

ENGAGE•EQUIP•EMPOWER



ALTOONA MIDDLE SCHOOL **STUDENT/PARENT HANDBOOK**

2020-2021

AMS Parents and Students,

Please keep in mind this is a copy of our "regular" handbook. Without a doubt there have been changes to many of these items listed here due to our responses to COVID. These changes are listed in our Railroaders Return to School Handbook 2020-21 as well as our AMS FAQ which was provided to you at the beginning of the school year in your Orientation meeting. Please use this handbook as an additional reference. Should you have any questions, please reach out to us so we can assist during these unique times.

Thank you!

Steven T. Buss - AMS Principal

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Address: 1903 Bartlett Ave
Altoona, WI 54720

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On behalf of the Altoona Board of Education, Teachers, Staff and the Administration Team, we would like to welcome all of our students to yet another great school year! As is always true, we will do everything in our power to ensure a successful school year. Go Rails!

Foreword

This student/parent handbook was developed to answer many of the commonly asked questions that parents and students may have during the course of the school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the School District of Altoona. If any of the policies are revised after September 4, 2018 the language in the most current policy prevails.

This handbook is intended for a regular, in person, 5 day a week school year. Due to COVID-19 certain items may have changed or may not apply.

This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take the time to become familiar with the following information and keep this handbook available future reference. Should you have any questions about the contents of this hand book, please contact Steve Buss, Middle School Principal.

Philosophy

All School District of Altoona students have the right to receive an education that is free from discrimination and disruption. Students are expected to be respectful toward themselves and others, as well as others' property and the facility. The student should display self-discipline, be responsible, and be accountable for their actions. The community and school personnel encourage all students to take pride in their work and achievements, and we expect all students to respect standards of good citizenship.

Students and staff have the right to work, learn, and/or teach in a safe class environment. Students also have the responsibility to respect authority and the rights of other students in the classroom. Student behavior that is dangerous, disruptive, unruly, or interferes with the teacher's ability to teach effectively or other students to learn effectively will not be tolerated. Any student who engages in such behavior may be subject to disciplinary action in accordance with school rules, school board policies, local, county, state, federal ordinances and laws.

Incidents may be referred to the principal for investigation and action. The severity of the consequences applied depends upon several factors. In an effort to encourage appropriate behavior for all students, a variety of consequences may occur.

Mission of the School

The Altoona community, students, faculty and staff are devoted to developing all students to their fullest potential, so that they WILL become life-long learners, caring individuals and responsible citizens. We want our students to live in today's society and be able to solve tomorrow's problems.

Contact Information:

Phone: (715) 839-6030

Fax: (715) 839-6099

Web Page: www.altoona.k12.wi.us

School Office Hours:

Office hours are from 7:30 A.M. to 4:00 P.M

Student Arrival and Dismissal Times:

Students who eat school breakfast may enter the building at 7:55 AM, everyone else must wait outside until 8:05 AM. Classes begin at 8:20 AM. Students are dismissed at 3:35 PM.

Visitors:

Please enter through the Intermediate/Middle School main entrance during the school day. Upon arrival visitors must express to office staff the nature of their visit and sign in at the office. When leaving the building, visitors must sign out. This process helps us provide a safe school environment. Parents and alumni are welcome, however, it is necessary to sign in and out from the office. If you are visiting a teacher, please be sure to get their permission ahead of time and visit during non-instructional time periods. Guests of students are not allowed. This includes dropouts of school age or students from other schools. Administration reserves the right to deny guests for any reason. No student, who is under out-of-school suspension, expulsion, other disciplinary procedures, or not enrolled in our school, shall be present in the school building or on school grounds without first having secured authorization to be there from the administrative staff, except while en-route to secure such authorization.

Student Drop-off and Pick-up:

Parents may use the designated pick-up and drop-off lanes. To help control traffic congestion we ask parents to turn right only when exiting the drop-off lane. Parents are also welcome to pick-up and drop-off students on Bartlett Ave.

Parking:

There are visitor parking stalls available in front of the school near Bartlett Avenue. Please do not park for extended periods of time in the pick-up/drop-off lane. Parking is not allowed in the bus lane, even during the school day, as we have field trip and sports bus traffic on a regular basis.

Absentee Hotline: (715) 839-6095

The absentee hotline enables parents/guardians to call the middle school and leave a message regarding their child’s absence 24 hours a day. Parents/guardians should state their name, the student’s name, the date and the reason for the absence or late arrival. According to state law a written excuse must also be turned in for all absences.

Equal Education Opportunity:

It is the policy of the School District of Altoona to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex, 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.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact the Director of Special Education.

Anyone who believes that the School District of Altoona or any staff person has discriminated against them in violation of this policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer listed below:

Alan McCutcheon
Director of Pupil Services
(715) 839-6030 ext. 311
1903 Bartlett Ave.
Altoona, WI 54720
amccutcheon@altoona.k12.wi.us

-OR-

Complaints can also be directed to:
Office for Civil Rights – Region V
401 S. State Street – 7th Floor
Chicago, Illinois 60605
(312) 353-2520

All students attending Altoona Middle School may participate in educational programs and activities, including but not limited to health, physical education, music and vocational and technical education regardless of race, color, national origin, age, handicap or sex. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

Attendance:

Wisconsin Statute 118.15 established the ultimate responsibility for regular school attendance with each student’s parents/guardians. The parent/guardian of a student is responsible for reporting an absence, its cause, and if required, for sending information upon the student’s return. Once a student obtains 10 absences, they will be required to provide a medical note for each absence or it will be marked unexcused. When a child has reached five (5) unexcused absences in a semester, whole day or partial, he/she will be referred to Eau Claire County as truant.

1. Each student has the responsibility to report to school and scheduled classes on time.
2. Each student has the responsibility to prepare for class and to participate meaningfully.

3. Each student should realize that missing educational opportunities provided in class may affect grades and could result in a grade of NE (No Evidence of Learning).

When a student absence is necessary please send a note to the office in advance so proper arrangements may be made. If advance notice is not possible, it is necessary for the parent to notify the school, either in writing or by phone. If the school is not notified of an absence, the absence is considered unexcused until notification is given.

For medical appointments to be excused and not counted as a part of the 10 parent request days, bring a medical note (doctor, dentist, etc.) with the date and time of the appointment in writing from the medical office. Medical notes may be faxed to the school. The Fax number is 715 839-6099.

Different methods of communication will be used to contact parents regarding a student's attendance including, phone calls, letters from the school, parent meetings, and/or letters from police. The school will work in conjunction with law enforcement to enforce local ordinances and state law up to and including truancy citations and fines. For any questions regarding attendance please contact the office.

Tardiness:

Being on time is a matter of habit. Students must be in their seats when the time has come for class to begin. At random, the school will run reports on tardiness. If any student is tardy for three or more class periods, they will be issued a major behavior violation and subject to office discipline. As tardiness continues to be a problem the dean of students or principal may assign an escort to class for the student and document towards truancy. In grades 6-12 a tardy is defined as five minutes or less late to class. Beyond five minutes a student will be considered late/absent. Teachers will log all tardies using the student attendance web page. Also refer to policy JE-R in the Student Conduct Code.

Make-up Work:

Any time a student is absent from a class, the student must make arrangements with the teacher whose class has been missed to make-up all work to the complete satisfaction of the teacher. Failure to make up all work within the prescribed time allowed may result in a penalty, as determined by the teacher. However, class activities such as discussions, science labs, and physical education are much harder to make-up. Generally, one day will be allowed for make-up work for each day missed. Teachers will attempt, as much as possible, to make assignments commensurate with what was missed. Teachers may also specify when make-up work must be completed. In cases of extensive absenteeism because of hospitalization or family emergency, homebound or home study instruction may be required. Parents may request homework for absences lasting two or more days. To do so, please contact the office no later than 9:00 AM. The message will be given to the teachers and the homework assignments can then be picked up in the office that day between 3:35 and 4:00 PM.

Procedures for Leaving School and/or Dismissal:

If parents do not want their child to ride home on the bus or go directly home after school as usual, they must send a note with their child. If the child is to ride a bus and get off somewhere other than home, the school must have a note for the bus driver. If the child is to leave school early for an appointment, parents need to come to the office and sign the child out. These procedures are for the safety of our students and so we know when he/she leaves and with whom.

Student Records:

Altoona Middle School maintains academic, attendance, activity, behavioral, and health records. It is the parents' responsibility to update, alert, or bring attention to health/safety issues concerning their children at the beginning of each school year or when changes take place. Parents should not assume that the "school knows" as there can be changes in assignments or personnel changes in addition to human or informational errors. If there is an important issue, do not leave it to a chance that someone remembers.

It is essential that any unusual medical condition, medicinal/food allergies, or physical problems be brought to the attention of the school and updated by parents each year so that health records can be marked and staff notified, if necessary. Any "need to know" information concerning court findings, custody, visitation rights or other legal issues must be delineated with clear legal documentation.

Grading Rubric:

Student assessments and grades will be based on the following school-wide rubric. This rubric is used to help communicate how a student is progressing on a specific standard. It is important to recognize that a "4" is not the same as an "A". Rather, a "4" indicates that they child demonstrates a deeper knowledge of the standard in a way that goes beyond the grade level expectation.

4	Exceeds the Standard <ul style="list-style-type: none">• Contains all qualities of a "3"• Demonstrates a deeper depth of knowledge• Demonstrates the standard in an innovative/unique/inquisitive way
3	Meets the Standard <ul style="list-style-type: none">• This is the expectation of this grade level• Achieves the standard independently (with or without re-teaching)
2	Progressing Toward the Standard <ul style="list-style-type: none">• Requires some assistance, <i>content-specific</i> accommodations• Demonstrates evidence below the standard• After re-teaching, still not meeting the standard
1	Minimal Progress Toward the Standard <ul style="list-style-type: none">• Requires <i>content-specific</i> modifications in progressing toward the standard• Demonstrates evidence well below the standard• After re-teaching and possible intervention(s), still not meeting the standard
NE	No Evidence to Assess the Standard <ul style="list-style-type: none">• Educator has exhausted all resources to obtain evidence.• Student refused to produce evidence

Reporting on Behavior:

A standards-based learning system separates behaviors from the academic system, however, we still feel it is valuable to report on student behaviors to communicate to parents and students the soft skills and character development necessary to succeed in high school and beyond. This “behavior grade” will be expressed on the e-report card. Each student will be evaluated on the following behavior criteria in each class:

- Comes to class prepared.
- Willing to work with others and welcome their input.
- Asks for and accepts help from the adults at school when needed.
- Persists and follows through with tasks, even when difficult.
- Limits disruptions and respects the rights of others to learn.

No Evidence of Learning (NE):

A student may be given an “NE” or No Evidence of Learning on a report card for a variety of reasons. Most commonly, this is due to the student refusing to participate in a variety of learning tasks leading to the evaluation of a standard on a report card. In this situation every effort must be exhausted by the teacher to obtain evidence of learning, but ultimately it is the responsibility of the student to produce the effort pertaining to that standard. An NE may also be issued in cases of extreme absences.

Report Cards:

Report cards are used as a communication tool on academic and behavioral progress for the school, parents, and students. Report cards are mailed at the end of each semester to notify students and parents/guardians of academic progress. If parents have concerns about how their child is doing, do not wait until report card time. Parents should get in touch with the teacher(s). All grades are kept up-to-date using Skyward: Family Access, an online grade book, can be used to access the student’s grades, attendance, and discipline. If you do not know your Family Access ID or password, please contact the office.

Grades on the report card are broken down into two categories, summative assessments and formative assessments. A summative assessment is a grade give to a student AFTER the learning has occurred. These assessments are tied directly to our most important learning standards. A formative assessment is used to guide the teacher’s instruction and alter their lessons if necessary. Student participation in learning is a behavior that is expected in our school. If a student chooses not to participate in our learning tasks, the school discipline system may be used. This does include students who do not turn in their homework.

Homework:

It is expected that all students will do some homework. Common sense must prevail in this issue. There is no rule about how much homework must be given or how much time must be spend each evening. Obviously, some students will need to spend more time than others do. Parents/Guardians need to communicate with teachers on this matter.

Field Trips:

Students will be going on field trips as part of the school curriculum. No student should miss a field trip because money is not available. If there is a problem, contact the teacher or principal. A parent/guardian signature on permission slips is required. Students who have demonstrated that they have had difficulty following school rules may not be allowed on field trips. This will be examined on an individual basis by the administration, and parents/guardians will be informed well in advance regarding this possibility.

School Counseling:

Students should feel free to seek help from our school counselors at any time for any reason. However, whenever possible, students can utilize the school counseling office at a time when he/she does not have a scheduled class, such as before/after school, lunch/recess, or PIE and obtain a pass from the counselor in advance. In cases of emergency, teachers will contact the counselors to provide prompt service.

The school counseling office is open to students to assist each individual in a variety of areas: assistance in planning class schedules in relation to personal interest, aptitude, and goals; assistance in career planning, interest inventories, achievement and personality testing; providing information and referrals; providing personal counseling, group and individual; and providing academic counseling. It is important to remember that school counselors are not the same as clinical counseling. If clinical counseling is needed, school counselors can provide assistance to families to help connect with outside resources or our in house school base mental health services.

Reporting Accidents:

Every accident in the school building, on school grounds, at a practice session, or at any school-sponsored event must be reported immediately to the person in charge, the principal, and/or to any other necessary authorities so proper documentation can be made.

Medication Forms:

The Authorization to Administer Prescription form needs to be completed and returned when your child has a prescription from a doctor (which the parent/guardian and the doctor need to sign) or if you want your child to take any non-prescription medication (which just the parent/guardian has to sign). All medication must be brought to the office by the parent/guardian in the original container stating what the medicine is, the dosage and the times. **MEDICATION CANNOT BE GIVEN WITHOUT THIS FORM ON FILE IN THE OFFICE.** All medication, except inhalers, will be kept and administered in the office.

Use of the Elevator:

The elevator is available to any student who, because of handicap or injury, finds it impossible or detrimental to climb the stairs. Students are asked to report to the principal's office with a written request from parent/guardian to use the elevator.

Parent-Teacher Conferences:

Scheduled conferences with teachers are held twice a year at Altoona Middle School. You will receive information concerning conference times. We encourage parents/guardians to come in, meet with their student's teachers and discuss their students' progress.

Pictures:

Student pictures will be taken early in the school year. You have a choice of several packages for purchase if you wish. These pictures are also used by the middle school yearbook staff.

Eating and Litter:

We expect our students to take pride in the building and grounds surrounding it. It is expected that you will use the garbage and recycling containers and will work together with the staff to keep both the school and the grounds free from litter and looking first-class at all times. Eating or drinking is not permitted outside of the cafeteria, except during designated snack times, unopened food and drinks may be stored in lockers for consumption in the cafeteria.

Work Permits:

The administrative assistant is our permit officer and will assist you in the proper procedure to follow in obtaining a work permit.

The requirement is as follows:

1. Proof of age (from driver's license or birth certificate)
2. Social security card
3. Letter from employer
4. Written consent of parent
5. Required fee of \$10.00 to the middle school office.

School Closing:

School may be closed if it is deemed advisable for the welfare of the students and staff. The school district will communicate closings in a number of ways via internet, TV, and radio.

Emergency Drills for Fire, Tornado, and Violent Intruder Situations:

Monthly fire drills and periodic tornado drills will be held in the school and on the school bus. Each room and bus will have the evacuation drills posted. Students are to follow these instructions under the direction of the supervisor in charge. In addition, ongoing violent intruder training and drills will be conducted throughout the school year.

Bus Ridership:

Bus ridership is granted to all students who qualify by the Altoona Board of Education. All students riding buses have the right not to be subject to unsafe practices and discourteous conduct at all times when coming to, waiting for, and while on or leaving a bus. All students have responsibility for following correct procedures relating to field trips and/or extracurricular activities. This responsibility extends to pick-up and drop-off points.

Students have the responsibility to conduct themselves in an appropriate manner. It is a privilege, not a right, to ride the bus.

Since safety is our prime concern. Students will ride only their assigned buses. Requests for exceptions shall be made to the office in writing. Students will board and disembark at designated stops only, unless written permission is given for deviation in a student's assigned stop. Parents will assume responsibility for the student when such a request is made and granted.

- Students will be on time to keep the bus on schedule.
- Students will stay off the road when waiting for the bus.
- Students will remain in their seats when the bus is moving.
- Hands and head must be kept inside the bus at all times.
- There will be no throwing of objects in or off the bus.
- Vandalism will not be tolerated.
- Loud talking, music players must be set so only the user can hear it, food, and drink are not permitted on the bus.
- Profanity and disrespectful behavior will not be tolerated.
- Absolute quiet is necessary at railroad crossings.

Breakfast and Lunch Program:

Every student will receive a number to use while they attend school in Altoona. Students will use this number to purchase breakfast, lunch or snack.

Applications for free and reduced lunches are published each year in the school newsletter and can be found on our website. You may request an application at any time during the school year. This not only helps families financially, but also the district, as many grants are based on the number of free and reduced lunch applications.

Meal Prices:

Student Breakfast	\$1.95
Reduced Breakfast	\$0.30
2 nd Breakfast	\$2.15
Student Lunch	\$2.95
Reduced Lunch	\$0.40
2 nd Lunch	\$3.10
Adult Breakfast	\$2.25
Adult Lunch	\$3.85

Payments can be made by check payable to the School District of Altoona and received in the middle school office. Payment can also be received electronically via Skyward under the Food Service tab.

Lunch and Recess:

All students are encouraged to go outdoors for play when the weather permits. It is the responsibility of the parent/guardian to see that children come to school properly dressed for the season of the year. Student behavior needs to be responsible, respectable, and safe. The cafeteria will have a controlled atmosphere. No boisterous behavior. Tables should be kept clean and tidy. Students must follow the rules and regulations of the supervisors while in the hallways and designated areas. If students misbehave, they could lose the privileges as well as other actions.

Illegal Substances and Non-prescribed Drugs:

The use, possession, sale, or furnishing of alcohol, non-prescribed drugs, drug paraphernalia, chemicals or illegal substances anywhere on the school premises or within the drug free zone of 1000 feet by a student at any time is prohibited.

No student may appear at any school-sponsored function having consumed; being under the influence; or possession of alcohol, non-prescribed drugs, chemicals or illegal substances.

The Authorization to Administer Prescription form needs to be completed and returned when your child has a prescription from a doctor (which the parent/guardian and the doctor need to sign) or if you want your child to take any non-prescription medication (which just the parent/guardian has to sign). All medication must be brought to the office. Medications may not be kept in lockers.

The use or possession of alcohol, tobacco, nicotine, nicotine-related devices (e-cigarettes/vaping), non-prescribed drugs, chemicals, drug paraphernalia, or illegal substances would require that there be an automatic referral to the police department and notification of parents.

Other action may include, but not be limited to:

- Citation
- Suspension from classes and/or school for up to 15 days pending expulsion
- Referral for evaluation/treatment
- Special assistance
- Alternative Education Placement
- Expulsion

Searches and/or Drug Dog Search:

Periodic searches are done because everyone wants a safe school; one which is free from drug sales, students who are not under the influence of illegal substances, and an environment free of unlawful activities. People who bring harmful things into our school are not good for their classmates, the school environment, or the education process. Students, we hope you will support these efforts by reporting others who are breaking the law in your school.

A periodic search may take place at any time in our school system. Our school staff and the local law enforcement agencies will conduct the search. Areas to be searched will not be limited to: lockers, locker rooms, hallways, and vehicles in the parking lots. At the time of the search, our school will be in a hold, with all room doors closed and everyone remaining in their rooms until dismissed via the intercom. If something is found in a locker, school personnel will check it. If there is something illegal found, the student will be taken from class and talked to privately or referred to the legal authorities.

Profanity, Behavior, and Weapons:

Students have the right to attend school without fear of physical threat, harm or verbal abuse. Students have the responsibility to refrain from conduct that does not respect the right, dignity, and safety of all individuals. Students have the responsibility to express their thoughts and feelings in a manner that does not offend, slander, or ridicule others.

Inappropriate behavior, both physical and verbal, shall not be permitted in school or at school sponsored functions. Students found to be behaving inappropriately are subject to a variety of interventions as related to Positive Behavior Interventions and Supports (PBIS), a progressive discipline model or any other appropriate consequences that could include but are not limited to a verbal warning, VIC, parent meeting, police referral, referral to social services, in-school suspension, out-of-school suspension, reverse suspension, and/or expulsion.

Schools are Drug-Free and Weapon-Free zones. The law is tough on anyone caught selling or possessing illegal drugs or caught possessing or using a dangerous weapon in these areas. A weapon means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded, air guns; pellet guns; BB guns; any “multi-tool”; incendiary devices such as fire crackers, lighters, matches; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; hunting arrows; and objects that have been modified to serve as a weapon. No student shall possess, use, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No student shall use articles designed for other purposes (i.e. belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon. “School Location” includes a school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, and all school-related functions. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location. A student who finds a weapon on the way to school or in the school building, or a student who discovers that she/he accidentally has a weapon in his/her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon.

Pupils found to have brought firearms or weapons to school will be referred to criminal justice or juvenile justice authorities (Wisconsin State Statute 941.55(941.23)). In addition, school discipline will be applied including a possible hearing with the school board to consider expulsion.

Any other person (non-student) violating this policy shall be referred to law enforcement officials for prosecution.

Bullying, Cyber Bullying, and Hazing:

1. The School District of Altoona is committed to providing a safe, positive and respectful learning environment for all students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. Therefore, all types of bullying, cyber-bullying, and hazing are prohibited and will not be tolerated. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

Definitions & Conditions

- a. "Bullying" is defined as systematically or persistently inflicting physical hurt or psychological distress on one or more students. "Bullying" can include, but is not limited to:
 - Intimidation and/or harassment such as teasing, put-downs, cruel rumors, false accusations, name-calling or making threats;
 - Social alienation, exclusion and isolation such as shunning or spreading rumors;
 - Extortion;
 - Written notes, phone calls or electronic messages that are offensive, hurtful, slanderous, threatening, embarrassing intimidating, insulting, degrading, stereotyping;
 - Verbal aggression or verbal assaults which are offensive, hurtful, slanderous, threatening, embarrassing, intimidating, insulting, degrading, stereotyping;
 - Nonverbal or emotional threats or intimidation;
 - Any act, attempted act or threat of physical aggression such as assault on a student or attacks on a student's property.
 - Any act which threatens or intimidates any person or group because of sex, race, religion, national origin, color, disability, sexual orientation, age or other protected status."Bullying" includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and bullied. The behavior is typically repeated over time.
- b. "Cyber-bullying" is defined as bullying that involves the use of digital technologies, including but not limited to, e-mail, cell phones, text messages, instant messages, chat rooms and social websites (e.g. Snapchat, Instagram, Twitter, Facebook). Cyber-bullying is prohibited and treated the same as all other types of bullying.
- c. "Hazing" is defined as any intentional or reckless act which endangers the physical health or safety of a student, or is meant to induce pain or humiliation, or that results in property damage or theft and is directed against another student or students, for the purpose of being initiated into , affiliating with, holding office in, or maintaining membership in any organization, class, club or team sponsored or supported by a school or the school district regardless of students' willingness to participate.
- d. "Discriminatory Harassment" occurs when acts of bullying or hazing are related to , or motivated by a student's sex , color, religion, profession or demonstration of belief

or non-belief, race, national origin, ancestry, creed, pregnancy, marital or parental status, homelessness status, sexual orientation or physical, mental, emotional or learning disability or any other basis protected by state or federal law. Such incidents shall be handled in accordance with Policy JB, Student Discrimination and Harassment.

2. Prohibition

Bullying is prohibited at school, on school premises, during school-sponsored activities, on school buses and at bus stops, or through the use of electronic, computer, and telecommunications messaging devices (cyber-bullying). Bullying, cyber-bullying, hazing, and/or harassment of any student are expressly prohibited in the following settings and/or circumstances:

- a. During any educational program or activity conducted by or sponsored in whole or in part by the school or school district.
- b. While being transported on a district provided bus or any other district vehicle.
- c. Accessed, created, expressed, or communicated using any districted-owned computer, digital technology, or system network.
- d. Sent or passed on through any type of non-district owned technology or personal electronic device while on school grounds, at any school related or sponsored activity, or on district provided transportation.
- e. Any type of threat indicated to be carried out in a school setting. This includes threats made outside of school hours that communicate intent to be carried out during any school-related or school-sponsored program or activity, or on district provided transportation.
- f. While the District cannot assume liability for incidents that occur at times or locations not defined above, a student or witness may file a complaint against a student and the school will provide assistance and intervention as deemed appropriate, which may include parent contact and/or referral to law enforcement.

3. Reporting Procedure

All staff members are required to watch for bullying behavior and take appropriate corrective measures when they witness bullying or have reason to suspect that bullying has taken place.

Students are encouraged and expected to report incidents of bullying to any staff member at his or her school, preferably within 24 hours, for proper investigation.

- a. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to the building employee most closely connected to the student or the incident. This reporting procedure is not intended to prevent any person from reporting bullying directly to the building principal or school district human resource or human rights officer.

- b. Any employee that receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying, is required to report to the building principal or principal's designee in a timely manner.
- c. Bullying incidents will be reported using the same referral process as any disciplinary infraction. However, oral reports shall be considered complaints as well and will be documented. Anonymous reports will be investigated but the school district's ability to take action on such reports may be limited.
- d. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- e. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.
- f. Submission of good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments or educational or work environment.

4. Retaliation for Reporting Bullying

Any student who engages in retaliatory behavior against another individuals because that individual made a report of bullying or participated in an investigation of a claim of bullying or similar unacceptable behavior, is subject to immediate discipline, up to, and including, expulsion. Any employee who is associated with a bullying claim and engages in retaliatory behavior against another individual because that individual made a report of bullying or participated in an investigation of a claim of bullying or similar unacceptable behavior, is subject to immediate discipline, up to, and including discharge.

5. School District Action/Investigation

An investigation shall start as soon as possible after an administrator receives a report of bullying.

Goals of the investigation are:

- To establish, if possible, whether the allegations are true. (It may not be possible to establish absolutely the truth or falsity of each allegation.)
- To determine whether the alleged conduct constitutes bullying.
- To determine if remedial action and consequences are needed, and if so, to act promptly.
- To maintain confidentiality to the greatest extent possible but give no guarantee of strict confidentiality. Only those who need to know must be informed throughout the investigation process.

6. Consequences

Consequences for students who commit acts of bullying, and where it has been determined that students participated in bullying behavior in violation of the policy, the school may take disciplinary actions that may range from positive behavioral interventions up to and

including suspension and/or expulsion and referral to law enforcement for legal action when deemed appropriate.

Consequences for employees who permit, condone, tolerate or engage in bullying which includes having become aware that bullying was taking place and failed to take action or to report the behavior, are considered in violation of the prohibition expressed by the policy and, therefore, subject to disciplinary action that may result in disciplinary action up to and including termination and discharge.

Consequences for other individuals engaging in acts of bullying may include, but not limited to, exclusion from school district property and events.

Wisconsin Statutes give the Board authority to establish rules that pertain to the conduct of students to maintain a safe, caring and academic environment. Therefore, any form of bullying will be taken seriously and appropriate remedial actions will be enforced. Examples of remedial measures include:

- Restitution and restoration
- Meetings involving school staff and/or School Police Liaison Officer
- Peer Support Groups
- Corrective instruction or other relevant learning or service experience, as appropriate
- Behavioral assessment or evaluation, including, but not limited to, a referral to site based assistance/intervention teams, as appropriate
- Behavioral management plan
- Involvement of School Administration
- Student counseling with guidance or other pupil services staff
- Parent conferences

Personal Dress – References District Policies JFCA and JFCA-R:

Responsibility for the personal appearance of students enrolled in the School District of Altoona shall normally rest with the students themselves and their parents/guardians. Student dress or grooming shall not, however:

- a) Affect the health or safety of students
- b) Disrupt the learning process within the classroom or school; or
- c) Be destructive to school property

The building and/or district administration may set dress and grooming standards as appropriate to implement this policy.

In order to assure a healthy and safe school environment for students and the minimum of distraction, the following student dress code guidelines will be enforced in grades 5-12:

1. Students will dress in a way that does not endanger themselves or others. During the school day head wear of any type is not to be worn in the school building (unless prescribed by a physician due to medical reasons or for documented religious beliefs). Outdoor jackets should not be worn in classes. Headphones are not permitted in classes except when given permission by the teacher for educational purposes or assessment. Special requirements will be necessary in certain areas such as physical education, art, band, science labs, kitchens, and technology education work areas; i.e.

safety glasses, aprons, hairnets, etc. Appropriate footwear must be worn unless exceptions are granted.

2. No student shall be permitted to wear any clothing or jewelry that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, illegal drugs. Clothing items that cause intimidation, disrupt, or distract the learning of others are prohibited. Students will not wear clothing that defames, insults, threatens, harasses, or injures any racial, religious or cultural group or individuals.
3. Students will wear clothing that covers their stomachs, chests, backs, buttocks, and undergarments. Tops are not to be worn that are (1) open backed or bare shoulders (must have one inch shoulder strap at a minimum); (2) overly sheer so undergarments can be seen; (3) low cut so that cleavage is exposed. Tops and bottoms are to overlap. There should be no exposed skin or underwear between the bottom of the shirt and the top of the pants. Excessively short shorts and skirts are not permitted. A good general guideline is that shorts or skirts are long enough when they reach a child's fingertips when their arms are straight down. Overly sheer leggings or tights made of extremely thin material are not allowed.

Students who violate the rules for school attire shall be asked to change or borrow clothing to wear for the day if possible. Attire that cannot be covered by clothing will result in the student calling home for clothing or being sent home to change. Continued violation of the District's dress code will result in disciplinary action, which may include suspension.

The dress code guidelines are not intended to limit the right of the building and/or district administration to establish rules or restrictions regarding other paraphernalia or dress that disrupts or threatens to disrupt the learning environment, affect the health or safety of students, or are destructive to school property. If there is a disagreement between students and/or parents/guardians and the staff regarding the appropriateness of clothing or other paraphernalia, the principal or his/her designee will make the final decision.

Hat Policy:

Hats or head coverings are not allowed in the building from before school to 3:35 p.m. each weekday. The only exceptions are special events sponsored by the school, as determined by the building principal.

Academic Dishonesty, Cheating, and Plagiarism:

Academic dishonesty, cheating, or plagiarism, either with or without the use of computers, is prohibited in all education classes in Altoona Middle School.

Plagiarism is different than cheating, especially in the middle school grades when learning how to properly site sources or references. Students will be taught how to avoid plagiarism and will be expected to follow all of the proper academic rules as instructed.

Dishonesty, cheating, plagiarism is defined as:

- Copying or stealing another person's work and submitting as one's own
- Allowing another person to copy one's own work and submit as their own
- Doing another person's class work
- Creating more than one copy of one's work and allowing it to be used by someone else as their own

- Copying or stealing a teacher's answer keys, test keys, teacher's edition texts or passwords
- Cheating or providing another person with the answers on tests or quizzes
- Altering any document already assessed
- Altering any records/grade book
- Selling stolen answers and/or material
- Improperly referencing work that is not one's own
- Any other method used in not being honest with the work one does.

Consequences may result in an "NE" (No Evidence of Learning, as this is not the work of the student) grade for any graded work, included but not limited to daily assignments, quizzes, tests, projects. Additionally, the teacher will contact the parents/guardians. The teacher will also notify the principal and record as a behavioral referral. The assignment will need to be complete in a way that proves learning of the standard and reflects the student's original thoughts.

Property:

Students have the responsibility to use strict discretion in bringing to school items of personal property not related to the instructional program.

1. Students have the responsibility to protect school property assigned to their use.
2. Students have the responsibility of reporting damage and/or theft of personal property to school officials or the police department.
3. Students have the responsibility to secure belongings to avoid theft.
4. Students have the responsibility to respect the property of others as well as property of the school.
5. Desks, lockers, Chromebooks, books and equipment loaned to students are properties provided for the convenience of the student and shall be used only for authorized purposes. They may be opened and inspected by school authorities at any time.
6. Students will be expected to reimburse the school district for damage to school property, or for the loss or theft of such property. Students who do not reimburse the school district will be foreclosed from athletics, field trips, extracurricular activities, registration and commencement.
7. Vandalism or defacing school property or a student's personal property will not be condoned.
8. Any device used to alter or disrupt school equipment is prohibited.
9. Property deemed to be disruptive or causing a disturbance will be confiscated (i.e. lasers, toys, phones, MP3 players, etc.).
10. Electronic devices, may not be used during the class time unless as a learning tool as allowed by the teacher. Any use of a cell phone during the school day not in accordance with times described above may have their device taken away and given to the office. As a result, a parent/guardian will be called and the device may be picked up by the student's parent/guardian.

The school will charge an appropriate replacement fee for any material of value that is lost or destroyed by students. Students will be held responsible for any damage to any property of the school district and will make retribution to the school in the amount determined by the

administration. Where the student is unable to make restitution, the parent or guardian will be held liable.

Publishing of Student Photos and Work:

It is a belief of the School District of Altoona that the publishing of certain student likenesses and projects are to the benefit of the students and district involved. Publishing is defined as the printing, uploading, or sharing of a student's picture, voice, or materials to print media, audio or video media, and web page media with the intent to share across or through these media to both the general public and for use within the school district.

However, it is of utmost concern to protect the students of this district. Therefore, a policy regarding the sharing of these types of media have been created to protect our students. Parents can fill-out and sign a form prohibiting the school district from publishing the student or their work.

SEX DISCRIMINATION

As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations ("the federal Title IX regulations"), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX's requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to a District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

District Title IX Coordinators – The District employees who hold each of the positions identified below serve as Title IX Coordinators for the District:

<p>Alan McCutcheon Director of Pupil Service and Special Education 1903 Bartlett Avenue Altoona, WI 54720 715-839-6030, ext. 311 amccutcheon@altoona.k12.wi.us</p>	<p>Sharon Chwala Payroll and Benefits Specialist 1903 Bartlett Avenue Altoona, WI 54720 715-839-6064, ext. 504 schwala@altoona.k12.wi.us</p>
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Any person may report a concern or allegation regarding prohibited sex discrimination (including sexual harassment) to a District Title IX Complaint Coord As required by the federal Title IX regulations, the District has established a formal grievance process for investigating and resolving "formal complaints" of "sexual harassment, "The District has established grievance procedures through which the District structures its response to reports that allege unlawful discrimination on the basis of sex in any education program or activity of the District as explained in Rule 411 and Rule 511 on the District's website.