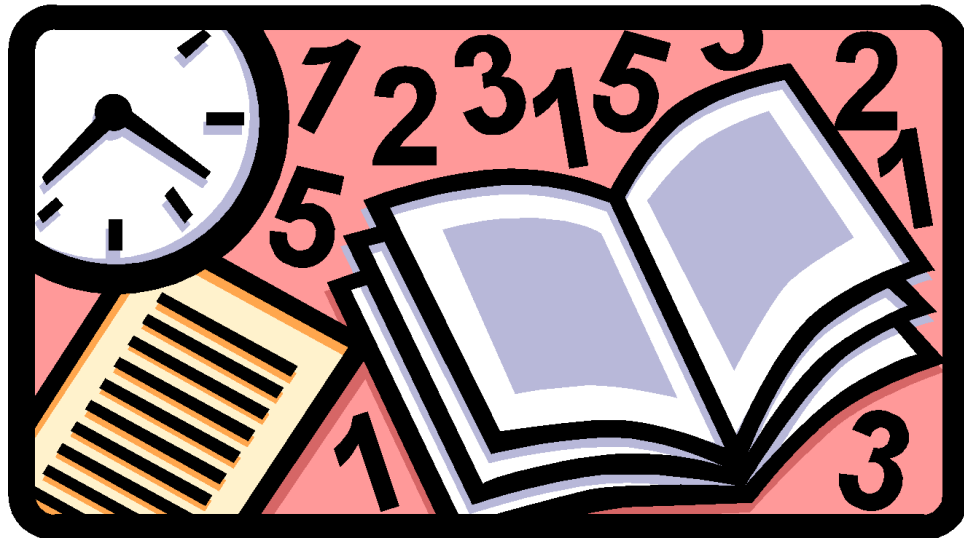


SHEBOYGAN FALLS MIDDLE SCHOOL
2 Alfred W. Miley Avenue
Sheboygan Falls, WI 53085

STUDENT AND FAMILY HANDBOOK 2019-2020



OFFICE (920) 467-7880

FAX (920) 467-7885

Web Site: www.sheboyganfalls.k12.wi.us

Mrs. Pound, Principal

Mr. Uselding, School Counselor – Grades 6-8

Mrs. Lorge, School Counselor – Grade 5

This agenda belongs to:

NAME: _____

LOCKER NUMBER: _____

WELCOME

Here...

We experience who we are.
We discover all we can become.

Welcome to Sheboygan Falls Middle School! As a middle school student, you are in the midst of a unique and special time in your life. You will make many decisions over the next few years, some of them for the first time. Decision-making is a major part of growing up. The information on the next few pages of your assignment notebook will help guide you to make good decisions at our school. The entire SFMS staff systematically and regularly assists students in understanding and practicing such behavior. The result is that you can learn in an environment that is both safe and comfortable.

You should use this handbook as a guide for expectations and procedures. We wish you a challenging, rewarding, and successful school year!

Mrs. Pound , Principal

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DAILY PERIOD SCHEDULE

NOTE – To ensure the safety, security and supervision of students, please do not arrive at school earlier than 7:30 a.m. Supervision starts at 7:30 a.m.

No students are allowed in the building before the 7:30 time except under teacher supervision.

Daily Bell Schedule (Mon, Tues, Thurs, Fri)

Peaceful Start	7:30am-7:50am
School Start Time	7:50am
1 st Hour (50 min)	
2 nd Hour (50 min)	
3 rd Hour (50 min)	
4 th Hour (50 min)	
5 th Hour Lunch (30 min) 6 th Hour Focus (20 min)	
7 th Hour (50 min)	
8 th Hour (50 min)	
9 th Hour (50 min)	

Check-out	3:00-3:05
School End Time	3:05 pm

**Daily Bell Schedule
(Wednesday)**

Peaceful Start	7:30am-7:50am
School Start Time	7:50am
1 st Hour (42 min)	
2 nd Hour (42 min)	
3 rd Hour (42 min)	
4 th Hour (42 min)	
5 th Hour Lunch (30 min)	
6 th Hour Focus (20 min)	
7 th Hour (42 min)	
8 th Hour (42 min)	
9 th Hour (42 min)	
Check-out	2:00-2:05
School End Time	2:05 pm

Lunch Schedule

Grade	M,T,TH,F	W
5	11:51-12:21	10:52-11:18
6	11:28-11:59	11:18-11:48
7	12:21-12:51	12:00-12:30
8	10:58-11:28	10:09-10:39

**ACHIEVEMENT IS IMPORTANT
OUR SCHOOL IS ALL ABOUT LEARNING!**

1. Be prompt to class.
2. Bring needed materials and completed assignments to each class.
3. Be an active participant in the classroom. Listen carefully. Take part in class discussions.
4. Ask questions, especially if you do not understand or if you have a problem.
5. Plan your work and schedule time each day for homework. Be sure you understand the assignment before leaving class. Record homework assignments to help develop a study plan to complete the required work.

ATTENDANCE

Experience has shown that a pattern of regular attendance is essential to school success. This is true regardless of the reason for an absence. When classes are missed, they cannot be made up in the same manner as when a student is present for class discussion. The school seeks the active cooperation of student and family in striving for the highest possible level of attendance. School Board Policy, in accordance with Wisconsin state statutes on Compulsory School Attendance Law, requires regular school attendance, but allows legal excuses for absence for personal illness. **Every attempt should be made to schedule vacations and appointments outside of the school day.**

ATTENDANCE AND AFTER SCHOOL ACTIVITIES

In order to participate or attend after-school or co-curricular activities (practices, games, concerts, dances, etc.), a student must be present at all classes on the day of the activity. Exceptions to this rule may include pre-arranged absences, appointments, or family related emergencies.

ABSENCE REPORTING

Whenever a student is absent from school, the absence must be verified by a call from a parent/guardian. The Attendance Office phone number is (920-467-7880). A parent or guardian needs to call to notify the attendance office of a student absence by 9:00 a.m. When an absence is not excused by 4:00 p.m. of the third day following the absence, the absence will remain unexcused and marked truant.

APPOINTMENTS

Appointments should be scheduled during non-school hours when possible. Permits to leave the building for appointments are obtained by parent phone call or presenting a note from home to the attendance office between 7:30 and 7:55 a.m. on

the day of the appointment. Verification (a signature) of attending the appointment may be required upon return.

TYPES OF ABSENCES

Excused Absences - the following are acceptable excuses for missing school as outlined in SFSD Board Policy:

1. Physical or Mental condition – a doctor’s confirmation may be required if deemed appropriate.
2. Obtaining Religious instruction.
3. Permission of Parent or Guardian – if the student has been excused by parent/guardian BEFORE the absence. A student may not be excused for more than ten days per school year and must complete any course work missed during the absences. Examples include, but are not limited to: professional or legal appointments that cannot be scheduled outside the school day, funeral of a relative, college visits, job fairs, and family vacations.
4. Religious Holidays – consistent with the student’s belief/creed.
5. Suspension or Expulsion
6. Program or Curriculum Modification – if the Board has excused the student from regular school attendance.

The following absences *may* be excused by the principal:

1. Quarantine – of the student’s home by a public health officer.
2. Illness of an Immediate Family Member
3. Emergency – if the emergency requires the student to be absent because of familial responsibilities or other appropriate reasons

Unexcused Absences:

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. A student is considered absent if he/she arrives after 8:15 a.m. The absence becomes unexcused if it does not fall under the acceptable excuses listed above. Administration will follow the truancy process for students defined by the state as habitual truants with five or more unexcused absences per semester. Consequences may include a truancy fine and/or referral to Social Services. Students with unexcused absences that do not meet the definition of habitual truancy may receive administrative consequences. Students should not expect to receive full credit for work that is missed during an unexcused absence.

PRE-ARRANGED ABSENCES

A student who needs to be absent from school for a family vacation, medical reasons, field trips, or other reasons must have this absence cleared in advance. Pre-arranged family vacations count toward the ten-day parentally excused limit per school year. To have an absence approved in advance, the

student needs to bring a note from his/her parent with dates of the absence. **This form must be filled out by the student, signed by all teachers, and returned to the attendance office no later than two days before the planned absence.**

TARDINESS TO SCHOOL

Students who are late for school in the morning should report directly to the office to receive a pass to class. A verbal warning will be given to the student on the first tardy to school. All tardies after that will be assigned consequences as determined by administration.

TARDINESS TO CLASS

Students are to arrive at their classes on time. Anyone arriving without a valid excuse will be subject to teacher as disciplinary action.

TRUANCY

Parents will be notified by letter whenever a student misses a class without a proper excuse. A copy of this letter will be placed into the student's cumulative records. Unexcused absences or truancy will be handled pursuant to Wisconsin Statutes and policies relative to compulsory attendance. Under State Statute, the responsibility for young people to attend school is that of the parents, however, each student must share in that responsibility. **The school reserves the right to determine whether an absence is considered excused or unexcused.**

OPEN ENROLLMENT TRUANCY

If your child is attending school under open enrollment in our district, truancy impacts your student's continued enrollment status. Pursuant to Wis. Admin. Code PI § 36.08 the district has the right to terminate the open enrollment status of your child for the reason of habitual truancy. It is our sincere desire to work with you to support your child to be successful with school attendance.

GENERAL DISCIPLINE STATEMENT

Every student in Sheboygan Falls Middle School has the right to conduct his or her academic and social life in an environment free of threats, danger, harassment, or other disruption. Student conduct that interferes with the functioning and work of the school or its students is prohibited. The staff of Sheboygan Falls Middle School may discipline a student for misconduct which causes a danger to staff or students; damages or destroys property or attempts to do so; or obstructs or impairs school activities.

The middle school will use the “Falcon Way” expectations system for maintaining a positive school culture. Students who

observe the “Falcon Way” are responsible, respectful, and safe at school. General areas of expectations are:

1. Students should observe safe behaviors. Violations could include running in the halls, physical contact involving other students, throwing objects, etc.
2. Students should respect school property and the property of others. Violations could include defacing books, lockers, desks, rooms or any destruction of personal property, etc.
3. Students should observe laws of the state and community. Violations could include theft, vandalism, truancy, possession of tobacco or drugs, assault, etc.
4. Students should use appropriate language. Violations could include swearing, put-downs and talking disrespectfully to adults, etc.
5. Students should consume beverages or food only in the commons during the lunch period. Violations could include opened beverage bottles in lockers, eating in hallways, etc.
6. Items that could possibly cause school disruption should be left at home. Violations could include skateboards, squirt guns, unauthorized electronic devices, laser lights, or any item that becomes a distraction to learning, etc.
7. Students should be honest and respectful of themselves, other students, visitors and any adult’s action on behalf of the school.

We want this to be a positive learning environment for all students...Take PRIDE in what you do and use expected behavior.

STUDENT CONDUCT

A. Alcoholic Beverages, Illegal Drugs, Look-A-Like Drugs, Weapons, Look-A-Like Weapons, Controlled Substances or Tobacco on School Premises

The possession, use, sale, solicitation for sale or distribution of drugs, illegal drugs, illegal controlled substances or alcohol on any school district property is prohibited. All students are prohibited from being under the influence of alcohol or illegal substances in attendance at school or at school functions.

Weapons or look-a-like weapons of any kind are not tolerated at Sheboygan Falls Middle School. Students may not bring pocket knives, pellet/BB guns or toy guns to school.

Smoking, including vaping, is prohibited on school grounds. Any student found smoking or vaping on school grounds will be suspended and parents will be notified. Students may not use, distribute, possess, sell or transfer any tobacco product in a school building, on school property or in any school facility at any time.

B. Academic Dishonesty

Academic Dishonesty, or cheating, is defined as:

1. Turning in work to teachers that is truly not their own work. Copying or accepting a copy of another student’s test or homework or copying from a book or article whether written or virtual without giving the original source credit.
2. Making up information in a paper and claiming the information is based on fact (i.e., making up sources in a paper or fabricating data).
3. Working with another student and turning in papers that are virtually identical including online. Note: Students may work together on projects or assignments with the permission of the teacher, however, if they are required to turn in their own assignment, the assignment should be unique.
4. Damaging the work of another student.
5. Assisting other students who are cheating.
6. Turning in the same assignment for two or more classes without the teacher’s permission
7. Using electronic devices to obtain or transmit test information.
8. Any other act that violates the spirit of academic honesty.

CONSEQUENCES FOR VIOLATING THE ACADEMIC DISHONESTY POLICY:

Any student who is cheating will earn a grade of “0” on the assignment and the teacher will notify the principal and contact parents. The student will still need to complete the assignment and show that they understand the material.

D. Detention Policy

Students who receive a detention are expected to serve the time on the days that are designated by staff. Parents will be notified. Failure to serve an assigned detention may result in additional consequences as determined by administration.

E. Bus Rules

Bus transportation is provided as assistance and is considered a privilege for our students. Students are expected to follow all guidelines as outlined by school board policy and regulations.

Before Loading:

1. Arrive in a timely manner to your designated school bus stop.
2. While waiting, remain at a safe distance from the road. Be alert!
3. Demonstrate expected behaviors.

While Riding:

The bus driver has complete authority while you are on the bus. He/she has the right to assign seats. For your safety, please follow these rules:

1. When getting on the bus, please find your seat quickly and stay seated until you arrive safely at school.

2. There is a maximum of three (3) students to a seat.
3. Please refrain from eating, drinking, or smoking on the bus.
4. Keep heads, hands and all materials inside the bus at all times.
5. Please use level 2 voices at all times. For the safety of yourself and others, refrain from fighting, pushing, scuffling or obscene language.
6. Please use level 1 voices when crossing the railroad tracks.
7. Be courteous to fellow students and the driver.

Leaving the Bus:

1. Wait for the bus to come to a complete stop before leaving your seat.
2. If you need to cross the street, walk at least ten feet in front of the bus after looking both ways and watching for the bus driver to signal you to cross.
3. Students will only be dropped off at their regular stop unless the driver has authorization to do otherwise from parents or administration.

Violations will be reported to bus contractor and parents. Consistent or severe problems will be referred to the school. If a child loses bus-riding privileges, parents are responsible to get the child to and from school.

F. Peaceful Start

Peaceful start occurs from 7:30-7:50 each morning. When students arrive, they are allowed to eat breakfast (if applicable) in the commons and then report to their neighborhoods for peaceful start. Grade level teams determine the activities that students are able to engage in after students report to their neighborhoods. For the safety and security of the students and the availability of staff supervision, students will not be allowed on the playground prior to the school day.

G. Cell Phones and Electronic Devices

It is our district's goal to provide a dynamic learning environment. We encourage parents to send messages to their children by contacting the office. **Students may possess cell phones as long as they are powered off and secured in their lockers during the school day.** The district is not responsible for lost or stolen phones or other electronic devices. The District intends that the possession of and use of cellular phones and other electronic devices is a privilege extended to students and that privilege can be revoked at any time when District representatives deem that misuse of a cellular phone or other electronic devices has occurred.

1. At no time are photos or videos allowed to be taken or viewed.
2. Any use of social media and/or texting is strictly prohibited.
3. Gaming is not allowed during the school day unless it is being used for the purpose of learning by the instruction of the teacher and is following the AUP protocol.

4. Cell phones and electronic devices will be confiscated from students who are using them inappropriately during the school day and will be returned only to a parent.
5. The use or possession of a cell phone in a locker room is prohibited.

H. Dress Code

The Dress Code is designed to:

1. Create an environment conducive for learning.
2. Educate students for success and professionalism.
3. Build self-esteem.
4. Create a safe and secure school environment.
5. Educate students that school is a school work site.

Students are to be appropriately dressed when attending school and school-sponsored activities. Extremes in grooming and dress which violate the safety and health or which interrupt the educational process are not allowed. Students who do not meet the following dress guidelines may be required to change clothing, assigned detention or suspended from school. Inappropriate articles will be returned only to a parent.

1. Students are to wear opaque clothing that fully covers the body, including the necklines, from the shoulders to mid-thigh. Clothing must be worn so that the midriff/torso is not exposed. Clothing that is worn in such a way that undergarments are visible is not permitted. Pants and slacks must be worn at the waist.
2. Clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, racial/sexual references, profanity, violence, weapons, suicide, and/or illegal drugs is prohibited.
3. Clothing which displays pictures, emblems, or writing that is lurid, sexually suggestive, offensive, vulgar, or obscene is prohibited.
4. Clothing and jewelry that may be considered dangerous are prohibited.
5. Wearing or carrying of hats, head coverings (i.e., skull caps, bandanas, etc.) and sunglasses once students enter the school building is prohibited. Hooded sweatshirts are to remain off the head while in the building.
6. Back packs are to be placed in the locker when students enter the building.
7. Wearing of house or bedroom slippers or pajamas is not permitted.

Outside Dress Rules:

60 Degrees and up: School appropriate shorts/shirts

50-59 Degrees: Spring jacket/sweatshirt, long pants

30-49 Degrees: Jacket, fleece lined or thermal sweatshirt

1-29 Degrees: Winter coat, mittens/gloves, hat, snow pants & boots. No sweatshirts.

Zero & Below: Temp/wind-chill advisory – indoor activities.

Failure to have appropriate clothing may result in a call home.

I. Gang-Related Activity

Sheboygan Falls Middle School has a zero tolerance policy regarding all gang-related dress and behaviors.

J. Lockers

1. Lockers are provided as a convenience. Students are responsible for keeping them clean and orderly.
2. Close lockers quietly.
3. Never leave money or other valuables in your locker. Students are advised not to share their locker combination with anyone.
4. Pictures may be allowed on the inside of lockers only and must be fastened by magnetic material
5. Damage to lockers will result in the student being charged for necessary repairs.
6. No student should use another student's locker.
7. The School District of Sheboygan Falls retains ownership and possessory control of all student lockers. Lockers and personal effects housed in the locker are subject to search as determined necessary or appropriate without consent of the student assigned the locker and without obtaining a search warrant. Lockers may be searched by school administrators or designee.
8. Items left on top of lockers must be removed by the end of the day and should not cause any damage to the locker.

K. Outside Commons/Playground

1. Once a student arrives at school, they are not to leave school grounds.
2. Bicycles should be walked on school grounds.
3. Park bicycles in bike racks.
4. Stay away from cars in the parking lots.
5. All students are expected to remain on the school grounds the entire lunch period.

L. Winter Weather Recess Expected Behaviors are:

1. Students should remain OFF snow piles unless they have boots or proper clothing.
2. Students should be encouraged to stay off potentially dangerous ice as well.
3. Snow and ice should remain on the ground at all times.

M. Use of School Equipment and Property

Extreme care should be taken in the use of all school equipment and property. Microscopes, physical education equipment, textbooks, computers, Chromebooks, desks and chairs should be used with care. You may be held responsible to pay for damages to school property which has been negligently abused.

N. Backpacks/Book bags

Backpacks may only be used to transport materials to and from school. Upon arrival at school, all backpacks/book bags must be placed in your locker along with your jacket and hat. You will not be allowed to use backpacks/book bags during the day.

CONSEQUENCES: Students who break school rules shall be subject to consequences to include but are not limited to the following list:

1. Verbal Warning
2. Fix It Plan
3. Parental Contact
4. Detention
6. Restorative Justice
7. Suspension - In School
8. Suspension - Out of School
9. Expulsion
10. Police Referral

DUE PROCESS RIGHTS

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

A. Students subject to suspension:

The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the District Administrator. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.

B. Students subject to expulsion:

Prior to expelling a student, the Board must hold a hearing. A student and his/her parent must be given written notice of the intention to expel and the reasons therefor, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and his/her parent to appear with a representative or legal counsel before the School Board to answer the charges. The School Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

GENERAL INFORMATION

A. Parent Conferences and Report Cards

1. A conference concerning the progress of your child may be held at any time during the year at your request. A conference can be held with the entire team of teachers (Science, Math, Social Studies & Language Arts) or with specific teachers. Feel free to call 467-7880 to schedule an appointment.
2. Report cards can be accessed via Infinite Campus four times a year at the end of each quarter.
3. Parents can access Infinite Campus to view their child's progress at any time. Teachers are expected to upgrade assignments weekly. To access your child's Infinite Campus account, log onto www.sheboyganfalls.k12.wi.us and click on Family at the top of the page, then Infinite Campus. You will use the username and password provided by school to access your account. If you have questions, please contact the Middle School office at 467-7880 for help.

B. Accidents

Every accident in the school building, on school grounds, or during after-school activities must be reported to the person in charge. A report of all accidents will be made by the school staff.

C. Address Changes

If at any time during the school year a student moves to a new address, changes telephone numbers, parents change employers etc., the change should be reported to the office.

D. Fire Drills

When the fire alarm is sounded, the classroom teacher will lead students to an exit. Students should leave the room quickly, with a level 1 voice walk, and walk with the teacher. Teachers are expected to take roll call once outside and report any missing or extra students to the administrative supervisors.

E. Tornado Drills

Every space has an assigned area for tornado drills and alerts. Students should pass quickly and quietly to the assigned area. Students and staff shall remain there until the all clear signal is given.

F. Joint Custody

Parents with joint custody of a student who desire to receive academic progress information (reports cards, newsletters, etc.)

should indicate this request to the office. Documentation of the custody agreement may be requested.

G. Lunch Program

Students are encouraged to deposit money for the automated lunch program in the "Lunch Money" box located in the main office. The cost of hot lunch is \$2.45 per day. The cost of breakfast is \$1.65. The cost of milk is \$.35 per carton. Each week families will be provided with a lunch account. Please refer to the relevant school board policy on the rights and responsibilities of the student lunch accounts: [School Board Policy 8500](#).

H. Visitors to School

All Visitors, whether volunteering, attending an event or meeting with a teacher, will need to be let in at the main entrance, then check in and get a visitor badge at the front office desk. When leaving the building, the visitor must return to the office and return the visitor badge. This procedure helps us keep our schools safe by ensuring that no unauthorized person enters. Visitors, in most cases, will not be asked to check in and out using this system during evening PTO/Booster meetings, school plays, programs, athletic events or other large-crowd events.

All visitors and volunteers must wear their name badges in plain sight at all times while on school grounds or at school-related events or activities.

All volunteers who wish to be considered as a chaperone, as well as planning to attend any off-site field trip, must fill out a background check each year. *The background check process is completed and approved or denied by our district office.*

I. Winter Weather

Any decision to close schools for all or any portion of a school day will be made as early as possible in order to afford parents the opportunity to make alternate child care or transportation plans. All closing announcements or early dismissals will be made on the school web page: www.sheboyganfalls.k12.wi.us, an automated school message, and on the following area radio stations: WTMJ 620 AM, WLWK 94.5 FM, WRNW 97.3 FM, WISN 1130 AM, WOKY 920 AM, WRIT 95.7 FM, WHBL 1330 AM, WHBZ 106.5 FM, WBFM 93.7 FM, and WSTM 91.3 FM. We are also announcing school closings on the following television stations: Today's TMJ4, WFRV Local 5 News, WISN TV (Weather Watch 12) and the internet at WISN.com, and WITI (FOX 6 Storm Center).

J. Withdrawals from School

When a pupil wishes to withdraw from school, the parents should notify the office several days in advance, for the records to be properly closed and transferred to the new school.

K. Student Recognition

A staff member who observes a student exhibiting expected behaviors will share positive praise and may reward a Falcon Feather for the Falcon Way. Falcon Feathers are drawn, and students receive rewards, or they may use their Falcon Feathers to purchase items at the school store.

SEXUAL HARASSMENT-STUDENTS

The School District of Sheboygan Falls does not tolerate sexual harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of the offenders. It is the policy of the district to maintain and insure a learning environment and working condition free of any form of sexual harassment or intimidation towards and between students or its employees.

Sexual harassment is defined as any deliberate, repeated or unwanted verbal or physical sexual contact, sexually explicit derogatory statement or sexually discriminating remark which is offensive or objectionable to the recipient or which causes the recipient discomfort, humiliation or which interferes with the recipient's academic performance or work environment.

Complaint Procedure:

1. Inform the student that his/her behavior is unwanted, offensive or inappropriate. Do not assume the problem will go away.
2. Notify a counselor, teacher or school administrator right away. Early reporting assists any investigation.
3. Request a copy of the district's sexual harassment policy from the office so that reporting procedures are clear. Fill out Form "A" Sexual Harassment Documentation Form and return to the person you reported to.
4. Keep notes. Make a record of dates, times, places, witnesses and descriptions of each incident. Save all notes or records in a safe place.

Once a report has been filed with the building administrator, a confidential and expeditious investigation shall begin.

HEALTH SERVICES

It is important that you keep emergency contact information updated. In case of an emergency, we will need to contact you or your emergency contact. This information can be updated through your Infinite Campus Parent Portal.

PLEASE DO NOT SEND A SICK CHILD TO SCHOOL! DO NOT SEND YOUR CHILD TO SCHOOL IF HE/SHE HAS:

1. Communicable diseases, please call the school nurse if your child is diagnosed with any communicable diseases.
2. A fever ~ oral temperature of 100.0 or higher. Students taking medication for a fever should NOT be sent to school. We cannot dispense medication for a fever at school.
3. Diarrhea and/or vomiting.
4. Other signs of an illness such as paleness, irritability, or excessive sleepiness.
5. A rash you can't explain.
6. Drainage or pus from a crusty sore (could suggest impetigo or infection).

YOU MAY SEND YOUR CHILD TO SCHOOL IF HE/SHE:

1. Has been taking antibiotics for 24 hours or more.
2. Has a mild cold, cough, or runny nose.
3. Is experiencing symptoms which are part of a medical condition.
4. Has minor bumps, bruises, scrapes, etc. that don't require medical attention.
5. Has been fever, vomit and diarrhea free for 24 hours or more.

HEAD LICE Please be aware that the health room staff follows recommendations made by Centers for Disease Control (CDC), American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN) for the management of head lice in school. We do not send home for nits or head lice, because lice do not spread disease. If you discover lice on your child at home, you are encouraged to report it to the school. If live lice or nits are discovered on a student, the parent will be informed with a letter or phone call at the end of the school day. Please be aware that student confidentiality is of utmost importance. Contact the health room staff if you have questions or concerns regarding lice treatment.

MEDICATION State law and Board policy determines our procedures for giving medication. No medication will be given unless the following procedures are followed. Please understand that any **extra medication must be picked up by the parent by the end of the year**. Any medication left in the health room will be properly disposed. If it is an emergency/rescue medication, you may be contacted by your school nurse regarding pick up.

Prescription Medication:

1. Complete the "Parent/Guardian Medication" consent form.
2. Have prescribing doctor complete the "Physician Order" form. The school nurse can assist you with this

portion of the form if you have not already received one from your physician.

- Send medication in the original container, with pharmacy prescription label printed in current year. You may ask the pharmacy to make a "School bottle" for your student.

Non-Prescription Medication:

- Complete the "Parent/Guardian Medication" consent form.
- Send medication in the original container labeled with the child's name, dosage, time to be given, and name of doctor to be consulted, if needed.

*Copies of the consent forms can be found in the MS office, health room, or online under Middle/Forms for Families
 *Students may not transport medication to and from school.

We are a LATEX FREE SCHOOL

Please do not send in latex balloons, gloves, etc. for any reason. Foil balloons (Mylar) are allowed.

SCREENINGS

Per School Board Policy, the school nurse will do hearing and vision screenings during the school year. Referrals will be sent home if the screening is abnormal. These screenings are not meant to substitute professional exams.

Students may be referred to the school nurse at any time during the year for hearing or vision screening if parents or staff have concerns. In addition, all fifth grade students receive a vision screening.

SCHOOL RESOURCE OFFICER PROGRAM

Schools are deeply involved with guiding and educating youth within an ever-changing society. Working cooperatively with and utilizing available resources assists school officials in better meeting the variety of student needs and concerns. Our local police department is one of our community agencies that is involved in our work with middle school age youth. The focus of the SRO Program is on cooperation, communication, education, and prevention of law-related concerns and problems of middle school age youth.

COUNSELING

A school counselor is available to all middle school students. The counselor's main responsibility is to help students know and better understand themselves and their role in school, home and community. Students who are having difficulties in school are encouraged to seek help from the counselor. The counselor may also be of assistance with problems of a more personal nature, arranging for a tutor or scheduling testing programs.

SCHEDULE CHANGES

Any parent requesting a schedule change must do so in writing. Forms may be picked up in the main office. Parents must meet or speak with the teacher whose class they want to drop. Signed, written requests should be turned into the main office. Final changes must have faculty and administrative approval. Schedule changes may only occur at the semester.

STUDENT ACTIVITIES

A number of activities are offered to students that will assist them in exploring and developing their interests, abilities, talents and personalities. New clubs and activities will be organized when there is enough student interest. Below is a list of current activities and their advisors.

Forensics (Fall)	Mr. Shircel
Lego League (Fall)	Mr. Beltran
Makerspace (Winter)	Ms. Widish Mrs. Cotter
FBLA (Winter/Spring)	Undetermined
MS Musical (Spring)	Mrs. Charbonneau Mrs. Fischer
Instrumental Groups (Year)	Mrs. Winkler
Choir Groups (Year)	Mrs. Charbonneau
Yearbook (Year)	Ms. Dekanich
Student Council (Year)	Mrs. Powers

STUDENT COUNCIL - Student Council representatives for each grade level meet after school on the first and third Monday of each month. Any student can bring ideas for the school, as well as school concerns to the attention of any representative, advisor or administrator. Student Council sponsors activities throughout the year as well as ice cream sold during lunch on Wednesdays.

ATHLETIC CODE

All middle school students are eligible to participate in the middle school athletic program. Although, some sports are only offered to some grade levels. It is this school's philosophy that unless a student fails to articulate to the next grade level and an athlete is within an acceptable age range, the said athlete is afforded but one opportunity to participate at his/her grade level. These sports offer students an opportunity to experience and develop their athletic interests, skills and abilities. Girl's

sports include cross country, volleyball, basketball, track and dance. Boy's sports include cross country, basketball, wrestling and track. Opponents providing inter-school competition are scheduled from area middle schools. Before a student is eligible to participate, the following items must be completed:

1. A physical examination form.
2. Signed athletic code and parent permission.
3. Concussion Forms
4. Activity fee paid.

All athletics are part of the school's extracurricular program and therefore all participants must follow the appropriate attendance, grade and conduct guidelines. It is up to the coach's discretion on a player's participation due to their academic performance.

For away athletic events, students must ride the bus/district vehicle. Exceptions may be granted if a student receives advanced permission to ride with their custodial parent or a third party. Permission from the coach will be necessary in such cases. An "Agreement and Release Form" needs to be provided to the coach signed by the custodial parent or legal guardian. If a third party is transporting, a note from the custodial parent explaining who will be transporting MUST be attached to the form.

PHYSICAL EDUCATION

The state of Wisconsin requires all students to participate in physical education unless excused by authorized personnel, due to a physical disability. A valid parental excuse will be honored for one day from class. For two or more days of no participation, a doctor's excuse is necessary. Our departmental philosophy is, "If a child is well enough to be in school, they are well enough to participate in physical education."

All personal belongings must be marked with the first initial and last name. Each student's uniform will be kept in an assigned locker. A lock will be issued to all students in the sixth through eighth grades and his/her personal belongings must be locked at all times.

The following clothing guidelines are recommended for the health and safety of each student: SOCKS, SHOES - preferably non-marking shoes that should remain at school and SHORTS - loose-fitting T-shirt. No cut off or short T-shirts will be allowed. T-shirts with inappropriate advertising will not be allowed. SWEATSHIRT - any type, needed for outside activities on cool days.

FITNESS TESTING

Throughout the year, students in fifth through eighth grade will be participating in a series of fitness tests in order to help students develop an awareness for fitness and to monitor their fitness growth and development throughout their middle school

career. Students will be checked for height and weight each grade. All this information is kept confidential and students will be able to view their results privately.

STUDENT 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.

The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in Policy [1422](#), Policy [3122](#), and Policy [4122](#) - Nondiscrimination and Equal Employment Opportunity.

The Board designates the following individuals to serve as the District's "Compliance Officers":

Mary Lofy Blahnik, Director of Instruction, 220 Amherst Avenue, Sheboygan Falls, WI 53085, 920-467-7893, mlofy@sheboyganfalls.k12.wi.us and Kevin Krutzik, High School Principal, 220 Amherst Avenue, Sheboygan Falls, WI 53085, 920-467-7890, kkrutzik@sheboyganfalls.k12.wi.us.

POLICY ON ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS FOR SCHOOL DISTRICT OF SHEBOYGAN FALLS FOR STUDENTS AND GUESTS

Acceptable Use For District Technology - Educational technology provides our users the opportunity to become a community of learners who live and work productively in the changing digital age. Technology engages learners in effective collaboration, global communication, and creative and critical thinking. It is expected that students electronically sign the Acceptable Use Policy and the 1:1 Handbook before they are allowed to use district technology.

Link to Technology Acceptable Use & Safety [Board Policy 7540.03](#)

Link to 1:1 Handbook [Middle School](#)

The staff Directory is available online at:

<http://www.sheboyganfalls.k12.wi.us/staff-directory.cfm>

Grade Scale

GRADE	SCALE	POINTS
A+	100	4.000
A	94-99	4.000
A-	90-93	3.666
B+	87-89	3.333
B	83-86	3.000
B-	80-82	2.666
C+	77-79	2.333
C	73-76	2.000
C-	70-72	1.666
D+	67-69	1.333
D	63-66	1.000
D-	60-62	.666
F	BELOW 60	.000
I	INCOMPLETE	
M	MEDICAL	
P	PASS	

Is it Bullying? What is it?

Teasing:

- Everyone is having fun
- No one is getting hurt
- Everyone is participating equally

Conflict:

- No one is having fun
- There is a possible solution to the disagreement
- Equal balance of power

Mean Moment:

- Someone is being hurt on purpose
- Reaction to a strong feeling of emotion
- An isolated event (does not happen regularly)

Bullying:

- Someone is being hurt on purpose
- Repetitive (happens regularly)
- Imbalance of power