

THIS HANDBOOK BELONGS TO:

NAME: _____

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Asa Clark Middle School 2010-11 Student Handbook

MESSAGE FROM THE PRINCIPAL ~ RANDY DAUL:

This handbook serves as a student guide to the expectations of Asa Clark Middle School and an informational resource for parents. We encourage your prompt and thorough review of the handbook. In addition, a “Student Handbook Signature Sheet” must be signed by both student and parent with the understanding that it is your responsibility to know and follow the rules stated in this Student Handbook.

This handbook is updated yearly to reflect changes in our expectations, Board of Education policies, and the law. If significant changes occur during the school year, we will keep you informed. If at any time you have questions about our handbook or school in general, please contact the Asa Clark Middle School office at your convenience.

I look forward to the 2010-11 school year, and continuing to provide a quality education while attending to the social and emotional needs of your child. You are an integral part of our mission, and we welcome your input, communication, cooperation, and involvement during the school year. I hope you are as excited as we are to begin the new school year.

PEWAUKEE SCHOOL DISTRICT MISSION STATEMENT:

Through our unique all-school campus setting, the Pewaukee Public School District will open the door to each child’s future. Our school community delivers an innovative and progressive education. We are: **Passionate about academic excellence, Committed to fostering positive citizenship, and Dedicated to inspiring all students to flourish**

CITIZENSHIP: IT IS NOT WHAT YOU DO; IT IS WHO YOU ARE!

<p>RESPONSIBILITY</p> <ul style="list-style-type: none"> • Personal Responsibility <ul style="list-style-type: none"> ➢ For your actions and decisions ➢ For your space ➢ For your stuff • Collective Responsibility <ul style="list-style-type: none"> ➢ For group action – working together for the common good ➢ For space ➢ For stuff ➢ For society – being active and informed members of society 	<p>RESPECT</p> <ul style="list-style-type: none"> • For yourself • For others • For the rules • For community/neighborhood • For society (tolerant of differences)
<p>CARING</p> <ul style="list-style-type: none"> • For yourself – eat well, exercise, enrich your mind • For others – being kind and thoughtful of feelings (no bullying or gossiping) • Reflect on and help assess the needs of the community, and then give back to the community – volunteer, donate unused items, food, etc. (whichever “community” you define – school community, family community, neighborhood, etc.) • Make a commitment to the greater good – assistance with dignity 	<p>HONESTY</p> <ul style="list-style-type: none"> • For yourself • With others

BOARD OF EDUCATION:

Jim Huismann, President
Brian Kammers, Vice President
Larry Dux, Clerk
John Blask, Treasurer

Chris Durski, Member
Jeff Lewis, Member
Ann Wells, Member

ASA CLARK MIDDLE SCHOOL STAFF:

472 Lake Street, Pewaukee, WI 53072
(262) 691-2100
www.pewaukee.k12.wi.us

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INTRODUCTION:

This handbook provides students and parents/guardians with general information about Asa Clark Middle School, and it also serves as an assignment/homework organizer. It contains many of the expectations, rules, and policies under which the school operates. Please become familiar with the contents, as students are responsible for knowing and following the information in this handbook. Every student must bring it to each class. Failure to know the policies and regulations is not an excuse or valid reason for noncompliance.

Non-Discrimination:

The Pewaukee Public School District does not discriminate on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its educational programs or activities.

Complaint Procedure:

The District encourages informal resolution of complaints under this policy. If any person believes that the Pewaukee School District, or any part of the school organization, has failed to follow the law and rules of s.118.13, Wis. Statutes or in some way discriminates against students on the basis listed above, he/she may bring or send a complaint to the administration office at the following address: 404 Lake Street, Pewaukee, WI 53072.

- STEP 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the Superintendent or Director of Student Services. That employee shall send written acknowledgment of receipt of the complaint within 45 days.
- STEP 2: A written determination of the complaint shall be made by the Board of Education within 90 days of receipt of the complaint unless the parties agree to an extension of time; appeals under 20 USC s.1415 and ch. 115, Wisconsin Statutes, relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by ch. 115, subchapter V, Wisconsin Statutes. Complaints under 20 USC s.1231e-3 and 34 CFR ss. 76.780-76.782, commonly referred to as EDGAR complaints, that the state or a sub grantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent.
- STEP 3: If a complainant wishes to appeal a negative determination by the Board of Education, he/she has the right to appeal the decision to the state superintendent within 30 days of the Board's decision. In addition, the complainant may appeal directly to the state superintendent if the Board has not provided written acknowledgment within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P. O. Box 7841, Madison, WI 53707-7841.
- STEP 4: Discrimination complaints on some of the above basis may also be filed with the federal government at the Office for Civil Rights, U. S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, IL 60606.

ACADEMIC HONESTY:

All student work submitted for the purpose of meeting course requirements must represent the efforts of that individual student. Consequences for academic dishonesty are outlined in individual course syllabi. Academic dishonesty includes, but is not limited to: plagiarism, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software, unauthorized use of hard copy or software to develop one's own software.

ACCIDENTS:

Every accident, including minor ones that occur in the school building, on school grounds, at practice sessions, at any athletic event sponsored by the school, or at any school function must be reported to the school office as soon as possible.

ALCOHOL AND OTHER DRUGS POLICY (No. 5300.03):

The Board of Education has a strong commitment to the health, safety and welfare of all students. The district's commitment to maintaining athletics and extra-curricular programs in a healthy, safe, and secure educational environment requires a clear policy and supportive programs relating to the detection and prevention of substance use. The following actions by students are prohibited in or on school property, in any District owned or contracted vehicle and at all school-sponsored activities:

- I. The use, possession, disbursement, distribution, manufacturing, transfer, sale or possession with intent to sell controlled substances, alcohol or drug paraphernalia (as defined by local, state and federal statutes), inhalants, anabolic androgenic steroids and other performance enhancing substances and look-alike drugs or alcohol (i.e., non-alcoholic beer).
- II. Being under the influence of alcohol, controlled substances, or inhalants.

Prescription medications will be an exception to this policy when used by the person, for whom they were prescribed, in the manner and amount they were prescribed, and when used in accordance with the Board of Education's policy and procedures governing student medications.

As a condition to participate in extra-curricular activities, students will be subject to random drug testing pursuant to the Pewaukee School District's Random Drug Testing Policy. Additionally, a student may be required to submit to a breath test to determine the presence of alcohol if a 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 a trained District employee or a law enforcement officer and shall meet state law requirements.

Parents/guardians and students will be informed of the established standards of conduct and possible sanctions related to the use and abuse of alcohol and controlled substances. Failure to abide by this policy, or refusal to submit to required breath testing for the presence of alcohol, will result in disciplinary action up to and including suspension or expulsion from school. Such disciplinary action shall be done in accordance with state law and established procedures. Violations of this policy may also result in referral to law enforcement officials for prosecution under specific local, state or federal laws. An alcohol and other drug assessment will be required before returning to school after a suspension for a drug or alcohol violation.

The District shall assist students, parents/guardians and staff to be aware of procedures that exist to deal with the problems associated directly or indirectly with controlled substances and alcohol use and abuse.

ANNOUNCEMENTS:

Notices of class meetings, athletics and social events, general information for the day, and specific instructions are announced at the very beginning of each day. Special notices are posted on the bulletin boards outside the middle school office or posted throughout the building. All promotional posters must be approved by the principal or his/her designee and must be removed after the event.

ANTI-SOCIAL GROUPS:

Board of Education Policy 5300.05 prohibits involvement in gang-related activities. Involvement includes related clothing or tattoos, admitting or alleging gang membership, or exhibiting behavior attributed to gang membership. Such involvement may result in expulsion.

APPEARANCE:

Students are expected to come to school well groomed and dressed in a manner which is generally accepted as being in appropriate taste. The District prohibits students from wearing any clothing that is normally identified with an antisocial organization, (i.e., gang-related) and clothing that is disruptive or distracting or contains pictures and/or writing referring to alcoholic beverages, tobacco products, sex, profanity and/or illegal drugs, or groups which promote such activities. The wearing of caps, bandannas, other headgear and other outdoor attire is not permitted in the classroom or in the halls between classes. Following is a list of clothing that cannot be worn to school or school related events:

- I. Shirts and blouses that do not cover the midriff (belly) when you stand straight, sit, bend, or kneel (if you cannot tuck it in, it probably is unacceptable.)
- II. Shirts, blouses, or tops with a low-cut neckline that are too revealing in terms of undergarment(s) and/or cleavage.
- III. Form fitting tops.
- IV. Shirts with "spaghetti" straps or off-the-shoulder shirts.
- V. Pants with a low-cut waistline that reveal undergarments or buttocks when you stand, sit, bend, or kneel.
- VI. Trousers that are exceptionally baggy or long and reveal undergarments or buttocks.
- VII. Long chains or straps hanging off of pants.
- VIII. Pajamas and clothing that resembles sleepwear.
- IX. As a general rule, when shorts or skirts are worn, they should extend to or beyond fingertips when arms are straight down to the side.

Consequences:

Students will first be allowed to find clothing that is acceptable. If this cannot be done, parents will be called to bring in acceptable clothing, and students will be withheld from the general student population until the clothing arrives. Time spent out of class for this purpose will be made up at the discretion of the principal or his/her designee. Repeated violations of the dress code are subject to further consequences including detention or suspension.

ARRIVAL TO SCHOOL:

When students arrive at school in the morning, they should wait inside the Asa Clark main entrance. To provide students with the safest possible environment, parents must drop off and pick up their children in designated areas. Students may not ride bikes or skateboards to school.

ASSEMBLY/RECOGNITION PROGRAMS:

At times during the school year, recognition assemblies are held and student accomplishments are acknowledged. During any assembly or school activity, all students must abide by the following rules:

- I. Remain seated at all times except when called upon to stand (i.e. National Anthem).
- II. Sit only in designated seats.
- III. Keep feet and hands to yourself.
- IV. Be polite and attentive to speaker(s).
- V. Do not distract, disrupt, or detract from others enjoying the program.

Students found not to be in compliance with the above will be directed to leave the program and face further disciplinary action, which could include detention, suspension from future assemblies or other school activities, and/or suspension from school.

ATHLETICS:

I. Introduction

This Handbook is designed to provide information to parents and students regarding Pewaukee Schools' athletics. The Athletic Director is responsible for establishing and enforcing an athletic code to which Pewaukee students must adhere. It is suggested that all students and parents involved in the athletic programs which Pewaukee offers read and understand the information within this handbook. Ignorance of the rules within this handbook is not a valid excuse for noncompliance.

Responsibility of Participants:

The PRIVILEGE of participating in our athletic program is extended to all students provided they are willing to assume certain responsibilities. Your greatest responsibility as an athlete is to be a credit to yourself, your parents, your school and your community. Therefore, it is required that you:

- A. Display high standards of social behavior on and off the field.
- B. Display outstanding sportsmanship and cooperation.
- C. Display proper respect for those in authority (i.e., teachers, coaches, officials).
- D. Dress with special care when representing your school.
- E. Use language that is socially acceptable.

Students must turn in an Athletic Contract to the coach, agreeing to the provisions of the handbook and signed by both student and parent/legal guardian before being eligible to participate for Pewaukee Schools.

II. Eligibility

- A. Medical Eligibility - At the beginning of each athletic season, all students must submit, or have on file the following:
 1. A valid medical examination card signed by a physician.
 2. A current Pewaukee School Emergency Medical Information Authorization card.
- B. Academic Eligibility - To be eligible for participation in athletics, a Pewaukee student must:

1. Be a full time student.
 2. Earn passing grades in at least 75% of full time classes during the most recent grading period.
- C. To regain eligibility following academic suspension, a student must:
1. Satisfy all academic eligibility requirements prior to reinstatement.
 2. Not compete in interscholastic contests for 15 consecutive calendar days starting from the release of the ineligibility list.
 - a. Incomplete grades made up within two weeks result in immediate eligibility.
 - b. Students will participate in practices.
 - c. Coaches decide whether students will attend contests while academically ineligible.

III. Athletic Rules

The following rules have been established for Pewaukee athletes to insure the best interest of both the athlete and the school:

- A. A student is bound to the Athletic Code of Conduct from the date of initial participation in Pewaukee interscholastic athletics until tenure as a Pewaukee student is concluded. The Athletic Code of Conduct is in effect and shall be enforced 365 days per year.
- B. A student shall be suspended from interscholastic athletics for:
 1. Possession or use of tobacco products.
 2. Possession, use, or sale of illegal drugs or controlled substances as defined by Wisconsin State Law, which includes "look-alike" drugs.
 3. Possession, consumption, or sale of intoxicants including all fermented beverages (including beer, non-alcoholic beer, malt liquor, wine and all intoxication liquors as defined by Wisconsin State Law).
 4. Failure to immediately leave a place or situation in which alcohol or other drugs are being used illegally.
 5. Conduct, in or out of school, which makes the student unqualified to represent the ideal, principles, and standards of our school, and our community.
- C. All students are required to travel to and from out-of-town contests with the group, unless arrangements are made by the parent with the coach's approval. Alternate transportation forms are available in the office. You may only ride with your parent.
- D. Student Absence and Tardiness: A student must be in school to be eligible to participate that day.
- E. Students may be required to follow any additional rules set by individual coaches. These rules may not be contrary to, nor supersede the Athletic Code of Conduct.

IV. Enforcement

Alleged violations of the Athletic Code of Conduct may be presented to the Athletic Director by a parent, coach, student, teacher, administrator, law enforcement officer, or other responsible community member. All alleged violations must be submitted in writing, must be signed, and must state the essential supporting details of the alleged violation. Forms for this purpose are available in the middle school office.

Upon receipt of a statement alleging a violation, the Athletic Director shall convene a Board of Review, comprised of the Athletic Director, an Administrator, and a coach. Coaches of the sport in which the alleged violator is currently participating will not be appointed to the Board of Review. Within three school days, the Board of Review shall meet to determine the validity of the alleged violations and shall take the following action:

- A. Give the student and parent/guardian a written explanation of the information that the school authorities have received that may support a finding that he/she has violated the Athletic Code of Conduct.
- B. Provide the student an opportunity to present his/her version of the incident including calling and questioning witnesses if the incident is in dispute; the student may be accompanied by his/her parent(s) or another representative during such a presentation.
- C. The Board of Review must make a determination as to whether the student has violated the Athletic Code of Conduct. The Athletic Director shall promptly provide the student with written notice of the decision and the reason for said decision and shall send a copy of the notice to the student and his/her parent(s). The student and parents shall also be given written notice of their right to appeal should the allegation be upheld.

V. Penalties

The Board of Review may modify penalties when warranted by extenuating circumstances. In all cases, the student will be suspended immediately from participation in all contests in the current sport. If the student is not participating in athletics at the time of the violation (or insufficient contests remain in the current season) the suspension shall be enforced at the beginning of the next sport season in which the student participates.

- A. **First Violation**: Suspension from participating in 20% of the season's contests.
- B. **Second Violation**: Suspension from participating in 50% of the season's contests.
- C. **Third Violation**: Indefinite suspension from interscholastic athletics. Students may apply for reinstatement after one calendar year.

During suspensions, students will be expected to attend all scheduled practices and team meetings. Suspended students will not be permitted to dress, sit on the team bench, or ride the team bus to contests.

VI. Appeal Process

Pewaukee Public Schools recognizes the rights of the individual. The student and his/her parent(s) have recourse in the event that it is felt the alleged offense did not occur or proper procedures were not followed. The appeal procedure outlined in this document is the process a student and his/her parent(s) are to follow when appealing decisions relating to the athletic suspension.

- A. A student and/or his/her parent(s) may formally appeal the suspension decision in writing to the principal within five (5) school days from the time of the suspension notice.
- B. The date of the appeal hearing shall be set by the principal to take place no sooner than two (2) school days or not longer than five (5) school days from the date of the appeal request. At written request of the student or his/her parent(s), the minimum time may be waived.

- C. An appeal hearing will be conducted by an appeal board, consisting of the principal (chairperson), two advisors/coaching faculty representatives, one non-coaching faculty member, and one student representative.
- D. The proceedings of the hearing, including the decision, shall be placed in writing, and a copy of those proceedings must be mailed to the student and his/her parent(s) within five (5) school days from the determination of the findings.

ATHLETICS AT ASA CLARK MIDDLE SCHOOL:

Asa Clark Middle School offers the opportunity for interscholastic competition for 7th and 8th graders in a league comprised of other middle schools of a comparable size in the area. The following interscholastic sports are offered at Asa Clark Middle School:

- Basketball (Girls/October and Boys/January)
- Cross Country (Boys & Girls/September)
- Dance (Girls/September and Pre-Season/May)
- Track (Girls/September and Boys/April)
- Volleyball (Girls/March)
- Wrestling (Girls and Boys/January)

A physical exam is necessary for a student to participate in the athletic program (exams are valid for two years). Either a physical card or alternate year card and a signed permission slip need to be turned in before the first practice. If these forms are not turned in before the first practice, the athlete will not be allowed to practice until these forms are turned in. Parent meetings will be held at the beginning of each sport. Athletes must return all gear assigned to them for that sport before they will be allowed to transfer to the next sport of choice.

An athletic fee of \$30 will be assessed per sport. This athletic fee must be turned in prior to the first scheduled game/meet. If this athletic fee is not turned in before the first game/meet, the athlete will not be allowed to compete until it is paid.

Moraine Middle School Conference

Kewaskum Middle School 1676 Reigle Drive Kewaskum, WI 53040 626-2178	Hartford Central Middle School Cedar Street & Monroe Ave Hartford, WI 673-8040
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Asa Clark Middle School 472 Lake Street Pewaukee, WI 53072 691-2100	Slinger Middle School 207 E. Washington Slinger, WI 53086 644-5226
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Silverbrook Middle School 120 N. Silverbrook Drive West Bend, WI 53095 335-5499	Badger Middle School 710 S. Main Street West Bend, WI 53095 335-5456
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*Boys Wrestling competes in the Milwaukee Area Conference

Athletic Code

Asa Clark Middle School has adopted an Athletic Code which athletes and their parents are required to read and acknowledge. Students/parents receive this when they sign up for each sport. The code covers areas of:

- I. Proper behavior and school citizenship
- II. Training rules
- III. Maintaining academic standards

ATTENDANCE:

Attendance and punctuality in all classes throughout the school year is very important to all students. Parents and students share this responsibility.

I. Excused Absences

On a daily period-by-period basis, the school will monitor student attendance, and students are required to attend all classes and resource periods unless there is a need to be absent for one of the following reasons:

- A. Personal illness of the student
- B. Serious illness of a member of the immediate family causing the student to be needed at home
- C. Doctor or dental appointment
- D. Sudden emergencies
- E. Pre-planned absences (maximum of ten days per school year)
- F. Approved educational opportunities
- G. Suspension from school

In the above situations the absence will be considered excused and full credit and time will be allowed for make up work, with full credit given for work completed. A doctor's permit for a student's return to school may be requested in cases of extended or contagious illnesses. Failure to provide a doctor's excuse when requested will result in an unexcused absence. (Board of Education Policy #5100.04)

When a student is absent, parents may request homework by contacting the attendance secretary before 7:30 a.m. Homework will generally be available for pick up in the middle school office after 2:45 p.m. Please make specific arrangements for picking up homework.

II. Unexcused Absences

The Board of Education does not distinguish between being truant or unexcused. Thus, all absences not covered under the excused absence list above will be considered unexcused and have the same meaning as "truancy" under "Wisconsin Statutes." A student who is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a semester will be declared a "habitual truant." All classes, including lunchtime, are considered classes for attendance purposes. (Board of Education Policy #5100.04)

III. Truancy

Truancy (Wis. Stats. 118.15) means any absence from school for part (including tardiness) or all of one or more school days without an acceptable excuse for students between the ages of 6 and 18. Students that are found to be truant will receive a citation from the Village of Pewaukee Police Department and may be referred to Waukesha County Department of Health and Human Services as a habitual truant if the pattern persists. (Village Ordinance, Sec. 54.131)

IV. Reporting Absences

All absences and incidents of tardiness to school should be reported to the office at extension 4024. Parents should call the attendance secretary before 7:30 a.m. if your child will be absent or tardy to school. Messages may be left on voice mail if you need

to call prior to the time the office is open. Please state the reason for the absence. You must call within 24 hours to excuse your child. ***If phone contact with the middle school attendance office is not made, absences are recorded as unexcused.*** It is extremely important that parents call the school each day that your child is absent. If a student is absent and not phoned in, the office will attempt to make contact with the parent in the most timely manner possible.

V. Tardiness

Students are expected to be in their assigned rooms and seats by the start of each class period. Any student who comes late to school (after 7:30 a.m.) must sign in at the middle school office. Repeated unexcused tardiness to school or to individual classes will result in detentions. Frequent tardiness will result in further disciplinary action.

VI. Vacations and Other Planned Absences

In the case of a family vacation or other planned absence, five school days in advance, students are to bring a note to the attendance secretary, signed by their parents, stating the dates and reason for absence. Family vacation means that the child accompanies the parent or guardian on the vacation. The Board of Education strongly encourages parents to plan for vacations on days when school is not in session. A maximum of ten school days will be allowed for family vacation during a school year. For planned absences of two days or longer, students need to obtain an Approved Absence Form.

VII. Off Campus Permits (permission to leave school)

Families are encouraged to make doctor/dental and other personal appointments after school hours. When that is not possible and you need to pick your child up during the school day, please send a note with your student stating the time and reason he/she needs to be excused. Students are to bring notes to the office before first period to obtain an off campus permit. Students must have an off campus permit to leave the building. Please do not call the office in non-emergency situations to have your child released from school. When students return to school from appointments, they must check in with the office secretary. Students should never be in any Pewaukee School District school unsupervised before or after regular school hours.

VIII. Attendance at After School Events

A student must be in school the day of an activity to be eligible to attend or participate. Emergency situations will be handled on a case-by-case basis at the discretion of the principal or his/her designee.

BACKPACKS:

Students are not allowed to carry backpacks during the school day to and from classes. Backpacks must remain in the student's assigned locker during the school day.

BEHAVIOR:

Asa Clark Middle School students have acquired a reputation for their fine behavior. All students are expected to conduct themselves appropriately while they are attending daily classes and all school related events regardless of the location. Violations of school rules that may endanger the physical or emotional health, safety, or property of others will be addressed very seriously, including suspension and/or expulsion if deemed necessary. It

will be understood that during a suspension, the student may not attend classes or any school activities or visit the school grounds.

I. Bus Behavior

Students are not allowed to ride any bus other than their assigned bus without prior permission. While waiting to board your bus, stay out of the entrance to school buildings unless the weather is such that it is necessary to wait inside. Line up to board the bus safely. Students should stay out of the street and not interfere with the loading of other buses. When your bus arrives, line up quickly and quietly in proper order without pushing, wrestling, or squeezing into line. If you cooperate in following these rules, you will arrive home sooner, and many unnecessary accidents will be avoided. While in transit, sit three in a seat, when necessary, and remain in your seat at all times. There is ample room for this, and state law requires that no one is standing. Do not engage in rough play, unnecessary shouting, or in the use of profane language. Parents will be notified of continued or severe behavioral problems. Violation of these or other regulations may lead to suspension from the bus. Students will be suspended from school in cases of theft, smoking, vandalism or other serious infractions. **Please note that in accord with Board of Education Policy No. 3900.03 (February 14, 2005), video-monitoring systems will be used on buses for the purpose of reducing disciplinary problems and vandalism.**

II. Behavior and Responsibilities of Students in Asa Clark Middle School Activities

Activities such as clubs, organizations, and performance groups form an integral part of students' overall education. The privilege of participating in these co-curricular programs or being a spectator at them is extended to all students provided they are willing to accept certain responsibilities. The greatest of those responsibilities is to uphold the honor of the school and the student body at all times. Therefore, it is required that all participants do the following:

1. Display high standards of social behavior.
2. Display respect for those in authority.
3. Comply with all school rules.

These are in effect at all activities associated with Pewaukee Public Schools. Individual organizations may have rules/regulations regarding conduct for participation in their group.

III. Co-Curricular Rules, Violations and Penalties

All regular school behavioral and attendance rules will be in effect at any time a student is involved in a co-curricular activity sponsored by the school. This includes field trips and activities at other schools.

Students are to remain in good academic and behavioral standing according to policy established by the director of the activity, the Student Handbook, and Board of Education Policy 6400.04. Noncompliance with the established standards may be cause for dismissal from the activity. A student shall be suspended from an activity and from school for:

- A. Possession, use or sale of illegal drugs, including tobacco products, inhalants, "look-alike" or controlled substances as defined by Wisconsin State law.
- B. Possession, consumption, or sale of intoxicants, including all fermented malt beverages (beer, malt liquor), wine, and intoxicating liquors.

- C. Acts of immorality or any other unacceptable conduct which makes the student unqualified to represent the principles and standards of our school.

Grooming and overall appearance standards shall be determined by the director of the activity and made known to all participants.

Students are expected to attend all meetings and practices. Illnesses, injuries, or teacher help sessions should excuse you from attending scheduled activities; other absences need to be cleared by the director of the activity in advance. Students serving a detention that day may not participate in practice or competition of an event.

In the event that an activity falls on a day followed by a school day, the participant must conform to regular school attendance procedures and be in school the day of the event, as well as the day following the event. Unless the student has an acceptable parental or doctor's excuse, the absence will eliminate the student from the next regularly scheduled event.

IV. Enforcement of Activity Rules

Reports of misconduct shall be reported to the principal and/or director of the activity. The principal will confer with the director of the activity and the student involved to discuss the validity of the violation. In the event that violation of the rules is determined, the principal, or associate principal and activity director shall determine the penalty.

BELL SCHEDULE:

1 st Hour	7:30 a.m. – 8:40 a.m.
2 nd Hour	8:44 a.m. – 9:54 a.m.
3 rd Hour	9:58 a.m. – 11:08 a.m.
4A Lunch	11:08 a.m. – 11:38 a.m.
4A Hour	11:43 a.m. – 12:53 p.m.
4B Hour	11:12 a.m. – 12:22 p.m.
4B Lunch	12:22 p.m. – 12:52 p.m.
5 th Hour	12:57 p.m. – 2:07 p.m.
Resource	2:11 p.m. – 2:45 p.m.

BELL SCHEDULE – EARLY RELEASE:

1 st Hour	7:30 a.m. – 8:06 a.m.
2 nd Hour	8:10 a.m. – 8:46 a.m.
3 rd Hour	8:50 a.m. – 9:26 a.m.
4 th Hour	9:30 a.m. – 10:06 a.m.
5 th Hour	10:10 a.m. – 10:45 a.m.

The following 2010-11 school dates are scheduled as early release days:

- | | |
|-------------------|-------------------|
| October 1, 2010 | January 21, 2011 |
| October 27, 2010 | February 23, 2011 |
| November 5, 2010 | March 25, 2011 |
| November 12, 2010 | June 10, 2011 |

CAFETERIA:

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Lunch prices are \$2.00 daily, and milk is \$.35 per carton (subject to change). On a daily basis, lunch payments must be deposited in the school office between 7:15-7:30 a.m. Students must have money deposited in their account to purchase lunch. A free or reduced lunch program application is available for those who are interested and qualify. The cost for reduced lunch is \$0.40/lunch. Ala-carte items are not included in free or reduced lunch prices. Credit will not be extended for lunch.

Every day, students are expected to bring to the cafeteria warm outer clothing for lunch recess. Students should enter the cafeteria quietly and find a seat. When directed by a lunchroom supervisor, students are to proceed through the lunch line. Lunchroom personnel and fellow students will appreciate cooperation in adhering to the following guidelines:

- I. Deposit all lunch litter in wastebaskets and aluminum cans in appropriate basket.
- II. Return all trays to the dishwashing area.
- III. Leave the table and floor around your place in a clean condition for others.
- IV. No food or beverages may be taken from the cafeteria at any time.
- V. Students are not permitted to leave their table or the cafeteria without the permission of a lunchroom supervisor.
- VI. Consequences for lunchroom misbehavior may include suspension, detention, or lunchroom cleanup.
- VII. When students are finished eating and have cleaned up, students should plan to go outside for lunch recess. Students must remain in the supervised playground area.
- VIII. Students may not participate in activities that involve physical contact because it puts themselves and others at risk of injury.

CARD PLAYING:

Card playing, other than under teacher supervision and for instructional purposes, is not permitted.

CLOSED CAMPUS:

A closed campus means that students are not permitted to leave the school building or grounds from the time they arrive in the morning to the time they are dismissed after school, without first securing permission from the school attendance office. Leaving without permission will be considered truancy and will be dealt with according to established policy.

If a student becomes ill during the day, they must obtain a pass from their teacher and then report to the health room. Arrangements will be made to get ill students home, provided there is someone at home to receive them. It is the policy of the school not to permit anyone to go home to an empty house if he/she is ill. This is for the protection of our students. Under no circumstances are students to leave school during the day without first reporting to the office and having the departure approved. Students leaving the school building or the school grounds without permission will be considered truant.

CLUBS:

Clubs are offered to students for after-school participation. Clubs that are offered at Asa Clark Middle School include: Art, Dance, Drama, Chess, Environmental, Forensics, Honors Choir, Investment, Jazz Band, Legos/Robotics, MathCounts, Ski, and Yearbook. Families are to arrange to have their son/daughter picked up at the designated ending time of the meeting. (See also: Behavior and Responsibilities of Students, and Co-Curricular Rules).

CODE OF CONDUCT IN CLASSROOM:

Student behavior that is dangerous or disruptive and that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement in an alternative setting as outlined in this code. In addition, the student may be subject to disciplinary action in accordance with established Board of Education policies and school rules.

I. Student Removal from Class

A teacher may remove a student from class for behavior including, but not limited to the following:

- A. Possession or use of a weapon, imitation weapon, or other item that might cause bodily harm to persons in the classroom.
- B. Being under the influence of or possessing alcohol or other controlled substances or look-alike controlled substances, or otherwise in violation of District student alcohol and other drug policies.
- C. Behavior that creates an intimidating, hostile or offensive classroom environment.
- D. Physical fighting including two or more individuals.
- E. Taunting, baiting, inciting and/or encouraging a fight or disruption.
- F. Disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations.
- G. Pushing or striking a student or staff member.
- H. Repeated classroom interruptions, excessive disruptive talking, confronting staff argumentatively, refusing to follow directions or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties.
- I. Interfering with the orderly operation of the classroom by using, threatening to use, encouraging, or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means.
- J. Restricting another person's freedom to properly utilize classroom facilities or equipment.
- K. Throwing dangerous objects in the classroom.
- L. Repeated disruption or violation of classroom rules.
- M. Behavior that causes the teacher or other students fear of physical or psychological harm.
- N. Willful damage to school property.
- O. Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others.
- P. Use of profanity.
- Q. Stealing.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations. When a student is removed from class, the teacher shall send the student to the Principal or designee, and inform him/her of the reason for the student's removal from class.

A written explanation of the reasons shall be given to the Principal or designee within 24 hours of the student's removal from class. The Principal shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation. The principal shall then determine the appropriate educational placement for the student who has been removed from a class

by a teacher. The parent/guardian of a minor student shall be notified of the student's removal from class.

II. Placement Procedures

A. The Principal or designee shall place a student who has been removed from class by a teacher in one of the following alternative educational settings:

1. An alternative education program approved by the Board of Education. State law defines this as an instructional program approved by the Board of Education that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs.
2. Another class in the school or another appropriate place in the school.
3. The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the Principal or designee determines that readmission to the class is the best or only alternative.

B. When making placement decisions, the Principal or designee shall consider the following factors:

1. The reason the student was removed from class.
2. The severity of the offense.
3. The type of placement options available, and any limitations such as costs, space availability and location, on such placements.
4. The estimated length of time of placement.
5. The student's individual needs and interests.
6. Whether the student has been removed from a teacher's class before.
7. The relationship of the placement to any disciplinary action.

The Principal or designee may consult with other appropriate school personnel as the Principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian may also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interests of the student involved or required by law.

C. All placement decisions shall be made consistent with established Board of Education policies and in accordance with state and federal laws and regulations.

D. The parent/guardian of a student shall be notified of a student's placement in an alternative educational setting as outlined below.

III. Parent/Guardian Notification of Student's Removal from Class and Alternative Placement

A. When a student has been removed from class, the Principal or designee shall make a personal contact with the parent/guardian of a student. This notification shall include the reasons for the student's removal from class. The notice shall be given as soon as practicable after the student's removal from a class.

B. The Principal or designee shall make personal contact or notify the parent/guardian in writing of the placement decision involving the student. This notice shall be given as soon as possible after the student's placement determination.

- C. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.
- D. If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirement. (Board of Education Policy #5300.12)

COMPUTERS:

The Pewaukee Public Schools encourages the use of the network, including the Internet, as a tool for research and education. The network, like any other school property, must be used for the educational purposes for which it was intended. Technology users are expected to follow basic rules of courtesy and common sense when accessing electronic information, so that the network, including the Internet, continues to be a valuable source of information for all individuals. A \$10.00 technology consumables fee will be assessed each student each year.

- I. Students must have a permission slip signed by a parent/guardian on file with the District to use the network and to use the Internet.
- II. The District's technology is to be used for educational purposes only.
- III. On-line time must be used wisely to allow equitable access for all users.
- IV. The use of vulgar, suggestive, or otherwise inappropriate language will not be tolerated.
- V. It is a violation to share a password with anyone else.
- VI. Engaging in activities that are pornographic or drug related will result in automatic termination of your network/Internet privileges. Suspension or expulsion may result from inappropriate use.
- VII. The transmission of unwanted or inappropriate e-mails is considered harassment and will be dealt with as such.
- VIII. The use of the District's technology must not violate existing policies of the Pewaukee Public Schools.
- IX. Chat lines, bulletin boards, forums, etc. may not be accessed by students without prior consent of a teacher or person monitoring the Internet use.

Students will have access to laptops/computers, and are expected to use them with care. Students will use District technology for appropriate educational purposes only. Improper use of laptops/computers include, but are not limited to, the following:

- I. Changing, altering, bypassing, or attempting to bypass any security measures, including....
- II. Getting past filtered Internet sites
- III. Downloading or installing applications on District laptops/computers
- IV. Attempting to hide files or activity on laptops/computers
- V. Undermining, subverting, hacking, or cracking the network or its laptops/computers
- VI. Destroying, defacing, or altering laptop/computer equipment.
- VII. Deleting or modifying files not belonging to the student.
- VIII. Attempting to access any account belonging to other students, faculty, or staff.
- IX. Introduction or attempting to introduce malicious software such as: viruses, Trojan software, spy ware, or other malicious software onto District owned laptops/computers or networks. Possession of malicious software items while at school, on the District network, or transferring to the District network will be considered a violation.

- X. Cyber-bullying which includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or website postings (including blogs)

Any infraction of the above will result in a minimum two-week loss of Internet privileges with possible removal from all laptop/computer access and/or expulsion, and/or legal proceeding depending on the severity of the infraction.

Pewaukee Public Schools reserves the right to monitor all District technology use. The District also reserves the right to search Internet accounts accessed with school equipment without permission if it is felt that illegal or otherwise inappropriate use of technology is occurring. Improper use of District technology will result in fines, loss of network/Internet privileges, suspension, or expulsion as deemed appropriate. (Board of Education Policy #6500.09)

Administrative Review of Computer Files:

School laptops/computers, memory devices, networks, and related hardware and software are the property of the Pewaukee Public Schools. At no time does the District relinquish its exclusive control of laptop/computer systems. Inappropriate use of District technology, including interfering with network function and the standardization of work equipment, may result in the limitation or revocation of laptop/computer access and/or a fine.

Laptops/Computers shall not be used to disseminate sexually explicit, vulgar, indecent, offensive or lewd communications. The use of the District's laptops/computers is a privilege rather than a right.

Personal Laptop Use Procedure:

Any student bringing a personal laptop to school needs to complete an approval form with the Student Services Office. This form states:

- I. All District acceptable use policy and procedures shall apply to personal laptop use in the District.
- II. The student assumes all liability for damage, theft, or loss of personal computers.
- III. Personal laptops may not be used to access the District's network.
- IV. Personal laptops must have up-to-date anti-virus software to protect against transfer of viruses from personal laptops to the District's network.
- V. Playing of games installed on personal laptop computers is not allowed at any time on school premises.
- VI. Personal laptops may not be used for assessment purposes.
- VII. Use of personal laptops must be tied to academic endeavors.
- VIII. Laptop cases will be used to carry laptops only.
- IX. The student is responsible for storing their personal laptop in a locker when not on their person.
- X. The student is responsible for sufficient power supply/battery resources for the laptop (power outlets may not be available or within reach in the classroom).

School Issued Laptop Use Procedure:

Any student that is issued a school laptop for use at school and home must adhere to all policies outlined in both the Student/Parent Laptop User Agreement form and the Laptop Student Expectation guidelines. Failure to adhere to these policies and the associated technology code of conduct may result in disciplinary action. It is the student's responsibility to ensure that a school issued laptop battery remains charged for use during the school day and that any issues with the laptop be brought to the attention of

administration and the Informational Technology Team. Students should take their laptops to the Student Services Office to report any issues.

The Pewaukee Public Schools reserves the right to inspect and review laptop/computer files. Such an inspection may be conducted by school authorities when deemed necessary, without notice, without user consent, and without a search warrant. Such an inspection will be done to insure that the laptop/computer system is being properly used and to insure the integrity of the network. (Board of Education Policy #6500.10)

CONFERENCES:

Parents are always encouraged to discuss an individual student's progress with the appropriate teacher(s). Formal parent conferences are held throughout the year, but others may be arranged at a mutually convenient time. To schedule a conference, please contact the teacher or leave a message with the secretary.

Parents should make appointments when they want to meet with staff to insure a productive and timely meeting, and should always check in with the office before meeting with a teacher.

COPYRIGHTED MATERIALS:

Unauthorized reproduction or use of copyrighted materials is illegal and unethical. Violations of the copyright laws may result in criminal or civil suits and local disciplinary actions. Students violating the copyright law are liable for penalties and damages. Students are expected to be knowledgeable of the guidelines related to the use of copyrighted materials. If there is a question about the application of the law, the student should contact the Principal to assist in clarification of the law or obtain permission to reproduce copyrighted materials. Any written permission to use copyrighted material will be saved and filed with the Principal. (Board of Education Policy #6400.07)

DANCES/ACTIVITY NIGHTS:

Dances are scheduled periodically for middle school students. Parent permission will be required of all students and at times a small fee is required. As in all school activities, appropriate dress and behavior is expected. Once students are at a dance or activity, they may not leave the building without special permission. Students must be picked up promptly after the dance concludes. Students earning a detention or an office referral the day of the dance or activity will be excluded from the dance, and any fees collected will be refunded. Students who are not attending the dance are not to be on school property. Students must be in school the day of the dance in order to attend.

DETENTIONS/DISCIPLINE:

Any member of the staff or the Principal may assign students a detention(s). Detentions will be assigned to students who have demonstrated undesirable attendance patterns, repeated tardiness, disrespectful behavior, misconduct, or for other disciplinary reasons as deemed necessary. Detentions assigned by teachers will be served under their supervision, and parents/guardians will be notified regarding the reason and when the detention is to be served. It is the responsibility of students and parents to arrange for transportation in cases of after-school detention. Students must leave the building immediately after their detention, and may not attend other events (e.g. sport practices or games) that day.

Students serving a detention during lunch should report directly to the classroom that has been designated as the "lunch detention" classroom. Students will eat lunch after they have reported to the designated "lunch detention" classroom. Lunch detentions are supervised by staff members.

Discipline Program:

Our discipline program is based on the belief that our children are capable and can be successful. The program directly correlates with our middle school philosophy -

“... Early adolescence is a time when students experience a great amount of change physically, socially, emotionally and intellectually. To help students through this unique time of their lives, our school is a place where learning is important and their special needs are met. These needs include developing responsibility, building self-esteem, and learning to respect the rights of others. We recognize that students naturally approach our curriculum as individuals with different learning styles....”

There are two basic components of our disciplinary program:

Part One: Identification and intervention for students who need help improving their school behavior, work habits, and social skills.

Various interventions are available for students who need help improving their school behavior, work habits, and social skills. Students may be assigned detentions or they may be referred for participation in mediation, coaching, guidance sessions, community services, or conferences. Our goal is to help students learn and achieve success. We believe that all students are capable and can be successful.

Part Two: Acknowledgement by staff of the successful and appropriate actions and behaviors of our students is crucial. We want to make certain that students receive notice and positive attention.

Students will periodically receive notice and recognition by staff members and the Principal if they have been working particularly hard or have been especially helpful.

We want to demonstrate pride in our students and to encourage our students to be proud of themselves and their school. We believe our program is based on creating a positive climate within our school. In striving to meet our District Mission Statement, we emphasize the development and recognition of positive citizenship traits and habits.

Asa Clark Middle School is committed to maintaining a safe and orderly learning environment. Following is a list of rule infractions, which will result in disciplinary action. The list is NOT comprehensive, and should only be used as a guide to inform you of possible consequences for inappropriate behavior.

INFRACTION	MINIMUM ACTION TAKEN	MAXIMUM ACTION TAKEN
Profanity	Detention/Apology	Suspension
Refusal to work	Warning	
Unexcused absence(s)	Detention	Citation/Suspension/Truancy referral
Excessive tardiness	Detention	Citation/Suspension
Disruptive in class	Reprimand	Suspension
Possession/use of tobacco	Citation	Citation/Suspension
Possession/use of drugs or alcohol	Suspension*	Expulsion
Leaving class without	Reprimand	Suspension

permission		
Fighting	Suspension	Expulsion
Gang activity	Suspension	Expulsion
Harassment	Parental contact	Suspension/Police contact
Weapon possession	Expulsion	Expulsion
In unauthorized area	Reprimand	Suspension
Disrespect to authority	Reprimand	Suspension
Vandalism	Repair/restitution	Expulsion
Cheating/Plagiarism	Warning	Loss of credit
Inappropriate attire	Change the attire	Confiscation of attire
Altering school document	Detention	Suspension/Expulsion
Inappropriate bus behavior	Reprimand	Removal from bus/Detention
Inappropriate computer use	Reprimand	Computer use/Loss of privileges/Suspension/Expulsion
Refusal to serve detention	Parental contact	Suspension
Failure to serve detention	Detention time doubled	Citation/Suspension
Student hazing	Detention	Expulsion

*Alcohol and drug offenses require that an assessment be completed before student returns to school.

ELECTRONIC DEVICES:

Electronic communication devices, including pagers and other two-way communication devices, are prohibited on school grounds.

The use of cell phones by Pewaukee School District students, or students visiting the District, is prohibited on school property during the school day from 7:00 a.m. through the end of the school day in each school building. Students may possess a cell phone for the sole purpose of communicating with parents/guardians or other family members outside of the school day. ***During the school day, all cell phones must be stored in the student's locker.*** The school is not responsible for loss, theft, or damage of such devices. (Board of Education Policy #5300.06)

Students are encouraged not to bring iPods, MP3 players, CD players, cameras or other portable electronic equipment to school because of distractions created and the possibility of loss or damage to the equipment. The school will assume no responsibility for the damage, loss, or theft of these items. Portable electronic equipment previously listed will not be allowed in halls or classes and will be taken away. Parents may be asked to pick up the devices at the school office.

EMERGENCY AND HEALTH INFORMATION CARDS:

All students/parents are to complete an emergency card at the beginning of the school year. Students will not be allowed to leave the building for field trips, etc., before an emergency card is on file in the school office. The school must have a current record stating whom to contact if there is an illness or emergency. It is, therefore, imperative that each student has a current emergency card on file in the school office. This information must be updated as phone number circumstances, etc. change.

*Every family is responsible for having an understanding and plan as to where their child should go in the event of an emergency/illness/bad weather.

EMERGENCY HEALTH CARE:

In case of a serious accident, injury or illness, District employees will provide emergency care within the limits of their expertise and will notify the student's parents/guardians of the situation as soon as possible. District employees will also arrange for prompt transportation to an emergency care facility if deemed appropriate. The school nurse shall submit a written report to the building Principal within 24 hours. The report shall contain the pertinent facts, including a detailed description of the circumstances and the actions taken or recommended. In addition, an injury, illness or serious accident must be reported to the Superintendent or his/her designee by the building Principal.

EMERGENCY SCHOOL CLOSINGS:

If school is closed due to inclement weather or an emergency, information about the closing will be broadcasted over several radio stations. WTMJ is the primary station, but WEMP, WISN, WOKY, WKTI, WLTV, WMIL and WMYX are also notified.

The decision to close schools is influenced by the severity, intensity, and movement of the storm center or the extent of the emergency. The information that schools will remain closed in the morning will be broadcasted as soon as possible and by 6:30 a.m. at the latest. If schools must be closed after the school day has begun, the same radio stations will be contacted. In regards to Day 1 or Day 2, if school is cancelled on a scheduled Day 1, students will miss Day 1 and come back with Day 2.

EVACUATION:

Building evacuation drills at regular intervals are required by law and are an important safety precaution. It is essential that, when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the student instructions. A tornado drill will also be conducted each spring. Evacuation directions are posted in each room.

FACILITIES AND EQUIPMENT USAGE:

All students using the building will be expected to use the facilities and equipment with care and respect. Restitution for unusual, careless, and unnecessary damage will be required from the student or his/her parent(s) or guardian.

FAMILY ACCESS:

In an effort to better communicate with the families in our District, we are pleased to offer an Internet-based PaC Family Access program. PaC Family Access is available through our website, www.pewaukee.k12.wi.us. To use this software you need to have access to the Internet through (at the very least) Netscape 4.08 or Internet Explorer 4.0, allow or accept Cookies, and have a user name and password. A user name and password will be provided to you at the beginning of the school year. Please keep this login information safe. PaC Family Access will allow you to view your child's attendance, grades, lunch account, etc. on-line, providing you with important information in a timely manner.

FEES:

Annual fees must be paid by students each year for book rental and technology consumables. Our fee schedule for both 7th and 8th grade students is as follows:

Book Rental	\$58
Consumable Technology Fee	\$10
Art I/II	\$20/\$40
Computer Publications I/II	\$15/\$15
F/CE I/II	\$25/\$25
Tech Ed I/II	\$25/\$25

Music Instrument Fee: Annual fee for students using a school-owned instrument is \$50.

Physical Education uniforms to be purchased on your own:

- ~ Black Shorts
- ~ Red Shirt

Athletic Fee: A \$30 fee will be assessed for each sport.

Club and Activity Fee: The school offers a variety of clubs for students for after-school participation (see *Clubs*). A \$10 fee will be assessed for each club.

Fee Waiver: According to Board of Education Policy No. 3100.04, fees may be waived in cases of financial hardship. Parents/guardians may request a waiver of school fees (partial or total) by contacting the Principal. To determine ability to pay the fee, the Principal shall consider factors that include, but are not limited to, student eligibility for free and reduced lunch or aid to families with dependent children (AFDC). If the Principal or his/her designee denies the request for a fee waiver, the Principal's decision to deny such waiver may be appealed to the Business Manager. The Superintendent or designee will make every effort to collect all fees and charges to the District, in accordance with established guidelines.

FIELD TRIPS:

Field trips are pre-planned, approved, classroom activities that take students away from school for more than one period under the direct supervision of the classroom teacher. Students are eligible to go on a field trip if they have no suspensions prior to the trip. Students must have a completed up-to-date emergency card on file in the school office in order to attend any trips off school property.

FOOD/DRINK:

Food/drink are not permitted in the classroom unless permission from the teacher is given. Food/drink are allowed only in the cafeteria. Open beverages may not be stored in lockers. Open containers will be confiscated.

FUNDRAISING:

High school students may participate in a fund-raising sale without written parental permission. Any student in elementary and middle school may participate in fundraising sales with the written approval of that student's parent/guardian, filed with an appropriate school District authority. Any student at Pewaukee Lake Elementary School or any group containing one or more Pewaukee Lake Elementary School students must be physically accompanied by a parent or a person at least 16 years of age when conducting fund-raising activities. All fundraising activities must be registered in the office, and student incentives need to be provided by the fundraising vendor. (Board of Education Policy #5500.07)

GRADING SCALE:

94 – 100 = A	88 – 90 = B+	79 – 81 = C+	70 – 72 = D+	Below 64 = F
91 – 93 = A-	85 – 87 = B	76 – 78 = C	67 – 69 = D	
	82 – 84 = B-	73 – 75 = C-	64 – 66 = D-	

GRADUATION (PROMOTION TO HIGH SCHOOL):

Grade advancement from Grade 8 to 9 shall be determined using the following criteria in the following sequential order:

- I. Academic Performance: The teacher verifies in the form of a report card grade that the student has the ability to be successful at the next level of education. The student must receive an average grade of C minus or better in language arts, mathematics, and reading and a passing grade in science and social studies. The student must also achieve a passing grade in 70 percent of all courses taken throughout the year, **AND**
- II. Test Performance: The student shall perform at the Basic Level or above in four of the five sub-test areas (language arts, mathematics, reading, science, and social studies) on the Wisconsin Knowledge and Concepts Examination. Of these four areas, the following three areas must be included: language arts, mathematics, and reading. The student must also achieve a score of 4.0 or above in the writing portion of the Wisconsin Knowledge and Concepts Examination. If both the academic performance and test scores meet requirement, the student advances to the next grade level, **OR**
- III. Teacher Recommendations: At the end of 8th grade, students may be promoted based on the recommendation of a committee comprised of the following individuals; building administrator, guidance counselor, two teachers (areas of deficiencies) and an additional teacher. Criteria used to determine the committee recommendation may include but are not limited to: alternative forms of assessment, successful completion of a remediation plan and/or performance in non-core areas, **OR**
- IV. Other Academic Criteria: The student shall attend summer school or participate in some other customized educational plan and successfully complete the program before grade advance will be considered.

Decisions regarding promotion and/or testing for students with identified special education needs will occur within the parameters of the Individualized Educational Plan (IEP). The District may make accommodations for students who have extenuating circumstances.

The professional staff shall make every effort to report student progress to parents/guardians on a regular basis. The teacher shall notify a parent/guardian of a student who is failing subject(s) in writing. They will be notified no later than the middle of each grading period, or when abrupt changes in performance or behavior take place.

Decisions on promotion and retention shall be made prior to the conclusion of the school year when possible and prior to the commencement of the next school year if conditions require.

The District shall not discriminate in the methods, practices and materials used for evaluating students on the basis of sex, race, national origin, religion, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability. (Board of Education Policy #5200.01)

HARASSMENT:

Pewaukee Public Schools seek to provide a learning environment free of any form of harassment or intimidation toward and between students. Therefore, the District will not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of the offenders.

“Student harassment” means behavior toward students based, in whole or in part, on sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap which substantially interferes with a student’s school performance or creates an intimidating, hostile or offensive school environment.

It is the responsibility of students, staff and others to help enforce this policy so that these prohibited activities do not occur in District schools. The Principals are responsible for disciplining the offenders. The Board of Education believes that when it comes to student discipline, each individual situation needs to be addressed according to the severity of the incident, along with the intellectual and emotional stage of each student as well as all the relevant facts and circumstances.

Any student, who believes that he/she has been the subject of harassment, or any parent/guardian who believe their child has been subjected to harassment, shall report the matter in accordance with established procedures. (*Reports may be filed with the Director of Special Education or the Superintendent.*) There shall be no retaliation against students who file reports under this policy. All reports shall be investigated in a timely manner. (Board of Education Policy #5300.08)

HARASSMENT REPORTING PROCEDURE <i>Student to Student & Adult to Student</i>
1. Any student, or parent on behalf of a student, who believes they are experiencing harassment from a peer or an adult in their school should report the incident to the Associate Principal.
2. If the alleged perpetrator of the harassment is a member of the building level administration, the report should be made to the Director of Special Education Services in the District Office.
3. A written statement of the complaint shall be prepared by the complainant and witnessed by the designee.
4. The designee will investigate the complaint in a timely manner, and report the results of that investigation to the complainant.
5. If the complainant is dissatisfied with the determination made by the building level designee, he or she may appeal the decision to the Director of Special Education Services or in those buildings in which the Associate Principal is the designated complaint officer; the appeal may be brought to the Principal.
6. If the complainant is dissatisfied with the determination of the Director of Special Education Services, he or she may appeal the decision to the Superintendent of the Pewaukee School District.

HAZING:

Hazing by students attending the Pewaukee Public Schools is strictly forbidden regardless of the time or place it might occur.

No person may intentionally or recklessly engage in acts that endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any

other forced activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student's willingness to participate in the activity.

In case of a violation of this policy, school administration shall take disciplinary action, and upon their recommendation, the Board of Education may expel a student or students for violation thereof. (Board of Education Policy #5300.09)

HEALTH CLASS OPTIONS FOR THE HUMAN GROWTH AND DEVELOPMENT UNIT:

Seventh grade students have the option of choosing one of the following two options for health:

Option 1: Human Growth and Development – This program contains elements from the traditional Human Sexuality and Teen-Aid curricula in an updated version. Fifteen lessons on human growth and development include the following topics: puberty, anatomy and physiology of the reproductive system, growth and development of the embryo and fetus, love vs. infatuation, sex vs. sexuality, dating and relationships, teen pregnancy, HIV/AIDS, sexually transmitted diseases, and the benefits of sexual abstinence. These topics are the same topics covered in both programs in the past. Males and females will be separated during the lessons on the male and female reproductive systems and the menstrual cycle. Topics such as masturbation, abortion and sexual orientation are not included in instruction due to personal family beliefs and values. Students with questions regarding topics not discussed in class will be directed to discuss those topics with their family.

Textbook: Glencoe: Teen Health Course 2

ABC INTERACTIVE Human Sexuality Laser Disk

Option 2: Opt-Out – This option is available for those who prefer their child not be receiving human growth and development instruction in the school setting. Students will spend the 15 lessons during the human growth and development unit working on an independent study in health education. The health teacher, parent(s), and student will discuss independent study assignments, tests, projects and quizzes.

HOMEWORK:

Homework will be given daily in most classes. The school issues assignment notebooks and students should record all assignments in them. If these notebooks are lost, the student must purchase a new one. Homework is factored as part of the student's grade. Homework is important, because it is a valuable aid that helps students make the most of their experience in school, and reinforces what has been learned in class. Teachers will make every attempt to coordinate relevant homework to maintain reasonable daily assignments. Parents are the key to making homework a positive experience for their children. We ask for parents to make homework a top priority.

A day's absence does not excuse a student from his/her responsibilities on his/her day of return. In most cases, a student will have one day for each day absent to complete missed work. Grades will be withheld in case make-up work is not completed. Failure to do the work may lead to a failing grade in the course. An unexcused absence does not excuse a student from schoolwork responsibilities. Any student suspended from school will be allowed to make-up assignments missed during the suspension period.

General Homework Guidelines:

- Stress that homework must be done on time. Missing assignments can mean 'late assignment checks,' a reduction in grade, or a zero.
- Check Assignment Notebooks. All students must use these. Please reinforce this at home.
- Establish a daily time and place for homework.

- Encourage students to do the work on their own. Remind them that resource time at school is limited. Students should start the most difficult tasks first so that they can ask for immediate assistance in resource.

HONOR ROLL:

A student earning a quarterly grade point average of 3.5 or better will have his/her name placed on the high honor roll. Students with a quarterly grade point average of 3.0-3.49 will be placed on the honor roll. (Board of Education Policy #5200.06)

Letter grade values are as follows:

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0.0
A- = 3.7	B = 3.0	C = 2.0	D = 1.0	I (Incomplete) = 0.0
	B- = 2.7	C- = 1.7	D- = 0.7	

LIBRARY:

The Asa Clark Middle School Library supports and enriches the middle school curriculum. Students may come to the library with their classes or individually with a pass during a class period or resource time. Students must have their assignment notebook filled out with a specific purpose for library use, and the arrival and departure times must also be noted. Book bags and coats are not allowed in the library. Students may be restricted from the library for short time periods if behavior is disruptive.

Library materials are checked out for a four-week period and can be renewed for an additional four weeks. Students with overdue materials may not check out new materials. Asa Clark Library does not charge fines for overdue books; however, students are responsible for the cost of lost or damaged library materials.

LOST OR STOLEN ITEMS:

Please report any lost or stolen items immediately to the Student Services Office. Efforts will be made to locate and return all lost property. Expensive items and large amounts of money should not be brought to school. Items found should be turned in to the Student Services Office immediately. Students are to check in the Student Services Office for misplaced or lost articles. Unclaimed articles are periodically donated to local charities.

LOCKERS:

The District has provided school lockers for the purpose of providing students with a convenient receptacle for clothing, books, and other articles necessary or convenient for a student's use during the school day. Students have no property interest in any locker. Lockers are subject to search by the administration to protect the health and welfare of the student body. A search will be conducted only when there is reason to suspect violation of school rules and regulations or laws. Authorization to search a locker will be given only by the principal, his/her designee, or a superior. The search will be made in the presence of two school employees and, if practicable, the student. The school will keep a record of all lockers searched, including the reason for the search and the findings. It is recognized that all lockers are opened and/or inspected for housekeeping and repair purposes periodically. (Board of Education Policy #5300.11)

Students are not to share their locker combinations or lockers with other students. Students found using lockers other than the one assigned to them may be disciplined, which could include loss of locker privilege. Students are not to keep valuables and/or money in either their gym locker or hall locker. The school will not assume responsibility or liability for any loss of personal property. Students must provide their own padlocks for their physical education locker, and should always lock valuables in their lockers.

Students are to keep lockers clean and orderly, and are not to use the lockers to display offensive materials. Lockers may be decorated inside, but this must be done tastefully and cleaned up at the end of the school year. (No contact paper is allowed in lockers.) Lockers must be cleaned out at the end of the year. The custodial staff will clean out those lockers not cleaned out by students.

MEDICATION POLICY:

Medication:

We understand that children may need to take medication during the day. To insure the safety of all our children, the District has written guidelines regarding administration of medication to children. School personnel who may administer medication include health room personnel and other trained staff. State law and School Board Policy specify definite guidelines for the handling and dispensing of medication for students while in school. State Law has established separate procedures for medication prescribed by a physician and non-prescribed medications (over the counter). Area Physicians are aware of the Law and our policy. The school nurse has the appropriate forms and they can be found on the district website.

Prescription: Prior to administering prescribed medication, the school must be provided with a signed **Medication Consent Form** from the parent/legal guardian and signed, written authorization from the prescribing physician. Medication must be in the original container from the pharmacy with the student's name, medication name, dosage and time to be given.

Non-Prescription: Non-prescription medication can only be administered by school personnel with a **Medication Consent Form** signed by the parent/legal guardian. Medication must be in the original **sealed** container and stored in the health room. Students may not carry any medication on their person.

Unused Medication: All unused medication must be picked up by the last day of school or it will be disposed of. Prescription medication must be picked up by a parent/legal guardian by the last day of school.

All consent forms must be renewed each school year and/or anytime a medication is changed.

MESSAGES TO STUDENTS:

If you must contact your child for an emergency, please call the school office. The message will be forwarded as soon as possible. If you wish to see your child in person, report to the office and your child will be located and brought to you.

NEWSPAPER RELEASES:

Student pictures and identifying names will be printed in the school newsletter and given to local news media on occasions that warrant release. However, any student or parent/guardian of a student under the age of eighteen, may request in writing to the administration that his/her picture not be published in the media or in the school newsletter. You may make this decision in the appropriate area on your child's emergency card.

PARENT ADVISORY GROUP:

The Parent Advisory Group (PAG) meets twice a year to discuss school-wide issues. It is designed to increase communication between parents and the school. Information will be

sent home via newsletters and posted on the school website concerning the PAG. Parents/guardians are always encouraged to participate and attend PAG meetings.

PARENT TEACHER ORGANIZATION (PTO):

The Pewaukee School District has a Parent/Teacher Organization designed to work toward the benefit of all students. Our PTO provides adult volunteers who are actively involved in school projects. Parents are encouraged to call the PTO information line at Ext. 2224 for more information.

PASS SYSTEM:

The pass system is designed to permit flexibility within the school day, yet prevent students from missing class or being in unauthorized areas. Passes may be obtained from any staff member for a legitimate reason and are necessary whenever leaving any room during the time school is in session. **Passes are to be written in assignment notebooks!**

During the school day, a student may wish to consult with the nurse regarding an illness or other medical reason. Students wishing to see the nurse should have an assignment notebook pass from the teacher whose class they are in at the time. Students are not to be in the hallways without passes.

PROFANITY AND OBSCENITY BY STUDENTS:

No student may use profanity or obscene language or gestures at any time that he/she is participating in curricular (e.g., Language Arts, speech presentation, etc.) and co-curricular activities. A student violating this policy shall be disciplined in accordance with established procedures contained in the individual school handbooks (see *Behavior*). (Board of Education Policy #5300.10)

PROGRESS REPORTS – REPORT CARDS:

Students who are receiving failing grades, or who run the risk of failing, will receive a notice to that effect from their teacher's midway between each nine-week grading period. Because a student does not receive a failure notice at the midpoint does not insure a passing grade for the grading period if performance tapers off badly or a major project is not completed. Parents of students who are failing subjects, will be notified in writing by the teacher no later than the middle of each grading period or when abrupt changes in performance or behavior takes place. Report cards are issued at approximately nine-week intervals. The report cards and progress reports need not be returned to the school. Parents wishing to have a duplicate copy of these records mailed to a second address should contact the school office.

REFERRAL TO POLICE OR JUVENILE AUTHORITIES:

If a student's misbehavior is so extreme that a law violation is involved, police or juvenile authorities will be contacted by the Principal or a designated representative. Every reasonable attempt shall be made to notify parents at the same time juvenile authorities are called. If the officers indicate that they are arresting the student, with or without a warrant, those officers shall have complete jurisdiction and responsibility in the matter, and the Principal shall not interfere with the student's removal from the building. It is expected that the contact with the student shall be arranged in a manner to make it as unobtrusive as possible. The parent/guardian and the Superintendent will be notified as soon as the officer takes the student from the building.

RELEASE TIME FOR STUDENTS:

All students who are required by state law to be in school attendance shall be expected to be in full-time attendance, or to carry at least the minimum class load as defined by the Board of Education. Students may be released during the school day to participate in Board of Education approved activities. Special release time activities are as follows:

I. Release Time for Religious Instruction

The Board of Education recognizes the right of a parent/guardian to have their child released from school to obtain religious instruction outside of school. The Board of Education shall permit students to be released from school in accordance with state law.

II. Release Time for Special Instruction

The Board of Education believes a student's education may be enhanced and enriched through participating in experiences outside of the regular classroom and the public school. Release time from the regular classroom may be provided students for educational experiences beyond the regular classroom at the discretion of the Superintendent or designee. (Board of Education Policy #6300.03)

RIGHT TO REVIEW RECORDS:

Adult students or parents/guardians of minor students who are attending or have attended the Pewaukee Public Schools shall have the right to inspect and review any and all official records, files, and data directly relating to themselves or their children or wards, including behavioral and progress records. Parents/guardians and adult students are entitled to review the above information for their child, legal ward, or self and not those of other students.

Whenever a student has attained eighteen (18) years of age or is attending an institution of post secondary education, the permission or consent required of and the rights accorded to the parents of this student shall only be required of and accorded to the student. The parent, guardian or adult student shall request permission to review the records in writing. Said request shall be made to the Principal. The adult student or parent/guardian of a minor student shall be shown the records in the presence of a person qualified to interpret them.

Directory data may be disclosed to any person, if the school has given notice to the parent/guardian of the categories of information which it has designated as directory data and has allowed fourteen (14) days for the parent/ guardian of any student to inform the school that all or part of the directory data may not be released about the student without prior consent of the parent/guardian. (Board of Education Policy #5400.01)

SCHOOL DISTRICT SAFETY PLAN:

The Pewaukee Public School District is committed to providing as safe of an environment as reasonably possible for students, employees and citizens while they are present on school premises or participating in school-sponsored activities. With this goal in mind, a District safety plan has been developed and is in effect in each school of the District. (Board of Education Policy #3400.05)

SCHOOL SUPPLIES:

Students are to provide their own pencils, pens, paper, folders, etc. and physical education uniforms and padlocks. These items should be with the student on the first day of classes, and every school day thereafter.

SKATEBOARDING

Skateboards, bicycles and in-line skates are prohibited on school grounds. Prohibiting skateboards, bicycles and in-line skates on school grounds is designed to prevent accidents occurring and problems associated with storage, theft and inappropriate use.

SODA POLICY:

As a result of the new Wisconsin Department of Public Instruction's Wellness Policy for schools, parents/guardians are encouraged to not allow students to bring soda or energy drinks to school to use as a breakfast beverage, lunch beverage or an after school snack beverage.

SPECIAL EDUCATION REFERRAL PROCESS:

Special education referrals can be made by anyone who suspects a child of having a disability. In order for a student to qualify for special education services, a student must:

- I. Exhibit an impairment (as defined by state criteria), AND
- II. Demonstrate a need for special education (that cannot be met in general education).

In the Pewaukee School District, a teacher's referral is generally preceded by a student consultation team meeting (PCT), where interventions are suggested, tried, and documented. While this is not required, it is best practice in many instances and has proven effective and useful in the special education process.

To obtain a referral form, you can contact the special education office (691-2100 Ext. 6078), the Director of Special Education or the school psychologist.

STUDENT COUNCIL:

The Board of Education sanctions and recommends the organization of a Student Council in the high school and middle school. Such councils shall assist in improving the general welfare of all students and shall give students the opportunity to participate in the orderly workings of the democratic process. Student Councils do not have the authority to make policies for the District or regulations for the school, nor shall they have disciplinary authority except with respect to Student Council members as prescribed in the Student Council constitution. Councils may make recommendations to the administration on any topic of student concern. Members of the Student Councils shall be elected democratically. The rights and responsibilities of the council shall be clearly set forth in a constitution. Advisor(s) for each Student Council shall be selected by the building principal. (Board of Education Policy #5700.01)

STUDENT SERVICES:

Student services are available for every student in the school. These services include assistance with educational and vocational planning, career information, and help with home, school and personal concerns. Students or parents/guardians wishing to visit the guidance counselor should contact the counselor or leave a message with the secretary. If parents have a specific academic concern, please contact the appropriate teacher.

SUMMER SCHOOL ATTENDANCE:

The Pewaukee School District offers a summer school program. Students may be recommended for certain summer school classes. In some instances, students must successfully complete specific courses to be promoted.

SUSPENSION AND EXPULSION:

Maintaining a positive school climate and a controlled and disciplined environment are necessary for effective instruction. In that regard, all staff members are responsible for insuring that the Student Code of Conduct is enforced consistently throughout the curricular and co-curricular program.

I. Suspension

A student may be suspended from school by the school principal for up to five (5) consecutive school days or, if an expulsion hearing is pending, for not more than a total of fifteen (15) consecutive school days if it is determined that the student is guilty of violating a school rule, or that while at school or under the supervision of a school authority, endangered the property, health or safety of others or him/herself and that the student's suspension is reasonably justified. Endangers include, but are not limited to, making a threat to the health or safety of a person or making a threat to damage property.

II. Expulsion

A student may be expelled from school by the Board of Education if the Board of Education finds the student guilty of repeated refusal or neglect to obey school rules, or if the Board finds the student guilty of knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or if the Board finds that while the student was at school or under the supervision of school authority he/she endangered the property, health or safety of others or himself/herself, or if the Board finds the student guilty of conduct while not at school or while not under the supervision of school authority which endangers the property, health or safety of others at school or under the supervision of a school authority or endangers the property, health or safety of any employee or school board member of the Pewaukee School District. The Board must be satisfied that the interests of the school demand a student's expulsion. Endangers include, but are not limited to, making a threat to the health or safety of a person or making a threat to damage property.

If a student possesses a firearm while at school or under the supervision of school authority, the School District will take the following steps:

- A. Suspend the student from school.
- B. Commence an expulsion hearing, and, if the student is found to have possessed a firearm as described above, expel the student for not less than one year. (The Board may modify this requirement on a case-by-case basis.)

Prior to expulsion, the Board will hold a hearing regarding the proposed expulsion. Not less than five (5) days written notice of the hearing will be sent to the student and if the student is a minor to his/her parent/guardian. The notice shall state the reason for the proposed expulsion, the time and place of the hearing, the fact that expulsion may result, the right to legal representation, and the right to appeal the Board's decision. Minutes will be kept of all proceedings at the Board hearing. Upon the Board's decision to expel the student, a copy of the expulsion order will be mailed to the student and his/her parents/guardians. The student will have the right to appeal the expulsion to the State Superintendent of Public Instruction. (Board of Education Policy #5300.02)

THEFT:

Theft, of any type, will not be tolerated and will be dealt with severely in accordance with guidelines established by the administration.

TOBACCO POLICY:

Non-smoking: Tobacco Free Environment - Smoking and the use of any tobacco products shall be prohibited on District property. This shall include school buildings, grounds and school-owned vehicles. Possession of tobacco products by students on school property shall also be prohibited. Violations of this policy will result in citations under local ordinance and/or suspension. (Board of Education Policy #3400.04)

Village of Pewaukee Ordinance #9.35 – Possession of use of cigarettes and tobacco products by students: The Village of Pewaukee has adopted an ordinance restricting the use or possession of cigarettes or any other tobacco products by students in school buildings or upon school property. Specific provisions of the ordinance are as follows:

I. Possession of cigarettes and tobacco products in school buildings or on school property:

No person under the age of 18, and no person enrolled as a student in the Pewaukee School District, may possess any cigarette or tobacco product at any time inside any building or on any property owned, leased or used by a public school in the Village of Pewaukee.

II. Use of cigarettes and tobacco products in school buildings, or on school property:

No person may smoke, light, ingest, chew, inhale or otherwise use any cigarette, tobacco product or smoke from a cigarette or tobacco product at any time inside any building or on any property owned, leased or used by a public school in the Village.

TRANSPORTATION:

In order to provide a safe campus for our students, we ask that all students be dropped off at the west end of the high school. Students may then walk on the sidewalk to the middle school. Students should be picked up in the small parking lot in front of the high school at the end of the school day. Adherence to these procedures will help maintain the traffic flow while keeping children safe.

USE OF VIDEO MONITORING SYSTEMS:

The District approves the use of video cameras on school property and buses for the primary purpose of reducing disciplinary problems and vandalism. Parents/guardians will be notified once a year that video cameras are being used. (Board of Education Policy #3900.03)

VISITORS:

All visitors, including parents/guardians and relatives, must report to the school office to obtain a visitor pass. This pass must be displayed for identification purposes for the duration of the visit. Guest passes will not be given out for friends or former students to visit the school. Former students who wish to visit with faculty members should make an appointment to meet with the staff members outside regular school hours. We look forward to your visits.

WEAPONS AND LOOK-ALIKE WEAPONS:

No one shall possess, use or store a weapon or imitation weapon in school buildings, on school property, in a District vehicle or school bus, or at any school-sponsored function or event. The sole exceptions to this policy are weapons under the control of law enforcement personnel, and the use of weapons or imitation weapons for school-sanctioned purposes approved in advance by the building administration.

A weapon is defined as a firearm (loaded or unloaded), knife, razor, martial arts device, explosive device, metal knuckle, chemical agent, or any other object or substance, which, if

used or intended to be used, is capable of inflicting bodily harm. An imitation weapon is defined as toy guns, water guns, non-working replicas of weapons, cap guns, poppers, war souvenirs, or any other object, which could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose. Law enforcement personnel may be contacted in all weapons situations. School officials will attempt to confiscate any and all weapons or imitation weapons. If it is determined that a student is in possession of a weapon or imitation weapon, the student shall automatically be suspended and considered for the expulsion process. Students with knowledge of the weapon or imitation weapon but who fail to report it may also be considered for suspension. Further disciplinary measures, including expulsion, may be recommended at the discretion of the building principal or designee. (Board of Education Policy #5300.07)

WITHDRAWAL AND TRANSFER PROCEDURES:

The procedure for withdrawal or transferring is as follows:

- I. Secure authorization withdrawal or transfer note from parent/guardian.
- II. Obtain appropriate forms from the school office.
- III. Have forms filled out by teachers.
- IV. Return all schoolbooks and property.
- V. Make sure all fees are paid.
- VI. Return completed forms to the guidance secretary for final clearance.

WORK PERMITS:

Work Permits are not issued at the middle school office. Students must take all pertinent information to the high school in order to obtain a work permit.