



Respectful, Responsible, Safe & Prepared

Waupaca Middle School 2020 - 2021

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All School Board policies in this Handbook can be found on the School District of Waupaca website at: <http://waupacasd.cms4schools.net/district/board-policies.cfm>.

Property of: _____

Address: _____

Phone: _____

Homeroom: _____

In case of emergency, Please notify:

Name: _____ Phone: _____

WAUPACA MIDDLE SCHOOL PHILOSOPHY

The graphic features a blue banner at the top with the school logo and name. Below, it lists 'OUR VISION' and 'THE WAUPACA WAY' in bold, and 'OUR MISSION' in a list. The background is a grayscale image of the school building.

OUR VISION:

Character *development*

Community *connections*

relevant **Curriculum**

THE WAUPACA WAY

- Respectful
- Responsible
- Safe
- Prepared

OUR MISSION:

- Provide impactful and individualized education
- Develop successful and productive members of society
- Offer a variety of choices and experiences
- Encourage positive connections and relationships
- Foster leadership and innovative opportunities

PRINCIPAL'S WELCOME

Dear Waupaca Middle School Community,
Welcome to the 2020-2021 school year. Let's make this year the best one yet as we embark on a new decade. Our vibrant staff is excited to create lasting communities, develop character education, and instill relevant curriculum. As a district, we are Committed to Excellence in Education. We aim to develop our students' capabilities and confidence to achieve their dreams and make the world a better place. The policies and procedures outlined in this handbook are a concerted effort of the faculty and administration to create a safe and compassionate environment.

Warm Regards,

Laura Colbert, Principal

"Use your voice for kindness, your ears for compassion, your hands for charity, your mind for truth, and your heart for love." ~ Unknown

ACADEMICS

STUDENT PROGRESS

Parent/Guardians are strongly encouraged to monitor grades and attendance on a regular basis. Teachers are eager to forge relationships with students' families. Please contact them with any questions and concerns. Infinite Campus information can be found below.

ACADEMIC AND CAREER PLANNING

Students will receive academic and career planning (ACP) services during Advisory on Wednesdays. Staff will highlight ACP aspects in correlation with their curriculum when applicable. (364)

STUDENT ASSESSMENT

Balanced, ongoing assessment is essential to the District's mission of providing an education appropriate to each student. Systematic collection, interpretation, and application of assessment data are necessary to determine student learning and progress, to allow for accountability in teaching and learning, and to facilitate appropriate program review. (346 and 346-R1)

ALCOHOL – INTOXICANTS – ILLEGAL DRUGS

Students of the Waupaca School District are hereby notified of the following: the unlawful manufacture, distribution, dispensing, possession, or use of a mood-altering substance, look-alike substance, controlled substance, drug paraphernalia, and/or alcohol on school district property, including all district-owned vehicles, is prohibited at all times. Being under the influence of a controlled substance and/or alcohol on school district property, including all district-owned vehicles, is prohibited at all times. These same provisions shall be in effect at all school-sponsored events including extracurricular activities while off school premises. Failure to abide by this policy will result in disciplinary action up to and including suspension and/or expulsion from school. Such disciplinary action shall be done in accordance with State law and established procedures. (City/Township Ordinance 9.161.573 - 9.161.575 (6/94), State Statute 161 and 161.49 and School Board Policy 443.4 - 041696, 443.4R1 - 041696 (Drug-Free School Zone Penalty Enhancer) Violations of this policy may also result in referral to law enforcement officials for prosecution under specific state or local laws. Code 443.4; 443; 441 - R1; State Statutes 961.571; 961.572; 961.573

Tobacco and Vape Policy:

Wisconsin has enacted Act 120.12(19) of the State Statutes, relating to prohibiting the use of tobacco products on school district premises. Act 120.12(19) prohibits the use of all tobacco products on the premises owned or rented by, or under the control of, the School Board. This prohibition includes electronic vaping devices, whether or not they contain nicotine (per Board Policy 831). Possession or open display of smoking materials including lighters and vaping devices, or those found in lockers, vehicles, etc. will be confiscated. The City of Waupaca has also passed a City/Township Ordinance 9.06(4) Ord. #14-90; AM Ord. #17-97. This ordinance makes it unlawful to smoke or place in one's mouth any tobacco products while on school grounds. Ordinance 9.22 (2) (c) CR Ord. #3-92 states that it is unlawful for anyone UNDER THE AGE OF 18 to possess, smoke, and/or place tobacco in one's mouth. Furthermore, Ordinance 9.07(1)(g) Ord. #12-96 states that no person shall use any tobacco products or material that can be smoked (including electronic smoking devices), within any school building or upon any school grounds or property owned by the Waupaca School District or in any vehicle used for school purposes.

THEREFORE:

- It is unlawful for any person to smoke or chew any tobacco products on school grounds. Violators will be subject to municipal citations by the Waupaca Police.
- It is unlawful for any student under the age of 18 to possess or use tobacco products in any way on or off of school grounds. Violators will be subject to a municipal citation through the Waupaca Police Department.
- No student "no matter what the age," may be in possession of tobacco products on school grounds.

ATTENDANCE

The responsibility for regular school attendance of a student rests upon the student's parent/guardian. The School District of Waupaca stresses the importance of regular school attendance and facilitates communication between all concerned parties, especially family and school professional staff. It is clearly our intent to demonstrate a commitment of care and concern for each student's success in school. (431)

Student Attendance Procedures

1. Parent and Guardian Responsibilities: For all student partial-day or full-day absences from school (except for absences resulting from a period of a school-imposed suspension).

- **Excused Absence:** Parent/Guardians are expected to call the **WMS office (258-4140) by 8:00 AM** on the day of the absence in order to verify that the student is absent with the parent or guardian's knowledge, except that no such call is necessary for any absence(s) that the parent or guardian pre-arranged and that the school excused in advance.

Excused absences:

1. personal illness (*more than 3 consecutive absences may require a doctor's note on file excusing these dates*)

2. family emergency
 3. medical appointments
 4. death in the family/funeral
 5. religious holiday
 6. court and/or legal appearance
 7. approved school activities
 8. special circumstances approved in advance when possible
 9. severe weather conditions per parent/guardian's judgment
- Parents are required to submit a written communication to the school office identifying the date(s) the student will be (or was) absent from school and the reason(s) for the absence. This written notification must be provided:
 - Prior to the absence for all pre-arranged absences, as identified in the Board's attendance policy; or
 - Either prior to or immediately following the absence for all school-excused absences, but always within 10 days following the student's return to school from the absence in order for the absence to be considered excused, except when a different time period has been approved by the building principal.
 - Medical appointments must be reported to the attendance office. A green slip/professional notification must be turned into the office when returning to school after the appointment.
 - A child may be excused from regular school attendance pursuant to a program or curriculum modification, as further defined under state law, which has been requested by the students' parent/guardian and approved by the building principal. (see also 333/Program or Curriculum Modifications and 431-R1)
 - **Pre-Arranged Absence:** Parents may PRE-EXCUSE their child for any reason for up to ten (10) uses per year. This could be **all or part** of any school day. According to state law, a student may be excused by the parent/guardian for not more than 10 school days in the school year. **Be sure to request a pre-arranged absence form prior to the absence.**

2. Student Responsibilities: During the entirety of the scheduled school day for students, students are required to attend all of their classes, lunch periods, and other school-approved activities on time, unless either they are absent from school for an excused (or excusable) reason or some other school-approved or school-directed exception applies.

- Failing to attend all or a portion of a scheduled class, lunch period, or other activity (e.g., skipping class) without an appropriate excuse or school approval subjects a student to appropriate consequences as both an attendance matter and as a violation of school rules, including in situations in which the student remains on school grounds but is not in a location where he/she is supposed to be.
- Other than at the regular student arrival and departure times for the day in question, students are required to check in and check out at the school building's designated attendance office whenever they arrive at, leave from, or return to school during the scheduled school day for any reason unrelated to their school-scheduled activities.
- Students are expected to make up classwork and any examinations missed during an absence to the extent permitted by Board policy and as directed by their classroom teacher(s). Make-up work related to excused absences is handled differently from work related to unexcused absences.
- **Appointments:** If you have a doctor, dentist, or court appointment during the school day, you should bring a note from your parent/guardian to the office before school. You will be given a green slip. This slip will be your pass to get out of class. This slip is to be signed by your professional and returned to the main office upon returning to school. Any time you leave school please stop at the main office to be checked out by office personnel. Your appointment will not be excused unless you return the slip. It is best to schedule appointments outside of the school day to avoid missing valuable instructional time.

TARDY POLICY

- A student will be considered tardy if they are not in the seat to which they are regularly assigned when the class bell rings at **7:50am**. Detentions may be issued for tardiness. Excessive tardiness may result in suspension and/or citation(s). (Board Policy 431-R1)
- Tardy students who initially arrive at school after 7:50 am shall check in at the main office before proceeding to their classroom or other assigned location.
- If a student accumulates more than 5 days of tardy notations in their attendance record during a semester, the school attendance officer or a designee will attempt to meet with the student and/or the student's parent or guardian to evaluate the reasons for the tardiness, to consider any available strategies the parent/guardian/student can use to avoid future tardiness and to establish progressive consequences.
- Following such a meeting (or attempt to hold a meeting) that involves the student's parent or guardian, tardiness during the remainder of the semester that also involves an unexcused lack of the student's physical presence at school will be considered an instance of truancy under these procedures, but prior to such a meeting (or attempted meeting) such tardiness will not be considered truancy.

TRUANCY

Wisconsin Statute 118.15, Compulsory School Attendance states in part: "any person having under control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school

term, quarter or semester of the school year in which the child becomes 18 years of age."

TRUANT: A pupil who is absent from school without an acceptable excuse for **part or all of any day** on which school is being held during a semester. Unexcused tardies meet the definition of truancy and students who have multiple tardies may be considered as a habitual truant.

HABITUAL TRUANT: A pupil who is absent from school without an acceptable excuse for **part or all of five days** on which school is held during a semester. This includes students who oversleep or miss the bus.

Wisconsin Act 239, which became effective June 18, 1998, defines a "habitual truant" as a student who is absent without an acceptable cause for part or all of five or more days on which school is held during a semester. Schools are now required by state law to schedule a meeting with the parent/guardian of a habitual truant to discuss the student's truancy and how to solve the problem.

CALENDAR

A calendar is available on the school website and may be amended throughout the year. The Waupaca Middle School is linked to the School District of Waupaca website - <https://www.waupaca.k12.wi.us/>

PARENT INFORMATION

Parents of Waupaca Middle School students are encouraged to visit the Waupaca Middle School at any time. If questions arise about school, school-related problems, assignments in class or any other information they should not hesitate to contact the school. Please note: All visitors **MUST** state their name, student's name, and/or purpose for the visit to get buzzed in before proceeding to register in the main office and receive a visitor's badge. This security measure is to help keep our students and staff safe. Thank you for understanding.

The following procedures should be followed for obtaining answers to your questions:

Class or assignment question: Call the specific teacher involved or the school counselor at **715-258-4140**.

Access to School Library Materials: The resources of the school library are available to all of its students. However, parents may request that the school limit their child's access to specific school library materials. Such a request should be made in writing to the school principal. It can be made at any time during the school year, and will remain enforced until the end of the school year unless the parent changes or removes the request. The request should be as specific as possible. For example, if a parent is concerned about specific authors, titles, topics or types of library materials, this information should be included in the letter. This will help staff understand and carry out the request. (See Board policy Series 800 Code 871-R1)

School Related Problem: Call the teacher, school counselor, assistant principal or principal at **715-258-4140**

School Counselor: A school counselor is available to help you if you want to talk about school, friends, family, future plans, etc.

Students may get passes from the counselor. Parents/Guardians may call the school to make arrangements to speak with the school counselor at **715-258-4140**

Bus Problem: Call the Bus Supervisor at **715-258-2626**

School District Matters: Call the Superintendent's office at **715-258-4121**

School Nurse-Health Room: **715-258-4539**

In order to ensure an orderly process and to make sure that specific people are available for conferences, it is advisable to make an appointment with the people you wish to confer with.

HUMAN GROWTH AND DEVELOPMENT PROGRAMS RELATED TO SEX EDUCATION

Handouts concerning these events will be distributed to students to take home and review with their parent. Parents who would like to be placed on a mailing list to receive this information should contact the main office of the school their child attends. (341.41)

LEGAL NAME

Students must use their legal name on all school-related documents in order to ensure standardization of the database. Any hyphenated name or use of parentheses must be cleared with the middle school office. If a student's name does change, documentation will be needed to change the database. These records are kept on file for future reference and must be accurate.

PARENT/TEACHER CONFERENCES

Formal Parent/Teacher conferences are scheduled periodically throughout the school year. However, please contact the teacher of the class you are concerned about to schedule a conference at any time.

COMMUNICATION

CELL PHONES/ELECTRONIC DEVICES

Cell phone's need to be turned off and in the students' lockers. All staff at WMS are to confiscate cell phones, or other electronic devices which may be causing a disruption to student learning. Devices confiscated by staff will be returned to the student at the end of the day. If there is a second offense, a parent/guardian will need to pick up the device.

Unless permission has been approved, cell phones, digital cameras, and other communication, photographic, or internet enabled devices may be confiscated. Such devices are specifically and continuously prohibited in locker rooms, changing rooms, bathrooms, and other areas where privacy is assumed.

INFINITE CAMPUS AND PARENT PORTAL

The School District of Waupaca uses a student database called Infinite Campus. Students and parents have access to grades, attendance, and important announcements such as school closings, food service balances, unpaid fees, and additional information. Additionally, students and parents or guardians will receive important communications throughout the year. Please contact your school's main office or the district website for access as well as questions regarding Infinite Campus.

SCHOOL CLOSINGS

The District Administrator, bus supervisor, and/or city and county police will determine when school shall be closed due to inclement weather. Tune in to WDUX 800 AM or 92.7 FM, and/or TV Stations 2,5,7,9,11 and 26 to determine if school has closed. The media is notified by 6:00 A.M. and/or as soon as a decision is made during the school day, regarding the closing of school, late start, or early dismissal. An announcement will be made by the media immediately after being notified by the school and at intervals. In the event weather changes during the course of the school day and warrants early dismissal; again, the media will be notified immediately to broadcast the information.

STUDENT MESSAGES

Students receiving messages from outside the school will be paged at the beginning of the day and/or the end of the day. The school reserves the right to screen messages and is not responsible if the student does not pick up the message. **Students are discouraged from receiving personal messages at school.** The office phone is for student emergency use only.

DANGEROUS WEAPONS AND/OR LOOK-ALIKE WEAPONS ON SCHOOL PROPERTY

It is district policy that no person is allowed to have dangerous weapons or look-alike weapons on school property, on school buses or at any school-related event. A look-alike weapon is defined as a toy gun, water gun, a non-working replica of a weapon, cap gun, popper, war souvenir, or any other object which could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose. Violation of this policy could result in suspension and/or expulsion. See School Board Policy 443.7, 443.9 050995; City/Township Ordinance 9.01, see above; State Statutes 939.22, 941.295 (4), 948.60, 948.605, and 948.61.

DRESS CODE

Dress code is an important part of creating a school environment that is safe, conducive to learning and free from disruption. It is the responsibility of the school to prohibit students from attending school when their personal appearance or attire is of a nature that interferes with the instructional purpose of the school or attracts undue attention that is detrimental to the normal operation of the school. See School Board Policy 443.1 - 011293, City/Township Ordinance. 9.06 #14-90; AM Ord. #17-97; 9.07 #12-96. The final decision as to proper attire rests with the principal, and/or their designee.

With that in mind, the following student dress code standards will be enforced at all school supervised activities and functions:

1. Students shall dress appropriately for the school environment. Student attire that causes, or is likely to cause, a material interference with school operations or a substantial disruption to the school environment will not be permitted. School staff shall consider the link between the potential disruption or interference and the student's attire at issue when making decisions under this provision.
2. No student shall be permitted to wear any clothing that depicts, promotes or advertises alcohol, illegal drugs, tobacco or nicotine products, criminal activity that would threaten any person's health, safety or property (including the unlawful possession or use of any weapon), criminal gang affiliation/activity, profanity, pornography, or violence that would constitute a violation of law or school rules.
3. Students shall wear protective clothing and/or safety equipment when working in science labs, tech education, family and consumer education, school cafeterias, and other program areas as required to comply with health and safety codes and regulations.
4. Clothing and/or accessories that cause excessive maintenance problems or cause injury to anyone or damage to property may not be worn. This includes coats, blankets, backpacks, and purses.
5. Students participating in activities or events representing the school before the public shall be expected to dress appropriately so as not to detract from the group or the occasion.

Additional school or activity rules concerning student dress may be established but only if they are in line with provisions of this policy, are nondiscriminatory and are reasonably related to legitimate educational concerns.

This policy and any additional school or activity rules established related to student dress shall be published annually in student and staff handbooks.

School staff shall be responsible for enforcing student dress code standards on a fair and consistent basis.

EMERGENCY PROCEDURES

FIRE DRILLS

It is important that students learn how to properly leave the building in the least amount of time that safety will permit. Directions for leaving the building are posted near the doorway of each classroom. Clear the building, walk, voice-level 0, take nothing with you, face away from the building, and do not re-enter the building until you have been told to do so by school personnel.

Tornado Safety Rules: When a tornado approaches our area, your immediate reaction may mean life or death. The intercom system will be used, when possible, to inform students of threatening conditions. REMEMBER: Tornado WATCH means tornadoes may develop; Tornado WARNING means a tornado has actually been sighted. Directions for leaving your room and moving to a designated area are posted in each room.

Fire Drill Student Expectations:

- Voice level 0
- Exit the school in a single file line
- Stand in a single file line in the designated area and face away from the building

SRP

The district utilizes the Standard Response Protocol to ensure student safety and security.

- Lockout - "Get inside, Lock Outside Doors"
- Lockdown - "Locks, Lights, Out of Sight"
- Evacuate - "To the Announced Location"
- Shelter - "For a Hard Using a Safety Strategy"
- Hold - "Remain in classroom, do business as usual"

ENGLISH LEARNERS

The district utilizes methods and services to ensure English Learners can meaningfully participate in the academic and special programs. With the low incident rate of English Learners attending Waupaca's schools, the program type that serves English learners is primarily structured English immersion. Classroom teachers design instruction based upon the WIDA Performance indicators. Individual student instruction is detailed on the Individualized student language Plan (ILP). English Learners may also be served through a Multi-tiered System of Support that provides interventions to those students targeted for additional support. Board Policies 346.3 and 346.3-R1

EXTRA-CURRICULARS

Announcements will be made to inform students as to the starting dates and sign up procedures for these activities. Information can also be found on the Middle School website. *Please note activity fees may apply to certain sports/activities.* These fees must be paid before the first practice/meeting. A WIAA physical is required for certain sports. A concussion agreement form must be filled out yearly. All athletic/activity registrations are now **ONLINE**. Please see information at this link. [WMS Athletics/Activities](#) Please see Student Services for further details.

WAUPACA MIDDLE SCHOOL EXTRACURRICULAR CODE **Updates coming August 2020 (Includes all extracurricular activities, athletics and clubs)

BASIC REGULATIONS FOR ALL PARTICIPANTS

1. Students must attend school the full day of the event.

Exceptions:

- i. medical appointments (inform coaches in advance)
- ii. family emergencies
- iii. extenuating circumstances as approved by the principal and/or coach

NOTE: Any school suspension on the day of the activity will result in non-participation in that extra-curricular event.

2. To participate actively in any athletic sport the student must be eligible, have a physical, concussion agreement, and physician referral after an injury on file. (Exception: Managers)
3. Coaches shall encourage all athletes to maintain good grade standards. SWAT and other after school obligations to teachers shall take precedence over any extracurricular activity. Parents are encouraged to monitor their child's grade reports.
4. Use of drugs, alcohol and smoking and vaping are prohibited. Use of these materials may result in your suspension from the activity.
5. Each coach/advisor may have additional regulations for each activity.
6. Students are responsible for all equipment issued to them. They are also responsible for their behavior and the possible consequences resulting from misuse of equipment or facilities.
7. **To be eligible, the student must be in good academic and behavioral standing in all classes.**
8. Extenuating circumstances may occur in which the principal will make the final decision regarding the eligibility of a student.

FEES AND OBLIGATIONS

Fees/obligations are expected to be taken care of in a timely manner. Fees such as textbook rental fees, technology fees, athletic/activity fees, library fines, restitution charges, and food service balances are considered obligations. Obligations not taken care of will remain on the student's Infinite Campus account and will be carried over to future school years. Outstanding obligations may prohibit students from participating in extra-curriculars and school events. All students are required to pay a yearly textbook rental fee and technology fee. Fees will be applied to your students' Infinite Campus portal prior to the beginning of the school year. If hardships occur, please fill out the Fee Waiver Form. [Fee Waiver Form](#)

FOOD SERVICE

Breakfast/lunch may be purchased at the cafeteria. Food service envelopes are located in the commons. Students are to complete a food service envelope and deposit the envelope in the designated payment box. Payments may be made by the day, week, month or quarter. Payments and account review are available on your students Infinite Campus portal. Online payment options are available. Please note there is a \$3.00 fee for this service. Students will need to provide their ID number when purchasing a meal. (See Student Identification Number). See www.waupaca.k12.wi.us/district/food-service.cfm for menus, prices, and free/reduced meal applications. Please include the student's name in the memo area when paying with a check. Students MAY NOT leave the school grounds at lunch hour.

Nutrition and physical activity are known to influence a child's development, potential for learning, overall sense of well-being, and risk of illness through adulthood. Students who practice good nutrition and engage in daily physical activity attend school with bodies and minds ready to take advantage of the learning environment. The district, therefore, encourages all members of the community to help create and support a school environment that emphasizes healthy, life-long habits of good nutrition and physical activity. (458)

The Wellness Plan outlines the District's approach to ensuring appropriate environments and purposeful opportunities for students to learn about and practice healthy eating and to engage in physical activity. The Plan seeks to provide opportunities for all interested members of the school and local community to become engaged in and contribute to this important work. (458-R1)

HEALTH CONCERNS

Students requiring medication during the school day must report to the health office to take any medication. **Students are not allowed to bring bottles of prescription medication to school. All prescription and over the counter medications must be delivered to the HEALTH OFFICE by an adult.** The medication must be in a current prescription bottle with the name of the student, type of medication and instructions for dispensing of the medicine. The "[Physician's and Parent/Guardian's Request for Giving Medication at School](#)" form must be completed and on file in the Health Room. Medications will be dispensed by the assigned Health Assistant in each building. If you have any questions you may call the Health Room at 715-258-4539.

ILLNESS

If a student becomes ill at school, they should notify their teacher who will send them to the health room. Before a student is allowed to go home, contact with the parent/guardian will have to be made by a Health Assistant. If you need to reach the Health Office, call **715-258-4539**.

INSURANCE

The school does not provide insurance coverage for individual students. Whenever a student is injured in school, it must be reported immediately to the assigned supervisor on the same day the accident occurs.

LOCKERS

DO NOT GIVE OUT YOUR LOCK COMBINATION TO ANYONE. SHARING OF LOCKERS IS NOT ALLOWED! Each student receives a locker with a combination lock on it. Lockers are to be used during the school year to keep one's personal belongings, such as books, clothing, cell phones and school materials. **When you are not at your locker it should be locked.** Only school issued locks may be used. If you give out your combination, you risk someone stealing materials from your locker. If your locker is broken or the lock does not work, report this to the Student Services office. The school administration may inspect any locker at any time, without the student being present. In the event that something unacceptable is found, the proper authority will be contacted. Valuable materials and/or a large sum of money should be brought to the office for safe keeping.

LOST AND FOUND

Students frequently lose valuable articles of clothing at school. This loss can be prevented or reduced if every removable article of clothing is clearly marked with the student's name. This should be done at every grade level. A clothes rack is located in the Commons where students should look for lost apparel/items. Parents, please come to school periodically and look for clothes that your child is missing.

PHYSICAL EDUCATION

All students are required to wear tennis shoes for Physical Education class. Students in grades 7-8 are required to wear tennis shoes AND Phy Ed attire.

The mandatory attire uniform **required by the end of the first week of school**, consists of:

Grades 5-8 --- Tennis shoes (please no sandals, slip-on shoes, boots, or black soled shoes that mark floors)

Grades 7, 8 ---- Black athletic shorts, ~~black nylon wind pants~~, black sweatpants, grey t-shirts (long or short sleeve), and grey sweatshirts. The required uniform may have stripes, designs, and logos as long as they are appropriate for school.

The student's name should be neatly marked on all equipment! Grades 7 & 8 are issued a gym locker and lock. The school is not responsible for lost, stolen, or mislaid equipment. No student is to be excused from physical education class unless they present one of the following excuses in writing:

1. **Doctor's Excuse:** This excuse must indicate the length of time the student is not to participate in physical education activities.
2. **Parental Excuse:** This excuse is valid for one class in a case where a student cannot immediately obtain a doctor's excuse.
3. The student will remain in the physical education class as an observer unless the excuse covers **more than two weeks**.
4. A student may be excused from a class at the discretion of the instructor at any time.
5. Students with medical excuses may be assigned classroom work to meet the requirements of physical education grades.

Note: Students should periodically take gym clothes home to be washed without being requested to do so.

PROGRAM or CURRICULUM MODIFICATIONS

Parent/Guardian rights and the curriculum - In writing, parents/guardians may request a change in or exemption to their child's participation in certain District educational programs or activities in accordance with state and federal laws. (333. See also 431 and 431-R in regards to attendance)

PUPIL NONDISCRIMINATION / SEXUAL HARASSMENT

The School District of Waupaca does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender expression, gender identity, gender non-conformity or physical, mental, emotional or learning disability. Discrimination is also prohibited under related federal statutes, including Title VI, Title IX, and Section 504. The Board of Education has established a procedure for receiving and resolving discrimination grievances. (Board Policy Code 411-R2.) An earnest effort shall be made to settle any dispute between the grievant and the appropriate administrator prior to initiation of a formal grievance. Formal grievance procedures are available in the school offices and shall be distributed and discussed at the informal level.

ANTI-BULLYING / ANTI-HARASSMENT

The School District of Waupaca addresses student intimidation in Board Policy Code 411.1 and 411.1-R1. It is the goal of the School District of Waupaca to provide a learning environment fostering emotional as well as physical safety.

Bullying is a series of negative and/or violent repetitive actions between individual students or groups of students. Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. 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. Bullying may involve verbal, physical, and/or indirect behaviors:

- **Indirect bullying** behaviors may include, but are not limited to: Spreading cruel rumors, intimidation through gestures, social exclusion, "Cyberbullying" - when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another child, preteen, or teen using the Internet, interactive and digital technologies or mobile phones.
- **Verbal bullying** behaviors may include, but are not limited to: Intimidating, name-calling, threatening, teasing, intentionally excluding someone from a group, racist remarks
- **Physical bullying** behaviors may include, but are not limited to: Assault, kicking, punching, slapping, pulling on and/or tearing clothes, shoving, spitting, making faces, making dirty gestures, restraining another, threatening remarks or actions involving a weapon, and/or stealing (taking things from someone repeatedly, like pencils,, etc.)

Report this type of behavior to any teacher or office staff immediately. You should not try to solve this type of problem on your own, but seek the help of a teacher, the school counselor, assistant principal or the principal.

SCHOOL DAY

Classes run from 7:50am-3:10pm (Monday, Tuesday, Thursday and Friday) and 7:50am-2:00pm (Wednesdays). A warning bell rings at 7:45 AM to prompt students to go to their first-hour class. Students are considered tardy if they are not in their seats at 7:50 AM. School doors do not open until 7:00 AM. Please be sure to drop your child(ren) off AFTER 7:00 AM in the student drop off area - the island.

MIDDLE SCHOOL SCHEDULE

The Waupaca Middle School has implemented a more student-friendly schedule. This enables students in grades 5 - 8 to receive instruction in longer blocks of time. Student academic success is extremely important to all of us at Waupaca Middle School. We utilize data from a variety of sources to ensure all our students are being both challenged and assisted through our MLSS - Multi-level systems of support process. We offer a flexible timeframe for students to get intervention help in Math, Reading and/or Writing. Please note - Intervention for Math, Reading or Writing will supersede any scheduled elective unless the

parent/guardian opts out. Bell schedules are posted on the WMS website.

TARGET BASED GRADING SYSTEM

Waupaca Middle School utilizes a target-based grading system to ensure high levels of learning for all students. For specifics regarding our grading system, please visit the [WMS website](#).

SPRAYS/AEROSOLS/LATEX BALLOONS

Students are not to bring body sprays or aerosol cans to school. They can create a health and safety issue. If students are found with these items they will be confiscated. Latex balloons are not allowed in school out of respect for students and staff with latex allergies.

STUDENT EXPECTATIONS

One of the objectives of the Waupaca Middle School is to develop good citizens of the school, the community of Waupaca, and the United States. To reach this goal, our expectations include: Waupaca Way—Be Responsible, Be Respectful, Be Safe, and Be Prepared. Respect is important in relationships with other students, teachers and other people associated with the schools. Be polite and courteous to all people at all times. Vulgar or obscene language is unacceptable and will not be allowed. Fighting or physical violence will also not be allowed; and students who are involved in this type of behavior will be sent to the principal's office for disciplinary action. To ensure the safety of the students enrolled at Waupaca Middle School, it is important to be courteous and polite in the hallways between classes, during lunch period and before and after school. It is important for students to behave in an orderly way so that no one is harmed or offended. We expect students to walk in the hallways, use appropriate language, use their words when solving conflicts and respect the physical and emotional safety of everyone at the Waupaca Middle School, including themselves. Students at WMS will follow the behavior expectations listed in the Waupaca Way matrix located at the end of this agenda.

DISCIPLINE

The classroom teachers will handle most of the discipline problems at school, and will contact the parents if considered a major offense. At times, it may be necessary for the teacher to contact the school counselor, assistant principal or principal in more severe matters.

When a serious problem arises, a discipline report is sent to the principal or the assistant principal who reviews the incident and follows up with the necessary stakeholders. This discipline report is sent to the parents/guardians and, in most cases, the principal and/or the teacher will also contact home to discuss the incident. A conference with the parents may also be requested in order to exchange information and clarify the solution to the problem.

At times it is necessary to use suspension, and/or police citations as a means to discipline the student for dangerous acts performed on other students or property, unacceptable language, fighting, smoking, vaping or drinking alcoholic beverages on school property or during the school day, disrespect for teachers and other serious matters. A suspension will mean that either the student is to be sent home or to be detained in the office for an assigned period of time, as a disciplinary measure.

A suspension is a very serious discipline measure and will be used for severe discipline problems. If a student is suspended from school, it may be necessary for the parents to have a conference before allowing the student back in school. (See State Law 947.01, City Ordinance 9.01; City Ordinance 9.161.573, 9.161.575, State Law 161, 161.49; City Ordinance 9.06.(4), 927, and State Law 120.12(19).

CONSEQUENCES

Students receiving a disciplinary report may receive a school consequence depending on the situation. Some consequences issued by teachers and administrators are, but not limited to: natural consequences, lunch detention, after-school detention (lasts until 4:00 PM), in-school suspension, and out-of-school suspension.

STUDENT IDENTIFICATION NUMBER

All Middle School students are given a student identification number—Student ID. Students are encouraged to learn and use this number. This number will be used for things such as library use, computer lab sign-on's and daily meal log-in's and numerous activities throughout their Waupaca education.

STUDENT RECORDS

Information such as a student's name, address, participation in officially recognized activities and sports, photographs, awards received and the name of the school most recently attended by the student shall be considered public information and may be released to post-secondary institutions, military recruiters, and yearbook related organizations and purposes, at a fee to be determined by the administration. Parents/guardians may refuse the release in writing. (826)

S.W.A.T. (Students Working Alongside Teachers)—SWAT is an after-school program at WMS where students can receive one-on-one help from one of our teachers in the IMC. It is an opportunity to get extra help on schoolwork or complete schoolwork. It starts after school and runs until 4PM. Sign-up forms can be found on the student board across from the main office.

TITLE 1

The Title 1 Program at the Waupaca Middle School will focus on students in 5th through 8th grade. The most important element of our program is the use of Title 1 teachers to promote students' success in English language arts and math curriculum. Title 1 teachers identify learning problems and use different strategies to reinforce skills taught in the classroom program. Classroom teachers and Title 1 teachers communicate about student's specific problems/needs and coordinate their approaches with individual children. Initial decisions about group placement and the need for tutoring are based on Needs Assessment and teacher referral.

WAUPACA SCHOOL DISTRICT NETWORK AND INTERNET ACCESS POLICY

According to the School Board Policy 367.1, the District of Waupaca Network and the Internet are seen as resources that will be available to students as part of the School District of Waupaca's curriculum. No student shall be required to take part in the School District of Waupaca Network or Internet activities if their parent(s)/guardian(s) files a written objection to such participation with the building principal. The District's Acceptable Use Policy is available from the building principal upon request.

BUS RIDER CONDUCT RULES

The School District of Waupaca is responsible for the safety of children and the rights of others while on a school bus. The bus is an extension of the classroom where rules of conduct and consideration of others are always present.

The following are the STUDENT BUS CONDUCT RULES:

- A. Be on time at the designated school bus stop, help keep the bus on schedule and sit in their assigned seat when designated by the driver.
- B. Stay off the road at all times while waiting for the bus.
- C. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
- D. **Do not leave your seat while the bus is in motion or while discharging or boarding riders along the bus routes.**
- E. Be alert to a danger signal from the driver.
- F. Remain in the bus in the event of a road emergency until instructions are given by the driver.
- G. **Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus windows.**
- H. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
- I. **Be absolutely quiet when approaching a railroad crossing stop.**
- J. **Treat bus equipment as you would be expected to treat valuable furniture in your own home. Never tamper with the bus or any of its equipment.**
- K. Assist in keeping the bus safe and sanitary at all times. Eating is NOT allowed on the bus unless approved by the bus driver.
- L. Carry no animals on the bus or large instruments or objects that take up a passenger seat.
- M. Keep books, packages, coats and all other objects out of the aisles.
- N. Leave no books, lunches or other articles on the bus.
- O. **Be courteous to fellow pupils and the bus driver.**
- P. **Help look after the safety and comfort of smaller children.**
- Q. Do not ask the driver to stop at places other than the regular bus stop; They are not permitted to do this except by proper authorization from a school official.
- R. Observe safety precautions at drop off point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
- S. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
- T. The teacher, in the case of field trips or in cases where transportation is used for other than the regular bus routes, shall assume the responsibility for student behavior and control in order that the driver may give full attention to driving.
- U. The School District of Waupaca approves the use of video cameras on the school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus, thereby allowing the driver to focus on driving the bus, providing for safer transportation of our students.
- V. A signed bus pass (Green Pass) MUST be presented to the driver if you are not a rider on that bus. Bus Passes may be obtained from the office with a parent/guardian note.
- W. Responsibility of Parents: Make a reasonable effort to understand and cooperate with those responsible for pupil transportation.

THE WAUPACA WAY – PBIS

PBIS stands for Positive Behaviors Interventions and Supports. At WMS, we use this system-wide approach to not only manage negative behaviors but also to promote positive ones. We have programs and policies in place to proactively encourage positive behaviors. An example would be a reward system for quiet hallways. We also have a detailed system of keeping track of negative behaviors. Students may earn a "minor" or "major" as a result of their negative behaviors. "Minors" are simply recorded into this system and dealt with by the classroom teacher. "Majors" are more serious offenses that are referred to the office to be

dealt with by school administrators. Our behavior matrix “The Waupaca Way” on the back of this page explains in detail the expected behaviors here at WMS. (Rev. 7/17)

WAUPACA WAY COMET CASH

As part of our PBIS System, teachers and staff hand out Comet Cash to students who are following the Waupaca Way. Comet Cash can be turned in for a variety of rewards ranging from a prize drawing to positive notes home to a pizza to a ride in a police car! There are many different ways to recognize the good in our students!