

Welcome

The faculty and staff welcome you to Fox River Middle School. We look forward to working with you. The contents of this handbook contains student information to help you know **your** school. Read it carefully and keep it for future reference.

If you have any questions or concerns please contact us at 514-8240.

Darlene Markle, Principal

FOX RIVER MIDDLE SCHOOL MISSION STATEMENT

The mission of Fox River Middle School is to provide an educational foundation that will enable all students to grow as responsible decision makers, improve as problem solvers, to display a positive regard for ourselves and others, and to further prepare them to be contributing members in an ever changing society.

TO MEET THIS MISSION STATEMENT, FOX RIVER MIDDLE SCHOOL MUST BE A PLACE WHERE:

1. Staff and students are engaged in the business of learning.
2. Everyone feels safe and respected.
3. School expectations and policies are followed.
4. State laws and local ordinances are followed.

THEREFORE, EVERYONE AT FOX RIVER MIDDLE SCHOOL IS EXPECTED TO:

1. Contribute to the learning environment.
2. Respect individual difference in age, gender, ethnicity, ability, interest, talents, preferences, and opinions.
3. Communicate respectfully at all times.

4. Contribute to a safe and healthy environment by adhering to state laws, school district policies, school and classroom rules.

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DAILY SCHEDULE

2009 - 2010

(7:25am - 2:40pm)

Period 7th Grade		Period 8th Grade	
Falcon Time	7:25 - 7:38	Falcon Time	7:25 - 7:38
1	7:41-8:27	1	7:41-8:27
2	8:30-9:16	2	8:30-9:16
3	9:19-10:05	3	9:19-10:05
4	10:08-10:54	4	10:08-10:54
Lunch	10:54-11:24	5	10:57-11:43
5	11:27-12:13	Lunch	11:43-12:13
6	12:16-1:02	6	12:16-1:02
7	1:05-1:51	7	1:05-1:51
8	1:54-2:40	8	1:54-2:40
Extra Help	2:40-3:20	Extra Help	2:40-3:20

2:40pm Students' class day ends

2:40-3:15 Teacher work and conference time

3:10 Trailside late bus leaves (FRMS cafeteria)

3:30 Woodfield/Evergreen late bus leaves (at EVS

School)

2:50 **Students not involved in supervised activities must leave the building.**

EARLY DISMISSAL SCHEDULE

(7:25am -12:45PM)

Period 7th Grade		Period 8th Grade	
Falcon Time	7:25-7:35	Falcon Time	7:25-7:35
1	7:38-8:10	1	7:38-8:10
2	8:13-8:45	2	8:13-8:45
3	8:48-9:20	3	8:48-9:20
4	9:23-9:55	4	9:23-9:55
5	9:58-10:30	5	9:58-10:30
Lunch	10:30-11:00	6	10:33-11:05
6	11:03-11:35	Lunch	11:05-11:35
7	11:38-12:10	7	11:38-12:10
8	12:13-12:45	8	12:13-12:45

NO LATE BUS

Fox River School Staff - 2008-2009		e-Mail Address (staff last name@waterford.k12.wi.us)
<u>7th Grade White</u>	Room	Subject
Mrs. Longsine	202	Communicative Arts
Mr. Dembosky	203	Math
Mrs. Lang	218	Science
Mrs. Henning	204	Social Studies
<u>7th Grade Green</u>		
Mrs. Kurz	210	Communicative Arts
Mrs. Marjanovic	206	Math
Mrs. Hensgen	217	Science
Mr. Wilde	208	Social Studies
<u>8th Grade Green</u>		
Miss DeBoer	211	Communicative Arts
Miss Kastengren	224	Math
Mr. Brodzik	135	Science
<u>8th Grade White</u>		
Mrs. Underly	201	Communicative Arts
Ms. Rhody	221	Math
Mr. Shew	219	Science
Mrs. Rather	220	Social Studies___
<u>Related Arts</u>		
Mrs. Baker	207	At-Risk
Mrs. Bergman	130	Art
Mrs. Dietz	222	Reading
Mrs. Hay	223	Health
Mrs. Knurr	132	Exploring Vocational Education
Mr. Kossow	107	Talented and Gifted
Mrs. Kulow	131	Vocal Music/General Music
Mr. Maynard	226	Library Media Specialist
Mr. Misslich	Gym/129	Phy Ed
Mrs. Nelson	108	Instrumental Music
Mrs. Riedel	B05	Spanish
Miss Wiesend	121/TBD	Phy Ed/Health
Ms. Wilson	B07	Spanish
<u>Special Education</u>		
Mrs. Kebbekus	106	Teacher
Mr. Fortmann	205	Teacher

Ms. Melka	B03	Teacher
Tymus/Ranke/Horner		Aides
<u>Office</u>		
Mrs. Markle		Principal
Mrs. Rivera-Kloeppel		District School Social Worker
Mrs. Siegesmund		School Counselor
Mr. Rosandich		School Psychologist
Mrs. Farchione		Secretary
Mrs. Zuehlsdorf		Secretary

Support Staff

Mrs. Cramer	132	Exploring Vocational Education Aide
Mrs.Kojis/Miss Zuehlsdorf/Mrs. Hackstein		Classroom Aides
Mrs.Beronja	226	Library Aide
Mr. Hensgen/Mrs. Brownowiecki/		Custodians

AFTER SCHOOL ACTIVITIES

ATHLETIC CONTESTS:

Students are to stay in the building and report to the designated room until game time . Students who are asked to leave due to behavior while the game is in progress, will **not** be allowed back in the building after they place a phone call home to a parent.

Students are expected to exhibit respectful, responsible behavior. Good sportsmanship shall be displayed at all times. School rules are in effect (including no hats, gum and candy).

DANCES AND SOCIAL EVENTS:

Several dances may be held throughout the year. Dances are a privilege at Fox River School.

- 1. School dances are for Fox River students only - NO GUESTS**
- Dances are scheduled from 7:00-9:00 PM. No students will be allowed to enter the dance after 7:30 PM unless prior provisions have been made.
- Coats will be locked in the lunchroom until 8:50 PM
- Once students arrive at the dance they will not be allowed to leave until 8:50 PM unless picked up by a parent/guardian or parent designee.
- 5. Students who do not follow the directions of the chaperones will have their parents contacted, and will be expected to be picked up promptly. These students will not be allowed to attend the next dance.**
- School dress code is in effect.
- School rules are in effect

MUSICAL PERFORMANCES AND CONCERTS:

Musical performances are for participants and their parents/guardians and families. Students are welcome and encouraged to attend and exhibit appropriate behavior.

ASSIGNMENT NOTEBOOK

Each student will receive an assignment notebook on the first day of school. This notebook should be used to record daily activities and assignments. The format of this book allows students to easily organize and keep track of these assignments. In addition this notebook is needed to check books out of the library and is used for writing hall passes.

STUDENTS NEED TO CARRY THEIR ASSIGNMENT NOTEBOOK WITH THEM AT ALL TIMES.

This notebook provides a means for parents and teachers to communicate with each other on a daily basis and to carefully monitor student progress.

ATHLETICS AND ACTIVITIES

While at Fox River we encourage you to participate in extra activities. Programs may be canceled due to lack of participants or coaches' availability.

Participation in after-school activities is voluntary and depending upon the activity students may either take the bus home or must arrange for their own transportation home.

All information including eligibility requirements for extra-curricular activities can be found in the Fox River Middle School Co-Curricular Code of Conduct distributed to all students in conjunction with this handbook.

ALCOHOL AND DRUGS, (re: beepers, two way communication devices)

Where an administrator believes there is reasonable suspicion that a student is involved in the use, sale, transfer, or possession of alcohol, and or other illegal drugs or drug paraphernalia (as defined in state statutes), including beepers, cell phones and any two-way communication devices, the administrator shall report the incident to the village police or the Racine County Sheriff's department for an appropriate investigation.

The administration will have the option of suspending the student for up to five (5) days or recommending the student for expulsion.

Policy #443.4

ATTENDANCE REGULATIONS

In accordance with state law, all children between six and eighteen years of age must attend school unless they have a legal excuse. Fox River School records attendance on an hourly basis.

Regular school attendance is extremely important that requires the efforts and cooperation of the students, the parents/guardians and the school. The school's responsibility is to keep accurate records, inform parents/guardians of their child's attendance, encourage students to attend school on a regular basis and take whatever action is necessary to ensure good attendance.

If a student is to be absent from school, a parent/guardian must call the attendance phone line (514-8240). Absences may be called in to the answer machine anytime prior to the start of school for each absence. If the school is not notified by phone of the student's absence, a written note will be required when the student returns to school or the absence will be unexcused.

Leaving During the School Day: If you plan to leave the building during the school for an appointment or other reasons, you must bring an excuse from home and pick up an early dismissal slip in the office, BEFORE THE START OF SCHOOL. Students must come to the office and sign out with the attendance secretary and be met by the parent.

Policy #431

PLANNED ABSENCES State Statute 118.15(3)(c)

Any student excused **before an absence in writing** by his/her parent or guardian is excused from school attendance. Students need to complete the orange prearranged absence form available in the office. **This form needs to be turned in to the office prior to the student's absence and must be signed by the parent.**

A student may be excused by the parent/guardian in this manner for **not more than 10 days in the school year**. The school board requires a student so excused to complete the course work missed during the absence.

Parents/guardians make requests to be excused but it is the school attendance officer who determines whether an acceptable request has been made.

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EXCUSED ABSENCE: State Statute 118.16 (4) (a)

An excused absence is: illness (student must be fever free for 24 hours before returning to school), an immediate family emergency, prearranged medical appointments, death in immediate family, religious holidays, prearranged family trips that can be taken only during the normal school term, court appearance, quarantine, attendance at special events of education value as approved by the school attendance officer, or school-imposed suspension.

State Statute 118.15(3)(a)

Any child who is excused by the school board because the child is temporarily not in proper physical or mental condition to attend a school program but who can be expected to return to a school program upon termination or abatement of the illness or condition. The school attendance officer will request the parent or guardian of the child to obtain a written statement from a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in this state, who is listed in the Christian Science Journal, as sufficient proof of the physical or mental condition of the child.

Policy #431

Fox River requires submission of medical documentation for routine check-ups and appointments. Appointment cards with time, date and a signature or stamp are sufficient. To be considered excused, these need to be submitted at the time the student returns to school.

TRUANCY State statute 118.16 (i) (c)

"Truancy means any absence of part or all of one or more days from school during which the school attendance officer has not been notified of legal cause of such absence by the parent or guardian of the absent pupil."

Policy #431

HABITUAL TRUANT State statutes, Section 118.16 (i) (a)

Defines a habitual truant as a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester.

LEGAL ACTION will be taken to improve a student's school attendance when the student reaches the "habitual truant" stage.

Policy #431

UNEXCUSED/TARDY GUIDELINES

Students who are tardy to school must report to the school office before going to class.

If a student is detained by a teacher after class he/she must have their assignment notebook signed by that teacher to present to his/her next class to avoid being counted tardy. **No excused tardy passes between classes will be issued by the office.**

Tardies to class will be handled by individual classroom teachers.

First Tardy - warning

Second Tardy - noon hour or after school detention with classroom teacher

Third Tardy - referred to the office, 90 minute detention (Level II, step 1 discipline plan)

Second referral to the office - Saturday school (Level II, step 2 discipline)

Third referral to the office for multiple tardies - in-school suspension (Level II, step 3)

Students who after 20 days have not received an office referral for being tardy will move back one level until Level II, step 1 discipline has been reached. At the beginning of the second semester all existing tardies from first semester will be erased and all students tardy records will start over.

Policy #431

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DIRECTORY DATA POLICY

The Waterford Graded School District Joint #1 (V) has declared the following information as "Directory Data":

- A. Student's name
- B. Names and students participating in approved athletic events and other recognized school activities
- C. Height and weight data for members of athletic teams
- D. Student photos (Authorizes the placement of student pictures on the district web page with first name only)
- E. Awards, honors or Degrees received by students
- F. Name of school most recently/previously attended
- G. Major field of study

"Directory Data" represents student related information that is available to the public and press. Any parent or legal guardian objecting to the release of the "Directory Data" information may request the building principal to withhold all or part of the "Directory Data" within 30 days of this publication. The publication date of this notice is in August of each school year.

Policy #493

BICYCLES / SKATEBOARDS / ROLLER BLADES / SCOOTERS

Bicycles are to be parked in the racks provided on the east side of the school upon arrival at school and are not to be used until the end of the school day. **The school strongly suggests that bikes be locked.** Students are not to ride bicycles, skateboards, roller blades or scooters beyond the bike rack. Skateboards, roller blades and scooters need to be carried into the school and stored in the student's locker. **The school assumes no responsibility for any of these modes of transportation.** Students who violate these rules will not be permitted to use these items.

No gas/electric-powered bikes/skateboards/roller blades/scooters are permitted on school property.

BUS BEHAVIOR

Riding a school bus is a privilege. Students who abuse that privilege may be removed from the bus (these rules apply to late bus, field trips and extra curricular activities).

Students needing to ride the late bus must have a bus slip signed by their teacher in order to board the bus.

BUS BEHAVIOR EXPECTATIONS FOR ALL STUDENTS

- * **The bus is an extension of the school. In general all school expectations of behavior and conduct apply to students on the bus.**
- * **Follow the directions of the bus drivers at all times.**
- * Sit in their assigned seat
- * Remain seated while the bus is in motion. Move to the get off seat one stop before their own.
- * Be on time at your designated stop. Do not expect the bus to wait for you.
- * Do not eat, drink, or chew gum on the bus.
- * Bus windows are not to be opened more than half way.
- * Keep their arms, and heads inside the bus windows at all times.
- * No pets or living creatures are allowed on the bus
- * Keep voices in a normal talking volume. Keep absolutely quiet when approaching and crossing railroad tracks. Appropriate language is expected at all times.

- * Do not throw any items within, into or out of the bus
- * Be courteous, do not annoy other students. No fighting.
- * Stay off the road and private property at all times while waiting for the bus.
- * Wait until the bus comes to a complete stop before attempting to enter the bus. Students should line up in an orderly fashion and enter the bus at the driver's direction. No pushing or shoving. Students who must exit a bus, will do so before other students are allowed to enter.
- * After exiting the bus, students should move away from the bus. Students who need to cross the road must do so at the direction of the driver.
- * Never tamper with the bus or any of its equipment. Students are responsible for paying for any damage they may cause.
- * Students are assigned a bus and **may not ride other bus routes**. Students are not permitted to leave the bus at stops other than their regular stops. Students requesting to get off at another stop **on their route** will need a written note signed and dated from their parent, signed by the principal and given to the bus driver.
- * Fox River students who wish to ride the late afternoon bus, must have a signed bus slip from a teacher to do so.
- * Avoid any behaviors which could be distracting to the bus driver.
- * The school buses are equipped with video cameras for the express purpose of maintaining order, preventing vandalism, illegal activities, and to help ensure a safe ride for all

Policy #443.2

BUS MISBEHAVIOR GUIDELINES AND CONSEQUENCES

Students who are behavior problems on the bus will be reported in writing to the office by the bus driver with what is commonly known as a "white slip".

First Referral	Parents notified by school in writing.
Second referral	Bus riding privileges suspended for three (3) days. Parent and student conference with principal or representative.
Third Referral	Bus riding privileges suspended for five (5) days:
Fourth Referral	The principal will refer the student to the Board of Education with a recommendation of suspension of bus privileges for an extended period of time. This will normally be for a minimum of 30 days. Parents and students have the right to due process procedures in this and the following step.
Fifth Referral	The principal will refer the student to the Board of Education with the recommendation that the student be denied transportation for the remainder of the school year.
Late Bus	Misconduct on the late bus will result in the student being denied the privilege of riding this bus for an extended period of time. Students with 90 minute office referral detentions are not eligible to ride the late bus.
Gross Misconduct	For gross misconduct, any or all of the above steps may be skipped, police may be called to the bus and/or the bus may return to the school. Gross misconduct includes fighting, gross disrespect towards the driver, and willfully failing to follow the driver's directions.

Policy #443.2

CHEATING

Cheating can occur both at school and at home. We encourage the parents to help us monitor cheating. Instances of cheating will be handled by classroom teachers unless intervention by the administration is deemed necessary. Measures considered to be appropriate follow-up to a cheating incident could include the following; failing grade, classroom detention, or referral to the office. Parents will be contacted by the classroom teacher and the student referred to the office.

CLOSING OF SCHOOL

The announcement will be made over WTMJ-TV4 (620 AM Radio) and WITI-TV6. An "ALERT NOW" message will be sent via phone to all families in the school district advising of any school closings.

CITIZEN COMPLAINTS - General

Every effort will be made to resolve citizen complaints at the lowest level. Should a complaint not be resolved through discussion with the parties involved, the citizen shall have the opportunity to file a written complaint with a member of the district administration staff (e.g. school principal, district administrator, assistant district administrator) or with a member of the Board of Education.

Citizen complaints shall be identified as being in one of the following categories:

- *Policy and Procedure Guidelines
- *Educational Materials
- *Personnel
- *District and Building Level Procedures
- *Instructional Programs

Complaints regarding educational materials shall be handled in accordance with the guidelines provided under Policy #361, Selection and Review Policy of Learning Materials.

Citizen complaint forms are available in the office of the district administrator and each school building office. A copy of School Board Policy and timeliness regarding citizen complaints is available in each school office.

Policy #870

DRESS

Clothing worn to school must not distract from the learning environment. Clothing that causes a concern for safety or disruption is not permitted.

1. Tight or extremely short shorts/skirts or ill-fitting pants are not acceptable. (Arm at side, fingertips extended down should be length guideline)
2. Extremely loose, baggy, long, or ill fitting pants or shorts are not acceptable. Boxer shorts or undergarments must not be visible while standing, sitting or bending.
3. No see-through, mesh, tight-fitting, low-cut tops.
4. All tops must have some method of attachment over the shoulders or around the neck.
5. Midriff tops, or extremely loose or tight fitting tank tops should not be worn unless over a T-shirt. (T-shirt should be long enough to tuck into pants/shorts/skirt).
6. Shoes or sandals must be worn at all times (**beach-type flip flops are strongly discouraged due to safety**).
7. Undergarments should not be visible while standing, sitting or bending. Spaghetti strap tops must have a T-shirt or top underneath so shoulders are covered.
8. Writing on clothing with double meanings, obscenities, which are sexually explicit, gang related or which promotes drugs, alcohol, tobacco or violence, are not permitted.

9. Students are not permitted to wear outside jackets in classrooms during the school day. Hats, caps, sunglasses, scarves and bandanas shall not be worn during the school day.
10. Hair color, hair styles or make-up that draws undue attention.
11. Students will wear safety or special equipment when required. Any clothing or jewelry that could be a safety hazard in any class will be prohibited by the instructor.
12. Visual tattoos, arm drawing or writing on the student body is not appropriate for school.

If, in the judgment of the administration, the student's appearance is distracting, disruptive or a safety concern, the student will be asked to change. Parents will be called for those students who do not cooperate.

FALSE ALARMS

Any student found to have deliberately caused a false alarm, including a false 911 call, will be referred to local police for prosecution under existing state law. School discipline including suspension and expulsion will be applicable.

FIRE, TORNADO and CRISIS DRILLS

Fire, tornado and crisis drills are held periodically as required by state law. The following rules apply during all drills:

- walk quickly, quietly and in single-file - Do Not Run
- proceed to outside of building in case of a fire
- proceed to lower gym in case of tornado
- re-enter building when an all-clear has been issued
- during a Crisis drill, listen carefully to instructions

Policy #722.2

Board approved Crisis Response Plan

FIRST AID / HEALTH ROOM

Report all injuries immediately to a teacher or staff member. Students reporting to the health room must have a pass from their teacher.

No student will be sent home unless a responsible adult is there to receive him/her.

GIFTS AND STUDENT DELIVERIES (flowers/balloons, etc.)

We strongly discourage delivery of any form of gifts to students as this distracts from the educational environment.

GRADING STANDARDS / LATE HOMEWORK

Fox River will use the following grading scale:

A+ 98-100	B+ 90-92	C+ 82-84	D+ 75-76
A 95-97	B 87-89	C 79-81	D 72-74
A- 93-94	B- 85-86	C- 77-78	D- 70-71

The lowest passing grade will be 70%

Each team of teachers will take the Board-adopted homework guidelines and develop a homework policy specific for their grade level. Parents will be notified of these guidelines.

Policy #345.3

SCHOOL SOCIAL WORKER/SCHOOL COUNSELOR

Students who wish to meet with the school social worker should make an appointment by speaking with the office personnel. Requests may be made before or after school or between classes.

SCHOOL GROUNDS BEHAVIOR

In order to provide an environment that is safe, healthy, and free of disruption, proper behavior on school grounds is important. The following rules will be observed:

- No eating or drinking (water in clear plastic containers and healthy snack first period is allowed)
- No public displays of affection are permitted (including but not limited to holding hands, kissing, hugging)
- No loitering
- No wearing of hats during school day
- No running
- No shoving/horseplay/touching/inappropriate language directed towards students or staff
- No littering
- No harassing behaviors
- No profane language or inappropriate gestures

HARASSMENT/BULLYING, DISORDERLY CONDUCT AND SEXUAL HARASSMENT

It is a goal of Fox River School to maintain an atmosphere that is free from all forms of harassment. Harassment (including sexual harassment), disorderly conduct and anti-social behavior will be dealt with in a serious manner.

Harassment/Bullying is an act or series of acts that creates a threat to another person, which includes verbal, physical and social acts, such as striking, shoving, kicking or other physical contact or threat of physical contact this also includes rumors. It can also be repeated acts that intimidate, intentionally or unintentionally, another person.

Disorderly conduct includes engaging in violent, abusive, indecent, profane, boisterous, unreasonably loud conduct which causes or provokes a disturbance.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or inappropriate verbal or physical contact which has the purpose or effect of interfering with an individuals academic or professional performance by creating a hostile, or offensive environment.

Sexual harassment may include, but is not limited to the following:

- verbal harassment or abuse
- pressure for sexual activity
- repeated remarks to a person with a sexual content or demeaning implication
- unwelcome touching

Anti-social behavior is harmful behavior that affects the well-being of our school community.

Dealing with Harassing Behavior (See attached form to report harassing behaviors)

Initial incidents of harassing behavior will be resolved at the lowest level with the intent to informally resolve the situation. Repeat of any harassing behavior will be dealt with through a formal process following School Board policy and may include a parent conference, disciplinary action and/or law enforcement referral.

Students who feel that they are being harassed by another student should do the following:

- * Respond assertively (tell the harasser to stop or walk away).
- * Document the situation (write down the time, date and location where the situation occurred.).

* Write down any people who witnessed the incident. Write down your assertive response. Keep this documentation.

* If the harassment is severe, or does not stop after you have acted assertively, go to any teacher, social worker, staff member or principal. **Students are reporting, not tattling.**

* If you are afraid to speak to a teacher alone, take a friend with you.

Policy #411 including the complaint form and Policy

#443.7

LIBRARY

The library is open from 7:35am-3:20 pm. Students may access the library several ways: by obtaining a pass **in their assignment notebook** from a teacher, classroom visit, or after school. If books are not returned on time, a detention may be assigned.

Young adult books are found in the middle school library. These may include strong language and adult situations. We encourage parents to monitor what students are reading. Students are not to remove books from the library unless properly checked out. Textbooks are issued through the library automation system. Students pay for damage caused to books, including textbooks, while in their possession and for lost books. This also applies to books given out from classroom teachers. Charges are assessed based upon replacement costs.

LOCKERS

Each student will be assigned a locker. There will be a \$6.00 charge at registration for purchase of the lock that will be used for two years. This charge is not prorated and is non-refundable. If the lock is misplaced you will be charged \$6.00 for a replacement lock. The office has the combination number on file. Only school-issued locks will be used. Personal locks will be cut off. Use only the locker assigned. It is recommended that you not keep money or other valuables in your locker. **The school is not responsible for personal items left in lockers.** Keep lockers locked at all times. **DO NOT give your locker combination to anyone else.** Keep it neat and clean.

School lockers are the property of the Waterford Graded School District. At no time does the School District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

Policy #446.1

LOST AND FOUND

The lost and found is located in the office. Found articles should be taken to the office. Lost articles will be returned upon identification. Several times throughout the year clothing in the lost and found will be donated to charitable organizations.

LUNCH PROGRAM

Fox River uses a computerized lunch system. Each student is issued an ID badge with a 4-digit PIN number to use for meal purchases. The PIN number accesses the family account and **cannot** be used by other students. A lunchroom supervisor will monitor the swiping of the PIN number at a computer terminal which will automatically deduct the price of the student's lunch from his/her account. **Prepayment must** be made by check or cash in a **sealed envelope or with a credit card on-line in Skyward Family Access.** The payments may be mailed to school or dropped in the hot lunch box at the school office. **NO NEGATIVE BALANCES ARE ALLOWED.**

The following information must be on the outside of the envelope: student's name and amount enclosed. All checks should be made out to Waterford Graded School District.

Meal Payment Guidelines:	<u>Daily</u>	<u>Board Approved Price</u>
	\$1.95 (\$2.25 for pizza lunch)	\$2.70

Students interested in purchasing a second lunch must swipe their ID badge twice. The second lunch will cost \$2.70, which is the School Board approved adult lunch price. A second lunch can only be purchased if it does not cause another child in the same family not to have enough money in the account to have hot lunch, too.

Families eligible for reduced price meals are also required to deposit prepayments in their lunch accounts. Milk for cold lunch can be purchased for \$.30 (Milk is included in the price of the hot lunch).

The School Board sets the approved lunch cost in August prior to the start of the school year.

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Waterford Graded JT #1 School District serves meals under the National School Lunch Program. To apply for free or reduced-priced meals, households must fill out the application and return it to the school. Additional copies are available at the principal's office in each school. The information provided on the application will be used for the purpose of determining eligibility and may be verified at any time during the school year by school or other officials. Applications may be submitted at any time during the school year.

In the operation of the child nutrition programs, no child will be discriminated against because of race, color, sex, national origin, age, or disability. If any member of a household believes they have been discriminated against, they should write immediately to USDA Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410.

Ala-Carte: Ala-Carte is available for **cash only**, PIN numbers are not to be used for these purchases.

Students with dairy allergies with a medical excuse will be provided with juice instead of milk.

Students are not allowed to bring carbonated beverages to school. Students have the option to bring a clear, plastic bottle (no sports bottles) of water to their core classes.

LUNCHROOM PROCEDURES

1. Students are expected to display appropriate, well-mannered behavior.
2. When you finish eating hot lunch, scrape your tray, stack it on the counter and place your silverware in the container provided. Place paper products in the baskets. Leave the table and the floor as clean as you found it.
3. When you finish eating your cold lunch, throw away waste in the containers provided. Leave the table and floor as clean as you found it.
4. After students finish their meal they will go outside. On certain days when school personnel consider the weather conditions undesirable outside, arrangements will be made for students to stay inside.
5. No students will be allowed to leave the campus during noon hour.

LUNCHROOM DISCIPLINE

1. Warning given by lunchroom supervisor
2. Lunchroom supervisor calls parents/guardian (document phone call)
3. Student eats lunch in a designated restricted area and remains in the lunchroom. (this replaces an after-school detention)
4. Office referral (Level 4)

MAKE-UP WORK - EXCUSED ABSENCE

Students who are absent for any reason will be required to make up work missed in each class. It is the student's responsibility to inquire about making up work missed during absences. The student will have two (2) days to make up work for each day missed.

A one-day absence does not excuse a returning student from responsibility for assignments or tests made prior to the absence. Example: A student is in school on Tuesday and an assignment is due or a test scheduled for Wednesday. The student is absent on Wednesday and returns to school on Thursday. The student will be expected to turn in the assignment or take the test on Thursday.

At the end of a grading period, students will receive a grade of "Incomplete" if makeup work has not been completed. A failing grade will result if the situation is not remedied in two weeks.

Homework for absent students may be requested on the second day of the student's absence prior to 8:30am. Homework which was requested in the morning will be available in the office at 2:45pm. Parents will be responsible for picking up the textbooks from the lockers. Students are responsible for making up work missed during absences.

Policy #431

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MEDICATION

School Board policy requires that all medication MUST be dispensed through the school office. All students that are required to take medication during school hours are to bring it to the school office for storage. The school office will dispense medication to students within the following parameters:

1. Parents must complete and sign a form available in the office. A copy of this form is included at the back of this handbook.
2. All prescription medications require a signed Physician Authorization Form. These forms are available at the school office. In addition, any non-prescription medication to be administered at school for more than 10 consecutive days also requires a Physician Authorization Form. Parents will have up to 48 hours to submit completed authorizations to the school.

Students on medication have the responsibility to come to the office and request their medication. All medications and prescription medication must be in the **original container**.

THE SCHOOL CANNOT AND WILL NOT PROVIDE ASPIRIN OR SIMILAR MEDICATIONS TO STUDENTS.

Students needing to use cough drops during the day should bring a dated note from their parents.

All medications will be disposed of 10 days after the end of the school year.

Policy #453.4

PHYSICAL EDUCATION

Physical education is required of all students. Students will be excused from gym class for health reasons for up to two consecutive class periods upon written request of a parent. Any excused absence from gym class in excess of two consecutive classes will require a physician's excuse indicating the reason why the student cannot participate and the anticipated length of the excuse.

SMOKING

Smoking, the use of other tobacco products and possession of any smoking materials/tobacco products, is prohibited at all times in school, on school grounds or at school sponsored activities.

Possession of tobacco products by anyone under the age of 18 violates state law and local municipal ordinances. The following action will be taken with students found in possession of tobacco products:

The student will be suspended out of school. Parents will be contacted. Police will be notified of ordinance violation.

Possession of lighters or matches will result in confiscation and notification of parents. A second incident will result in parent notification and further disciplinary action.

STUDENT RIGHTS

The law recognizes that students have certain rights. While exercising their rights and privileges, students may **not** interfere with the rights of others.

1. Each student has the right to an educational program appropriate to their needs and abilities.
2. Each student has the right to attend school without fear of physical threat, harm or verbal abuse.
3. Every student has the right to the use of lockers, desks and other school equipment which has been assigned to them. The items remain the property of the school and subject to school regulations.
4. Each student has the right to be dressed and groomed as the parent/guardian chooses within the limits of health/safety and non-interference with the purpose of school.
5. Each student who is transported by bus, has the right to be safe and not subjected to discourteous behavior.
6. Each student body has the right to establish an elected Student Council.
7. Each student has the right to **respectfully** express his/her opinion as long as it does not disrupt school operation.

STUDENT RESPONSIBILITIES

Fox River is going to promote a safe, healthy environment for students and staff. Students need to accept responsibility for their behaviors and meet certain expectations. To foster a positive school climate, the following actions at school or school related activities will result in disciplinary action:

Cheating/plagiarism

Disorderly or disruptive conduct

Disrespectful conduct to teachers / staff / students / or any one in the Fox River building

False fire alarm setting

Fighting, either verbal or physical

Fire-setting or other forms of arson

Forgery

Harassing / threatening / intimidation / extortion

Inappropriate language/music

Littering

Loitering

Misuse, destruction, or any type of vandalism of school equipment and facilities

Sexual harassment or assault

Snowballs

Tardiness

Theft

PROHIBITED ITEMS

The following have no place at school: knives of any kind, weapons of any kind or anything that can be used as a weapon or resembles a weapon, cigarettes, chewing tobacco, tobacco products in any form, lighters, matches, drugs, look-a-like drugs, fireworks, explosive devices, spray devices, water guns, electronic devices, articles of pornography, gang jewelry/paraphernalia, laser pointers or other items not conducive to a safe, orderly environment or the primary mission of this school.

The use of two-way communication devices or pagers (including cell phones with/without camera) are prohibited inside the building during the school day (7:20-3:30pm). All communication devices must be turned off and

stored in lockers. At no time may cellphone or other communication devices be used in locker rooms or restrooms.

All the above listed items, as well as anything which causes problems of control at school or on the bus, will be confiscated until claimed by parents. Police will be contacted as appropriate. Policy #443.6

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DISCIPLINARY CONSEQUENCES AND LEVELS

Level I: Teacher Intervention

- Step 1. Teacher discusses disruptive behavior with student during or after class.
- Step 2. Teacher contacts parent to discuss behavior and expectations. Teacher assigns a detention which is served during the lunch hour or after school with the teacher.

A skipped detention will result in the detention being doubled. Skipping a doubled detention will result in an office referral at Level II, step 1. A detention slip will require a parent signature or record of phone call before student stays after school.

Level II: Office Referral

- Step 1. Office referral. Student will receive a 90 minute after school detention 2:45 - 4:15pm. **No late bus will be available.** Parents will be contacted by phone with written follow-up. Students who skip a 90 minute detention will be assigned to attend a Saturday School session.
- Step 2. Second Office referral. Student will attend Saturday School from 8:00 - 11:00am. Parent will be contacted by phone with written follow-up. Students who do not attend the assigned Saturday School will be suspended from school on the following school day and be reassigned the Saturday School on the next regularly scheduled Saturday.
- Step 3. Third Office referral: Minimum 1 day in-school suspension. Parent conference.
- Step 4. Fourth Office referral: Any of the following disciplinary consequences may result. In-school or out-of-school suspension of 1 - 5 days. Parent Conference.
- Step 5. Fifth Office Referral. Out of school suspension of 1-5 days. Parents and students will be requested to appear before School Board to explain his/her behavior, and why further inappropriate behavior should not result in a recommendation to the Board for the holding of an expulsion hearing.

NOTE: If student behavior is unusually severe, any steps of the referral process can be bypassed. As an example a student can, at the discretion of the building administrators, be immediately suspended.

If after 20 days, a student has not had an office referral, student will move back one step. After an additional 10 days, student will have the potential to move back one additional step. The student may continue this progress until he/she is back to step 1, 2 or 3. Students who have been identified as having special needs may be evaluated on an individual basis resulting in a shorter time period to move to lower discipline levels.

Students who have reached step 5 of level II will be on a 20-day probation. During this time, students will not be allowed to attend or participate in co-curricular activities. Students will not be excluded from any educational experience which will have a direct influence on their letter grade.

The school assumes no responsibility for personal items brought to school.

SUSPENSION

In certain circumstances it may be in the best interest of individual students or the general school community for a student to be denied the privilege of attending school.

Students may be suspended from school for up to 5 days unless an expulsion is being recommended in which case a student may be suspended for up to 15 days. Students and parents/guardians must be informed of the reason for the suspension. Students will be given an opportunity to respond and to explain the situation from their perspective. A parental conference will be scheduled prior to a suspended students planned return to school.

A suspended pupil shall not be denied the opportunity to take any quarter, semester or grading period examinations or to complete course work missed during the suspension.

Students should anticipate being suspended from school for the following: This is not intended to be an inclusive list.

1. Fighting. The use of threats, extortion or intimidation against other students or staff members.
2. Defiance of school authority. Gross disrespect or insubordination to school staff. The failure to respond or carry out a reasonable request by a staff member.
3. Repeatedly and willfully exhibiting disruptive classroom behavior.
4. Having possession of, or being under the influence of, or involved in the sale of alcohol, tobacco, drugs, drug paraphernalia, or other controlled substances, or controlled substance look-alikes.
5. Vandalism: The willful destruction of school property or personal property of students or staff.
6. Possession of Weapons: The act of possessing, using, or threatening to use any weapons or instrument capable of inflicting bodily harm. Any student found to be in possession of a firearm as defined by federal and state law will be suspended and recommended to the School Board for expulsion from school for a period of not less than one year.
7. Repeated use of vulgarities or obscenities.
8. Theft.
9. Use or possession of chemical sprays, stink bombs, fireworks.
10. Tampering with fire alarms, initiating false alarms, bomb threats or any hoaxes that disrupt the learning environment.
11. Sexual harassment of other students or staff.
12. Other acts of gross misbehavior.

Policy #447.1, #447.31, #447.32

Code of Conduct Policy #443.10

POLICE INTERVENTION

Students and staff alike need to feel secure and safe in the school environment. Students should not expect to be immune from police involvement and legal action for behavior at school which could be expected to have similar consequences were it outside of school.

The following behaviors **may** involve police intervention. This list is not intended to be all inclusive.

1. Fighting in school or on school property, the use of threats, extortion or intimidation against other students may result in notification of police and citations including disorderly conduct and assault. Students will also be suspended.

2. Extortion, threats, intimidation or physical violence directed towards a staff member.
3. Smoking or possession of tobacco products on school property is a violation of state law and municipal ordinance. Violators will be subject to a police citation and a fine.

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4. Being involved with the tampering of fire alarms, false alarms, or bomb threats.
5. Being in the possession of, under the influence of, or involved in the sale of alcohol, drugs, drug paraphernalia or other controlled substances or look-alike materials.
6. Theft from students, staff, or the school.
7. Gross vandalism.
8. Possession of weapons including knives and look-alike weapons.

Policy #445

POLICE LIAISON

Job goal: The major goals of a police-school liaison program include:

- *to improve community relationships by building rapport between students, the police and the community;
- *to decrease misbehavior in school or near school property;
- *to resolve the issues and acts committed against school youth and their property

Policy #445

EXPULSION

The Waterford Graded School Board may expel a student from school as per sec. 120.13 (1) (c) WIS. STATS. Prior to an expulsion, the student may be suspended from school for up to 15 days. Grounds for pupil expulsion include the following:

1. Repeated refusal or neglect to obey school rules.
2. Conduct which endangers property, health, or safety or others engaged in while at school or under supervision of school authority.
3. Conduct engaged in while NOT at school or while NOT under supervision of school authority, which endangers property, health or safety of others at school or under supervision of school authority.
4. Conduct endangering property, health, safety of any employee or school board member of the school district in which the pupil is enrolled.
5. The pupil knowingly conveyed, or caused to be conveyed, 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.
6. If the pupil is at least 16 years of age, conduct repeatedly engaged in while at school or while under supervising school authority, that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and such conduct does not constitute grounds for expulsion under items 1 - 5 above.

Mandated Expulsion Proceedings

If a pupil possesses a firearm while at school or while under supervision of school authority, the Board must commence expulsion proceedings, and if it finds such possession occurred, must expel the pupil for not less than one year. The School Board may modify this expulsion requirement for a student on a case-by-case basis.

DUE PROCESS RIGHTS - Suspension; Expulsion

The Fourteenth Amendment guarantees students due process. Fox River has developed a student due process procedure. The hallmark of this process being the exercise of reasonable and fair, non-discriminatory discipline.

Policy #447.32 and Code of Conduct Policy #443.10

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PARKING / PICKING UP STUDENTS

Parents who will be picking up or dropping off their students before or after school *must* park in the bus loop located between Evergreen and Fox River *unless prearrangement with the building principal*. This is necessary because of the limited number of parking spaces available in the Fox River lot and the need to allow the school buses to easily and safely exit the Fox River lot.

SUBSTITUTE TEACHERS

If a substitute teacher finds it necessary to write a communication to the teacher about a discipline issue, write an office disciplinary referral **or** remove a student to the office in order that class can continue, that student will enter the discipline system no lower than Level II, step 2, Saturday School.

TECHNOLOGY USE POLICY

The Waterford Graded School District has developed specific policies and rules regarding student and staff use of the on-line computer services. Examples of on-line computer services for this policy include but are not limited to, the Internet, e-mail, etc. Students and staff wishing to use school facilities to access on-line computer services must agree to abide by the rules.

CROSS REF: Directory Data Policy
Pupil Records Policy
Copy Right Policy
Internet Use Policy
Policy 731.1 and 363.3

TELEPHONE

There is no longer a pay phone available for student use. The telephones in the office are business phones and not available for student use. Students will not be called out of class to accept a phone call except in an emergency.

VANDALISM / DAMAGE TO PROPERTY

Damage or vandalism to school, staff or other student's property must be paid for by the student responsible. If the actions are deliberate rather than accidental or due to carelessness, additional disciplinary action may be taken.

Gross vandalism will result in police intervention.

VISITORS

Parents/guardians are welcome to visit the school. School-age friends or relatives of students are not allowed to visit during school hours. All visitors should report to the office must sign in and receive a visitor badge to be worn while in the building.

WITHDRAWAL FROM SCHOOL

A student who intends to withdraw from the Fox River School must bring a parent-signed letter to the office stating the reason for withdrawal. A withdrawal form will be issued to the student. This form must be taken by the student to the librarian, physical education instructor, all classroom teachers, and to the office for settlement of accounts.

TECHNOLOGY USE POLICY

On-Line Computer Services Policy.

1. The Waterford Graded School District has developed specific policies and rules regarding student and staff use of the on-line computer services. Examples of on-line computer services for this policy include but are not limited to the Internet, e-mail, etc. Students and staff wishing to use school facilities to access on-line computer services must agree to abide by the following use rules:
 - a. Personal use of e-mail and the Internet must be consistent with the policies and objectives of the district. Personal on-line computer use is prohibited during school/work hours.
 - b. Student use on-line computer services must be authorized by a teacher and there must be a supervising staff member present in the same room when students utilize on-line computer services.
 - c. Any use of on-line computer services to facilitate illegal activity is prohibited.
 - d. Use of on-line computer services to access obscene or pornographic materials is prohibited.
 - e. Any individual's use of on-line computer services for commercial or for-profit purposes is prohibited, including product endorsement. This also includes buying, selling and bartering, including but not limited to, the use of credit cards.
 - f. Disruption of on-line service, supporting equipment or information available on it is prohibited, including but not limited to, tampering with hardware or software, vandalizing data, introducing or using computer viruses, attempting to gain access to restricted information or networks, or violating copyright laws.
 - g. The use of on-line computer services to harass other users or to transmit materials likely to be offensive or objectionable to recipients is prohibited.
 - h. On-line computer services users are to protect themselves and others by not issuing any addresses or telephone numbers through the on-line computer services, remembering that on-line computer services are not private.
 - i. Student and staff use of on-line computer services is subject to being monitored.
 - j. In order for student use to occur, a parent/guardian permission letter must be signed by both the parent/guardian and the student and returned to the student's building before a student may use on-line computer services.
 - k. Students violating the above rules regarding on-line computer services may be subject to disciplinary measures, up to and including expulsion. They also may be denied future on-line computer services access and will be reported to the police or proper authority if in violation of law.
2. Staff violating the above rules regarding on-line computer services may be subject to disciplinary measures, up to and including termination of employment. They also may be denied future on-line computer services access and will be reported to the police or proper authority if in violation of law.

Internet Web Page Policy. The Internet offers a communication vehicle for informing the public about school programs and activities. In order to take advantage of the opportunities the Internet provides, the Board authorizes the creation of a District web page on the Internet.

1. Only the web page specifically approved by the Board and maintained in accordance with Board policy and established procedures shall be recognized as the official representation of the District.

2. The District Administrator or his designee(s) shall be responsible for the design, style and content the official District web page and for monitoring all District web page activity. Safeguards shall be put in place as necessary to provide for compliance with this policy, to protect the integrity of the information on the web page, and to protect school district equipment.
3. Information may only be placed on official District and/or school web pages if it meets the following general requirements:

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- a. The information provided on the district web page shall be consistent with and promote the district's educational objectives.
 - b. Although broad participation in the development of the web page is encouraged, all information used is subject to final approval by the District Administrator or his designee(s).
 - c. The information is an accurate and factual representation of official school and/or Board policies, programs and positions.
 - d. The information does not contain any confidential material or other material in violation of laws, regulations or established Board policies. Copyrighted material may not be used without appropriate permission. Identifiable pictures of people are not to be placed on the district web page unless permission is provided.
 - e. In text, the first name of a student is to be used instead of their full name.
 - f. The information is written so that it can be clearly understood and meets proper standards of grammar, spelling, punctuation, etc.
 - g. The information is reviewed on a regular basis to ensure that it remains accurate and up-to-date.
4. The district does not guarantee the connection or content of any web sites accessed through the district web page.

CROSS REF: Directory Data Policy

Pupil Records Policy

Copyright Policy

Internet Use Policy

Policy #363.3

Adopted: May, 1997

Revised: February 15, 1999

Technology Checkout

The school has Alpha Smart 2000 keyboards available for checkout. The students who check them out will be held responsible for their care. Only appropriate content will be allowed to be typed and/or saved on the keyboards, and the Alpha Smarts must be returned in the condition in which they were checked out. Any repairs or replacements of keyboards, which are necessary due to damage, will be the responsibility of the parents/guardians. The replacement cost of the keyboards is approximately \$200.00.

We will allow any student, with parental permission, to check out the Alpha Smart Keyboards at the discretion of the teachers. Please do not attempt connections of the Alpha Smart to a computer in your home. This

may damage the Alpha Smarts and/or your computer. The school will check out the keyboards in protective cases to help prevent damage. A signed permission slip by the parent must be on file prior to the Alpha Smart checkout.

WATERFORD GRADED SCHOOL DISTRICT JOINT NO. 1
CODE OF CLASSROOM CONDUCT

The District owes its students the opportunity to attend school free from unnecessary and unwarranted distraction and disruption. The District must address the students who are unwilling, unready or unable to avail themselves of the opportunity for an education by approving procedures which warrant, at a minimum, that the student be removed temporarily from the class or activity. Such removal serves the multiple purposes of eliminating (minimizing) the disruption, of reinforcing the District's strong commitment to an appropriate education environment, and of allowing a "cooling off" period, for disciplinary or other reasons, short of suspension or expulsion.

Furthermore, the Waterford Graded School Board recognizes and accepts the legal duty to make the district's schools as free as possible from the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment. This duty is enforced through the district's policy on suspension and expulsion, which provides procedures by which students may be removed from the school environment either temporarily or permanently. A student's conduct, or the best interests of the student and the other members of the class, may warrant long term removal from the class. Long term removal may, but need not always, be for disciplinary reasons.

Student behavior that is dangerous, disruptive, unruly, or 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 as outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules. Beginning August 1, 1999, a teacher employed by the Waterford Graded School District may temporarily remove a pupil from the teacher's class if the pupil violates the terms of this Code of Student Conduct.

Where a teacher believes that the best interests of the student and/or the class require long term removal, the teacher should so notify the building administrator in writing. Such statement should set forth as clearly and completely as possible (a) the basis for the removal request; (b) the alternatives, approaches and

other steps considered or taken to avoid the need for the removal; (c) the impact, positive and negative, on the removed student; and (d) the impact, positive and negative, on the rest of the class.

In addition, long term removal of a student will be possible if the building principal upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detention, suspension or expulsion, of the conduct for which the student was removed.

This code of classroom conduct applies to all students in grades K-8.

STUDENT REMOVAL FROM CLASS. Any student may be temporarily removed from class under this Code by a teacher of that class. For the purpose of this Code, "student" means any student enrolled in the District, exchange student, or student visitor to the District's schools.

Any student may be removed on a long-term basis from a class based upon the request of a teacher as upheld and implemented at the discretion of the building administrator.

For the purposes of this Code, a "class" is any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of "class" includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch or recess. "Class" also includes regularly scheduled District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District-sponsored field trips, after-school clubs, and sporting activities.

A "teacher" is any certified instructor, counselor, nurse or administrator in the employ of the District.

A "teacher of that class" means the regularly assigned teacher of the class, or any teacher assigned to teach, monitor, assist in or oversee the class. This definition includes, without limitation, any assigned substitute teacher, proctor, monitor, or group leader.

A teacher may remove a student from class for the following reasons:

A student may be removed from class for conduct or behavior which (a) violates the District's policies regarding suspension or expulsion; (b) violates the behavioral rules and expectations set forth in the

Student Handbook; (c) is disruptive, dangerous or unruly; or (d) which otherwise interferes with the ability of the teacher to teach effectively.

Removal is a serious measure, and should not be imposed in an arbitrary, casual or inconsistent manner. It is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstance, that would justify removal under this Code. A teacher's primary responsibility is to maintain an appropriate educational environment for the class as a whole.

In ordinary circumstances and in practical terms, a teacher's decision to remove a student temporarily from class will stand. However, there may be circumstances when the building administrator may, exercising his or her discretion, overrule the teacher's decision to remove the student, and return the student to class.

- a. Behavior that violates the District's policies on suspension and expulsion.
Policies regarding suspension are described in the student handbook. It should be noted that decisions regarding suspension are made by building administrators, and recommendations for expulsion are made by the District's central administration. Thus, a teacher's decision to remove a student from class for behavior that violates the District's policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended or expelled.
- b. Behavior that violates the behavioral rules and expectations in the Student Handbook.
The Student Handbook contains behavioral expectations for the individual schools in the District. These rules and expectations are generally explained and discussed with the students near the beginning of each school year. Such discussions should include an explanation of this Code and the District's policy regarding removal.

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- c. Behavior which is disruptive, dangerous or unruly.
The following behaviors are disruptive, dangerous or unruly and would result in a classroom teacher immediately removing a student from class:
 1. The student is in possession of a weapon including knives or other items that could reasonably be expected to cause bodily harm to persons in the classroom.
 2. The student is in violation of District alcohol or other drug policies.
 3. The student exhibits behavior which creates an intimidating, hostile, or offensive classroom environment either for staff or other students. This would include sexual or other harassment and physical or verbal abuse.
 4. Fighting: A quarrel or conflict between students which causes injury or has the potential for injury.
 5. The student pushes or strikes another student in an inappropriate manner.

6. The student pushes or strikes a staff member.
 7. The student exhibits behavior that causes the teacher or other student(s) to fear for their physical or psychological safety. This could include: Using, threatening to use, or urging others to use violence, force, threats, or intimidation which interferes with the orderly operation of the classroom.
Physical confrontations or verbal/physical threats. The student is taunting, inciting, or encouraging a fight or disruption. The student is restricting another person's freedom to properly utilize classroom facilities or equipment.
 8. The student causes disruption, intimidation, or provokes confrontation or classroom disruption through the use of gang or group symbols, gestures, posturing or language.
 9. Possession of fireworks, explosive devices, spray devices, water guns or laser pens, or articles of pornography.
- d. Behaviors which interfere with the ability of the teacher to teach effectively.
The following behaviors can be expected to interfere with the ability of the teacher to teach effectively. Students who exhibit these behaviors would be in violation of the school's Code of Conduct and subject to removal from the classroom by the teacher:
1. The student is tardy to the class on a regular and repeated basis as defined in the student handbook.
 2. Inappropriate throwing of objects in the classroom.
 3. Inappropriate (non-threatening) language, including vulgarities and obscenities.
 4. Excessive disruptive talking.
 5. Dressing or grooming in manner that presents a danger to health, safety or causes classroom disorder.
 6. Disrespectful conduct to teachers/staff including: Deliberate classroom interruptions or disruptions.
Refusing to following directions of teacher or other staff. Confronting staff members argumentatively.
 7. Deliberate violation of reasonable established classroom rules or procedures.
 8. Vandalism, willful damage to school property or the property of students or staff.
 9. Repeatedly or deliberately reporting to class without necessary materials to participate in class.
 10. Possession of tobacco or tobacco products.
 11. Theft of property either from another individual or the school.
 12. Possession of beepers, cellular phones or any other two-way communication devices, lighters, matches, gang jewelry/paraphernalia, electronic devices or other items not conducive to a safe, orderly environment or the primary mission of the school.

OTHER, NONDISCIPLINARY REASONS FOR REMOVAL OF A STUDENT FROM CLASS

A teacher may believe that a student should be removed from the class for the good of the student and in the best interests of the class as a whole. Such reasons may, but need not, be disciplinary in nature, and

include, for the purposes of illustration and without limitation, irreconcilable personality differences or issues between the student and other students, or between the student and the teacher.

PROCEDURES FOR REMOVING A STUDENT FROM CLASS

Except where the behavior is extreme, a teacher will follow the established classroom behavior rules and include a warning that continued misbehavior may lead to the removal of the student from class. When the teacher determines that removal is appropriate, the teacher will take one of the following courses of actions as appropriate:

- a) Notify the office through the intercom that a student is being removed from class. Instruct the student to go to the main office for the period of removal.
- b) Obtain coverage for the class and escort the student to the main office.
- c) Seek assistance from the main office or other available staff. When assistance arrives, the teacher or the other adult should accompany the student to the main office.

When the student arrives at the main office, they will be given the opportunity to explain, in writing, what occurred. The building administrator or assistant principal should give the student an opportunity to briefly explain the situation. If the building administrator or designee is not available immediately upon the student's arrival, the student should be taken to the designed area, and the administrator or designee should speak to the student as soon as possible thereafter. For the purposes of short-term removal, it is not necessary to obtain witnesses or to otherwise verify the student's or teacher's accounts of the situation.

Within twenty four (24) hours or one business day of the removal, whichever is longer, the teacher shall submit to the building principal or designee a short and concise written explanation.

PLACEMENT PROCEDURES

Each building principal shall designate a room or other suitable place where students shall remain during any period of removal from the classroom.

Students who are removed by their teacher must immediately and directly go, or be taken, to the main office. For the duration of the removal, the student shall:

Fox River. Based on State Statute 118.164(3)

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

1. 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.
2. Another instructional setting.
3. Another class in the school or another appropriate place in the school.
4. An alternative education program approved by the Board. State law defines this as an instructional program approved by the School Board 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.

Step 1

Student is removed from class for a non-dangerous behavior.

Student would not return to that class that day. Student would enter the established office discipline referral process and receive the associated consequences established in the Fox River progressive disciplining system (located in the Student Handbook). Student would return to classes as soon as possible and would return to the class from which they were referred, the next day. This step could be repeated several times with progressively more severe consequences to the student.

The next three steps could occur in any order based upon individual circumstances.

Step 2 (Option 3 from sec.118.64 (3))

Student is placed in a different class section with the same teacher.

Step 3 (Option 2 from sec.118.64 (3))

Student is placed with a different teacher for the same class (subject).

Step 4 In-School Suspension

Students could be suspended in-school through several paths:

- a. The student, after multiple office referrals (removals from class), could be suspended through the progressive disciplinary consequences currently in place at Fox River School. Refer to Fox River Handbook.
- b. A student could be suspended immediately if the behavior is dangerous or severe.

This in-school suspension program would require a classroom staffed throughout the day. Suspended students would spend their entire day in this room. They would eat lunch in this room. Bathroom breaks would be supervised and at a time when all other students are in class. In short, these students would be totally isolated from the school population.

The students would be supplied with assignments and materials by their classroom teachers. The teacher in charge would work with these students to complete assignments so that these students did not fall behind academically.

Students removed from a classroom by a teacher would report to this room until dealt with by office personnel. Office personnel are not always available to immediately deal with office referrals, and disruptive or unruly students should not be in the office work area.

Step 5 Alternative Educational Programming Option 1 from sec. 118.64 (3)

When a student has repeatedly shown that they are unable or unwilling to function in a regular classroom in a non-disruptive manner, they would be placed in an alternative educational setting within the school.

This would be a classroom dedicated to programming in a similar fashion to the in-school suspension room. Each student would be offered an individual 504 plan . This plan would set fourth specifically what portion of the student's day is spent in this room. This could vary from a program analogous to an in-school suspension to a student spending only several periods per day in this setting. Length of a student's stay in this program would be determined by the 504 team.

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This program would require staffing by at least one certified teacher or one instructional aide.

Although this is listed as Step 6, students would not have to serve an in-school suspension prior to this step.

Step 6 Out-of-School Suspensions

Out-of-school suspensions would normally be reserved for students whose behavior is a threat or dangerous to themselves or others. The behaviors listed under the heading disruptive, dangerous, or unruly could all lead to immediate out-of-school suspension.

Out-of-school suspension will follow established due process procedures.

With an adequate and appropriate in-school suspension program, out-of-school suspensions would be minimal. Many students suspended out-of-school will have no supervision during the day, and in addition, will fall farther behind academically.

Step 7 Expulsion

Expulsion proceedings will follow established School Board policy and procedures.

DURATION OF A SHORT TERM REMOVAL

Removal is a serious matter and should not be taken lightly either by the teacher or the student. In most cases, a student shall remain in the designated area for at least the duration of the class or activity from which he/she was removed, or for no longer than two hours. Prior to allowing a student to resume his/her normal schedule, the building principal or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without a recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building administrator or designee shall either retain the student in the designated area or, when necessary, appropriate and practicably, shall take steps to have the student sent home.

PARENT/GUARDIAN NOTIFICATION PROCESS

- a. As soon as possible, the building administrator shall inform parent or guardian that their child has been removed from class and an explanation of the reasons for the removal will be given.
- b. The principal has the option of requiring a parent conference before the student is returned to class based upon the severity of the situation.
- c. A letter will be mailed home to the parent or guardian summarizing the incident and all actions taken when a student is removed from the classroom under the Code of Classroom Conduct.

STUDENTS IDENTIFIED AS DISABLED UNDER I.D.E.A.

Different rules and considerations apply to students identified as requiring special education services under the I.D.E.A. or Section 504. In particular, placement for such students is a decision of the student's I.E.P. team, subject to stringent procedural safeguards, and cannot be made unilaterally by teachers or the administration. In addition, most students covered by the I.D.E.A. should have a behavior plan, which will address (a) whether and to what extent the student should be expected to conform to the behavioral requirements applicable to non-

disabled students; and (b) alternative consequences or procedures for addressing behavioral issues. It is highly advisable that all I.E.P. teams address these issues, and this Code, at least annually, setting forth the consensus of the I.E.P. team regarding behavioral expectations and consequences.

Notwithstanding these issues, students identified as requiring special education services under the I.D.E.A. or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students.

For the reasons noted above, no change in placement for more than ten (10) school days may be made for a student with disabilities outside of the I.E.P. process. This ten (10) day limit applies to out-of-school suspensions, as well as days of removal.

Policy #443.10 Code

Adopted: May 17, 1999

HANDBOOK VERIFICATION NOTICE 2009 - 2010

I have received, reviewed, and recognized that additional and detailed information and guidelines are found in the School Board Policy as noted in this handbook, the 2009-2010 Fox River Middle School Student Handbook.

Student Name (please print)

Student's Grade/Homeroom

Student's Signature

Parent/Guardian Signature

Date

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