be turned off and out of sight during class or instructional time. Cell phones may be collected by the classroom teacher and placed in sleeves upon entering the classroom and remain there until the end of class. Violation of these rules may include temporary confiscation including the device being taken away from the student for the remainder of the school day. Students are allowed to use the office phone in cases of emergency. Building administration may involve law enforcement if the device is used for any illegal purpose or for a purpose that causes harm to others. The Winneconne Community School District does not accept responsibility for lost or stolen devices. Investigation of loss, theft, or damage will be minimal unless it can be established that the student adequately secured the device. Due to privacy and data protection issues, camera and video features on any cell phone at school is expressly prohibited. Teachers may allow cell phones and other electronic devices to be

used for educational purposes at their discretion. Laser pointers, pagers, or look-alikes are not permitted on school premises. The district does not accept responsibility for lost or stolen devices.

#### DAMAGE TO TEXTBOOKS/TECHNOLOGY EQUIPMENT

Students are responsible for the care of the textbooks and equipment that they use (i.e. Chromebooks). Because books and equipment are expensive items, all students are required to take care of them. Students are to sign their name and the date loaned in ink on the nameplate in the front of their textbooks. At the beginning and end of the school year the librarian/teacher will evaluate the books. Staff will evaluate equipment on a regular basis. If a book or piece of equipment (i.e. Chromebooks) is damaged whether accidental or intentional due to obvious carelessness or deliberate mutilation, a fine will be assessed. If a book is lost, the student will be assessed the replacement cost, which varies depending on the value of the item lost.

#### INTERNET/COMPUTER USAGE

Access to the computers/Internet is available to all students. Computer/Internet usage guidelines are posted in the library. Students may use the computers to research assigned classroom projects and to use computer disks; however, the user is responsible for any damage done to the computer resulting from the use of disks, CDs, DVDs, and zip drives. Students will respect and uphold copyright laws and all other applicable laws or regulations, will respect the rights and privacy of others by not accessing private files, will follow all regulations posted in the computer lab or other rooms where computers are in use, and will follow the directions of the adult in charge of computers. Students are responsible for logging onto and off the computer appropriately. Students may be held responsible for any damage or computer use violation that occurs as a result of not logging off the computer. Students will not load or run any software, other than the school purchased software, without the consent of the Technology Director (this includes shareware and freeware). Students will not use the computer for any illegal purpose, use impolite or abusive language, shall not download or play games, shall not violate the rules of common sense or etiquette, change any computer files that do not belong to the user, use the system for commercial use, use an account other than his/her own, or misrepresent his/her identity, create and/or distribute a computer virus, use the system to illegally transfer software (otherwise known as pirating), reveal personal addresses or telephone number of students or staff, use the computer in such a way that would disrupt the use of computers by others, deliberately cause damage to computer equipment or assist others in doing the same, and deliberately access materials that are inconsistent with the school's code of conduct or district's educational goals or show others how to do the same. Students who do not comply with these rules are subject to discipline, including verbal/written warnings, suspension and/or revocation of computer access (School Board Policy IBH- complete policy is posted on the district's website -[www.winneconne.k12.wi.us](http://www.winneconne.k12.wi.us)).

#### STUDENT TECHNOLOGY USAGE AGREEMENT

Winneconne Community School District (WCSD) provides students with access to the District's electronic communications system for educational purposes. The electronic communications system is defined as the District's network, servers, computers, mobile devices, peripherals, applications, databases, online resources, Internet access, email and any other technology designated for use by students. With this educational opportunity comes responsibility.

The District uses filtering technology and protection measures to restrict access to inappropriate material; it is not possible to absolutely prevent such access. It will be each student's responsibility to follow the rules for appropriate and responsible use. Access to the WCSD

network is a privilege and administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

All students in WCSD must adhere to the following standards of responsible use:

- The District may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers, or authorized storage sites will always be private.
- Students are responsible at all times for their use of the District's electronic communication system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.
- Students must log in and use the WCSD filtered wireless network during the school day on personal electronic devices.
- Students must not access, modify, download or install computer programs, files or information belonging to others.
- Students must not waste or abuse school resources through unauthorized system use (e.g. playing online games, downloading music, watching video broadcasts, participating in chat rooms, etc.).
- Students must not alter computers, networks, printers or other equipment.
- Students must not release personal information on the Internet or electronic communications. Unless such release has been approved by a staff member.
- Students are not allowed to publish any image (picture, video, recording, or copied text) of other students or staff member in any manner without approval of person whose image is being used. This permission may be granted verbally; however, at any time revocation for use may be given.
- Personal WCSD network access information should not be conveyed to other students or attempts be made to use anyone else's accounts.
- Students must not create/publish/submit or display any abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal and should report any instances encountered.
- Vandalism, damage whether accidental or intentional, or theft of district equipment will result in disciplinary action against the student. The minimum punishment will result in student responsibility to pay for repair or replacement of the equipment.
- Students shall adhere to all laws and statutes related to issues of copyright or plagiarism.
- Violation of any of these standards may result in suspension of computer use, Internet privileges and/or other disciplinary action.

The District makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The District will not be responsible for any damage the user may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising from unauthorized use of the system. Computer network privileges, including Internet access, will be granted only after the online registration signature page acknowledging the FISD Technology Responsible Use policy is received. By signing, you and your child agree to comply with the responsible use policy presented here.

### WIRELESS INFORMATION AND 1 TO 1

To connect to the Internet, it is mandatory that the device utilize the WCSD wireless network. The student will be expected to log in using their school supplied user ID and password. By logging into this network, the student is accepting the terms of the WCSD Student Technology Usage Agreement. Once on this network all users will have the same filtered Internet access they would have when using a district-owned device. Whether or not a student is using a district-owned device or a student-owned device, all aspects of the acceptable use agreement above will be enforced. In addition: If a student damages, or steals another student's personal device will result in disciplinary action; which could include police contact and restitution. For more information about 1 TO 1 at WCSD, please contact the District Technology Facilitator.

### GRADING AND REPORTING

At the end of the first 9 weeks of the school year, we begin to report out academic grades and behavior scores/ratings to parents and students. Progress report grades are intended to be a snapshot in time and not a cumulative final grade. The report can be found by logging into family access and navigating to the portfolio tab. Each progress report will be posted as a separate link. Additional progress reports will be posted every 4 ½ weeks during the school year.

The middle school reports out Winneconne Way PAW student behavior ratings on each progress report. Each teacher gives feedback to parents and students with a PAW behavior rating for their class. Each teacher gives three behavior ratings for each student using the PAW. (Pactice Kindness, Always show Respect, Work to do your Best.) The behavior ratings are; 3 = Consistently, 2 = Sometimes, 1 = Rarely. The WMS classroom PAW behavior descriptors rubric will help parents and students see the behavior items being evaluated.

### FOCUS TIME

Focus Time is a 30-minute period block of time built into the end of each school day. Students to get access to important academic resources (teachers, computers, library, tutors, study groups, guest speakers, etc.) to support their learning. The Focus Time offerings are designed to support instruction in students' current coursework and to extend learning opportunities. Teachers will request or expect that a student schedule for a particular offering based on student need within a specific course.

### ACADEMIC DISHONESTY

Students are reminded that all work that they turn in must be their own and they should not give others their work. Students caught breaking these policies may be referred to the office for EXTRA-CURRICULAR SPORTS/ACTIVITIES code violation and/or disciplinary action.

# P

## Practice Kindness

Use appropriate and positive words.

Be considerate and caring of others.

Encourage and offer support to others to do their best.

Acknowledge the success of others, show good sportsmanship.

Have a positive attitude towards peers/teachers/subject.

Show empathy toward others.

# A

## Always show Respect

Act Respectfully & Responsibly.

- Be honest and truthful.
- Keep hands, feet and objects to yourself.
- Respects other's personal space and privacy.
- Respects the learning atmosphere of the classroom, models appropriate classroom conduct expectations.
- Clean up after yourself.

Use a voice volume level appropriate for the situation.

Positive respectful collaboration and interaction with peers, teachers, building staff and substitute teachers.

Resolve conflicts respectfully free from retaliation.

Use school facilities and equipment safely and appropriately.

Cell phones / personal devices silenced and out of sight, used appropriately when used for learning.

# W

## Work to do your Best

Academically honest, work is free from plagiarism and/or cheating.

Be on time to school, class and other activities, transition efficiently. Use a hall pass when required.

Be prepared to learn.

- Bring materials needed for class and learning.
- Homework / practice completed to the best of your ability.
- Use effective listening skills, Follow directions.
- Use available class time, teacher time and learning resources wisely.
- Use chromebooks appropriately for learning, charged and ready to use.
- Be organized. (locker, folders, student handbook)

Use self-advocacy skills

- Asks for help.
- Meet with teachers as needed and per request.
- Be prepared for assessments.

Think Critically and Creatively

- Actively participate in discussions in class and within groups.
- Communicate with peers and teachers effectively.
- Make an effort to problem solve, stay on-task.

## TARGETS BASED LEARNING AND GRADING POLICY AND PROCEDURES

### Formative Assessments / Homework / Practice

- Homework/practice is not part of a student's summative grade - not graded
- Formative assessments such as quizzes, check-ups, etc. are not part of a student's summative grade or the student's overall grade. Formative work is used to determine a student's progress toward understanding and proficiency of a learning target or standard and is not always practical to redo or retake.

### Proficiency Scale Score ratings

- Learning Indicators used to report out to families regarding the level of proficiency on targets/standards via summative assessments.

(1 Needs Support, 2 Approaching, 3 Proficient)

- Incomplete regarding assessment and grading; An incomplete can mean that the student has not completed required assessments, and as a result there is no evidence to determine learning.
- Scale Score Average and Grading;

<b>Grade</b>	<b>Scale</b>	<b>GPA Amount</b>
A	2.85 - 3.0	4
A/B	2.71 - 2.84	3.5
B	2.57 - 2.70	3
B/C	2.43 - 2.56	2.5
C	2.29 - 2.42	2
C/D	2.15 - 2.28	1.5
D	2.0 - 2.14	1
NC/F	1.99 or Below	0

### Summative Assessments (Reassessments - Redos and Retakes)

Students are given opportunities to demonstrate their current level of understanding and proficiency of targets/standards via summative assessments. Students will be allowed to redo/retake any summative assessment recorded as evidence of a learning target or standard. These opportunities are intended to allow students to demonstrate their improved level of competence with respect to a learning target or standard. This procedure requires additional learning on the part of the student, and additional teaching by the teacher before another assessment opportunity is provided. In these situations, students need to follow the retake procedure of that teacher.

### WMS Summative Reassessments Values

- Reassessments are not intended to be used as a regular practice by the student. It is the teacher's discretion to deny a redo/retake when it is being abused. Retesting is allowed on all summative assessments that are reflected in what is reported out to families. Teachers and students will agree to the time frame allowed for reassessment.

- Reassessments may occur during a normal class period or an alternative time may be arranged between student and teacher depending on the number of students retesting.
- Reassessments are awarded full credit.
- Students must demonstrate new evidence of learning to reassess. Students who choose to participate in redos/retakes must participate in reteaching, tutorials, or other review activities as assigned by the teacher in preparation for retaking an assessment. Students must make arrangements with the teacher before retaking the assessment. All assignments pertinent to the assessment must be completed by the student before a retake/redo will be permitted.
- A reassessment may be the entire assessment or parts of the assessment. The redo/retake will cover the same material, but may have different questions and/or different format. For example; reassessments can occur in multiple forms, such as another assessment similar to the first, oral discussion with the teacher, or another method that is mutually agreeable between the teacher and student.
- The new grade will represent the most recent evidence of learning. (The grade/score of the retake.)
- Assessments that appear within a marking period must be given the opportunity to be reassessed during that marking period.

#### Extra Credit

- Extra credit is not offered as a means to improve a grade(s) because the academic grade is based on proficiency of the course learning targets / standards. Extension or alternative assignments/assessments may be offered to show proficiency.

#### EXTRA-CURRICULAR SPORTS/ACTIVITIES

School sponsored sports covered by the Code Handbook include volleyball, football, cross country, basketball, wrestling, and track. School sponsored activities covered by the Code Handbook include forensics, drama, equestrian team, and trap team. Students participating are expected to follow a code of conduct for eligibility standards of the Extra-Curricular Activities Code Handbook. Students participating in these extra- and co-curricular activities may be required to pay an activity fee per sport/activity.

Other activities opportunities include student council, art, ski, VEX robotics, quiz bowl, athletics, jazz band, pep band, and jazz choir. Students who participate in other school activities are also expected to follow a code of conduct similar to the eligibility standards of the Extra-Curricular Activities Code Handbook. If a behavioral incident happens, it will be reviewed and discussed by the activity advisor(s) and middle school administration to determine the consequences for a violation of the eligibility standards on an individual activity basis.



# QUICK \$50



For information leading to an Arrest for  
**Illegal Weapons, Drugs, Alcohol, Bomb Threats and  
Bullying/CyberBullying**  
(For Bullying evidence is NEEDED! photos, video, text messages, emails eye witnesses)

Help get these **OUT** of your school!



TAP THE APP   
DOWNLOAD P3 TIPS

CALL

**TO YOUR iPhone  
OR ANDROID TO  
SUBMIT ANONYMOUS TIPS**

OR

**(920)  
231-TIPS(8477)**

OR contact your Police School Liaison Officer  
[www.winnebago crimestoppers.org](http://www.winnebago crimestoppers.org)

**YOU WILL REMAIN ANONYMOUS**



Scan QR CODE for more information about  
Winnebago County Wide CrimeStoppers

## STUDENT and PARENT/GUARDIAN ACKNOWLEDGEMENT

✓ Equality of Educational Opportunity	✓ Attendance Policy/Procedures
✓ Anticipated Absences	✓ Excused Absences
✓ Excessive Excused Absences	✓ Unexcused Absences/Truancy
✓ Habitual Truancy	✓ Tardiness
✓ School Hours for Students	✓ Closed Campus
✓ Code of Student Conduct	✓ Detention/Suspension/Expulsion
✓ Smoking, Drinking and Other Drugs	✓ Weapons/Guns
✓ Stealing	✓ Harassment/Bullying
✓ Respect for Authority	✓ School Property
✓ Personal Appearance	✓ Search and Seizure
✓ Locker Regulations	✓ Dance/Activity Night
✓ Bus Discipline	✓ Electronic Devices
✓ Bicycles, Skateboards, Rollerblades	✓ School Lunch
✓ Commons/Lunch Time	✓ Visitors
✓ School Functions	✓ Physical Education Excuse
✓ Released Time for Religious Instruction	✓ Emergencies
✓ School Closing	✓ Changing Your Schedule
✓ Student Assignment Book	✓ Library
✓ Health Room	✓ Student Services
	✓ Academic Dishonesty
✓ Internet/Computer Usage - I acknowledge that the complete policy is posted on the district website.	✓ Extracurricular Sport/Activities code
✓ Grading and Reporting/RTI / Focus Time	✓ School Bus Discipline- I acknowledge that the complete policy is posted on the district website.
✓ Bus Rules	✓ Survey Information

I acknowledge receiving my student planner. I have read through the information and understand the expectations.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

I acknowledge that I have gone through the student planner with my child. I have read through the information and understand the expectations.

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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