

HORTONVILLE AREA SCHOOL DISTRICT

Middle School Handbook

Student and Parent Handbook/Daily Planner 2009-2010

Hortonville Middle School

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Greenville Middle School

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PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY

It is the policy of the Hortonville Area School District that no person be denied admission to any public school in this district to be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability as required by section 118.13 of the statutes. This policy also prohibits student discrimination under Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act of 1990 (disability).

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The Hortonville Area School District shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing and approved by the building principal.

The Hortonville Area School District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the student nondiscrimination policy in the School District.

Any questions concerning this policy should be directed to:

Hortonville Area School District
Mr. Bill Prijic, District Administrator
P. O Box 70
246 N. Olk St.
Hortonville, WI 54944

PRINCIPAL'S MESSAGE

On behalf of the entire faculty and staff of our middle schools, we extend our best wishes to you for a successful school year. We are excited to begin another school year and hope you are too.

We continue to have high behavioral and academic expectations for our students. Do your best in everything! As you begin this year, set achievable goals and frequently review your progress with your parents. Set high standards for yourself and work hard to reach those goals. When you give 100%, your efforts will result in good grades. All of us, including your parents, will be proud of your accomplishments. We encourage you to become involved in all the co-curricular activities that are available. It is a great opportunity for you to meet new friends, become involved, and have fun.

One of our priorities is to assist you in the further development of your talents. If you need help, be sure to ask your parents, teachers, or other school personnel for assistance. We will continue to make HMS/GMS safe schools. Be sure to report any concerns that threaten your health and safety.

This notebook is intended to help you organize and manage all your resources so you can be a successful learner. The use of this book can help you learn how to organize, how to listen, how to take notes in class, how to outline, how to prepare assignments and study for tests. These skills can help you to be successful this school year and in years to come. All students are expected to use this planning notebook on a daily basis.

Best wishes for a great year!

John Brattlund, Principal HMS
Bruce A. Carew, Principal GMS

Middle School Mission Statement

To prepare well-rounded successful students with a vision for the future, HASD middle school students, staff, parents, and community, working together as a team, are committed to providing a challenging, quality education, in a safe, positive, fun and respectful environment which addresses the unique needs of middle school students.

HASD Middle School Belief Statements

- Respect earns respect
- Individuals are unique. Recognitions and development of their abilities are valuable for society.
- Individuals are accountable for their actions.
- When we believe in ourselves, we are more likely to succeed.
- Change is inevitable and brings opportunities and challenges.
- Learning is improved when a child's physical and emotional needs are met.
- Gangs, violence and other negative influences need to be acknowledged in order to be dealt with effectively.
- Individuals learn in different ways and at different rates.
- Higher expectations yield higher results.
- Honesty is an essential value.
- A person's various environments influence the desire to learn.
- Children are the future. Their development is a shared responsibility.

Information in this handbook pertains to both Hortonville and Greenville Middle Schools. As needed, each school retains the right to make modifications to the procedures contained in this handbook to best address the needs of each school.

GENERAL INFORMATION

CLOSED CAMPUS & VISITORS

Hortonville Area School District operates a closed campus. This means students are not to leave the building because of illness or for any other reason during school hours without first securing permission from the school office and the parent or guardian.

Visitors are not allowed to attend classes with students. An exception would be an authorized school exchange.

SCHOOL DAY

Doors will open at 7:45 a.m.

Classes run from 8:00 a.m. to 3:12 p.m.

[GMS students are expected to be in class for 7:57 morning announcements.]

EMERGENCY SCHOOL CLOSING

See Middle School Newsletter for stations that will carry school closing information.

APPEALING OR RESOLVING ISSUES

Any student or a parent that have a concern or issue should first try and contact the teacher, coach, or supervisor regarding the situation. If you are still not satisfied, then contact the principal to review the situation at a subsequent meeting. Either party not satisfied with the decision may appeal to the District Administrator and, if not resolved then to the Board of Education.

ATTENDANCE

The responsibility for regular school attendance of a student rests upon the student's parent(s) or guardian.

EXCUSED ABSENCES

HASD allows a maximum of 10 excused absences (all or part of a day) in a semester before requiring a doctor's excuse. Beginning with the 11th absence, a doctor's note will be required in order for the absence to be excused. Examples of excused absences are:

- *personal illness*
- *illness in the immediate family which requires absence because of family responsibility*
- *health related professional appointments*
- *a death in the immediate family or funerals for close relatives*
- *religious holidays*
- *family trips: A parent/guardian is required to notify the school prior to the pending absence*
- *when it is deemed that the excuse is in the best interest of the child's or family's welfare*
- *In the event of an excused absence it is the student's responsibility to contact the teacher(s) to make arrangements for making up work and examinations. The general arrangement is the number of days of the absence plus one for make-up time.*

Parents must call the office on the day of absence. If arriving after 8:00 a.m. students must check in to the office. **An adult must physically sign out all students leaving the building during the school day.**

UNEXCUSED ABSENCES

Students who are absent from school with the consent of their parent(s) or guardian whose absence does not fall under the reasons listed above shall be considered unexcused. Examples of unexcused absences include: hair appointments, shopping, oversleeping, missing the bus, or part time work.

TARDINESS

Students who arrive at school after the beginning of the first hour are required to report to the school office for a tardy pass for admittance to class. Students who are late to class during period two through eight, but have been present for the first, will report to the classroom and the teacher will record the tardiness as excused or unexcused. When a student is repeatedly tardy to class appropriate disciplinary action will be taken.

TRUANCY

Truancy means, any absence of part, or all, of one or more days from school during which the school has not been notified of the legal cause of such absence by the parent/guardian. Truancy also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.



STUDENT DRESS

The appearance of any young person is primarily the responsibility of that individual and his/her parents. Our middle schools are public schools and not the shopping mall or swimming pool. A reasonable cleanliness of person and wearing apparel is expected. Distracting, inappropriate, or indecent clothing will not be allowed during the school day or school sponsored events. If it appears on the part of school personnel that there is an intent to expose body parts such as the chest, stomach, etc. or undergarments, or to distract from the education environment, school personnel will issue demerits, and request students change clothes or hand out other disciplinary action.

Clothing that is **NOT ALLOWED**:

- Clothing that promotes alcohol, drug or tobacco use, or which depicts violence, hatred, or sexually suggestive material such as, but not limited to: Big Johnson, Co-Ed Naked, Butt Ugly, or Hooters.
- Scanty or revealing clothing
- Jeans and pants with holes or tears above the knee, tears
- Pajama bottoms

(Clothing Not Allowed cont.)

- Any pants, including baggy pants, that are worn below the waist where undergarments (including boxer shorts) are exposed
- Apparel worn to demonstrate association with a gang
- Halter tops, backless tops, inappropriate necklines, or transparent shirts
- Spaghetti strap dresses
- Exposed undergarments
- Wallet chains and roller shoes are not allowed
- Wide meshed shirts, shirts that expose the midriff or back, and shirts with double meanings (suggestive meanings)

In addition:

- Spaghetti strap t-shirts are acceptable only if another shirt is worn over or under so the shoulders are covered.
- Shorts and skirts need to be of appropriate length and fit according to acceptable standards. Students wearing clothing that exposes the stomach or back, while standing or sitting is not allowed. Pulling the shirt down to cover the skin is NOT acceptable in correcting the problem.
- When standing up shorts/skirts that do not extend at or past the finger tips are too short.
- Shoes and sandals are to be worn in the building at all times, with approved exceptions.
- Coats, jackets, outdoor vests such as down, sunglasses, hats, caps, headbands, bandanas, or other head gear should not be worn in the building.

In general, most other clothing is permissible provided it is in good taste. Issues of profanity and offensive clothing will be determined by staff. Students who do not dress to acceptable standards will be asked to change or call home. Absences due to this type of behavior will be unexcused.

GRADING SYSTEM

The middle school utilizes an A-B-C-D-F grade reporting system. Because of the variety of courses offered and the wide range of teaching methodologies utilized in these courses, requirements may vary from class to class. Students beginning a class should be certain they understand the grading procedure used in that class. Teachers will explain their grading procedure. If a student does not understand the grading procedure when it is explained, it is the student's responsibility to get it clarified.

REPORT CARD & CONFERENCES

Report cards are issued at the end of each quarter. Mid-quarter reports for all students will be mailed at the half-way mark of the quarter. (4 1/2 weeks) Conferences are held in the fall following first quarter and in the spring.

Parent/teacher conferences are on a drop in basis and report cards are handed out at that time. Parents are encouraged to arrange additional conferences with teachers as necessary and contact teachers via phone.

The best times to contact the teachers are: 7:45am–8:00am or 3:10pm–3:35pm. They can also be contacted during their prep period.

HONOR ROLL SYSTEM & AWARDS

Honor rolls are drawn up at the end of each 9 week grading period. The Honor Roll consists of a grade point average of 3.2 or better with and no D's or F's. Recognition is given throughout the year for achievement, citizenship, improvement, effort, sportsmanship, etc.

<u>Letter Grade</u>	<u>Percent</u>	<u>Grade Points</u>
A+	97.00	4.000
A	93.00	4.000
A-	90.00	3.700
B+	87.00	3.300
B	83.00	3.000
B-	80.00	2.700
C+	77.00	2.300
C	73.00	2.000
C-	70.00	1.700
D+	67.00	1.300
D	63.00	1.000
D-	60.00	0.700
F	0.00	0.000

REMEDIATION/ACCOUNTABILITY

All students' grades 6-8 must pass all classes each quarter. After each grading period any student with a failing grade is identified. Students with failing grades will have a conference with an administrator or guidance counselor to explain the expectations of remediating the failing grade to a D-*. Students will have several opportunities to remediate failing grades:

1. Complete portfolio independently in a maximum of two weeks. If done satisfactorily grade(s) changed to D-*.
2. If portfolio is not done in the two week period, students will attend after school remediation two days a week from 3:12 to 4:15pm. If the portfolio is completed the grade is changed to D-*
3. If portfolio is not completed during the after school remediation students will attend Friday/Saturday School. If the portfolio is completed the grade is changed to a D-*.
4. If portfolio is not completed during Friday/Saturday School students will attend Summer School. If portfolio is completed the grade is changed to D-*.
5. If portfolio is not completely remediated by the last day of summer school the student will be **RETAINED!**

HELP PERIOD AND HOMEWORK

Most students in grades 6-8 are provided one class period per day during which they can receive extra help on their academic and organizational skills and/or work on assignments. Teachers will be monitoring use of assignment books. To be successful, middle school students are also expected to spend time at home completing assignments and studying. Students may expect approximately one hour of homework each night.

INTERNET

Internet-Students who wish to take advantage of this privilege must have an Acceptable Usage Agreement signed and on file. Students are expected to adhere to the standards outlined in the agreement. All accounts are monitored for appropriate use and may be suspended for inappropriate use. Inappropriate use may warrant additional consequences. Parents that want to have their students e-mail account removed for the year may do so by filling out a form in the office.

CITIZENSHIP

Our goal is to foster a sense of self worth and self discipline in our students. We believe in a positive approach in which we work with students to change undesirable behavior by focusing responsibility for the behavior on the student and by helping him/her find alternatives which are acceptable and more appropriate.

SCHOOL WIDE EXPECTATIONS OF STUDENTS

1. Show respect for the rights, feelings, and property of fellow students, teachers, and all school employees.
2. Attend school, be on time, and attempt to be clean and neat in appearance.
3. Follow directions given by any adult.
4. Come prepared with proper school material, completed homework and assignments.
5. Demonstrate tolerance for ethnic, racial, religious, and sexual differences.
6. Be attentive to instruction and make efficient use of time.
7. Gum is not allowed on school campus.
8. Eating is to be done in the cafeteria unless prior permission is given by a staff member.
9. Adhere to school dress code.
10. Display an acceptable standard of behavior at all events, both home and away.
11. Carry a pass in the hall.
12. Physical displays of affection are inappropriate.
13. Move through our corridors in a courteous, safe, and considerate manner.
14. Use technology/computer equipment appropriately.

15. **Electronic devices such as:** Cameras, CD players, cell phones, walkmans, MP3 players, lap tops, and DVD players are not to be used or carried at any time during the school day 7:45-3:12.
16. Use assignment notebook.
17. Make good use of independent study time working quietly.
18. Raise hand to ask for permission to speak.
19. Invitations for parties etc. are not to be handed out at school.

STUDENT EXPECTATIONS

A student may expect to:

1. receive an education without disruption.
2. be safe at school.
3. receive help with school work.
4. learn to make appropriate decisions.
5. know and have explained the reasons for any discipline.
6. be informed of school and individual classroom expectations.

PARENT EXPECTATIONS

We believe that communication between the school and the home should be an on-going process and not limited to formal parent conference days. Many of our expectations involve communication that we feel is the key to successfully monitoring the student's social and academic progress.

A parent may expect:

1. a positive environment which promotes school success.
2. to receive regular reports on their child's academic and social progress and to be informed of any problems relating to these areas.
3. to have conferences upon request with teachers, administrators, or the resource team (counselor, psychologist, nurse).
4. to take part in the decision-making process as we work cooperatively to address concerns regarding student behavior.

A parent is expected to:

1. ensure that their child attends school on time.
2. notify the school if their child has to leave early, is absent, and explain absence with a written note.
3. be supportive of the school and encourage a positive attitude to learning.
4. make every effort to attend parent-teacher conferences and school events.
5. plan a quiet time and place for their child to complete any assignments or to review for tests.
6. keep school personnel informed of any situation which may affect the student's learning or behavior.

STAFF EXPECTATIONS

A staff member may expect to:

1. be treated with respect, courtesy and consideration.
2. have students arrive in class on time with all the necessary materials required i.e. notebooks, pens, pencils, etc.
3. provide instruction without undue interruptions.
4. have students comply with reasonable requests.
5. work in a safe, positive environment.

A staff member is expected to:

1. provide a safe, positive, caring, and supportive climate for learning.
2. communicate with parents regarding students' progress and conduct.
3. set good examples of behavior, dress, respect, and conduct.
4. be available to help students who need assistance.
5. treat all members of the school community with respect, courtesy, and consideration.
6. demonstrate tolerance of ethnic, racial, religious, sexual, and physical differences of others.
7. understand and demonstrate knowledge of the characteristics of the middle level learner.

LIBRARY EXPECTATIONS

1. All students must have a pass and specific purpose.
2. Students must be responsible for their own materials. Material can not be checked out in someone else's name. Teachers may not check out materials for students.
3. Materials are checked out for a 2 week period with the exception of reference books which can be checked out only on an overnight basis.
4. Students must work quietly and not disturb others.
5. Put all materials back where they belong.
6. Come with necessary supplies.
7. Students may check out 3 items at a time. Some exceptions do apply. Check with library staff.



DISCIPLINE

HONOR LEVEL DISCIPLINE (Grades 6-8)

The Honor Level Discipline System promotes taking responsibilities for actions. The program blends assertive and empathetic discipline strategies. It provides feedback and consequences for students who misbehave and recognition for those students who are disciplining themselves and doing what is expected.

The system is fair and identifies four different levels of student behavior. [Students that are suspended (ISS or OSS) during any given quarter may be ineligible to attend a HLD Fieldtrip based upon Administrative or Team decision.]

Honor Level One students rarely get into trouble. To qualify for Honor Level One, a student must not receive infraction slips within a 14 day period. Level One students receive rewards and have no infractions.

Honor Level Two students are those that have had only one or two minor infractions within a 14 day period. Consequences are served, but also rewards are provided. Honor Level Two have 1-10 infraction points.

Honor Level Three students have received 11-20 infraction points within a 14 day period. As a result, students serve consequences for rule violations and do not receive the privilege that Honor Levels One and Two students receive. Students on HLD Level 3-4 may not attend school activities such as: games, dances, or contests.

Honor Level Four students consistently get into trouble. Students will not participate in any of the extra activities that other students enjoy. Honor Level Four students have 21 or more points.

Honor Level All Stars have 3 or less points and are eligible to participate in an end of semester activity.

SAFETY

The following actions threaten the safety of others and participation in any of these activities may result in a referral to the police liaison officer.

1. Fighting
2. Extortion
3. Harassment/Assault -sexual, verbal, and physical
4. Throwing objects
5. Possession of weapons
6. Tampering with fire extinguisher/alarm
7. Possession or use of drugs*, alcohol, and tobacco products
8. Threats in any form

*Prescription medications are to be construed as an exception to this policy when used by the individual for whom they are prescribed, and in the manner and amount prescribed. The medication will be distributed by our staff in the health room.

DISORDERLY CONDUCT

Disorderly conduct is a violation of Wisconsin Statute 947.01. Within the school setting disorderly conduct occurs when a student engages in violent, abusive, indecent, profane, or unreasonably loud conduct. This conduct would tend to cause or provoke a disturbance that is above the normal level of the school program.

Above the normal level of operation of the school is defined as a disturbance created by a student that directly incites another student, or where a student refuses to follow the directions of a school staff member.

Schools need to be a safe place for all students. Hortonville Area School District intends to provide a wholesome and healthful learning environment to all students and community members. Health, safety and **(Disorderly Conduct cont.)**

welfare are the utmost concern of the District. The District will not tolerate actions of individuals or groups that threaten or cause physical or mental harm.

HARASSMENT

Everyone in middle school has a right to feel safe. Therefore, we want you to be educated in regards to our procedure in order to prevent harassment. Harassment is defined as behavior that is directed toward a pupil or pupils that may be based on a

protected class status (sex, race, creed national origin, ancestry, pregnancy, marital or parental status, religion, sexual orientation, physical, mental, emotional or learning disability) and that substantially interferes with a pupil's school performance or creates an intimidating, hostile, or offensive school environment. Pupil harassment may occur in terms of undesirable physical, verbal and/or written action and is strictly prohibited in all forms.

A harasser may be a student or an adult. Some examples of harassment may include, but are not limited to the following when related to sex, race, religion, ethnic origin, or disability:

- * name calling
- * physical contact
- * sexual or dirty jokes
- * ethnic or racial slurs
- * obscene gestures
- * spreading rumors
- * graffiti, notes, or drawings
- * unwelcome touching
- * violent acts
- * insults
- * threats

If any words or actions make you uncomfortable or fearful, you need to tell a teacher, counselor, principal, or police liaison officer. You may also file a written harassment report. The completed form should then be given to a teacher, counselor, principal, or police liaison officer.

The middle school takes all reports of harassment seriously and will take appropriate actions to investigate such claims. Your right to privacy will be respected as much as possible. The middle school will also take action if anyone tries to intimidate you because of a report you filed or were witness to.

Dependent upon the individual and the specific nature of the problem some of the following consequences may be employed to help bring about a behavior change.

1. Warning
2. Administrative conference
3. Alternate learning room assignment - in school withdrawal from class for a period of time.
4. Withdrawal of privileges of attending or participating in school activities.
5. Losing the privilege of riding the school bus
6. Suspension from school
7. Expulsion
8. Police referral (if laws are violated)

WEAPONS

A student, staff person, or community member may not possess a dangerous weapon, or simulation thereof, on school property, including school buses on or off school property. [Please do not ask to bring guns, knives, bows, arrows, animals etc. for demonstration purposes.]

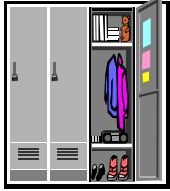
Possessing a dangerous weapon, or simulation thereof, with or without intent to threaten or cause bodily harm to others or to cause property damage is a violation of District policy. A dangerous weapon is defined as a firearm, loaded or unloaded, and any device that is designed as a weapon and/or capable of producing bodily harm. If a student is, or was in possession of a dangerous weapon, or simulation thereof, on school property, including school buses on or off school property, or at a school function on or off school property, an expulsion referral may be initiated, as may a referral to law enforcement authorities.

POLICE REFERRAL/SUSPENSION

At times it is necessary to make police referrals and/or use suspension as a means to discipline a student for dangerous acts, unacceptable language, fighting, smoking, drinking alcoholic beverages, disrespect for teachers, or other serious matters. A suspension means that a student is either sent home or assigned to work in the alternate learning room for a designated period of time. The Police Liaison Officer may be involved with your child, depending on the situation. *[Students that are suspended (ISS or OSS) during any given quarter may be ineligible to attend a HLD Fieldtrip based upon Administrative/Team decision.]*

EXPULSION

The school board may expel a student from school whenever it finds the pupil guilty of repeated refusal or neglect to obey the rules. In cases of expulsion, the school will not act without providing the student due process, as provided for in the Wisconsin State Statute 120.13 (1)(C).



LOCKERS

Lockers are the property of the school district and the school retains the authority to inspect lockers according to School District policy #5015. Placing or keeping any article or material in the building, on school grounds, or in school lockers which is of non-school nature that causes or tends to cause a disruptive activity or is offensive to prevailing standards in the adult community is considered gross misconduct. Pictures which are sexually explicit, provocative and or depict models in undergarments are prohibited. Permanent marking or damage to lockers will result in payment to restore the locker to the original condition. Intentional vandalism will result in a police referral. Backpacks are to remain in lockers during the day!

- Use only lockers assigned to you.
- Be sure your locker is locked at all times.
- Students must use school issued locks black (hallway); locker rooms (blue/red).
- Do not tamper with any other locker.
- Do not keep valuables or large sums of money in your locker. The school district is not responsible for lost or stolen items.
- If your locker fails to work properly or you suspect someone knows your combination, report that information to the office.
- Careful planning of trips to your locker will save time. You may go to lockers only at designated times.
- Locker shelves: 7th & 8th grade students are encouraged to purchase portable locker shelves to promote organization and protect textbooks. Locker shelves may be saved for use the following year.

LOCKER ROOMS

Gym lockers should be treated with the same respect as hall lockers. Locks for gym lockers are also purchased through the school. Students are to be in the locker rooms only when they are participating in a gym class, doing special work assigned by the gym teacher, or when they are preparing to participate in athletics.

LUNCH PROCEDURES

Students have a thirty minute lunch period. To make the lunch period as pleasant and fair as possible for everyone, the following rules are to be observed:

- Walk to the lunch line.
- Be fair and wait your turn in line.
- All food and beverages are to be consumed in the cafeteria. Purchase only the amount of food you plan to eat for lunch. A beverage machine is available for use during lunch and after school, but not between classes. All purchases should be consumed in the cafeteria.
- Students are to stay in the areas designated for middle school students. No loitering in the hallways. Students must have permission to leave the cafeteria/commons or gym area during lunch.
- Students are expected to return on time for class after the lunch period.
- Students are to use only the assigned halls to return to classes from the lunch period.

Grade 5 students have 30 minute recess following lunch and are expected to dress appropriately for cold weather.

TORNADO DRILL

If a certain combination of weather conditions exist that could possibly spawn a tornado, a tornado watch is issued. This means that school will continue as normal, and the radio will be monitored for further developments. When a tornado is sighted, a tornado warning is issued and everyone should seek shelter immediately. A civil defense warning siren will sound, and an announcement will be made on the loud speaker indicating the need to seek appropriate shelter. Each teacher will have an established tornado emergency procedure for exiting the classroom and seeking shelter.

FIRE ALARMS AND DRILLS

Fire drills at regular intervals are required by State Law and are important safety precautions.

When the fire alarm sounds:

1. Students should leave in a quick, quiet, orderly manner, don't push.
2. Windows are closed, lights are turned off, and door closed, but not set to lock.
3. Teacher is last to leave the room.
4. Once outside the building, teachers will see that all students under their supervision are accounted for. Remain with your group.

CODE ORANGE DRILL

Periodically, there will be a Code Orange Drill that indicates the presence of an intruder in the building. Students will be instructed to immediately proceed to a secure area. If a student is unable to return to a locked classroom they should get into any area that is out of the hallway and hide until a law enforcement officer comes to get them.

HEALTH ROOM

The district has employed a full time licensed school nurse and a health aide. There is normally a health aide on duty in each school during normal school hours. When it is felt by the teacher that a student should go to the health room, a pass should be filled out by the teacher for admittance to the health room. No student is to be sent home from school because of the sickness or injury without the consent of the health room or the knowledge of the principal.

It is the responsibility of the parent to see that the sick or injured child is picked up from school within a reasonable time after notification. If emergency treatment is required, and the parent cannot be reached immediately, 911 will be called. Therefore it is important to notify the school of any changes in home and work phone numbers of parents.

When a child has a communicable disease, it is the parents' responsibility to notify the local health officer or your family doctor.

ACCIDENT INSURANCE

Insurance (Student Assurance Services) will cover accidents happening to students in school and on the school grounds, when not covered by your own personal health or accident insurance.

Please report all accident cases to the nurse's office immediately, even though it is expected that you will file a claim for coverage with your insurance carrier. A claim will also be filed with Student Assurance Services, in so far as possible, insure complete coverage of the bills resulting from the accident.

STUDENT COUNCIL

GOALS:

1. To provide students with an atmosphere which allows them to present ideas and promote the general welfare of the school and the student body.
2. To plan activities to promote good school spirit within the student body.
3. To provide planning, assistance, and leadership in the management of student activities.
4. To promote community service.
5. To provide students with leadership experience and a place to learn parliamentary procedure.

PEER MEDIATION

Mediation is a process which gives students an opportunity to talk over and settle disagreements. A trained, impartial student mediator provides students an opportunity to discuss differences and help them reach a written agreement. Mediators remain neutral, do not inject their own thoughts into the process and do not give advice. Mediators are there to help others to solve their own problems. If you need a mediator contact the guidance counselor.

WRITING

To improve writing skills, the instructional staff teaches students how to write using the 6 Traits of Writing. Below is a summary of each trait:

Ideas and Content

A paper with good ideas and content is clear and focused. It holds the reader's attention. Relevant anecdotes and details contribute to and enrich the central theme or story line.

Ideas are the heart of the message in the writing. They are what we have to say and the reason we are writing. To write well, it is important for us to really know about our subject. It is either connected with our own experiences or else we have researched the topic thoroughly.

Sentence Fluency

Sentence Fluency gives our writing a sense of rhythm and grace. The writing has an easy flow when read aloud. Sentences are well-built with varied structure that invites expressive oral reading. Sentences need to be clear and powerful, creating just the right meaning. This is accomplished through logic, creative phrasing, parallel constructions, alliteration, and a variety with sentence length and structure.

Word Choice

Word Choice enriches and enlivens our writing. Using the right words in a precise manner adds energy and clarity to our work. Writing with strong Word Choice conveys the intended message in a precise, interesting, and natural way. As we choose words for our writing we use language to "paint a picture" for the reader.

Voice

Voice gives our writing personality, flavor, and style. Through voice, the reader understands what we care about. When a writer creates a paper with good Voice, the words speak directly to the reader in a style that is individualistic, expressive, and engaging. The writing demonstrates sensitivity to the needs of the audience.

Organization

Organization gives direction to our writing. It is the internal structure that provides the backbone to which all the pieces are connected. The organization helps enhance and showcase the central theme or storyline. The order, structure, and presentation of information move the reader through the text.

Conventions

Once our writing is complete, we are ready to edit and proofread. It is time to prepare our writing so others can read it and enjoy it. The writer who uses conventions correctly and effectively demonstrates an understanding of grammar, capitalization, punctuation, usage, spelling, and paragraphing.

ATTENDING AFTER SCHOOL ACTIVITIES IS A PRIVILEGE

1. There is to be no running around or horse play allowed before, during, or after an event. You are to remain in the commons or bleachers before the event starts.
2. School dress code is enforced during all events.
3. Once an event starts you are to remain in the gym to watch. If a supervisor has to approach you,

there will be an infraction given. (There is a difference between cheering your team on and horsing around.)

4. If you leave the building during an event, you can not come back into the building.
5. If you are asked to leave an event you will lose your privilege to attend future events after school.

Co-Curricular Activities

Both boys and girls participating in athletic programs are required to have a physical examination every two years. This is to be arranged and paid for by the individual student. We urge every student entering seventh grade to have a physical examination. Forms for this purpose are available from the school office.

Student involvement in co-curriculars is considered to be a privilege that carries with it a number of expectations and responsibilities. Middle School co-curricular activities such as: Athletics, Dances, Forensics, Debate etc. are provided to all students who are willing to accept these responsibilities.

Students are expected to maintain appropriate academic performance levels, meet participation requirements, attend school regularly, dress appropriately and conduct themselves properly by displaying high standards of behavior.

ACADEMIC REQUIREMENTS (eligibility)

All students will be eligible to participate in *middle school* co-curricular activities for the first 4 ½ weeks of school; thereafter, the following will apply:

1. A student with 2 or more failing grades at mid quarter or each nine week grading period will be ineligible to participate in any *middle school* co-curricular activity for 10 regularly scheduled school days. The office will set the exact date ineligibility will commence for the mid-quarter. Eligibility for the quarter will begin on the first school day of the new quarter.
2. A student will be eligible for practice and/or participation in middle school activities on the 11th regularly scheduled school day provided:
 - a. The student has completed the mid-quarter form with teacher signature indicating he/she is no longer failing the class(es). The student must turn in the completed form to the office by the deadline.

- b. The student completes all remediation folders for the quarter in which they became ineligible.

3. If not eligible on the 11th school day, he/she will be ineligible until the first school attendance day of the next quarter.
4. Transfer students will be eligible. Ineligibility will be determined at mid quarter or end of the quarter.

HONOR LEVEL REQUIREMENTS

1. Any student on Level 3 and a member of a co-curricular activity, may participate in practices, but cannot play or participate in games or contests until the student is back on Honor Level 1 or 2. Students on HLD Level 3-4 may not attend school activities such as: games, dances, or contests.
2. Any student, on Level 4, and a member of a co-curricular team, may not participate in practices, games, and contests until the student is back on Honor Levels 1 or 2. Students on Honor level 3 may only practice.

PARTICIPATION REQUIREMENT

1. We must have on file in the office a form signed by the student and at least one parent/guardian indicating they have read and understood the Co-Curricular Code.
3. A student may not participate in activities considered to be athletics until the student has returned the physical fitness card completed by a licensed physician.
3. A student becomes ineligible in a sport for the remainder of the season for competing in a non-school game, meet, or contest in the same sport during the season of practice and competition established by the school.

ATTENDANCE REQUIREMENTS

1. The student must be in attendance at school for at least 1/2 of the day of a performance, game or contest. Family emergencies may be exceptions if authorized by the principal. Doctor and dental appointments are acceptable if the student is gone for part of the day.
2. Poor attendance to school and/or practices may affect the student's eligibility to participate in scheduled competitions.

DRESS REQUIREMENTS

Appropriate dress and grooming for any student participating in home or away activities is the responsibility of the student and is up to the discretion of the coach or advisor.

CONDUCT REQUIREMENTS

1. Any student whose habits and/or conduct; namely, the use of alcoholic or tobacco products, and any other conduct which does not represent the ideals, principles, and standards of our Middle Schools may be suspended from further participation by the administration for whatever period of time deemed appropriate for the misconduct.
2. Incidents of minor misconduct or poor behavior while participating in an activity will be handled by the coach or advisor. Violations of the rule will be reported to the principal in writing.

AFTER SCHOOL & ACTIVITY BUS

No student is allowed in the building after school or on weekends unless there is a teacher in charge. Students planning any activity must ensure that there is a supervising teacher present.

Only students participating in school sponsored activities, or working under the supervision of a

classroom teacher can ride home on the activity bus. Students in violation of this policy will lose the privilege of attendance at future school sponsored functions or activity bus riding privileges.

An activity shuttle bus departs Greenville Middle School for Hortonville High School on most school days Monday through Friday at 5:15pm.

Activity buses depart the High School athletic field bus loading area at 5:30pm. Each activity bus runs a pre-set route. Parents and students must be aware that this is not a door-to-door service and students, riding the activity bus, may have to walk from a stop along the route to their homes. At the driver's discretion, depending on safety, the activity bus makes stops along the designated route. Students need to tell the driver, when they get on the activity bus, where they live.

Route maps are posted at the middle school office and each activity route driver has copy of the map. Students and parents with questions should review the map prior to first riding the activity bus.

If a student should inadvertently board the wrong activity bus, the student should remain on the activity bus until it returns to school. They can also request to use the driver's cell phone to call a parent. If they are riding the last bus of the day, they should remain on the bus and request the use of the bus driver's cell phone to call home.

DISCRIMINATION COMPLAINT PROCEDURE

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

1. Any student, parent or resident of the District complaining of discrimination on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap in school programs or activities shall report the complaint in writing to the District Administrator.
 - a. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with disability shall be processed in accordance with established appeal procedures outlined in the District's special education handbook.
 - b. Discrimination complaints relating to programs specifically governed by federal law or regulation (e.g. EDGAR complaints) shall be referred directly to the State Superintendent of Public Instruction.
2. The District Administrator, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The District Administrator will review with the Building Principal, or other appropriate persons, the facts comprising the alleged nondiscrimination. 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 appeal the decision in writing to the 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 after the hearing. Copies of the written decision shall be mailed or delivered to the complainant and the District Administrator.
4. The complainant shall be notified of the right to appeal a negative determination by the Board to the State Superintendent of Public Instruction and the procedures for making the appeal.

Nothing in these procedures shall preclude individuals from filing a complaint directly with the Office of Civil Rights as authorized by federal law. Such complaints shall be made to: Office of Civil Rights, U.S. Department of Education, Region V, 111 N. Canal Street, Room 1053, Chicago, Illinois, 60606 (312/886-8434)

Maintenance of Complaint Records: Records of all complaints shall be kept for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:

1. The name of the complainant and his/her title or status.
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by the complainant.
4. The name(s) of the respondents.
5. The levels of processing followed, and the resolution, date and decision-making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A statement of final resolution and the nature and date(s) of any corrective or remedial action taken.

Copies of this complaint procedure shall be included in staff and student handbooks.

Legal References: Section 118.13 Wisconsin Statutes
PI9 and PI41 of the Wisconsin Administrative Code
Title IX, Education Amendments of 1972
Title VI, Civil Rights Act of 1964
Section 504 of the Rehabilitation Act of 1973
Americans with Disabilities Act of 1990
Individuals with Disabilities Education Act
Civil Rights Act of 1991

Cross References: Equal Educational Opportunities
Special Education Handbook

Revised 3/05

Hortonville Area School District

Mr. Bill Prijic, District Administrator
246 N. Olk Street
P.O. Box 70
Hortonville, WI 54944-0070
PH: 920/779-7900 FAX: 920/779-7903

Discrimination Complaint Form (for local use)

Name _____ Date _____

Street Address _____

City _____ State _____ Zip _____

Telephone # Home _____ Telephone # School or Work Location _____

Status of Person Filing Complaint
 Pupil Employee Parent Other Specify

Filing complaint alleging discrimination on the basis of:

Corrective Action Requested:

Signature of Complainant _____ Date Signed _____

Signature of Person Receiving Complaint _____ Date Received _____

Submit all copies to District Administrator, or the immediate supervisor, or their respective secretaries. The person receiving the complaint will sign and date the complaint. One copy will be returned to the complainant, and one copy will be sent to the designated employee.

Distribution: 1st Copy – Complainant
 2nd Copy – Designated Employee

This notice should be displayed in the front of every school's *Parent Handbook, Teacher Handbook, Student Handbook and Course Description Book* – without any alteration or disclaimers. It will also be displayed in the *Master Policy Book* in District Administrative Office, www.hasd.org website and the *District Calendar and Master Agreement*.