

FORT ATKINSON MIDDLE SCHOOL

STUDENT & FAMILY HANDBOOK



2021-2022

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FAMS UNIVERSAL EXPECTATIONS

	All Settings (including bus)	All Academic Areas	Hallways	Commons	Restrooms	Assemblies and Events
I will be RESPECTFUL	<ul style="list-style-type: none"> Use appropriate language Use appropriate voice level Follow directions Use good manners Dress appropriately Stay in your personal space 	<ul style="list-style-type: none"> Use appropriate voice level Allow teachers to teach and students to learn Take care of materials and equipment Give your best effort at all times 	<ul style="list-style-type: none"> Voice level 1 when classes are in session Voice level 0-2 during passing time Stay in your personal space Follow directions given by adults Give the right of way (Stay to the right) 	<ul style="list-style-type: none"> Voice level 0-2 Use of good manners Follow directions given by adults Eat your food only 	<ul style="list-style-type: none"> Voice level 0-1 Honor Privacy Wait your turn 	<ul style="list-style-type: none"> Voice level 0-4 Enter and leave at voice level 2 Keep eyes on presenter Follow directions given by adults Stay in your personal space Be a good sport - positive cheering only
I will be RESPONSIBLE	<ul style="list-style-type: none"> Be on time Be prepared Follow directions Keep areas clean and litter free Take action to correct mistakes 	<ul style="list-style-type: none"> Take charge of your learning Follow classroom expectations Be an active learner 	<ul style="list-style-type: none"> Keep your locker clean and locked at all times Go directly to destination 	<ul style="list-style-type: none"> Stay in line order Throw away trash Keep area clean 	<ul style="list-style-type: none"> Flush toilet Use time wisely Report problems Keep it clean 	<ul style="list-style-type: none"> Be ready to participate Be a good audience
I will be SAFE	<ul style="list-style-type: none"> Immediately report dangerous situations Remain in designated areas Keep hands/feet to self Walk at all times Enter/exit building in a timely fashion 	<ul style="list-style-type: none"> Follow classroom safety guidelines Use all equipment and supplies as intended Keep your learning environment clean 	<ul style="list-style-type: none"> Walk at all times Avoid physical contact with ceiling tiles, exit signs, security cameras, lockers Keep hands and feet to yourself 	<ul style="list-style-type: none"> Walk Wait patiently in line Stay in seat until dismissed Keep hands and feet to self 	<ul style="list-style-type: none"> Wash hands Place paper towels in the garbage when done Keep water in sink Keep hands and feet to self 	<ul style="list-style-type: none"> Keep hands and feet to self Enter and exit in an orderly fashion Be mindful of directions

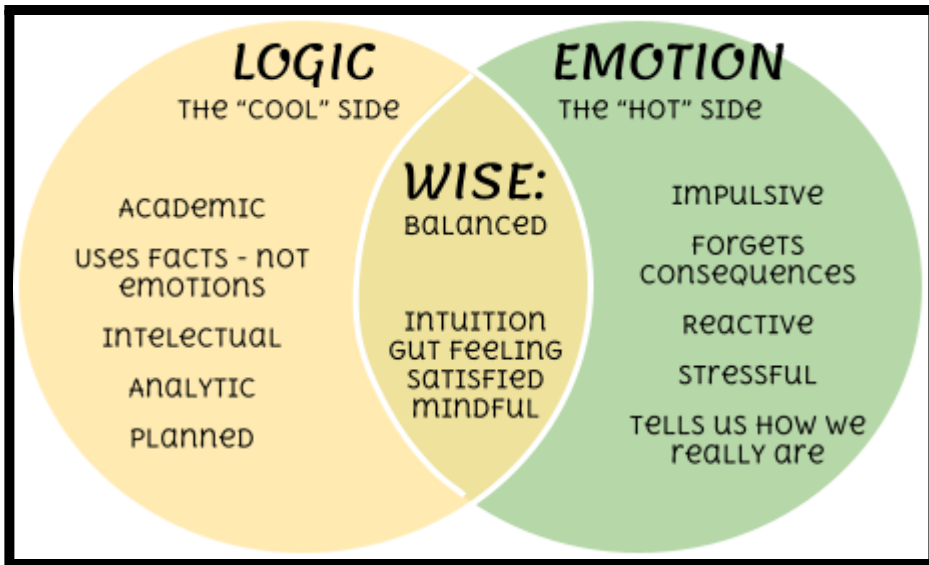
FORT ATKINSON MIDDLE SCHOOL STAFF 2021-2022

Principal: Mr. Matt Wolf **Associate Principal:** Mrs. Jenny Statz

<u>Teachers</u>	<u>Title</u>	<u>Position</u>	<u>Room</u>	<u>Teachers</u>	<u>Title</u>	<u>Position</u>	<u>Room</u>
Agnew, Megan	Mrs.	Science/SS 6	10A	Tuescher, Stephanie	Mrs.	Science 7	307
Baker, Tasha	Mrs.	Careers 8	306	Twedt, Josh	Mr.	Science/SS 6	8
Bakken, Steve	Mr.	Math 7	210	Twedt, Sonja	Mrs.	Math Interven.	106A
Balsamo, Heather	Mrs.	Reading Interven.	203	Walden, Don	Mr.	Vocal Music 6-8	6 (Choir)
Barber, Diana	Ms.	FAMS Academy	19	Wegner, Heidi	Mrs.	ELL	101
Barganz, Stacci	Mrs.	GATE	IMC	Zarnowski, Emily	Mrs.	Lang. Arts 6	107
Bodelson, Kathryn	Ms.	Soc Studies 8	300	<u>Student Services</u>			
Burki, Tara	Mrs.	Sp Ed-Cross Cat.	102	Czerwonka, Mike	Mr.	Social Worker	
Callaway, Bill	Mr.	Orchestra 6-8	4 Orch	Gilkey-Meisegeir, Olivia		School Based Mental Health Counselor	
Champeny, Matt	Mrs.	Soc. Studies 7, 8	302	Geiger, Aaron	Mr.	School Psychologist	
Cole, Rebecca	Mrs.	Math 6-7	105	Karls, Jessica	Ms.	School Counselor	
Cooper, Megan	Mrs.	Spanish 7-8	301	Kawleski, Jennifer	Mrs.	School Nurse (Pupil Svc.)	
Counes, Rya	Mrs.	Sp.Ed-Cross Cat.	303	Springstroh, Lucas	Mr.	Dean of Students	
Dach, Erin	Mrs.	Math 6, 7	104	Traut-Ebert, Sarah	Mrs.	School Counselor	
Deets, Linda	Mrs.	Sp Ed-Cross Cat.	308	<u>Custodians</u>			
Diece, Kevin	Mr.	Math 7-8	212	Clark, Wayne		Lischka, Michael	
Dwyer, Aimee	Ms.	Sp Ed	308	Pagel, Barry		Vincent, Josh (Lead)	
Elfering, Natalie	Ms.	Tech Ed	14	<u>Food Service/Kitchen Staff</u>			
Farris, Angelo	Mr.	Lang Arts 7	207	Oswald, Christina	x1161 HS	Diana Dahlke	x1159 HS
Fettig, Samuel	Mr.	Band 6-7-8	3 Band	Bankert, Trish		Baker, Kimberly	Schultz, Brooke
Finnegan, Peter	Mr.	Orchestra 6-8	4 Orch	<u>Secretarial – Clerical – Paraprofessionals/Aides</u>			
Folk, Michelle	Mrs.	Library/Media	IMC	Anderson, Danielle	Ms.	Sp. Ed Aide	
Gerber, Ryan	Mr.	Soc Studies 7	202	Brom, Lisa	Mrs.	Sp. Ed Aide	
Gladem, Ann	Mrs.	Lang. Arts 8	204	Church, Dawn	Mrs.	Sp. Ed Aide	
Griffin, Lisa	Mrs.	Science 8	309	Ciske, Brenda	Mrs.	Sp. Ed Aide	
Haffelder, Andrea	Mrs.	Band 5-8	3 Band	Dawson, Jocelyn	Ms.	Sp. Ed Aide	
Hanson, Michelle	Mrs.	P.E./Health	113/Gym	Dermont, Zac	Mr.	Sp. Ed Aide	
Jarzynski, Taylor	Mr.	P.E./Health	23/Gym	Edwards, Lacy	Mrs.	Library Aide	
Karnatz, Sara	Mrs.	Math 7-8	213	Ellingson, Rachelle (Shelli)	Mrs.	Main Office Secretary	
Kozak, Brodi	Ms.	Reading Intervention	205	Jaeckel, Julene	Mrs.	Paraprofessional	
Krapfl, Carolyn	Mrs.	Sp. Ed-Cross Cat	305	Klingman, Rhonda	Mrs.	Secretary	
Leurquin, Jamie	Mrs.	Sp. Ed - Cross Cat	305	Leisgang, Nancy	Mrs.	GATE	
Leurquin, Steve	Mr.	Spec. Ed.–Cross Cat.	22	Licari, Angela	Mrs.	Sp. Ed Aide	
Lewis, Julie	Ms.	Spec. Ed-Cross Cat.	22	Penfield-Cruz, Jessica	Mrs.	ELL Aide	
Malterer, Shelly	Mrs.	Math Interv	209	Perez-Cruz, Paola	Mrs.	ELL Aide	
Mascal, Matt	Mr.	Science 7-8	310	Polk, Peggy	Ms.	Pupil Services Secretary	
Meyers, Lindsey	Ms.	Math 8	311	Powell, Samantha	Mrs.	Sp. Ed Aide	
Milbourn, Kimberly	Mrs.	Lang. Arts 6	108	Pratt-Corcoran, Karla	Mrs.	Accompanist	
Mrozinski, Amy	Mrs.	Sp Ed-Cross Cat.	303	Reichert, Deb	Mrs.	Sp. Ed Aide	
Neuser, Karen	Mrs.	Lang. Arts 7	208	Schultz, Tonya	Mrs.	Sp. Ed Aide	
Niemeyer, Randi	Ms.	Art 6-7-8	112	Strike, Rhonda	Mrs.	Paraprofessional	
O’Neill, Heather	Mrs.	Speech Lang.	20	Waugh, Laura	Mrs.	Sp. Ed Aide	
Parsons, Allison	Ms.	Ag	14	Wellnitz-Filer, Anne	Mrs.	Attendance Secretary	
Reed, Chris	Mr.	PE/Health/ AD	19A (office)	Wrobel, Amanda	Ms.	Paraprofessional	
Riechers, Erin	Ms.	Lang. Arts 7	201	<u>Additional Staff</u>			
Sachse, Gwen	Mrs.	Lang. Arts 8	206	Boshart, Peggy	Mrs.	GATE	
Schreiner, Stephanie	Mrs.	Math 6	100	Bump, Cheri	Mrs.	OT	
Schueller, Marcia	Mrs.	Sp. Lang.	20	Hefty, Dan	Mr.	Police Liaison	
Seichter, Theresa	Ms.	Art 6-7	111	Haas, Amanda	Ms.	Show Choir Director	
Sitkiewitz, Annie	Mrs.	Lang. Arts 6	110	Romagna, Erin	Ms.	PT	
Smith, Cynthia	Mrs.	Science/SS 6	9				
Stack, Caitlin	Mrs.	Sp Ed – Cross Cat.	12				
Stafford, Erik	Mr.	PE/Health	113/23/Gym				
Steed, Michelle	Mrs.	Sp Ed- Cross Cat.	106				
Sykes, Deb	Mrs.	Computers 6-8	211				

THE THREE TYPES OF MIND

CHOOSE WISE...



FEELING A BIT OFF? TRY ONE OF THESE... REGULATION STRATEGIES

- ★ Do 20 calf raises, take a 10 second break & repeat.
- ★ Do 10 chair push-ups, take a 10 second break & repeat.
- ★ Quietly tear up a piece of paper into tiny pieces... clean up your mess at the end of class.
- ★ Ask to go for a quick walk... get a drink, splash some water on your face.
- ★ Tense your body, count to 10 & release... Repeat!
- ★ Ask to go to the stairwell... quietly & quickly go up and down a flight of stairs 3 times.
- ★ Chew a piece of gum 10 times on one side, then 10 times on the other. Switch back & stay in a steady pattern.
- ★ Use one of the soothing options provided in your classroom.
- ★ Name your *EMOTION*. Write it down in pencil. Think about things that make you feel better while you erase it.
- ★ Draw a picture or doodle for 1 minute... then trace it!

#1 - KNOW THAT

THESE... →
Are messages to your teacher that you need a couple of minutes.

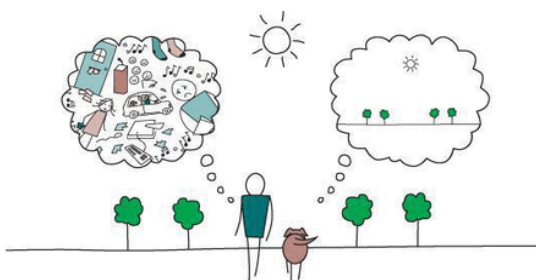
#2 - BUT IF YOU

Need to Leave the room?
Don't go without permission.
ASK! Let your teacher know!



#3 - BE MINDFUL OF

THE Learning environment
Take care of YOU & let your classmates continue to learn!



Mind Full, or Mindful?

Regular Time Schedule

TIME	Hour
7:55-8:20	HR
8:24-9:07	1 st
9:11-9:54	2 nd
9:58-10:41	3 rd

LUNCHES

6 th grade	7 th grade	8 th grade
10:45-11:28 – 4 th	10:45-11:28 – 4 th	10:43-11:13 – lunch
11:32-12:15 – 5 th	11:30-12:00 – lunch	11:15-11:58 – 4 th
12:17-12:47 – lunch	12:02-12:45 – 5 th	12:02-12:45 – 5 th

12:49-1:31	6 th
1:35-2:17	7 th
2:21-3:05	8 th

FORT ATKINSON MIDDLE SCHOOL Early Release Bell Schedule



	Sixth	Seventh	Eighth
Homeroom	7:55 - 8:10	7:55 - 8:10	7:55 - 8:10
1st	8:14 - 8:45	8:14 - 8:45	8:14 - 8:45
2nd	8:49 - 9:20	8:49 - 9:20	8:49 - 9:20
3rd	9:24 - 9:55	9:24 - 9:55	9:24 - 9:55
4th	9:59 - 10:30	9:59 - 10:30	9:59 - 10:30
5th	10:34 - 11:05	10:34 - 11:05	10:34 - 11:05
Lunch 8			11:09 - 11:40
6th	11:09 - 11:40	11:09 - 11:40	11:44 - 12:15
Lunch 7		11:44 - 12:15	
7th	11:44 - 12:15	12:19 - 12:50	12:19 - 12:50
Lunch 6	12:19 - 12:50		
8th	12:54 - 1:25	12:54 - 1:25	12:54 - 1:25

Fort Atkinson Middle School 2021-2022

M/W or T/R School Calendar

September 2021						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8			

- = MW Schedule
- = TR Schedule
- = School Closed/Holiday

**Fort Atkinson Middle School
2021-2022 Dates**

Quarters (as determined by the District Calendar)

Quarter One Ends: October 27 Q1 40 days
 Quarter Two Ends: January 20 Q2 49 days
 Quarter Three Ends: March 17 Q3 39 days
 Quarter Four Ends: June 8 Q4 51 days

Week Designations

(Monday date – Friday date)

September	1-3 MW	6-10 MW	13-17 TR	20-24 MW	27-1 TR
October	4-8 MW	11-15 TR	18-22 MW	25-29 no Fri.	
November	1-5 TR	8-12 MW	15-19 TR	22-26 no Fri.	29-3 MW
December	6-10 TR	13-17 MW	20-24 no Fri.	27-31 Break	
January	3-7 TR	10-14 MW	17-21 no Fri.	24-28 MW	31-4 TR
February	7-11 MW	14-18 TR	21-25 MW	28-4 TR	
March	7-11 MW	14-18 no Fri.	21-25 Break	28-1 TR	
April	4-8 MW	11-15 no Fri.	18-22 TR	25-29 MW	
May	2-6 TR	9-13 MW	16-20 TR	23-27 MW	30-3 TR
June	6-10				

Date Break Down

Q1 – Days MW – 21; TR – 19
 Q2 – Days MW – 25; TR – 24
 Q3 – Days MW – 20; TR – 19
 Q4 – Days MW – 25; TR – 26

S1 = 89 days S2 = 90 days

Early Dismissals

September 20 March 7
 October 18 April 18
 November 15 May 16
 January 24 June 8 * Noon dismissal
 February 14

Grade Reports

Progress Reports due in Powerschool

October 6 February 23
 December 22 May 11

Quarter Grades Due to Pupil Services by 3:00p.m.

October 28 March 18
 January 21 June 8

Parent Teacher Conferences

November 2nd in-person; 4th virtual
 March 1st in -person; 3rd virtual

Class Meetings

Beginning of Year Meeting

Grades 6, 7 & 8 -

Semester 1 Awards

Grades 6, 7, & 8

End of Year Awards

Grades 6 & 7 – June 3

Grade 8 – June 7

Parent Advisory Meetings 6:30 p.m.

October 11 March 14
 November 8 April 11
 February 14



What is PBIS?

Positive Behavioral Interventions and Supports (PBIS) is a specific, research-based state and national approach to teaching and supporting positive behaviors while meeting the needs of ALL students. This school-wide approach to discipline focuses on building a safe and positive environment in which all students can learn. PBIS at FAMS builds on the behavior programming in place in our elementary schools.

Below are some components of PBIS that we have begun to incorporate at FAMS:

- A matrix which explains behavior expectations in each school setting
- Direct teaching of the expectations
- PBIS celebrations– students, classrooms, staff, and school-wide
- Behavior monitoring systems to record and address inappropriate behaviors
- Character education- ‘Building Sharks’ through homeroom activities

THE FAMS WAY

The foundation of PBIS at Fort Atkinson Middle School is the three building wide expectations:

Be Respectful Be Responsible Be Safe

- Students can be respectful by using appropriate language and appropriate voice levels, following directions from teachers and staff in all settings, and using good manners.
- Students can be responsible by being on time and prepared for classes, following classroom directions, and keeping areas clean.
- Students can be safe by remaining in designated areas, keeping hands and feet to self, and walking at all times.

SO WHAT
DOES

THE
FAMS
WAY

MEAN
ANYWAY?

Top 10 Questions Students ask about Behavior Expectations & Referrals @ FAMS

1. Are hoods or hats ever ok at FAMS?

Hats and hoods can ONLY be worn before or after school and when you are outside at lunch. You may not wear them between classes, in the hallway, or in the classroom. Hats should be left in your locker, and if your hood becomes a problem, you may not be allowed to wear your hoodies to school any longer.

2. When is it ok to be late to class?

It isn't ever "OK" to be late to class. However, sometimes situations happen that make being late unavoidable. If this is the case, it is best to check in with your teacher and let them know or stop in the office before going to class to get a pass. Just showing up to class late will most likely result in a MINOR behavior referral, unless you are 5 or more minutes late... then it's a MAJOR!



3. Really, NO cell phone use at School? What if I need to get a hold of a parent / guardian / grandparent / friend?

Yep! This is a policy at FAMS. The "BELL to BELL, NO CELL" means just that; you may NOT use your cell phone during the school day. Phones should be locked up in your locker and out of sight during the school day (HOMEROOM & LUNCH TIME INCLUDED). They may be used before 7:45 and after 3:05 only. If you need to contact your family during the school day, phones are available for student use in the office.

4. Earbuds... Can I use my own in class?

You may choose to bring your own earbuds to school and keep them in your binder, your locker, or your pencil bag. There may be occasions in class that you may need them for audio or video clips that are part of the lesson, but since you won't be carrying your phone, they need to be something compatible with our school chromebooks. Our chromebooks are not bluetooth equipped, so any wireless earbuds won't work. These expensive accessories should be left at home or locked up with your cell phone. Earbuds are NOT to be worn in school in the hallway or in the classroom except for these occasions.

5. Can I go back to my locker if I forget something at lunch?

Nope! That's the deal. When you head to lunch you need to take anything you might need for lunch (and after if you don't want to go back to your locker before your next class). Once you are in the lunchroom, you will not be allowed to go back to your locker.

6. What does “Stay to the Right and you can’t go Wrong” mean? Why does this even matter?

“Stay to the Right” means just that. We want you to stay on the right side of the hallway and staircase when moving from class to class and throughout the building. At times, these areas of the building can get crowded, so keeping to the right side of the hallway allows traffic to flow in a much more predictable and orderly fashion; it keeps everyone safe - which is good too!

7. Can my locker be searched without me knowing?

Absolutely! This is a tough one to understand for some students, but here’s the skinny. Your locker is property of the Fort Atkinson Middle School... and actually the School District of Fort Atkinson itself. We/They are letting you use it as a place to safely keep your stuff for the school year. When there is concern about the safety of students or staff in the building because of something that may have been brought to school, there is a violation of school rules, or any other unlawful activity, we look to make sure that a threat or violation isn’t present. If there is something present that should not be, we take it and contact parents and the police if necessary.

8. It’s my locker, so I can share it with my close friends right?

The locker contract you sign at the beginning of the year states that you will keep your locker locked and your combination confidential. If you choose to share these details with your friends, we are not responsible for things that go missing from your locker.

9. What is a behavior referral?

Sometimes emotions get the best of us, and we say or do things that aren’t reflections of what is expected at FAMS. When this happens, the staff at the middle school often tries a reminder as a first attempt to correct or encourage you to change your behavior. If you choose not to follow the directions given and repeat the behavior, a Behavior Referral is written, notifying the office of the details of the situation. Some behaviors are minor, and the teachers and the staff members may choose to help you practice what is expected or impose an immediate consequence appropriate to the situation in the moment. “Minors” are things that the office just keeps an eye on to make sure that they don’t become a persistent problem. Other times, if the behavior is a bigger deal, a “Major” referral is written. “Majors” are dealt with by the office. You likely will be called to the office to speak with Mr. Wolf or Mrs. Statz to discuss the details of the referral and then an office consequence will follow. These could include a lunch detention, and after school detention, loss of a privilege at school, or in serious situations a suspension from school.

10. I can’t serve after school detentions... Can I change them to lunch detentions instead?

The intention behind a consequence is to draw attention to the behavior, and while any consequence may do that, some behaviors are more severe and therefore are consequence in a different fashion. The consequences that the office issues for “Majors” typically follows a progression, so inconvenient as they may be, consequences are not negotiable. Your best bet is to meet expectations and not get them.

After all, it is... *The FAMS way!*

FORT ATKINSON MIDDLE SCHOOL

STUDENT & FAMILY HANDBOOK

2021-2022

Mission Statement

The School District of Fort Atkinson is committed to delivering the quality opportunities and services each student needs to achieve his or her academic and personal potential.

Objective

The School District of Fort Atkinson strives to be recognized and acknowledged as an exemplary school district and leader in providing educational excellence.

Educational Philosophy for the School District of Fort Atkinson

- ❑ A Fort Atkinson education provides outstanding professional educators and staff who are committed to creating a nurturing and safe environment where high expectations are sought and progress is measured and recognized.
- ❑ A Fort Atkinson education delivers the skills necessary to become a life-long learner and productive member of society. Students practice decision making, problem solving, creative and critical thinking within an aligned core curriculum stressing 21st century competencies in language arts, mathematics, science and social studies, and world languages.
- ❑ A Fort Atkinson education offers students comprehensive elective offerings including, but not limited to, visual and performing arts, family and consumer education, business and information technology, computer science, physical education, agriculture education and technology education providing opportunity to provide the same development of skills as core subjects while broadening artistic and cultural horizons, developing beneficial lifelong skills and wellness habits and providing opportunity to consider careers in all fields.
- ❑ A Fort Atkinson education fosters positive self-worth, self-discipline, responsibility, cooperation, respect, dedication and spirit through co-curricular activities and community involvement.
- ❑ A Fort Atkinson education addresses the physical, emotional and social needs of students, as well as different learning styles and paces.
- ❑ A Fort Atkinson education embraces the diversity of all members within and surrounding our learning community.
- ❑ A Fort Atkinson education explores innovative ways to enhance and transform learning and personal development through the use of technology.
- ❑ A Fort Atkinson graduate will be provided an education that prepares him/her for a clearly defined “next step” after high school, whether that is pursuit of a career, military service, and/or other experiences.

ACTIVITY NIGHTS

Activity Nights are for the Fort Atkinson Middle School students only. Once students arrive, they are not allowed to leave until the night is over. Students wishing to leave the event earlier must have a written permission slip from their parents/guardians. Students who are absent, truant or suspended from school on the day of the dance may not attend. Students may also be suspended from the event due to Honor Level status and other behavioral problems.

Students may be asked to leave the event if there is a problem with unacceptable behavior. Should this happen, the parents/guardians will be called immediately and the associate principal will have follow up contact with the parents/guardians regarding disciplinary action. Misbehavior at school events can result in loss of the privilege of attending future events. Dances are a school sponsored activity and normal School Board policies apply. Any parent/guardian interested in chaperoning a dance should contact the middle school.

ADMINISTRATION OF MEDICATION TO STUDENTS

Medications should be administered by a parent/guardian at home whenever possible. At school, the School Nurse and other individuals designated by the building principal may administer medication to students. All prescription medications administered to students at school require a completed "Dispensing and Administering Medication to Students" form by the parent/guardian and the student's physician or dentist. All nonprescription medications administered to students at school require a completed "Dispensing and Administering Medication to Students" form by the parent/guardian. **All medication and the completed "Dispensing and Administering Medication to Students" form must be brought to the office to be verified.**

A.I.M. Award

Fort Atkinson Middle School encourages students to improve their grade point averages each quarter. Students who do so by at least 0.25 grade points receive the AIM (Academic Improvement Merit) and receive a certificate.

ALLERGIES

If your student has an allergy to insect stings, nuts, etc., it is the responsibility of the parent/guardian to provide the school with an epi-pen or other appropriate medication and the appropriate medication forms signed by a physician.

ARRIVAL AND DEPARTURE

School starts at 7:55 AM. With the exception of bus riders, students are expected to arrive no earlier than 7:30 AM. Supervision begins at 7:45 AM. Students arriving before 7:45 AM will remain in one of the designated areas until 7:45 AM. Students should report directly to these designated areas in the building after arriving at school. Once students have arrived at school, they are not to leave school grounds.

Buses load and unload along South 4th Street. Students arriving or leaving by car are to be dropped off on High Street or along adjoining streets. This will help avoid congestion and potentially unsafe situations caused by cars in the bus loading zone. We thank you for your cooperation. Please note that South 4th Street is a no parking zone during school hours. Arrangements should be made so that all students are out of the building by 3:30 PM; students are not supervised after this time. The only exception to this would be for students who are attending a staff supervised event. Students who must remain at school beyond this time must wait in the commons; should this need to occur on a regular basis, alternate arrangements must be made.

ATTENDANCE PROCEDURES

In accordance with School District of Fort Atkinson Board Policy *5200 Attendance*, the following briefly outlines the attendance procedures at Fort Atkinson Middle School. The entire policy may be requested from the Main Office or be viewed under the Administration section on the district website at www.fortschools.org.

If you are absent or tardy to school, your parent/guardian must call the school before **9:00 AM on each day of absence** unless long-term arrangements are made in advance. The school attendance number is 563-7833. Calls made before 7:30 AM and after 4:00 PM will be recorded by voicemail.

According to Wisconsin Statute 118.15, everyone between the ages of six and eighteen is expected to attend school. Acceptable excused absences from school are personal illnesses, required court appearances, severe illnesses or death in

family, religious observances, short term family emergencies, medical appointments that must be conducted during the school day, and other absences approved by the building principal or designee prior to the absence.

Prearranged absences should be communicated to the Attendance Office by parent note or phone call. Students will be asked to complete a "Pre Arranged Absence" form prior to their absence from school.

- **Perfect attendance:** Students begin each new quarter with perfect attendance. Students who maintain perfect attendance for a semester or year long will be recognized. To earn perfect attendance a student cannot miss more than one half day of school or be tardy for school more than three times during the quarter. This includes excused tardiness and absences and other emergency situations resulting in a child's absence from school.
- **Tardiness:** Getting to school or to individual classes late can be very disruptive to others. Individual teachers will handle tardiness to classes if the tardiness is under five minutes. The Associate Principal will handle tardiness to school and any class tardiness over 5 minutes. Students must have a legitimate excuse if they are tardy to school to avoid consequences. Tardiness may result in additional consequences including detention at noon or after school and parent/guardian conferences. It may also contribute to truancy criteria. Students who arrive late or who leave during the day must check in and out at the Attendance Office.

If a student "cuts" class, or refuses to attend any of their scheduled classes during the school day, this is considered an unexcused absence (truancy).

In accordance with Wisconsin Act 239, truancy (or being a truant) is defined as a pupil who is absent from school without an acceptable excuse for part or all of a school day. This means any absence of part or all of one or more school days during which the attendance office has not been notified of the acceptable reason for absence is considered by State Law as truancy. "Habitual Truant" means 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 school semester. The school attendance office shall notify the parent or guardian of a student who is a habitual truant. Any student who meets the legal definition of "habitual truant" and continues a pattern of nonattendance may be subject to a citation referral to the school resource officer.

BUILDING SECURITY

Fort Atkinson Middle School has taken many steps to ensure a safe learning environment for everyone. After school begins, all outside doors are locked; additionally, we have a security camera system in most hallways, stairwells, and entrances. We also have policies and procedures in place in the event of a security problem at school.

- If you know of a student, or anyone, who has talked about causing harm to him/herself or others, please let someone in the office or one of your teachers know.
- If you ever believe another person has a weapon in our building, please let someone in the office or one of your teachers know.
- Encourage people with problems to see someone here at school. Pupil Services staff can offer help and support to you and your fellow students.

CONTROLLED SUBSTANCE ABUSE- DRUG PREVENTION 5530

A student shall not illegally possess, use, transmit, sell or be under the influence of any controlled substance of any kind in school buildings, on school grounds, or off the school grounds at a school activity, function or event.

The School District of Fort Atkinson utilizes passive alcohol devices as one means to identify students who may be under the influence of alcohol. A student may be required to submit to breath testing to determine the presence of alcohol. Violation of this policy or refusal to submit to a required breath test for the presence of alcohol will result in disciplinary action.

Students violating this policy shall be disciplined in accordance with established procedures.

Approved: August 21, 1997 Revised: July 27, 2009

The School District has a responsibility for providing a safe, nurturing environment for all students while also providing appropriate supports and consequences for students experimenting with or using alcohol or drugs. This policy applies to students participating in any curricular or school-sponsored co-curricular activity on or off school district property. For the purpose of this policy, drugs include over-the-counter medicine, prescription drugs, and illegal drugs. The illicit use of drugs includes the consumption or distribution of over-the-counter or prescription medicines for reasons other than their intended use.

First Offender Use/Possession of Alcohol

Jurisdiction: Building-level administration

Possible sanctions:

- Referral to student's school guidance counselor
- Suspension from school
- Reinstatement conference with parents, student, school administration, guidance counselor
- Referral to police authorities

Repeated Use/Distribution of Alcohol to Others

Jurisdiction: Building-level administration

Possible sanctions:

- Suspension from school
- Outside AODA counseling (parent's financial responsibility)
- Participation in a community-based AODA course (parent's financial responsibility)
- Continued oversight and monitoring of academic progress
- Community service
- Reinstatement conference with parents, student, school administration, guidance counselor
- Referral to police authorities

Failure to comply/lack of progress: Refer for administrative hearing with district administrator

First Offender Illicit Use of Drugs/Possession of Illegal Drugs

Jurisdiction: Building-level administration

Possible sanctions:

- Suspension from school
- Outside AODA counseling (parent's financial responsibility)
- Participation in a community-based AODA course (parent's financial responsibility).
- Ongoing AODA drug screening (parent's financial responsibility)
- Continued oversight and monitoring of academic progress
- Community service
- Notification of district administrator
- Reinstatement conference with parents, student, school administration, guidance counselor
- Referral to police authorities

Failure to comply/severity of situation: Refer for administrative hearing with district administrator.

Repeated Illicit Use of Drugs/Possession of Illegal Drugs/ Distribution of Drugs

Jurisdiction: Administrative hearing with district administrator

Possible sanctions:

- Suspension from school
- Outside AODA counseling (parent's financial responsibility)
- Ongoing AODA drug screening (parent's financial responsibility)
- Participation in a community-based AODA course (parent's financial responsibility)
- Continued oversight and monitoring of academic progress
- Community service
- Neutral site educational services
- Reinstatement conference with parents, student, district administrator, school administration
- Expulsion
- Referral to police authorities

CLOSING SCHOOL/ PARENT NOTIFICATION

The school district utilizes an automated call system to alert families of school cancellations and other pertinent information. Families are responsible for communicating accurate contact information to the school to ensure proper notification. If school is to be closed because of poor weather, TV and radio stations will also be notified by 7:00 A.M.

CO-CURRICULAR ACTIVITIES (see also Athletic Policies and Procedures in Appendix I)

Seventh and Eighth grade students attending Fort Atkinson Middle School can participate in various school athletics. Volleyball, basketball, wrestling and track are offered. Track and Wrestling are offered to all students in grades 6-8.

In addition, the Fort Atkinson Middle School has an Archery Club, Robotics Teams, History Day Club, F.I.N.S/ Student Council, Show Choir, FFA, Tennis Club, Jazz Band, Art Club, Yearbook, and other student opportunities. As noted in the list of course offerings, band, orchestra and choir are also available to Fort Atkinson Middle School students.

DATA DIRECTORY

Directory data is a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently attended by the student. Any parent, legal guardian or guardian ad litem may inform the School District of Fort Atkinson in writing by September 15 that all or any part of the directory data may not be released without the prior consent of the parent, legal guardian or guardian ad litem. Correspondence concerning the above should be sent to the Director of Special Education and Pupil Services, Administration Services Center, 201 Park Street, Fort Atkinson, WI 53538. This notice is in accordance with Wisconsin Statute 118.

DELIVERIES

Parents/ guardians who wish to drop off items for their student may do so in the Attendance Office. Students will be called to the office between classes to pick up the item. Students should refrain from ordering food to be delivered during the lunch hours.

DISCIPLINE (see also Code of Conduct in Appendix II and Major and Minor Referrals in Appendix III)

In a school setting individuals also have a right to an education. The primary purpose of rules and regulations is to promote PBIS (positive behavior interventions and supports). Our emphasis is on respect, responsibility, safety, and improving our overall FAMS community.

Based on school wide descriptions of minor and major behavioral issues staff may submit referrals to the office. Those deemed minor are for documentation purposes only. Those that are major may involve administrative intervention as well as progressive consequences.

It is understood that rules contained in this handbook are not all inclusive. The administration and staff may take action to address behavior that interferes with the conduct of normal school operation. Action may be taken with respect to any offense that affects the safety and welfare of students and staff as well as those actions that prevent the school from functioning as a place of learning.

DRESS CODE

Student dress must not be distracting to the learning environment. If the appropriateness of your attire is in question, you will be referred to one of the principals or designees who will make the final determination as to its suitability for school.

In accordance to Board of Education Policy *5511 Dress and Grooming*:

Student attire shall be permitted that is not disruptive to the learning environment and is not offensive to the population being served by the School District of Fort Atkinson. Clothing that exposes cleavage, private parts, the midriff or undergarments or that is otherwise sexually suggestive is prohibited. The district prohibits students from wearing any clothing which is normally identified with antisocial behavior, gang affiliation and clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sex, profanity, violence and/or illegal drugs. Issues regarding the appropriateness of student attire will be resolved by the building principal in accordance with this policy and building level handbooks.

If a student's dress is deemed inappropriate they will be asked to change the garment to one that is fitting for the learning environment. If a student does not have access to a suitable replacement at school, their parent/guardian will be contacted and asked to supply the student with suitable dress. In some cases, a replacement garment may be available from the school office.

The following garments are not acceptable at school (this list is not inclusive, simply examples): slippers, skate shoes/ shoes with wheels; caps, hats, bandanas, hoods, and other outer wear such as jackets, coats and vests, specifically designed to be

worn out-of-doors; chains attached to wallets or other garments; clothing bearing lewd, obscene, or sexual messages; clothing containing drug, alcohol, or tobacco advertisements/pictures/depictions; string tank-tops, shirts which show the stomach, garments which are too revealing; symbols, gestures, or paraphernalia that may be associated with gang affiliation/antisocial organizations.

ELECTRONIC COMMUNICATION AND ACCESS TO THE INTERNET

We are pleased to offer students of the School District of Fort Atkinson access to the district computer network for electronic mail and the Internet. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

7540.03 - Student Technology Acceptable Use and Safety

The following are examples of behaviors not permitted. This is not an exhaustive list:

- Using another's password or "login" name
- Allowing others to use your password or "login name"
- Damaging computers, software, computer systems or computer networks
- Trespassing in another's folders, works or files.
- Disabling or attempting to disable computer or network security, firewall or content filter systems. This includes the use of software or internet sites designed to bypass security, firewall and filters systems (eg: proxy sites)
- Intentionally wasting paper, disk space or other valuable resources
- Violating copyright laws
- Partaking in any illegal activity
- Sending or displaying offensive messages or pictures
- Sending or receiving personal email or "instant messages" by students during school hours
- Using obscene or offensive language
- Harassing, insulting or attacking others
- Employing school computers for commercial purposes
- Downloading and/or installing software on any District computer without the permission of the Director of Computer Technology.



ELECTRONIC COMMUNICATION DEVICES/CELL PHONES

Students may use cell phones/personal communication devices before or after school hours, and **they should remain secured in their lockers from 7:45 am until 3:05 pm**. If students need to contact a parent or guardian during the school day, they can use one of the phones in the offices to do so.

Student audio or video recording on cell phones/electronic devices without the subject's permission is strictly forbidden in any area of the school building, at any school activity, or at any school related activity. The use of inappropriate language on cell phones/electronic devices or the distribution of unsuitable recordings, words, or images will lead to further disciplinary action.

Fort Atkinson Middle School is not responsible for lost or stolen cell phones.

The use of electronic communication devices is regulated by school board policy 5136 Personal Communication Devices

Student use of all electronic communication devices on District property during instructional day and/or school-related events is prohibited, except at times and designated locations authorized by the building administration and/or designee(s). Cell phones/electronic devices that are deemed to be a disruption to the educational environment will be confiscated and possible disciplinary action may result.

At Fort Atkinson Middle School, the consequences for violations of this policy in a school year are as follows below:

- **First Offense:** Warning, disciplinary notice is mailed home.
- **Second Offense:** Electronic device confiscated, disciplinary notice mailed home indicating consequence. The student may pick up the electronic device after school from a building administrator.
- **Third Offense:** Electronic device confiscated, requires parent(s)/guardian(s) conference prior to returning the cell phone to a parent(s)/guardian(s). If a student brings a device to school after this occurrence, it will be required to be turned into the office during school hours.

Given the nature of the violation additional disciplinary action may be required as determined appropriate by building administration. (i.e., blatant refusal to discontinue use, causing significant disruption, harassment, use which violates other school rules).

EMERGENCY PROCEDURES

Emergency procedures are in place for such things as fire, severe weather, life-threatening situations, intruders and extremely disruptive students. The schools work closely with the police department, fire department, health officials and other agencies in developing, implementing, and testing these procedures.

- **Fire/tornado drills:**
 - Fire drills are required by state law and are held at regular intervals throughout the school year. At the sound of the alarm, all students and staff are to leave the building in an orderly and prompt manner. Fire drill exits and instructions are posted in each classroom. You should make sure you know the proper exit for each classroom to which you are assigned. Your classroom teachers will review tornado drill procedures.
- **Emergency codes:**
 - If there is a dangerous or violent situation, an **ACTIVE INTRUDER** may be called over the intercom. In this event, students should remain quiet and wait for specific instructions given by the immediate teacher or supervisor. If a student is in the hallway or other unsupervised area, they should report to the nearest classroom. Students who are outside of the building should follow the directions given by the teacher/supervisor, and follow them to the nearest secure area. Students who are in the commons should follow the directions given by the teacher/supervisor, and proceed to the gymnasium, room 19, or teacher's lounge.
 - If there is a medical emergency requiring immediate attention, a **MEDICAL EMERGENCY** may be called over the intercom. In this event, students should remain quiet and wait in the classroom until an all clear is announced by the office. FAMS has a team of trained responders who are able to provide emergency medical care.
 - If there is a need to secure the building due to a non-emergency or situation, a **LOCKDOWN** may be called over the intercom. In this event, students should remain quiet and wait for specific instructions given by the immediate teacher or supervisor. If a student is in the hallway, restroom, or other unsupervised area, they

should report to the nearest classroom. Students should remain in their assigned area until an all clear is announced by the office.

FIELD TRIPS

Field trips are activities that are designed to enhance a student's understanding of class material. Students are expected to give the teacher in charge and all chaperones full cooperation. All school rules apply. Signed permission slips will be required for trips beyond the boundaries of the school district. At the time of registration, a local trip form is signed for trips within the school district.

GRADING

Parents and students will receive login information for PowerSchool at the beginning of the year. PowerSchool is the system used to store grades, attendance, and demographic information at the middle school. This system will allow parents and students to access current grades at any time. If you have difficulty accessing/using PowerSchool or any of the internet based services, please contact the middle school office.

You may expect to receive your child's end-of-the-quarter report card by mail approximately two weeks after the end of the marking period. In addition to indicating your child's letter grade for the quarter, information regarding such things as your child's study habits, classroom performance and attitude are included.

Parent/guardian conferences are held at the end of the first quarter and at the midpoint of the third quarter. Parents/guardians are strongly urged to attend these conferences. In some instances, the teacher will denote that a parent/guardian conference is being requested although at times, the matter can be taken care of over the phone.

Details of teachers grading policies can be found on their syllabi located on each of their webpages.

Student work that is submitted for grading should be the work of the individual student. It is unacceptable for students to copy, download, or plagiarize the work of others with the intent of representing it as their own. Students who are found doing so will be dealt with in accordance to individual classroom teacher's policies and procedures.

HARASSMENT

Fort Atkinson Middle School is committed to providing an educational environment for its students which is free from physical, psychological, or verbal harassment based upon race, religion, color, sex, sexual orientation, creed, national origin, age, arrest and/or conviction record, veteran status, and handicap status. The school will provide an environment that is free from intimidation and harassment based on any of these factors.

DEFINITION: Harassment is any verbal, written, visual, or physical act which has the purpose or effect of creating a hostile, offensive, or intimidating school environment, or interferes with a student's education. Harassment can occur as a result of a single incident or as a pattern of behavior. Harassment encompasses a broad range of physical or verbal behavior, which may include, but is not limited to the following:

- Physical or Mental Abuse
- Racial Insults
- Derogatory Ethnic Slurs
- Unwelcome Sexual Advances or Touching
- Sexual Comments or Sexual Jokes
- Requests for sexual favors used as a condition of decisions made affecting an individual

Any student who believes that he or she has been the subject of harassment should report the matter immediately to a building administrator, Pupil Services Team member, or teacher.

Formal complaints of harassment will be made in accordance with Board of Education Policy *5517 Student Anti-Harassment Procedures*.

HOMEROOM

The heart of the FAMS Homeroom Program is the homeroom advisor, a caring staff person who has an awareness of adolescent development and needs. The homeroom schedule is as follows; M/W – Designated homeroom activities, T/R- Quiet work days, F- Building SHARKS (Successful Habits, Academic Responsibility & Kind Students)

The HOMEROOM TEACHER/ADVISOR facilitates homeroom by:

1. Giving positive attention and support to each assigned student informally and creatively throughout the year.
2. Serving as a contact person for students and their parents/guardians.
3. Help promote good study skills and assist students with homework on quiet workdays.
4. Facilitate structured activities that promote leadership, cooperation, and team building.

HOMEWORK POLICY

F.A.M.S. views homework as an integral part of the educational process. As such, it is expected that students, parents/guardians, and teachers understand this policy and work together to make homework a positive and meaningful learning experience.

PURPOSE: Homework is assigned because it is a useful tool in:

- Reinforcing what has been learned in class;
- Preparing students for upcoming lessons; reviewing and practicing concepts/skills;
- Teaching responsibility;
- Fostering short and long term time management skills; and,
- Helping student develop positive study habits.

TEACHER/TEAM EXPECTATIONS: Teachers will:

- Coordinate with other teachers regarding quantity of homework.
- Provide timely return of homework with evaluation/feedback.
- Give assignments orally and in writing.

STUDENT EXPECTATIONS: Students will:

- Complete homework accurately and on time.
- Seek help if homework assignments are not understood.
- Check with each teacher after/prior to absence to collect homework assignments.

PARENT(S)/GUARDIAN(S) EXPECTATIONS: Parent(s)/Guardian(s) will:

- Make homework a top priority at home.
- Provide the necessary supplies and a quiet study environment.
- Indicate receipt of progress reports and report cards as requested.
- Encourage students to collect homework from teachers after/prior to absences.

PROCESS

1. If a pattern of homework non-completion has been established the student's teachers will discuss the student's difficulties concerning homework completion and develop a plan to address such areas of concern. This may include:
 - A conference with the student and/or parent(s)/guardian(s).
 - Assistance through the After School Study Table (as available)
 - Assignment to an After School Study Table (as available)
 - Assignment of an adult mentor
 - A request for informal and/or formal educational assessment.

The education of students is most successful with the benefit of a united base of support.

Thus, it is essential that the student, parent(s)/guardian(s), and the Fort Atkinson Middle School staff clearly understand their roles concerning homework.

If you have questions or concerns regarding the F.A.M.S. homework policy or other school related issues, please feel free to contact us at 563-7833.

HONOR ROLL

At the end of each quarter, Fort Atkinson Middle School is proud to recognize students for outstanding academic achievement. Like Fort Atkinson High Schools criteria, our student grade point recognitions will be as follows: **Gold Honors** is for students with a GPA of 3.85 or higher, **Silver Honors** is for students with a GPA of 3.5 to 3.84, **Honors** is for students with a GPA of 3.0 to 3.49.

A student must carry 3.20 course units and may not have earned an unsatisfactory, F, or Incomplete to be eligible for the honor roll.

IDENTIFICATION CARDS

Students will be provided a Fort Atkinson Middle School photo identification card at the beginning of the school year, free of charge. This card will be utilized for making purchases from the school lunch program and for checking out materials in the IMC. Students who lose their ID cards must purchase a replacement in the Attendance Office.

INJURIES AND ACCIDENTS

All injuries and accidents that occur on school property should be immediately reported to the supervisor of the activity and the school office.

INSURANCE

The School District of Fort Atkinson does not provide insurance to cover costs you may incur as the result of accident or injury to your child during the school day or while participating in school activities beyond the school day. At the beginning of each school year information about an insurance program that would cover all or a part of such costs is made available to parents/guardians.

LOCKERS

Each student will be assigned their own locker. All lockers are the property of the school and are not your private property. All lockers may be opened and searched at any time by school authorities. This notice serves as "prior notice" of locker searches. Any unauthorized or inappropriate items may be removed from lockers by school staff. Confiscated items may be returned to parents or may be held for disciplinary actions. Keep your locker combination to yourself, and keep your locker locked. Store only your belongings in the locker you are assigned. Lost or stolen items from hall lockers are not the responsibility of Fort Atkinson Middle School. Keep your locker locked!

- **Physical Education Lockers:** Like hallway lockers, physical education lockers are the property of the school. It is expected that during physical education classes, and during practices after school, that all students store all of their personal belongings in a *locked* locker. Students are expected to use their assigned locker to store personal belongings. Lost or stolen items from the P.E. locker rooms are not the responsibility of Fort Atkinson Middle School.

LOST AND FOUND

If you find lost articles, take them directly to the office where the owner can claim them. If you have lost something, check with the office. Be sure to **put your name on** your belongings, school supplies, P.E. clothing, etc. -- so they can be easily identified.

LUNCH PROGRAM

How the program works:

Students deposit money into their accounts prior to school in the office.

Fort Atkinson Middle School ID cards will be used at the lunch line for charging purchases to a students' account. Students are responsible for keeping their ID card, and must provide it in order to receive a hot lunch/milk daily. Lunch ticket prices will be communicated prior to the start of the year. Questions about the lunch program can be directed to the School Lunch Supervisor at Fort Atkinson High School (920-563-8711).

Offer versus Serve

The Offer versus Serve Provision was extended to all students by congressional legislation in 1981 to help reduce the amount of food wasted in school lunches. No longer will students be required to take the entire lunch that is served at school. The entire lunch will be offered, but students will be able to refuse two items they are not going to eat. In accordance with the 2010 Healthy, Hunger Free Kids Act, one of the three items students choose must be a fruit or vegetable.

The lunch consists of five food items: A meat or meat alternative item, a bread item, two or more servings of fruits and/or vegetables, and milk. These five food items make up a lunch that provides about one-third of a student's daily nutritional needs. Students may refuse to take two of the five items. The three items they choose to take must be of full portion size, and one of the three items must be a fruit or a vegetable.

LUNCHROOM RULES/EXPECTATIONS

You are expected to follow lunchroom guidelines. Consumption of food or beverages is only allowed in the commons. Open beverage containers are not allowed in lockers. Lunchroom guidelines are:

- All students are expected to leave books in lockers and **WALK** to the commons.
- All students are responsible for the cleanliness of their own area.
- Only 4 students may use the restroom at a time.
- Physical Education locker rooms are off limits to all students during lunch time.
- No running, pushing, kicking, or other horseplay allowed.
- Students are expected to be polite and respectful of other students, commons supervisors, custodians and kitchen employees.
- Students are expected to be quiet during lunchroom announcements.
- Students should wait to be dismissed by the Commons supervisors.
- Students must have an ID to purchase items from the hot lunch program. Students who habitually do not have an ID may have disciplinary consequences.

NEWSLETTER (Shark Bytes)

Many important pieces of information about school will be emailed to you each month in Fort Atkinson Middle School's newsletter, *Shark Bytes*. Please take time to review this important school/home communication. A new edition will be sent at the end of each month.

PARENT ADVISORY

Fort Atkinson Middle School's Parent Advisory Council is made up of parents/guardians, school staff, and administration. The group meets five times per year. Specific meeting times will be posted in the fall, and throughout the year. Please contact Mr. Wolf or Mrs. Statz with questions regarding this group.

PUPIL SERVICES SUPPORT TEAM

Fort Atkinson Middle School Pupil Services Support Staff is comprised of staff members with related expertise who are available to parents/guardians, students and staff. With a common purpose to promote the best possible school performance in students and help them attain an overall positive adolescent experience, the support team offers a wide range of services.

How Can We Help You?

Give us a call at 563-7833. Our Pupil Services secretary will refer you to the support person best suited to meet your needs. Our support team is made up of two school counselors, school psychologist, school nurse, mental health counselor, and our dean of students. This team has some common areas of short-term involvement which include:

- Counseling students
 - personal, social, emotional, academic
 - individual and small group
 - if appropriate, referral out
- Special education referrals
 - Parents feeling as though their child has an impairment, or is in need of additional information regarding special education services may contact the school psychologist at Fort Atkinson Middle School or the Director of Pupil Services at Luther Administrative Services.
- Consulting with
 - individual teachers
 - grade-level teams
 - outside agencies
- Communicating with parents
- Developing new programs/curriculums to promote the personal growth of students
- Providing a wide variety of information to students, including
 - career development
 - life skills
 - social skills
 - wellness
- Discussing and attempting to resolve a student's learning or behavior problems with the parents/guardians, teachers and student.

SCHOOL FEES

Student fees provide for the cost of textbook use and other activities. The individual student fee is \$40.

SCHOOL RESOURCE OFFICER

The School District of Fort Atkinson cooperates with the Fort Atkinson Police Department in their police liaison officer program. The officers assigned to the school district work with administration, teachers and students in helping make our schools a safe place, develop proactive programs and assist in the education of students. The School Resource Officer may be reached at the High School at 563-7811 ext. 1150 or at the Fort Atkinson Police Department at 563-7777.

SEARCH AND SEIZURE

The school retains the right to search students and/or their property. While on school grounds or at school events, if there exists a reasonable suspicion that the search will reveal a violation of school rules or produce evidence of unlawful activity, such a search can be made in accordance with the State of Wisconsin State Statute.

STUDENT TRANSPORTATION

SKATEBOARDS, ROLLERBLADES & SCOOTERS

- Students can ride skateboards, roller blades or scooters to school, but not on school property or on sidewalks around the perimeter of the school. These items are to be carried into the building and brought to the Attendance Office for storage during the school day. Skate shoes or shoes with wheels are not allowed at school. Failure to follow these regulations may result in disciplinary action and/or confiscation of the item.

BICYCLES

- All bicycles should be **LOCKED** in the bike racks provided. Bike riders should arrive at school after 7:30 AM and refrain from riding on school property at all times. Follow safety guidelines, and state/local traffic laws/ordinances when commuting to school on a bicycle. At no time should bikes be ridden on the sidewalks near the bus line or when pedestrians are present. Students have no reason to be near the bike racks during the day. Again, use a secure bike lock. Fort Atkinson Middle School is not responsible for lost, stolen, or misplaced bicycles.

BUSES

- Bus riders have major responsibilities in terms of conduct, while waiting for and riding on the bus. Following are some guidelines for a safe trip.
 - Be at the bus stop at least 3 minutes before the scheduled bus arrival time.
 - If it is necessary to cross the road in front of the school bus, look both directions and **wait for the driver to signal for you to cross the road.**
 - While waiting for the bus, stay back away from the road or curb.
 - No horseplay while waiting at stops.
 - Go **directly** to your seat when entering the bus (you may have an assigned seat).
 - Stay seated until the bus stops.
 - Keep your head, hands and arms inside the bus.
 - Keep your voice at a normal tone. Loud talking and yelling is extremely distracting for the driver.
 - You must be quiet when the bus stops at a railroad crossing.
 - You may not eat anything on the bus.
 - Fighting, throwing things and obscene language are strictly forbidden.
 - The student doing the damage will pay for any damage to the bus.
 - The driver is completely in charge of the bus during the route. Students are expected to follow the directions given by the bus driver.
 - All school rules apply while waiting for, or riding on the school bus.

Bus referrals are sent to the associate principal for appropriate consequences. Severe or chronic bus problems may result in a suspension of riding privileges. Remember, school buses are a privilege, not a right.

STUDENT VALUABLES

We suggest that students do not bring valuable items to school. Oftentimes these items are lost or disappear resulting in a great deal of disappointment. Any item that could be distracting to the learning environment should not be brought to

school; distracting items that are brought to school may be confiscated and kept in the office. **Lost or stolen items are not the responsibility of Fort Atkinson Middle School.**

SUBSTITUTE TEACHERS

On occasion teachers are unable to attend school. Substitute teachers are then employed so that education continues without interruption. Students are expected to treat substitute teachers with the same level of respect and cooperation as other teachers. It is important that our substitute teachers leave Fort Atkinson Middle School looking forward to their next visit. Thank you for helping make substitute teachers feel welcome.

SURVEILLANCE CAMERAS

For the safety of students, staff, visitors and public property, surveillance cameras may be used in all areas and property under the supervision of the School District of Fort Atkinson, including school buildings. Areas such as bathrooms and locker rooms, where people assume they are in an area of privacy, will not have surveillance cameras.

VISITORS

Parent/guardian visitations to school are welcomed. It is recommended that you notify the teacher and principal in advance if planning to spend time at school. This way you can state your interest and be assured of the best time to visit; **all visitors must sign in at the office before going to classrooms.** In some circumstances a background check may be required if a visitor (parent or guest) will be working with children in the classroom or on a fieldtrip.

CIVIL RIGHTS STATEMENT

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

Complaints can be filed with the Office for Civil Rights.

Office for Civil Rights - Region V
300 South Wacker Drive
8th Floor
Chicago, Illinois 60606
Phone (312) 353-3520

NOTICE OF NONDISCRIMINATION POLICY

The School District of Fort Atkinson does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. The District does not discriminate in employment on the basis of age, race, color, national origin, sex, religion, or handicap in accordance with Federal law. In accordance with State law, the District does not discriminate in employment practices on the basis of creed, marital status, ancestry, arrest record, or conviction record, or sexual orientation. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap.

La NOTA DE la NORMA de NO DISCRIMINACION

El Distrito de la Escuela de Fort Atkinson no discrimina contra alumnos a base del sexo, la carrera, el origen nacional, las ascendencia, el credo, el embarazo, la posicion las poscision marital nipaternal, la orientacion sexual, ni fisco -mental, emocional, ni las incapacidad que aprende ni la desventaja en sus programs de la educacion ni actividades. El Distrito no discrimina en el empleo a base la edad, a base la carrera, a base del color, a base el origen nacional, a base el sexo, a base la religion, ni a base la desventaja, de acuderdo con la ley Federal. De acuerdo con la ley del Estado, el Distrito no discrimina en practices deempleo a base del credo, a base la posicion, marital, a base la ascednencia, a base el registro del arresto ni el registro conviccion, ni a base orientaction sexual.

The Board of the School District of Fort Atkinson is committed to providing an equal educational opportunity for all students in the District and does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student programs and activities. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment. ([Policy 2260](#), [Policy 2266](#))

Inquiries related to Federal and State laws and regulations, including Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended) should be directed to the District's Compliance Officers (COs), Mandy Harper, Director of Human Resources; Jason Demerath, Director of Business Services; or Lisa Hollenberger, Director of Special Education and Pupil Services at 920-563-7800 or 201 Park St., Fort Atkinson, WI 53538. For information regarding the complaint process please reference [Policy 2260](#), [Policy 2266](#).

APPENDIX I - ATHLETIC POLICIES AND PROCEDURES (see also co-curricular activities)

Before participating in the middle school athletic program, the athlete and his/her parent/guardian must sign a pledge sheet stating that they have read and agree to follow the policies and procedures outlined below. Parents/Guardians must also sign a permission to participate form, and an insurance certification. Athletes must have a WIAA physical card on file, and a participation fee paid to the office before the student can attend practice. An athletic fee is charged for each sport the student chooses to participate in.

We are most anxious to have the parents/guardians of our athletes not only know the rules and regulations governing their son's/daughter's participation, but also to approve of these rules and regulations. To make this phase of the athlete's education more meaningful, we ask that parents/guardians provide their electronic signature, along with the student athlete, to the athletic pledge which is now done online at fortathletics.com.

SCHOOL DISTRICT OF FORT ATKINSON **ATHLETIC PHILOSOPHY**

The athletic program is an integral part of our school district's educational program that provides our students with enriching and healthful experiences in which physical, mental and social growth shall be stimulated. Participation in athletics provides opportunities and experiences that are difficult to duplicate in other school activities. These experiences are developmental in nature and consider the age related characteristics and needs of our students as they move through the grades. The School District of Fort Atkinson believes the following to be true:

1. Athletics are a **privilege** made available to students who abide by the rules and regulations. Students involved in athletics have an obligation to present a positive image to fellow students and the general public; such as abstaining from drug and alcohol use and inappropriate behavior.
2. Athletics are secondary to academics and are made available only if the student meets the academic eligibility requirements.
3. Athletics provide an opportunity for athletes to learn the value of sportsmanship, discipline, responsibility and teamwork.
4. Athletics provide for physical development, a sense of accomplishment and pride in one's team and school.
5. Athletics provide an opportunity to sharpen the intellect, improve concentration, decision-making, leadership, perseverance and dedication.
6. The developmental needs of students necessitate different philosophies and practices at each level of athletic participation.

Participation in athletics is a progression from the middle school level to the high school varsity level. The emphasis at the middle school level is on skill development, teamwork, strategy, sportsmanship and participation. While skill development, teamwork, strategy and sportsmanship continue to be important and are further developed at the high school level, athletics become more competitive with more of an emphasis on winning. The skill level and developmental level of the athlete is also more important in determining how much an athlete plays and at what level (freshmen, JV or varsity). While we would like to see all students that try out for a team be able to participate, at the high school level, the number of spots and opportunities to play may limit the number of athletes that make a team, and sometimes necessitate coaches to make cuts.

Athletes should all be given the opportunity to participate. This does not mean that all athletes play an equal amount of time. Furthermore, not all members of a team may get to play in every game or contest. Playing time is still the decision of the coach.

At the **JV level**, the progression toward varsity athletics continues with an increased emphasis on winning. While every JV athlete (conference regulations allow juniors and/or seniors in some sports to play down, but many times this level is limited to 9th and 10th grade students only) should be given the opportunity to participate, this does not mean that all athletes play an equal amount of time. Furthermore, not all members of a team may get to play in every game or contest. Playing time is still the decision of the coach.

At the **varsity level**, (athletes in grades 9-12, with the best skills in a specific program) being competitive and winning is emphasized more strongly than at any other level. It is the decision of the coach who will play in each game or contest to give the team the best opportunity to be successful. This means, that during the season, some athletes at the varsity level will see

considerably less playing time than others on the team. While it is a reality that some varsity athletes may not play, we believe that being a member of the team is still a valuable experience.

Concepts/Skills	Middle School		High School		
	7 th grade	8 th grade	Frosh	JV	Varsity
Teamwork/Relations	X	X	X	X	X
Good Sportsmanship	X	X	X	X	X
Skill Development/Strategy	X	X	X	X	X
Amount of Play	All play during season, not equal amounts	All play during season, not equal amounts	All play during season, not equal amounts	All play during season, not equal amounts	Not all students will play
Competitive Play	X	X	X	Greater emphasis on winning	Greater emphasis on winning
Competition for Position	among 7 th gr.	among 8 th gr.	among 9 th gr.	among 9-12 gr.	among 9-12

X = indicates a focus on the concept/skill

SPONSORED SPORTS AT FAMS

Fall	Winter	Spring
Girls' Volleyball	Boys' Basketball	Boys' Track
	Girls' Basketball	Girls' Track
	Wrestling	

REGULATIONS

YOU ARE NOT ELIGIBLE IF

1. You and parent/guardian do not live in the school district in which you attend school, (this does not apply to open enrollment students).
2. You do not have on file, in your school office, evidence of both having passed a physical examination administered by a licensed physician and having received parental permission to participate in athletics.
3. You do not follow the code of conduct established by your school. The code of conduct is in effect twelve (12) months of the year.
4. You let anyone besides your parent/guardian pay a fee for specialized training, like a summer camp, or if you are instructed by your school coach outside the season of a sport.
5. You have more than one failing grade.

FORT ATKINSON MIDDLE SCHOOL ELIGIBILITY RULES

In order to promote good sportsmanship and respect for rules and authority, establish leadership, team pride, teamwork, team discipline, as well as eliminate disruptive behaviors, disturbances in the locker room, on the training field, on the playing field, on trips, and off school grounds, the following rules are established:

1. All athletes must have a physical examination and have an exam card on file in the middle school office.
2. It is recommended that all athletes have a dental examination.
3. All athletes must have paid their participation fee to the middle school office.
4. All athletes must have a parent or guardian attest to parental permission.
5. All athletes and their parents must sign the pledge card (code of conduct) and return it to the middle school office.
6. All athletes must receive no more than one failing grade in any grading period to maintain academic eligibility. If deemed ineligible, athletes will be removed from competition for two calendar weeks, at which point they will be required to show proof of all grades being a D or better. Athletes will be required to keep all grades at or above a D and show proof of this for the remainder of the season.
7. All athletes are to refrain from the use of profanity during interscholastic athletics. This pertains to practice and competition.
8. All athletes are required to use the mode of transportation provided by the school while participating in interscholastic athletics. Special requests, in writing, must be directed to the Athletic Director if an athlete will not be using the school's mode of transportation. A 'travel release' form must be filled out and signed by the parent/guardian and must have approval of the Athletic Director. Failure to follow this rule may result in a 1 game

suspension. Fort Atkinson Middle School will assume no responsibility for any athlete who uses his/her own mode of transportation to a contest and attempts to travel to the contest site on his/her own.

9. Any questions relative to off-season participation should be directed to the Athletic Director. Athletes are reminded that participation on non-school teams may be a violation of WIAA rules and result in ineligibility in High School.
10. If an athlete is not in school during the afternoon session of classes (5th- 8th hours), he/she may not practice or participate in a contest on that day, unless special permission is granted by the Athletic Director. Pre-arranged absences are the only exception to this rule.
11. Any student-athlete receiving an unexcused absence or truancy during his/her sports season will not be allowed to practice or participate in a contest on the day of the violation or on the day the unexcused absence is discovered or on the day the athlete returns to school. A single class truancy will result in the same suspension unless there are extenuating circumstances. Suspensions will increase with repeated offenses.
12. Athletes are expected to be in all classes the day after a contest or competition. Non-compliance may result in a one game suspension.
13. Athletes serving an in school or out of school suspension shall not be allowed to participate in practice or contests on the date specified in the disciplinary action.
14. A coach or advisor of a team may set other rules and regulations for their activity which may go beyond the scope of those listed here.

FORT ATKINSON MIDDLE SCHOOL ATHLETIC CODE OF CONDUCT

****This code is in effect twelve (12) months a year****

The following rules exist to ensure the best interests of Fort Atkinson Middle School athletes.

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An athlete shall be suspended from interscholastic athletics for:

1. Use or possession of tobacco (smoking and/or chewing).
2. Possession, use, or sale of illegal drugs or controlled substances as defined by Wisconsin State law.
3. Possession, consumption, or sale of intoxicants including all fermented malt beverages, wine and intoxicating liquors as defined by Wisconsin State law.
4. Attendance at parties where there is illegal consumption of alcohol or use of other controlled substances is considered a violation and will result in a suspension whether the athlete consumed alcohol or used any other controlled substance or not.
5. Any criminally related activity (shoplifting, burglary, vandalism, etc.), or municipal ordinance violation.
6. Any behavior deemed "code unbecoming an athlete" including, but not limited to:
 - a. Acts of immorality or any other unacceptable conduct (fighting, harassment, insubordination, etc.), in or out of school, which makes an athlete unqualified to represent the ideals, principles, students of our school, and/or the Wisconsin Athletic Association.
 - b. Stealing
 - c. Flagrant misbehavior in class
 - d. Poor school attendance
 - e. Out of school suspension
 - f. Disorderly conduct as defined by state law in or out of school
 - g. Harassment
 - h. Hazing
 - i. Improper use of the internet (Instagram, SnapChat, FaceBook, inappropriate websites or e-mailing during school hours).

Suspensions for #6 will be carried out on a case-by-case basis, determined by administration.

CODE VIOLATIONS AND PENALTIES

A coach or advisor may make the penalty more severe. However, the penalty as stated in the Code of Conduct or that of the co-curricular board may not be lessened.

For code violations 1 – 5:

First Violation: The athlete will be suspended from a minimum of one third (33%) of the season's contests in which he/she is currently participating, or the next season in which the athlete chooses to participate.

Second Violation: The athlete will be suspended from a minimum of two-thirds (66%) of the season's contests in which he/she is currently participating, or the next season in which the athlete chooses to participate.

Third Violation: The athlete will be suspended from all cu-curricular activities for one calendar year from the date of the incident.

The chart below may be used to calculate the number of contest/performances which a participant will need to miss for a first and second violation of the Code of Conduct.

# of Contests	1	2	3	4	5	6	7	8	9	10	11	12
1st violation	1	1	1	1	2	2	2	3	3	3	4	4
2 nd violation	1	1	2	3	3	4	5	5	6	7	7	8

If a suspension carries over into the tournament series, the athlete will miss the entire tournament series. This clause pertains to team tournaments as well as the individual tournament series.

ATHLETIC DISCIPLINARY GUIDELINES

1. Suspensions that overlap two (2) different sports seasons shall be pro-rated to the number of contests in each season.
2. Suspensions are interpreted to mean one athletic contest. In the sports where doubleheaders, quads, and multi-duals exist, the athletic department will prorate the games or matches played on that day and apply the appropriate game suspension.
3. Suspensions may not be served while a student is academically ineligible.
4. Athletes with suspensions to serve, or who are academically ineligible, **may** be allowed to participate in scrimmages (playing time will be at the discretion of the head coach).
5. An athlete who has been suspended indefinitely for code of conduct violations may request a co-curricular board meeting to review the suspension after one calendar year of ineligibility from the date of the third violation. The board may reinstate a suspended athlete if he/she demonstrates the desire and attitude to return to the program.
6. Athletes suspended for first or second violations are expected to practice during their suspension and must complete the season in good standing, or the suspension will be reassigned.
7. Disciplinary action due to code of conduct violations will carry over from one sport season to the next and from one year to the next.
8. The code of conduct rules are not violated in situations including family/religious traditions. In these situations, parents/guardians must be present. It is expected that proper conduct would be maintained while under parental supervision.
9. An athlete suspended for any code of conduct violation will be ineligible for captain, MVP, and all end of the year awards during the sport season(s) in which the suspension is served.

PENALTY REDUCTION FOR HONESTY AND INTEGRITY

For the first violation only, if the athlete comes in voluntarily, within three days of the incident, and cooperates in resolving all aspects of the violation, the penalty **may** be reduced by **one contest**. This will be at the discretion of the Athletic Director and/or Administration.

ALCOHOL AND OTHER DRUG ABUSE (AODA) INFORMATION

Student-athletes violating code of conduct rules may be referred to the Student Assistance Program. If a student-athlete self-refers himself/herself, or a parent/guardian refers a son/daughter to the Student Assistance Program, there will be no suspension. However, this does not include specific violations which are discovered and reported. In these cases, a suspension will occur.

APPEAL PROCEDURE

1. After a ruling of ineligibility results in suspension from an athletic activity, the athlete and his/her parents/guardians may appeal the decision in writing to the high school Athletic Director, provided the appeal is made within five (5) school days of receipt of the ineligibility notice.
2. After an appeal has been received, a date for a co-curricular board hearing shall be scheduled by the high school Athletic Director. The hearing will be held within five (5) school days of receipt of the appeal. The athlete and his/her parents/guardians may appear before the board and will be provided the opportunity to testify and present other evidence to the board, and will be provided the opportunity to testify and present other evidence to the board. The purpose of the board is to judge whether a code of conduct violation occurred. The board will consist of six members, including: the athletic director, the school principal, a non-coaching teacher, two coaches, and one community member (serving a one-year term). The decision of the co-curricular board shall be delivered to the athlete and his/her parents, in writing, within five (5) school days.

3. If an athlete and his/her parents/guardians wish to appeal the decision of the co-curricular board, they shall submit their appeal to the Principal, in writing, within five (5) school days of the receipt of the board's decision. The Principal shall inform the athlete and his/her parents/guardians of his/her decision, in writing, within five (5) school days.
4. If the athlete and his/her parents/guardians wish to appeal the decision of the Principal, they shall submit their appeal to the Superintendent, in writing, within five (5) school days of receipt of the principal's decision. The Superintendent shall inform the athlete and his/her parents/guardians of his/her decision, in writing, within five (5) school days.
5. If the athlete and his/her parents/guardians wish to appeal the decision of the Superintendent they shall submit their appeal to the Board of Education, in writing, within five (5) school days of receipt of the Superintendent's decision. The Board of Education shall hear the appeal at a reasonable time thereafter and shall provide a written decision to the student and his/her parents/guardians. The decision of the Board of Education shall be final.

If the student-athlete and his/her parents/guardians file an appeal, the records will not be a part of the student-athlete's other records.

PARENT/ATHLETE/COACH EXPECTATIONS

Parenting and coaching are extremely challenging vocations. By establishing an understanding of each other's expectations, we are better able to accept the actions of both parties and provide greater benefits to the student/athlete. When a child becomes involved in a co-curricular activity, parents and coaches have a right to understand what EXPECTATIONS are going to be placed on the athlete and on each other. This begins with clear communication from the athlete, parent, coach, and the athletic department.

Communications That Parents/Athletes Should Expect from Coaches:

1. The expectations the coaches have for their children and all team members.
2. Location and times of all practices.
3. Team requirements, fees, special equipment, game dress, off-season opportunities.
4. The policy dealing with excused and unexcused absences. (What will the consequences be for missing a practice/game because of vacation, etc.?)
5. The FAMS requirements for eligibility.
6. Team rules beyond the FAMS Athletic Code
7. The coaches act as a role model for good sportsmanship, use of appropriate language, promoting a healthy environment and safe teaching techniques.
8. Well-planned practices.

Expectations/Communications Coaches Should Expect from the Athlete and Parents:

1. Notification of any schedule conflicts that may occur, well in advance of the season (ex: vacation).
2. Special concerns regarding coaching expectations. (Practice requirements, etc.)
3. Support for the FAMS Athletic Code and all team rules.
4. Support for all team members and coaching staff.
5. Positive support at games for their son/daughter, their teammates, and the coaching staff.
6. Exhibit good sportsmanship and appropriate language by the athlete and parents at games and/or practices.
7. A great work ethic at practices and in games.
8. If the athlete has a concern, the parents should encourage their son/daughter to speak with the coach or coaching staff.
9. Parents should not expect to meet with a coach before or after a game to communicate concerns. Any meeting with the coach is to be scheduled in advance.

Appropriate Concerns Athlete/Parent May Address with Coaching Staff:

1. The treatment of the athlete mentally and physically.
2. Ways to help the athlete mentally and physically.
3. Concerns about the athletes' behavior in school/practices/games.

Areas That Are Not Appropriate for Parents to Discuss with Coaches:

1. An individual's playing time
2. Team strategy
3. Play selections
4. The make-up of the team and the decision as to who plays on a particular team
5. Other members of the team, other parents, and other coaches

The Proper Method to Address a Concern:

Step One:

The athlete speaks with the coach. (I would suggest the coaching staff be involved/present when this conference takes place.)
Parents should help the child prepare to discuss his/her concerns with the coach, to empower them to take responsibility.

Step Two:

If the meeting between the athlete and the coach does not resolve the concern, the parent should schedule a conference with the coach (with the student-athlete present).

Please do not approach a coach before or after a contest. If the coach cannot be reached, the parent should contact the athletic director and he will arrange for the coach to contact the parent.

Step Three:

If the conference between the parent/athlete does not resolve the concern, there will be a meeting set up by the athletic director. The A.D. will moderate the conference.

The conference will deal with the specific issues that the parent/athlete has. Both parties will be allowed to speak in an uninterrupted manner. The conference will be in a non-threatening environment.

Step Four:

If there is no resolution, the parent must put in writing his/her concern(s) and submit to the District Administrator. Within ten days after receipt of the letter, the District Administrator will meet with the parent(s) in an effort to resolve the concern(s).

A. Responsibilities of Fort Atkinson Athletes

The **privilege** of participating in our athletic program is extended to all students, provided they are willing to assume certain responsibilities. Therefore, it is required that each athlete:

1. Displays a high standard of social behavior, and follows the code of conduct
2. Displays appropriate sportsmanship
3. Displays respect for those in authority

B. Care of Equipment

One of the values of athletics is to teach responsibility. This should apply to the care of athletic equipment as well as other school property. The school attempts to provide the best and safest equipment. We expect each athlete to take excellent care of this equipment.

1. The original equipment issued to an athlete must be returned at the close of the season. Substitution of equipment among athletes cannot be permitted.
2. Athletes are not allowed to wear clothes or use equipment belonging to another school.
3. Athletes are not allowed to wear school practice or game equipment to physical education class, at home or around town.
4. All game/meet uniforms must be washed.
5. Athletes will be held financially responsible for all equipment that is issued to them and not returned at the conclusion of the season for whatever reason.

C. Athletic Injuries

1. All injuries should be reported to the supervising coach or advisor immediately. Unreported injuries can lead to serious complications and increased time lost from competition.
2. Please inform the coaching staff of any special medical problems or medical history your son/daughter may have that may be important in the handling of an athletic injury.
3. Should an injury be discovered after a participant has returned home, the coach of the sport should be contacted as soon as possible.
4. Return to play policy – Injured athletes should be seen by a doctor. It should be the decision of the doctor when the athlete is able to return to practice and competition. If an athlete is seen by a doctor the athlete must obtain a release from the doctor to return to practice and competition and must give the release to the coach. If an injured athlete does not see a doctor, the decision to return to play should be made by the athlete and his/her parents. If parents and/or coaches overrule or ignore doctor's decision regarding the case and return to play date of an injured athlete, they will assume any legal responsibility.

D. Postponement & Cancellation Policy

Whenever school is not held because of inclement weather, the following procedures will be followed:

1. If school is completely canceled in the morning because of snow, ice, cold, or other dangerous conditions, athletic events are cancelled
2. If the start of school is delayed, there would be no effect on after school meetings, practices or contests.

3. If weather conditions necessitate sending students home before the regularly scheduled end of the school day, **NO ATHLETIC PRACTICES OR OTHER SCHOOL ACTIVITIES SHALL BE HELD.**
4. It shall be the responsibility of the home school athletic director and/or principal to initiate all negotiations for postponement or cancellation and supervise the notification of all concerned personnel. It is the home school's responsibility to re-contract with officials.

FAMS SPORTSMANSHIP GUIDE

FAMS believes that good sportsmanship is essential to a successful middle school athletic program. With this in mind, FAMS strongly supports the following fundamentals of sportsmanship. *

1. Respect is to be shown opponents at all times. The opponent should be treated as a guest, greeted cordially on arriving, given the best accommodations, and accorded the tolerance, honesty and generosity, which all human beings deserve.
2. Officials are to be accorded respect at all times. Officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
3. The rules of the contest are to be known, understood, and appreciated. A familiarity with the current rules of the game and the recognition of their necessity for a fair contest is essential. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
4. Self-control must always be maintained. A prerequisite of good sportsmanship requires one to understand his/her own bias or prejudice and the ability to prevent the desire to win from overcoming rational behavior. A proper perspective must be maintained if the potential educational values of athletic competition are to be realized. Good sportsmanship is concerned with the behavior of all involved in the game.
5. Skill in performance regardless of affiliation is to be recognized and appreciated. Applause for an opponent's good performance is a demonstration of generosity and good will that should not be looked upon as treason. The ability to recognize quality in performance is one of the most highly commendable gestures of good sportsmanship.

This sportsmanship guide has been developed in an attempt to foster appropriate conduct and good sportsmanship among all of the conference schools. The primary objective of this guide is to develop a positive atmosphere at all events.

* Source: National Federation of State and High School Associations

COACHES

1. Treats own players and opponents with respect.
2. Inspires in the athletes a love for the game and the desire to compete fairly.
3. Is expected to serve as a good role model of sportsmanship and positive leadership.
4. Disciplines those on the team who display unsportsmanlike behavior.
5. Respects the judgment and interpretation of the rules by the officials.
6. Knows he/she is a teacher and understands the athletic arena is a classroom.
7. Is responsible for the supervision of their athletes before, during and after games.

PLAYERS

1. All players will be in serviced on their school's Athletic Code of Conduct and on sportsmanship expectations during a mandatory rules interpretation session prior to each athletic season.
2. FAMS players involved in any unsportsmanlike conduct, which results in ejection from an athletic contest, will be suspended from the next contest. The intent of this rule is that any player ejected will sit out the next contest whether it is a conference game, a non-conference game, or a tournament game.
3. Vandalism and/or theft to or from the host school facilities may result in referral to local law enforcement agencies for prosecution under local ordinances, and will result in disciplinary action in accordance with the school's student handbook.
4. Expectations of players:
 - Treats opponents with respect.
 - Plays hard, but plays within the rules.
 - Exercises self-control at all times, setting examples for others to follow.
 - Respects officials and accepts their decisions without gestures or argument.
 - Wins without boasting, loses without excuses, and never quits.
 - Always remembers that it a **privilege** to represent the school and community.

SPECTATORS

1. Attempts to understand and be informed of the playing rules.
2. Appreciates a good play no matter who makes it.
3. Cooperates with and responds enthusiastically to cheerleaders.
4. Shows compassion for an injured player; applauds positive performances; does not heckle, jeer or distract players; and avoids the use of profane and obnoxious language and behavior.
5. Respects the judgment and strategy of the coach and does not criticize players or coaches for loss of a game.
6. Respects property of others and authority of those who administer the competition.
7. Censures those whose behavior is unsportsmanlike.
8. The host school will notify the administration of the visiting school about any students who may have had to be removed from the event. Cooperation is expected. Failure to follow these expectations will result in removal from the gymnasium.
9. The principals will work through the student councils to foster sportsmanship and inter-school respect and cooperation.

APPENDIX II - CODE OF CONDUCT

School District of Fort Atkinson

Code Philosophy/Scope

The School District of Fort Atkinson has developed this Code of Conduct through the cooperative efforts of parents, students, and staff from around the District in accordance to Wisconsin State Statute 120.13(1)(a), as created by 1997 Wisconsin Act 335.

The District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and the learning processes. The goal of the Code of Conduct is to create a positive learning environment through a balance of individual rights, and personal responsibilities. Students and staff will be afforded the opportunity to be part of a school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who, for whatever reason, are unwilling, not ready or unable to avail themselves of the opportunity for an education.

In order for the School District of Fort Atkinson's Code of Conduct to be effective, it is of great importance that all students and parents/guardians be aware of the document. Thus, all parents/guardians of students enrolled in the School District of Fort Atkinson will receive a copy of the Code of Conduct, and sign a record of receipt which will be kept in the appropriate school office.

1. Prior to Student Removal from Class

Behavioral expectations need to be communicated as clearly as possible to student(s) and parent(s)/guardian(s). Actions taken by the teacher prior to removal of the student will be documented. Except where the behavior is extreme, the teacher will warn a student that continued misbehavior could lead to temporary removal from class. After warning the student, and exhausting appropriate classroom solutions to remedy the behavioral situation, teachers may elect to remove a student from their class.

2. Student Removal from Class

Removal from class is a serious measure and will not be imposed in an arbitrary, casual or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed, when they are communicated as clearly as possible to students, parents/guardians and staff through Board of Education policy, student handbooks, course syllabi and other oral or written communications. It is neither possible nor necessary to specify every type of improper or inappropriate behavior or circumstance that would justify *short* or *long-term* removal of a student from class under this Code of Conduct.

A student may be removed from class for the following reasons:

- a) **Dangerous, disruptive or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively.** Examples of this type of behavior include, but are not limited to, the following:
 - possession or use of a weapon or other item that might cause bodily harm to persons in the classroom;
 - in violation of district student alcohol and other drug policies;
 - behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment such as:
 - taunting, baiting, inciting, and/or encouraging a fight or disruption;
 - pushing or striking a student or staff member;
 - obstruction of classroom activities or other intentional action taken in an attempt to prevent the teacher from exercising his/her assigned duties;
 - disrupting the orderly operation of the classroom by using, threatening to use, or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means;
 - restricting another person's freedom to properly utilize classroom facilities or equipment;
 - repeated classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow directions;
 - throwing objects in the classroom;
 - excessive or disruptive talking;
 - repeated disruption or violation of classroom rules;
 - behavior that causes the teacher or other students fear of physical or psychological harm;
 - physical confrontations or verbal/physical threats;
 - defiance of authority (repeated willful refusal to follow directions or orders given by the teacher);

- dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder;
 - disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations;
 - willful damage to school property;
 - repeatedly reporting to class without bringing necessary materials to participate in class activities;
 - possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others.
- b) **Other behavior which may result in removal from class.** An example of this type of behavior includes, but is not limited to, the following:
 - irreconcilable personality differences between the student and other students, and/or student and teacher.

Any student may be temporarily removed from class under the School District of Fort Atkinson's Code of Conduct providing it is for nondiscriminatory reasons. A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations, or as outlined in a student's *Individualized Education Plan, Section 504 plan*, or other binding modification agreement.

3. **Placement Procedures**

When the teacher deems removal of the student from class appropriate, the teacher will take one of the following courses of action:

- a) instruct the student to report to the office for the period of removal. In such a case, the teacher will notify the office; or
- b) obtain coverage for the class and escort the student to the main office; or
- c) seek assistance from the main office or other available staff. When the assistance arrives, the teacher or the other adult will accompany the student to the main office.

Upon arriving at the main office or as soon as practical:

- **The Student** will be presented with the reason(s) for their removal from class, and have the opportunity to briefly explain the situation.
- **The Teacher**, within twenty-four hours, or one business day of removal, will submit a written explanation detailing the need for removal to the building administrator.
- **The Building Administrator/Designee** will investigate the matter as needed to determine whether the incident will be considered a *short-term* or *long-term* removal.

Short-Term Removal

Short-term removal is a serious matter and should not be taken lightly by students or teachers. Temporary removal is intended to be disciplinary in nature, and addresses situations where the student's presence is disruptive to the class on a particular day aside from consequences as outlined in classroom guidelines/expectations. In most instances, the student will remain in the short-term removal area (designated by the building administrator). Prior to returning to the class, the building administrator or designee will speak with the student to determine whether the student is, or appears to be, ready to return to class without recurrence. In the event the student is unable to return to class, the building administrator or designee will make arrangements for the student to remain in the *short-term* removal area, or as necessary, sent home.

Long-Term Removal

Long-term removal is an extremely serious step, which should only be considered for significant behavioral issues, usually not a single incident. If the teacher believes it is in the best interest of the student and/or the class to pursue *long-term* removal, the teacher must do so in writing to the building administrator. The teacher's statements should clearly specify (a) the reason for the removal request; (b) the alternatives, approaches, strategies, and other steps taken to avoid the need for removal from class; (c) the impact, positive and negative, on the removed student; and (d) the impact, positive and negative, on the rest of the class.

Upon receiving a teacher's statement for *long-term* removal, the building administrator may consult with the teacher, student, and/or other District staff. Following consideration of the teacher's statement and any other information, the building administrator will, at their discretion, take one of the following steps:

- place the student in an alternative education program as defined by law;

place the student in another class in the school, or in another appropriate place in the school;
place the student in another instructional setting; or
return the student to, or retain the student in, the class from which he or she was removed or proposed to be removed.

Long-term removal is an administrative decision not subject to a formal right of appeal. However, the parents of the student, and/or the student, shall have the right to meet with the building administrator and/or the teacher(s) who made the request for removal. At that meeting, the building administrator will inform the parents/guardians and/or student the reasons for removal, the alternative(s) considered, and the basis for any decision.

4. Notification Procedures for Short or Long Term Removal

- As soon as practical, the teacher, and/or the building administrator/designee will contact the student's parents/guardians noting their removal from class. This contact may be made by telephone, but will also be followed by written documentation of the incident(s). This notification will include the reasons for removal, and the placement decision involving the student, and will be given as soon as practical after the student's removal from a class.
- If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification will be made in accordance to state and federal laws and regulations.
- If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e. suspension or expulsion), the student's parent/guardian will also be notified of the disciplinary action in accordance with legal and policy requirements.
- The building principal or designee will notify appropriate teachers and staff of a student's short or long-term removal status. This notice will be given as soon as practical after the student's removal from a class and a placement decision has been made.

DISCIPLINARY CONSEQUENCES

Actions may be taken as a result of any behavior which is disruptive of good order or which violates the rights of others. In order to provide an optimal learning environment, each teacher will serve as the first line of action in providing interventions for disciplinary problems within the school setting.

Appropriate teacher interventions may include the following:

1. teacher conference with student
2. phone/letter with parent/guardian contact
3. conference with parent or guardian
4. contact with pupil services
5. detention with teacher
6. referral to administrator

It is acknowledged that in serious cases, a teacher would be responsible for reporting immediately to an administrator without having the responsibility of the above listed interventions. In all actions, there shall be a logical relationship between the severity of the offense, chronic nature of the offense and the action taken. Actions that violate state or municipal ordinances shall be referred to the appropriate law enforcement agency by an administrator. A listing of minimum actions does not imply or require that a step-by-step progression of increasing severity be employed in dealing with a violation.

The following list includes options an administrator may take in dealing with any given situation:

1. conference with student
2. parent/guardian contact
3. conference with student and teacher
4. conference with parent or guardian, teacher, administrator and student
5. detention
6. in-school suspension or alternative learning center
7. out of school suspension
8. referral to pupil services
9. referral to Human Services
10. referral to appropriate law enforcement agency
11. financial restitution
12. referral to District Administrator and/ or School Board
13. expulsion

It is acknowledged that interventions other than those listed above may be inserted whenever the administrator feels it is appropriate.

VIOLATIONS AGAINST PERSONS OR PROPERTY

The following is a description of actions that will garner immediate administrative action. Based on the specific circumstances of the incident, the administration will apply consequences listed above.

FIGHTING - mutual physical attack in which both parties have contributed to the situation by verbal and/or physical action.

HARASSMENT - engaging in or conspiring for others to engage in harassing acts that injure, degrades or disgraces other individuals. Sexual Harassment - unwanted offensive verbal remarks or physical contact contributing to the creation of a hostile school environment.

ABUSIVE LANGUAGE - disrespectful language to others or threatening language to others.

INTERFERENCE/OBSTRUCTION - any intentional action taken to prevent a staff member from exercising lawfully assigned duties.

POSSESSION OF A FIREARM OR LIFE THREATENING WEAPON - possession of a firearm, knife, or other weapon capable of inflicting bodily injury or a facsimile whose primary purpose is to pose the threat of inflicting bodily injury. Students found in possession of a weapon will be disciplined according to *Board Policy 5527 Weapons*.

USE OF AN OBJECT WITH INTENT TO CAUSE BODILY HARM TO ANOTHER PERSON - any object, not normally considered a weapon that is used by one party with intent to cause harm or injury to another party.

BATTERY - battery is an act with intent to cause fear in another and immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another.

AGGRAVATED BATTERY - aggravated battery is committing a battery upon a person with a dangerous weapon or a battery, which inflicts great bodily harm upon the person.

THEFT - the unauthorized taking of the property of another.

ROBBERY/EXTORTION - the obtaining of property from another where consent was induced by use of force or a threat of force.

TRESPASSING - intrusion or unlawful entry upon the property of another; intrusion or encroachment into places or circumstances where one is not welcome.

ARSON - the burning of any building or property.

POSSESSION OF A CONTROLLED SUBSTANCE - possession of any controlled substance or related paraphernalia found in the person's direct possession or subsequent search of their personal items (includes tobacco, alcohol & other drugs). Students found in possession of a controlled substance may be disciplined in accordance with *Board Policy 5530 - Drug Prevention*.

VANDALISM - a person who willfully attacks or mars something of beauty or value.

VIOLATION AGAINST SCHOOL POLICIES AND PROCEDURES

WILLFUL DISOBEDIENCE - the refusal to follow school rules and regulations

DISRUPTIVE BEHAVIOR - actions which interfere with effective operation of the school.

DEFIANCE OF AUTHORITY - willful refusal to follow a reasonable direction or order given by a staff member.

LAW BREAKING ACTIONS - Students who break the law will be referred to the Fort Atkinson police department for investigation, possible charges, fines, and/or other appropriate police action.

FAMS EVENT TYPE DEFINITIONS AND EXAMPLES: MINOR VS. MAJOR

Event Types	Minor Behavior DEFINITION	Minor Behavior EXAMPLES	Major Behavior DEFINITION	Major Behavior EXAMPLES
Hurtful Interactions / Teasing	A one-time and/or brief incident that involves mild words or actions said with the intention of hurting another's feelings (see examples)	Stating, "I'm not your friend," minor name calling (e.g. "weird"), telling people they can't be friends with others	See Bullying below	
Bullying	See Hurtful Interactions above. Would not be considered minor if it was actually Bullying		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 national origin, race, ethnicity, religion, gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability, and social, economic, or family status. It may be physical, verbal, or indirect	<ul style="list-style-type: none"> ● Physical: assault, hitting, threatening behavior ● Verbal: threatening, intimidating language, teasing, name-calling, racist remarks ● Indirect: spreading rumors, intimidation through gestures, social exclusion, sending insulting messages or pictures by mobile phone or using the internet (a.k.a. cyber-bullying)
Destruction of Property	Use of property in a way that can be repaired to pre - infraction state with little or no effort and/or funds	Kicking furniture, writing on desks, breaking pencils or crayons, leaning back in chair	Intentional destruction of property belonging to the school or the teacher that can not be reversed or repaired with a reasonable amount of effort and/or funds	Breaking classroom materials, throwing furniture, destroying books, writing on walls or furniture
Disruptive	Any low intensity and/or mild disturbance or interference that takes away from the learning environment	Talking, tapping pencils, repeated noises, blurting out, burping out loud, passing gas, throwing paper wads, disabling property	Causing a significant interruption in a class or activity or a pattern of disruptive behavior.	Yelling, or screaming; horseplay or roughhousing; sustained out-of-seat behavior
Dress Code Violation	Any minor violation that can easily be altered in the classroom to bring the clothing item into compliance with the dress code	Wearing a hat, low cut shirt or pants that can be pulled up or covered with another shirt	Any violation that requires altering beyond the classroom environment or is serious in nature	Clothing advertising alcohol or drugs or that is sexual in nature, gang related clothing, unwillingness to modify clothing that may be revealing too much.

Event Types	Minor Behavior DEFINITION	Minor Behavior EXAMPLES	Major Behavior DEFINITION	Major Behavior EXAMPLES
Endangering Behavior	Causing the threat of, or potential for, minor bodily harm	Running in the hall, horseplay, friendly bumping into, tripping, shoving	Causing the threat of, or potential for, bodily harm to another person due to circumstances which show utter disregard to the well being of such individuals	Shoving hard, blocking the path of students using an object
Tardy	Walking into the classroom after the bell rings without a valid excuse		Rarely a major unless the problem is chronic despite previous interventions or the student is more than 5 minutes late	More than 5 tardies in a quarter despite previous interventions, Arriving to class more than 5 minutes late
Improper Internet Use	Accessing benign web addresses not authorized by a teacher	Viewing any district-approved site not related to the assignment, playing a district approved game (e.g. fun brain) instead of working	Viewing inappropriate and offensive material, downloading games and software onto school computers	Viewing inappropriate (non district approved) web sites, playing weapons games
Lunch Violation	Brief and one time behaviors that violate the lunch rules	Tossing a piece of food to a friend, leaving the table before being dismissed, horseplay, failing to return equipment	Repeated and serious violation of lunch rules	Throwing food, yelling in the commons, being in the hallway without permission, failing to bring a coat multiple times
Non-compliance	Engaging in a brief or low-intensity failure to respond to adult requests.	Not completing work, not following directions, head on the desk	Boldly refusing to obey either verbally or physically.	Yelling at teacher, "I'm not going to", "You can't make me", refusing to go to the office
Not in Assigned Area	Being in an unauthorized area of the building or grounds	In the locker room outside of designated times, during lunch, etc... Being in a stairwell that is not open to students	Rarely, if ever, a major behavior as it would be characterized as skipping class	
Rude/Disrespect	Any mild or brief behavior, activity, or action deliberately undermining any staff member's authority	Inappropriate or mocking tone of voice, rolling eyes, asking redundant questions such as what did I do or why...	Any repeated and/or significant behavior, activity, or action deliberately undermining any staff member's authority.	Calling a teacher names, swearing at the teacher, telling the teacher, "I don't have to listen to you!"
Unacceptable Language	Unsuitable use of words that are not curse words, calling names to friends, use of inappropriate tones not directed at any one person	Stupid, ugly, shut up, crap, freaking, sucks.	Indecent language, swearing or curse words directed towards others in a demeaning or provoking manner	Calling others stupid, ugly, gay, saying screw you, using curse words or sticking up middle finger.

MAJOR OFFENSES ONLY

Event Types	Major Behavior DEFINITION	Major Behavior EXAMPLES
Alcohol Related	Use, possession, sale (or intent to sell), distribution or sharing of alcohol on school premises, at school sponsored activities, or in school operated vehicles	See definition and policy
Assault	Any behavior that causes bodily harm to another person if that behavior was carried out with the intent to cause harm, or without the consent of that individual. Includes, but is not limited to sexual assault	Hitting another student, sexual assault of any kind, biting, stabbing with a pencil
Athletic Code	Any violation of the FAMS Co-curricular Code of Conduct	See FAMS Co-curricular Code of Conduct
Cheating/Copy	Any conduct or activity by a student intended to earn or improve a grade or receive any kind of credit, be it their own or that of other students, by fraudulent means	Getting a test in advance, sharing answers, representing another's work as one's own, using notes or other materials prohibited by the teacher, plagiarizing
Cutting Class	Intentional failure to attend a given class	Skipping a class, hiding within the school to avoid class, lying to avoid class
Dangerous Weapon Not Firearm	Having possession of a weapon or weapon look alike capable of causing death or serious bodily harm.	Possession of knives, look alike guns or knives, razor blades, etc.
Drug Related	Use, possession, sale (or intent to sell), distribution or sharing of non-prescribed drugs, drugs prescribed for another, chemicals, illegal substances, look-alike drugs (including any substance represented to be intoxication or mood altering regardless of its true nature), or drug-related paraphernalia on school premises, at school sponsored activities, or in school operated vehicles.	See definition and policy
Excessive Absences	Having more than 10 days of excused absences in a semester	See definition and policy
Fighting	An exchange of physical contact with the intent or having the outcome to cause injury.	Punching, hitting, pulling hair, wrestling, biting,
Forged Pass	Falsifying the signature of another on a pass	See definition
Gun	Any weapon designed or redesigned, or made or remade, and intended to be fired while held in one hand, from shoulder, etc...	See definition
Harassment / Intimidation	Physically, verbally, or indirectly, threatening, insulting, degrading, stereotyping, and/or harming another student because of race, color, national origin, gender, sexual orientation, religion/creed, pregnancy, parental/marital status, disability, or age.	Striking, shoving, kicking, name-calling, sexual harassment of any kind
Left w/o Permission	Intentionally leaving an assigned area without receiving permission from a staff member	Walking out of class
Theft	Taking property that belongs to others. Stealing of object of value.	Taking money, food, cell phone, jewelry, or possessions from others.
Tobacco Use	Use, possession, sale (or intent to sell), distribution or sharing of tobacco products on school premises, at school sponsored activities, or in school operated vehicles.	See definition and policy
Unexcused Absence	Failing to attend school without an acceptable excuse	See definition and policy