



Winneconne  
Middle School  
*LEARNING TODAY...LEADING TOMORROW!*

Student Planner 2016-2017

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: \_\_\_\_\_

**WINNECONNE COMMUNITY SCHOOL DISTRICT  
2016-2017 School Year**

**AUGUST**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**DECEMBER**

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**APRIL**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**SEPTEMBER**

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**JANUARY**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**MAY**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**OCTOBER**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**FEBRUARY**

M	T	W	T	F
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13	14	15	16	17
20	21	22	23	24
27	28			

**JUNE**

M	T	W	T	F
			1	2
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12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**NOVEMBER**

M	T	W	T	F
	1	2	3	4
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14	15	16	17	18
21	22	23	24	25
28	29	30		

**MARCH**

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

- No School
- No School for students  
Teacher in-service days
- See Explanation below

- Aug. 22 New teacher orientation
- Aug. 23, 24, 25, 29, 30 Teacher in-service
- Aug. 23 (6th gr. orientation 5:00 - 7:00)
- Aug. 24 (4K-5 gr. open house 5:00 - 7:00)  
(7-8 gr. open house 5:00 - 7:00)
- Sept. 1 First Day - K-12 Students
- Sept. 1 4K Student & family mtgs (sign up info will be in summer mailer)
- Sept. 2 First Day - 4K Students
- Sept. 5 No School - Labor Day
- Sept. 23 Early Dismissal for staff development
- Oct. 28 Early Dismissal for staff development
- Nov. 18 No School - Teacher in-service
- Nov. 23 Early Dismissal for staff development
- Nov. 24-25 No School - Thanksgiving Break
- Dec. 23 - Jan. 1 No School - Winter Break

- Jan. 2 School in session
- Jan. 18 First Semester Ends
- Jan. 20 Early Dismissal for staff development
- Feb. 17 Early Dismissal for staff development
- Mar. 24 Early Dismissal for staff development
- Apr. 12 Early Dismissal for staff development
- April 13 - 17 Spring Break
- May 26 Early Dismissal for staff development
- May 26 Graduation 7:00 PM
- May 29 No School - Memorial Day
- May 31 Last Day w/students if 0-2 snow days
- June 1 Last Day w/students if 3 snow days
- June 2 Last Day w/students if 4 snow days
- June 1, 2, or 5 Teachers data day-depends on student last day

**This is the 2016-2017 School Year Calendar**

**Early Dismissal Time**  
ES - 12:00 pm  
MS/HS - 12:05 pm

**School Hours**  
ES - 8:00 am - 3:10 pm  
MS/HS 7:53 am - 3:15 pm

## **WELCOME TO WINNECONNE MIDDLE SCHOOL**

The following pages contain information that you should know as you become a member of our middle school. Some of the rules and regulations that are listed are to protect your rights as a student. Each of us has a responsibility to know the rules and procedures by which the school operates and to comply with them. Keep in mind that you are the reason this school exists; therefore, you are very important to us. Best wishes for a happy and successful school year. Make this school year the best year ever.

### **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.

### **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 Garth Larson, Director of Learning - [larsong@w-csd.org](mailto:larsong@w-csd.org).

### **WEBSITE**

Please check our district and middle school websites - [www.winneconne.k12.wi.us](http://www.winneconne.k12.wi.us) . On the middle school website you can check on assignments and upcoming events.

### **YOUR STUDENT PLANNER**

Your student planner is purchased for you by the school district. Therefore, it is very important that you use your assignment notebook 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. This book is to be with you at all times. Teachers will check each Friday to see that you are using it properly. This book is not to be defaced – more specifically, do not tear out pages, mark pages up with a highlighter pen, or alter the cover of the agenda book. If the book needs replacement, it can be replaced for \$5.00.

## MASTER SCHEDULE

### Grade 6

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

### Grade 7

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

### Grade 8

First Bell	7:45
Warning Bell	7:50
1 <sup>st</sup> hr.	7:53 – 8:37
2 <sup>nd</sup> hr.	8:37-9:32
3 <sup>rd</sup> hr.	9:32-10:27
4 <sup>nd</sup> hr.	10:27-11:24
5 <sup>th</sup> hr.	11:24-12:08
Lunch 8th	12:08-12:52
6 <sup>th</sup> hr.	12:52-1:47
7 <sup>th</sup> hr.	1:47-2:42
Focus Time	2:42 -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. 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 such as family vacations, family activities, or medical appointments require a note from the parent/guardian prior to the scheduled absence(s). Students must complete the Prearranged Absence Form when they have exceeded the ten day allowable absences for personal reasons. This form is available in the middle office. It is the responsibility of the student to arrange make-up of any schoolwork missed. Please return the completed form to the middle school office.

### EXCUSED ABSENCES

Absences because of illness or family emergency are excused if the school is notified of the absence by the parent/guardian.

### EXCESSIVE EXCUSED ABSENCES

A written statement from a doctor may be required in situations where a pattern of excessive excused absences from school has occurred. Ten absences through the year is the acceptable/allowable amount of days missed. Absences that require a doctor's excuse that are not accounted for in this manner will be considered unexcused.

### UNEXCUSED ABSENCES/TRUANCY

Truant means any absence of part or all of one or more days from school during which the principal has not been notified of the legal cause of such absence by the parent/guardian of such student. Truancy includes: skipping individual classes, leaving the closed campus school at any time during the day without prior office approval, oversleeping, shopping trips (even though sanctioned by parent/guardian), concerts, hair appointments, runaways, transportation problems, babysitting, or others not approved by the administration. Truancy may be grounds for disciplinary action up to and including expulsion.

### 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 law provides habitual truancy penalties, including an order to attend school, ordinance citation, forfeitures, loss of work permit, counseling, community service, home detention curfews, formal or informal supervision, and/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. Students get two “freebie” unexcused tardies per semester. The third and subsequent unexcused tardies will result in detention. The individual teacher will determine classroom tardiness for hours 2 – 7.

### SCHOOL HOURS FOR STUDENTS

1. The building is open at 6:30 a.m. and must stay in the commons area until 7:45 a.m.
2. Students are to leave the building immediately upon dismissal in the afternoon 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. Students may not leave the school grounds after arrival in the morning or before departure in the afternoon. Students may only leave the building with a parent, legal guardian or an adult designated by the parent.

### 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.

### HALLWAYS

All students are expected to move about the school in a careful and considerate manner. Running, shouting, and pushing are not allowed. Maximum of a level 2 voice at all times.

### 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.

### 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.

### DETENTION/SUSPENSION/EXPULSION

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, or the pupil 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 at school or while not at school or while not under the supervision of a school authority engages in conduct which endangers the property, health, or safety of others at school or under the supervision of school authority or endangers the property, health, or safety or conveys or causes to be conveyed any threat of false information concerning an attempt being made or to be made to destroy any school property by means of explosives or 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. Detentions are for those students who fail to comply with school policy/rules. Detentions and suspensions are determined through Board Policy.

#### 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 and materials such as 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, 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 will be reported to the Police Department. Anyone found in another student's regular or gym locker may be suspected of stealing. Discipline may range from a written warning to expulsion.

#### NO PUT-DOWN RULE

Winneconne Middle School tries to provide a school climate where students feel accepted and able to develop to their full potential. "Put downs" and other forms of verbal abuse will not be tolerated. Derogatory statements and cruel treatment of other students will be handled through appropriate disciplinary measures.

#### 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 is 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 s/he 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, s/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 web sites, and defamatory online personal polling web sites, 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 particularly 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 cyberbullies 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.

**"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.

**"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.

**"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 innuendoes, 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.

### 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 their lockers locked (locks are available through the middle school office). Due to school safety concerns, personal locks not issued by the school will be cut off. Combinations to lockers should be kept confidential. 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.

### 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 will result in legal referral, suspension, and/or expulsion procedures.

### BUS PASSES

A student may only ride the bus to which he or she is assigned. All students wishing to ride another bus, or get off at a house other than their own on their regular route, must bring a note from a parent to be presented at the office, where a bus pass will be issued. Any child without a permission slip will be placed on their regular assigned bus. If the child is being picked up after school, the parent must send a note to his or her teacher. A verbal explanation from the student will not be accepted. Without this note, your child will be placed on his or her assigned bus. A student rider may have only one guest student rider request a bus pass to their designated bus stop. This is to ensure there is not any overcrowding on the school buses.

### 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 pupil 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 minimal rules shall be enforced for all riders:

1. The bus driver is in complete charge of the bus. His or her directions are to be obeyed promptly and respectfully.
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. Keep absolutely quiet when approaching a railroad crossing stop.
9. 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.
10. Students must ride on the bus to which they are assigned by the central office.
11. 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.
12. Only persons authorized by the central office administration may ride a school bus.

### SCHOOL BUS DISCIPLINE

The purpose of this administrative rule is to standardize the school bus discipline procedures. In order to have a successful school bus operation, and organized procedure for handling school bus discipline is important. The following guidelines will be used for handling discipline problems on a school bus. 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 a classroom.

Bus drivers have the option to give verbal warnings for minor offenses or may choose to file a School Bus Incident Report with the school office. If reported, a school administrator determines what step placement or action should be taken due to the severity of the incident.

#### SCHOOL BUS DISCIPLINE

- Step 1** The completion of a School Bus Incident Report is filed in the school office. The incident report will be sent to the 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 two (2) days. The parents will 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 three (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 school bus.
- Step 4** An incident after the procedures listed above have been followed, the student will be suspended from the bus for fifteen (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 the progressive step system. If a bus incident report is filed after 45 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.

#### 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.

**First Incident** Verbal warning/reprimand.



**Second Incident** Written warning. A meeting will take place between the Transportation Coordinator, Athletic Director, Principal, Coach or Advisor and Student.

**Third Incident** Student is suspended from next event or activity. A meeting between aforementioned people will take place.

**Fourth Incident** Removal from sport or activity.

#### ASSEMBLY EXPECTATIONS

Qualities of a good audience member:

- Be courteous, respectful, and attentive to presenters. Treat them as you would want to be treated.
- Avoid ALL talking during the performance/presentation.
- Do not boo, stomp feet, call out comments, or over-react.
- Be appreciative and politely responsive.
- Show appreciation by applauding.

Consequences for students unwilling to behave according to the guidelines:

- The student(s) will be removed from the assembly and sent to a supervised area.
- An infraction will be given for “Failure to treat peers, staff, and guests with respect and courtesy.” (Five demerits on our Honor Level System.)
- The student(s) will be required to write a letter of apology to the presenter. A copy of this letter will be sent home to parents.

#### IMPROPER DISPLAYS 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 at all times. Excessive interpersonal contact or inappropriate displays of affection may result in disciplinary action as determined by the administration.

#### VISITORS

Generally, students are not allowed to bring guests to visit classes. Prior arrangements and specific rationale for the visit must be made at least three days prior to the visit.

#### CHANGING YOUR SCHEDULE

During the spring of the year, students will be asked to make choices as to what classes they would like to take for the following year. **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.

#### ON THE PLAYGROUND

Appropriate behavior on the playground is essential for the safety of everyone. Rough behavior, fighting, snowballs, and any activities that could be injurious to a classmate are prohibited. Foul language will not be tolerated.

#### 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, are to be left in the middle school office.

#### PHONE CALLS

Students are allowed to use the office phone in cases of emergency.

#### DANCE/ACTIVITY NIGHT RULES

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.
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 – no hats, tank tops...) Appropriate slow dancing. Have a great time!

#### PERSONAL APPEARANCE

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 must be clean.

The following are NOT ACCEPTABLE:

1. Pants revealing midriff, hips, undergarments, or that are torn or soiled
2. Pajama bottoms
2. Low cut tops revealing cleavage. Tank tops and other sleeveless attire
3. Clothing with obscene or sexually suggestive signs or sayings (example of obscene an inappropriate t-shirt would be Hooters t-shirts)
4. Clothing promoting drugs, alcoholic beverages, controlled substances or tobacco.
5. Hats/head coverings worn indoors
6. Chains not considered jewelry. Wallet chains
- 7 In general, clothing that is too revealing tight, or extremely oversized. This includes short shorts and short skirts. Shorts and skirts must hit mid-thigh.

Leggings or another layer of longer clothing must be worn under clothing that does not hit mid-thigh.

8. Jackets worn indoors (jackets should be in the student's locker during the school day)

Students not complying will be offered the following options: 1. Correct the situation with additional/different clothing. 2. Contact parents or guardians to obtain appropriate clothing or go home to change.

#### SCHOOL PROPERTY

Take proper care of all school property. Defacing 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.

#### 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 surveyor any instructional material used as part of the educational curriculum for the student. Requests to inspect a surveyor 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.

#### TEXTBOOKS

Textbooks issued to you on loan are your responsibility but not your personal property. Teachers will require that you keep a book cover on them. Fines will be charged at the end of the year for abuse of textbooks.

#### 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.

#### SCHOOL LUNCH

Each student will receive a lunch pin number. At the end of the lunch line, students will enter their pin number in order to pay for their 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

1. Running, throwing food, and behaving inappropriately will not be allowed.
2. Students are expected to clean up after themselves which includes washing the tables, returning lunch trays.
3. Any theft or vandalism of food service property may result in immediate revocation of hot lunch privileges, detention, suspension and/or police referral.

#### 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.

#### EXCUSED FROM PHYSICAL EDUCATION

Physical education is a state-required course, and attendance is mandatory. School policy allows a student to be excused from physical education for a single day based upon a parent's written request. Students may be required to make up missed class time. 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.**

HEALTH ROOM

Students who become ill at school must report to the health room located in the main office. A school nurse is available on a part-time basis. Parents will be contacted when their child has a fever of 101 or has vomited at school and will be required to go home until they are fever free and have not vomited for 24 hours. 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.

EMERGENCIES

At the beginning of the year, emergency procedures will be discussed with each student. All emergency procedures will be clearly posted in each room.

SCHOOL CLOSING

School closure for weather or other reasons will be announced on the following stations:

Radio Stations

WOSH/WNAM	1490 & 1280 AM
WUSW	US 96 FM
WOGB/WVBO	103.1 & 103.9 FM
WPKR/WPCK	99.5 & 104.9 FM
WHBY	1150 AM

TV Stations

WLUK
FOX 11
NBC 26
WACY UPN 32

LIBRARY

The library is a place to do research and leisure reading. The librarian will help students with any library questions. A quiet atmosphere is maintained at all times. Student are responsible for any damage to library materials including chromebooks and laptop computers while in his or her possession

REPORT CARDS

Report cards will be issued two times during the year, at the end of the first semester and at the end of the school year. Report cards for sixth, seventh and eighth grade exploratory classes will be issued at the completion of each quarter. Report Cards may be available as a paper copy or posted electronically.

STANDARDS BASED LEARNING AND GRADING POLICY AND PROCEEDURES

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 standards. Extension or alternative assignments/assessments may be offered to show proficiency or advanced proficiency.

## STANDARDS BASED LEARNING AND GRADING POLICY AND PROCEDURES

### Redo's and Retakes

Wherever possible/practical, students should be given multiple opportunities to demonstrate their current level of understanding and mastery of standards. Students will be allowed to redo/retake any summative assessment recorded as evidence of mastery a learning goal or standard. Multiple opportunities are intended to allow students to demonstrate their improved level of competence with respect to a learning goal or standard. This requires additional learning on the part of the student, and possibly additional teaching by the teacher before another assessment opportunity is provided. In these situations, students need to follow the retake policy of the teacher. In addition to the learning values stated below, every teacher provides students and parents with their Retake policy and requirements.

### WMS Redo and Retake Core Values

- Redo/Retake policy is not intended to be used as a regular practice by the student. It is the teacher's discretion to deny a redo/retake when the policy is being abused.
- Redo/Retake assessments will be awarded full credit.
- Students who choose to participate in redoes/retakes must participate in reteaching, tutorials, or other review activities assigned by the teacher in preparation for redoing an assignment or retaking a test. 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.
- The redo/retake will cover the same material, but may have different questions and/or different format.
- The new grade cannot take the student's grade lower than the original grade.
- The deadline to complete all redo/retakes is five days before the end of the quarter for that grading period.
- Formative assessments such as homework, when used as practice, are subject to the teacher's individual redo/retake policy. This is not to say that formative work is not important, daily work is used to formulate a student's overall understanding of a learning goal or standard and is not always practical to redo or retake.

## COUNSELING SERVICES

Winneconne Middle School offers a developmental counseling program which includes individual and small-group counseling as well as monthly classroom presentations. Services focus on supporting young adolescents in making transitions, including the adjustments of moving from one school setting to another. Students are encouraged to seek confidential assistance with personal concerns. Career exploration, planning, and

decision-making are also part of the on-going guidance process. The counseling program seeks to coordinate with parents and teachers for the benefit of all students.

#### 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. Violation of these rules may include temporary confiscation including the device being taken away from the student for the remainder of the school day. 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 text books. 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)).

#### 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 visit <http://goo.gl/lSnnGk> or contact the District Technology Facilitator.

#### 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 nor 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 FUSD Technology Responsible Use policy is received. By signing, you and your child agree to comply with the responsible use policy presented here.

### FOCUS TIME

The primary goals for Focus Time are to provide a method of learning intervention for students, as well as to provide self-directed learning and enrichment opportunities for all students. The teachers help with any of the following:

1. Tutoring and assignment completion
2. Organization skills like using the assignment book
3. Reviewing for tests
4. Communicating with teachers
5. Learning interventions intended to address individual skill deficits.
6. Enrichment activities

## The Winneconne Way at WMS

<u>EXPECTATIONS</u>	<u>BUS LOADING</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 &amp; MEDIA CHECKOUT</u>
<b>P</b>  Practice Kindness	Be on time  Keep aisle clear  Pick up after yourself	Offer a helping hand  Greet others positively  Keep hands, feet and objects to yourself	Wait patiently until it is your turn  Use polite and appropriate conversation  Volume level 2 or less  Report graffiti, damage or conflict to staff	Dress appropriately for the weather  Line up and return all equipment when the bell rings  Follow game rules	Take turns washing tables  Be helpful to those around you  Clean up after yourself  Wait patiently until it is your turn	Facing forward  Focus on the speaker or presenter  Follow directions of the adults  Follow assembly procedures	Return materials on time  Pay fines  Report damage  Always use a case for Chromebooks  Return Chromebooks immediately
<b>A</b>  Always Show Respect	Use appropriate positive words  Keep hands, feet and objects to yourself  Be considerate attentive of the driver  Volume level 2 or less	Use good manners  Volume level 1 or less  Use appropriate language  Wait your turn patiently	Give privacy to others  Keep walls and stalls free of graffiti  2 minutes  2 pumps of soap  2 paper towels	Use equipment properly and appropriately  Show good sportsmanship  Include and welcome ALL students  Use kind words and complement each other	Have positive table conversations  Volume level 2 or less  Greet staff and peers positively  Use good manners	All electronics silenced and out of sight  Be a considerate and caring neighbor  Practice volume 0 when appropriate	Use good manners  Volume level 1 or less  Take care of books and Chromebooks  Clean up after yourself  Use Chromebooks appropriately
<b>W</b>  Work to do Your Best	Wait patiently behind the yellow line until doorway is clear and ready	Transition efficiently  Walk on the right side of the hallway  Be aware of	Practice proper hygiene  Wash hands with soap and water	Participate in non-contact activities  Report all injuries and conflicts to staff	Walk to dump your tray  Keep hands, feet and objects to yourself	Keep hands, feet and objects to yourself  Walk to your spot  Keep aisles	Keep hands, feet and objects to yourself  Walk in room and wait patiently in

	Walk onto and off of the bus  Stay seated and face forward	your surroundings	Prevent water from spilling onto floors  Keep hands, feet and objects to yourself	immediately		clear	line
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**RECEIPT OF STUDENT PLANNER**

✓ Equality of Educational Opportunity	✓ Attendance Policy/Procedures
✓ Anticipated Absences	✓ Excused Absences
✓ Excessive Excused Absences	✓ Unexcused Absences/Tuancy
✓ Habitual Truancy	✓ Tardiness
✓ School Hours for Students	✓ Closed Campus
✓ Code of Student Conduct	✓ Detention/Suspension/Expulsion
✓ Smoking and Drinking	✓ Weapons/Guns
✓ Stealing	✓ Harassment/Bullying
✓ Respect for Authority	✓ No Put-Down Rule
✓ Personal Appearance	✓ School Property
✓ Locker Regulations	✓ Search and Seizure
✓ Textbooks	✓ Hallways
✓ Bus Discipline	✓ On the Playground
✓ Bicycles, Skateboards, Rollerblades	✓ Electronic Devices
✓ Gum	✓ School Lunch
✓ Commons/Lunch Time	✓ Visitors
✓ School Functions	✓ Physical Education Excuse
✓ Released Time for Religious Instruction	✓ Emergencies
✓ School Closing ✓ Promotion Policy	✓ Changing Your Schedule
✓ Report Cards	✓ Semester Grades – Summer School
✓ Student Assignment Book	✓ Phone Calls
✓ Health Room	✓ Library
✓ Internet/Computer Usage - I acknowledge that the complete policy is posted on the district website.	✓ Counseling Services ✓ Dance/Activity Night
✓ RTI / Focus Time	✓ Co-Curricular and Extracurricular Participation
✓ Bus Rules ✓ Survey Information	✓ School Bus Discipline- I acknowledge that the complete policy is posted on the district website.

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 \_\_\_\_\_