



WDPMS Student Handbook

WEST DE PERE MIDDLE SCHOOL

1177 South Ninth Street
De Pere, Wisconsin 54115
Telephone: (920) 337-1099
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Web: <http://www.wdpsd.com>

West De Pere Public School Directory

District Office 400 Reid Street, Suite W De Pere, WI 54115	337-1393	Westwood Elementary 1155 Westwood Drive De Pere, WI 54115-1098	337-1087	Phantom Knight 400 Reid Street, Suite W De Pere, WI 54115	425-1915
Hemlock Creek Elementary 1900 Williams Grant Drive De Pere, WI 54115	425-1900	High School 665 Grant Street De Pere, WI 54115-1497	338-5200	West Academy 400 Reid Street, Suite W De Pere, WI 54115	337-1393

DISTRICT MISSION AND BELIEF STATEMENTS (1010)

The mission of the School District of West De Pere is to create a safe comprehensive educational and social environment for students and staff which will produce life-long learners with the capacity to succeed in the local and global community.

Belief Statements

1. Students are our most precious resource.
2. Each individual is unique and talented.
3. All individuals have personal and educational rights and responsibilities.
4. All individuals can learn.
5. Higher expectations yield higher results.
6. Excellence is sought at all times.
7. We create the conditions for learning to occur.
8. Each individual can achieve emotional, intellectual, physical, and social growth.
9. Positive relationships among home, school, and community enhance educational success.

Strategic Plan Committees

Instruction

We will implement professional learning communities to maximize the capacity of our staff to differentiate instruction in order to close the achievement gap for every learner.

Technology

We will identify and apply technology to maximize teaching and learning in our daily instruction.

Resources

We will investigate and utilize resources to ensure and maximize growth and development of our students, staff, and district.

Marketing / Communication / Community Engagement

We will develop and implement a four-tier communication plan to include: 1) Consistent communication with parents, students, and staff 2) Partnership with the community 3) Collaboration within the school district 4) Promote district and school benefits

PARENTS/STUDENTS: DO YOU HAVE A PROBLEM OR CONCERN?

Take your concern to the person closest to the problem.

Teacher/Coach/Student

If not satisfied, take your concern to the next level.

Team Leader, Athletic Director

Counselor, Associate Principal

If still not satisfied, take the concern to the next level.

Principal

If still not satisfied, take the concern to the next level.

Superintendent

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SECTION I – GENERAL INFORMATION

ACCIDENTS

Immediately report all accidents suffered in school activities to the teacher in charge. The teacher will utilize necessary first aid procedures and refer the student to the office.

BICYCLES

Students may ride bicycles to school. Bike racks are provided on the school grounds. Bikes are not to be ridden around the school at any time. Responsibility for bikes cannot be assumed by the school.



BULLETIN BOARD NOTICES AND CLUB SIGNS

Bulletin board notices and club signs are to inform the students of what is going on both in the building and community. They are not to be scribbled on, drawn on, mutilated, or destroyed. A notice which may not be of interest to one person may be of great importance to another. Permit to post a notice is needed from the office.

CHROMEBOOK 1-1 DEVICES

The School District of West De Pere utilizes 1:1 Chromebooks in grades 6-12. Before receiving the Chromebook, all students/parents are required to sign a 1:1 Chromebook agreement after reading the district's 1:1 Handbook. A complete copy of that handbook and all Board policies pertaining to such can be found on the district website.

COMMUNICATION

Agenda Notebook. Students are expected to manage their calendars and homework assignments through the use of their district issued Chrome Book. Those students that require an agenda notebook may request one from the school office. The cost is \$5.



Teacher's Available – Teachers are available to conference by telephone during their preparation (Prep) time or leave a message on their voice mail. Please contact the office secretary for these times.

Grade Reports. Six-week marking periods and grade reports will keep parents current as to their child's academic and behavioral school performance. Report cards will be sent home via mail as per the schedule shown on the school calendar.

Web Site Grades. All WDP middle school parents and students have the capability to check on the academic progress of their student by going online to <http://powerschool.wdpsd.com/public> you then must use your **ID# and password**. The middle school has set up a policy for the posting of **student grades to be updated by 8:00 A.M. every Thursday**. Please remember these are progress grades and are only a tentative grade and could change daily by the additions of assignments as they are turned in. The program allows you to have automatic e-mail updates at your convenience, and also updates you on all upcoming events in the daily bulletin area. Any problems with the system please contact the WDP Technology Department 337-1393 ext. 8027. If you don't have internet access, progress reports may be coordinated by the school counselor/ or team leader and sent home with students at parent/guardian request.

Information Sheets. The school should be notified of any changes on a student information sheet during the school year so as to expedite emergency care according to your wishes.

School Newsletter. A monthly newsletter is sent home via the students to parents/guardians of middle school students telling important or noteworthy school events or happenings. If you would like a copy of the newsletter mailed monthly to a special relative or friend, just let us know – we would be glad to have anyone interested in knowing more about the middle school receive this publication.

School Phones. School phones located in the office are busy phones and will not be used for personal use by the student. A pay phone is available in the Commons area for student use for 35 cents.

Students may ONLY use this phone before and after school and during their lunch period. Any exception must be approved by the principal.

Student Health/Emergency Forms. Please state any concerns regarding your child's health on the "emergency form" enclosed in your "TAKE HOME" envelope. Examples of health concerns are allergies to food, asthma, migraine/headaches, bee stings, hay fever, visual impairment, hearing impairment, physical ailments, etc. Please also state any other information that would be helpful to the staff at West De Pere Middle School regarding your child.

Student Insurance. Student insurance is offered through the West De Pere Public School District. An informational packet will be handed out to students in the beginning of the school year.

Conferences. Teachers have common team planning times which can be used as needed for parents to meet with all of their child's teachers. Parents are encouraged to call and request a conference at ANY time it would be of assistance.

Designated team leaders at each grade are allotted time daily to make calls for the purpose of setting up conferences on behalf of the team.

Parent-Teacher Conferences. These will be held twice during the school year. Information regarding exact dates and times will be published annually as part of the school calendar.

CONCESSION & SOLICITATIONS

No student or school group, club, or class may put on a sale, drive, dance, or campaign to raise money for their organization without the permission of the Principal. There will be no solicitations among students for funds.

ELECTRONIC COMMUNICATION DEVICES (5130)

It is the policy of the School District of West De Pere that students who possess an electronic device during the school day will be required to keep the device off should the administration have determined that the device has become a disruption in the school setting. Electronic recording devices are prohibited from use and display while in district facilities or while in attendance at district sponsored activities in places where others have a reasonable expectation of privacy to include, but not limited to, locker rooms, shower rooms, restrooms. If a device is confiscated for disruptive use, it will be held by school officials for return to parent(s)/ guardian(s) of the student, retained for disciplinary reasons, or turned over to law enforcement officers. Students will be disciplined in accordance with procedures specified in relevant District policies, school handbooks, and State and Federal Statutes. Use or possession of an electronic device is allowed if the school board or its designee determines that the device is used or possessed for medical, school, educational, vocational, or other legitimate use. Students violating this policy may be subject to suspension, expulsion, or other penalties. Students shall be informed of this policy through publication in the student handbook.

PERSONAL WIRELESS ELECTRONIC DEVICE POLICY (5129)

The School District of West De Pere recognizes the value technology devices add to the educational experience of students as well as aid in improving communication with parents. Therefore, the use of personally-owned wireless electronic devices (WED) including laptops, netbooks, ipods, cell phones and others are permitted for students in grades 3-12. Such possession or use of the WED may not, in any way,

1. Disrupt the educational process in the school district
2. Endanger the health or safety of the student or anyone else
3. Invade the rights of others at school
4. Involve illegal or prohibited conduct of any kind

Students shall not be allowed personal use during class time.

In addition to the guidelines outlined in this policy, the Acceptable Use Policy (AUP) of the School District of West De Pere applies to personal devices that are brought to school. These guidelines are in effect while the student is on school premises. School premises include any place which is owned, rented, or under the control of the School District of West De Pere. Possession or use of any WED by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy.

Access and Appropriate Use

With these devices, students will have access to a filtered Internet. This access is for educational purposes only. The user experience will vary depending on the device used.

Electronic recording devices are prohibited from use and display while in district facilities or while in attendance at district sponsored activities in places where others have a reasonable expectation of privacy to include, but not limited to, locker rooms, shower rooms, restrooms.

Personal WED will have access to our guest wireless network. Bypassing or attempting to bypass this network through proxies, cellular network cards, tethering, etc. is not allowed.

Technical support will not be provided for personal devices. The student must take full responsibility for setting up and maintaining the device. Students are responsible for ensuring their WED has virus protection and free of any viruses or other files that may affect the district network.

Safety and Security

Students who bring in electronic wireless devices do so at their own risk. The School District of West De Pere shall not be responsible for the safety, security, loss, or damage of personal electronic devices that students choose to bring to school. Investigation by school officials of loss, theft or damage will be minimal unless it can be established that the student adequately secured the device, such as keeping it in a locked locker. The School District of West De Pere does not provide personal property insurance for any personally owned wireless communication devices. Such insurance can be obtained by an independent carrier.

Consequences of Inappropriate Use

Loss of access to personal WED can occur if the district becomes concerned about its inappropriate use. Examples of District concerns include safety, potential for disruption to educational processes, and security issues.

Permission for use of a WED is allowed after the Acceptable Use Policy agreement is signed by the student and a parent/guardian.

FIRE & TORNADO DRILLS

Fire drills and tornado drills are held to promote the evacuation of the building without congestion and panic. State guidelines mandate one (1) fire drill per month. During "National Tornado Awareness Week" in the month of April, the state requires all schools to participate in tornado drills. West De Pere Schools comply with these mandates. Student practice for such serious mishaps is essential. Students are not informed prior to the drill as it is important to have these drills closely resemble real-life situations.

HOMEBOUND

Homebound instruction is for those students who may be educationally at risk due to illness or medical reasons and absent from school for 30 days. Special Education Director (WDP District Office, 337-1393), can be contacted by the parent/guardian. A physician's statement is necessary for consideration to be placed on homebound.

HOT LUNCH PROGRAM

Hot lunches will be served beginning the first day of school. **Hot lunches will be served beginning the first day of school. Cost of weekly breakfast is \$10.00. Daily breakfast can be purchased for \$2.00. Cost**

of weekly lunches is \$15.75. Daily lunches can be purchased for \$3.15 per day. Milk is \$0.35. Price of an adult breakfast is \$2.50, adult lunch is \$4.00. Lunch Waiver forms and a complete lunch money schedule for this school year will be enclosed in the "TAKE HOME " family packet, which is distributed on the night of orientation or sent home the first day of school. If you have suggestions for improvements in the hot lunch program at the middle school, please contact Ann Vissers, hot lunch supervisor, at the high school. We are always striving to make the hot lunch program better for our students. If you have questions regarding your account balance, please contact the District Office. Parents/guardians are invited to come to school any day and eat lunch with their children.

LASER POINTERS

The West De Pere School District prohibits students from possession and/or usage of laser pointers or any other instrument of distraction at any time on school property or at any school sponsored event, either at home or away.

Consequences: Students in possession of laser pointers or any other instrument of distraction shall have the instrument confiscated and parents will be notified. Repeated violations will lead to disciplinary action including possible suspension from school.

LEAVING THE BUILDING

Students are not to leave the school building during school hours.

Students who have a written parental request to leave the school should report to the attendance person in the office prior to the start of the school day. Permission to leave at the time requested may be granted only with approval of the attendance secretary or the middle school principal.

Students should come to the office at the time they are to leave the building. Sign out takes an authorized parent/guardian signature; therefore a parent/guardian must come into the building to sign out their child.

Unless an emergency exists, students will not be allowed to leave classes to run errands, etc. Please attempt to schedule doctor and dental appointments after school or during lunch periods. Remember that prior permission is needed for a student to leave the building. If a student becomes ill during school hours he/she should report to the middle school office. If necessary, parents will be called by the office. Students are not to use the pay phone for the purpose of calling home sick. Students who become ill should not remain in the lavatories. The school office has a health room with a cot and personal lavatory for students who are ill. Students who become ill will remain in the health room until picked up from school.

LOCKERS

A locker and school issued padlock will be assigned to each student. Locks may be purchased for \$5.50. Students who choose not to purchase a lock may borrow one for the school year from the school office. No other padlocks will be allowed on the lockers. Lockers must be locked when not in use. Locker assignments will be indicated on student schedules given the first day of school. Students are not to switch lockers with other students. Students are responsible for lost and stolen textbooks. Lockers are expected to be kept clean and in good order. All lockers and desks assigned for use by students are the property of the school district. Lockers may be inspected at any time throughout the year.

LOST AND FOUND

Report all lost and found items to the office as soon as possible. If your son/daughter loses an item, **please call or visit the office to check the lost and found.** Periodically throughout the year, any remaining items will be donated to a charitable organization.

MEDICATION POLICY (5400.3 R)

Physician Prescribed Medications-Basic Requirements - The State of Wisconsin Medical Examining Board, in accordance with 1983 Wisconsin Act 334 has determined that where medications are administered, the physician prescribing the medications has the power to direct, supervise, decide, inspect and oversee the administration of said medication. In order to ensure that the physicians retain these powers, no medication shall be given to a student by an employee or agent of the Board of Education unless the following are delivered to the individual(s) responsible for administering the medication:

- Completion of Physician Order For Medication Administration form. This form includes:
 - a. Written instructions from the prescribing physician for the administration of the prescribed medication. Written instructions must be signed by the prescribing physician.
 - b. Identifies the specific conditions and circumstances under which contact should be made with the physician concerning the condition or reactions of the pupil to the prescribed medication.
 - c. Indicates that the physician will accept direct communication from the person(s) administering the medications.
- Completion of Parent/Guardian Medication Consent form. This form includes authorizing school personnel to give the medication in the prescribed dosage and authorizing school personnel to contact the physician directly.

Non-Prescription Medications - Designated personnel will administer non-prescription (over the-counter) medications only with parent/guardian approval as indicated by written consent on the Parental/Guardian Medication Consent Form. The office does not keep aspirin, pain relievers, etc. on file, therefore, the parent/guardian would be asked to bring in the necessary medication for the student. All criteria listed for prescribed

medication must be adhered to regarding non-prescription medications with the exception of the written authorization from the physician.

All medication will be piece counted by the parent/guardian and verified by the school office to keep accurate records of disbursement. A daily medication check sheet is also used and kept on file.

NO medication can legally be disbursed until 1) a signed Physician Order for Medication Administration Form and 2) a signed Parent/Guardian Medical Consent Form have been completed and turned into the middle school office. Students who need inhalers are allowed to carry them in school according to State Statutes with a parental consent form filed in the office. These forms can be obtained from the middle school office. New forms have to be filled out for each new school year. Medication left in office over the summer will be disposed of accordingly.

NON-INSTRUCTIONAL ITEMS

Electronic music or game devices are not allowed in school. Any such items will be taken from the student and left in the office where the student may pick it up at the end of the school day. If this situation is repeated parents will need to pick up this non-school related item. **West De Pere Schools will accept NO responsibility for the loss or damage to such items.** If your child violates this policy and hence their property is stolen, such theft must be reported to the police and dealt with by the department.



P.A.C.T. (PARENTS & COMMUNITY TOGETHER)

West De Pere Middle School parents, staff and community working together as one team for our youth. *PACT meetings are held monthly. Information regarding exact dates and times can be obtained from the school office.* Immediate plans include sponsoring fund raisers to help pay for needed equipment for students use during the lunch period and using money already earned to bring special assembly opportunities to all students.

PARKING

Two hour parking is allowed on 9th Street in front of the school that gives additional space to drop off and pick up students. This also helps keep children from having to cross in front of cars, as they can walk on the sidewalk to parked vehicles.

Parents are asked to pick up and drop off students at the main entrance, which is off Ninth Street. There will be no parking, stopping or standing on the west side of the driveway in the front of the school. Also, no double parking will be allowed. This keeps cars away from buses loading and unloading. It further gives clear visibility for greater student safety. We ask for everyone's attention to safety particularly during morning arrival times and after school times. If everyone takes extra precaution, we will be certain to have a safe arrival/departure situation for all. Please report any unsafe situations/actions immediately to the principal in order that the situation/action can be addressed promptly.

SCHEDULE CHANGES

There will be no class changes made after the first week of school. Class changes will only be permitted with the principal's/guidance counselor approval. Teams may alter schedules to adjust class sizes, class make-up, or to meet the needs of CWD students. This includes class withdrawals.

SCHOOL CLOSING

In cases where school may be closed because of weather listen to any one of the following TV stations: **WBAY, WLUK, WFRV, WPNE, OR WGBA** or the radio stations: **WKAU, WBAY, WDUZ, OR WNFL.** - Any announcement regarding the closing of school will be made as early as possible. Regarding inclement weather conditions during the school day (such as indoor recess), the school utilizes information from WBAY, Channel 2, Green Bay.

SCHOOL DAY

The school day is from 7:45 – 2:50. **Office hours are from 7:15 – 3:30.** Students should not arrive on school grounds before 7:25am, unless special arrangements have been made with a teacher or principal. Students must be clear of the building and campus within 15 minutes of the end of the school day, unless they are staying for school business (clubs, sports, detention, etc.). The school is not responsible for the safety and welfare of students on school grounds outside of the normal office hours.

SCHOOL FEES

Textbooks are "free" to students but they do not come free to the taxpayers. Good care is to be taken of all school books and material. Students will be charged for books and equipment that are damaged or that are not returned. A yearly school fee of \$33.00 is charged to each middle school student to help cover the costs of consumables and wear and tear on books and equipment. There is also an additional Technology use Fee of \$20.00, per middle school student per school year. Explore Course Fees by Grade, 6,7,8: Art - \$3,3,3 / Family and Consumer Education (FACE) - \$4,6,6 / Technology Education - \$4,25,6,25,6,25.

Band and Musical Instrument Fees (5151) – Parents will be charged an annual fee for their children using musical instruments owned by the West De Pere Schools. Such a fee will be established annually by the board.

Fines & Obligations – Final report cards/diplomas will be withheld for any student who is obligated to the school in any way. This includes detention, materials, class work, or financial obligations.

SCHOOL PICTURES

Student school pictures are scheduled to be taken the first week of school and are available for purchase directly from the photographer. The exact date will be communicated in the orientation information packet.

STUDENT COUNSELING

A full-time school counselor is available to meet with parents/guardians and discuss concerns as they relate to their middle school child. Each student is urged to see their school counselor when help is needed; to arrange class schedules, on information pertinent to high school, in selecting a life career, or when he or she may be concerned about a personal matter.

STUDENT ID CARDS

Students will receive a picture ID at the beginning of the school year. Students are expected to carry this card with them at all times. Students are not to deface the card in any manner. Lost cards must be replaced through the school office at a cost of \$4.00.

STUDENT RECORDS (5120)

Confidentiality of your Middle School Record – West De Pere District School keeps a continuous record of each student through graduation. This record includes: all academic records, test results, achievement and attendance records, and co-curricular activities. It enables the teaching staff to better understand their student's as they assist them.

The school record may follow or be part of a student's life as long as there is a need to refer to it. Wisconsin law (118.125) guarantees the maintenance and confidentiality of student records.

Parent Use of Progress Records – The parent/guardian of a minor shall upon request be shown and provided with a copy of the pupil's progress record. Progress records include a statement of courses taken by the student, the grades earned, and attendance records.

Parent use of Behavior Records – The parent/guardian of a minor pupil shall upon request, be shown the pupil's behavioral records in the presence of a person qualified to explain. Behavioral records include all student progress records such as achievement tests, physical health records, psychological tests, teacher statements relating to the pupil's behavior. Behavior records will be destroyed one year after eighth grade graduation unless the school has been requested to maintain them.

Teacher Use of Records – Certified teachers and other certified professional staff employed by the school may use both progress and behavioral student records in relation to their work with the student on school-related matters and programs.

Right to Challenge Record Content – Parents shall have the right and opportunity to examine the content of their child's school records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or rights of students, and allow for the correction or deletion of any inaccuracies or inappropriate data contained therein.

Withdrawal from School - A student who is moving or for some reason must withdraw from school is asked to report this information to the school secretary or the guidance counselor who will give him/her a withdrawal slip. This slip must be signed by each of the student's teachers, guidance counselor, and librarian. The withdrawal slip must, after it is properly signed, be given to the Principal.

Record Transfer Request - Student records will be transferred to another school upon receipt of a written notice from the parent/guardian, or upon written or phone request from the school in which the student has enrolled.

Records Requests by Others - Records shall be made available upon completion of a written and signed request form by the parent/guardian before the school will release a student record to any agency, institution, or other individual. Their signed request shall state what records are to be released, that is, behavioral or progress, or portions of either. All requests will be entered into the permanent file of the student.

Change of Address – Students who move during the year are to inform the office of their change in address and of the date on which they will move.

SURVEILLANCE CAMERAS (3519)

The West De Pere Board of Education supports an educational environment that provides a safe and secure environment for all persons on its premises or attending any of its activities or functions. Surveillance cameras may be used under the supervision of the West De Pere School District for the purpose to promote the order, safety, and security of students, staff, visitors, and property.

Procedures:

- Cameras will be placed in locations where they enhance the District's efforts to provide a safe and secure environment.
- Cameras will be visible, unless otherwise authorized by the Superintendent.
- Cameras shall not be placed in any area where the public, students and staff have a reasonable expectation of privacy, such as restrooms and locker rooms.
- Cameras shall not be placed in a classroom without the consent of the Superintendent.

USE OF BUILDING

Students shall have proper respect for the property, materials, and equipment that has been provided for them. It costs a great deal of money to provide for these things and it costs more for the maintenance and replacement of them. Every effort should be made to keep things in order to help extend the usable life of all the equipment. Students will help keep the building bright, clean, orderly, and inviting. If a student spills anything (ink, powder, food, etc) he or she is expected to clean it up. The janitor will provide them with a broom, sponge, or whatever is necessary in order to do the job. Students learn that when they feel ownership for something, their concern for caring for it is greater. Any outside group who wishes to use the

building is asked to contact the principal's office, fill out building use form, and schedule dates of use with the office secretary.

VISITORS

Visitors who come upon school premises during school hours are required to come to the school office, identify themselves, and state the purpose for which they are present and obtain a proper identity card. If, in the opinion of the principal/or designee, the stated reasons are proper, the visitor will be allowed to proceed with proper identity cards. Loitering in corridors, or "visiting" are not substantial reasons for visitors to be on school property. Any unauthorized person who fails to come to the office, or who is on the premises for improper reasons, or who engages in conduct disruptive of school activities shall be asked to leave the premises by the principal. Failure to leave the premises upon such a request will result in the summoning of law enforcement officers and the possible imposition of appropriate penalties as provided by law or ordinances.

SECTION II – ACADEMICS

ASSESSMENT

The state tests our 6th - 8th graders in reading, writing, math, science and social studies and is administered once a year in the fall. Official dates will be posted in the monthly school newsletter. Results will be sent home.

CURRICULUM

Research confirms that schools which have established high expectations for all students and give them the support necessary to live up to the expectations, have very high rates of academic success. At West De Pere Middle School our goal is for all students to maintain at least a C grade in all classes. Time is provided daily to meet this goal for those students who find this additional time essential. In addition, Saturday school or evening school may be assigned to those students who have not adequately completed homework. Subjects/courses (a complete description is in the Course Description Handbook which is available in the office)

Eighth Grade Promotion Policy (5200.2)

Students advancing from eighth to ninth grade must satisfy one or more of the following three criteria:

1. The student must score at the basic, proficient, or advanced level on all but one of the sections tested on the Smarter Balanced Assessment and Wisconsin Knowledge and Concepts Examination.
2. The student must achieve passing grades in all core subjects in four (4) of the six (6) grading periods. The core subjects are: Mathematics, Science, Social Studies, and Language Arts.
3. The student must receive recommendations from his/her teachers from three (3) or more of the core 8th grade subjects. The core subjects are: Mathematics, Science, Social Studies, and Language Arts. A teacher recommendation / teacher board of review will be formed to examine the following:
 - Placement and success in intervention programs.
 - Success in meeting IEP (Individual Education Plans) for special education students.
 - Successful completion of remedial summer program and other such programs.
 - Success in 504 Plan goals by students under such a plan.
 - Success in English Language Learners assistance when it applies to the student.
 - Success in the district assessment program.
 - Work samples and performance assessments.
 - Evidence that the child is working to his/her ability.
 - Attendance rate of 90% or better.
 - Significant and consistent growth over time.
 - Past retention.
 - Possible members of a review team may be but are not limited to: present/previous classroom teachers, specialists, counselors, principal, school psychologist, reading specialist, parent of the student.

Students who qualify under IDEA, or Section 504, are governed by separate procedures in compliance with state and federal regulations.

Promotion Exercises and Certificates

- Marching in the promotion ceremony is a privilege, not a right. Only those students who have satisfied the criteria in this policy may participate in the promotion ceremony. Therefore, Middle School Administration has the right to deny participation in the promotion ceremony for any student who does not satisfy the criteria for promotion.
- Students who satisfy the criteria for promotion, but do not participate in the promotion exercise, will receive their certificates. Parents/students may pick up the certificate during normal office hours after the date of promotion.
- Students having unpaid fees, fines, etc, and/or unreturned uniforms, supplies, or equipment may not participate in the promotion ceremony until such obligations are met to the satisfaction of the Middle School Principal.

The district administrator shall be responsible for the general supervision and management of the promotion of students under this policy. The district administrator or, if assigned the responsibility by the district administrator, the building principal shall determine whether a student has satisfied the criteria in this policy. If a student has satisfied the criteria in this policy and the requirements of any other district policy applicable to the promotion of



students, the student may be promoted from the eighth grade to the ninth grade.

The district administrator shall review and recommend district policies so that the schools of the district can help prepare students to satisfy the criteria in this policy and to otherwise implement this policy. The district administrator/designee shall develop practices to inform parents/guardians and students of the requirements of this policy and to keep parents/guardians informed of their child's academic progress.

FAILURE IS NOT AN OPTION

All students should strive to achieve at a C grade level or higher. Standards are maintained and students provided opportunities for review, re-teaching, and drill. Students are encouraged to improve any score after showing evidence of study. Students doing less than C work are expected to re-do homework, quizzes, and tests. Teachers who convey the message that "this is important, I know you can do it and I won't give up on you" can exert a powerful motivating influence for each student.

INTERDISCIPLINARY TEAM TEACHING & PLANNING

Teaching that is connected leads to greater learning. Therefore, at middle school it is emphasized that teachers plan together to develop lessons of a common theme or lessons with each teacher knowing the basic content of lessons for other disciplines. Teaching will lead to greater transfer of knowledge when students see relevance and this allows teachers to put more learning into meaningful context for students.

PHYSICAL EDUCATION REQUIREMENTS

All students will take and participate in physical education. Students will be allowed to miss one class period with a note from a parent/guardian. If extenuating circumstances occur a **medical doctor excuse needs to be obtained**. For safety purposes, students are not allowed to wear any jewelry during physical education class; watches, rings, earrings, necklaces, chains, etc. ***All athletes are expected to dress for Phy Ed if they wish to participate in athletic events on the day of the event.**

HONOR ROLL

Students who earn the following point average for their grades at the end of each *trimester (12 weeks)* will be recognized by having their name placed on the middle school honor roll, which is published in the De Pere Journal.



- Highest Honors 4.0
- High Honors 3.75 – 3.99
- Honors 3.50 – 3.74

Grades-The following is an explanation of WDP MS grading symbols:

A 100-90 B 89-80 C 79-70 D 69-60

A+ = 100-99 B+ = 89-88 C+ = 79-78 D+ = 69-68

A = 98-93 B = 87-82 C = 77-72 D = 67-62

A- = 92-90 B- = 81-80 C- = 71-70 D- = 61-60

F Below 59 I - Incomplete - Coursework has not been completed.

P – Pass M – Medical N - Not Applicable

SECTION III – STUDENT ACTIVITIES

Various activities are sponsored by groups within the school and held occasionally at select times throughout the school year.

For most student-related activities, the following set of conditions apply:

- Permission slips will be required of all students.
- All school rules apply to dances/parties/after school activities.
- Student conduct must be in good taste.
- Chaperons will remove anyone they believe has been drinking or otherwise misbehaving. Students are subject to school rules on drinking and smoking
- Decorations are to be left for enjoyment for the duration of the activity - any student dismantling decorations may be asked to leave immediately
- Students are not to leave the designated area and re-enter.
- If a student leaves before the end of an activity, they are to notify a chaperon and call their parents.
- Students must be picked up promptly from all dances/parties or after school activities.
- Students must be in attendance at school on the day of a dance/party/ activity to attend the event.
- Students asked to leave a dance or displaying inappropriate behavior will be subject to school consequences; detention, suspension, or the loss of the privilege of dance/party/activity attendance.
- Guests from other schools are not permitted.

CLUBS

A number of clubs are available to students who are interested. Clubs are often initiated due to student or teacher interest. The clubs are as active and strong as their members, therefore, some are much more active than others. Clubs are open to all middle school students unless otherwise specified.

Archery - This club is available to any student who enjoys or wants to try archery. There are bullseye and 3D type target shooting opportunities. There is an online signup in October, and the group meets starting in mid-December. There is an optional fundraiser that students can participate in to earn their own bow. Also, there are several opportunities to attend tournaments.

Art - This club is available to any student that is interested in art. Students construct things that might not be done in art class, create craft projects and decorate the school throughout the year. Students meet every Monday after school starting in late Fall.

Battle of the Books - Battle of the Books is a state-wide competition run by the Wisconsin Educational Media Technology Association. Each school

is allowed to send one team forward to compete against other teams in the state. At the middle school, students can form teams, divide up and read a list of 20 books, and then we compete against each other in "battles" consisting of questions from the books. The winning middle school team moves forward to compete in the state competition via a computerized team-test.

Bellin Run – Students prepare for running the Bellin Run in the Spring of the year. Grades 6-8 are eligible. Students run after school in the community.

Book Club - Each grade level offers students an opportunity to read and discuss books in an informal book club setting. This may be during the school day or after school. Students select numerous books throughout the year to read together and meet to discuss their opinion, likes, and dislikes about the book.

Chess - Allows students to learn the basics of playing chess. The group gathers weekly in the middle school LMC. Moves and strategy are taught by an adult advisor.

Dance Team – Students grades 7 & 8 develop a pom & dance routine in the fall and perform for a variety of middle school events.

Destination Imagination - A program designed to stimulate and develop the students' creative problem-solving skills. Students are formed into teams which are then given interesting problems to solve. Team activities start in the fall and end at regional competition in March.

Drumline - This performance based club is open to all 6-8 grade percussionists currently enrolled in band. Auditions will be held in September, with rehearsals starting in October. Drumline provides an opportunity for students to explore percussion ensemble repertoire and develop skills in the area marching percussion. Past Drumline performances have included Brewer, Gambler, and Bucks games. Students will also perform at numerous school events, assemblies, and parades. Drumline meets twice a week before school from 6:40am until 7:25am.

Dust Sparks and Smarts - This club is available to any student who enjoys working with machines and making projects. This group will compete in a contest with other middle schools for a specific project to be completed by January. There will also be individual projects that can be made. The club will run before school on Mondays and Wednesdays.

Forensics - This is a program designed to teach the elements of speaking, reciting, and acting. It is open to all middle school students.

French - This club is available to all 6-8 grade students enrolled in French class. French Club provides an opportunity for French students to partake in fun, cultural activities in order to experience the French language and culture outside of class. This group meets one time per month throughout the school year.

French Forensics – 7th and 8th grade students enrolled in French will be given the opportunity to participate in the regional French Poetry and Theater Contest, le "Concours Oral." This competition is a wonderful opportunity for students to receive distinction awards at the regional and state levels, meet other French students from the State of Wisconsin, and overall have a lot of fun while practicing French. To qualify for the State competition, students/groups must receive an "A" from at least two of three judges at the regional level.

Jazz Band - This performance based club is open to all 6-8 grade students currently enrolled in band. Jazz Band instrumentation is limited to the following: *Trumpet, Trombone, Saxophone, Percussion, Piano, Guitar and Bass Guitar*. Auditions will be held in September, with rehearsals starting in October. Jazz Band provides an opportunity for students to explore Jazz repertoire and improvisation techniques. Past Jazz Band performances have included Jazz Night, Jazz Tour, Solo and Ensemble, and many other school events and assemblies. Jazz Band meets twice a week before school from 6:40am until 7:25am.

6th grade math - Open to all sixth grade students. The focus of this club is to provide extra math assistance on topics taught in the classroom. Students will be engaged in activities that will make them more confident in the math classroom. Homework help will also be provided. The club will meet after school on Tuesdays from 2:45-3:15 starting in October through May.

MathCounts - math extension/challenge for advanced 6-8 graders. We meet most Sundays for two hours Sept thru March or April.

Math Extension - math extension/challenge for advanced 4th - 6th graders. We meet most Sundays for 1 - 1.5 hrs per week, Sept. thru March

Musical - Student audition for roles early in September. Auditions are open to any interested students regardless of enrollment in band or choir. Rehearsal schedules and performance dates will be given out the first week of rehearsal.

National Junior Honor Society - An organization that recognizes students who strive to be leaders, have a commitment to learning, and help others through community service. During the school year, National Junior Honor Society students complete community service projects within both the middle school and the community.

Phantable - An a cappella singing group for a select number of choir students who audition and are selected to be a part of this group. Auditions are in September and practice runs from September until May and the final spring concert. Students work on singing and performing a cappella music and they meet twice a week before school from 6:40-7:25 a.m. Students perform at the winter concert, at solo/ensemble, in the talent show, for the district fifth graders, and the spring concert.

Photography – Open to 6-8th grade students who will learn the basics of photography and spend time taking photographs around the school. The group meets weekly during the year.

The Ghost Writers Creative Writing - Open to 6th, 7th, and 8th grade students to offer an opportunity to develop their creative writing skills outside of class in a group where they can write and share their writing with other students. The group meets about 3 times a month, and meetings consist of a fun mini-lesson or activity, followed by writing and sharing time. Students will finalize writing pieces for a WDPMS Creative Writing booklet to be published and shared at the end of the school year.

Technology – Students grades 6-8 meet monthly to learn about various technology applications and provide assistance to teachers and students to troubleshoot and use the available technology in the middle school.

Student Council - Develops leadership skills, promotes citizenship and provides service to the school and community. Student council grade representatives meet during their lunch period to work on grade level projects as well as plan spirit weeks and dances.

Yearbook – During the school year, 8th grade students can assist the yearbook advisor in completing the middle school yearbook.

OFFERINGS

Emphasis at West De Pere Middle School is placed on participation, not on victory. Activities exist for their value to students, and participation is open to all students regardless of their skill level. Learning to compete is in itself a skill. It should be acquired gradually. Activities promoted by the school are as follows:

7th & 8th Grade

- **Fall** - CrossCountry (Sept – mid Oct) (Co-ed), Soccer (Co-ed), Volleyball (girls), & Football (boys)
- **Winter** – Wrestling (Co-ed, Jan - Feb), Basketball Boys – (Nov – Dec) Girls (Jan – Feb)
- **Spring** – Track (co-ed)

6th Grade

- **Fall (Sept-mid Oct)** - CrossCountry, Soccer (Co-ed)
- **Winter** – Wrestling (Jan – Feb) (Co-ed)
Basketball – Boys – (Nov-Dec)
Basketball – Girls (Jan - Feb)
- **Spring** – Track (co-ed)

BEHAVIOR EXPECTATIONS – The following are guidelines and behavioral expectations to be followed by all fans and spectators at events. Adherence to them will sustain the worth and dignity of our student athletes, participants, officials, coaches, advisors, and guests, as well as our school's reputation.

- Cheer for our team, not against our opponents or game officials.
- Cheer in a manner that seeks to enhance the activity.
- Cheer in a manner that uses acceptable language and avoids resemblance of poor language or behaviors.
- Cheer in a safe manner.
- Refrain from stomping on or kicking bleachers.
- Avoid the throwing of confetti or other substances.
- The use of noisemakers must be avoided.
- Spectators are not permitted under the bleachers for safety reasons.
- Soft drinks or other food may not be brought into the gym area.
- Spectators may enter the gymnasium at anytime prior to the start of the contest, however, during play spectators should wait to take a seat in the bleachers until an official time-out, between quarters, at half-time, or when action is at the opposite end of the court.
- Events are considered to be an extension of the school day. All expectations of students during the school day also apply at these activities.
- Play in a manner of which we can be proud, and if things don't go the way we expect them to go let us act in a manner that protects our school's dignity and reputation.

Students who choose to deviate from the above will be subjected to disciplinary measures and may have their activity attendance privileges revoked.

CODE OF CONDUCT

Middle School Extracurricular Participation

Students in grades 5-8, who desire to participate in one of the extracurricular programs offered at West De Pere Middle School must meet one or more of the following criteria:

- Enrolled as a student at one of the West De Pere District Schools.
- West De Pere District resident who HAS NOT open enrolled to another K-12 public school district.
- West De Pere District resident who is homeschooled, attends a private school, virtual school, charter school, or similar program either within or outside of the West De Pere School District boundaries.

All eligible participants will be required to fulfill the rules and guidelines as outlined in Section III Student Activities, of the West De Pere Middle School Student Handbook.

Participation Procedures – All participating athletes 6-8, should obtain the following items from the middle school office and returned when completed:

- Physical permit card (athletes must have a physical by a licensed

physician every other year with April 1 being the earliest date of examination. Athletes must have a physical beginning in 6th grade.

- Handbook agreement signed by a parent/guardian and participant *one time while a student at WDP Middle School.*
- Emergency information card.
- All school or extra-curricular fees must be paid in full or a payment plan timeline arranged with the athletic coordinator.
- Mandatory attendance by participant and legal guardian at a "Code and Rules" meeting *one time while a student at WDP Middle School.*

A student may not practice or participate in an activity until the school has written evidence on file in the office of the items listed above.

The following procedures will be observed:

- All students will be encouraged to participate through a no cut policy.
- All members will participate during the contest. This does not guarantee equal participation time. Exceptions may include missed practices due to injury or illness, disciplinary reasons or limited roster contests.
- A student can request to switch activities within a season providing that both coaches or advisors and the activities coordinator mutually approve the switch.
- A student's participation status shall be reviewed ineligible for interscholastic competition while competing as a member of a grade 7 and/or grade 8 team if he or she reaches his or her 16th birthday before August 1 of any given school year.

RULES OF PARTICIPATION

West De Pere Middle School is not a member of WIAA, but in general, West De Pere will use the WIAA guidelines to help us make athletic decisions. The West De Pere community has developed the following rules for all activities:



Attendance

- A student can only participate in practice and/or competition providing the student has been in attendance at school for the entire school day.
- All athletes are expected to dress for Physical Education if they wish to participate in athletic events on the day of the event.
- The attendance requirement may be waived if the absence from school is excused. Examples of an excused absence include doctor/dentist appointments, funerals, court appearances, etc.
- Students who miss class periods, and who are excused by parents for illness will be monitored for patterns of this type of absence. This type of excused absence, if used often will result in a requirement for a doctor's excuse. This decision will be made by the Associate Principal and/or the Student Activities Director.
- Appeals of this policy should be directed to the activities coordinator.
- If a student has been suspended, he/she will not be allowed to participate in the team's activities (including practices) during the entire suspension. If it occurs on a Friday, the student will not be allowed to dress or participate in a Saturday event.
- A student is expected to dedicate the time specified for practice by the coach/advisor of that activity. Regular attendance at practice is required. If the student must miss practice for family trips or vacations, arrangements must be made with the coach/advisor in advance.
- It is expected that the middle school student will put his/her own school team and practices ahead of non-school teams and practices.
- Participants are expected to discuss scheduling conflicts with their school coach/advisor as soon as conflicts are known.

Use of Controlled Substances



1. Students must, throughout the entire calendar year, abstain from the use of tobacco, vaping of any kind (tobacco or non-tobacco), alcohol and/or illegal drugs. A student shall not have in their possession, buy, sell, or give away marijuana, or any substance defined by law as a drug. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by their doctor.
- If a controlled substance violation occurs the participant will be suspended based upon applicable in season or out of season (includes summer) penalties.
 - During a period of suspension, the student must attend all practices, team function, etc., in order to maintain his/her status as a team member.
 - A participant who chooses to remain at an unacceptable social gathering where illegal alcoholic beverages or drugs are present and/or are being consumed by under-aged students will be considered in violation of the co-curricular code of conduct. Participants are expected to depart these types of functions in the most expeditious manner possible once they determine that these illegal products are present.
 - A co-curricular student who is determined to have hosted an unacceptable social gathering where illegal alcoholic beverages or drugs are present and/or are being consumed by under-aged students will immediately be suspended for the remainder of the activity/season or for twenty percent (20%) of the next activity/season if the function is hosted when not participating.

Criminal Acts

- Any student who commits or is charged by the district attorney with committing a criminal act shall be suspended from practices and

competitions and referred to the activities coordinator for a hearing with the administration.

- If, after a student is charged with a criminal act and subsequent investigation or court action determines the participant innocent, all action by the school shall be negated, and the participant reinstated to the team in good standing.

Sportsmanship

- Each participant shall exhibit positive behavior to officials, competitors, coaches, advisors, fellow team members and him/herself. Coaches shall define the consequences for sportsmanship violation.
- Students will be responsible for being clean and well groomed.

In-School Conduct

- Participants are expected to be role models to the other students in school.
- Students may lose eligibility, due to poor student conduct, as per the administration.

Conduct Unbecoming a Participant

- For conduct unbecoming a participant (excluding use or possession of drugs, alcohol, or tobacco), the activities coordinator (after consultation with the administration) shall establish penalties, if any, depending on the nature of the violation and the number of offenses that the participant has committed.
- Examples of conduct unbecoming a participant may include, but is not limited to, the following: 1) violation of law; 2) vandalism; 3) disrespect to school authorities; 4) repeated violation of school rules; 5) immoral conduct; 6) possession or use of dangerous weapons; 7) assault or attempted assault; 8) discrimination or harassment; 9) inappropriate dress or grooming, and 10) gang colors and gang signs.
- A participant must refrain from any conduct at any time that would reflect unfavorably on him/herself or the school. Conduct which would reflect unfavorably on the participant or on the school includes, but is not limited to, the following matters: sale, possession, or use of illegal drugs or substances representing a drug or intoxicant or paraphernalia associated with such; use, possession, or purchase of alcoholic beverages or tobacco product; or any other immoral or unacceptable conduct contrary to the ideals, principles, and standards of West De Pere Schools.

Equipment

Each participant is responsible for the school equipment issued to him/her. All lost equipment must be paid for by the participant to whom it was issued, before further participation will be permitted. School issued uniforms and warm-ups will be worn for contests only. School day wear will be a team function coordinated by the coach, a maximum of 2 times per season.

Travel

- All team members and participants will travel to and from meets and events via transportation arranged by the Activity Department. Students missing the arranged transportation may be subject to disciplinary action by the coach/advisor.
- A participant who travels to a game with a school team must return with his/her team.
- Parents may drive their own child if the "Travel Release" form is filed and permission is granted by the coach/advisor, activities coordinator, or principal.

Awards

Individual awards such as letters, trophies, most valuable and most improved are not encouraged at the middle school level.

Eligibility

- Additional standards particular to the activity and the setting or hours will be determined by each coach/advisor, approved by the activities coordinator, published and distributed to each participant on the first day he/she reports for practice.
- The student participant, upon receipt of these general and specific standards, will read all items and ask for clarification by the coach/advisor of any handbook items not understood. Receipt of these standards and continued practice for an activity means that the participant understands and will comply to the standards set forth.

Academic Achievement

- Student participants are expected to maintain a "C" average in their classes. (with no "F's")
- Grades will be monitored periodically throughout the season.
- If the student is below a "C" average, he/she will be put on probation (10-15 school days in length). During the probation period the student will still be allowed to practice as well as participate in games.
- During the probation period the student may work to improve his/her grade to a "C" average and be back on the team in good standing.
- If after the probation period the grade is not a "C" average and with no F's, the student will not be allowed to practice or play in games.
- When the eligibility list is published again, if the student's grades are at a "C" average and no F's, he/she may rejoin the team.
- Only one probationary period per season is permitted.
- The principal or activities coordinator may give special consideration to a student in an unusual circumstance, if the parents have requested it in writing.

Grade Check Dates:

Grade Check dates will be communicated through the middle school newsletter.

Injuries - Any participant who is injured during a practice or competition

must report the injury to the coach/advisor immediately. Any participant excused from physical education class may not participate in athletics (practice or play). Exceptions may be made by the activities coordinator, or in his/her absence, the principal. Injuries may be assessed by a licensed trainer by calling the high school.

Handling Conflicts

Occasionally, the participant or his/her parents may have a question relating to the student's involvement in the activity program. Prompt, open communication is important when this occurs, and the situation can usually be resolved before it becomes a major issue. The sequence for this communication is as follows;

- The student and the coach/advisor should discuss the issue.
- If not resolved, the coach/advisor, parents, and the student should establish a time to meet to discuss the issue.
- If not resolved, the parents, coach/advisor, and the activities coordinator should meet to discuss the issue.
- If still not resolved, parents, coach/advisor, activities coordinator, and the principal should meet to discuss the issue.
- When conflict arises, the student and/or parents should set up a time with the coach/advisor to discuss the problem. Please do not approach the coach/advisor with a conflict just before or after a competition.



Team Roster

- When multiple teams are formed, coaches/advisors should strive to make such teams equally competitive.
- Coaches/advisors shall redistribute players if the multiple teams become unequally competitive.

PENALTIES FOR VIOLATIONS

Participation in school activities is a privilege. West De Pere students have year-round training and conduct rules. Failure to abide by the established rules may result in withdrawal of the privilege to participate. All penalties will be imposed under the jurisdiction of the activities coordinator. An alleged violator's case will be brought before the activities coordinator. If the charges are proven to the satisfaction of the activities coordinator, disciplinary action will follow.

All code of conduct violations and subsequent penalties are superseded by West De Pere School District policies which specify penalties dealing with students who sell, possess, exchange, distribute, or illegally use alcohol, tobacco, or drugs on school premises or at any school related activity. For violation of any West De Pere Middle School standards of conduct; sale, possession, or use of illegal drugs or substances representing a drug or intoxicant or paraphernalia associated with such; use, possession, or purchase of alcoholic beverages or tobacco products; or any other immoral or unacceptable conduct contrary to the ideals, principles, and standards of West De Pere Schools, the penalty shall be as follows:

In Season Violations

- A first violation will result in suspension from the team for 20 percent of the scheduled games, matches or meets of the present activity the student is participating in or the next season the student participates in if he/she is not currently participating in an activity. However, if the violation occurs with less than 20 percent of the current season remaining, the suspension will carry over into the students next season. In order to fulfill a carry-over penalty, a student must complete the season as a member of the team.
- A second violation will result in suspension from the team for the remainder of the season the student is participating in.
- A third violation (within a calendar year of the first violation) will result in suspension from all activities for one calendar year from the date of infraction.

Out-of-Season Violations (Including Summer Vacation)

- The first violation will result in suspension from participation in 10 percent of scheduled games, matches, or meets of the next sport to which they report.
- The second violation will result in suspension for 20 percent of the season.

Application of Suspensions

- All rule violations will accumulate within a calendar year of the first violation.
- Violations must be reported to the activities coordinator in a timely manner.
- Honesty Clause: A student can reduce the penalty for a code violation by fifty percent (50%) for the first violation to their coach, Activities Director, or Principal within three (3) days of the occurrence.
- Dishonesty Clause: A student who intentionally misleads his or her coach, activities director or principal by giving inaccurate information during an activity code violation investigation loses all rights to a possible reduction in the penalty for such violations, AND the student may be subject to additional sanctions due to the improper conduct of insubordination toward an authority figure of the school district.
- The actual events of suspension will be rounded up to the next whole number.
- If a student does not finish the season in good standing, the suspension, in its entirety, will be served during the next season that the student participates.
- Suspensions due to violations that occurred during the last two weeks of the regular season will be carried over to the next season the student participates in. The student must complete the said season to fulfill the

suspension.

APPEAL PROCEDURE

The parents/guardians or students have the right to appeal decisions made according to the handbook. Such appeals must be handled as follows:

- Appeal must be made in writing to the activities coordinator within five school days of the first day of ineligibility. The activities coordinator response to this appeal must be completed within three school days of being received.
- If not satisfied with the decision made by the activities coordinator, a written appeal must be made within five days to the Principal. The Principal's response to this appeal must be completed within three school days of being received. The decision of the principal is considered final.

STUDENT SELF-REFERRAL

The West De Pere School District established a Student Assistance Program to provide education, assistance and support for students affected by their own or others' drug and/or alcohol problems and/or situations that hinder their academic or activity performance. An essential feature of the Student Assistance Program is that students, their peers and/or their family members are encouraged to contact the activities coordinator or principal for help with tobacco, alcohol, and/or drug-related problems and situations that place the student/athlete at risk (i.e. abuse, infractions with the law, conduct not becoming a participant). They are assured that such contact will be handled sensitively and confidentially. No record of the student's participation in the Student Assistance Program will become part of the student's permanent or cumulative file.

A student who self refers to the Student Assistance Program and who is making satisfactory progress in following the recommendations of the Student Assistance staff will not be liable to suspension, extracurricular ineligibility, or other disciplinary action for behavior which occurs prior to the self referral unless the violation is reported to school personnel within a ten school day period.

The activities coordinator will take the student's self referral into consideration when meeting with the student at the meeting. The activities coordinator can reduce the suspension due to the referral. The effort is not punitive in nature in order to try and help students with a problem that they may have.

SECTION IV – STUDENT CONDUCT

AFTER SCHOOL DETENTION

Detention rules are as follows:

- After school detention is served for forty minutes after school under the supervision of a staff member.
- Students must be seated by five minutes after school is out for detention or they will be turned away and assigned 2 additional detentions.
- Students are to sit quietly and study or read or they will be dismissed and assigned 2 additional detentions.
- An unexcused absence from after school detention will result in two additional days per day missed. Chronic absence from assigned detentions may result in further disciplinary actions up to and including suspension.

Excused absences will require rescheduling.

ATTENDANCE INFORMATION

The primary legal and moral responsibility for student attendance rests with the parent/guardian and the student. West De Pere Schools work cooperatively with the parent or responsible adults to teach students the importance of daily and timely school and class attendance. Effective instruction is an important part of this process; however, it is the position of the West De Pere Board of Education that the climate for effective instruction begins with regular attendance. When students are absent from class, they miss integral and essential parts of the learning process. Certain classroom activities, such as discussions, films, and guest speakers can never be made up. It is the student's responsibility to participate and contribute in the classroom learning process. Excessive absences and trancies have a detrimental effect on other students as well as on the process of instruction. This demand is an infringement upon the rights of other students for equal attention of the teacher.

There are direct relationships between school attendance habits, the incidence of student dropout, and post-secondary success, whether it be in advanced training opportunities or on the first job. Students, therefore, are expected to be in attendance every day.

COMPULSORY ATTENDANCE

- In accordance with state law, all children between 6 and 18 years of age must attend school full time until the end of the term, quarter, or semester in which they become 18 years of age unless they have a legal excuse. S.118.15(1)(a)
- Upon the child's request, and with the written approval of the child's parent or guardian, any child who is sixteen years of age may be excused by the school board from regular school attendance if the child and his or her parent or guardian agree, in writing, that the child will participate in a program or curriculum modification leading to the child's high school graduation (s.118.15(1)©).
- Upon the child's request, and with the written approval of the child parent or guardian, any child who is seventeen years of age or over may be excused by the school board from regular school attendance if the child and their parent or guardian of

curriculum modification leading to the child's high school graduation or leading to a high school equivalency diploma under S.115.29(4),(S.118.15(1)(c)

The middle school attendance office will send letters to the parents upon the 5th, 10th, 15th and any further incidences of absence. These letters have the purpose of communicating the number and status of absences. At this time you will be informed of any necessary actions.

Absences-Procedure

Definitions of absences: Excused absences-excused absences are those student absences from school, which fall under the purview of Wisconsin Statutes 118.15(3) and (4). There are two categories of excused absences: a) prearranged excused absences and b) unexpected excused absences. Each is defined below:

- Prearranged excused absences - prearranged excused absences are those student absences wherein arrangements have been made for the student to be excused by the school office and the teacher(s) concerned. Accordingly, a student who plans to be absent is required to request permission from the Principal's office and to obtain assignments from teachers prior to the excused absence.
- Unexpected excused absences-Unexpected excused absences are those student absences from school for which arrangements between the school and the student (described in the preceding paragraph) have not been made. Absences falling in this category may include short-term illness (1-3 days), long-term illnesses (4 or more days), absences of the nature of an emergency in which the time element may preclude the student from making arrangements to be absent from school in advance.

Suspensions - Student absences under this section of the policy are those absences which fall under the purview of Wisconsin Statute 120.12(1)(b): they include absences by students who have been suspended from school for not more than ten (10) school days prior to an expulsion hearing as well as those who have been suspended from school for not more than five (5) days for violation of school rules.

Procedure For Excusing Absences

The responsibility for regular school attendance of a child rests upon the child's parent(s) or guardian(s). All excused absences require parent/guardian/legal custodian written or verbal verification which is to be submitted to the principal, or designee, in advance or prior to re-admittance to school.



- The preferred method of excusing absences is by calling in to the appropriate school official **the day the student is absent**. Students who are absent should have a parent or guardian call the attendance officials on the day of the absence to provide an explanation for the absence.(by 9:00 a.m. if homework is requested)
- Written excuses for student absences should be presented to the school's attendance official the day the student returns to school. Students not having a call-in must bring a note from a parent/guardian explaining the absence to the attendance office prior to 7:45 A.M. the morning the student returns to school. The district administrator or designated attendance official is empowered to approve a legal excuse to any student for the following reasons:
- Illness of the student for prolonged or chronic absences. The district may request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical condition of the child.
- An illness in the immediate family which requires the absence of the student because of family responsibilities.
- Medical, dental, chiropractic, optometric or other valid professional appointments. Parents/guardians are requested to make their appointments during non-school hours.
- A death in the immediate family or funerals for close relatives.
- Family trips that can be taken only during the normal school term. The intent of this statement is to provide opportunity for students to accompany their parent(s)/guardian(s) on a vacation which cannot be scheduled when school is not in session. A parent/guardian shall be required to notify the building principal, or designee, prior to leaving on vacation of the pending absence for the purpose of reviewing the student's attendance record and overall performance record. Pre-excused slip must be obtained and returned prior to the absence. (See PRE-EXCUSED absence)
- A court appearance or other legal procedure which requires the attendance of the student.
- A quarantine as imposed by a public health officer.
- Attendance at special events of educational value as approved by the principal or designee.
- Approved school activities during class time.
- Special circumstances that show good cause which are approved by the principal or designee in advance.
- Impassable roads and extreme conditions endangering the child's safety.
- School directed absence; disciplinary action taken by school, school sponsored activities, homebound instruction, others.

PRE-EXCUSED ABSENCE

If a student plans to be absent from school for a reason other than illness, he or she should present a written excuse at least 3 days prior to the absence. The excused or unexcused nature of the absence will depend on the reasons presented. [Students will be issued a pre-excused absence form for excusable absences.] The student is to take the form to all

assigned teachers and get homework assignments. **School work should be completed, turned in and have teacher approval prior to the date of absence.** Examples of pre-excused absences are: family vacations (1 day or more), bring your daughter to work day, professional appointments, deer hunting (only if a student is passing all coursework). **Without a pre-excused absence form, the above absences will be considered unexcused or truant.**

EXCESSIVE ABSENTEEISM

High absenteeism due to conditions of health are to be verified by a person legally certified to perform medical services. Without such certification, the school will likely treat such future absenteeism as truancy.

WORKED MISSED DUE TO ABSENCE

- Students are responsible for making up work that is missed during their absence and have as many days to get their work made up and turned in, as they were absent. Homework will not be gathered on 1st day absence, students need to see teachers upon return to school. Parents/guardians making homework requests should do so by 9:00 A.M. This will ensure all teachers have adequate time to prepare lessons that can be picked up at 2:00 P.M. in the school office. State law provides that a school may not deny a student credit in a course solely because of the pupil's unexcused absences. A student may be failed if he/she does not satisfactorily complete the make-up work assigned due to his/her absences. **Students who are truant/unexcused, or suspended will be required to make up all work missed.**

TARDINESS

In the event of tardiness to school the student shall report directly to class up until 15 minutes after the start of the students schedule day (normal passing between classes is 4 minutes). The teacher will assign consequences using the following criteria:

- First tardy; teacher warning.
- Subsequent tardies for class (within each semester) may result in after school detention. The detention will be supervised by the issuing teacher.
- Parent conference and appropriate consequences will follow if tardiness becomes habitual.

Tardiness after 15 minutes from the start of the school day will be considered TRUANT without a written legal note from a parent/guardian.

Some examples of Unexcused tardies include: oversleeping, missing the bus, running late. Excessive tardiness will be considered as TRUANCY.

TRUANCY & ABSENCES DEFINED

Every student is encouraged to attend school regularly. It is through regular attendance that students are exposed to orderly instruction which successfully teaches essential concepts and skills. In accordance with S. 118.15 of the Laws of Wisconsin, all students must attend school regularly until the end of the school term in which they reach their 18th birthday. Continuous truancy on the part of a student will result in implementing the enforcement section of the Compulsory School Enforcement S. 118.16.

Truancy S.118.16(1)(c)

- "Truancy" means any absence of part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of s.118.15.
- Students who are truant (unexcused) as defined by Wisconsin Statute 118.16 will be subject to disciplinary action.

Habitual Truancy S.118.16(1)(a)

- "Habitual Truant" means a pupil who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester.
- "Absence of **PART** of one or more days" is defined as follows; secondary (6-12) one to five class periods in any given school day.
- "Absence of **ALL** of one or more days" is defined as follows; secondary (6-12) more than five periods in any given school day.

Consequences for truancy:

- Middle School officials will notify the parents/guardians of the students' truancy.
- Middle School officials may impose any of the following:
 - A after school detention.
 - Modify the student's schedule.
 - Pull the student's work permit.
 - Recommend the issuing of a truancy citation.
 - Pursue the issuing of a citation to the parent/guardian for contributing to the truancy.

Third Incident of Truancy

- A referral will be made to the child's school counselor to:
 - Provide an opportunity for educational counseling to determine whether a change in curriculum would resolve the child's truancy and to consider curriculum modifications possible within the current school program.
 - Request that the counselor consult with the appropriate school staff in an effort to determine whether learning or social/emotional problems may be a cause of the child's truancy, and, if so, make



appropriate referrals and/or recommendations.

- The attendance officer will send a letter to the parent/guardian outlining the provisions of the attendance law, and informing them that their child is in danger of violating the state's "habitual truant" law. They will be encouraged to come in for a meeting to discuss the student's welfare.

Fifth Incident of Truancy

- The attendance officer will send a letter by registered or certified mail to the parent/guardian. The notice shall include:
 - A statement outlining the provisions of the attendance law, and informing them that their child is now in violation of the state's "habitual truant" law.
 - A statement of the parent or guardian's responsibility, under s.118.15(1)(a), to cause the child to attend school regularly.
 - A statement that the parent, guardian or child may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a program for children at risk under s.1181153(c).
 - A request that the parent or guardian meet with appropriate school personnel to discuss the child's truancy. The notice shall include: the name of the school personnel with whom the parent/guardian should meet; the date and time of the meeting; the location of the meeting, including room number(s); and the name, address and telephone number of a person to contact to arrange a different date, time, or place.
- A referral will be made to the police liaison officer for municipal court proceedings, in compliance with Wisconsin Statutes Chapter 118, after the following have been completed:
 - Met with the child's parent or guardian to discuss the child's truancy or have attempted to meet with the child's parent or guardian and been refused.
 - Provided an opportunity for educational counseling to the child to determine whether a change in the child's curriculum would resolve the child's truancy and have considered curriculum modifications possible within the current school program.
 - Referred the child to the building's Student Assistance Team (SAT) to determine whether learning or social/emotional problems may be a cause of the child's truancy and, if so, have taken appropriate action or made appropriate referrals. The SAT shall maintain documentation regarding its findings/recommendations and review them with the building principal/designee.

Following receipt of evidence that the first through fifth incidents have been met, the school attendance officer may file information on any child who continues to be truant with court assigned to exercise jurisdiction under Chapter 48 in accordance with s.48.24. Filing information on a child under this subsection does not preclude concurrent prosecution of the child's parent/guardian under S.118.15(5) and S.938.342.

Every Tenth Incident of Truancy

- On every tenth incident of truancy (e.g. 10, 20, 30, etc.), a letter will be sent to Brown County Social Services informing them of the student's status as a habitual truant, that chronic truancy persists, and accompanied by a copy or listing of the student's attendance history. A copy of this letter will be sent to the parent/guardian of the student.

BEHAVIOR EXPECTATIONS

Bring Learning Materials

- Students must come to class with pen/pencil, textbook, agenda and notebook.

Be Present and on Time

- Be in your seat when the bell rings.
- Any absences over 3 days/term may hurt your chances of passing or graduating.
- A written pass in your Agenda is required when out of class.
- Go directly to specified destination.

Respect other People and their Property

- Act with courtesy toward teachers and other students.
- Keep all school property in good condition.
- Keep hands, legs, feet to yourself at all times.

Be Prepared to Participate

- Complete daily homework assignments
- Study at home daily.
- Turn assignments/projects in on time.
- Participate in class discussions.
- Study for quiz/exams.

Attitude & Effort Maximizes your Performance

- Be positive and believe in yourself and your abilities.
- Failure is not an option.

BULLYING (5119)

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or

owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school sponsored events in transporting vehicles arranged for by school district officials. The policy applies as well during activities that occur off school property if the student or employee is at any school sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business. Instances of bullying that occur outside of regular school hours or outside of school sponsored activities that are reported to school district officials will be referred to local law enforcement. Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status, but may not be motivated by these characteristics. Bullying is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Every student is encouraged to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

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

All complaints about behavior that may violate this policy shall be investigated promptly by the building Principal or his or her designee. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying report will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student reprimand, suspension, or possible expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position or resignation for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

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

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

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

"Bullying" as defined above is: deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be when a person willfully and repeatedly exercises power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Furthermore, it may be serious enough to negatively impact a student's educational, physical or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or

family status; however this type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics. Some examples of bullying are:

A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.

C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

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

1. cyberbullies more easily hide behind the anonymity that the Internet provides;

2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;

3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and

4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a web site or on

weblog;

2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;

3. using a camera phone to take and send embarrassing photographs of students;

4. posting misleading or fake photographs of students on web sites.

Cyberbullying that is reported to school officials and is determined to have occurred outside of regular school hours and has had no impact on the student's school environment will be referred to local law enforcement.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

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

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

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

A. Physically harming a student or damaging a student's property;

B. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or

C. Creating a hostile educational environment.

"Staff" includes all school employees.

"Board Members" includes all members of the school board.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

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

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

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

The school district will also provide a copy of the policy to any person who

requests it.

Records & Reports: Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

Education and Training: In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines bullying will be age and content appropriate. The complaint procedure established by the District Administrator and set forth in Administrative Guidelines shall be followed.

BUS REGULATIONS

1. To obey the driver as he/she has the same authority as a teacher in the classroom.
2. To keep hands and head inside the bus at all times.
3. Do not shout at passing persons or vehicles.
4. To occupy the seat assigned by the driver and refrain at all times from moving around while the bus is in motion.
5. To be in place designated both morning and evening - ready to board the bus when it arrives. The bus CANNOT WAIT!
6. To stay off the traveled roadway at all times while waiting for the bus.
7. To wait until the bus has come to a stop before attempting to get on or off.
8. To enter or leave the bus only at the front door except in case of an emergency.
9. To cross the traveled roadway if necessary after leaving the bus in the following manner: make sure bus is stationary; on alighting, go 10 feet to the front of the bus; look both to the right and left and proceed across the roadway in front of the bus; walk, don't run, in front of the bus when crossing the roadway.
10. Report to the driver at once any damage to the bus that is observed.
11. Help keep the bus clean, sanitary, and orderly.
12. No smoking, fighting, or profanity will be tolerated at any time.
13. No writing on, marring, or defacing the interior or exterior of the bus will be tolerated.
14. Students who ride the bus to school will not be permitted to ride any other bus or get off at another stop unless the driver has written permission from a parent or guardian.
15. The bus driver is in charge of the students while they are on the bus and at the bus stops while loading or unloading students.
16. When a student violates one or more of the safety rules thereby causing an unsafe and/or disruptive condition; a misconduct report will be filed with building associate principal.



The following disciplinary actions have been agreed to by the West De Pere Public School District in conjunction with Lamers Bus Lines to handle student behavior:

- **First offense** - parents or guardian informed. *Warning given.
- **Second offense** - parents or guardian informed and student denied transportation for five (5) school days.
- **Third offense** - parents or guardian informed and student denied transportation for thirty (30) school days.
- **Subsequent offense** will result in denial of transportation for the balance of the school year.

For the school year please contact Lamers Bus Lines with concerns regarding bus pick up or drop off times for students. The telephone number is 496-3600. Bus discipline concerns are best reported directly to Lamers and the middle school principal.

Student Computer Use, Board Policy 6130, 6131, 6131(R), 6131(E1), 6131(E2), 6131(E3)

The West De Pere School District has established policy 6130 Use of the Computer Network and the Internet, 6131 Computer Network and Internet use, 6131(R) Guidelines for Using West De Pere's Computer Network and the Internet, 6131(E1) Internet Use Letter to Parent or Guardian, 6131(E2) Student and Parent/Guardian Network/Internet Acceptable Use Permission and Release Agreement, and 6131(E3) Staff/Volunteer/Substitute Teacher Network/Internet Acceptable Use Permission and Release Agreement, "to delineate use of network resources for District administrative and educational purposes" 6130. "Users are responsible for their behavior and communications while using District technology. A Computer Use Acceptance screen acknowledging adherence of this policy appears on all computers prior to logging on. The following guidelines have been established so that they can be used freely, safely, and efficiently" 6131(R). **Student and Parent/Guardian Responsibilities** 6131(R)

All students using the District's computer network or accessing the Internet through the District's network must indicate that they and their parent or guardian understand the responsibilities of exercising this access by signing a user agreement, and that failure to follow it may result in loss of their network privileges and possible further disciplinary action.

The Acceptable Use Permission and Release Agreement form

6131(E2) for students must be: 6131(R)

1. signed by the student and their parent or guardian
2. signed when entering the district (Grades K-12) or changing buildings (i.e. Middle School to High School)
3. returned to the school principal
4. updated in the Student Information System at the building level

Note: A student and their parent/guardian will sign one time while enrolled as a student at the middle school, Grades 6-8.

Consequences of Misuse 6131(R)

Any user in violation of this policy will be subject to disciplinary action, which may include, but not be limited to restitution for any and all damages, loss of computer use privileges, suspension, expulsion, and referral to local authorities for further legal action. Any user denied access due to misuse will be responsible for finding alternatives for completing their tasks.

CONTROLLED SUBSTANCES POLICY (5131.6)

It shall be the policy of the School District of West De Pere to adopt and maintain drug-free facilities and programs. As such, use or possession of illicit drugs and/or alcohol by students, staff, or citizens will not be tolerated and will be punished to the fullest extent of existing laws.

Enforcement of the policy may include canine searches and/or undercover investigations.



This policy applies to all students, K-12 of the West De Pere Schools. The procedures outlined below are to be applied cumulatively.

Any student using, attending school or any school related activity after using, in the possession of, or under the influence of controlled substances or intoxicants, or a substance which is represented as a drug or intoxicant, or in possession of related drug paraphernalia at any time (24 hours per day - 365 days per year) on school premises or at a school related activity shall automatically be subject to the following:

- **First Violation** - Any K-12 student found to be in violation of this policy for the first time in the West De Pere Schools will receive an automatic five- (5) day out-of-school suspension. In addition the student and/or parents/guardian will be required to seek counseling and provide written evidence of this counseling to the building administrator within one month of the first day of suspension. The counselor is to be acceptable to the student and/or parents/guardian and administrator.
- **Second Violation** - Any K-12 student found to be in violation of this policy for the second time shall be suspended according to state statutes until abeyance is complete or recommended for expulsion a minimum of ninety (90) school days. The Board may consider granting early re-admittance should counseling as specified below, occur. The student and/or parents/guardian will be requested to seek additional counseling and provide written evidence of this counseling to the building administrator prior to the conclusion of the period for which the student is expelled. Counseling will take place with a professional (non-school) who specializes in counseling students who use and abuse drugs. The counselor is to be acceptable to student and/or parents/guardian and administrator.
- **Third Violation** - The student will be recommended to the Board of Education for a minimum one calendar year expulsion from the West De Pere Schools. The student will be suspended according to State Statute until abeyance or expulsion is complete. The Board may consider granting early re-admittance should counseling, as specified below, occur.

The student and/or parents/guardian will be requested to seek additional counseling and provide written evidence of this counseling to the building administrator prior to the conclusion of the period for which the student is expelled. Counseling will take place with a professional (non-school) who specializes in counseling students who use and abuse drugs. The counselor is to be acceptable to student and/or parents/guardian and administrator.

Irrespective of the procedures set forth herein, any student found to be distributing, selling, giving away, or possessing with the intention of distributing, selling, or giving away of controlled substance or intoxicants, or a substance which is represented as a drug or intoxicant, or inhaling or ingesting of a substance for other than the prescribed or intended use, or paraphernalia on school premises or while participating in or attending any school related activity, will be subject to abeyance or expulsion for endangering the health, safety, and welfare of others pursuant to Wisconsin Statutes 120.13(1)@.. Wisconsin laws shall control when determining intent.

Operational Procedures

- The local police agents will be requested to prosecute all violations.
- Any student who elects to enroll in any non-public education during the period of time affected by these rules and then chooses to re-enroll in the West De Pere Public Schools will be enrolled only upon completion of the suspension or expulsion period.
- Any student who owns or operates a vehicle for attendance at school or school-related activities must accept responsibility for the behavior of others who use that vehicle on school premises. This responsibility subjects the owner or operator student to full ramifications of this policy.
- Any student who has been expelled in accordance with three (3) above under the provisions set forth in this policy may request re-entry into the West De Pere Public School system after one year of expulsion. The re-entry process must be initiated administratively with the building principal through the superintendent and culminating with the Board of

Education.

- If re-entry is approved, it will be understood that any subsequent offense will result in immediate recommendation for expulsion or reinstatement of the existing expulsion order at the discretion of administration.
- The superintendent shall provide for the development of administrative rules relating to this policy to include all relevant definitions.

Cooperation with administration and authorities regarding information leading/pertaining to keeping the schools drug free may lead to a deferral of expulsion as determined by administration.

In the case that any K-12 student found to be in violation of this policy for the first time (including distributing, selling, giving away, or possessing with the intention of distributing, selling, or giving away of a controlled substance or intoxicant, or a substance which is represented as a drug or intoxicant, or inhaling or ingesting of a substance for other than the prescribed or intended use, or paraphernalia on school premises or while participating in or attending any school related activity or using, attending school or any school related activity after using, in the possession of, or under the influence of controlled substance or intoxicant, or a substance which is represented as a drug or intoxicant, or in possession of related drug paraphernalia at any time (24 hours per day – 365 days per year)(on school premises or at a school related activity) in the West De Pere Schools that cooperates with the administration and authorities by providing information that leads to the source/supplier of such substance may be subject to the following in lieu of an expulsion hearing at the discretion of administration:

- Will receive an automatic five (5) day suspension.
- May be placed on probation for one (1) calendar year during which the student will:
 - Meet with the principal/designee weekly for the length of the probation.
 - Keep a journal on this issue.
 - Will not further violate school/district rules and regulations.
 - Will seek AODA assessment and show verification to the principal with in one (1) month of incident.

Administration maintains discretion to implement this section of policy. If any K-12 student fails to fulfill the above terms or violates this policy again, they will automatically be recommended for expulsion as stated previously in this policy.

CONTROLLED SUBSTANCES RULES, REGULATIONS & PROCEDURES



This policy has been designed to assist school personnel in their attempt to safeguard all students and to actively help those students who are involved in the abuse of controlled substances. This policy will be applied to those situations clearly in violation of its contents. It is essential that everyone understands and applies this policy consistently, humanely and uniformly. The following guidelines are observed:

- All students/parents must be notified in writing of the Board policy and the seriousness of its intent at the opening of each school year. All students should receive a student handbook containing this policy within the first month of school or upon enrollment during the school year.
- All violations of this policy will be reported to the appropriate building principal who will in turn notify the superintendent and any other appropriate authorities.
- All documentation of violations must be in writing and available for filing in the student's behavioral folder. This information will remain in the folder until graduation from high school.
- All related evidence will be tagged and placed in a secure place and held until the appropriate steps have been taken to document the evidence and/or a hearing has been held.

Administrative Procedures

Procedure to be followed when dealing with a student who has violated the policy for the first time.

- The student should be brought to the appropriate office (place) and questioned about the matter
- When appropriate, conduct a personal search (use no force). If necessary, obtain parental or police assistance.
- When appropriate, advise the student that you will inspect the student's locker.
 - There should be at least two (2) staff members present when the locker is inspected.
- Arrange for a parent conference upon the completion of all documentation.
- During the parent conference, the following information and materials will be covered:
 - The parent/guardian will be informed of the suspension period.
 - The parent/guardian will be informed of what is required to enable the student to re-enter school.
 - The parent or guardian will be provided with a copy of the Board policy with special emphasis to the consequences of the second offense.

If the parents cannot be reached:

- Do not allow the student to attend class.
- Continue efforts to contact parents or emergency contact persons.

Procedure to be followed when dealing with a student who has violated the policy for the second time – follow the same procedure used for the first violation and the addition of the following:

- Inform the student and parent of the expulsion procedure which will be applied at this point.

- Inform the student and parent of the possible loss of credits.

Procedure to be followed when dealing with a student who has violated the policy for the third time – follow the same procedure used under offense number two with these exceptions:

- The parent will be informed of the re-entry process which may be applied for after the student is away from school for a minimum of one year.
- Inform parent that while counseling is not required, however, it is strongly recommended. A written assessment report indicating the completion of a series of counseling sessions accompanied by a favorable recommendation of the counselor(s) would be seriously considered in making a decision on the student's re-admittance to school.

Procedure to be followed when dealing with a student who has violated the policy for the first time and is working cooperatively with school authorities will be the same procedure as stated in I. of this policy.

DEFINITION OF TERMS

Dealer – Any student found to be distributing, selling, giving away or possessing with the intent of any of the above, any illegal drugs, intoxicants, or paraphernalia. Wisconsin Statutes shall control when determining intent.

Expulsion – As defined in the State Statute 120.13.

Paraphernalia - The term "drug paraphernalia" means all equipment, products and materials of any kind which are used, intended for use or designed for use, in planting, propagating, cultivation, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.

Suspension – As defined in the State Statute 120.13. Citizenship in a democracy requires respect for the rights of others and expects cooperation with all members of the school community. In general, students are expected to show respect for authority and to follow school rules and civil laws. Rules and regulations governing student behavior have been established to insure order, equality, and safety for all members of the school community. Below are rules that we expect students to follow while at West De Pere Middle School. Failure to do so will result in disciplinary action.

- **In school suspension** is when a student is completely isolated in an area from the rest of the student body for a period, part of or all of the school day, or for determined number of days. (student is responsible to turn in all work)
- **Out of school suspension** is when a student is isolated from school property and school functions for a period of time (one to five days). A student on out of school suspension is not allowed to be on **any** West De Pere School premises during the suspension time. Students trespassing on school premises during the suspension will be issued a citation.

Time Out - is when a student is isolated from school property and school functions for a short period of time as a cooling off period because the student is too emotional to cope with the daily routine of school.

DISCIPLINARY ACTIONS

Disciplinary actions for the below blatant behaviors (1-6) will result in **immediate suspension** for 1-5 days and a **parent conference** prior to the student's return to school. Police will be notified in situations deemed appropriate by the administration.

Unacceptable student behaviors is as follows: Assault (intimidation and/or **threats**) (**failure to follow rules will result in disciplinary action**)

1. Disobedience and/or disrespect towards any school personnel.
2. Use of obscene, profane, racist or ethnically slanderous language (oral or written), or moral affront to others.
3. Fighting/physical attacks-police intervention.
4. Repeated acts of assault, intimidation and/or threats, harassment (sexual or physical)
5. Unauthorized computer use
6. Possession of tobacco, weapons, etc.

Disciplinary actions for the below behaviors (1-12) may include after school detention, structured lunch (a lunch detention with structured activities), a parent conference, and for repeated offenses may include **in-school or out-of-school suspension** for up to five school days. All suspensions are followed up with a counselor.

1. Repeated and persistent refusal or failure to do academic assignments that are expected as a matter of routine preparation for classes.
2. Truancy (skipping school).
3. Vandalism will require such person to complete restitution and community service.
4. Assault, intimidation and/or threats, harassment (sexual or physical)
5. Theft of school or personal property.
6. Throwing of snowballs or other objects which could endanger the safety of others
7. Forgery of parent or teacher signature on note or pass.
8. Leaving school property after a.m. arrival or during school day without permission from office personnel.
9. Refusal to accept discipline (failure to report to after school detention, etc.)



10. Loitering in and around school when not involved in school planned activity.
11. Public display of affection/over amorous behavior.
12. Habitual tardiness for school and classes.
13. Failure to obey the gum chewing policy. There is absolutely no gum chewing allowed in any area of the school building.
14. Cheating at the middle school is non-acceptable behavior.

This list does not constitute an all-inclusive listing of unacceptable student behaviors, but serves as examples of inappropriate behavior. Any violation of law or city ordinance will result in police involvement. Appropriate behavior by students at school is a community concern. Community involvement is a critical aspect to teaching students behavioral expectations.

DRESS (5132) - The West De Pere Board of Education will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. The Board retains the right to regulate such dress or grooming that constitutes a health problem, a physical danger to any person, causes a disturbance or distraction, or promotes anti-social behavior, or is disparaging or demeaning to others such as racial, religious, sexist, or ethnic epithets, vulgarity or advocating pain, death, suicide or use of drugs or alcohol. The Board also retains the right to regulate the dress and grooming of all students representing the school at co-curricular activities. The Board authorizes administration to make judgments for the health, safety, and welfare of all stakeholders.

Wearing apparel can enhance or detract from any situation. This is especially true in an educational setting that requires much concentration and self discipline. A student's dress, like his conduct, is a personal matter limited only by the realities of health, safety, guidance, or disruptions of normal school operations. **This includes co-curricular activities** (athletic events, dances, open gyms, etc.) Generally speaking, the following types of apparel will be considered as inappropriate school dress in the classrooms and hallways:

- Any clothing with writing, pictures, or symbols which enhance the image, or through direct appeal, promotes the use or consumption of tobacco, drugs, alcohol, and gang related items.
- Any clothing with writing, pictures, or symbols which are suggestive, obscene, or distasteful.
- Sleeveless tops such as halter tops, tank tops, half shirts, and muscle shirts.
- Dresses or skirts shorter than mid-thigh.
- Outdoor attire (jackets).
- Wearing of caps, hats, bandanas, hoods, etc..
- Ripped and/or torn clothing.
- Wallet chains, etc.
- Going barefoot or stocking foot.
- Grinding, soap or heel shoes, bedroom slippers, skateboards, rollerblades, scooters, etc.
- Shorts are permitted, at the discretion of the parents, with the following stipulations: no shorts that conform to the body contour (Lycra-Spandex) unless covered by other shorts; nor short shorts; no shorts shorter than mid thigh.
- Pants and shorts should be at waist level – no showing of undergarments, belly buttons, or stomach skin.
- For safety reasons, backpacks will not be allowed in classrooms.
- No body art is allowed at the middle school.

[If a teacher feels that a student is improperly dressed or groomed, the student will be sent to the office.] If the appearance of the individual actually causes a disruption of normal school activity, the student will contact his/her parent/guardian to bring appropriate attire. If the student's appearance is simply inappropriate, less severe action will be taken to include reprimand and/or notifying parents/guardians and asking for their cooperation.

DUE PROCESS

The following due process procedure is available to any student, parent, or resident who wishes to challenge a school policy or decision:

- The complaint or concern will be discussed between the student and his/her parent if necessary and the building principal.
- Parents and student will be informed that their challenge or complaint can be brought to the Superintendent. At this level, the student and the parents will be asked to put the complaint or challenge into writing. The Principal will also submit a written statement explaining the school's position. The Superintendent will confirm or reject the principal's decision within ten calendar days from the date when the student and parents contacted the Superintendent. The Superintendent's decision will be communicated verbally and in writing.

FOOD, DRINK, GUM IN HALLWAY- No food, drink, or gum is to be in the hallways or classrooms unless under the direct supervision of an adult who has gained permission for such use from the building principal.

JUVENILE CITATIONS: The majority of our students are old enough to receive citations/fines for breaking laws within the schools. Examples of incidents where citations may be issued include: theft, smoking, possession of cigarettes or tobacco, profane language, fighting, harassment, assault, and disorderly conduct. There may be a court date given where the judge sets the fine amount, which could be up to normal amount of \$150 fee for under 13years of age and \$225 over 13 years of age. We want students

and parents to be aware that this is another option in dealing with students who choose to disrupt the school atmosphere. Also in **accordance with the City of De Pere ordinance 98.43, the police liaison officer is allowed to make a referral for municipal court proceedings for truancy.**

LUNCH EXPECTATIONS – We ask that everyone please help keep our cafeteria clean and inviting for all! The following simple guideline will be used in our commons:

- All students will eat lunch in the middle school cafeteria. West De Pere Middle School has a closed campus during lunch. This means that no middle school students are allowed to leave the school grounds during the lunch unless they have permission from the principal to leave with a parent/guardian or school personnel.
- All students must stay in one of the designated areas during the lunch. Designated areas will be explained to students by the lunchroom supervisors.
- Student ID card will be used to purchase hot lunch. Students who do not have their student ID card with them at lunch will eat last.
- Before students leave the cafeteria they are expected to pick up all litter from the table (wipe down) and floor (sweep) in their area and deposit it in wastebaskets provided.
- Students will be dismissed by the lunch supervisors, not by the bell and only after their area is cleaned.

SMOKING/TOBACCO POLICY (Wisconsin Act 95, Board Policy 1335)



Use and possession of tobacco products are in conflict with the school district's promotion of good health and safety habits in students. No students may use or possess tobacco products in school, on school grounds, going to or from one school site or event or at any school function. This includes E-Cigarettes and vaping. Violation of this policy may result in the following.

First Offense: One day suspension, tobacco product confiscated, parents notified, potential citation and educational component.

Second Offense: Three days suspension, parents notified and police citation.

Third Offense: Three to five day suspension parents notified and police citation.

LIGHTERS AND MATCHES

The West De Pere School District prohibits students from possession and/or usage of lighters and matches at any time on school property or at any school sponsored event, either at home or away.

Consequences: Students in possession of lighters and/or matches shall have them confiscated. Repeated violations will lead to disciplinary action including possible suspension from school.

WEAPONS ON SCHOOL PROPERTY (5135, 5138))

(Wis. Stats. 120.13;941.235;948,948.60,948.605,948.61)

It shall be the policy of the West De Pere Board of Education to vigorously maintain both federal and state laws regarding dangerous weapons and school programs and facilities.

No person shall unlawfully possess nor use a dangerous weapon or its facsimile on school premises, school buses or at any school-related activity. This policy applies to students, employees, volunteers, and the general public.

If any district personnel suspect or observe a person to be in possession of a dangerous weapon, they should exercise careful judgment and extreme caution to determine whether that person will voluntarily surrender the weapon to school personnel. If in the judgment of school personnel cooperation in surrendering the weapon is not evident, the individual should be kept under surveillance until law enforcement personnel arrive and disarm the suspect. Safety should be a prime concern when observing or intervening in the situation.

Any person violating this board policy on weapons shall be referred to law enforcement officials for possible prosecution for violation of state and/or federal laws and De Pere city ordinances. Any person violating the policy to include use of an object designed for other purposes to inflict bodily harm and/or to intimidate shall be subject to suspension, notification of appropriate law enforcement agencies for possible prosecution for violation of state and/or federal laws and De Pere city ordinances, and possible recommendation for expulsion. As per state and federal requirements, any student possessing a firearm on school premises or at school activities will be expelled for not less than one year. Employees violating the policy will be subject to disciplinary sanctions up to and including termination of employment in accordance with the current employee agreement or other procedures established by the school board.

Possession of BB's or firecrackers will result in a five-day out-of-school suspension, mandatory parent conference and police referral on first violation. The second violation may result in expulsion.

PUBLIC NOTICE OF NON DISCRIMINATION

The Board of Education supports an educational environment that is free of discrimination of any form. It is the policy of the district that neither students nor employees will be allowed to engaged in any form of discrimination (including harassment and intimidation) towards other students or school employees.

It is the policy of the West De Pere School District that no person may be denied admission to any public school in this district, be denied participation in, or be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity because of the person's sex, race, national origin, ancestry,

creed, pregnancy, marital or parental status religion, sexual orientation, or physical, mental, emotional, or learning disability, as required by Sec. 118.13, WI Ss.

For the purpose of addressing disability nondiscrimination, the district also has the following handbooks in place: [School District of West DePere Procedural Guideline for Implementing Section 504 of the Rehabilitation Act of 1973](#), and [School District of West De Pere Parent Guide to Section 504 of the Rehabilitation Act of 1973](#). These are available from each school's counselor.

The district encourages informal resolution of complaints. A formal complaint resolution procedure is available, however, to address allegations of discrimination in the West De Pere School District; and can be obtained from any school faculty office. Complaints of discrimination brought by a person of student-age see *Policy 5117: Student Nondiscrimination*. Complaints of discrimination brought by a person beyond student-age see *Policy 4117: Staff Nondiscrimination*.

The School District of West De Pere does not discriminate against: students on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, religion, sexual orientation, or physical, mental, emotional, or learning disability, or homelessness in any of its educational programs or activities; or persons on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, religion, sexual orientation, disability, arrest record, conviction record, membership in the national guard, homelessness or by any other criteria as specified by state and federal law.

Any questions concerning discrimination on the basis of disability, sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, or sexual orientation should be directed to:

Director of Student Services
West De Pere School District
400 Reid Street, Suite W
De Pere, WI 54115
(920)337-1393

STUDENT NON-DISCRIMINATION

POLICY

It is the policy of the School District of West De Pere that no person may be denied admission to any public school or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

DESCRIPTION

The School District of West De Pere shall strive to remove any vestige of discrimination in: admission to any school, class, program, or activity; standards and rules of behavior, including student harassment; disciplinary actions, including suspensions and expulsions; acceptance and administration of gifts, bequests, scholarships and other aids, benefits, or services to pupils from private agencies, organizations, or persons; selection of instructional and library media materials; methods, practices, and materials used for testing, evaluating, and counseling pupils; facilities; opportunity for participation in athletic programs or activities; and school sponsored food service programs.

Individuals who upon investigation are determined to have engaged in discriminatory behavior shall be subjected to disciplinary action. In the case of students, discipline may include, but is not limited to reprimand, suspension or expulsion. In the case of others engaged in such conduct while participating in district programs and activities, discipline may include removal and prohibition from participation in such activities or programs.

HARASSMENT

Harassment is considered a form of discrimination.

<u>Student harassment is...any behavior directed toward a student</u>	<u>based in whole or part on membership in a protected class</u>	<u>which substantially interferes with a student's school performance, or creates an intimidating, hostile, or offensive environment.</u>
Can include: name-calling, making threats, spreading rumors, telling jokes, making fun of someone, gestures, physical intimidation, hitting, touching, pranks or hazing, vandalism or destruction of property	sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability	the behavior is so severe (can be one incident of a more serious nature) or pervasive (occurs frequently, is part of a pattern of behaviors, permeates the atmosphere) that it has a strong negative effect.

Sexual harassment is often rationalized as a part of normal adolescent development, and so socially prevalent that it is acceptable. The School District of West De Pere does not tolerate sexual harassment or any other form of discrimination. The law protects both male and female students from sexual harassment, regardless of who the harasser is (another student, staff person, visitor) or their gender. Sexual harassment can be student-to-student, staff-to-student, or student-to-staff; and can be inter- or intra-gender. Examples of inappropriate conduct that would be considered sexual harassment are:

- A. Unwelcome or unwanted sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact which is considered unacceptable by another individual.
 - B. Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment (e.g. better grade) or negative consequence concerning one's organizational, academic, or educational status.
 - C. Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless, sexually oriented comments, innuendos or actions that offend others.
 - D. Engaging in any type of sexually oriented conduct that would unreasonably interfere with a student's learning environment. This includes extending unwanted sexual attentions to someone such that the student's participation in any program or activity is negatively affected.
 - E. Creating an environment that is intimidating, hostile or offensive because of unwelcome or unwanted sexually oriented conversations, suggestions, requests, demands, physical contacts or attentions.
 - F. Creating an environment that is intimidating, hostile or offensive because of the existence on school premises or during school activities of sexually oriented materials including, but not limited to, photographs, or other offensive sexually graphic materials.
- When similar behaviors to those above are based upon any of the other protected classes (e.g. race, religion, etc.), this would constitute discriminatory behavior in violation of this policy.

COMPLAINT PROCEDURES

Any person who believes he or she has been discriminated against (including harassment) in violation of the terms of this policy, or is witness to discriminatory actions against another shall report it and is encouraged to follow the complaint procedures below.

INFORMAL COMPLAINT PROCEDURES

1. The person who believes he/she is being subjected to discrimination is encouraged, but not required, to advise the person who is engaging in such conduct of their objection to the physical or verbal acts of discrimination.
2. If the person being discriminated against is unable or unwilling to discuss the matter of his/her objections with the person committing the discrimination, or the discrimination continues after completion of step 1, the person shall advise his/her principal or counselor of the allegations. A parent or legal guardian is able to register a complaint on a student's behalf. If the person is not comfortable with making a complaint to the principal or counselor, the complaint may be made to any staff person. That staff person must then report the complaint to the building principal. The principal or counselor shall conduct an initial investigation, and discuss the allegations with the complainant and accused to attempt to affect relief. This initial investigation and follow-up will occur within ten (10) days of the complaint. If a staff person observes behavior that they believe meets the policy definition of student discrimination (including harassment), he/she is obligated to report it to the building principal, even if no student complaint is brought forth.
3. If, in the judgment of the complainant, step 2 would be ineffective or the complainant does not wish to discuss the matter with the principal or counselor, or the results of step 2 are unsuccessful, a complaint shall be filed according to the formal complaint procedures within fifteen (15) days of the original complaint.

FORMAL COMPLAINT PROCEDURES

The District Administrator or designee shall be responsible for processing formal discrimination complaints and shall be further responsible for coordinating state and federal regulations concerning discrimination.

1. The person who believes he/she is being subjected to discrimination is encouraged, but not required, to advise the person who is engaging in such conduct of their objection to the acts of discrimination. If the person being discriminated against is unable or unwilling to discuss the matter of his/her objections with the person committing the discrimination, or the discrimination continues after completion of this step, the person shall submit a formal complaint.
2. The formal complaint shall be submitted in writing to the District Administrator or his/her designee in such matters. The complaint report shall include the name, address, and phone number of the complainant, the name of the victim (if different), the name(s) of the person(s) who engaged in the alleged discrimination, and others who may be a witness or have knowledge. The complaint shall also include the specific nature of the discrimination and should detail, in so far as possible, the times, dates, locations and other details of the alleged discrimination, and a description of any relief sought. The complaint shall be signed and dated by the complainant. If the complainant is a

minor, the complaint shall be co-signed by a legal guardian. Complaint forms are available in each school office, from a school counselor, or the district office.

3. The complaint will be acknowledged in writing within a reasonable timeframe (maximum is 45 days of receipt). This acknowledgement will typically include a requested day and time to meet with the district-appointed investigator.
4. The complaint shall be thoroughly investigated. This will occur in an expeditious yet methodical manner so as not to compromise the integrity of the investigative process. In doing so, he/she will notify the person accused of the complaint and the specifics thereof. The accused individual shall be permitted to respond to the allegations either verbally or in a signed statement at his/her discretion. If in the judgment of the investigator a meeting of involved parties is necessary or appropriate to clarify or resolve the matter, a meeting will be conducted.
5. The investigator shall notify, in writing, the complainant and accused of the final determination of the investigation. This must occur within 90 days of receipt of the formal complaint. This final determination must also include a list of actions taken, if any, to resolve the matter and an explanation of the complainant's appeal rights. A copy of the final determination will be maintained in the district office.
6. If the complainant is not satisfied with the final determination, he/she may submit a written appeal to the Superintendent. The appeal shall be filed with the Superintendent within ten (10) working days of receipt of the final determination. The appeal shall include the nature of the disagreement with the final determination and the complainant's underlying reason for disagreement. The individual accused of discrimination shall be notified of the consideration of appeal. The Superintendent shall respond, in writing, to the complainant and accused within twenty (20) working days of the hearing with respect to the findings and determination in the matter of the appeal. A copy of the Superintendent's findings will be maintained in the district office.
7. If the complainant is not satisfied with the Superintendent's appeal determination, he/she may submit a written appeal to the Board of Education. The appeal shall be filed within ten (10) working days of receipt of the Superintendent's determination.
8. The appeal shall be filed with the Superintendent who shall transmit the appeal to the Board of Education for placement on a closed session agenda at the next regularly scheduled board meeting. If the appeal is filed less than five (5) working days before a regularly scheduled meeting, the matter will be considered at the next successive regular board meeting.
9. The appeal shall include the nature of the disagreement with the most recent determination and the complainant's underlying reason for disagreement. The complainant may request and shall be granted the right to be present during discussion of the appeal and shall be permitted to present his/her reasons for disagreement. The individual accused of discrimination shall be notified of the consideration of appeal and may be present and shall be permitted to present his/her response.
10. Both the complainant and the accused may be represented during the Board's informal appeal consideration.
11. The Board shall respond, in writing, to the complainant and accused within twenty (20) working days of the hearing with respect to the Board's findings and determination in the matter of the appeal. A copy of the Board's findings will be maintained in the district office.

The District Administrator and/or the Board of Education reserves the right or

may have the legal duty to refer matters of discrimination to appropriate legal authorities in such cases where child abuse may be a factor or in such cases where reasonable belief exists that a criminal act may have occurred.

If the complainant is not satisfied with the Board's determination, he/she may submit a written appeal within thirty (30) days to the State Superintendent of Public Instruction [State Superintendent, Wisconsin Department of Public Instruction, 125 S. Webster St., P.O. Box 7841 Madison, WI 53707]. This appeal must contain the same components as the original complaint (the district's complaint form may be used for this appeal).

EXCEPTIONS

1. Discrimination complaints relating to the identification, evaluation, educational placement, or the provision of free appropriate public education of a child with disability shall be processed in accordance with established appeal procedures outlined in the district's special education handbook and special education rights pamphlet.
2. Discrimination complaints relating to programs specifically governed by federal law or regulation (e.g., EDGAR complaints) shall be referred directly to the State Superintendent of Public Instruction.
3. Nothing in these procedures shall preclude individuals who feel they have been discriminated against on the basis of the protected classes of sex, disability, race, creed, or national origin from filing a complaint directly with the Office of Civil Rights as authorized by federal law. Such complaints shall be made to: Office of Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, IL 60606.
- 4.

RETALIATION

Retaliation against an individual for filing a discrimination complaint or for participating in a discrimination investigation will not be tolerated, and will be grounds for disciplinary action.

Consequences

Any student(s) involved in the general organized harassment of any other persons may be subject to but not limited to the following actions:

- Minimum of 1 to 3 detentions
- One to five day out-of-school suspension
- Required parent contact/conference
- Meeting with the associate principal
- Possible referral to the school board

STATE STATUTES

The West De Pere Middle School and its students are required to follow Wisconsin State Statutes 115.30, 118.07, 118.125, 118.15, 118.16, 120.13, 125.09, 161.41, 176.31, 939.48, 393.49, 939.50, 939.51, 939.60, 940.26, 941.12, 943.61, 947.013, 947.05 and any other which is deemed necessary by the State of Wisconsin.

The administration of West De Pere Middle School reserves the right to make changes or corrections in any school policy or rule addressed in this agenda. In addition, items not addressed in this agenda book are left up to the discretion of the administration.

2019/2020 ALTERNATE DAY MEETING SCHEDULES

The following is a listing of Fridays throughout the school year with an indication of which alternating class meetings should occur.

SEPTEMBER 6	F-DAY 1	JANUARY 24	F-DAY 2
SEPTEMBER 13	F-DAY 2	JANUARY 31	F-DAY 1
SEPTEMBER 20	F-DAY 1	FEBRUARY 7	F-DAY 2
SEPTEMBER 27	F-DAY 2	FEBRUARY 14	F-DAY 1
OCTOBER 4	F-DAY 1	FEBRUARY 21	F-DAY 2
OCTOBER 11	F-DAY 2	FEBRUARY 28	F-DAY 1
OCTOBER 18	F-DAY 1	MARCH 6	F-DAY 2
OCTOBER 25	NO SCHOOL	MARCH 13	F-DAY 1
NOVEMBER 1	F-DAY 2	MARCH 20	F-DAY 2
NOVEMBER 8	F-DAY 1	MARCH 27	NO SCHOOL
NOVEMBER 15	F-DAY 2	APRIL 3	F-DAY 1
NOVEMBER 22	F-DAY 1	APRIL 10	NO SCHOOL
NOVEMBER 29	NO SCHOOL	APRIL 17	F-DAY 2
DECEMBER 6	F-DAY 2	APRIL 24	F-DAY 1
DECEMBER 13	F-DAY 1	MAY 1	F-DAY 2
DECEMBER 20	F-DAY 2	MAY 8	F-DAY 1
DECEMBER 27	NO SCHOOL	MAY 15	F-DAY 2
JANUARY 3	F-DAY 1	MAY 22	F-DAY 1
JANUARY 10	F-DAY 2	MAY 29	F-DAY 2
JANUARY 17	F-DAY 1	JUNE 5	F-DAY 1

West De Pere Middle School 2019-2020 Calendar

AUGUST

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

SEPTEMBER

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

OCTOBER

M	T	W	R	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER

M	T	W	R	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER

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

JANUARY

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

FEBRUARY

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

MARCH

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

APRIL

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

MAY

M	T	W	R	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE

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

JULY

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

DAY 1	DAY 2	NO SCHOOL
EARLY RELEASE DATES	Parent/Teacher Conference	

Middle School Grading Periods

- September 3 - October 14 (G1)
- October 15 - November 26 (G2)
- November 27 - January 22 (G3)
- January 23 - March 4 (G4)
- March 5 - April 23 (G5)
- April 24 - June 5 (G6)
- September 3 - November 5 (Q1)
- November 6 - January 22 (Q2)
- January 23 - April 1 (Q3)
- April 2 - June 5 (Q4)