

MIDDLE SCHOOL STUDENT HANDBOOK 2016-2017

Appendix:		Page
1.0	Mission Statement	3
2.0	Philosophy Statement	3
3.0	Student Responsibilities	3
4.0	Staff	4
4.1	Staff E-Mail Addresses	5
5.0	Daily Time Schedule / Lunch Schedule	6
6.0	Exploring Sections / Rotation	7
7.0	Policies Relating to Pupil Attendance / Truancy	8-12
7.1	Attendance Records (Office)	12
7.2	Attendance Records (Classroom)	12
8.0	Absence – Tardy	12
8.1	Make-Up Slip Procedure	12
8.2	Pre-Absence	12
8.3	Tardies	13
9.0	Student Passes	13
9.1	Permit To Leave Building	13
9.2	Corridor Passes	13
10.0	Student Schedules	13
10.1	Registration	13
10.2	Band/Music Choir	13
10.3	Drop-Add Procedures	13
10.4	Physical Education	13
10.5	Student of the Month	13-14
10.6	Guidance and Counseling	14
11.0	Reporting Student Progress	14
11.1	Report Cards and Grades	14
11.2	Conferences	14
11.3	Mid-Term Progress Reports	14
11.4	Grade Point Average	14
11.5	Incompletes	14
11.6	Academic Cheating or Plagiarism	14
12.0	Student Records	14
12.1	Collection and Dissemination of Information	14
12.2	Testing	15
13.0	Policies Governing Students Rights and Responsibilities	15-21
13.1	Civil Rights of Minors	15
13.2	Due Process	15
13.3	Complaints and Grievances	15
13.4	Student Conduct	15-16
13.5	Sexual Harassment	16
13.6	Anti-Bullying Policy	17-18
13.7	Vandalism	18
13.8	Explosive Devices	18
13.9	Possession or Use of Weapons	18
13.10	Lighters and Matches	18
13.11	Care of Building and Premises	18-19
13.12	Dress and Grooming	19
13.13	Smoking, Drinking, Drugs	19
13.14	Theft	19

13.15	Communication Devices	19
13.16	School Safety Suggestions	19-20
13.17	Playground Rules	20
13.18	Bikes, Skateboards, Roller Blades, In-Line Skates & Roller Shoes	20
13.19	Lockers	20-21
13.20	Electronic Games and Tape/CD Players	21
13.21	Health / Medications	21
14.0	Regular Study Hall	21-22
15.0	Cafeteria	22
16.0	Instructional Media Center	22-23
17.0	Bus Regulations	23
18.0	Communication	24
18.1	Daily Announcements	24
18.2	Bulletin Boards	24
18.3	Personal Messages	24
18.4	Student Planner	24
19.0	General Information	24-25
19.1	Fire Drills	24
19.2	Severe Weather	24
19.3	Lost and Found	24
19.4	Homework	24
19.5	After School Expectations	24-25
19.6	GRASP	25
19.7	Teen Center	25
19.8	Textbooks and Supplies	25
19.9	Use of School Telephones	25
19.10	Assembly Programs	25
19.11	Family Night	25
19.12	Public Appearance of Pupils	25
19.13	Work Permits	26
19.14	Parking	26
19.15	School Related Accidents	26
20.0	Organizations at St. Croix Central Middle School	26
21.0	Athletics at St. Croix Central Middle School	26
21.1	Interscholastic Sports	26
21.2	Interscholastic Policies	26
22.0	Conduct at Athletic Events	26-27
23.0	Use of Building	27
23.1	Permission and Supervision	27
24.0	Discipline Policy	27
24.1	Detention	27
24.2	Suspension	27
24.3	Expulsion	27
25.0	Visitors	27
26.0	Transfer, Home School Students	27-28
27.0	Delay or Close of School	28
28.0	Field Trip Policy	28
29.0	Student Insurance	28-29
30.0	Public Notification of Nondiscrimination Policy	29
31.0	Directory Information	29
	Student Religious Accommodations/Student Privacy	30-31

WELCOME TO ST. CROIX CENTRAL MIDDLE SCHOOL

1.0 MISSION STATEMENT

The St. Croix Central Middle School is committed to providing the best education in partnership with families and the community to help each middle school student develop their full intellectual, emotional, social, artistic, and physical potential.

2.0 MIDDLE SCHOOL PHILOSOPHY

The Middle School is designed around a number of core beliefs by staff and supported by current educational research.

1. Middle school activities must be age appropriate and lend to the nurturing of students in grades 5-8 and their needs.
2. Students at this age need to be exposed to a large variety of interests and activities that may influence the choices they make in career and life-long interests.
3. Middle school aged students need the chance to socialize and develop human relations skills.
4. A highly committed staff that understands the needs of students at this age and is well trained will be supported by parents, students and administration.

While there are plenty of opportunities for competition, the central emphasis of all activities is developing skill and nurturing human development.

3.0 Student Responsibilities

Students who attend St. Croix Central Middle School have an opportunity to learn and develop social skills. A balance of our challenging curriculum and selected activities based on student interest and ability will result in a sound education. Extra curricular activities are important, but attempting to do so many that studying takes second place defeats the purpose of school. The behavior and conduct of students attending SCC MS is the responsibility of the students. Parents, teachers and friends can help by giving information, but the student must make his/her own choices. The Board of Education, Administration, and Faculty adhere to the philosophy that all students who have a desire to attend school will be given the opportunity to achieve scholastic success in a safe environment. Any infraction by a student can change the school climate and interfere with learning in the classroom and school setting. Therefore, students who observe the rules and regulations stated will have the opportunity to enjoy middle school and be successful. Students who decline to conduct themselves according to these rules will be disciplined. The type of discipline administered will follow the concept as to what is reasonable under the circumstance. This means that consideration will be given to the age of the student, the nature of the offense and the number of times a student has violated the behavior code. All student behavior should be based on respect and consideration of the rights of others. Students have a responsibility to know and follow the rules and regulations of the school. The St. Croix Central Middle School Code of Conduct is based on the following principles:

BE PROMPT AND PREPARED (Be on time to all classes and come with appropriate materials, including assignment deadlines)

RESPECT AUTHORITY (Listen to people in charge, follow directions promptly, and accept responsibility for your behavior)

RESPECT THE RIGHTS OF OTHERS (Use appropriate voice and proper language, listen to the speaker, respect the opinion and point of view of others, respect the individual differences and sensitivities of others, and refrain from harassment)

RESPECT PROPERTY (Respect personal property of others, respect school property, and assist in maintaining a clean school and environment)

DISPLAY APPROPRIATE SOCIAL SKILLS (Cope with disagreements, criticism, consequence and compliments gracefully, display courtesy, and display tact)

DISPLAY A POSITIVE AND PRODUCTIVE CHARACTER (Demonstrate a positive attitude in work and action, remain on task, allow others to remain on task, produce quality work, go beyond what you expect from others, live by high standards, and set personal goals)

You will be held responsible only for the things you do or fail to do. What others do or do not do is of little importance in determining whether or not you have accepted your responsibility as a student of St. Croix Central Middle School. The decision will be yours, and so will the consequences. Your first responsibility, then, is to decide how you should conduct yourself while at school. Your second responsibility is to be prepared to accept the consequences of your actions.

ST. CROIX CENTRAL MIDDLE SCHOOL

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Hammond, Wisconsin 54015
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4.0 ST. CROIX CENTRAL STAFF

District Office Staff:

Tim Widiker, Superintendent
Jen Kleschold, Dist. Business Manager
Pam Katner, Admin. Assistant
Sandy Slick, Bookkeeper
Elaine Starck, Bookkeeper

FACULTY

Scott Woodington, Principal
Glenn Webb, Dir. Of Teaching & Learning
Kerrie Been, Grade 5
Amanda Bishop, Special Education
Kathleen Brossmer, Guidance Counselor
Jonalee Buckel, Language Arts 8
Tracie Crowley, Business Education
Tony DiSalvo, Math 6
Carri DuMond, Art
Laura Fern, Grade 5
Peter Fettig, Geography 7
Tessa Feyereisen, Physical Education
Ramie Frankiewicz, Math 8
Luke Fritsche, History 8
Kirsten Hawley, Literacy 6
Holly Heinbuch, Grade 5
Brad Holzer, Science 6
Pat Hook, Science 8
Kimberly Hopkins, Band
Chris Jardine, Guidance
Jean Johnson, Language Arts 6
Ben Lamb, Special Education
Chance Langeness, Grade 5
Gary Larson, Physical Education
Laura Lee, Literacy 7
Amanda Langman, Language Arts 7
Rhonda Malecek, Special Education
Brian Millar, Science 7
Dawn Mohn, Social Studies 6
Amanda Olson, Library
Jaclyn Palmer, Special Education
Linda Quam, Speech
Mindy Rudiger, Grade 5
Ben Ruskin, Math 7
Taylor Schmidt, Literacy 8
Michelle Schmitt, Vocal Music
Megan Schwalen, Special Education
Tim Scott, German
Becky Sundeen, Health and Physical Education
Katie Tate, Grade 5

Office Personnel

Aimee Bohatta, Secretary
Laurie Mousel, Secretary

Custodians

Gary Peterson
Larry Weitgenant

Cooks

Cyndy Binkowski
Darcy Cairl

Nurse

Denver Garfield

Board of Education

Howard Kruschke, President
Kirk Lyksett, Vice President
Jeff Redmon, Clerk
Scott DeGross, Treasurer
Kay Zwald, Director
David Olsen, Director
John Hueg, Director

Paraprofessionals

Angie Friedrich, Special Education
Julie Hawley, Study Hall
Laura Anderson, Special Education
Jane Kerber, Library
Deb Henry, Special Education
Kristi Fry, Special Education
Deedee Koss, Special Education
Gail Weninger, Special Education
Sarah Pommerening, Recess
Julia Hettletved, ELL
Amy Weber, Study Hall

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Woodington, Scott	swoodington@scc.k12.wi.us

5.0 DAILY TIME SCHEDULE

The following time schedules are in effect for the Middle School. Students are not to arrive at school before 7:30 A.M. nor remain at school after 3:30 P.M. unless under the direct supervision of a teacher or coach.

Upon arriving at school in the morning:

-Students are asked to either go to the cafeteria for breakfast (all 6th through 8th graders) or remain in the atrium (all 5th graders) until 7:45 a.m. Students need to ask the teachers for permission to take things to the classroom. Students in fifth grade are expected to go to the gym for recess after breakfast or after 7:45 a.m. Students in fifth grade will be in the gym for recess each morning until 7:55 a.m.

5th Grade – 8th Grade

Period 1	8:00 – 8:49
Period 2	8:52 – 9:40
Period 3	9:43 – 10:31
Period 4	10:34 – 10:59
Period 5	11:02 – 11:50 (5 th /6 th Lunch)
Period 6	11:53 – 12:41 (7 th /8 th Lunch)
Period 7	12:44 – 1:32
Period 8	1:35 – 2:23
Period 9	2:26 – 3:15

1st bus loading departs at 3:23.

2nd bus loading departs between 3:28 and 3:52.

All regular p.m. route buses depart from the back (Ridgeway St.) of the school.

The activity bus will load on Vine Street (the front of the building) and depart for elementary school at 5:45 p.m. each afternoon.

Exploring 6A

Section

	Term 1	Term 2	Term 3	Term 4
1	Crowley	5 Dumond	9 Holzer	13 Sundeen
2	Dumond	6 Holzer	10 Sundeen	14 Crowley
3	Holzer	7 Sundeen	11 Crowley	15 Dumond
4	Sundeen	8 Crowley	12 Dumond	16 Holzer

Exploring 6B

Section

	Term 1	Term 2	Term 3	Term 4
1	Crowley	5 Dumond	9 Holzer	13 Sundeen
2	Dumond	6 Holzer	10 Sundeen	14 Crowley
3	Holzer	7 Sundeen	11 Crowley	15 Dumond
4	Sundeen	8 Crowley	12 Dumond	16 Holzer

Exploring 7A

Section

	Term 1	Term 2	Term 3	Term 4
1	Crowley	5 Dumond	9 Holzer	13 Scott
2	Dumond	6 Holzer	10 Scott	14 Crowley
3	Holzer	7 Scott	11 Crowley	15 Dumond
4	Scott	8 Crowley	12 Dumond	16 Holzer

Exploring 7B

Section

	Term 1	Term 2	Term 3	Term 4
1	Crowley	5 Dumond	9 Holzer	13 Scott
2	Dumond	6 Holzer	10 Scott	14 Crowley
3	Holzer	7 Scott	11 Crowley	15 Dumond
4	Scott	8 Crowley	12 Dumond	16 Holzer

Exploring 8A

Section

	Rotation 1	Rotation 2	Rotation 3	Rotation 4	Rotation 5
1	Crowley	6 Dumond	11 Holzer	16 Scott	21 Sundeen
2	Dumond	7 Holzer	12 Scott	17 Sundeen	22 Crowley
3	Holzer	8 Scott	13 Sundeen	18 Crowley	23 Dumond
4	Scott	9 Sundeen	14 Crowley	19 Dumond	24 Holzer
5	Sundeen	10 Crowley	15 Dumond	20 Holzer	25 Scott

Exploring 8B

Section

	Rotation 1	Rotation 2	Rotation 3	Rotation 4	Rotation 5
1	Crowley	6 Dumond	11 Holzer	16 Scott	21 Sundeen
2	Dumond	7 Holzer	12 Scott	17 Sundeen	22 Crowley
3	Holzer	8 Scott	13 Sundeen	18 Crowley	23 Dumond
4	Scott	9 Sundeen	14 Crowley	19 Dumond	24 Holzer
5	Sundeen	10 Crowley	15 Dumond	20 Holzer	25 Scott

6.0 STUDENT ATTENDANCE/TRUANCY PROCEDURES

A. Student Absences and Excuses

1. All children between six and 18 years of age must attend school full-time until the end of the term, quarter or semester of the school year in which they become 18, unless they are excused from school attendance as provided by law, Board policy and/or district procedures. Enrollment in school beyond the compulsory attendance age is an option that a student exercises according to his/her and the family's wishes. Students who choose to continue to attend school beyond the compulsory attendance age are expected to be in regular school attendance unless they are participating in a modified program approved by the building principal and guidance counselor.
2. When enrolled in the District, a student must attend all classes on each school day unless excused by the building principal. A student may not leave school property during the school day unless he/she has been officially excused through the school office. He/she should always check in at the school office when leaving or returning to school. Students are expected to be in attendance the entire school day if they want to participate in any extracurricular activity practices, contests or events scheduled for that day unless an exception has been granted by the athletic director or designee based on individual circumstances.
3. Teachers are expected to emphasize the importance and necessity of good attendance. Classroom procedures and grading requirements should reflect the importance of daily assignments and class participation in evaluating student performance.
4. Excused Absences
 - a. Prior Parent-Excused Absences - A student who is excused in writing by his/her parent/guardian before an absence occurs will be excused from school. A student may be excused by the parent/guardian under this provision for not more than 10 days in a school year. A student excused under this provision must complete the course work missed during the absence. These types of absences may include, for example, trips with parents/guardians and medical or dental appointments.
 - b. Other District-Excused Absences:
 - Personal illness of the student (For an absence of three consecutive days or more, the parent/guardian must present a written statement from a doctor.)
 - Family emergency
 - Religious holiday observances or recognized religious services
 - Serving as an election official [Students may be excused to serve as an election official provided they have at least a 3.0 grade point average or the equivalent and have the permission of their parents/guardians and the building principal]

Sounding Taps [A student in grades 6 to 12 may be excused for the purpose of sounding "Taps" during a military honors funeral for a deceased veteran.]

- Educational or other appropriate reasons as determined by the building principal

Absence from school during a period of suspension or expulsion will also be treated as an excused absence for purposes of these procedures.

- c. All students with excused absences will be given the opportunity to make up class work missed during the absence, including examinations.
 - (1) Students will be granted one day in addition to the number of days absent to make up work for credit. Make up work could be the actual assignment that was missed or an equivalent alternative assignment. For example: If a student is absent on Monday and Tuesday of a given week, he/she will have Wednesday and Thursday (number of days absent) and Friday (extra day) to make up class work missed. Work must be handed in for credit by the end of class time on Friday.
 - (2) Students who miss major examinations or assignments during their absence will make them up on a schedule determined by their teacher.
 - (3) Students with single day absences should expect to take scheduled exams the day they return. Prior notice of the teacher must have been given in such cases.
- d. Long-term medical condition will be dealt with on an individual basis by the principal or the designee that is serving as the Student Attendance Officer.

5. Unexcused Absences (Truancies)

Students who are absent from school without an acceptable excuse as outlined above shall be considered unexcused (truant). Students with an unexcused absence shall be permitted to make up examinations missed during the absence at a time determined by the teacher, and will be given credit for such examinations. Students may be given make-up credit for class work missed during an unexcused absence at the discretion of the teacher. A student cannot be denied credit in a course solely because of attendance.

6. Tardiness

- a. High School - Students are allowed four tardies per quarter. After the fifth tardy, appropriate disciplinary action will be taken. Teachers will email, telephone or send a note home each time a student is tardy from class or study hall. Tardies may be made up with the consent of the teacher and building principal. Habitual tardiness will be handled according to the same procedure as habitual truancy. The "habitual truancy" definition in state law will be interpreted to apply to tardiness as well as truancy and every three tardies will equal one unexcused absence. (See attached Truancy Procedure)
- b. Middle School - Students are allowed two tardies per class. After the third tardy, the students will receive one day of lunch detention. After the fifth lunch detention, appropriate disciplinary action will be taken. The "habitual truancy" definition in state law will be interpreted to apply to tardiness as well as truancy and every three tardies will equal one unexcused absence. (See attached Truancy Procedure)
- c. Elementary School - A pattern of tardiness on the part of the student will be brought to the attention of the student's parents(s) or guardian through a letter. If it appears that the student is negligent, appropriate disciplinary action will be taken.

B. Attendance Accounting/Reporting Procedures

1. Daily attendance records for each student are kept in the school office. Teachers are required to take daily attendance in their classes (period by period at the middle and high school) and maintain a record of student absences and tardiness. The building principal and guidance counselor will share responsibilities for follow-up on students with irregular attendance patterns.
2. For all student absences from school, the student's parent/guardian is:
 - a. Requested to call the school office by 8:15 a.m. on the day of the absence and verify that the student is absent with the parent/guardian's knowledge.

- b. Required to submit a written note regarding the absence either prior to or following the absence stating the date, time and reason for the absence. This note must be provided within two school days following the student's return to school from the absence in order for the absence to be excused. Students beyond the compulsory attendance age may provide this written verification themselves.
3. The building principal or designee shall notify the parent/guardian of a student who has been truant of the student's truancy and direct the parent/guardian to return the student to school no later than the next day on which school is in session or to provide an excuse. The notice under this paragraph must be given before the end of the second school day after receiving a report of an unexcused absence and may be made by personal service, mail or telephone call on which a written record is kept. "Truancy" means any absence of part or all of one or more school days during which the school attendance officer or teacher has not been notified of the legal cause of such absence by the parent/guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.
 4. The building principal or designee shall notify the parent/guardian of a student who is habitually truant by certified or registered mail. "Habitual truant" means 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. The notice shall include:
 - a. a statement of the parent/guardian's responsibility, under state law, to cause the student to attend school regularly;
 - b. a statement of penalties, under state law, that may be imposed on the parent/guardian if he/she fails to cause the student to attend school;
 - c. a statement that the parent/guardian or student may request program or curriculum modifications for the student and that the student may be eligible for enrollment in a program for children at risk; and
 - d. a request that the parent/guardian meet with appropriate school personnel to discuss the student's truancy. The notice shall include the name of the school personnel with whom the parent/guardian should meet, a date, time and place for the meeting, and the name, address and telephone number of a person to contact. The date for the meeting shall be within five school days after the date that the notice is sent; however, with the consent of the student's parent/guardian, the date for the meeting can be extended an additional five school days.

C. Procedure Toward Legal Referral

Prior to any proceedings being brought against a student for habitual truancy, the District must provide evidence that appropriate school personnel have, within the school year during which the truancy occurred, done all of the following:

1. Met with the student's parent/guardian to discuss the student's truancy or attempted to meet with the student's parent/guardian and received no response or were refused.
2. Provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy, and has considered curriculum modifications.
3. Evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, has taken steps to overcome the learning problems. The student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at his/her grade level.
4. Conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, taken appropriate action or made appropriate referrals.

Items (1), (3) and (4) above do not apply if the District provides evidence that appropriate school personnel were unable to carry out the activity due to the student's absences from school. Proper documentation shall be kept of the above activities.

D. Legal Referral for Habitual Truancy

The District shall comply with the following St. Croix County truancy procedures for

referrals, processing and administration of habitual truancy matters:
(See Hammond Municipal Truancy Procedure.)

1. FIRST AND SECOND OFFENSE: A student's documented first and second referral for habitual truancy may be made to local law enforcement and processed through the appropriate municipal court. In the alternative, a student may be referred to the St. Croix County Department of Health and Human Services for processing pursuant to Chapter 938 of the state statutes.
2. THIRD AND SUBSEQUENT OFFENSES: A student's documented third or subsequent offense for habitual truancy, regardless of when it occurs, shall be referred to the St. Croix County Department of Health and Human Services for processing pursuant to Chapter 938 of the state statutes.
 - a. A third and subsequent offense shall be defined as any documented second or subsequent habitual truancy offenses during the student's academic career/tenure. All reasonable efforts/accommodations shall be made to transfer attendance information and prior referrals for habitual truancy to other school districts where the student may transfer during his/her academic career/tenure. For example, if a student is referred for habitual truancy in the first semester of his/her 7th grade year by School District X and has a documented habitual truancy referral in the second semester of his/her 10th grade year by School District Z, this referral shall be considered a second offense.
 - b. It is in the best interests of the student and community to expedite all habitual truancy proceedings. Therefore, for a third or subsequent offense, there will be no discretionary intake conference between the student and/or parent/guardian and juvenile intake. In lieu of the conference, juvenile intake shall notify the student and/or parent/guardian of their rights under Chapter 938 of the state statutes in writing by first class mail.
 - c. The referral shall be reviewed and forwarded by juvenile intake to the St. Croix County District Attorney within five business days of receipt from the District. Referrals for third and subsequent offenses shall not be considered for deferred prosecution and/or informal disposition.
 - d. The St. Croix County District Attorney's office is encouraged to make a determination with reference to and file a petition with the Clerk of Juvenile Court's office within five business days of the receipt of the referral from juvenile intake.
 - e. Upon receipt of the petition, the Clerk of Juvenile Court shall schedule the matter for a plea hearing with the assigned intake court official within 10 days (or as soon as reasonably permitted) and provide notices to all interested parties. The District shall be informed of and invited to attend any and all hearings, including final disposition. Copies of the dispositional orders and/or consent decrees which have a school attendance and/or school-related requirement shall be provided to the District.
 - f. Pursuant to state law requirements, any school attendance violation of a dispositional order shall be reported by the District to the assigned social worker and/or court within five days of the violation. If reported to the assigned social worker, the social worker shall refer the same to the court within three business days. If reported to the court, the Clerk of Juvenile Court shall provide a copy to the assigned social worker. In either event, if requested by the social worker and/or directed by the court, the matter shall be scheduled with the court for hearing as soon as is reasonably possible.
3. TEMPORARY PHYSICAL CUSTODY: Temporary physical custody is an effective and expeditious statutorily authorized method of addressing habitual truancy. As a result, in appropriate situations, the following alternatives may be utilized:
 - a. Pursuant to state law provisions, a student may be taken into temporary physical custody under circumstances in which a local and/or county law enforcement officer believes on reasonable grounds that the student is absent from school without an acceptable excuse under the compulsory attendance law.
 - b. Pursuant to state law provisions, a student who is absent from school without an acceptable excuse under the compulsory attendance law may be taken into temporary physical custody by an individual designated under section 118.16(2m)(a) of the state statutes, if the school attendance officer of the school district in which the student resides, or the student's parent, guardian or legal custodian requests that the student

be taken into custody.

6.1 Attendance Records (Office)

Daily attendance records for each student are kept in the middle school office. The principal and guidance counselor will share responsibilities for follow-up on students with irregular attendance patterns. Should a student find it necessary to be absent from school, the following procedure is to be observed.

- A. A parent is to call the school by 8:15 the morning of the same day the absence occurs to inform the office of the absence and the reason for it.
- B. Upon returning to school, the student is to report to the principal's office with a note from a parent or a phone call explaining the absence.
- C. The office personnel will issue a re-admit slip to the student, which is to be signed by his/her teachers.

6.2 Attendance Records (Classroom)

- A. Teachers will take attendance at the beginning of every period.
- B. Names of absent students are posted first period. This is for office attendance records.
- C. Students will be granted one day in addition to the number of days absent to make up work for credit. Make up work could be the actual assignment that was missed or equivalent alternative assignment. (Example: if you were absent on Monday and Tuesday of a given week, they will have Wednesday and Thursday (# of days absent) and Friday (extra day) to make up work. Work must be handed in for credit by the end of class time on Friday. Pupils, who miss major tests or assignments during their absence, will make them up on a schedule determined by their individual teacher.
- D. Students with single day absences should expect to take scheduled exams the day they return. (Prior notice by the teacher must have been given.)
- E. Suspended students are allowed to make up exams and major projects for credit. Credit for all other work is at the discretion of the individual teacher.
- F. Unexcused absences may result in loss of credit for the class work missed. Credit is at the discretion of the individual teacher. Pupils making up tests will be given credit.
- G. Students are expected to be in attendance the entire school day if they want to participate in any practices, contests or events scheduled for that day. Individual exceptions such as family emergencies, pre-arranged family trips, medical or dental appointments, field trips for school, or any absence that is excused by the athletic director or designee are accepted. If the student is absent and then attends an event (school related or other) in the evening, the school reserves the right to change that absence to unexcused.
- H. Teachers will keep a record of absences and tardiness to their class.

7.0 ABSENCE-TARDY

7.1 Make-Up Slip Procedure

Students that have been absent from school are to have parents call in with an explanation. A make-up slip will be issued to the pupil and be filled out by the teachers whose classes were missed, so that they can be aware of the assignments missed. It is the responsibility of the students to make up work that has been missed. This should be done in a timely manner.

7.2 Pre-Absences

Students that anticipate being absent from school for two days or more must present a note of explanation to the office and pick up a pre-absence slip so that assignments can be completed ahead of time. Notification of pre-absence should be given one week prior to the contemplated absence. Failure to do so may result in loss of credit.

7.3 Tardies

Pupils who are late to class are marked tardy and need not be sent to the office for a tardy slip. Chronic tardiness will cause pupils to lose privileges and may be cause for further disciplinary action.

8.0 STUDENT PASSES

8.1 Permit To Leave Building

Students needing to be excused before the close of the school day are to present a note at the school office prior to the start of the school day so that they may be given a pass to leave the building. Reasons for leaving the building should be limited to medical appointments and family emergencies.

8.2 Corridor Passes

While in the hallway during class time, it is required to have a duly authorized pass indicating your destination and return.

9.0 STUDENT SCHEDULES

9.1 Registration

Registration takes place in the spring prior to the opening of a new school year. Copies of the students schedule are issued on the first day of school and at semester time.

10.2 Band/Choir/Music

Selections for the following year will remain the same each year UNLESS the student and parent fill out a form to change for the following year.

10.3 Drop-Add Procedures

Students will only be allowed to drop or add a music elective or change sections at the start of each grading period. Procedures are:

1. Obtain parent permission
2. Obtain teacher permission
3. Bring letter from parent for principal's approval

Exceptions to the above policy: (1) Students who we identify as EEN students will be allowed to make changes as per the IEP report.

10.4 Physical Education

Middle School Physical Education is a required class that can be both fun and exciting. Many new enjoyable activities and concepts will be introduced which will encourage a healthy lifestyle. The following guidelines will be followed for Physical Education:

- Appropriate athletic attire must be worn: tennis shoes, socks, t-shirts and shorts. Sweat pants are encouraged for outdoor activities. (Fifth grade students are not required to change clothes in Physical Education.)
- Students will participate in each session unless they bring a signed note from home checked by the office. **A written note from a doctor is required when a student is unable to participate in physical education for more than one day.**
- Students must use the locker assigned to them to lock all valuables.
- Student grades will be based on their attitude, participation, skill improvement, and written skill tests.

10.5 Student of the Month

It is St. Croix Central Middle School's effort to recognize the various strengths that students bring to school each day. Students will be picked from each grade that represents such characteristics such as "positive attitude", "most improved", and "high academics". Students will be nominated each month by their teachers and chosen at each grade level. Along with other incentives and reward programs, we hope to recognize those students that are good role models who set high standards for all.

Mrs. Brossmer, our guidance counselor, advises the Student of the Month program. The themes include: Responsibility, Gratitude, Empathy & Caring, Respect, Honesty, Perseverance, Courage and Leadership.

10.6 Guidance and Counseling

The middle school years can be a major step for many students. It's the time when students experience all sorts of opportunities and challenges. Having a successful middle school experience can help set the stage for future success in a young person's life. The St. Croix Central Middle School guidance counselor understands this and tries to help students adjust to the many changes taking place during their middle school years. Our counselor is available to help when it comes to the academic, social and emotional needs of students. Students are encouraged to visit with the counselor at least once during the school year. The best time to meet is during the student's study hall or lunch period. If the student does not have a study hall or has immediate needs, other arrangements can be made.

10.0 REPORTING STUDENT PROGRESS

11.1 Report Cards and Grades

Report cards are issued four times per year. Student progress is assessed based upon academic achievement and citizenship. Letter grades are used in all subjects. Non-custodial parents or a parent not living with the child must annually request a 2nd report card if they choose to receive a copy.

Students in grades 6-8 are required to take Exploring. Exploring classes are designed to expose students to educational areas outside of the "traditional" academic setting. Outdoor Education and Agricultural Education are two examples. These classes meet everyday and rotate to a different instructor every six weeks.

11.2 Conferences

Parent/teacher conferences are scheduled during the first and the third quarters. Additional conferences may be scheduled as needed.

11.3 Mid-Term Progress Reports

Progress reports may be sent home during a quarter to indicate how a student is doing in school.

11.4 Grade Point Average

The G.P.A. is based on the students' performances in all classes. A four-point scale is used to determine G.P.A. Quarterly honor rolls are published. Students with a grade point average of 3.667 to 4.000 on the "A" honor roll. Students with a grade point average of 2.667 to 3.666 are on the "B" honor roll.

11.5 Incompletes

Students will be allowed two weeks following grading period 1, 2 and 3 to remove an incomplete. If the work has not been completed to the satisfaction of the teacher involved during that period of time, the incomplete work will be averaged with the student's other work to determine the final grade for the class. Incompletes for grading period 4 will not be allowed. If extenuating circumstances arise in which a student misses school resulting in missing homework, then the instructor in conjunction with the guidance counselor and/or principal, will give the final grade for this student.

11.6 Academic Cheating or Plagiarism

Students are responsible for the completion of their own work in all classes in order to demonstrate individual learning and progress. Student cheating or plagiarism is considered a serious offense that disrupts the learning of students and the educational process as a whole. Student cheating will be dealt with on a classroom-by-classroom basis and may include students receiving no credit for work or tests found to be falsified.

12 STUDENT RECORDS

12.1 Collection and Dissemination of Information

Student records shall be defined as any material concerning individual students maintained in any form by school officials. All records on a student shall be open to the student's parent or guardian. Such records will also be open to the student. The school shall provide whatever assistance is necessary to enable the student and parents or guardian to understand what is in the record.

12.2 Testing

Formal achievement tests are administered in grades 5-8.

13 POLICIES GOVERNING STUDENT RIGHTS AND RESPONSIBILITIES

13.1 Civil Rights of Minors

- A. The right to free inquiry and expression
- B. The right to due process
- C. The freedom of association
- D. The freedom of peaceful assembly and petition
- E. The freedom from discrimination
- F. The right to privacy
- G. The right to equal educational opportunity

13.2 Due Process

Students have the right to due process including:

- A. Notification of school rules
- B. A fair hearing of infraction of rules
- C. A written notification of reasons for suspension and/or expulsion
- D. Appeal to higher administrative authorities as follows.
 - 1. The principal
 - 2. The superintendent
 - 3. The school board
 - 4. The court

13.3 Complaints and Grievances

Students or parents who wish to render a complaint or grievance shall initiate a resolution through the teacher or supervisor. If the resolution cannot be resolved satisfactorily, the complaint or grievance shall be channeled through the following personnel in order: 1) Counselor 2) Principal 3) Superintendent.

In the event satisfaction cannot be reached, students may take complaints or grievances to the school board. At all levels of this procedure accurate documentation of the complaint and action taken shall be kept.

13.4 Student Conduct

Students should give thought to the consequences of their actions. Students, who act in a socially unacceptable manner without regard for specific rules, the authority of staff members, or the rights of fellow students, will be referred to the office for disciplinary action and may be referred to the proper authorities. Parent conferences, detention, and possible suspension or expulsion from school may result from unacceptable conduct.

The following school rules should be observed at all times:

1. Cell phones, head phones, and any other games or electronics are not allowed in school unless they have been turned off and secured in their locker upon arrival at school. Students in violation of this policy will have the device confiscated and returned to them at the end of the school day. Any repeat offender will have the device confiscated and returned to their parent/guardian and will not be allowed to bring any communication device to school for the remainder of the school year. If a student offends again, the device will be confiscated and returned at the end of the school year. **(Note: All phones must remain off until after the student has secured permission from the supervisor to turn the phone on. The phone must be turned off immediately upon leaving that supervisor.)**
2. Dress appropriately. Midriff and undergarments should be covered at all times. Examples of inappropriate dress would include but are not limited to: spaghetti strap tops or clothing that exposes underwear, bra straps, cleavage, belly button / stomach etc. If you wear any of the above, you will be required to change your clothing.
3. Remove your headwear and put your hood down when you enter the building. Wearing your hat or hood up during the school day is not appropriate. Any headgear is unacceptable (hats, bandanas, scarves etc.)
4. Do not use the elevator without permission from the principal.

5. Students are not allowed in the building before 7:15 a.m. Students in 6th – 8th grade need to remain in the cafeteria until 7:45 when the bell rings. Fifth graders need to report to the atrium until 7:45 when the bell rings. Students are not allowed at their lockers during lunch/recess and prior to 7:45 a.m. for any reason.
6. Bullying, teasing and harassing (verbal, physical or sexual) will not be tolerated. The middle school has a hands-off policy. You may think something is humorous, however, another person may not feel the same way.
7. Do not enter the office without permission. The office is open from 7:30 a.m. – 4:00 p.m. daily.
8. The faculty workroom and copy room is off limits to student use.
9. After entering school grounds, students are not allowed to leave school grounds without permission. No leaving school grounds after the bus drops you off or before you get on the bus unless you have permission from the principal. **(Note: Students are not allowed to go to the convenience store. Students may not leave school grounds and then ride the shuttle bus to Roberts.)**

13.5 Sexual Harassment

Sexual harassment can constitute unlawful sex discrimination in violation of state and federal laws. Both males and females can be victims or perpetrators. Sexual Harassment undermines the integrity of the school and delivery of service. Therefore it is the policy of St. Croix Central School District to prevent and eliminate sexual harassment in the school community.

For purposes of this policy, sexual harassment is unwanted sexual attention from peers, subordinates, supervisors, or anyone the victim may interact with in order to fulfill job or school duties, where the act(s) create intimidating, hostile or offensive learning or working atmosphere. Actions which can constitute harassment include but are not limited to any of the following:

1. verbal comments
2. subtle pressure for sexual activity
3. leering
4. pinching
5. patting or other forms of unwanted touching
6. rape or attempted rape
7. graphic commentaries on the victim's body
8. sexually suggestive objects or pictures in the workplace
9. sexually degrading words used to describe the victim
10. propositions of a sexual nature
11. the threat or insinuation that the lack of sexual submission will adversely affect the victim's employment, wages, advancement, assigned duties, work shifts, classification, or other conditions that affect the victim's livelihood.

Any employee or student who experiences sexual harassment should report such incidents to the building principal. Findings of discrimination in the form of sexual harassment will result in appropriate disciplinary action.

Failure of the administration to take adequate steps to stop sexual harassment of which it is aware, or should be aware of, or of which it has been notified can constitute unlawful sex discrimination.

The school district shall not discriminate in the investigation of sexual harassment claims on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Guidelines for dealing with Sexual Harassment

All reports of sexual harassment will be kept confidential to the maximum extent possible. Any Board hearing relating to sexual harassment shall be closed unless otherwise requested but the accused in accordance with the Open Meeting Law. The person making the report should aid in the incident investigation.

The issues and charges will be examined as to: (a) the nature of conduct-severity/frequency, and (b) the effect or impact of harassing behavior. The merits of the accusation will be evaluated based upon evidence submitted by the victim and review or investigation of the incident(s). Findings of discrimination in the form of sexual harassment will result in appropriate disciplinary action.

Introduction

The St. Croix Central School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, on school buses and at school-sponsored activities. Bullying has harmful social, physical, psychological and academic impact on the bullies, the victims and the bystanders. District staff shall consistently and vigorously address bullying so that there are no negative impacts to students and there are no disruptions to the learning environment and learning process.

Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft).
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks).
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet-also known as cyber bullying).
4. Between students and students, students and adults, or adults and adults.

Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation

It is the responsibility of all school staff members, students, and concerned individuals who observe or become aware of acts of bullying to report these acts confidentially to a school staff member or administrator designated by the Board of Education to be a recipient of such reports. All such reports, either verbal or in writing are to be taken seriously and a clear account of the incident is to be documented. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for Investigating Reports of Bullying

An investigation to determine the facts will take place in a timely manner to verify the validity and the seriousness of the report. Affected parents and/or guardians will be notified that a report has been made. The district shall keep the complaint confidential to the extent required by law for both the accused and the accuser.

Sanctions and Supports

If it is determined that students participated in bullying behavior in violation of the policy, the principal may take disciplinary action, including: suspension, expulsion, ineligibility to participate in school sponsored activities and/or referral to law enforcement officials for possible legal action as appropriate.

Students found in violation of the bullying policy may be referred to pupil services staff for counseling or other educational programming designed to prevent repetitive bullying behavior. Employees found to have participated in bullying behavior, or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed by this policy. They may be subject to disciplinary action consistent with the collective bargaining agreement or disciplinary action established by policy or practice.

Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

First Reading: July 19, 2010

13.7 Vandalism

Students who participate in acts of vandalism at St. Croix Central or at other schools can expect to be penalized by loss of privileges, payment of cost involved, referral to proper authorities, and possible suspension or expulsion from school.

13.8 Explosive Devices

No student shall have in his/her possession, sell or otherwise distribute, fire or explode any firearm, firecrackers, bombs, or other explosive devices. This also applies to any object, which might endanger him/her or others. A student involved in violation of the above will be immediately suspended from school and may lead to expulsion. Appropriate civil authorities will be involved. A conference with the student's parent(s) or guardian will be involved prior to reinstatement.

13.9 Possession or Use of Weapons

No one shall possess, use or store a weapon or look-alike weapon in or on school property, on school vehicles, or at school-related activities. A dangerous weapon or look-alike weapon is defined in state statutes and may include any object which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm or could pretend to be capable of inflicting bodily harm or endangering the health and safety of students or staff. Ammunition and explosives are included within the weapons category.

A minor who violates this law is subject to the provisions outlined in Chapter 48 of the Wisconsin State Statutes. Weapon(s) or look-alike weapons confiscated from the student shall be reported to the parents/guardians and to the law enforcement authorities and disciplinary measures shall include immediate suspension and referral to the board of education for possible expulsion from school in accordance with state and federal laws and regulations.

Policy exceptions include:

1. Weapons under the control of law enforcement personnel.
2. Weapons properly registered and handled during the community use of school facilities.
3. Theatrical props used in appropriate settings.
4. Starter pistols used in appropriate sporting events.
5. Items pre-approved by the building principal as part of a class or individual presentation under adult supervision. Ammunition will never be approved as part of a presentation.

13.10 Lighters and Matches

The possession of lighters or matches is strictly prohibited in St. Croix Central Middle School. Any student in possession of a lighter or matches may be suspended from school.

13.11 Care of Building and Premises

The communities of Hammond and Roberts have provided quality-building facilities. It is responsibility of all pupils to maintain pride in the appearance and condition of our building. Willful destruction will not be tolerated. We desire to keep our campus free from litter. Receptacles for paper and other types of litter are placed in the hallways, rooms and commons for your use. Students should never sit on the stacked chairs or tables in the atrium or cafeteria.

13.12 Dress and Grooming

School dress should be appropriate to the school environment and must comply with state health laws. Shoes or footwear must be worn at all times. Students need to avoid wearing / carrying:

- A. Clothing that exposes cleavage, bellies, bra straps and underwear
- B. Clothing advertising alcohol, drugs, and tobacco
- C. Clothing with explicit lyrics or sexual context
- D. Purses, backpacks, jackets and hats of any sort must be stored in the student's locker

13.13 Smoking, Drinking, Drugs

Per state law, St. Croix Central is a "Tobacco Free Facility". No tobacco use of any kind is allowed in the schools or on any St. Croix Central School premises. This applies to any type of school function and is applicable to both students and adults.

The faculty and administration urge students to refrain from smoking at any time. It is the policy of the School Board that smoking by students on the school grounds or at school-sponsored events is not allowed. This applies to any type of school function, whether it is on or off the school grounds. Students who violate these rules are subject to counseling, detention, and suspension.

Drinking of alcoholic beverages or drug abuse by students on the school grounds or at any school function whether it is on or off the school grounds is forbidden by school board policy. A student who has had an alcoholic beverage to drink may not come to any school function. Students violating this policy will be subject to suspension and may lead to expulsion. In alcohol or drug uses instances, appropriate civil authorities will be notified.

13.14 Theft

"The unlawful taking and carrying away of things personal with the intention to deprive the rightful owner of the same" is theft and larceny, punishable by law. Each case will be dealt with separately.

Parents, school personnel, social services personnel, and law enforcement officials may be involved as is necessary with the consequences of this type of act.

13.15 Communication Devices

No student shall be permitted to use any electronic paging or two-way communication device (i.e. cell phone/beeper/two-way radios) on school property without permission from school staff unless under the direct supervision of his/her parent. Upon entering the school building, these devices must be turned off and placed directly in the student's locker. Students in violation of this policy will have the device confiscated and returned to them at the end of the school day. Any repeat offender will have the device confiscated and returned to their parent/guardian and will not be allowed to bring any communication device to school for the remainder of the school year. If student offends again, the device will be confiscated and returned at the end of the school year. **(Note: All phones must remain off until after the student has secured permission from the supervisor to turn the phone on and must be turned off before leaving the direct supervisor of the staff member.)**

13.16 School Safety Suggestions

The middle school building is a safer place than the average home. The building is fire resistant, and all reasonable precautions have been taken to remove hazards.

In order to promote safety and convenience in and about the school building, please observe the following rules:

1. Keep to the right in corridors and on stairways.
2. Walk, do not run.
3. Keep moving. If you choose to converse with someone, stand to one side in order that others may pass.
4. Never crowd, push or jostle.
5. Crowds in doorways, at entrances to stairways or gymnasiums slow up traffic.
6. Shouting, whistling, loud talking, or boisterous conduct is entirely out of place inside the school building.
7. Keep to the walks outside; do not walk on the lawn
8. Respect the rights of others. Do not bother other people's property while traveling to or from school, or while waiting for a school bus.
9. Some classroom doors swing into the corridor - anticipate this hazard as you approach a door. Open doors carefully as you leave a room.
10. Pay attention to instructions pertaining to correct use of shop machines and physical education facilities.
11. Throwing snow or snowballs is prohibited on school grounds and at bus stops.

12. **Laser pointers** are prohibited in school or at any school activity.
13. Use main entrance to enter and exit the building. All other doors are for emergency exit only.

13.17 Playground Rules

1. -Students are not allowed to leave the playground area. Students are not allowed on the wall by the playground. Students must get permission from the supervisor to enter the building.
2. -Baseballs and softballs are not allowed on the playground.
3. -No tackle football or rough play such as kicking, pushing, tripping, fighting, wrestling, jumping on backs, etc.
4. -Stationary climbing playground equipment is for 5th & 6th grade only.
5. -Use playground equipment properly and safely. Share so everyone has a turn. Display positive sportsmanship.
6. -Treat everyone in a safe and helpful manner.
7. -Students are not allowed to use foul or abusive language.
8. -Follow all restrictions and directions given by the playground supervisor the first time.
9. -Students are to get in line immediately when the whistle blows.
10. -Students are to respect the rights and property of others.
11. -No hitting or throwing rocks, snow, ice or dirt.
12. -Students are to report any accident on the playground to the supervisor on the playground and to their homeroom teacher or advisor.

Upon arriving at school in the morning:

Students are asked to either go to the cafeteria for breakfast (all 6th through 8th graders) or remain in the atrium (all 5th graders) until 7:45 a.m. The library is also open in the mornings from 7:30 – 8:00. Students need to ask the teachers for permission to take things to the classroom. Students in fifth grade are expected to go to the gym for recess after breakfast or after 7:45 a.m. Students in fifth grade will be in the gym for recess each morning until 8:00 a.m.

13.18 Bikes, Skateboards, Roller blades, In-line skates & Roller shoes

Bikes should be locked in the bike rack only (the school is not responsible for stolen or damaged bikes) and skateboards stored in the office. Roller blades, in-line skates and roller shoes are not appropriate for school and should not be brought to school. For safety reasons, none of these items should be used on school grounds.

13.19 Lockers

Definition: For the purpose of this policy, desks, cubbies and other storage areas provided for student use are included in the definition of “locker”. St. Croix Central School District provides lockers for the convenience of students to be used solely and exclusively for the storage of outer garments, footwear and other school related items. No student shall use the locker for any other purpose.

The locker assigned to a student is the property of the School District. At no time does the District relinquish its exclusive control of such lockers provided for the convenience of the students. A locker and its contents, whether locked or unlocked, may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. The search may be for any reason, any time, by the district administrator, building principal, a school employee specifically designated by the district administrator or building principal or law enforcement or other agency official at the request of or in conjunction with school authorities. Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent(s)/guardian of the student or retained for disciplinary proceedings, or turned over to the law enforcement officials. The parent/guardian of the minor student shall be notified of items removed from the locker and turned over to law enforcement officials.

A locker will be issued to each student at the beginning of the school year. Students are advised not to have large sums of money or other items of great value in their lockers. Students may not give out their locker combination and they are advised to keep their combination confidential. A \$2.50 fee will be charged to any student wanting to change their locker unless the locker is deemed defective. If your locker is damaged in any way during the school year, report the damage immediately to the office. If damage is not reported, the student to whom the locker was assigned will be held accountable. Under no circumstances will you swap or share your locker with others without permission from the office.

The student is responsible for the condition of their locker. Our lockers are new. Take pride in your school and treat the lockers and all other school property with care. Occasional locker checks may be conducted, so it will be important to keep your lockers neat. Lockers must be emptied at the end of the school year. Material left in lockers will be given to charitable organizations or destroyed.

Any internal decoration of lockers must be of a temporary, non-damaging nature. Use of decals, stickers or tape is prohibited. Magnets may be used to hold pictures.

Locks will be issued for all physical education lockers. If a lock is lost, the student to whom the lock was issued will be held accountable. In these circumstances, a fee will be charged.

Combination Instructions:

1. Turn dial to the RIGHT several full turns, stopping at the 1st number.
 2. Turn dial to the LEFT, going past the 2nd number once and continuing a full turn to the 2nd number.
 3. Turn the dial RIGHT to the 3rd number. Lift handle to open locker.
- Note: When closing locker, double check to make sure it locks, then turn the dial to the right one complete turn.

13.20 Electronic Games and Tape/CD Players

Due to the disruptive potential and possibility of theft, devices such as radios, cameras, and MP3 or tape/CD players should not be brought to school. If needed for an after school activity, the device must be secured in a locked locker.

13.21 Health/Medications

1. Students who become ill during the day are to notify their teacher and the office. In case of illness at school, the student is to get a pass from the teacher and go to the office except in an emergency. Students that are ill are asked to come directly into the office and wait to see office personnel. Parents will be notified if the student should not remain in school. No student may leave school at any time unless they have received permission to leave from the principal or their designee.
2. Medication should be taken at home whenever possible.
3. If your child will be taking medication at school, please speak with office personnel to set up a medication schedule for your child.
4. Prescription medication **must be** in its original container with a label from the pharmacy that states the student's name and instructions for medication use. Ask the pharmacy to give you an extra labeled bottle to keep at the school. Over the counter medications must be in their original container and a non prescription medication form but he filled out by the parent.
5. A *Physician Order for Administration of Prescription Medications* form **must be** completed and signed by the physician and the parent or guardian. Prescription medications **will not be given** until written permission from the parent or guardian and the physician are received. Forms are available from the school nurse or middle school office.
6. A *Non-Prescription Medication Administration* form **must be** completed and signed by the parent or guardian. Over the counter medications **will not be given** without written permission from the parent or guardian. Forms are available from the school nurse or middle school office.
7. A parent or guardian may be asked to transport certain medications to and from school. They will not be sent with the student.
8. Over the counter medication is not allowed at school unless it has been sent to the office with written permission from the parent. It will be dispensed by a school official only when the proper written authorization has been received in the office. Prescription medication will be dispensed by school personnel only if there is proper written authorization from a physician and parent.
9. Parents must inform the school if their child contracts a communicable disease.

14 REGULAR STUDY HALL

During any part of your day that you are not scheduled into a class, you will be assigned to study time. It is at this time that you can do much of your homework, read a book, or use reference materials. To get the most out of your study time, we ask that these policies be observed.

1. All students are to arrive at the study hall on time, with all necessary study materials.
2. Students are to take their assigned seats and quietly begin working.
3. Students may leave study hall to acquire assistance from other teachers. Those students who have passes to leave study hall will be called to sign out.
4. It is expected that students remaining in study hall will be in their seat and they are expected to work on homework or study for upcoming quizzes or tests.
5. Students should come to study hall with sufficient schoolwork to keep them busy for the entire period.
6. Students are reminded that the supervising teacher sets the climate and expectations for the study hall.

- No student shall drink soda/Poweraid, eat snacks, play cards or games while in study hall.

15 CAFETERIA

The cafeteria is open to all students, whether they bring their lunch from home or buy the lunch in school. Students carrying lunches from home may secure milk and other food items at school. Menus of cafeteria meals will be posted outside kitchen area.

Please observe the following suggestions in regard to the cafeteria:

- Do not run to the cafeteria. Keep your place in line and avoid crowding and pushing. Line jumpers will be placed at the end of the line.
- Do not take more food than you can eat.
- Food is not to be taken for the purpose of giving it to others. The individual purchasing the lunch must consume it.
- Observe accepted rules of table etiquette and manners.
- Return dishes, silverware, and tray to the bussing station provided. Be careful not to throw silverware in the trash.
- Place all paper bags, milk cartons, straws, napkins, etc. in the container provided for that purpose.
- Leave the table and surrounding area as neat as you found it.
- Students should never sit on the stacked chairs or tables in the atrium or cafeteria.

During lunch hours it is considered a "closed campus". Anyone leaving the building during lunch hours must have an excuse for an appointment or illness.

Each student is assigned a food service number. This number should be kept private. If a student or parent requests to change the food service number, a \$2.50 fee will be charged.

Parents may request information and forms regarding free or reduced lunches if the family qualifies under the income guidelines.

16 INSTRUCTIONAL MEDIA CENTER (LIBRARY) POLICY

The Instructional Media Center (IMC) may be used for research, reference work, computer work, and recreational reading. Students who do not need library resources to complete their assignments should remain in study hall.

A. Checking out of materials

- Books and magazines may be checked out for two weeks.
- Reference books may be checked out for one period during the day or overnight only. If checked out overnight, reference books should be returned before first hour the following school day.
- Audiovisual and software may be checked out overnight.
- Books and other materials may be renewed at any time as long as another person has not reserved (put a hold on) that book or other material.

B. Overdue/Fines

- There are no fines on overdue materials
- If books or other materials are lost, the student must pay the original cost of that item.
- If books or other materials are damaged, students will be expected to pay for the damaged materials.

C. General rules of behavior

- Respect the Library: quiet voices, quiet bodies, no food or drinks, keep the shelves clean.
- Respect the Books: make sure you check out your books before you leave the IMC, know where your books are, don't draw or write in the books, don't eat or drink near the books.
- Students who do not follow the media center's behavior guidelines will be sent back to study hall.

D. Computer Use Policy for Media Center

- No viewing inappropriate web sites.
- No inappropriate email.

3. No games
4. No videos
5. No chat rooms
6. Printing is limited to no more than 3 pages. Exceptions require staff approval.
7. Students are required to have a Network Use Agreement on file with the district prior to computer usage.

5th Grade IMC Policies

All of the general IMC rules apply.

Students may checkout a total of 3 items first semester and 5 items second semester.

Students are encouraged to checkout books with blue dots on the spine as these have been screened and deemed appropriate for 5th graders in both reading level and content aspects. If students choose to checkout books without blue dots they are expected to think about what their parents will think of the book. They are to use critical thinking skills to determine if the book is right for them. Except in extreme cases, the library staff will not refuse to check an item out to a student.

17 BUS REGULATIONS

The following rules-regulations are in effect relative to student conduct while being transported on a school bus:

- A. Be courteous; no swearing or foul language.
- B. Cooperate with and obey the driver at all times.
- C. Please try to be at the bus stop five (5) minutes BEFORE your pickup time.
- D. Keep the noise level down.
- E. Keep the bus clean – do not litter or throw anything.
- F. No food, drink, or gum on the bus.
- G. Keep all body parts inside the window and do not throw anything out the windows.. Do not lower the windows more than halfway.
- H. Remain in your seat at all times. Please keep the aisle clear of backpacks and feet. Do not Move from seat to seat.
- I. Be considerate of others. Respect the property of others and the bus. You are responsible for the damage that you cause on the bus.
- J. No use of tobacco or alcohol.
- K. Student assistance in keeping the bus clean is expected.
- L. Be quiet when approaching railroad crossings.
- M. The bus driver is authorized to assign seats at any time for any reason.
- N. Everyone has a right to a pleasant ride – including the driver.
- O. No MP3 players, iPods, CD players, or headphones/music players of any type.
- P. No hand-held games or electronic devices of any type.
- Q. No cellphones/walkie talkies.
- R. Students living on the left side of the roadway are to cross 10-12 feet in front of the bus when loading and unloading.

If these rules are not followed, the student will receive a write up, and the school will hand out what consequences they deem appropriate.

In addition to these basic rules the following regulations also apply:

- A. There will be no unauthorized personnel, no pets, or no weapons allowed on the bus at any time without written approval from the transportation supervisor or principal.
- B. We do not provide transportation to birthday parties, 4-H or scout meetings, or any other gatherings.
- C. Students that are waiting for a bus after school are not allowed to leave school grounds or go into the Teen Center before getting on the bus.

These rules are in no way intended to work a hardship to the persons being transported. Cooperation with the bus driver is essential to ensure safety.

18 COMMUNICATION

18.1 The Daily Announcements

A daily announcement will be issued from the office of the principal to:

- A. Inform and remind staff members of matters pertaining to them.
- B. List announcements pertaining to students.

18.2 Bulletin Boards

Bulletin boards are located in the school halls. It is desirable to keep these areas attractive and useful. Students should watch for important information. The organization advisor and/or the principal must approve materials being posted. Other hall decorations are limited to special school sponsored events.

18.3 Personal Messages

If a student receives a message, they will be paged during their lunch hour and once more before the end of the school day. It is the student's responsibility to stop at the office for the message. If an emergency arises, the student will be paged between classes.

18.4 Student Planner

The Student Planner is available in the office for a small fee. The staff at St. Croix Central Middle School strongly encourages each student to purchase the student planner. The planner will serve as communication between home and school. Parents are encouraged to utilize the planner to help communicate their concerns, questions and/or comments to their child's teachers.

19 GENERAL INFORMATION

19.1 Fire Drills

State fire regulations require that we "drill all pupils in the proper method of departure from the building as if in the case of fire" once each month. Specific instructions covering the exits to be used are posted in each room. All doors and windows are to be closed as the room is vacated. During a fire drill, all must be quiet to hear any instructions, which may be given. Order is more important than speed; panic presents even a greater danger.

19.2 Severe Weather

Several times during the school year, all pupils are drilled on the proper safety procedures for severe weather. Specific instructions for severe weather procedures are posted in all rooms within the building. All doors and windows are to be closed when vacated. The classroom teacher will escort each class to its designated area. During the drill, all pupils must remain quiet in order to hear instructions that may be given. Order is more important than speed; panic presents an even greater danger.

19.3 Lost and Found

The school office will have an area designated for lost articles to be placed. Students are requested to have their names in books and notebooks to aid in their return if they have been found.

19.4 Homework

When a student is absent from school, homework will be handled in the following manner:

One to two days absent: Student will make up homework when they return to school. We do not gather homework for two days or less. Students are encouraged to contact friends for homework.

Three or more days absent: Contact the office by 9:00 and homework will be requested from the teachers. Homework may be picked up after 3:00 in the office.

19.5 After School Expectations:

If you are staying after school for GRASP (library or other designated room), or the Teen Center (cafeteria and pool table/ foosball table) you are required to be in those areas only. This area does not include outside, the atrium, multi-purpose room or any other area without the permission of the GRASP or Teen Center supervisors. You need to get permission each time you want to use another area.

If you are waiting for a ride and will be picked up prior to 3:30, you must wait in the front stairwell area or outside only. You are not allowed to wonder the halls.

If you are being picked up after 3:30, you must be in GRASP or Teen Center. You are not allowed to wait in the front stairwell area or outside after 3:30.

If you are staying after school for any reason other than GRASP or Teen Center, you must be under the direct supervision of a parent or staff member (you may not go to other areas of the school unless accompanied by an adult).

You will need to be escorted by an adult to use the 2nd floor.

Students need preapproval from the office to leave the building and return without a parent escort.

19.6 GRASP

The middle school offers GRASP (Great Results After School Program) after school. This program helps middle school students who need individualized help with homework. GRASP runs Monday – Friday 3:15 pm. – 5:15 p.m. During this time, a certified teacher is working with students that need extra help with their homework. This program has been very successful in helping students who without this extra help may not be as successful in school. Students who need extra help academically are encouraged to join this free program.

19.7 Teen Center

The Teen Center is a space within the middle school that is staffed by individuals from the St. Croix Valley YMCA – Hudson facility. The Teen Center offers a free, safe environment for all 5th through 8th graders. Activities offered in the Teen Center include: board games, movies, play station games, ping pong, pool and more. The Teen Center is open Monday – Friday from 3:15 to 6:00 p.m. Teen Night is offered occasionally on Friday nights. There is a small fee for Teen Nights.

19.8 Textbooks and Supplies

All textbooks are furnished by the school district. Students are urged to exercise care in using them. Book covers are required for all textbooks. Students are responsible for the condition of the books assigned to them. Appropriate fines may be assessed for any damages.

Supplies for many classes are furnished for your use at no cost. However, some Technology Education, Art, and Family and Consumer Education classes may require a project fee, along with optional field trips.

19.9 Use of School Telephones

The use of school telephones is not permitted unless the student has secured permission from a teacher or staff member. The office phone is to be used in case of emergency and only after receiving permission from the office staff.

19.10 Assembly Programs

The following suggestions will tend to insure the success of assembly programs:

- A. Be prompt in locating your place to sit.
- B. Give the program chairperson your undivided attention as soon as he/she appears.
- C. Practice courtesy to the speakers or performers and your fellow students through silence and attention.
- D. Applaud generously, but not conspicuously. Booing, whistling, and stomping of feet is not acceptable conduct.
- E. Do your part in making singing and cheering a success.
- F. Do not leave the gym or assembly until you are dismissed.

19.11 Family Night

Wednesday has been designated as family night in the Hammond-Roberts communities. Few school functions are scheduled after 6:00 P.M. so as not to interfere with this policy.

19.12 Public Appearance of Pupils

Any student associated with a school organization, who has been requested to make a public appearance related to the organization, must have the approval of the staff member in charge and/or the principal. This policy will tend to reduce the possibility of exploiting students and ensure that the performance will cast credit upon the individual department represented and the school.

19.13 Work Permits

Every employer must obtain a work permit for students under the age 18 before they are permitted to work, with the exception being for those pupils that are working at home on the family farm. Work permits are issued in the high school office for a \$10.00 fee, proof of age (birth certificate, baptismal certificate or driver's license only), statement from the employer, social security number, parent consent and signature of the student are required.

19.14 Parking

Parents are encouraged to pull into the lane in front of the middle school that has been marked for drop off and pickup to pick up. Do not park or wait in the fire land with the yellow curb. As a safety precaution, we ask that children not be dropped off or picked up on Vine Street. This area is used for bus loading and unloading. **Please do not drop children off or pick up children on Vine Street. Please do not park in the church parking lot.**

Drivers, for the safety of our students, please be advised that 1st Street is one way from Vine Street toward Davis Street and Vine Street is one way from Second Street toward 1st Street.

19.15 School Related Accidents

Every accident in the school building, on school grounds, riding buses, at practice sessions, or at a school sponsored event must be reported immediately to the person in charge and to the school office.

20 ORGANIZATIONS AT ST. CROIX CENTRAL

You are reminded that meetings of your organization should not be scheduled during a time when members are in class unless approval has been obtained from the principal. Suggested meeting times are: before school, lunch time, during silent reading, or after school. Following is a list of organizations and their advisors:

A.	Drama	Mrs. Schmitt and Ms. Schmidt
B.	Forensics	Mrs. Langman and Mrs. Buckel
C.	Music	Mrs. Hopkins and Mrs. Schmitt
D.	Student Council	Mrs. Lee and Mrs. Weber
E.	Yearbook	Ms. Olson and Mrs. Kerber

21 ATHLETICS AT ST. CROIX CENTRAL

21.1 Interscholastic Sports

The athletic program at St. Croix Central offers a wide variety of interscholastic sports to both boys and girls. The present offerings include:

Athletic Director: Jeremy Kerg

Cross Country: Jason Rohde and Heidi Sirek

Football: Brad Solinski, Tyler Schroyer, Brad Holzer and Chris Buckel

Volleyball: Jonalee Buckel, Jackie Palmer, Carolyn Lent and Aimee Bohatta

Boy's Basketball: Tyler Schroyer, John Tackmann, Justin Dimler and Tony DiSalvo

Girl's Basketball: Mindy Rudiger, Chance Langeness, Kirsten Hawley and Emily Timmers

Wrestling: Mike Nilssen

Track and Field: Tony DiSalvo, Pat Hook and Jonalee Buckel

*Grades are an important part of athletic participation. Grades determine athletic eligibility immediately following the grading period. Fourth quarter grades will determine athletic eligibility for the first quarter of the next school year.

21.2 Interscholastic Policies

Policies regulating interscholastic participation are printed under separate cover in the athletic code. This is available from the Athletic Director, and on the SCC Web Site.

22 CONDUCT AT ATHLETIC EVENTS

Everyone should observe accepted rules of good sportsmanship and conduct. Mechanical noisemakers are prohibited by conferences and state regulations. Your enthusiastic support of St. Croix Central teams will be appreciated.

Rules governing your behavior on spectator buses are in section **17.0** of this handbook.

23 USE OF BUILDING

23.1 Permission and Supervision

School facilities are never to be used without the expressed permission of school authorities. School personnel are to be present when the building is occupied. The normal school day is from 7:45 A.M. until 3:45 P.M. Anyone in the building beyond those hours is to be supervised by staff personnel or authorized adults.

24 Discipline Policy

The goal of a good discipline policy is that students exercise self-discipline and become successful learners. At St. Croix Central Middle School, there are many positive rewards built into the program: Students of the Month, Activity Days, field trips and reward outings. Students who behave in an appropriate manner and keep up on their class work will reap the rewards of such events. Those who can't behave or don't complete school work will be unable to participate in such activities.

In-school suspension may be a consequence for the following: skipping detention, disruptive behavior, swearing or horseplay in the halls or cafeteria, harassing behavior or insubordination. Out of school suspension may be a consequence for the following: smoking, swearing at a teacher, fighting, possession of drugs/alcohol, or weapons. Suspension can be in school or out of school depending on the severity of the behavior and past performance. Each incident will be dealt with on an individual basis.

The Staff at St. Croix Central Middle School would really like to leave parenting to parents. If the principal or a teacher calls home, this is your chance to help your son/daughter discover and change inappropriate behavior. Parents are encouraged to contact teachers directly if you have any doubt or concern about your child's behavior. The Middle School phone number is 715-796-2256.

24.1 Detention

Teachers will give students "lunch time" or "after school" detention for inappropriate classroom behavior or chronic failure to complete class work. Parents will be notified one day in advance and will be expected to arrange transportation for their child after school.

24.2 Suspension

Suspension from school may result from willful or flagrant violation of school rules. Suspension may be from one to five days of duration, either in-school or out-of-school. There can be up to a 15-day suspension, immediately preceding an expulsion hearing.

24.3 Expulsion

Expulsion from school may occur for severe conduct of a pupil. Examples of expellable situations include but are not limited to the following: bomb scare, threats or violence against staff members or students, drug or alcohol use, internet or computer fraud, etc.

25 VISITORS

Student and/or adult visitors are required to report to the school office upon entering the building. All visitors must obtain a visitors pass from the main office. Visiting students must have prior approval from the principal and advisor/homeroom teacher.

26 TRANSFER, HOME SCHOOL STUDENTS

The following guidelines shall be used in determining appropriate placement of a student who transfers or returns to St. Croix Central Schools from another school, public or private, or a home school.

- A. Students may enter at anytime during the school year. The St. Croix Central School District shall not discriminate in admissions to any school, class, program or activity on the basis of sex, race, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap.
- B. Students may be given a standardized achievement test or local subject test to determine appropriate grade level or subject level placement.
- C. Placement of students may be temporary at the appropriate grade or subject level based on age, background or test. This placement is for up to a nine-week period at which time a permanent placement will be determined using the recommendation of an IEP team consisting of the student, teacher,

specialists, principal and parents. Achievement tests, current academic performance and social skills will be taken into consideration. The placement decision of the IEP team may be appealed to the Superintendent of Schools within 10 days of placement. The decision of the Superintendent of Schools may be appealed to the Board of Education within 10 days of the receipt of the Superintendent's decision. The decision by the Board of Education is final.

27 DELAY OR CLOSE OF SCHOOL

In the event of inclement weather or mechanical break down, school may be delayed or closed. You may obtain information regarding closing by listening to radio WCCO, WIXK, or WEVR or television Channel 5 KSTP between 6:00 and 8:00 A.M. Please do not call the school for this kind of information. AlertNow is a rapid electronic communication system which allows school officials to use phone numbers and e-mail addresses of parents to quickly contact them about important school announcements. To sign up for these notifications, just go to our website (www.scc.k12.wi.us) and click on the district tab, then the "for parents" tab, then AlertNow.

28 FIELD TRIP POLICY

On occasion, field trips are planned as a part of a course of study. In such instances the district will supply transportation of the students involved. Staff members will require field trip participants to have a consent form filled out and signed by the parent prior to departure on optional field trip, but they will not be required for required classroom trips.

During field and athletic trips which are sponsored in full or in part by St. Croix Central Schools, students are subject to the same rules and guidelines for behavior as pertain to the normal school day. For example, no cell phone usage, no gum chewing, etc. These rules and guidelines are published in this handbook

In the event that a student is on a field or athletic trip and is found to be in violation of a civil law, is party to extensive vandalism, is in possession of/or consumes alcoholic beverages, or is in possession of/or using drugs, the following course of action may be taken:

- A. The student will be referred initially to the law enforcement officials of the municipality where the infraction occurs. Further investigation may occur with local officers.
- B. The chaperone has the discretion to notify the parent or guardian of the student and request that they make arrangements for the student to be transported home after consulting with the principal and/or Superintendent of Schools, if possible.
- C. Student involved will be subject to the same disciplinary rules as if they were in the school building when their violation occurred.
- D. Students involved will not be allowed on overnight field trips for the duration of the school year unless chaperoned by their own parent/guardian.
- E. Students involved will be subject to the disciplinary measures of the athletic code.

29 STUDENT INSURANCE

The St. Croix Central School District provides each student with insurance covering student accidents during the school day and during school sponsored extra curricular activities. This insurance is a supplementary insurance, which covers costs (to a limit) are not covered by your regular family medical insurance carrier. If the student does not have medical insurance, the school's student insurance would become the primary carrier under the same limits as the policy. The procedure to follow in case of an accident is as follows:

- A. The student reports the accident to the supervisor.
- B. The student (or adult supervisor) reports the accident to the school office.
- C. The supervisor will make out an accident report, which is given to the student. (The school does not file the claim with the insurance company).
- D. The parents or guardians should submit all bills to their insurance company first. Their insurance company will send a report of what was paid and what was not paid.

E. Submit the bills, proof of the amount your insurance company paid, and the accident report (Step #2) to the student insurance company. The present student insurance company is the First Agency.

F. **FACTS TO REMEMBER**

1. The accident must be reported to the school office within 20 days.
2. Medical treatment for the accident must begin within 60 days of the accident.
3. Only expenses incurred within 52 weeks, unless otherwise noted, are considered.
4. Benefits are determined on the basis of reasonable and necessary for the geographic location where services are performed. Not all medical procedures are covered at 100%.
5. The report and unpaid balances must be reported to First Agency within 90 days after medical treatment ends.
6. This plan of insurance is excess only. It will not duplicate benefits payable by any other insurance plan.
7. Any questions can be answered by First Agency, 5071 West H. Avenue, Kalamazoo, MI 49009-8501 - Telephone No. 616-381-6630.

30 PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY

It is the policy of the St. Croix Central School District that no person may be denied admission to any public school in the district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extra curricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, emotional, or learning disability or handicap as required by s.118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972, (sex), Title VI of the Civil Rights Act of 1964, (race and national origin), and Section 504 of the Rehabilitation Act of 1973. The district will identify, evaluate and provide an appropriate public education to students who are handicapped within the meaning of Section 504 of the Rehabilitation Act of 1973. The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the St. Croix Central School District.

31 DIRECTORY INFORMATION

Information such as the student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, photographs, degrees and awards received and the name of the school most recently previously attended by the student shall be considered public information and may be released to appropriate persons and media, unless parents, guardians, or adult students refuse the release in writing, of their own initiation.

This policy shall be published in the official district newspaper annually, along with information relating to the opening of school.

These guidelines will follow state and federal law.

Student Religious Accommodations – School districts are required by PI 41.04(1)(a) of the Wisconsin Administrative Code to provide annual written notification to all students, the parent or guardian of minor students, and instructors of the district’s policies providing for the reasonable accommodation of a student’s sincerely held religious beliefs with regard to examinations and other academic requirements. The notice must also include the process for receiving and resolving complaints. Many school districts include this information in their annual student nondiscrimination notice.

Student Privacy – School districts that receive federal funds for any program administered by the U.S. Department of Education are required by the Protection of Pupil Rights Amendment [20 U.S.C. § 1232(h)] to provide reasonable notice of their student privacy policies directly to parents at least annually at the beginning of the school year.

In addition, districts receiving federal education funds are also required to notify parents at least annually at the beginning of the school year of the specific and approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- (1) Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
- (2) The administration of any survey containing information related to one or more of the following items:
 - political affiliations or beliefs of the student or the student’s parent;
 - mental and psychological problems of the student or the student’s family;
 - sex behavior or attitudes;
 - illegal, anti-social, self-incriminating or demeaning behavior;
 - critical appraisals of other individuals with whom students have close family relationships;
 - legally recognized privileged or analogous relationships such as those of lawyers, physicians and ministers;
 - religious practices, affiliations or beliefs of the student or student’s parent; or

- income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

For purposes of this law, “survey” includes an evaluation.

- (3) Any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance, and (c) not necessary to protect the immediate health and safety of the student or other students.