

# **Mayville Middle School Handbook**

**for**

## **Students and Parents 2011 – 2012**

Robert L. Clark, Principal

Mayville Middle School  
445 North Henninger  
Mayville, WI 53050

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## INTRODUCTION

### MIDDLE SCHOOL PHILOSOPHY: MISSION STATEMENT

The Mayville Middle School educators believe that the cooperative interaction among the students, teachers, support staff, families and community is vital to the growth, development, and education of each individual learner.

We further believe that education is a continuous process resulting in a life long desire for learning. Our mission is to help children transfer school experiences to their daily lives, preparing them to be productive, responsible, and sensitive adults. Through our daily interactions will students, each student will be able to:

- Confidently share their ideas and apply information and skills to new situations.
- Demonstrate positive attitudes and skills in their work.
- Communicate effectively through both written and oral language using media technology when required.
- Read efficiently conveying information and ideas embedded in textual materials.
- Develop questions that deepen their understanding and strengthen skills.
- Problem solve through creative and independent thought.
- Exhibit positive self-esteem and self-discipline by showing respect and tolerance of others and their opinions, themselves, and property.
- Convey knowledge of subject matter by making connections to everyday life.

These statements will demonstrate understanding of the taught curriculum and include skills, behaviors, attitudes and knowledge we want our students to attain. They were developed by the teaching staff and identified by John Goodlad in *A Place Called School* as student goals. Statements of what we want our students to be able to do are used to inform day to day teaching. Teachers will attend to these goals through their use of activities coupled with appropriate strategies to help students develop a passion for learning that prepares them to be productive and active citizens.

## A LETTER FROM THE PRINCIPAL

I would like to welcome students and their parents/guardians to another school year at Mayville Middle School. Our hope is that this year will again be productive and meaningful to each of our students. We are prepared to understand situations, recommend changes and support those changes to help students gain the most from their time at the Middle School.

Again, we will be focused on improving student performance through thoughtful interactions between students and staff members. Consistent with our mission, I will work together with students, parents and staff seeing that the following are met to the greatest extent possible.

Each child at the Mayville Middle School will be able to:

- Respect self, others, and school property.
- Feel personally and physically safe and secure.
- Feel recognized as individuals with abilities, needs, and values of their own.
- Know their feelings are valued and impact learning.

It is my hope that we as a school community, including administration, teachers, support staff, parents, family members, and children work together to achieve these goals. As we do, our school will become a place where children can achieve at their highest potential which is our ultimate goal.

Sincerely,  
Robert L. Clark

## WELCOME FROM THE STAFF

The entire staff would like to welcome you back for the new school year. We hope that this school year will be an enjoyable and productive learning experience for you.

The information contained in this handbook is designed to assist you in adapting to the school program in such a way that you attain the greatest possible educational growth, and enable you to make the greatest possible contribution to your development and the reputation of our school.

It is important that you and your parents read this handbook so that together you may better understand the school and its expectations. You should acquaint yourself with school procedures and policies to get the best experience from your studies at the middle school.

If, at any time, you have questions about what is expected from your teachers, please do not hesitate to stop in or contact us for clarification. With continued cooperation and mutual understanding of the needs at home and school, we will help you grow intellectually and emotionally. Through this communication we will also improve upon our tradition of providing excellent educational programming.

Sincerely,  
The Middle School Staff

**IMPORTANT NUMBERS**

Dr. Pat Antony, Ed.D.  
District Administrator.....387-7963, Ext. 101

**HIGH SCHOOL**

Lee W. Zarnott  
High School Principal .....387-7960, Ext. 102  
Rebecca LeBouton  
Dean of Students.....387-7960, Ext. 108  
Signe Schecher  
Athletic Director.....387-7960, Ext. 103  
Richard Dembski  
Food Services Director.....387-7960, Ext. 160

**MIDDLE SCHOOL**

Robert L. Clark  
Middle School Principal.....387-7970, Ext. 207

**PARKVIEW PRIMARY LEARNING CENTER**

John W. Schlender  
Elementary Principal.....387-7973, Ext. 302

**DIRECTOR OF PUPIL SERVICES**

MaryJane Burdge  
Pupil Services (K-12).....387-7970, Ext. 280

**SUPERVISOR of TRANSPORTATION**

Robert Berry  
Bus Transportation .....387-7969

**BUILDINGS and GROUNDS**

Pat Chamberlin  
Facilities Supervisor.....387-7970, Ext. 274

**Contacting the Middle School**

Report an Absence		387-7970, Press 4
Main Office	Mrs. Schraufnagel	387-7970, Ext. 201
	Mrs. Koch	387-7970, Ext. 203
School Counselor	Mr. Teofilo	387-7970, Ext. 242
School Psychologist	TBD	387-7970, Ext. 244
Maintenance	Mr. Chamberlin	387-7970, Ext. 274
Librarian	Mrs. Yu	387-7970, Ext. 279
School Nurse	Mrs. Berry	387-7970, Ext. 286
Health Room		387-7970, Ext. 277
School FAX		387-7974

## Teacher Telephone Extensions

To contact a staff member, call the Middle School at 387-7970 and when instructed enter the voice-mail number of the person you wish to contact from the list below.

<u>NAME</u>	<u>EXT. #</u>	<u>POSITION</u>
Backhaus, Jane	234	8 <sup>th</sup> Social Studies / 8 <sup>th</sup> ILA
Berry, Marie	286	School Nurse
Brandt, Janet	238	Keyboarding / Computers 8
Caspary, Patricia	222	6 <sup>th</sup> Grade
Dale, Tami	251	Read 180/ Gifted & Talented
Derkowski, Theresa	278	CDS
Garczynski, Kristine	247	Math Support
Gruett, Tyler	224	6 <sup>th</sup> Grade
Gutzmann, Lori	252	Chapter 1
Hansen, Dave	230	7 <sup>th</sup> Social Studies / 7 <sup>th</sup> ILA
Hartwig, Vicky	262	5 <sup>th</sup> Grade
Hastings, Sara	266	4 <sup>th</sup> Grade
Hazelberg, Ted	263	5 <sup>th</sup> Grade
Held, Cory	214	Physical Education Grades 3-5
Lehman, John	229	8 <sup>th</sup> Math / 7 <sup>th</sup> ILA
Michalowski, Cori	218	Reading Support Specialist/7 <sup>th</sup> ILA
Mlsna, Ember	267	4 <sup>th</sup> Grade
Noennig, Debra	227	8 <sup>th</sup> Health/PE
Paulsen, Karen	240	Special Education
Persha, Sarah	216	PE Grades 6-8 / 8 <sup>th</sup> Health
Persha, Sue	225	6 <sup>th</sup> Grade
Reitz, Cherie	270	3 <sup>rd</sup> Grade
Rice, Laurie	273	3 <sup>rd</sup> Grade
Richards, Maria	210	Music / Band / Choir
Schlinder, Julie	235	7 <sup>th</sup> Math / 7 <sup>th</sup> ILA
Schneider, Melissa	268	4 <sup>th</sup> Grade
Schroeder, Adria	253	Special Education Grades 3-5
Seiler, Dave	217	Technology Education
Simon, Betsy	260	5 <sup>th</sup> Grade
Stein, Mary	223	6 <sup>th</sup> Grade
Sullivan, Lisa	220	Art
TBD	244	School Psychologist
TBD	243	Speech & Language
TBD	209	Band
Teofilo, Tom	242	Guidance Counselor
Trost, Becky	271	3 <sup>rd</sup> Grade
Weiglein, Tracy	254	Special Education
Wellhoefer, Becky	239	Special Education
Wollersheim, Renee	233	8 <sup>th</sup> Science / 8 <sup>th</sup> ILA
Zarnott, Peg	232	7 <sup>th</sup> Science / 7 <sup>th</sup> ILA

## NOTICES

### PARENT NOTIFICATION (CALLS TO PARENTS)

School officials have a right and need to run an orderly school environment and will contact parents or legal guardians when needed. Calls will be made to inform parents/guardians of any student concern unless the parent or legal guardian designates a different contact person (designee) and provides both home and work numbers for that person. The designee will have the authority to make decisions concerning the student in discipline matters, attendance, illness, etc. while the student attends school and school functions. This request must be in writing to the principal.

### STUDENT NONDISCRIMINATION

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1975; and all other Federal, State, school rules, laws, regulations, and policies, the Mayville School District, shall not discriminate on the basis of sex, age, race, color, national origin, religion, or handicap in the educational programs or activities which it operates and in employment.

#### **Discrimination complaint procedures**–(Policy 411-Rule)

Any complaint regarding the interpretation or application of the district's student nondiscrimination policy shall be processed in accordance with the following grievance procedures:

1. Any student, parent, or resident of the School District of Mayville making a complaint of discrimination on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability in school programs or activities shall report their complaint in writing to the district administrator.
2. The district administrator, upon receiving such a written complaint, shall immediately undertake an investigation of the alleged infraction. The district administrator will review the facts comprising the alleged discrimination with the building principal or other appropriate person. Within 15 days after receiving the complaint, the district administrator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the complainant.
3. If the complainant is dissatisfied with the decision of the district administrator, he/she may ask for an appeal to the decision in writing to the School Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the complainant and the district administrator.
4. If the complainant is dissatisfied with the Board's decision, he/she may ask for an appeal to the decision in writing to the State Superintendent of Public Instruction, within 30 days.
5. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with exceptional need shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.
6. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

## STUDENT RECORDS (FERPA) (School Board Policy 347)

Notice of parents/guardians to inspect student records. Parents/guardians shall have the right to the following concerning their student's records:

- A. The right to inspect, review and obtain copies of student records.
- B. The right to request the amendment of the student's records if they believe the records are inaccurate or misleading.
- C. The right to consent to the disclosure of the student school records, except to the extent that state and federal law authorize disclosure without consent.
- D. The right to deny the release of such information which have been designated as directory data and (see Directory Data).
- E. The right to file a complaint with the Family Policy Compliance Office of the United States Department of Education.

Parents/guardians wishing to review student records shall make the request of the student's building principal. The principal shall, at an appropriate time and place, make such records available to the parent/guardian.

***If the parent/guardian believes that information contained in the student records is inaccurate, misleading, or otherwise in violation of the student's rights of privacy, they may request the district to amend those records. Requests to change or limit the release of directory data should be made within 14 days of the first day of class.***

(S.118.125(2)(j)). Requests should be made in writing to the school principal, who shall, within a reasonable amount of time after receiving the request, amend the records in accordance with the request and inform the parent/guardian of such decision, or shall determine that the records will stand as written. If the school principal refuses to amend the records, the parent/guardian may request a hearing on the matter by filing a written request with the District Administrator.

## DIRECTORY DATA (School Board Policy 347-Rule)

(S. 118.125(1)(b)) - The following will be included as directory data; the student's name, address, telephone number, date of birth, place of birth, major field of study, participation in an officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees, awards received, and the name of the school most recently attended by the student.

***Directory data may be disclosed to any person providing that the parent/guardian has not specifically, in writing informed the school that they refuse to permit the district to designate as directory data that information concerning their student.***

## SEXUAL HARASSMENT (School Board Policy 512)

Sexual harassment can be verbal, non-verbal, and/or physical in nature, and is any unwanted attention of a sexual nature in the workplace or school.

What legally constitutes sexual harassment? Federal guidelines describe sexual harassment as follows: Unwelcome sexual advances; request for sexual favors; and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- "generalized sexist statements and behavior convey insulting, degrading, and/or sexist

- attitudes”;
- seductive behavior, including “unwanted, inappropriate, and offensive physical or verbal sexual advances;
  - sexual bribery, including “solicitation of sexual activity or other sex-linked behavior by promise of reward”;
  - sexual coercion, includes “coercion or sexual activity or other sex-linked behavior by threat of punishment and;
  - sexual assault, includes “assault and/or rape.”

If you observe or experience sexual harassment, either discuss the incident with the person committing the harassment or report it to your counselor, teacher, or administrator immediately. Only with the cooperation of all of us can we eliminate sexual harassment when it is present. Immediate and direct action by the victim is needed to stop unwelcome behavior. If the harassing conduct continues or occurs at any time, you can report the sexual harassment to your principal, counselor, teacher or the district administrator.

Sexual harassment is sex discrimination and is prohibited by School Board Policy and by local, state, and federal laws. It is outside the scope of one's rights to sexually harass anyone. The School Board may discipline, including expulsion, any student who has sexually harassed another person in the school.

If the harassing conduct continues or, at any time, if you desire, you can report the incident to your principal, counselor or the district administrator. The School Board may discipline, including expel, any student who has sexually harassed another person in school.

### **Complaint Procedure: Filing a Complaint**

The complainant shall sign a written complaint and file it with the principal or counselor (1) within 300 days after the alleged act(s) occurred or (2) within 300 days of the last occurrence of an ongoing condition.

### **TWO-WAY COMMUNICATION DEVICES** (School Board Policy 443.5)

Students are prohibited from using personal electronic devices (i.e., portable phone, beepers, electronic megaphones, two-way radios, personal radios, tape/CD/DVD players, etc.) while on school premises or at school events off campus. Students may possess a cellular phone but it must be turned off and stored in his/her locker during school hours and activities. Students shall not use cell phones in any restroom, locker room or shower room while at school or while at a school-sponsored activity, where others have a reasonable expectation of privacy. Radios and CD players may not be played on the bus at any time (Reference: 1989 Wisconsin Act 120). Radios, CD and DVD players and other electronic devices are not to be used during school activities. Violators will be dealt with on a case by case basis. In all cases, the electronic device or radio will be confiscated. The device will be returned to a parent/guardian immediately after the first incident. The device will be returned after a specified time in each successive incident. Detention or In-School Suspension may result with each instance where a student is found to be in violation of this rule. The district shall not be responsible for the safety or security of electronic equipment that students choose to bring to school.

## HUMAN GROWTH AND DEVELOPMENT

Human Growth and Development instruction is offered in 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grades. Prior to the time of the offering parents will be provided, upon request, an outline of the Human Growth and Development curriculum used at the child's grade level and information about how they can inspect the actual curriculum and instructional materials. Additional curriculum on human reproduction and sexually transmitted diseases is provided in Health during the eighth grade.

## STUDENT LOCKER SEARCHES (School Board Policy 446.1)

The school lockers are the property of the school. Each student is assigned a locker. This locker is for the student's own use and the student will be expected to keep it clean at all times. The school will have periodic inspections of all lockers. Locker inspections will be conducted by school authorities, without notice, without student consent, and without a search warrant. Students are to use their own locker and are responsible for items found within. For reasons of security and safety students should not share a locker or its combination with another student. If students deface the locker in any manner, they will be held responsible for repair or replacement of the locker. The school will not be responsible for any loss of property out of lockers. At no time does the Mayville School District relinquish its exclusive control of lockers provided for the convenience of students. If students wish to utilize a lock with their locker, the lock must be purchased from the school. A lock can be purchased through the Main Office.

## SPECIAL EDUCATION-REFERRAL AND EVALUATION PROCEDURES

**THE PROCESS** – Referring a child with a suspected need for special education for evaluation can be viewed as a part of a larger process that also includes screening, pre-referral, referral and evaluation. The referral procedure is controlled to a great extent by strict state and federal regulations. However, the process does not need to be difficult or complicated for a person making a referral. The following procedures can serve as a helpful guide to understanding and using the process. Persons required to initiate referrals, under Chapter 115.777, Wis. Stats., will be provided with a copy of these procedures or otherwise informed about this process annually.

**SCREENING** – The Mayville School District has an ongoing special education screening program to locate and screen all children residing in the District who might have a need for special education. Once each year (a spring session at Parkview Primary Learning Center) the District screens four year-old children. The District annually publicizes the screening program and the educational opportunities available in the District for children with special education needs through means such as public announcements, notices and advertisements.

The District follows the procedures developed by the Department of Human Services and the other school districts of Dodge County regarding referral of children enrolled in Birth-to-Three Programs. Students transferring into the District are also screened by a review of educational records. Based on this record review, such students are placed in special education or referred for further evaluation.

**PRE-REFERRAL** – A referral for a special education evaluation is normally reserved for very significant learning and behavioral problems. Prior to making a referral for a special education evaluation, school staff members are expected to attempt all reasonable interventions within the general education program. However, interventions prior to a referral can not serve to unnecessarily delay or deny anyone the opportunity of making a special education referral.

**REFERRAL** – The Mayville School District accepts and processes written referrals of resident children, ages three to twenty-one, suspected of having a need for special education. Any person, including a parent, who has reasonable cause to believe that the child may have a need for special education can submit a referral to the School District. The referral must be in writing and it must include the name of the referring person and reasons why the person believes that the child may have a need for special education. If someone other than a parent makes the referral, the District is required to notify the child’s parent of the intent to refer and to document the method of notification.

Referrals generally are initiated by School District personnel but are also readily accepted from the child’s parents, area private schools or by community agencies or professionals providing services to the child. Referral procedures vary slightly depending on the source of the referral. In all cases, a district referral form is required to initiate the process. These forms are available in all district schools and at the Pupil Services Office (located at the Mayville Middle School). School personnel who wish to initiate a referral can contact the special education case managers for assistance in completing the form.

Parents are not required to complete the referral form alone, and only need to indicate their desire to have their child evaluated for the referral process to begin. District staff members are expected to complete the form on the parent’s behalf and to submit the form in a timely fashion. Private schools, community agency representatives or other professionals working with a child outside of the public school setting are generally expected to complete the appropriate referral form but may request assistance from school district personnel.

The referral form should be completed fully and accurately. The date the District received the referral is important because of time limits imposed on the evaluation process. The form should be completed and submitted to a special education case manager immediately after the need for evaluation has been communicated.

**EVALUATION** – Appropriate school personnel will be assigned to an evaluation team based on the concerns expressed on the referral form. Together with the parents (and others as needed), the evaluators will form an Individual Education Program (IEP) Team that will determine whether a child has an impairment and a need for special education. Persons initiating a referral should expect to be assigned as members of the IEP Team. Actual evaluation of the child can not take place until the parents have given informed written consent.

The IEP Team will evaluate the child to determine the educational needs of the child and possible eligibility for special education and related services. If the child is eligible, the IEP Team will develop an individualized education program and determine the child’s educational placement. The School District will notify the parents of the educational placement of their child within 90 days after the referral was received.

**MORE INFORMATION** – For more information about these procedures or any other aspect of the process of screening, please call (920) 387-7970. For referring students for disability evaluations, you may contact the Pupil Services Office at (920) 387-7970 X-280. Legal requirements regarding screening and referral procedures can be found in Chapter 115, Wis. Stats. And P.I. 11, Admin. Rules.

## ASBESTOS ABATEMENT PLAN

As a result of recent federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The Mayville School District has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings), owned or leased by the Mayville School District, were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, the district has completed its' 3-Year Re-inspection required by AHERA. If found in our district buildings, damaged asbestos-containing materials will be repaired or removed as specified in Operations and Maintenance procedures.

## SCHOOL ATTENDANCE

See Attendance section.

## CODE OF CLASSROOM CONDUCT REMOVAL

See Code of Classroom Removal.

# **POLICIES AND PROCEDURES**

## ACADEMICS

### **Grading System (School Board Policy 345.1-Rule)**

Grades at the 3<sup>rd</sup> grade level will be based on the following percentages:

<b>A</b>	<b>= 90-100%</b>
<b>B</b>	<b>= 80-89%</b>
<b>C</b>	<b>= 70-79%</b>
<b>N</b>	<b>= 69% or less</b>

Grading at the 4<sup>th</sup> through 8<sup>th</sup> grade levels will be based on the following scale:

<b>A+ = 98-100% = 4.0</b>	<b>B+ = 87-89% = 3.3</b>	<b>C+ = 77-79% = 2.3</b>	<b>D+ = 67-69% = 1.3</b>
<b>A = 93-97% = 4.0</b>	<b>B = 83-86% = 3.0</b>	<b>C = 73-76% = 2.0</b>	<b>D = 63-66% = 1.0</b>
<b>A- = 90-92% = 3.7</b>	<b>B- = 80-82% = 2.7</b>	<b>C- = 70-72% = 1.7</b>	<b>D- = 60-62% = 0.7</b>
<b>E = 59% or below = 0.3</b>	<b>F = 59% or below = 0.0</b>		

An effort grade (E) may be provided in place of a grade of 'F' for students identified with exceptional learning needs.

### **Quarter Honor Roll**

Students in the 7<sup>th</sup> & 8<sup>th</sup> grades can earn academic honors by being placed on the Academic Honor Roll. This Honor Roll is posted in the cafeteria/office hallway. Students earning a 3.0-3.49 grade point average (GPA) receive Honor Roll status. Students earning a GPA of

3.5 and above receive High Honor Roll status. Students will be recognized for their academic success.

### **Semester Academic Awards (School Board Policy 461)**

Students in the 7<sup>th</sup> and 8<sup>th</sup> grades who excel academically will be recognized for their performance based on semester grades. Certificates and medals are awarded depending upon the student's semester G.P.A.

3.00 – 3.33	Certificate and Bronze medal
3.34 – 3.69	Certificate and Silver medal
3.70 – 4.0	Certificate and Gold medal

### **Accessing Grades through the School District Website**

Mayville Public Schools utilizes a student accounting and records system called Skyward to manage student data. Teachers in grades 3 through 12 are using the electronic grade book feature of this program to record and calculate student grades. A feature of Skyward is the Parent Access. This feature allows you to view your child's grades.

1. Log onto the district website at [www.mayvilleschools.com](http://www.mayvilleschools.com)
2. Click on the "Parent Access" button and a second screen will appear.
3. Within this 2<sup>nd</sup> screen, enter your login and password.  
\*\*You received this information at the start of school.
4. Click on the item under General Information on the left side of the screen to access grades, attendance, schedule, food service, etc.
5. If you have more than one student you can change students by clicking on the drop down arrow on the top of the screen and select the next student.

### **Agenda Planner Use (School Printed Edition)**

All students in grades 3-8 will be issued a planner at the start of the year and are required to use an agenda planner to record assignments. The planner is designed to help with student organization, and the development of planning and scheduling skills. The planner is considered a school text. **It is a tool to be used to organize school life and not to be used for personal expression. If the planner is not used in the manner described it will be collected and the student or family will be asked to pay for its replacement.** If cared for properly, the planner will be useful the entire school year. If a replacement is necessary, the cost will vary depending on grade and vendor purchased from.

The planner will be used as a hallway pass for grades 6<sup>th</sup> through 8<sup>th</sup> and in grades 3 through 5 teachers may use the planner as a pass on an individualized basis. Students required to move to another place in the building outside of the normal passing times will need to have a pass signed in the planner by a staff member. Except at lunch, students are to have their planner at all times increasing the chance of it being used properly. Students are not to use another student's planner. The pass system included in the planner allows for 30 passes per quarter. Students who are in band or who assist as a student helper will be provided a separate pass use as they will use more passes than others.

## **Homework Policy (School Board Policy 345.3)**

Procedures and expectations will be shared with students and families by the classroom teacher. Each family should receive handouts that include classroom and course expectations and a general syllabus of the taught curriculum. Please contact your child's teacher to obtain this information and to answer questions regarding class work, activities, assignments, grading etc.

### **Extra Help**

You may always seek extra help from your teacher if a student does not understand an assignment, if the work is difficult, or if s/he has been absent and have missed assignments and class discussions. Students and families are to arrange a time for both to get extra help.

A teacher may sometimes request a student to stay after school or in at recess or eat lunch with her/him if it is apparent that the student is having difficulty with his work. This should not be thought of as a punishment, but rather as a desire to help students make satisfactory progress. Students in danger of failing a class or classes may be required by their teacher to attend study sessions during the school day or after school. Students in all grades should contact the teacher directly for assistance.

### **Progress and Grade Reports for Students in All Grades (SBP 345.1-Rule)**

Approximately midway through each grading period, teachers will submit to the office a progress report on students doing unsatisfactory work in their classes. The purpose of these reports is to alert parents that their son or daughter is not meeting the quality of work expected in the designated class. Parents can make periodic checks of their child's grades by accessing them through the district's website. A login and password are needed to gain access to your child's grades.

The school year is divided into four 9-week periods of approximately 45 days each for grade reporting purposes. At the conclusion of the 9-week period, grades will be submitted for a quarterly report card. The report card includes grades and attendance information for all students and additionally reports on social skills, scholarship, and citizenship for students in grades 3 through 5.

Reports are prepared for each student at the mid-point (progress report) and end of each quarter (grade report). These reports are available for parent access through the district's website. Progress reports will be sent home with students in grades 3-5. In the upper grades they will no longer be sent to parents. Parents can request a paper copy by calling the Main Office.

Athletes and club members are reminded that grades may affect their eligibility to participate in those activities. For more information consult the "Co-curricular Handbook".

### **Promotion and Retention Policy (School Board Policy 345.4-Rule)**

All students in grades 7 and 8 must carry at least six (6) credits per academic year.

<i>Required Classes</i>		<i>7<sup>th</sup> Grade Elective Classes</i>	<i>8<sup>th</sup> Grade Electives</i>	
Math	1 cr.	Band	½ cr.	Band ½ cr.
Science	1 cr.	Chorus	½ cr.	Chorus ½ cr.
Literacy Block	1 cr.	Art	½ cr.	Art ½ cr.

Social Studies	1 cr.	Creative Writing	½ cr.	Exploring Tech.	½ cr.
Physical Education	½ cr.	Modular Technology	½ cr.	Advanced Woods	½ cr.
Health (8 <sup>th</sup> grade)	½ cr.	Basic Woods	½ cr.		
Keyboarding (7 <sup>th</sup> gr.)	½ cr.	Economics	½ cr.		
Computers (8 <sup>th</sup> grade)	½ cr.				

Guidelines for determining if a student is promoted to the next grade or retained in his current grade are addressed in school board policy. This policy specifies a grade point average of 2.00 or greater must be earned in the core subjects of English, Science, Math and Social Studies for the entire school year for a student to be promoted to the next grade level. Reading is included as a fifth area to attain promotion for students in grade four. Student grade averages are monitored using quarter grade reports. If a student did not attain a cumulative grade point average of 2.00 or greater at each quarter, a note will be sent to the parent/guardian indicating that the student may be considered for retention at the end of the school year if grades do not improve.

After the end of the 3<sup>rd</sup> quarter, the Promotion committee will meet to review student grades and other data to determine whether a student will be promoted or retained. Other factors that may be considered to determine which grade the student will be placed in the coming school year include performance on the WKCE (if applicable), teacher recommendation, school attendance, and performance in classes other than core subjects.

If retention is considered, a conference with the student, parents, principal, and the teacher(s) will be scheduled to inform them of the possible consequences. Exceptions may be made for students having Exceptional Educational Need as determined by the student's case manager in conjunction with the Promotion committee.

The Promotion committee will also be responsible for making recommendations for summer school. After teacher input is received a letter will be sent informing parents and guardians of the value of attending summer school. In some cases, summer school attendance will be required for a student to be promoted to the next grade level in the coming school year.

#### **Make-up Work** (School Board Policy 431-Rule)

THE RESPONSIBILITY FOR ALL WORK MISSED BECAUSE OF AN ABSENCE RESTS WITH THE INDIVIDUAL STUDENT. Upon returning to school after an absence students in grades 7 and 8 should contact each of their teachers and request missed work. The Make-up Work Form is issued in the office and admits students to class after an absence. The teacher will initial it when the work is assigned. **Students can not be down graded on work missed during an excused absence.**

#### **Incomplete Grades** (School Board Policy 345.1-Rule)

All incomplete grades must be made up within two weeks of the last day of the quarter. Teachers will inform students on the last day of the quarter if they will receive an incomplete. Any incomplete work not made up in the specified time will automatically be a failure unless special arrangements are made.

## Academic Dishonesty

Cheating on homework, tests, or quizzes will not be tolerated at school. Each cheating incident will be handled on an individual basis depending upon student age, severity, and situation. Consequences for cheating may include a call to parents and a grade of 'zero' on the work in question and may include a major detention for the first incident with the possibility of an in-school or out-of-school suspension for repeated offenses.

Cheating is defined as copying work, such as an assignment, quiz, or test, and submitting it as your work; allowing another student to copy your work; utilizing aids such as notes or crib sheets to assist in completion of a quiz or test when such aids are not authorized by the teacher; copying source material or not crediting sources in an attempt to present another's work as your own on a class assignment; doing work for someone else; and/or forging a signature. This list is not all inclusive.

## Study Halls

Study Hall is meant to be a place to study and a place to learn. To insure that this happens students are expected to bring to study hall all materials they will need for studying. These materials may include **appropriate** reading material when all homework is completed.

Students must have their Student Planner signed as a pass from the teacher to leave the study hall area during that class period. Study Hall supervisors have the right to limit the use of passes by students. The following rules will be in effect at all times:

- Study Halls are to be quiet and used for studying and work completion.
- Card playing or other games, radios, CD players or devices of this nature are not allowed.
- Students should come with materials for study purposes.
- No food or drink will be allowed in study halls.

## ATTENDANCE

### Closing of School Due to Inclement Weather

Announcement of school closing due to weather or road conditions will be made as soon after 6:00 a.m. as possible. Announcements will be carried on the following radio stations:

<b>WMDC</b>	<b>(Mayville) . . . . . 98.7 FM</b>
<b>WBKV / WBWI</b>	<b>(West Bend) . . . . . 1470 AM / 92.5 FM</b>
<b>WBEV / WXRO</b>	<b>(Beaver Dam). . . . . 1430 AM / 95.3 FM</b>
<b>KFIZ</b>	<b>(Fond du Lac). . . . . 1450 AM</b>
<b>WKTI</b>	<b>(Milwaukee) . . . . . 94.5 FM</b>
<b>WTMJ</b>	<b>(Milwaukee) . . . . . 620 AM</b>
<b>WMRH</b>	<b>(Waupun) . . . . . 1170 AM</b>

Announcements will also be carried on the follow television station:

<b>WTMJ</b>	<b>(Milwaukee). . . . . Channel 4</b>
<b>Fox 6</b>	<b>(Milwaukee). . . . . Channel 6</b>
<b>Weather Watch 12</b>	<b>(Milwaukee). . . . . Channel 12</b>

### School Day Schedule (Regular Day)

Students may not arrive on campus earlier than 7:30AM.\*\*

Doors Open	7:40AM
Start of Classes	7:50AM
Lunch Grades 3-4	10:55AM
Lunch Grades 5-6	11:30AM
Lunch Grades 7-8	12:03AM
Dismissal	3:00PM
Campus Closed	3:15PM**

(All students, unless involved in supervised activities, should be off campus by 3:15PM.)

**\*\*Supervision of students on school grounds is provided between 7:30AM and 3:15PM.**

### **7<sup>th</sup> and 8<sup>th</sup> Grade Schedule (Regular Day)**

1 <sup>st</sup> HOUR	7:50 to 8:39AM
2 <sup>nd</sup> HOUR	8:43 to 9:30AM
3 <sup>rd</sup> HOUR	9:34 to 10:21AM
4 <sup>th</sup> HOUR	10:25 to 11:12AM
5 <sup>th</sup> HOUR	11:16 to 12:03PM
LUNCH	12:03 to 12:33PM
6 <sup>th</sup> HOUR	12:39 to 1:23PM
7 <sup>th</sup> HOUR	1:27 to 2:12PM
8 <sup>th</sup> HOUR	2:16 to 3:00PM

### **Student Attendance (School Board Policy 431)**

**IMPORTANT: Parents are reminded to call the school office prior to 8:00 AM to notify us of any student absences by calling (920) 387-7970. Follow directions provided to press # 4 for leaving a message regarding an absence. Voice mail is accessible at all times of the day.**

Mayville Middle School is a closed campus. Classes will begin at 7:50AM and are scheduled until the end of the school day unless arrangements have been made between the parent/guardian and the school's Main Office.

Students who attend school regularly get the most from their school experience. Attendance and classroom achievement are closely related. To simply pass tests is not a true indication of what a student learns. Much more learning takes place during classroom discussions, research, and related activities than can be assessed by graded tests. Excessive absenteeism usually leads to lower student achievement. This means that you must be in your scheduled classes each day to avoid attendance issues. Good attendance is also required for co-curricular activity participation and adds a great deal to the student's educational experiences. Students must be in attendance at school for at least the last half of the day of a co-curricular event to participate in that event.

The principal or designee reserves the right to refuse an absence as excused. The responsibility for seeing that a student attends school rests with the parents/guardians and the student. *Attending school means the student is in the class or room assigned him/her at a specific time during the school day.* The student's schedule or administrative action determines where the student should be throughout the school day. The administrator may modify the student's schedule for any part of any day, a number of consecutive days, or the remainder of a grading period or semester without parent/guardian consent for the purposes of discipline, safety, or to quell a disruption.

**Pre-excused Absences** - are excused absences other than illness and unexpected emergencies and must be **preceded** by a written excuse signed by a parent or guardian before the absence occurs. This written excuse must be received at least 24 hour in advance of the absence. A “Pre-Excused” form will be completed in the office and taken by the student to his/her teachers for initialing. This procedure insures that the student will have assignments and will have met the expectations of their teachers **BEFORE** their absence. In the case of illness or unexpected emergencies, parents are expected to follow the procedure below for reporting the absence.

**Excused** - absences are granted for valid reasons when students are not in attendance. An excused absence is marked when school is missed due to student illness, death in the family, emergency medical/dental appointments, school sponsored activities, family days, religious observations, required court appearance, and unexpected emergencies as entered and recorded by the principal when proper notification and documentation is provided. Parents may excuse their son/daughter for up to 10 days in a school year for events other than illness and will be excused when the parent/guardian follows school guidelines for reporting absences as outlined above under pre-excused absences. The written note from home should include enough detail for the principal to understand why the student is not in school. Student absences that are verified with third party verification are recommended when available. Third party verification is a written note from a member of the office or destination the student visited that caused the student to miss school.

**Unexcused** (School Board Policy 431-Rule) - Absences that occur with or without parental knowledge and have not been classified as "excused" by the administration in accordance with School Board Policy are termed unexcused. Missing the school bus, shopping, oversleeping, hair appointments, car trouble, family trips not approved in advance, errands, etc., are examples of absences that will be classified as "unexcused". Truancy is another term for unexcused absence (see below).

**Tardiness** (to school) - If you are tardy to school, report immediately to the school’s Main Office. If possible, bring a note from home that day or by the next day. Unexcused tardiness after 8:00AM will result in a referral. Arriving after the first period (8:39AM) will cause the student to be marked truant.

**Tardiness** (to class) - Attendance will be taken at the beginning of the day (3<sup>rd</sup> through 6<sup>th</sup> grades) each class period (7<sup>th</sup> and 8<sup>th</sup> grades). Students are expected to be in their assigned seat when the class bell rings. Students who report to class after the bell will notify their teacher and the attendance should be updated immediately or soon after. The only exception would be a late dismissal from a previous class. In this instance the sending teacher would inform the teacher of the next scheduled class and indicate the reason for being late. Habitual tardiness may result in further disciplinary action.

**Truancy** (School Board Policy 431-Rule) - Daily attendance is required by State Statute (S.118.15). All students are required to attend school regularly until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. Regular attendance is an important element for success and is the responsibility of both the parents/guardians and the students. Students not in attendance and lacking an accepted written excuse are considered to be TRUANT and the incident will be followed up by an

administrator. Students who are tardy arriving after the end of the first period (8:39AM) will cause the student to be marked truant.

Consistent or persistent violation of the school attendance policy will result in appropriate disciplinary action up to and including In-school suspension and/or a non-law enforcement referral for Habitual Truancy. In accordance with S. 118.16(5), habitual truancy is defined as absent from school without a valid excuse for all or part of any five days during a semester (1997 Wisconsin Act 239).

In the case of a student being truant the school will attempt to call the parent/guardian the day the student is truant. Also, a truancy notification letter will be sent to the parents/guardians after it is reviewed by a law enforcement officer.

Truancy violations are counted and used for determining appropriate programming. All offenses of truancy and habitual truancy will be referred to the Mayville Police Department at which time a local citation may be issued. Students who are truant may also receive school-based consequences from the principal or designee. An In-School Suspension may be assigned to students who are truant. Parents of students who are truant will be contacted by phone and letter. If necessary, a parent conference will be requested by the building principal or designee to discuss the following items for determining programming options:

- A) Meeting with parents in school during school year the truancy occurs
- B) Educational counseling
- C) Evaluation of the student for possible learning disability
- D) Evaluation of the student for possible social disability
- E) Home visitation / Home Bound Instruction
- F) Parent input in person or by telephone
- G) School records
- H) Medical reasons

### **Reporting an Absence**

1. Have a parent/guardian notify the attendance office by 8:00AM by calling 387-7970 and pressing #4 when instructed to leave a message concerning an absence.
2. Leave a message or provide the secretary the reason for the absence.
3. Bring a note signed by a parent/guardian or third party to the Main Office the day the student returns to school.

This procedure must be followed for each day of excused absence in order for the absence to be recorded as such. Notes must be turned into the office prior to the start of the first class period on the day the student returns to school. If the validity of an absence is questioned, parents will be contacted by phone to establish the student's whereabouts on the date(s) in question.

### **Restrictions from Physical Activity**

When injured, students may be limited in their movement or ability to perform in physical activity. Several activities in school require physical exertion from mild to unlimited. Recess and Physical Education are two of the most common. When your child has sustained

an injury or illness that places a restriction on his/her activity the school will need to be informed.

The school will assist in providing the appropriate environment for recovery when details on the restriction are provided to the school by a medical professional or other third party office assigned to provide care to the child. This note will be reviewed by the school principal for content and dissemination. The information that provides for the best response includes details regarding any special conditions, the level of physical activity and the length it is to be in place. When this information is received, the school may first verify it with a parent and then inform staff members on a need to know basis only. If there is a restriction specifying limited or no P.E. and/or recess, the student will be placed in another environment during those times of the day. If the information lacks specificity, the student will be removed from recess and PE until cleared by a medical professional.

### **Releasing Students from School**

Releasing students prior to the normal release time is usually planned in advanced. This allows students to attend appointments or take care of other family business. These are typically arranged with the school being informed by the parent in person, with a note brought to the Main Office upon arrival, or a phone call from the parent.

The school will assist in the release of students under controlled circumstances. In an effort to maintain a secure school and in keeping all children safe, the following are to be followed:

- All requests are to be made through the Main Office.
- When a question arises, the Main Office will confirm with a parent.
- Students will sign out through the Main Office and leave with the individual specified in the request.

Calls to the classroom for releasing a student prior to the normal release time will be routed to the Main Office to ensure a consistent response from the school. ***Student who leave school without signing-out with the Main Office will be considered unexcused.***

### **Homework Requests**

Parents/guardians should provide notice to the school of a student absence on **each** day of absence prior to 8:00AM. On days of absence, parents/guardians may want to request missed class work for the student to complete. Parents/guardians are encouraged to request homework on the second consecutive day of absence and beyond. If a student was absent for one day, homework will **not** be assembled. Our teachers feel that they can manage make-up when the student returns after being absent for only one day. Requests for homework due to multiple days of absence should be made before 8:00AM as well, so the teacher has ample time to gather the student work. Homework for all student absences of two or more days will be available by 3:00PM on the day it is requested.

### **Student Arrival to School**

Unless riding a bus, pupils should not arrive at school before 7:30AM. Students are not allowed in the building before 7:40AM except in cases of inclement weather or by

arrangement with a staff member. No ball playing or other games will be allowed on school grounds before school starts in the morning. The playground equipment is not to be used prior to the start of school. Supervision of students on school grounds is provided between 7:30AM and 3:15PM.

## DISCIPLINE

### **Introduction**

The Mayville Middle School staff recognizes the need for a consistent and fair system of discipline in order to provide a safe learning environment for all of our students. Most students behave appropriately when in school. The administration recognizes and commends these students for demonstrating respect and concern for others. Those students who choose to misbehave will encounter consistent treatment to modify poor behaviors. Students must realize that consequences occur from the choices they make. When applied consistently by all teachers and support staff the result will be a positive atmosphere for teaching and learning. The rules herein pertain to all students on school property and at school sponsored events. Students who misbehave while visiting another campus for a school sponsored event will be disciplined by the Mayville principal as well. Discipline procedures take precedence over all other activities to maintain a quality learning environment.

The District is moving toward to a new program to teach students appropriate behaviors and support them at school and school events. Positive Behavior Intervention and Supports (PBIS) will be used beginning in the 2011-2012 school year. Additional information will be provided as staff develops this program over time.

### **SCHOOL WIDE BEHAVIOR EXPECTATIONS**

The Mayville School District believes that establishing behavior expectations, teaching those expectations and reinforcing positive behaviors is a vital component to the overall education and development of all students. The District has adopted a district wide framework for addressing behavior expectations with the following purpose:

*The purpose of implementing Positive Behavior Supports and Interventions within the Mayville School District is to commit to building a positive learning environment that fosters the overall academic, physical, emotional, and social development for all learners.*

This initiative will be referred to as **The Cardinal Way** and has been developed with the foundational expectation that all students will:

Be Responsible  
Be Respectful  
Be Safe

Staff, students, and parents will be involved in trainings and activities that will teach and reinforce these key concepts. Our school discipline procedures are based on the components of The Cardinal Way. More information on The Cardinal Way and student behavioral expectations can be found by following the links from the Mayville School District website.

## **Code of Classroom Conduct Removal** (School Board Policy 443-Rule)

Teachers and support staff have an additional tool for removing disruptive students from the learning environment. Removal can be for the remainder of the period that day or longer. When a student is removed, the student will write his/her account of the incident, a call will be made to the parent and a notice will be sent home. A disciplinary action may be recommended in addition to the removal from class. The length of removal will be determined by the teacher and principal.

## **Cafeteria/Lunch Rules**

Please adhere to the following regulations concerning the cafeteria:

- General Rules of Behavior will apply (see page 23 and 24).
- When the dismissal bell rings, walk quietly to the cafeteria and line up in an orderly manner.
- Good manners are in order and should be employed.
- When finished eating, wait quietly until you are dismissed to return your tray.
- When dismissed, return your tray to the window near the serving area. Place all milk cartons, straws, paper and refuse in the waste containers. Clean up spills. Students are to return to their table until dismissed at the bell.
- Follow all instructions given by lunch supervision staff.
- **Special celebrations with classmates during lunch are to be arranged with the principal.**

Students who refuse to follow lunch rules may be denied cafeteria privileges for a period of time. A referral will be written to record the incident. Lunch will be eaten in the Main Office and will be recorded as a Lunch Detention.

Students who bring bottled soda, juice or water will only be allowed to drink these beverages in the cafeteria during lunch period. The Middle School discourages fast food deliveries for students during the school day. Bringing larger quantities of food or drink to be shared with classmates requires prior approval from the principal or lunch supervisors.

## **Gang Activity** (School Board Policy 443.7)

Our school does not tolerate gang insignias, graffiti, dress, gestures or other activities associated with these groups. Any physical attribute that deters from the established grooming and dress code will not be tolerated. School board policy governs all responses to gang activity. Police intervention will be warranted in all instances of gang activity.

## **Cases Not Covered by Specific Rules**

It is understood that the rules and expectations included here are not all inclusive. The administration will take such action as is necessary and not forbidden by law or board policy to insure the discipline and orderly conduct of the school. ***Action may be taken with any offense that impairs the usefulness or well being of the school regardless of the existence***

*or nonexistence of a rule covering the offense.* All of the regulations contained in this handbook are set down to maintain the rights of all.

## STUDENT LIFE

### **General Rules of Behavior (School Board Policy 443)**

Students in the School District of Mayville shall be expected to act in such fashion that their behavior will reflect favorably on the individual student and on the school, show consideration for fellow students, and create a harmonious school atmosphere. To accomplish this, each student must recognize individual responsibilities and obligations, and discharge them in accordance with school regulations. The rules for student behavior below and elsewhere in this document are set to help create the learning environment described above.

- Students should show respect for self, others, and school environment.
- Displays of affection are not allowed in the building.
- Walk in the hallways at all times.
- Students are to stay on the right side of the hallway.
- Card playing or any other form of gambling is prohibited.
- Profanity and disrespectful statements and actions are prohibited.
- Fighting or other physical contact is prohibited. The school does not differentiate between a real fight and a play fight.
- Use, possession, or the sale of illegal substances or weapons is prohibited.
- Insubordinate statements and actions toward staff members will not be tolerated.
- Food and drink are not allowed in the classrooms unless part of an organized classroom activity.

### **Arrival/Entering School in the Morning**

Students who walk to any entrance and those being dropped off in the parking in the morning must enter the building through the two entrances at the parking lot. Grades 3–5 will use the entrance at the flagpole and grades 6–8 will enter at the Gym entrance to the building. Those students who ride the bus or ride their bikes to school must enter at the main entrance at the front of the building. When the bell rings, students will line up and enter with their designated grade at an assigned door.

Students arriving to school in the morning must follow school rules as soon as they are on school grounds. Due to limited space no tag or other games will be allowed. Just prior to the bell the staff on duty will direct students to line up. Students must move into a single line by grade or gender in an orderly manner before being asked to enter the building. Parents should note that students should not arrive before **7:30AM** as there is no supervision.

### **Snack Guidelines (School Board Policy 458)**

The Mayville School District promotes healthy lifestyles by supporting wellness and good nutrition as part of the total learning environment. Improved health optimizes student performance potential for all students. Through the promotion of good nutrition, schools contribute to the basic health status of children. In being consistent with SB Policy 458, parents can assist in this mission by providing daily snack and lunch items for their children

that are nutrient rich. In school, our staff will assist in this mission by providing and following guidelines for consumption of daily snacks in the classroom.

We further recognize the importance of providing students opportunities to celebrate birthdays and holidays that may include items not consistent with our policy. These events will be supported as we understand there is a difference between daily snacks/lunch and birthday/holiday treats.

The following guidelines are given to provide examples of items for daily snacks.

- Sugar is not the first ingredient
- 100% juice or water
- Granola bars
- Pretzels
- Dried fruit
- Fruits or vegetables
- Popcorn
- Crackers

### **Recess-Playground Rules - (3<sup>rd</sup>-6<sup>th</sup> Grade)**

- o Students need to show respect for self, others, and school property at all times.
- o Students should not play rough, and should use playground and sport equipment as it was intended.
- o Students should follow instructions given by recess staff.
- o Supervising staff may limit the number of play areas depending on the number of supervisors available. The three play areas are the blacktop, equipment area, and top-of-hill.
- o Sportsmanship – The general rule ‘One play, all play’ will be used.
- o Role playing games where fights or duels are mimicked are not to be played.
- o Garbage – Students are allowed to eat a snack at recess. Students should be responsible by placing all wrappers and empty containers in the waste bin(s) on the blacktop.
- o No ball tag or bombardment games where balls are thrown at students.
- o Playing in the snow – Students who play in the snow must wear snow pants and boots. Snow is not to be thrown. Sledding is not allowed.
- o Four Square – There are seven (7) Four Square games painted on the blacktop. Seven (7) balls will be provided.
- o Basketball – Three basketball hoops are provided. Three (3) basketballs will be provided one for each hoop.
- o Other Activities (jump rope, hacky-sac, tag, etc.) – Students involved in other activities should utilize the eastern end of the blacktop playground.
- o Team Activities (kick ball, etc) – specific rules can be applied to these games by supervising staff to maintain orderly play.
- o Due to the number of injuries reported with playing football, it will not be played during recess.
- o All games may have additional limitations placed upon them or eliminated completely for a time if play is not controlled. These decisions will be made by our supervision team.

## **Recess Dress Expectations**

Longer-style shorts and Capri's may be worn from the beginning of the school year through October 15<sup>th</sup> and then again from April 15<sup>th</sup> through the end of the year. Keeping in mind that the temperatures may still dip below 60 degrees where jackets are then required. When the temperature is below 60 degrees, legs and arms must be covered. Students may be kept inside during recess if, at staff's discretion, they are not dressed appropriately for weather conditions.

## **Outdoor Footwear**

Beach thong, flip-flops, sport sandals are not permitted on the playground for safety reasons. To avoid injury students should bring a pair of athletic-style shoes for play outside as they are best for outdoor activities associated with recess.

## **Indoor Recess**

In the event of bad weather, recess will be held in the gym, auditorium or classrooms. Students are expected to follow all school rules during this recess time and follow closely the directions given by supervisors. The indoor recess location may change depending on the day's schedule and use of facilities.

## **Personal Toys at School**

It is strongly recommended that students not bring toys, collecting/trading cards, etc. to school. If these items are brought to school for use at a daycare or a friend's house after school, they should be stored in the student's backpack or locker for the day. Toys used during school hours may be removed by classroom teachers who will then make a parent contact.

## **Party Invitations (lower grades)**

All classmates must be included if invitations are distributed at school. We hope this "all or none" policy will help in avoiding misunderstandings and hurt feelings. Please be sure to communicate carefully with your child's teacher and other parents if a party is to take place after school. Parents should provide written notice indicating when a child will be going somewhere different from their normal routine after school.

## **Lockers (School Board Policy 446.1)**

Each student is assigned a locker. This locker is for the student's own use and he/she is expected to keep it clean and orderly at all times. Periodic inspections will occur. Remember, these lockers are SCHOOL PROPERTY provided as a convenience and may be inspected WITHOUT YOUR PERMISSION for safety reasons, locating library books, general school books or unlawful and/or offensive materials which may distract from the school's general purpose and mission. Beverages are not to be stored in a locker for consumption outside of the assigned lunch period. Consuming food and beverages at one's locker is prohibited.

Locks may be obtained for a fee in the main office. **ONLY LOCKS PURCHASED FROM THE SCHOOL MAY BE USED TO LOCK YOUR LOCKER.** To protect your belongings, keep the combination a secret and never leave the lock “set” to open.

Students will be held responsible for defacing the locker in any manner. No stickers or other decorations may be fastened to the outside of the lockers. Stickers on the inside must be removed at the end of the year without damage to the locker. Students may decorate the inside of their lockers with appropriate messages and materials. This privilege may be revoked on an individual basis when a student demonstrates that that s/he can not make appropriate choices. From that point on, that student will not be permitted to decorate the inside or outside of her/his locker.

### **Dress and Grooming Code (School Board Policy 443.1)**

Student dress is to be appropriate, not vulgar, distracting, offensive or disruptive. It should not jeopardize the safety and learning environment of themselves, students, staff or others within the school. If a student’s manner of dress has the potential of causing a disruption on campus, that manner of dress will not be allowed. Sometimes it is not the word(s) or image(s) alone that is offensive but what images and/or thoughts are potentially evoked by the pictures, images, or words on the item or garment.

Examples of outer wear that is subject for review will include jackets, hats or headgear, swimsuits, short shorts (6 inch inseam is required), halter tops, jeans or pants with tears or holes above the mid-thigh, bathrobes, pajamas or other items designed for private use, togas, and biker pants. (Biker pants or other spandex type products may be worn but must be covered by another appropriate outer garment). Under garments are not to be exposed either wholly or partially. Wheeled footwear is not to be worn at school.

**Under no circumstances will exposed midriffs be permitted.** Students are not to wear muscle shirts and tops with spaghetti straps or tank tops with straps less than two inches without another garment covering them. Clothing of this type worn by our younger students (i.e. Grade 3 and 4) will be handled on an “as needed” basis. Students are not to wear other tight styles, such as leotards, unless they are properly covered by another outer garment. Baggie or over-sized styles that may disrupt or cause injury are also not to be worn. Clothing displaying alcohol or tobacco products and other unhealthy messages are not allowed. Metal, leather or plastic items, whether attached or loose, such as collars, studded bands and chains are not to be worn while on campus or at school functions off campus. These lists are not intended to be inclusive.

Students wearing inappropriate attire will first be asked to modify their attire to comply with our dress code. If needed, students will call home or be sent home when they are not able to adjust their attire at school. The time absent will be considered part of the student’s Family Days. Students who are not able to adjust their attire will be sent home or placed in In-School Suspension for the remainder of the day.

### **Bicycles and Other Wheeled Transportation**

When students ride bicycles, skateboards, scooters, and skates to school, it is their responsibility to use the racks or store them in their lockers until they are ready to go home.

Bicycles are always to be stored in the bike rack. Parents may be asked to retrieve their child's bike if they are not stored properly.

All students are to stay out of the bicycle parking area except when storing or picking up their bicycle. Students playing in the area may be held responsible for damage to bicycles. All equipment with wheels will be removed or walked once you are on school property both before and after school (this includes the sidewalks that border school property). Walk your bicycle through the intersections adjoining the school property. Wheeled footwear is not to be worn at school.

### **Fees/Collection Policy (School Board Policy 470-Exhibit (1))**

The Mayville Board of Education believes that all assessed fines, fees, or charges of the student body should be collected. It is also their belief that some parents may need time to make payment of these fines, fees or charges. Refunds of fees when a student leaves the district will be handled by the district office and mailed to the forwarding address left by parents when a student leaves our building. Fee payments received by the district will be applied to past due fee balances first followed by current school year fees, course fees and finally activity fees.

Fees for school will be as follows:

- School fees for students in grades 3-8 are \$30.00. This takes care of book rental and workbooks and other consumable supplies purchased yearly for students. This fee is to be paid before the beginning of the school year. If you are not able to pay fees at this time, you should contact the principal for an extension.
- The Co-curricular participation fee will be \$30.00 per year for middle school students.
- Lunch fees are \$2.25 each day for grades 3-8. Extra milk may be purchased for \$0.35 per 1/2 pint.
- Lunch fee for an adult is \$2.75.
- Milk for 3<sup>rd</sup> grade morning break will be \$0.35 per day and will be deducted from the family lunch account.
- A physical education uniform is required for all students in grades 6-8. This can be purchased through the school. Uniforms are required for PE in grades 6 -8.
- Laminated lunch cards, if lost, will require a fee of \$2.00 for replacement.
- School locks can be purchased for \$5.25 for new and \$3.00 for a used lock if available.

### **Guidance Department**

The Mayville Middle School Guidance Department is staffed by one full-time school counselor. The Guidance program is a comprehensive program which serves all students at Mayville Middle School. It is designed to help all students address their academic, personal/social, and career needs. All students are served through classroom guidance in grades 3-6, which focuses on developmental needs and character education. In grades 7 and 8, students receive career guidance.

The counselor also facilitates counseling groups to address specific issues related to making friends and dealing with personal or family changes. Additionally, the counselor meets with many students throughout the school year to address academic as well as personal concerns. Students may be referred to the counselor by parents and/or school staff. Our school

counselor is Mr. Teofilo. He can be reached at 387-7970, extension 242, or by calling the Main Office.

### **Student Council**

Each year, Student Council representatives are chosen to represent the students in the planning of school activities, fundraisers, recognitions, parties, etc. To be a representative on the Student Council, a student must comply with the following rules:

- Any member who receives an F or drops below a 2.00 average will automatically be dropped from the Student Council for the remainder of the school year.
- Members of the Student Council must conduct themselves in a manner that is a credit to the school. Failure to do so will result in the loss of membership on the council.
- Student Council elections will be held during the spring of each year.
- The 7<sup>th</sup> and 8<sup>th</sup> grade representatives are elected by completing a form and obtaining a set number of signatures from students and staff. A minimum of two representatives will be elected from each of the 6<sup>th</sup> grade classrooms.
- The president of the council must be an 8<sup>th</sup> grade student and he/she will be elected by the members of the council. The duties will be to preside over the council and conduct the affairs of the council.
- In addition to the president, there will be a vice-president, secretary, treasurer, historian, public relations officer, and fundraising chairperson. These officers will be elected by members of the council. The vice-president's duties will be to help the president and take over as president if the need arises. The secretary's duty will be to keep the records of the Student Council. The treasurer's responsibility will be to keep records of any money handled by the council. The historian's duties will be to keep the student council records and update the council's scrapbook. The public relations officer's duties will be to help get knowledge of student council activities to the student body as well as the community. The fundraising chairperson's duty will be to organize all fundraising events for the student council.

### **Use of Telephone/Messages**

The office telephone is a business phone and should be used by the pupils for emergencies only. Pupils may use the telephone in cases of urgent business.

Parents, family and friends should limit their calls and messages to students at the middle school to decrease the number of interruptions. Messages to students should be for incidents of extreme importance and emergencies only. Messages will be delivered before the end of the school day.

### **Care of School Property**

Students are responsible for the proper care of all books, supplies and furniture supplied by the district. Students who disfigure or damages school property and equipment, including consumable items, will be required to pay for damage done or replacement of the item. The student may also be suspended or referred for expulsion and the incident will be referred to the police.

## **Library/Instructional Materials Center**

The Instructional Materials Center (I.M.C.) is an organized collection of many kinds of materials. These include print materials such as books, magazines, newspapers and pamphlets. Non-print materials in the I.M.C. include videotapes, multimedia materials, sound recordings, laser disks, compact disks (CD's) and computer software programs. Most print materials can be checked out of the I.M.C. Students may use non-print materials in the library but cannot check them out.

Books are checked out for a period of 2 weeks and can be renewed one time. A fine of \$0.05 per day, per item will be charged to students in grades 7-8. There is a one-day grace period for overdue materials. Fines will accumulate on actual school days, not weekends or vacation days. If attempts to acquire overdue books or fines fail, library privileges may be suspended until the matter is resolved. Volumes of older encyclopedias may be checked out overnight. Lost books and magazines must be paid for at replacement cost. Library personnel will determine charges for damaged materials.

## **Technology Acceptable Use (School Board Policy 363)**

The computer network of the School District of Mayville is a valuable tool in the learning process. Network usage by students shall be based on a specific planned educational purpose and shall take place in a supervised setting such as a classroom, computer lab, or a media center. Student use of this tool is a privilege and not a right. As a result, the School District is authorized to limit student access to the network due to inappropriate use or abuse of the network and its equipment. A student who damages or alters computer hardware, software, or the network in any way, or uses computers inappropriately are in violation of district guidelines for acceptable use. Students who abuse this technology will be denied access to the use of school computers and its network and are subject to disciplinary action from school. Students will be responsible for financial remuneration for damages incurred. For a 1<sup>st</sup> violation, student will be denied usage privileges until a parent meeting is held.

## **Examples of inappropriate use and abuse (School Board Policy 363-Rule):**

- Sending or displaying offensive messages or pictures (overt or implied).
- Use of obscene language.
- Harassing, insulting or attacking others (bullying).
- Damaging computers, computer systems or network.
- Violating copyright laws.
- Using another's password.
- Trespassing in another's folders, work, or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes or personal reasons.
- Accessing unauthorized social networks, chat rooms, e-mail and blogging.
- Use of personal program disks without permission from staff.
- Any tampering with system set-up, software, hardware or files, etc.
- Inappropriate use of the Internet, etc.

***Parents/Guardians have the right to deny to students under their control access to the Internet and/or the computer network and computer technology. This request must be in writing. Please call the school with your concerns.***

### **Physical Education/Locker Room Use**

All students in grades 6<sup>th</sup> through 8<sup>th</sup> are required to purchase a physical education uniform from the school. These items can be secured in lockers in the Gym area. To prevent any loss of personal material, all students are advised to use a combination lock purchased from the school to secure these lockers. Locks not purchased from the school will be removed in any manner necessary. The Middle School does not assume responsibility for missing items. Students are advised to report missing items to the Main Office. For safety reasons, student misbehavior in the locker room may limit their access and use of the locker room for a period of time. ***Cellular phones are not allowed in the school's locker rooms at any time.***

### **Spectator Expectations**

Students who choose to attend events at the Middle School should do so in a manner that is respectful to all. As a spectator, students should engage in certain behaviors and not in others. Spectators watch the event, cheer when appropriate and follow instructions given by the supervising adults. The guidelines noted below should be followed:

Sit in the stands during the event

Show respect to the opponents, officials, coaches, and other spectators

Follow restrictions regarding snacks, food, and beverages

Follow the instructions given by supervising adults

Mayville Middle School is a member of the Middle Level Flyway Conference. The bylaws for this conference include expectations for spectator behavior and include the following:

There shall be no booing, stomping on bleachers, harassing free throwers, or use of any unsafe articles before, during, or after the event.

Obscene language will not be tolerated and be cause for removal.

The field or court will not be available to any spectator during intermission at our home co-curricular meets and games. Concern over spectator activity comes from the AD, referees hired for the game, coaching staff and supervisors of co-curricular functions at the middle school. The impact of using the court or field during scheduled games and meets include litter from spectators and materials left by shoes that may cause wear or affect the playing surface. Unsupervised activities during intermission may also lead to health and safety issues of individuals who are not registered members of the team and its coaching staff or not part of the scheduled co-curricular activity.

### **Backpacks and Coats**

Backpacks and coats are not allowed in our halls and classroom after the school day begins. Students must keep their backpacks, coats and outerwear in their lockers during the school day. Backpacks, cases and other items that do not fit in the locker must be stored in the classroom so that locker doors can be closed and latched. Exceptions will be considered on a case-by-case basis.

## **Field Trip Attendance**

School field trips are coordinated to include all students and are tied to curricular objectives developed for the course or grade level of the student. Attendance on field trips is considered to be part of a student's school day and educational plan. At times, a student may not participate in the field trip and thus misses the educational component of the trip. The safety of the student and the traveling group will be considered when determining who will participate in a field trip. When a student will not be in attendance on a field trip, the teacher will communicate with the child's parent that the trip is part of the curriculum and replacement activities may be assigned. The teacher will also state that if the child is not on the field trip then the child should be in school. Students who remain behind and are in school will be placed in a grade either above or below to maintain their scheduled recess and lunch times.

Unless excused by the teacher, students staying behind, while his/her class is on a field trip, will have assignments related to the field trip for them to complete whether they are in school or not.

## **HEALTH and SAFETY**

### **School Nurse**

A school nurse is contracted to be in our district each week. The nurse is available to students, staff and parents for consultation and to assist our school in matters related to health, medication, and disease prevention for our student body. The nurse also assists with and recommends procedures and policy language for First Aid, immunizations, medication dispensing, CPR, vision and hearing screening, Health room organization and stocking, nutrition, health alerts, and overseeing staff training for assisting students with first aide, allergies, asthma and diabetes.

### **Medication Administration at School** (School Board Policy 453.4-Rule)

As per Wisconsin State law and Mayville District Board Policy, parents must have a completed Medication Consent form on file in the school office before any medication or prescription drug will be administered to a student. Medication must be in the original, sealed manufacturer's packaging or the properly labeled pharmacy bottle. Medication will be kept in the office. An exception would be inhalers. Students may carry their inhalers and self-administer with an order from their medical provider. Forms may be downloaded from the District web page or obtained from a building secretary.

### **Illness**

If your child appears to be ill before school, please keep him/her at home until fully recovered. Call the school before 8:00 A.M. to notify us of your child's absence. If your child becomes ill at school, you (or the listed emergency contact if you are not available) will be called. A child will not be sent home until parents or emergency designee are contacted and an agreement is made about when and how the child will be picked up from school.

## **Injury**

In the event of an injury to your child, immediate first aid will be provided. School staff will contact a parent to inform them of any potentially serious injury that may not require immediate emergency care, including bumps to the head. When emergency treatment is necessary every effort will be made to contact you. If you cannot be reached, the designated emergency contact will be called. If the condition is judged to warrant immediate medical attention, we will call 911. If it is not necessary to transport the student, there will be no charge to the parent.

Caution should be used following head injuries. It is advisable to restrict physical activity and observe the child for 24 hours. If additional symptoms occur, contact the child's medical provider.

## **Emergency Contacts**

It is extremely important for the school to have the name and current telephone number of the person or persons you designate to handle emergency illness or injury if you cannot be contacted. It is the parents' responsibility to make appropriate arrangements and notify the school of the person designated to call for emergencies. Parents, who do not have a home phone and/or cannot be reached at work, should give the school the name and phone number of two designated alternative persons who can be contacted in an emergency or other urgent situation. Be sure to discuss this with the person named before providing their name and number to the school. In addition, please notify the office if your children will be in someone else's care while you are out of town on a trip and where you can be reached in an emergency.

## **Communicable Disease**

Please notify the school if your child has a communicable disease and he/she will be kept home. If your child has a confirmed case of any of these diseases: measles, mumps, rubella-please call the school immediately. Chicken pox is also reportable. The district follows the guidelines for exclusion as outlined in Wisconsin Department of Health and Family Services 'Guidelines for Communicable Disease in Schools and Daycares'.

## **Searches of Vehicles**

The School District of Mayville reserves the right to search vehicles parked on school property when there is reasonable suspicion that a law has been violated. Vehicle inspections completed within the parameters set by district policy may be conducted by school authorities, without consent, and without a search warrant. Periodic canine searches in conjunction with the Mayville Police Department may also occur. The contents of the vehicle are the responsibility of the person who drove the vehicle to school.

## **AODA (School Board Policy 443.4 and 443.4-Rule)**

Students and parents are to be aware that the district and a community organization with the Mayville Police Department are available to assist families with problems associated with drug and alcohol use and abuse. This community-based organization runs the Mayville Drug and Alcohol Program. Students, parents and faculty will be informed that use of

alcohol or other drugs may lead to chemical dependency. The middle school will participate with the above community program in educating students by focusing on prevention of drug and/or alcohol problems through classroom presentations and facilitation of counseling groups and specifically the AODA group. An AODA group will run periodically for students when SBP 443.4-Rule is applied and requires an in-school program be provided.

#### School Board Policy – Student Alcohol and Other Drug Abuse

Students have a right to attend school in an environment that is free of the non-medical use of alcohol, drugs, and other controlled substances.

Therefore, the use, possession, manufacture, sale or intent to sell or transfer alcohol or illegal drugs, or being under the influence of alcohol or illegal drugs in or on school property, in any District-owned or contracted vehicle or at any school-sponsored event is prohibited. The possession of drug paraphernalia is also prohibited.

Violation of this policy will lead to school disciplinary action, up to and including expulsion, and referral to law enforcement agencies for prosecution.

A student may be required to submit to a breath test to determine the presence of alcohol if a designated school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol in violation of this policy. Such test shall be administered by e.g., a law enforcement officer, trained school district employee, and shall meet state law requirements. A student may be disciplined for refusing to submit to such test.

#### Enforcement Procedures for Student Alcohol and Other Drug Abuse Policy Violations

Students who violate the District’s student alcohol and other drug abuse policy shall be subject to:

1. Referral to the Mayville Police Department for prosecution under applicable laws and/or municipal ordinances.
2. Referral to in-school alcohol and other drug abuse counseling program.
3. School disciplinary actions as follows:
  - a. Use, Possession or Being Under the Influence of Alcohol or Illegal Drugs or Possession of Drug Paraphernalia – Students found using, possessing or being under the influence of alcohol or illegal drugs or possessing drug paraphernalia in violation of Board policy shall be subject to disciplinary action deemed appropriate by the building principal. Such disciplinary action shall include suspension from school and, depending upon the circumstances involved in the particular policy violation, a recommendation for expulsion.
    - 1) 1<sup>st</sup> Violation = 5-day suspension with recommendation for AODA assessment.
    - 2) 2<sup>nd</sup> Violation = 10-day suspension with recommendation for expulsion
  - b. Manufacture, Sale or Intent to Sell or Transfer Alcohol or illegal Drugs – Students found manufacturing, transferring, selling or intending to sell alcohol or illegal drugs in violation of Board policy shall be suspended from school and recommended for expulsion. Wisconsin laws shall control when determining intent.
  - c. Failure to Submit to Required Breath Test for the Presence of Alcohol – Students who refuse to submit to a breath test to determine the presence of alcohol in their system may be subject to disciplinary action deemed appropriate by the building

principal, including suspension from school. All disciplinary actions taken shall be consistent with legal requirements and established Board policies and procedures. If a student is suspected of being in possession of alcohol, illegal drugs or drug paraphernalia in violation of the Board's student alcohol and other drug abuse policy, searches may be conducted in accordance with established Board policies and procedures. Any alcohol, illegal drugs or drug paraphernalia found shall be confiscated by school officials.

### **Contacting Body Fluids** (School Board Policy 453.3-Rule (1))

The district has on file a Blood Pathogen Exposure Control Plan. This plan details specific methods and procedures for notifying school authorities and the handling and cleaning of spilled body fluids. When students become aware of body fluids, they must avoid these spills and immediately notify the Main Office.

### **Smoking/Tobacco Products** (School Board Policy 831 and 831 Rule)

Tobacco (including smokeless), matches, lighters or any other smoking devices are not allowed on school grounds at any time. The use or possession of any tobacco product on school property (campus, sidewalks, parking lots, etc.) and at a school function or school sponsored event in any locale (Firemen's Park, etc.) is absolutely prohibited. Violation of this rule will lead to school suspension and/or a local citation for smoking in public areas. Use or possession of tobacco products is also a violation of our Co-Curricular Code and could result in suspension from these activities.

### **Laser Pointers** (School Board Policy 443.9)

Laser pointers are not to be brought to school unless cleared previously with the Principal. An administrative response to student possession or use of laser pointers will follow School Board policy and may lead to police involvement, suspension or expulsion.

### **Aerosol Cans**

Aerosol cans of any content are not to be on school property unless previously cleared with the principal.

### **Fire Exit Plan**

Fire drills are conducted regularly and students should learn the fire exit plan for each room in which they spend a part of their time. The fire signal is a sounding of the fire horn, which sounds until all students and teachers are out of the building. Everyone is to move quickly, quietly and in an orderly manner whenever the alarm is given. Students must follow all instructions given by school personnel. Students who do not follow directions during emergency drills will result in disciplinary action up to and including suspension. The fire exit route is posted in each classroom and large group area.

### **Tornado Drills/Severe Weather Drills**

Students should follow the directions for taking cover as outlined on the yellow posters near the classroom door. This alert will be given over the intercom system. Students should sit

in an area designated by the classroom teacher with their backs against the wall or secured cabinet with hands covering your head. Students must follow all instructions given by school personnel. Students who do not follow directions during emergency drills may be suspended.

### **Procedure for Dropping-Off and Picking-Up Students**

The Middle School parking lot area south of school is the designated area for students who are dropped off or picked up by parents. Students should not be dropped-off or picked-up at the front of the school where busses park. When dropping off or picking up children please pull up to the curb. If there is not room along the curb, wait in a parking stall and then drive up when room becomes available. We appreciate your cooperation with this procedure. We want to avoid having students cross the traffic area in an attempt to enter school or to get to cars waiting in the lot. For the safety of all students, please **pick up only at the curb!** You may park in the lot and walk to pick up your child at the curb. 3<sup>rd</sup> through 5<sup>th</sup> grade students are dropped off or picked up at the flag pole door and 6<sup>th</sup> through 8<sup>th</sup> grade students use the southwest door near the gym.

### **Weapons (School Board Policy 832)**

No person shall possess or use a weapon or look-alike weapon in school or on school grounds at any time. If an individual is found with a weapon in his/her possession, the weapon will be confiscated and the incident will be referred to the police for possible arrest and to the school board for possible expulsion.

**A weapon** is defined as any object that by its design and/or use can cause bodily injury or property damage. This includes, but is not limited to guns, including BB and pellet firing guns, knives, razors, karate sticks, nunchaku, metal knuckles, chains, pepper spray, and similar items. A weapon may also be any facsimile firearm such as a toy, starter pistol or other object that can be perceived as an actual firearm. Other objects not normally considered to be a weapon but can be used in the manner defined above will also be considered a weapon.

## **SERVICES**

### TRANSPORTATION

#### **Bus Riders**

The Mayville Public School system requests that parents and the public be aware of recommended behavior of their children riding school buses.

A list of regulations, approved or endorsed by AAA, the Department of Public Instruction and the School District are as follows:

- Keep hands and head inside the bus at all times.
- Help keep the bus safe and clean. Horseplay will not be tolerated.
- Loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- Keep bus equipment in good condition. Damage to seats etc. will be paid for by the offender.
- Never tamper with the bus or any of its equipment.

- Do not leave books, lunches or other articles on the bus.
- Keep books, packages, coats and other items out of the aisles.
- Remain in the bus during road emergencies.
- Don't throw items off the bus.
- Always remain in your seat while the bus is in motion.
- Always be courteous to fellow pupils, bus driver and passing vehicles and pedestrians.
- Be absolutely quiet when approaching a railroad crossing.
- Parents/guardians will be notified of misconduct on the bus. Riders may lose their privilege to ride the bus.
- Follow all instructions given by the driver.
- Do not use obscene and vulgar language or actions while on the bus.
- The following items can not be transported on the bus; live animals, glass articles, matches and lighters.
- Drivers may assign seats. You must sit in a specific spot if told to do so by a driver.
- Food and beverages are not to be consumed while on the bus.
- Radios and "Boom" boxes are not to be placed on the bus. Personal radios and players may be used with a headset only.
- Bus riders will not be able to leave the bus at stops other than the riders final destination unless written consent is received from the parent/guardian or if the parent/guardian removes the rider from the bus in person.

***Be informed that MISBEHAVIOR WILL NOT BE TOLERATED. Pupils who misbehave can be suspended from school and can be denied the right of riding the bus.*** See school bus discipline guidelines below.

### **Bus Discipline**

It is the belief of the School District of Mayville, that in order to have a successful bus operation, an organized procedure for handling school bus discipline is important. With that in mind, the following guidelines will be used or handling discipline problems on a bus:

Step 1: School Bus Driver Discipline. Normal discipline administered on your buses.

Step 2: Completing a School Bus Incident Report to Parents--The first formal notification between school and parents regarding problems the student is having. Any further Incident Reports will involve the Principal, Director of Operations in conjunction with the school bus driver.

Step 3: Second Offense Incident Report--Automatic 3-day suspension from riding school bus and a contact between parents, the Principal and the Director of Operations.

Step 4: Third Offense Incident Report--Automatic 10-day suspension from riding the school bus.

Step 5: Fourth Offense Incident Report--Automatic 20-day suspension from riding the school bus.

Step 6: Should there be an additional incident, denial of transportation may occur.

## **Co-Curricular Trip Discipline Procedures**

In the event of a student problem, the advisor/coach of the activity is responsible for student behavior. In such an instance, the following procedure will be used:

Step 1: Verbal reprimand.

Step 2: Written warning. This will be written on the school bus discipline form. A meeting will take place between the Director of Operations, athletic director, principal, coach/advisor and the student.

Step 3: Student is suspended from next event/activity. A meeting between the above mentioned people.

Step 4: Removal from the sport/activity.

**Appeal procedure will be through the transportation committee.**

## LUNCH

### **Accessing Lunch Account Information**

Parents will receive a call when their lunch account has a balance of \$5.00 or lower. In addition to the calls our computer will make to inform families of their balance, parents can access lunch account information from our web site at [www.mayvilleschools.com](http://www.mayvilleschools.com). Access to lunch account history can be obtained from the main page of the school district's web site. At the left of the page is a button that reads 'PARENT ACCESS'. Click on this button and you will go to another page that will allow you to enter your login and password. On left under General Information, select Food Service. This is a great way to keep track of the purchasing habits of your children.

When family lunch accounts are \$6.00 or more in arrears, access to these accounts for purchasing lunch will be denied. For our students in grades 3 and 4 who are \$6.00 or more in arrears their lunch account will be turned off after a call from the school's office on the day the notice is printed. The call is a final attempt to remind parents of our youngest students to address the lunch account balance.

For those families who are having trouble paying for school lunch, the district does have options. These families can check with school officials about applying for free or reduced lunch. For those families that are receiving free lunch, students will continue to receive lunch despite having a balance to be paid. Seconds or additional milk will not be available to these families until the balance has been paid. Anyone who has questions can call the schools.

## OTHER

### **Community Assistance Program for Chemical Dependency**

The Council of Prevention of Drug and Alcohol Abuse was established to increase awareness of abuse and help coordinate school and community resources. Students may contact the school counselor for information or assistance.

**Insurance**

The school district does not provide student insurance for accidents that may occur during school sponsored activities. If you feel your insurance is not adequate to cover incidents at school or if you don't have insurance, you may wish to purchase a student accident policy available through a private carrier.

**Co-Curricular Opportunities**

The following co-curricular activities are available for students at the Middle School to participate in: forensics, football, volleyball, basketball, track, wrestling, cross country, student council, Steel Drum band, Culture club and Earth club. Each group may have specific guidelines for enrollment and participation. Please contact the coach or advisor for specific information concerning these activities.

All 7<sup>th</sup> and 8<sup>th</sup> grade students participating in Co-curricular activities and their parent are required to sign the Co-curricular Signature Page prior to the start of these activities. These students will additionally be subject to the guidelines outlined in the Co-curricular code. As of the 2008/2009 school year, wrestling has become available for students in grade six.

**Lost and Found**

The lost and found is in the Main Office. Please bring all items found to the Main Office. Articles found and turned in are kept for approximately two months. Unclaimed items are donated to Goodwill or other relief agency.