



# **FORT ATKINSON MIDDLE SCHOOL**

*STUDENT, PARENT, GUARDIAN HANDBOOK*

*2014-2015*

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## FORT ATKINSON MIDDLE SCHOOL STAFF 2014-2015

<u>PRINCIPAL</u>	Rob Abbott
<u>ASSOCIATE PRINCIPAL</u>	Paul Christiansen
<u>PSYCHOLOGIST</u>	Kathy Brown-Kurtz
<u>GUIDANCE COUNSELOR</u>	Jean Temperly

### Teachers

Anderson, Kim	Lang. Arts 6-7
Gang, Megan	Lang. Arts 6
Ault, Christine	Sp Ed – EBD
Baker, Tasha	Careers 8
Bakken, Steve	Math 7
Bergschnieder, Dan	Math 6
Bjoraker, Erica	Orchestra 6-8
Bliss, Cynthia	Art 6-7-8
Bongers, Leanne	Lang. Arts 7
Bostwick, Richard	Library/Media
Burki, Tara	Sp Ed- LD
Carey, Lindsey	Math 7-8
Daane, Linda	Computers 7-8
Delsarte, Bette	Soc Studies 7-8
Diece, Gina	Vocal Music 6-8
Diece, Kevin	Math 8
Dorn, James	Sp Ed- LD
Fehly, Stacey	ELL/Read 180
Fettig, Samuel	Band 6-7-8
Gannon Essert, Kristin	Art 6-7
Gerber, Ryan	SS 7
Gladem, Ann	Lang. Arts 8
Hanson, Michelle	PE/Health
Hanson, Theo	P.E./Health
Jonas, Tom	Lang. Arts 6
Kraus, Sharon	Spec. Ed - CD
Linse, Todd	Soc Studies 8
Mascal, Matt	Science 7-8
McClain, Sandy	Math 6
Menting, Stacy	Reading 6-8
Merkel, Steve	Tech Ed/Ag
Mrozinski, Amy	Sp Ed- EBD
Neuser, Karen	Lang. Arts 7
New Staff	French 7-8
Priem, Kristin	Spanish 7-8
Prowitz, Jennifer	Science/ SS 6
Reed, Chris	PE / Health
Riechers, Erin	Lang. Arts 7-8
Rowlinson, William	Tech Ed 6-8
Schueller, Marcia	Sp./Lang.
Smith, Cynthia	Science 7
Spiwak, Kari	Soc. St./ LA 6
Statz, Jennifer	Science 7-8
Sykes, Deborah	Computers 6-8
Thayer, Brenda	LA/ Soc. St 6
Timm, Ginny	Soc. St./Science
Verhulst, Janice	FCE 6-8
Voss, Todd	PE/ Health

Walter, Lucy	Sp Ed – LD
Wiesmann, Barb	Sp Ed - CD

### Custodians

Clark, Wayne
Haag, Jim
Marshall, Kevin
Pagel, Barry
Vandiver, Randy
Vincent, Josh

### Food Service

Waara, Barbara	Director of Student Nutrition 563-7811 ext.1161
Holzli, Ann	

### Secretarial – Clerical – Aides

Dillen, Anastasia	Attendance Secretary
Klingman, Rhonda	Aide
Krance, Annette	Principal's Secretary
Lueder, Ann	IMC Aide
Mundt, Mary Ann	ALC Supervisor
Polk, Peggy	Pupil Services Secretary
Reichert, Deb	Sp. Ed Aide

### Regular Bell Schedule

TIME	Hour
8:00-8:20	HR
8:24-9:07	1 <sup>st</sup>
9:11-9:54	2 <sup>nd</sup>
9:58-10:41	3 <sup>rd</sup>

### L U N C H E S

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

12:49-1:32	6 <sup>th</sup>
1:36-2:19	7 <sup>th</sup>
2:23-3:10	8 <sup>th</sup>

### Early Dismissal Schedule

H.R.	8:00- 8:08
1 <sup>st</sup>	8:12-8:37
2 <sup>nd</sup>	8:41-9:06
3 <sup>rd</sup>	9:10-9:35
4 <sup>th</sup>	9:39-10:04
5 <sup>th</sup>	10:08-10:33
6 <sup>th</sup>	10:37-11:02
7 <sup>th</sup>	11:06-11:31
8 <sup>th</sup>	11:35-12:00

### Fort Atkinson Middle School 2014-2015 Dates

#### Quarters (as determined by the District Calendar)

Quarter One Ends:	Oct. 31
Quarter Two Ends:	Jan. 22
Quarter Three Ends:	Mar. 27
Quarter Four Ends:	June 5

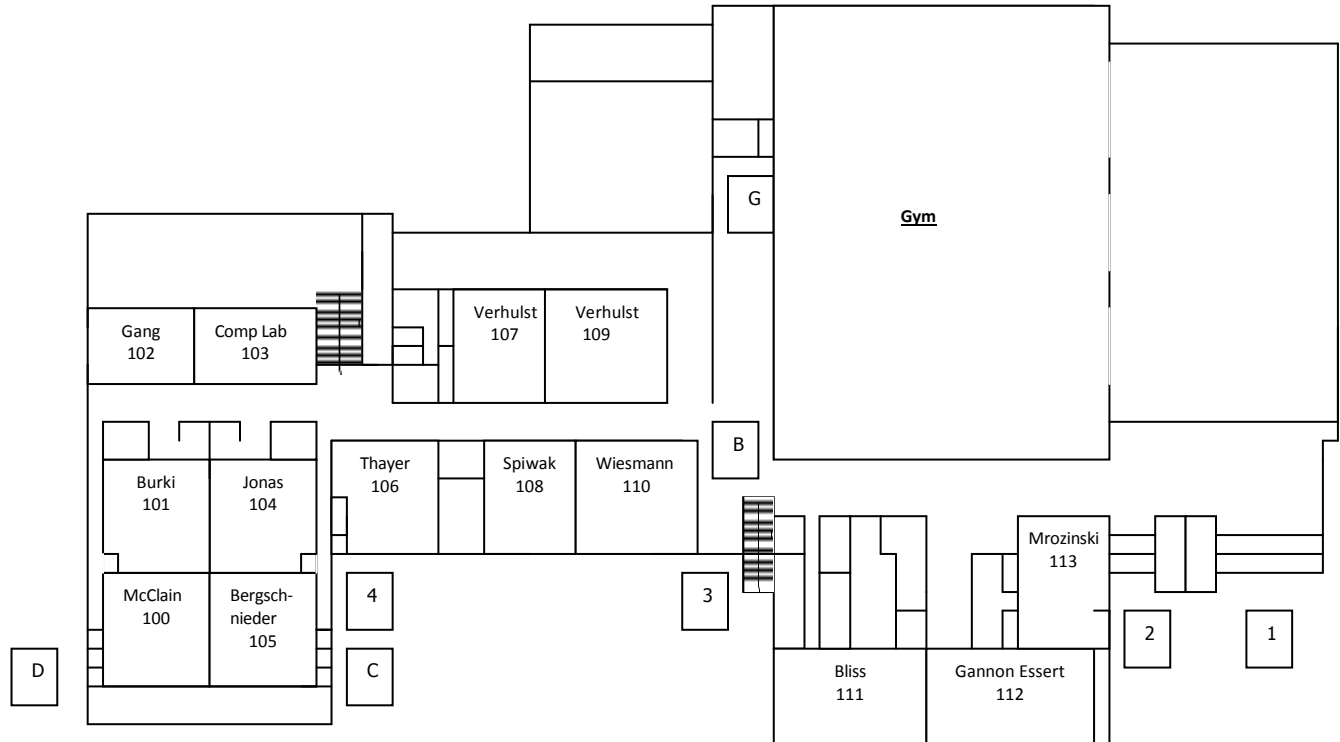
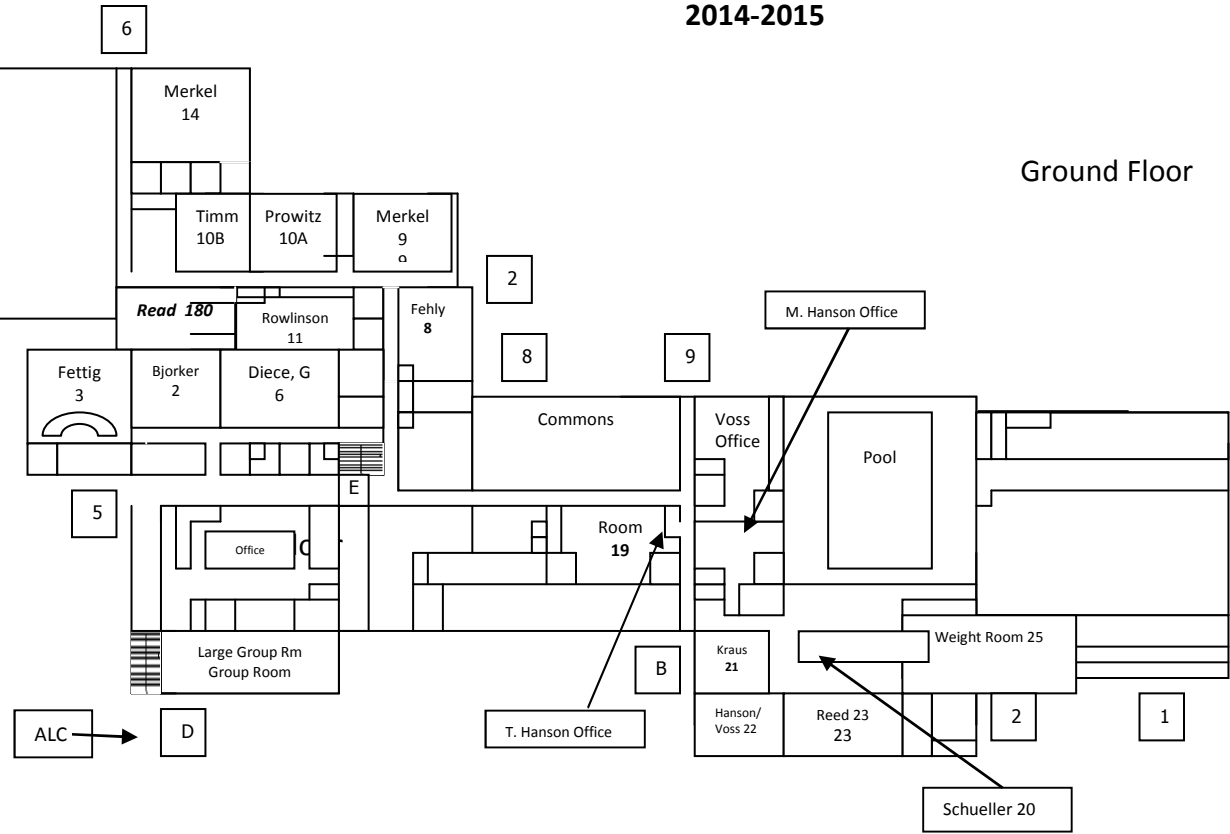
#### Noon Dismissals

Oct. 3, Oct. 31, Dec.12, Jan. 22, Feb. 20, Mar 27,  
May 1, June 5

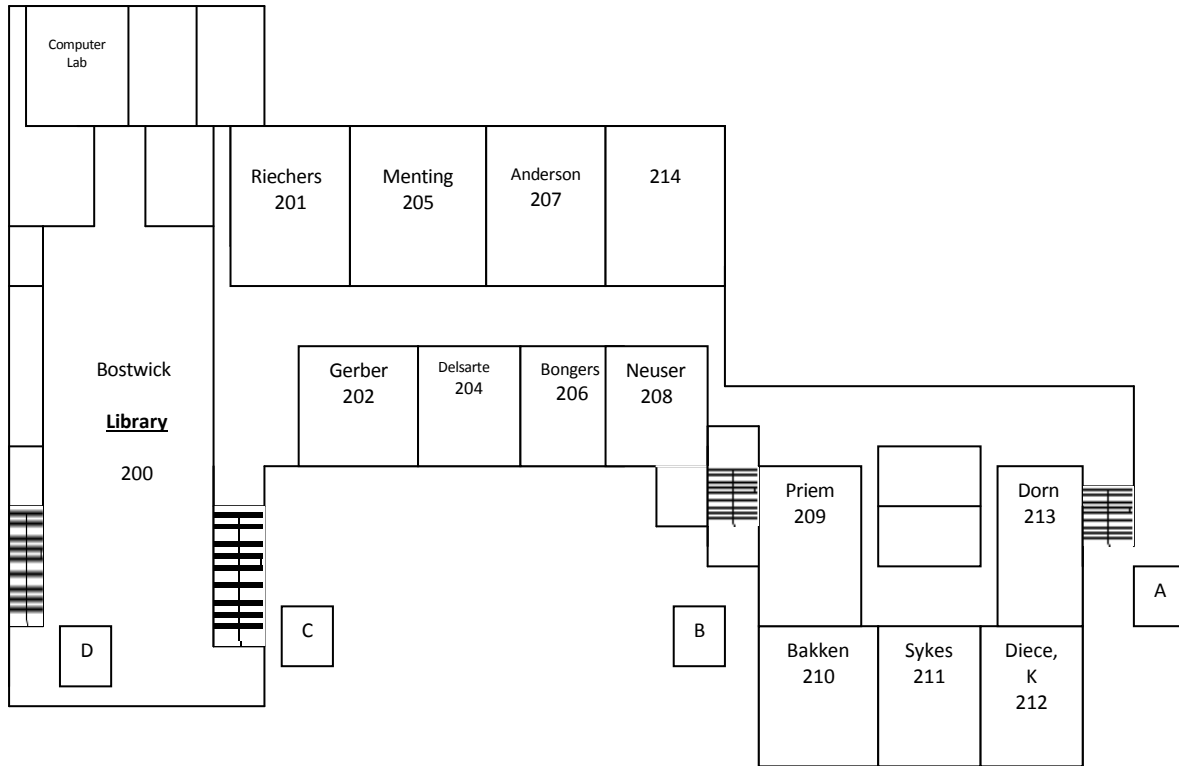
#### Parent Teacher Conferences

Nov. 11 & 13; Feb. 24 & 26

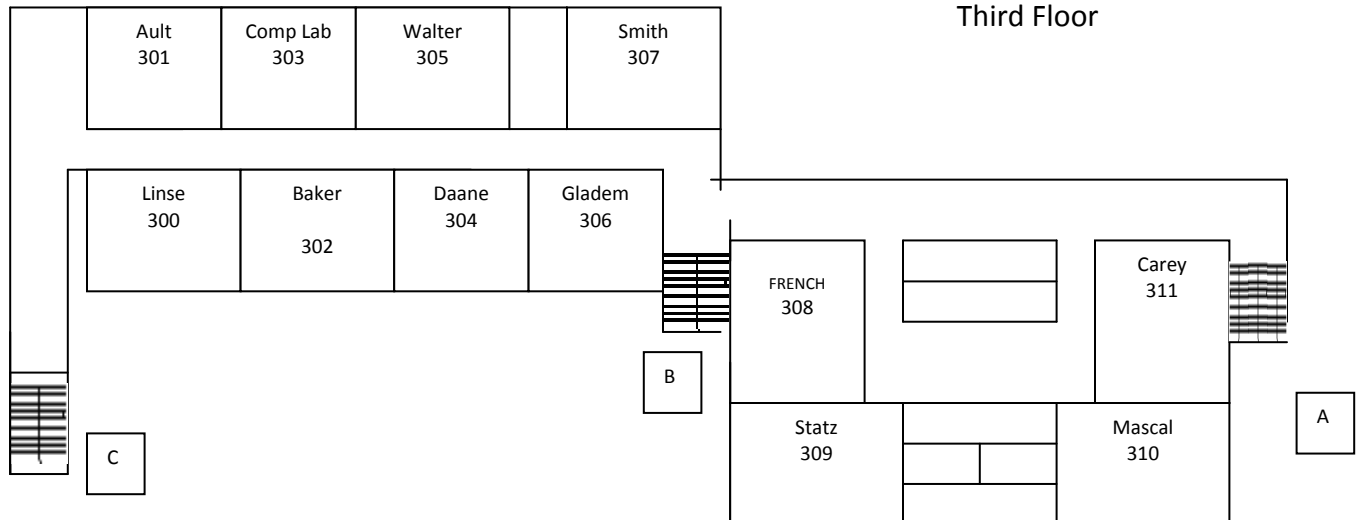
Fort Atkinson Middle School  
Building Map  
2014-2015



## Second Floor



## Third Floor



### **Fort Atkinson Middle School Calendar 2014-2015**

<b>Date</b>	<b>Time</b>	<b>Description</b>
7/21/14	7:00 p.m.	Board of Education Mtg.
8/4/14	12:00-7:00 p.m.	Registration/Picture Day
8/5/14	8:00 a.m.-3:00 p.m.	Registration/Picture Day
8/11-13/14	9:00 a.m.	MS Show Choir Camp
8/15-17/2014	2:00-5:00 p.m.	MS Show Choir Choreography @ FHS
8/28/14	6:30-7:30 p.m.	New Student/Parent/Guardian Orientation
8/28/14	7:00 p.m.	Board of Education Mtg.
9/1/14		Labor Day NO SCHOOL
9/2/14		First Day for Gr. 6 Students
9/3/14		First Day for Gr. 7-8 Students
9/4/14	3:30-5:30 p.m.	Volleyball Practice Begins
9/5/14		M/W Week
9/9/14	6:00 p.m.	Voices Jr. Meeting
9/9/14	6:30-7:30 p.m.	Open House
9/12/14		Picture Retake Day
9/12/14		T/TH Week
9/13/14	8:00a.m.-2:00p.m.	Band Rummage Sale - FAHS Parking Lot
9/15/14		Orchestra Bucky Book Fundraiser Kickoff
9/16/14	4:00 p.m.	Girls' VB vs. Lake Mills Gr. 7 (H) Gr. 8 (A) A games first
9/17/14	6:00 p.m.	Band Boosters Meeting FAHS Music Lobby
9/18/14	4:00 p.m.	Girls' VB vs. Watertown Gr. 7 (A) Gr. 8 (H) A games first
9/18/14	7:00 p.m.	Board of Education Mtg.
9/19/14		M/W Week
9/22/14	6:00 p.m.	Orchestra Boosters Mtg. FAHS
9/22/14		Fall Choir Fundraiser Begins
9/22/14	4:00 p.m.	Girls' VB vs. Milton Gr. 7 (H) Gr. 8 (A) A games first
9/23/14	4:00 p.m.	Girls' VB vs. Johnson Creek Gr. 7&8 (H) A games only Gr. 7 plays first
9/25/14	4:00 p.m.	Girls' VB vs. Milton Gr. 7(H) Gr. 8(A) A games first
9/26/14		T/TH Week
9/30/14	4:00 p.m.	Girls' VB vs. Jefferson Gr. 7 (H) Gr. 8 (A) A games first
10/1/14	3:05 p.m.	Progress Reports Distributed
10/3/14	8:00 a.m.	Signed Progress Reports Due to Homeroom Teacher
10/3/14		M/W Week
10/3/14		Noon Dismissal
10/6/14	4:00 p.m.	Girls' VB vs. Lake Mills Gr. 7 (A) Gr. 8 (H) B games first
10/7/14	4:00 p.m.	Girls' VB vs. Watertown Gr. 7 (H) Gr. 8 (A) B games first
10/7/14	6:00 p.m.	Voices Jr. Meeting
10/9/14	4:00 p.m.	Girls' VB vs. Johnson Creek Gr. 7/8 (A) B games only Gr. 7 plays first
10/10/14		T/TH Week
10/13/14	6:30-7:30 p.m.	MS Parent Advisory Committee Mtg.
10/14/14	4:00 p.m.	Girls' VB vs. Milton Gr. 7 (A) Gr. 8 (H) B games first
10/16/14	4:00 p.m.	Girls' VB vs. Jefferson Gr. 7 (A) Gr. 8 (H) B games first
10/16/14	7:00 p.m.	Board of Education Mtg.
10/17/14		M/W Week
10/17/14	6:00-8:30 p.m.	Activity Night
10/20/14		WKCE Testing Begins
10/21/14	7:00 p.m.	Fall Band/Choir/Orchestra Concert Gr. 7/8 only at FAHS Auditorium
10/24/14		T/TH Week
10/27/14	3:30-5:30 p.m.	Boys' BB Practice Begins
10/31/14		End Date for Orchestra Bucky Book Fundraiser
10/31/14		End of First Quarter - Noon Dismissal
10/31/14		M/W Week
11/4/14	6:00 p.m.	Voices Jr. Meeting
11/6/14	4:00 p.m.	Boys' BB vs. Watertown Gr. 7 (A) Gr. 8 (H) A games first
11/7/14		T/TH Week

11/10/14	4:00 p.m.	Boys' BB vs. Lake Mills Gr. 7 (H) Gr. 8 (A) A games first
11/11/14	3:00 p.m.	The Fourth St. Singers Pizza Fundraiser - Commons
11/11/14	4:30-7:30 p.m.	MS P/G/T Conferences
11/12/14	6:00 p.m.	Band Boosters Meeting FAHS Music Lobby
11/13/14	3:00 p.m.	The Fourth St. Singers Spaghetti Fundraiser - Commons
11/13/14	4:30-7:30 p.m.	MS P/G/T Conferences
11/14/14		M/W Week
11/17/14	4:00 p.m.	Boys' BB vs. Milton Gr. 7(A) Gr. 8(H) A games first
11/17/14	6:00 p.m.	Orchestra Boosters Mtg. - FAHS
11/17/14	6:30-7:30 p.m.	MS Parent Advisory Committee Mtg.
11/18/14	4:00 p.m.	Boys' BB vs. Johnson Creek Gr. 7&8 (H) Gr. 7 first, A games only
11/20/14	4:00 p.m.	Boys' BB vs. Milton Gr. 7 (H) Gr. 8 (A) A games first
11/20/14	7:00 p.m.	Board of Education Mtg.
11/21/14		T/TH Week
11/24/14	4:00 p.m.	Boys' BB vs. Jefferson Gr. 7 (H) Gr. 8 (A) A games first
11/25/14		WKCE Testing Ends
11/26-28/14		Thanksgiving Break
11/28/14		OO Week
12/1/14	4:00 p.m.	Boys' BB vs. Johnson Creek Gr. 7&8 (A) Gr. 7 first B games only
12/2/14	6:00 p.m.	Voices Jr. Meeting
12/4/14	4:00 p.m.	Boys' BB vs. Lake Mills Gr. 7 (A) Gr. 8 (H) B games first
12/5/14		M/W Week
12/9/14	4:00 p.m.	Boys' BB vs. Watertown Gr. 7 (H) Gr. 8 (A) B games first
12/10/14	3:05 p.m.	MS Progress Reports Distributed via Homeroom
12/12/14		T/TH Week
12/12/14	8:00 a.m.	MS Signed Progress Reports Due to Homeroom Tchr.
12/12/14	12:00 p.m.	Noon Dismissal
12/15/14	6:30 p.m.	MS Band & Orchestra Holiday Concert Gr. 6 FAHS Auditorium
12/15/14	7:30 p.m.	MS Band & Orchestra Holiday Concert Gr. 7/8 FAHS Auditorium
12/16/14	4:00 p.m.	Boys' BB vs. Milton Gr. 7 (A) Gr. 8 (H) B games first
12/16/14	7:00 p.m.	MS Choir Winter Concert FAHS Auditorium
12/18/14	4:00 p.m.	Boys' BB vs. Jefferson Gr. 7 (A) Gr. 8 (H) B games first
12/18/14	7:00 p.m.	Board of Education Mtg.
12/19/14		M/W Week
12/22/14		Last Day of Classes before Winter Break
12/23/14-		Winter Break - No School
12/26/14		OO Week
1/5/15		Classes Resume
1/5/15	3:30-5:30 p.m.	Girls' BB Practice Begins
1/5/15	3:30-5:30 p.m.	Wrestling Practice Begins
1/6/15	6:00 p.m.	Voices Jr. Meeting
1/9/15		T/TH Week
1/9/15		Show Choir to Onalaska
1/12/15	6:30-7:30 p.m.	Parent Advisory Meeting
1/14/15	6:00 p.m.	Band Boosters Meeting FAHS Music Lobby
1/15/15	4:15 p.m.	Wrestling vs. Kettle Moraine and Lake Mills (H)
1/15/15	7:00 p.m.	Board of Education Mtg.
1/16/15		M/W Week
1/16/15	6:00-8:30 p.m.	Activity Night
1/18/15	2:00 p.m.	Mid-Winter Show Choir Concert - Gr. 6-12 FAHS Auditorium
1/19/15	4:00 p.m.	Girls' BB vs. Watertown Gr. 7 (A) Gr. 8 (H) A games first
1/19/15	4:15 p.m.	Wrestling vs. Jefferson and Johnson Creek (H)
1/19/15	6:00 p.m.	Orchestra Boosters Mtg. - FAHS
1/19/15	7:00 p.m.	Midwinter Jazz Concert Gr. 7-12 FAHS Auditorium
1/20/15	4:00 p.m.	Girls' BB vs. Lake Mills Gr. 7 (H) Gr. 8 (A) A games first
1/22/15		Noon Dismissal - Last Day of Quarter 2/Semester 1
1/23/15		Records Day - No School
1/23/15		OO Week



1/23-24/15	3:00p.m.(Fri)-11:30p.m.	UW LaCrosse Jazz Festival , Gr. 8-12 Jazz Ensemble, UW LaCrosse
1/26/15	4:15 p.m.	Wrestling vs. Watertown and Milton @ Watertown
1/27/15	4:00 p.m.	Girls' BB vs. Johnson Creek Gr. 7/8 (H) Gr. 7 first A games only
1/29/15	4:00 p.m.	Girls' BB vs. Milton Gr. 7 (H) Gr. 8 (A) A games first
1/30/15		T/TH Week
2/2/15	4:15 p.m.	Wrestling vs. Jefferson and Milton @ Jefferson
2/2/15	6:30-7:30 p.m.	Gr. 5 Parent MS Orientation
2/3/15		Orchestra Field Trip - Milwaukee Gr. 5-8
2/3/15	4:00 p.m.	Girls' BB vs. Jefferson Gr. 7 (H) Gr. 8 (A) A games first
2/3/15	6:00 p.m.	Voices Jr. Meeting
2/5/15	4:00 p.m.	Girls' BB vs. Lake Mills Gr. 7 (A) Gr. 8 (H) B games first
2/6/15		M/W Week
2/9/15	4:00 p.m.	Girls' BB vs. Milton Gr. 7(A) Gr. 8(H) B games first
2/9/15	4:15 p.m.	Wrestling vs. Watertown and Jefferson (H)
2/9/15	6:30-7:30 p.m.	Parent Advisory Meeting
2/10/15	4:00 p.m.	Girls' BB vs. Watertown Gr. 7(H) Gr. 8 (A) B games first
2/13/15		T/TH Week
2/13/15		Fort Show Choir Invitational
2/16/15	4:00 p.m.	Girls' BB vs. Johnson Creek Gr. 7/8 (A) Gr. 7 first B games only
2/16/15	4:15 p.m.	Wrestling vs. Milton and Lake Mills @ Milton
2/17/15	4:00 p.m.	Girls' BB vs. Milton Gr. 7 (A) Gr. 8 (H) B games first
2/18/15	3:05 p.m.	Progress Reports Distributed
2/19/15	7:00 p.m.	Board of Education Mtg.
2/20/15		M/W Week
2/20/15	8:00 a.m.	Signed Progress Reports Due to Homeroom Teacher
2/20/15	12:00 p.m.	Noon Dismissal
2/21/15	8:00 a.m.-4:00 p.m.	WSMA Solo & Ensemble - Whitewater Middle School
2/22/15	1:00 p.m.	POPS Concert FAHS Auditorium - Gr. 5-6
2/22/15	3:00 p.m.	POPS Concert FAHS Auditorium - Gr. 7-12
2/23/15	4:30 p.m.	Wrestling Conference Tournament @ Watertown
2/24/15	3:00 p.m.	The Fourth St. Singers Spaghetti Fundraiser - Commons
2/24/15	4:30-7:30 p.m.	MS P/G/T Conferences
2/26/15	3:00 p.m.	The Fourth St. Singers Pizza Fundraiser - Commons
2/26/15	4:30-7:30 p.m.	MS P/G/T Conferences
2/27/15		T/TH Week
3/1/15	2:00 p.m.	Orchestra Dessert Concert, Gr. 5-12 - FAHS Auditorium
3/3/15	6:00 p.m.	Voices Jr. Meeting
3/5/15	7:00 p.m.	Festival of Choirs FAHS Auditorium
3/6/15		M/W Week
3/6-7/15	10:00a.m.	Shor Choir to Chicagoland Invitational
3/9/15	6:30-7:30 p.m.	MS Parent Advisory Committee Mtg.
3/13/15		T/TH Week
3/14/15	8:00a.m.-4:00p.m.	HS WSMA Solo & Ensemble - Jefferson HS
3/16/15	3:30 p.m.	WSMA District Jazz Festival Gr. 7-12 - East Troy HS
3/18/15	6:00 p.m.	Band Boosters Meeting FAHS Music Lobby
3/19/15	7:00 p.m.	Board of Education Mtg.
3/20/15		M/W Week
3/20/15	7:00 p.m.	MS Musical - FAHS Auditorium
3/21/15	7:00 p.m.	MS Musical - FAHS Auditorium
3/27/15		T/TH Week
3/27/15		Noon Dismissal/Quarter 3 Ends
3/30-4/3/15		Spring Break
4/3/15		OO Week
4/6/15		Classes Resume
4/6/15	3:30-5:30 p.m.	Track Practice Begins
4/6/15	6:00 p.m.	Orchestra Boosters Mtg. - FAHS
4/7/15	6:00 p.m.	Voices Jr. Meeting
4/10/15		M/W Week

4/10/15	6:00-8:30 p.m.	Activity Night
4/13/15	6:30-7:30 p.m.	Parent Advisory Meeting
4/16/15	3:30-5:30 p.m.	Track Scrimmage with St. Joe's at FAMS
4/16/15	7:00 p.m.	Board of Education Mtg.
4/17/15		T/TH Week
4/20/15	3:15 p.m.	MS Show Choir Auditions Gr. 6 & 7 at FAMS Choir Room
4/21/15	3:15 p.m.	MS Show Choir Auditions Gr. 6 & 7 at FAMS Choir Room
4/24/15		M/W Week
4/29/15	3:05 p.m.	MS Progress Reports Distributed via Homeroom
5/1/15		T/TH Week
5/1/15	8:00 a.m.	Signed Progress Reports Due to Homeroom Teacher
5/1/15	Noon	Noon Dismissal
5/5/15	4:00-6:30 p.m.	FAMS Arts Festival and Talent Show
5/8/15		M/W Week
5/12/15	7:00 p.m.	Spring Choir Concert Gr. 6-8 - FAHS Auditorium
5/15/15		T/TH Week
5/18/15	7:30 p.m.	Band Spring Concert - Gr. 6-8 FAHS Auditorium
5/21/15	AM	4th Gr. Orchestra Recruitment - 8th Gr. Orchestra Students - AM
5/21/15	7:00 p.m.	Board of Education Mtg.
5/22/15		M/W Week
5/22/15	4:00 p.m.	Track Conference Meet @ Watertown HS
5/23/15		Great America Choir Trip Gr. 7 & 8 only
5/25/15		Memorial Day - No School
5/28/15	7:00 p.m.	Orchestra String Festival, Gr. 5-12 - FAHS Auditorium
5/29/15		T/TH Week
6/4/15	7:00 p.m.	Gr. 8 Promotion - Last Day for Gr. 8
6/5/15		M/W Week
6/5/15		Quarter Four/Semester Two Ends
6/5/15	Noon	Last Day of School - Noon Dismissal
6/18/15	7:00 p.m.	Board of Education Mtg.

## **SCHOOL DISTRICT OF FORT ATKINSON**

### **EDUCATION PHILOSOPHY**

The School District of Fort Atkinson believes that academic success, personal growth, and citizenship can be achieved with a solid, focused, educational program supported by caring, competent professionals.

- A Fort Atkinson education delivers a solid grounding in reading, writing, and mathematics.
- The language arts curriculum uses materials of superior literary quality and stresses comprehension and analytical skills.
- The writing program focuses on the principles of English grammar to ensure proper written and oral expression. Under close supervision, students learn to write with style, clarity, and discipline.
- The mathematics program initially focuses on basic skills so that once mastered, they become a useful tool in solving advanced and analytical problems.
- Science, geography, and history are integral parts of a Fort Atkinson education and stimulate interest in our world and in our heritage.
- Music, foreign languages, art, and art history are offered to broaden artistic and cultural horizons and to encourage creativity.
- Physical education stresses fitness, nutrition, health, and life-long physical activity.
- Agriculture, business, family & consumer, and technology education give students a basis from which to consider future jobs, careers, and/or further courses of study.
- Co-curricular activities such as music, athletics, drama, and clubs provide opportunities for students to work and interact in groups and on teams. They reinforce the educational program and foster self-discipline, dedication, and spirit.
- Prevention and intervention strategies are in place to address the emotional and social needs of students.
- Technology is used to enhance learning.

### **DISTRICT MISSION**

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.

### **BELIEFS**

We believe that....

- All people can learn.
- Learning is a life-long process.
- The family unit is the primary source of the beliefs and values of its children.
- Education is a shared responsibility among students, educators, family, and the community.
- The entire community benefits from its investment in public schools.
- Schools are accountable to the community.
- Each person is unique, valuable, worthy of respect, has a right to his/her own beliefs and is responsible for his/her own actions.
- High standards, challenging expectations, and self-motivation lead to greater achievement.
- Collaboration, teamwork and competition maximize performance.
- Attainment of skills and knowledge builds self-confidence and fosters personal growth.
- A safe, non-disruptive environment is essential to learning.
- Enhanced learning comes through caring and welcoming environments.
- Responsible citizenship is essential to the continued development of our society.
- Individuals learn through different methods and at different rates.
- Improvement requires change.
- Education is more than academics.

### **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.

### **ALCOHOL AND OTHER DRUG VIOLATIONS**

Students found in possession of alcohol or other drugs will be disciplined in accordance with School Board Policy 456.1 Alcohol and Other Drug Abuse.

#### **456.1 - Alcohol and Other Drug Abuse (AODA) Sanctions**

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

Approved: July 25, 2005

#### **ARRIVAL AND DEPARTURE**

School starts at 8:00 AM. With the exception of bus riders, students are expected to arrive no earlier than 7:30. Supervision begins at 7:30. Students arriving before 7:30 will remain in the commons or fenced play area until 7:50. 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 High Street. Students arriving or leaving by car are to be dropped off in front of the main entrance to the building (South 4th 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 Fourth 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; 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 431, and the corresponding Administrative Rule AR 431, 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](http://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 563-7835. 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 deaths 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 "Prearranged Absence" form prior to their absence from school.

- **Perfect attendance:** Student begins each new quarter with perfect attendance. Students who maintain perfect attendance for a semester or yearlong 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. The Associate Principal will handle tardiness to school. 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.

#### **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- BOARD POLICY 443.4**

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 the 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

#### **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, the following radio stations will also be notified by 7:00 A.M.: WJOY 107 FM, WTMJ 620 AM, WFAW 940 AM, WMGN 98.1 FM or 1480 AM and WIBA 1310 AM. Television stations notified are: Channels 15, 3, 27, 6, and 12.

#### **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, and track are offered for girls; basketball, wrestling and track are offered for boys. Track and Wrestling are offered to 6<sup>th</sup> grade students as well.

In addition, the Fort Atkinson Middle School has a forensics program, F.I.N.S/ Student Council, Show Choir, FFA, Shark Bytes staff, Tennis Club, Jazz Band, Art Club, yearbook staff, 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.

### **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)**

The primary purpose of rules and regulations is to protect the health, safety and welfare of people. In a school setting individuals also have a right to an education. Our emphasis is on courtesy, cooperation, consideration, and respect.

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.

#### **Honor Level Discipline:**

- The Honor Level Discipline System is used to address behavior that does not require direct administrative intervention. The system features a positive approach to helping students make appropriate choices. This system identifies and tracks student behavior. Computer software simplifies record keeping and generates lists according to the different honor levels. The lists are used to determine who will be able to participate in activities and who needs to serve earned consequences.
- Students in all three grades are identified by their behaviors. Students on honor level one are rarely in trouble, while honor level two students have had only one or two problems in the last 14 calendar days. Some of the privileges earned by honor level one students may also be awarded to honor level two students. Students on honor level one and two earn privileges such as permission to attend school activities (dances and assemblies), prizes, and social time with friends.
- Honor level three students tend to have a more difficult time staying out of trouble. They earn honor level three status by having three or more problems within the last 14 calendar days. They are usually excluded from school activities but under certain circumstances may negotiate the right to participate. Honor level four students are those who consistently get into trouble at school. They usually do not participate in any of the school activities, and forfeit any right to negotiate for such privileges. Students are notified as soon as they regain honor level one status, and as they move up in the levels they are encouraged and reminded of their improvement.
- Along with awards the Honor Level System uses several stages of negative consequences. Students who earn infractions, move through increasingly severe levels of consequences. These consequences, along with the promise of awards, encourage students to choose to display appropriate behavior. Program effectiveness is evaluated by all those impacted: staff, students, and parents-guardians. The program will be fine-tuned to meet the needs of each group of students and staff that pass through the halls of Fort Atkinson Middle School.

#### **HONOR LEVEL BEHAVIORAL SYSTEM EXPECTATIONS**

##### **1 Point Demerit**

- ☐ Bring signed material from home
- ☐ Arrive to class on time
- ☐ Come to class with necessary materials
- ☐ Bring clothes to P.E. class

##### **3 Point Demerit**

- ☐ Move through the building in an orderly manner
- ☐ Limit displays of affection
- ☐ Follow FAMS Universal Expectations
- ☐ Follow lunchtime rules
- ☐ Follow arrival and departure rules

##### **5 Point Demerit** please provide written detail

- ☐ Respect school property or the property of others
- ☐ Use appropriate language
- ☐ Settle conflicts appropriately
- ☐ Treat peers with respect
- ☐ Treat staff with respect
- ☐ Classroom behavior that hinders others from learning

#### **HONOR LEVEL PROGRESSIVE STAGES (Within 14 Days)**

- Noon Detention
- 25 minute MASH
- 40 minute MASH
- 1 day ALC
- 2 day ALC
- Administrative intervention

#### **DEMERIT SCALE**

- Honor Level 1 = 0 Demerits
- Honor Level 2 = 1-10 Demerits
- Honor Level 3 = 11-20 Demerits
- Honor Level 4 = 21+ Demerits

### **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 who will make the final determination as to its suitability for school.

In accordance to Board of Education Policy 443.1 Student Dress Code:

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, outer wear such as hats, 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.

### **BOARD POLICY 363.2**

#### **363.2 - Access to and Use of Electronic Communication and the Internet**

Access to electronic communication and the Internet enables the exploration of countless libraries, databases, and other resources while exchanging messages with Internet users throughout the world. The intent of the School District of Fort Atkinson is to make Internet access available to further educational goals and objectives. However, users and their parent/guardian should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some individuals. It is the responsibility of the parent or guardian of a student to notify the school principal if they do not want their student to have access to school networks and the Internet.

Within the school setting, users of the District computers and networks are responsible for good behavior. General school rules for behavior, communications, and use of equipment apply. Electronic resources owned by or on school premises will be treated as real property of the School District of Fort Atkinson. Any abuse or destruction of electronic resources whether they are hardware, software, stored electronic data or displays of electronic data will be subject to the same consequences as abuse and destruction of other District property.

Accessing the Internet and the use of electronic communications using District technology is a privilege, not a right; this includes but is not exclusive to the use of Internet browsing, email, chat rooms, social networking and instant messaging. Abuse or inappropriate use of this privilege will result in suspending access. The nature of the violation could dictate other possible action (i.e. legal, criminal or professional consequences).

Users of the District instructional technology should not expect that electronic communication, Internet and other electronic storage files stored on District equipment will be private. Files brought on school premises are also subject to review. Network administrators/supervisors may review files and communications to maintain system integrity and to insure that users are using the system responsibly.



Personal devices connected to the network and their uses are subject to the same restrictions as District owned devices. Any damage to hardware, software, or data caused by a personally owned device connected to the network will be the responsibility of the person connecting the device to the network.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The District will implement Internet filtering and other means to restrict access by minors to inappropriate materials and materials harmful to minors. It is understood that such filters are not perfect and student access to inappropriate material is unintentional.

Legal Ref: Children's Internet Protection Act

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**

Cell phones/electronic devices can be a useful tool in the school setting. Individual classroom teachers will determine whether or not cell phones/electronic devices will be used within their instructional setting, and/or during activities related to their course. Each teacher will be responsible for communicating expectations and rules of use related to cell phones/electronic devices. All cell phones/electronic devices must be MUTED and in 'SILENT mode' throughout the school day; the 'VIBRATE mode' is not acceptable during the school day. Cell phones/electronic devices that are deemed to be a disruption to the educational environment will be confiscated and possible disciplinary action may result in accordance to School District of Fort Atkinson Board of Education Administrative Rule 443.5.

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 Administrative Rule 443.5 Electronic Devices/Electronic Communication Devices**

1. The use of all electronic communication devices in district schools is prohibited, except at times and in designated locations authorized by the building administration.
2. Given the developmental and operational needs of each school building level, building administration will determine and publish in student/parent handbooks specific detail concerning the appropriate use of electronic devices.
3. In order to communicate effectively and create consistent expectation and practice across our district schools, 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).

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). Approved: March 25, 2009

### **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, a **CODE YELLOW** 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, and teacher's lounge.
  - If there is a medical emergency requiring immediate attention, a **CODE BLUE** 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 **CODE BLACK** 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.

### **GRADING**

Fort Atkinson Middle School students will be graded using the following grading scale:

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59 % and below

Fort Atkinson Middle School Parents can access the following information on the PowerSchool site:

- Grades for current classes, as well as the assignments that make up those grades
- Attendance for the past two weeks or for the whole quarter, including a legend of attendance codes used by the school
- Teacher comments
- Assignment detail – this page will contain a link labeled **Click here for additional course information** that will take you to the Edline site with course specific material.
- Reports via E-Mail, which allow parents to request daily, weekly, or monthly reports to be sent via E-Mail
- School Bulletin icons that take you to the High School or Middle School web sites.
- E-mail link to teacher

If you have difficulty accessing/using any of the internet based services please contact the middle school office.

### **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.

WHAT TO DO IF YOU ARE HARASSED: Remain cool. Be direct and candid with the person. Let your response be known promptly.

Tell the person his/her activities are unwelcome and should stop. If the behavior continues, follow the established procedure:

- Report it to a building administrator, member of the Pupil Services Team or teacher.
- Be prepared to give all the facts surrounding the incidents. (Give the who, what, when, where and how)
- Document the incident.
- Identify potential witnesses.

Formal complaints of harassment will be made in accordance with AR 411.1 Student Harassment Complaint 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 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, parent/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 for quantity of homework.
- Provide timely return of homework with evaluation/feedback.
- Give assignments orally and in writing.
- Allow time for students to write assignments in their F.A.M.S. Assignment Notebook.
- Check and stamp the F.A.M.S. Assignment Notebooks for assignments as needed.

STUDENT EXPECTATIONS: **Students will:**

- Complete homework accurately and on time.
- Carry/Maintain the FAMS Assignment Notebook
- Seek help if homework assignments are not understood.
- Write assignments down in the F.A.M.S. Assignment Notebook for each class.

- 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.
- Check student's F.A.M.S. Assignment Notebook each school day.
- Indicate receipt of progress reports and report cards as requested.
- Encourage students to collect homework from teachers after/prior to absences.

**PROCESS**

For students who choose not to complete homework

1. The teacher will stamp, in red, the missing assignment in the F.A.M.S. Assignment Notebook.
2. Students are required to return the F.A.M.S. Assignment Notebook with parent/guardian initials and the missing assignment the next school day.
3. The teacher will then stamp, in blue, the completed assignment in the F.A.M.S. Assignment Notebook.
4. 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
  - Assignment to an After School Study Table
  - 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.

**HOMEWORK RESOURCES:**

Webpage: Visit our webpage for additional information and homework assignments at [www.fortschools.org/ms/](http://www.fortschools.org/ms/)

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 room 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 work:**

Students deposit money into their accounts prior to school in the office. Lunch account balances are communicated to students in the lunch line, in homeroom, and through special mailings. Students with negative lunch account balances greater than \$15.00 will not be allowed to make additional charges to their account.

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 a 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 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 commons supervisor.
- 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 arrive to you in the mail 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. Families will have the option to receive the newsletter via e-mail or by mail.

#### **PARENT ADVISORY**

Fort Atkinson Middle School's Parent Advisory Council is made up of parent/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. Christiansen or Dr. Abbott with questions regarding this group.

### **POLICE LIAISON OFFICER**

The School District of Fort Atkinson cooperates with the Fort Atkinson Police Department in their police liaison officer program. The officer assigned to the school district works 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 Police Liaison Officer may be reached at the High School at 563-7811 ext. 1150 or at the Fort Atkinson Police Department at 563-7777.

### **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.

The **Guidance Counselor** and **Psychologist** have some common areas of short-term involvement which include:

- ❖ Counseling students
  - personal, social, emotional, academic
  - individual and small group
  - if appropriate, referral out
- ❖ 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.

#### **GUIDANCE COUNSELOR**

- ❖ providing orientation for incoming students
- ❖ developing and administering registration of all students
- ❖ advising students in course selection for the upcoming year
- ❖ assisting with the school testing program including administration procedures and interpretation of test results
- ❖ assisting with alternatives for at-risk students
  - after school study table
  - tutorial resource room

#### **SCHOOL PSYCHOLOGIST**

- ❖ conducting individual student evaluations or assessments to assess areas such as academic achievement, intellectual functioning, social skills, and emotional development.
- ❖ coordinating special education evaluations
- ❖ referring and coordinating services for the student and their families to community agencies and county social services agencies.
- ❖ Consulting with outside agencies
  - Jefferson County Human Services
  - Physicians
  - Mental health agencies
- ❖ Providing support and direction at Section 504 meetings

#### **SCHOOL NURSE/HEALTH SERVICES**

- ❖ The Health Services Team is comprised of the School Nurse, School Health Assistant, Building Secretary, Building Principal(s), and a Code Blue Team (and emergency response team). Injured or ill students should report to the

office for assistance. Assistance will be provided by one or more members of the health services team depending on the student need. Students may remain in the health room for a maximum of one class period after which he/she will return to class or home upon parent/guardian contact.

- ❖ Health services that are available include screening assessments, nurse consultation, extended student medical evaluation/assessment with the school nurse, first aid to ill and/or injured students.

**We encourage you to use our support staff for help with specific questions or student concerns.**

#### ***SMALL GROUP GUIDANCE***

The Pupil Services Support Team at Fort Atkinson Middle School provides a variety of counseling and guidance services to students in order to assist academic and social growth. These services include individual and small group counseling. Small groups offered may include, but are not limited to: family change, social skills, protective behaviors, alcohol and drug education, suicide prevention, grief, and underachievement. Students may be chosen to participate in these groups due to their own concerns, concerns of parents/guardians, or faculty. Groups are voluntary.

- If you would like more information or would like to recommend your child for services, contact a member of the pupil services support team.
- If you have questions about your child's participation in these activities, please state so in writing to the principal.

#### **REGISTRATION INFORMATION (see also grading)**

Registration materials and information will be mailed to all current and incoming students in July or August. This mailing will include information regarding student fees, school lunch prices and other important information. At student registration, each family will be provided with a copy of the student handbook. The student handbook material is also included in the FAMS Assignment Notebook.

#### **REPORTING STUDENT PROGRESS**

Progress reports are intended to inform you of your child's progress in each academic class. These reports, sent out through the homeroom teacher/advisor in the middle of each quarter, are always to be signed and returned as soon as possible after the report has been received.

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 mid-point 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.

#### **SCHOOL FEES**

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

#### **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 to State of Wisconsin State Statute.

#### **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.

### 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 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 WORK/PLAGIARISM

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.

### STUDENT VALUABLES

We suggest that students do not bring media players, MP3 players, cell phones, cameras, electronic games, toys, etc. to school. Often times these items are lost or disappear resulting in a great deal of disappointment. Any item distracting to the learning environment should not be brought to school; items that are brought to school will 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. (School Board Policy 731.3)



### **VIPS: VOLUNTEERS IN PUBLIC SCHOOL**

There is a place for volunteers of all kinds at Fort Atkinson Middle School. Volunteers play an important role in the academic and social life of the school. They add meaning and value to educational goals. The VIPS program needs, welcomes, and values volunteers.

- Mission: VIPS is responsible for coordinating the recruitment, training, placement, support, and recognition of volunteers at the Fort Atkinson Middle School.
- VIPS Goals: To strengthen, enrich, and expand the educational opportunities of our middle school students and to enhance the overall quality of life for those who live, work, and study in our community.
- If you enjoy being around children, contact the school. The secretary will put you in contact with the VIPS coordinator who will help you learn more about the program.

### **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.**

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### **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 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.

### **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.

Questions about this policy should be referred to:

Amy Oakley, Director of Instruction  
School District of Fort Atkinson  
201 Park Street  
Fort Atkinson, WI 53538  
Phone (920) 563-7802

### **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 acuerdo con la ley Federal. De acuerdo con la ley del Estado, el Distrito no discrimina en practicas de empleo a base del credo, a base la posicion, marital, a base la ascendencia, a base el registro del arresto ni el registro de conviccion, ni a base de orientacion sexual.

Las preguntas acerca de esta norma deben ser dirigidas a:

Amy Oakley, Director of Instruction  
School District of Fort Atkinson  
201 Park Street Fort Atkinson, WI 53538  
Phone (920) 563-7802

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## **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. A \$40.00 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 affix their signature, along with the student athlete, to the athletic pledge card and return it to the middle school office.

### **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, 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 9<sup>th</sup> and 10<sup>th</sup> 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 <sup>th</sup> grade	8 <sup>th</sup> 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 <sup>th</sup> gr.	among 8 <sup>th</sup> gr.	among 9 <sup>th</sup> gr.	among 9-12 gr.	among 9-12

X = indicates a focus on the concept/skill

#### SPONSORED SPORTS AT FAMS

Fall	Winter	Spring
Girl's Volleyball	Boy's Basketball	Boy's Track
	Girl's Basketball	Girl's 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 and return it to the middle school office.
6. All athletes receive no more than one failing grade in any grading period to maintain academic eligibility.
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 (5<sup>th</sup> - 8<sup>th</sup> 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.

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 (MySpace, 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 co-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 <sup>nd</sup> 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 consequence 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 individuals 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

2. 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.
3. 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.
4. 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.
5. Expectations of players:
  - Treats opponents with respect.
  - Plays hard, but plays within the rules.
  - Exercises self-control at all times, setting the 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 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 main 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 reoccurrence. 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
7. honor level system application

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 another 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 443.6- Possession or Use of 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 443.4- Controlled Substance Abuse*.

**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.