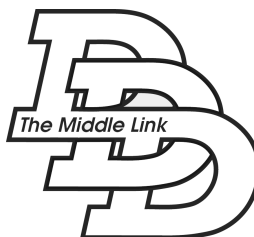




**2017-2018**

**Family Handbook**



## WELCOME TO DEFOREST AREA MIDDLE SCHOOL

404 Yorktown Road  
DeForest, WI 53532  
Phone: (608) 842-6000  
Fax: (608) 842-6015

Website: <http://www.deforest.k12.wi.us/dms/>

Parents:

We feel privileged and look forward to working with you in the education of your child. We hope you will be an active participant in your child's school life. Should you ever have questions regarding the middle school program please contact us. We hope this will be an exciting and successful year for you as a middle school parent. We encourage you to make use of the district and middle school webpage to keep informed on school news. These pages also have information such as lunch menu, weekly activities, school closings and team websites for assignments.

Sincerely,

Kurt Becker, Dana Broehl and Tamara Weisbrod

### SCHOOL BOARD

President.....	Jan Berg
Vice President.....	Steve Tenpas
Clerk.....	DeAnna Giovanni
Treasurer, Board Governance Officer .....	Sue Esser
Ambassador .....	Terri Treinen
Director .....	Brian Coker
Director .....	Jeff Miller
Director .....	Linda Leonhart
Director .....	Jim Pertzborn

### CENTRAL OFFICE ADMINISTRATION

District Administrator-Dr. Eric Runez  
Director of Business Services/Transportation-Pete Wilson  
Director of Instruction-Sue Wilson  
Director of Pupil Services-Barbara Buffington  
Director of Human Resources-Nathan Jaeger

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## **PURPOSE**

The purpose of this handbook is to make parents/students aware of the policies and procedures of the middle school. Students should become familiar with its contents and take it home for parents to read. Certainly not all our policies and procedures are in this handbook. Individual teachers will have classroom expectations, and during the year we may need to change existing policies. However, students and parents will be kept informed by the principal and teachers of any changes. It is the belief of the school personnel that the vast majority of students will cooperate and work to do the right thing if they have the facts.

## **DMS PHILOSOPHY AND PROGRAM**

DeForest Area Middle School operates under the middle school concept. The mission of the school is to develop adolescent learners who will:

- Acquire academic skills
- Begin to understand and internalize the concept of potential
- Solve problems creatively
- Become independent, responsible life-long learners
- Grow socially into caring, responsible citizens
- Demonstrate healthy physical and emotional behaviors
- Honor diversity and respect individual differences

The curriculum of the middle school has been designed to meet the unique needs of the middle school student. Exploratory classes are offered in addition to the math, language arts, reading, social studies and science areas. Fifth and sixth graders will participate in quarter long classes of art, music, and health. Fifth graders will also take a quarter long writing class while sixth graders participate in a quarter long class of speaking. They will have physical education and computer classes every other day. Seventh and eighth graders may participate in semester long classes of tech ed, art or culture. They will also have physical education, health and consumer literacy classes on alternating days for the duration of the school year.

# CLASS SCHEDULE

	5th	6th		7th	8th
<b>8:00 - 8:47</b>	1st	1st	<b>8:00 - 8:47</b>	1st	1st
<i>Passing Time</i>			<i>Passing Time</i>		
<b>8:50 - 9:37</b>	2nd	2nd	<b>8:50 - 9:37</b>	2nd	2nd
<i>Passing Time</i>			<i>Passing Time</i>		
<b>9:40 - 10:27</b>	3rd	3rd	<b>9:40 - 10:27</b>	3rd	3rd
<i>Passing Time</i>			<i>Passing Time</i>		
<b>10:30 - 11:17</b>	5th	4th	<b>10:30 - 11:17</b>	4th	4th
			<i>Passing Time</i>		
<b>11:17 - 11:39</b>	Lunch	Activity Time	<b>11:22 - 12:02</b>	5th Norski Time	5th Norski Time
<b>11:39 - 12:00</b>	Activity Time	Lunch	<b>12:02 - 12:24</b>	Lunch	Activity Time
<b>12:05 - 12:45</b>	5th Norski Time	5th Norski Time	<b>12:24 - 12:45</b>	Activity Time	Lunch
<i>Passing Time</i>					
<b>12:48 - 1:35</b>	6th	6th	<b>12:48 - 1:35</b>	6th	6th
<i>Passing Time</i>			<i>Passing Time</i>		
<b>1:38 - 2:25</b>	7th	7th	<b>1:38 - 2:25</b>	7th	7th
<i>Passing Time</i>			<i>Passing Time</i>		
<b>2:28 - 3:15</b>	8th	8th	<b>2:28 - 3:15</b>	8th	8th

# ATTENDANCE

In accordance with Wisconsin's Compulsory Attendance Law, all children between six (6) and eighteen (18) years of age must attend school full time until the end of the term, quarter or semester in which they become eighteen (18) years of age, unless they have a legal excuse, fall under one of the exceptions outlined in state statutes, or have graduated from high school. [AR 6.3b (2a)]

Students are granted a total of 10 absences (including excused and unexcused) during the school year. After 10 absences, families will receive notification that any future absences will require a doctor's note to be excused.

If a student has five (5) unexcused absences within a semester, the District will refer the student to the DeForest Police Department as a habitual truant.

## ***What is an excused absence?***

1. Physical or mental illness that prevents attendance.
2. Illness in the family that requires student's absence.
3. Death in immediate family or funeral for relatives.
4. Medical, dental, chiropractic and other valid professional appointments.
5. Religious holidays.
6. A public health officer issues quarantine.
7. Court appearances or other legal proceedings that require student attendance.
8. In school and out of school suspensions.
9. School-sponsored trips and athletic events.

## ***What is an unexcused absence?***

1. Student is absent for no particular reason.
2. School not notified of legal cause of absence.
3. Absent without parental consent.
4. Absent for reasons other than those listed above.
5. If no doctor note is received when required.
6. Oversleeping or missing the bus.

## ***What absence is excused when prearranged?***

1. Student/parent overnight trip.
2. Deer hunting.
3. Attending educational school and special events approved by assistant principal or principal.
4. Special circumstances that show good cause that are approved in advance by principal or assistant principal.

## ***What are the procedures for prearranged absences?***

Prearranged absence forms can be picked up in the office. Students must get the signatures of their teachers, parent and a principal. Students will take the form to the main office **before** the day of their absence. Failure to hand in the form will result in unexcused absences and phone calls home.

Parents are *strongly* encouraged to use the vacation time scheduled by the district. It is not possible to make up the experience of being in the classroom, and a student's grade could possibly be affected.

Parents are reminded that it is often not possible to give out the class work before the departure date. There may be work to complete when the student returns and it needs to be completed in a timely fashion.

### **Doctors Notes**

At all appointments, please request a doctor's note to verify the attendance at the appointment. This note should be turned in to the office upon return to school.

### **Chronic Ailments**

Parents and students are urged to report any diseases or chronic ailments to the principal or school counselor. This will assure the student the best possible care and attention in the event it is needed. The problem will be held in strict confidence with only the teachers involved informed. Ailments such as epilepsy, diabetes and asthma are examples.

### **Tardiness**

Tardiness is defined as not being in the classroom at the end of the bell tone. Unless a student has a pass from a teacher, any tardy will be recorded as unexcused. The classroom teachers will handle excessive tardies before referring a student to the office. Any disciplinary measures should involve parental contact before the office referral.

Students who are late to first hour class five (5) times will have a letter sent home informing the parent/guardian of the concerns. Once a student is tardy for first period five (5) times or more, a consequence may be assigned.

Students who arrive 15 or more minutes late to first hour class will be considered unexcused for that period.

### **Leaving School for an Appointment**

If students need to leave school for any reason during the school day, it is required that students bring a note from home to the school office first thing that morning. That note should contain the following information to be used on an absence pass:

- Student's Name
- Grade
- Parent Name
- Reason for absence
- Time for departure

When it is time for the student to leave, the student should come to the office to sign out. Parents **must** meet their child in the school office at the designated time. When the student returns to school, he/she will sign back in on the clipboard. The absence pass will be signed and serves as the pass to return to class.

### **Leaving School Due to Illness**

If a student becomes ill during the day, they should first tell their teacher who then sends them to the office. Students should not use their own personal devices to contact home. Parents are asked to be respectful of this school policy. The nurse or secretary will decide whether or not the student needs to be sent home and will contact the student's parent. If the nurse/secretary cannot contact the parents, the student will be kept in school. If the nurse or secretary is not available, then one of the Assistant Principals will make the decision whether to send the student home. Parents **must** enter the office and sign their child out for the day.

## Parent Responsibility

Parents are asked to call the attendance line at 842-6000 and leave a message or talk with a school secretary each day that their child is absent. It is not necessary to inform a child's individual classroom teachers. Failure to contact the school may necessitate the school to make a telephone call to the home or work place of the parent. If a phone call is not made regarding a student's absence, parents will need to provide a written explanation at the time the student returns to school.

## Student Responsibility

1. Students ***must always*** check in and out at the school office when they leave and return to school during the day.
2. Students must be in attendance for 4 or more class periods if they plan on participating in extra-curricular or after school activities.
3. Students with excused absences will have the opportunity to make up work missed in accordance with the following:
  - **It is the student's responsibility to contact teachers to make arrangements for making up work missed and tests during an absence from school.**
  - **Students who miss classes for reasons that are determined to be excused will be given the opportunity, whenever possible, to make up work missed when they return to school.**
  - **Teachers will be asked to grant the number of days absent for make-up time. This provision applies to all work assigned during absence(s).**
  - **Examinations missed during an excused absence will be permitted to be taken at a time mutually agreed upon by the student and the teacher.**

## STUDENT INFORMATION

### Activity Time

#### 5<sup>th</sup> & 6<sup>th</sup> Grade

Students will be going outside for their activity period every day except if the **temperature or wind chill goes below ten degrees Fahrenheit**. Students should come to school prepared for the weather. In times of inclement weather, students will have options of going to the library, the Large Group Room or the gym.

### Activity Time

#### 7<sup>th</sup> & 8<sup>th</sup> Grade

Students will go outside for their activity period during the fall and spring months. During the winter, they will be allowed to go outside, to the library or the gym. Students who plan to go outside should come to school prepared for the weather. In times of inclement weather, students will have options of going to the library, the Large Group room or the gym.

### Awards

The following are some of the awards that are presented to students based on the criteria given:



Perfect Attendance (grade 5-8) One-year, Two-year, Three-year, Four-year. The cut off for all awards is May 11, 2018. Perfect attendance is zero to two class periods missed for the entire year. Pre-arranged absences do count against perfect attendance.

Scholastic Achievement Award (grade 7-8): This award goes to students who have been able to maintain a 3.5 grade point average for each of the first three quarters of the school year.

Presidential Education Excellence Award (grade 8): This award goes to students who have been able to maintain a semester grade point average of 3.5 of their 7<sup>th</sup> and 8<sup>th</sup> grade years **and** scored at the 85<sup>th</sup> percentile or better on the math and reading portions of the STAR test for their 8<sup>th</sup> grade year.

## **Backpacks**

Backpacks may not be brought to classes. They are to be left in lockers throughout the day.

## **Band & Choir Drop Policy**

Sixth grade students who wish to drop choir or band from their schedule may do so during the last week of the semester and should obtain a drop slip from the choir or band director. The properly completed drop slip must be turned in to the counselor by the end of the semester.

Seventh and eighth grade students enrolling in band and choir do so with the understanding that it is a year-long course. Those students who wish to drop music from the schedule may do so only with a request for a parent/student/counselor conference initiated with a phone call from a parent. Band and choir directors will only honor a request with a scheduled meeting and conference.

If a student requires a math or reading intervention, he/she will be pulled from band or choir for a period of time to receive the intervention.

## **Bullying**

The DeForest Area School District strives to provide a safe, secure and respectful learning environment for all members of the school community in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying to maintain the mission and vision of the school district.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying is 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; medical condition; physical or mental ability or disability; and social, economic or family status.

Bullying behavior includes but not limited to:

1. Physical (e.g. assault, hitting or punching, kicking, threatening behavior, defacing or destruction of property).
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racial or sexual remarks).
3. Indirect (e.g. spreading rumors, intimidation through gestures, posting or sending insulting messages or pictures by mobile device or using the internet – also known as cyber bullying).
4. Any other deliberate or intentional behaviors, as deemed by school officials, that are intended to cause fear, intimidation or harm.

Reports of bullying by observers or those aware of acts of bullying against another may be made verbally or in writing and may be made confidentially. Students may use the online reporting system on the website to make a report at home or at school. All such reports, whether verbal or in writing, will be taken seriously and an account of the incident is to be documented. A written record will be made by the recipient of the report and the appropriate school personnel will respond to the report.

There shall be no retaliation against individuals making such reports. Retaliation includes attempts to restrain, interfere with, coerce, discriminate and/or take reprisal action against any complainant and his/her witnesses or any other person in connection with a complaint or the procedure related to the investigation and resolution of a complaint. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

The school principal or designee will conduct an investigation of the bullying report to collect whatever information is necessary to determine the facts and the seriousness of the report. The investigation of a complaint should be initiated as soon as possible, but not later than two school days upon receipt of the complaint by the principal or designee. Appropriate consequences and desired outcomes will be determined and measures taken to ensure a safe learning environment for all. Parents and/or guardians of each pupil involved in a bullying incident directly involved in the bullying will be notified. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action that may include, but not limited to suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will be available to provide support for the identified victim(s). *AR 4.7(3)*

### **Bus Rules**

Bus transportation is provided for students in the DeForest Area School District. Students are expected to exhibit good behavior at all times on school buses and are expected to cooperate to the fullest extent with the bus driver. The bus driver has the same authority over students riding the buses as a teacher over students in the classroom. The bus serves as a classroom on wheels. If any student behaves inappropriately, he/she will be warned about it. If he/she persists, he/she will be promptly disciplined by the school and may be denied the privilege of riding the bus. For further information, see the bus discipline policy which is available in the office or at the bus company.

A note from home must be brought to the office in the morning for a child to ride the bus home with a friend and a bus pass will be given.

### **Bus Line**

The school day ends at 3:15 PM for all students. The buses will begin to arrive at school at this time. Students are expected to leave the building promptly and be in their bus line until the bus arrives.

All students not participating in an after-school activity are to be out of the building by 3:45 PM. For security reasons, once students have exited the building for the day, they may not re-enter through any door other than the front doors.

Students who walk to school are not to be loitering in the bus lines at the end of the school day. We encourage parents to pick up their children on the 5/6 or 7/8 side of the building. The front of the school is to be used for the bus riders only.

### **Cafeteria Rules**

1. Be respectful and courteous to everyone.
2. Be responsible and clean. Return trays and dispose of milk cartons, napkins, crumbs and trash properly. Clean up any spills.
3. Keep lunch lines straight, no bunching up or cutting in line.
4. Use quiet voices in the cafeteria (level 1 or 2).
5. Be safe. Stay seated except for restroom breaks or taking care of clean up.
6. No throwing of food or other items.

7. A lunch supervisor will dismiss tables.

***Any failure to follow these expectations may lead to the following:***

1. Assigned seating
2. Loss of lunch and/or activity time
3. Going to the end of the lunch line
4. Disciplinary action, including suspension

### **Vending Machines**

The vending machines for student use before and after school are in the cafeteria.

### **Cheating and Plagiarism**

Cheating and plagiarism will be dealt with in a serious manner. Cheating is obviously not acceptable and will result in a grade of zero for the assignment or the requirement to redo the assignment. If the offense warrants it, the teacher may decide to write a disciplinary referral.

### **Computer Use**

The District understands the importance of teachers, students and parents engaging, collaborating, learning and sharing in digital environments. The District is committed to developing and providing technology resources that promote learning for students and staff and to facilitating resource sharing, content creation, collaboration, innovation and communication.

Rules:

1. **Security:** When you use the District's computers, networks (wired or wireless), and resources, you're sharing with others. Your use shouldn't interrupt the work of others. Do not intentionally seek to modify files, passwords, information, hardware or resources belonging to other network users without permission.
2. **Account Security:** You are responsible for keeping passwords secure, whether it's for the network, mail, or other resources. Passwords should not be shared with other students. Don't let others use your login. If you leave your computer or other device, be sure that it is locked.
3. **Harassment:** Use of the District's electronic information, network resources and communications services to transmit information that is discriminatory, harassing or offensive to others or material that defames an individual, company or business, or discloses personal information without authorization is not allowed.
4. **Unlawful Use:** Use of the District's Electronic Information, Network Resources and Communications Services and Social Media in violation of any local, state or federal law is prohibited.

Students are responsible for their actions. If students violate these rules, their account(s) may be terminated and future access could be limited or denied. Additional consequences may apply according to student discipline policies.

### **Dance Rules**

1. No high school students or guests from other schools will be allowed to attend the dance.
2. Any students on activity restriction may not be allowed to attend the dance.
3. Students are expected to show courtesy to all staff, parents and other students.
4. Dances begin at 3:15 PM and end at 5:15 PM.

5. No students will be allowed in any hallways. Students violating this rule may be asked to leave.
6. Students must take their coats to the cafeteria area; they will not be allowed to go to their lockers during/after the dance.
7. Any behavior which is deemed inappropriate in the opinion of the chaperones is to be corrected through either a verbal warning or removal from the dance.
8. Any student who chooses to leave during the dance will not be permitted back.
9. Any student who missed 5 or more class periods during the day of the dance may not attend the dance.
10. It is the responsibility of the student to arrange for rides home prior to the dance. The office phone will not be available for phone calls.

### **Dress Code**

Students who dress properly and have a neat appearance contribute to positive school morale. Students are expected and required to wear clothing that is neat, clean and safe. If in the judgment of middle school staff the dress of a student is a distraction to the educational process or constitutes a health hazard, that student will be asked to correct the problem. Listed below are examples of items that are inappropriate for a school environment and are therefore not allowed. [AR 4.3 (6)]

1. Apparel with alcohol, tobacco or other drug related logos or topics.
2. Apparel with sexually suggestive images, violent images, obscenities or racial/gender slurs.
3. Clothing that does not provide proper, adequate coverage. A student's midriff (stomach), back, chest (front and sides), buttocks and undergarments must be covered.
4. Hats, bandanas, hoods and sunglasses.

Coats may be worn to school, at recess and from school. Coats and jackets may not be worn in the classroom. A call home will be made if a student is in need of additional covering or change of clothes.

### **Dress Code – Physical Education**

1. Clothing that is safe and appropriate must be worn (no cut-off or ripped clothing or zipper pants).
2. Chest areas, undergarments and midriff must be covered.
3. Athletic shoes must have light colored soles.

### **Expectations at Athletic Events at DMS**

*We welcome your attendance at athletic events. Your support and encouragement of the athletes, sport and coaches is appreciated. Remember that you are a representative of our school and the Norski and DeForest Area communities and we expect you to demonstrate character in all your actions while in attendance. Show your Norski pride and spirit!*

- Food and drinks should be consumed in the cafeteria. An adult may ask you to finish your item before entering one of the gyms.
- You are allowed to leave the gym only at halftime. Please return to the gym when asked by the supervisor.
- If you leave the building and exit school grounds, you will not be allowed to re-enter.

- You are not allowed to go to the academic hallways without permission. Supervisors or custodians will ask you to return to the cafeteria or one of the gyms.
- Do not walk, cut through or crawl under the bleachers.
- If you need to use your electronic device, please do so discretely. Misuse of technology in the gyms or cafeteria may result in confiscation of the item by the supervisor in charge.
- When seated in the gym your cheers and applause should be positive, supportive and appropriate for a school setting. Negative cheering is not acceptable for the DeForest or opposing teams.
- If you are asked to leave the game, please do so. Your name will be given to the assistant principal who will determine future consequences. One consequence may be loss of privilege to attend any/all future athletic events at the middle school and/or high school.

### **Extra-Curricular Activities**

The DeForest Middle School offers a variety of activities for students. These activities include: Student Council (5-8), Science Club (5), Yearbook Club, Math Club (5-8), Forensics (5-8), Show Choir (7-8), Cross Country (6-8), Girls Volleyball (7-8), Boys Basketball (7-8). Wrestling (6-8), Girls Basketball (7-8) and Track (7-8).

### **Field Trips**

All students are expected to participate in the field trip opportunities provided by the middle school. If families make the decision to not have students participate in a curricular field trip, please know that an alternate assessment may be required. If there are financial concerns, please contact the associate principal or counselor. Students will be expected to be at school on the day of the field trip.

If students are deemed a safety concern to themselves or others, or have demonstrated a repeated failure to follow school rules, those students can be denied the privilege of going on any field trip.

### **Food, Beverages, Candy**

In order to maintain a clean school and work environment, food, beverages and candy are only to be consumed in the cafeteria. Food should not be consumed during passing times, in hallways or at lockers. All treats given as classroom rewards must be consumed in that classroom. Water bottles are allowed in the school.

### **Food Sold in School**

All food sold before, during and one-half hour after school must comply with the USDA's new smart snack policy. This includes bake sales, fundraisers, vending machines, ala carte items and school stores. Items must meet calorie, sodium, fat, sugar, portion size and special nutrition requirements in order to comply. Please contact Becky Terry at 842-6511 or [bterry@deforestschools.org](mailto:bterry@deforestschools.org) for more information.

### **Hall Passes**

Students are required to have a pass while in the hallways during class time.

### **Homework Club**

The DMS Homework Club is available to all 5<sup>th</sup>-8<sup>th</sup> graders and is offered on Tuesdays, Wednesdays and Thursdays weekly from 3:15-4:15. The location of Homework Club will be in the 5/6 LMC for all grades. Location may change occasionally and will be announced as a change occurs. Students may use this quiet environment to do homework or study.

### **Library Media Center (LMC)**

The LMC functions as the information center of the school by providing a wide variety of instructional materials and audiovisual equipment that support the curriculum. The Media Director assists students to

become independent and productive users of information and provides resources to establish a lifelong interest in learning and reading. The LMC provides equal access to resources that represent different viewpoints in order to develop responsible citizens in our society. Students are responsible for library materials checked out and if materials are lost or damaged, students will be expected to pay for them. The library is open before school, during the school day and after school. Students may utilize the library during study hall for a specific task and must sign in and identify the purpose of the visit.

### **Media/Cell Phone Policy**

Students should keep all cell phones off, silent or in their lockers while in the school building. Cell phones will be confiscated if used during the day and returned to the student at the end of the day. Recurrent incidences of cell phone abuse will result in the cell phone being released to the parents.

Students who bring electronic devices do so at their own risk. The DeForest Area School District is not responsible for the safety, security, loss of or damage to devices brought to school.

Student use of personal electronic communication devices in support of learning activities is allowed in school buildings, on school grounds and in school vehicles at the discretion of teachers and administrators. Students are not to use personal electronic devices in the restrooms, locker rooms or during the hours of 8:00 a.m. and 3:15 p.m. Seventh and eighth grade students may use their devices during lunch and recess.

Use of personal electronic communication devices shall not disrupt the educational process or the work of others. Students are prohibited from recording or photographing others without their consent. Students violating District Acceptable Use or disciplinary policies shall be disciplined in accordance with established procedures. *AR 4.3(10)*

### **Non-Discrimination Statement for Students of DeForest School District**

All students attending DeForest Area School District schools may participate in educational programs and activities, regardless of creed, race, color, national origin, ancestry, religion, marital status, parental status, pregnancy, emotional, physical, mental or learning disability, sexual orientation or sex. The District shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. In addition, reasonable arrangements can be made to accommodate a student's sincerely held religious beliefs in regard to examinations and other academic requirements and to ensure that the lack of English language skills is not a barrier to admission or participation.

It is the intent of the DeForest Area School District to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures have been established for students, parents and employees who believe discrimination has been shown by the DeForest Area School District. Students with requests, concerns and/or complaints should contact the Director of Pupil Services.

### **Prohibited Items**

Problems arise each year because students bring articles to school which are hazardous to the safety of others or interfere with school procedures. Such items as water dispensing devices, wallet chains, fireworks, lighters/matches, breakable items, laser lights and other items determined to be undesirable by the principal will be confiscated and returned to the parents/guardians at their request. Parents and guardians are asked to help students understand the necessity of such regulations.

### **Public Display of Affection**

Public displays of affection that are found to be offensive to others and/or sexually suggestive in nature will not be tolerated in the school environment. Violators will be assigned appropriate consequences

intended to end the offending behavior and educate the individuals on acceptable behavior. Parents may be notified if the behavior does not stop.

### **Restricted Areas**

All students are to stay out of the staff parking lots located on Yorktown Road and Southbound Drive before, during and after school. When arriving or leaving school, students may not cut through the parking lots to get to the school entrances.

### **Skateboard, Rollerblade, Scooter, Bike Policy**

Students may ride skateboards, roller blades, scooters and bikes to school. However, these devices **may not** be ridden on school grounds from 7:15-3:45 each day. These items may not be ridden in the school at any time. Shoes with wheels are also not allowed in school.

### **Telephones**

The office phone is available for emergency phone calls. Students must obtain permission from an adult before using the phone.

## **STUDENT DISCIPLINE**

District employees and their designees shall insure that conduct and behavior consistent with established District policies, rules and guidelines are maintained by students in the classroom, on school premises, on school buses and vehicles and during supervised, school-sponsored activities (e.g. field trips). Students shall be informed that teachers and administrators are authorized to use discipline for misbehavior and/or rule violations.

### **SUSPENSIONS**

A student may be suspended for not more than a total of 5 days, or, if a notice of an expulsion hearing has been sent, for not more than a total of 15 consecutive days for non-compliance with Board of Education rules, or for knowingly conveying any threat or false information concerning an alleged attempt to destroy school property or engage in conduct which endangers the property, health or safety of others at school (Section 120.13(1)(b)(c) Wisconsin Statute).

### **EXPULSIONS**

The Board of Education may expel a pupil from school whenever it finds the pupil guilty of repeated refusal or neglect to obey the rules or finds that a pupil knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives or finds that the pupil engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others, or finds that a pupil while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or Board of Education members of the school district in which the pupil is enrolled and is satisfied that the interest of the school demands the pupil's expulsion.

The Board of Education may expel from school a pupil who is at least 16 years old if the Board of Education finds that the pupil repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct does not constitute grounds for expulsion already stated and is satisfied that the interest of the school demands the pupil's expulsion.

The Board of Education shall commence proceedings and expel a pupil from school for not less than one year whenever it finds that the pupil, while at school or while under the supervision of a school authority, possessed a firearm.

## **PARENT INFORMATION**

### **Extra-Curricular Activity Fees Fee Schedule**

Athletic Sports Fee (1 <sup>st</sup> Sport).....	\$10.00
Each additional sport.....	\$5.00
Textbook Fee.....	\$20.00
General Fee .....	\$15.00
Yearbooks.....	\$15.00

Yearbook cost will be **\$17.00** if purchased after December 22, 2017 and **\$20.00** if purchased after February 21, 2018.

### **Gangs & Gang-Related Behavior**

A “gang” is defined as a group of two or more individuals with a unique name, identifiable marks, colors or symbols who claim turf or territory, who associate on a regular basis, and who engage in antisocial or criminal activity.

The DeForest Area School District will not tolerate gang related behavior in the school, on school property, on buses, or at school-sponsored events. Gang behavior creates an atmosphere where unlawful acts or violations of school regulations may occur. Such behavior intended to initiate, advocate or promote activities that threaten the safety or well being of persons or property is harmful to the educational process and school environment and interferes with the mission of the school district.

The following gang-related behaviors are prohibited in school buildings, school buses and at school-sponsored activities:

- The presence of jewelry, accessories, manner of grooming, or apparel that implies membership, affiliation or sympathy with a gang (this includes bandanas and/or scarves).
- Displaying gang markings or slogans on personal property or clothing.
- Use of gang related hand signs or signals.
- Possessing literature that indicates gang membership.
- Antisocial or criminal activities that disrupt school or school-sponsored activities.
- Initiations, hazing and intimidation.

Violation of this policy will subject students to appropriate disciplinary action that may include suspension or expulsion proceedings.

### **Grading System**

A uniform grading system is in place at the middle school for grades 5/6 and 7/8. Listed below are the numerical values and scores as they relate to letter grades:



<u>5/6</u>		<u>7/8</u>	
A	100-92.50	A	93-100
A/B	92.49-87.50	A/B	88-92
B	87.49-82.50	B	83-87
B/C	82.49-77.50	B/C	78-82
C	77.49-69.50	C	73-77
NI	69.49-0.02	C/D	68-72
NE	0.01-0.00	D	60-67
		F	0-59

High Honor Roll....3.50 - 4.00

Honor Roll.....3.00 - 3.49

*Grade point averages are calculated for grades 7-8 only. Class ranks are not available.*

Honor rolls will be published in the *DeForest Times Tribune* newspaper each semester.

## **Reading & Writing Grading Scale**

Level 4 – Thorough Understanding: Able to apply the concept to new situations.

Level 3 – Consistent Understanding: Able to apply the concept to similar situations.

Level 2 – Partial Understanding: Able to use the concept with prompting and support.

Level 1 – Minimal Understanding: Requires substantial help and support.

NE – No Evidence: Not enough evidence to determine student’s level of understanding.

## **Grading & Assessment**

The evaluation of student progress and achievement is the ongoing responsibility of educators at the classroom, building and district levels. The grades students earn should be consistent, accurate and meaningful and they should support and reflect students’ learning of essential knowledge, skills and attributes. Student achievement will be evaluated using established criteria that are consistently applied.

### Report Card

The purpose of the report card is formal documentation of a student’s academic achievement and work habits, also called Behaviors that Promote Learning, for the given grading period. Both components, achievement and work habits, are important outcomes for students who graduate from DASD.

Students who are struggling in either academic or work habits or who are not making progress in grade level benchmarks or learning targets will be invited to participate with their families in quarterly academic or behavioral progress meetings. They will meet with a counselor, team member(s) and an assistant principal to develop a plan of improvement that will be monitored and tracked for the subsequent quarter. The student and family will each have a part in the development of the plan.

## **Health Assistance Programs**

Free immunizations are given as needed at the Dane County Public Health Buildings in Madison and Sun Prairie. Students may receive their required immunizations free of charge. Please call 244-6520 for times and dates. Free health clinics for children: Briarpatch Teen Helpline – 251-1126, South Side Medical Clinic – 277-3338, Madison Community Health Center – 261-9270 and Dane County Health Department – 244-6520.

## **Lockers and Other District-Owned Storage Space**

Lockers and other District-owned storage spaces may be used by students for the storage of personal belongings, but remain at all times under control of the District. Such spaces may be inspected periodically and at any time without notice, student consent, or a search warrant. Inspections may be conducted by two of the following: a District Administrator or their designee. Any items seized during an inspection will be safeguarded. Students are expected to assume full responsibility for the security of belongings placed within lockers or other District-owned storage spaces. Students are informed of the locker-search policy at the beginning of each school year. Reference Section 118.325, Wisconsin Statutes.

Each student will have an individual locker with its own combination lock. Students are responsible for their locker. No locker assignment changes are to be made by students. Any marks or writing on lockers are to be cleaned immediately. **No one is to share his or her combination or locker with another student. Infractions of these rules may result in students losing their locker.** Lockers and desks are school property and subject to periodic inspection. Anything of value should not be brought to school. No expandable locker shelves are allowed, free standing/stackable ones only. Breakable items are not allowed in lockers. Due to allergies, no spray or aerosol items are allowed. *[AR 4.3 (15)]*

## **Lost and Found**

Lost and Found is located in the main office and in the cafeteria. Items not claimed at the end of each quarter are given to local charities. Please label your personal items by name to help reduce loss.

## **Lunch/Breakfast Program**

Nutrition and learning go hand in hand. Children who have proper nutrition have more energy and stamina to learn at school. Studies have found that students who do not have adequate nutrition are more likely to have behavior problems, lower grades, and a higher rate of absenteeism.

DeForest Area Middle School offers breakfast each morning from 7:35-7:55. Hot lunch is also offered each day. Meals offered at school meet the USDA Dietary Guidelines and provide the proper nutrition for students to fully achieve at school. In addition to full meals, a vending machine filled with healthy snacks is available. Items such as milk, cereal, yogurt, pretzels and PB&J sandwiches are regularly offered.

If your child chooses to bring a lunch from home, consider meals that are easy to prepare and fun to eat, as well as healthful, safe and nutritious. For example, sandwiches, raw veggies, crackers, string cheese, whole fruit and pudding are fun foods that still supply good nutrition. A carton of milk can be purchased each day at school to go along with lunches brought from home. To keep foods safe from harmful bacteria, pack perishables in an insulated bag and stick an ice pack in the lunch to keep food cold. Leftovers should not be brought back home if the lunch isn't refrigerated.

### ***How does the lunch program work?***

An automated lunch program is used to account for family lunch accounts. Lunches purchased daily cost \$2.75. Parents may send any amount of money to be placed in their child's account (checks made payable to DeForest Area School District are preferred). Make sure to put the child's name on the check. If paying cash, please place cash in an envelope and put the child's name on the envelope. Money may be dropped off in the drop box located in the middle school cafeteria. Payments received by 8:15 AM will be credited to the current day's balance. After 8:15 AM, deposits will be credited to the account on the following day.

### ***What if I have a negative balance in my lunch account?***

Any student who has a negative balance will not be allowed to purchase a second lunch or any additional meal items. Students who have not purchased a lunch but eat off another student's tray will be subject to disciplinary action.

## Lunch/Breakfast Charges

Lunches per week.....	\$13.75
Breakfast.....	\$1.50
Lunch per day .....	\$2.75
Adult lunch per day.....	\$3.50
Milk .....	\$ .30

## Free/Reduced Lunch

Assistance with the cost of meals is available for qualifying families. An application for free or reduced price meals is available at each school office, by calling 842-6511, or on the district website at [www.deforest.k12.wi.us/Food Service](http://www.deforest.k12.wi.us/Food%20Service).

## Medical Excuse

### Physical Education

A student may be excused from participating in physical education for a medical reason for up to two weeks (5 PE classes) with a note from a parent/guardian. A note from a doctor is required for an excuse longer than two weeks.

## Medication Policy

Any students taking any type of medication at school must store the medication in the nurse's office. There are different forms that need to be filled out depending on the type of medication to be given at school. These **Medication Administration Request** forms are available at your school office or on the district website. The two types of medications and their related policies are as follows:

**Non-prescription medications** (over the counter medications including Tylenol, Advil/Ibuprofen, cough medicine, etc.)

- Fill out the "White" form. No physician signature is needed. Include the name of the medication, dosage, and reason for taking the medication. Also include a parent/guardian signature. Permission for over-the-counter medication needs to be in writing only and not over the phone.
- Non-prescription medications will only be given if it is labeled with the name of the medication, dose and child's name. Please use original packaging, no baggies will be accepted. We do not encourage routine use at school, but understand that it may be necessary at times.
- Each child must have his/her own medication at school. With verbal permission from a parent, we can give medications for one time use.

**Prescription Medications** (including antibiotics, ADD/ADHD medication, Inhalers, etc.) will be dispensed only when the following procedures have been followed:

- Fill out the "Blue" form. The top half should include the name of the medication, dose, time to be given, dates to be given, physician's signature, and parent/guardian signature.
- All prescription medication (with the exception of Inhalers), must be brought to the school by the parent. If it is impossible for a parent/guardian to bring medication, fill out the bottom half of the "Blue" form giving the student permission to transport the medication. All medication should be brought directly to the office. Students with asthma may carry their own inhalers.
- All medications must be in an appropriately labeled bottle from the pharmacy. The label needs to list the name of the student, name, dosage and frequency of the medication as well as the physician's name. Please do not bring medication to school in a baggie, envelope, plastic container, etc. as we cannot accept it this way.
- Prior to oral medication being brought to school, the number of pills in the bottle should be counted by the parent and written on the "Verification" form attached to the "Blue" form. The school staff will count the medication again to verify the count. This count will also be documented by staff on the "verification" form.

e) It is the responsibility of the student to go to the office to receive their medications at the prescribed time.

All medication will be kept secure in a locked location in the office. It is the responsibility of the parent/guardian to pick up the medication when they are discontinued and at the end of the school year. If you need additional request forms at any time, please check with the school office.

If you have any questions, please contact Laurie Krause, R.N., DeForest Area School District Nurse. [AR 4.8 (2)]

## **Messages**

Messages during the day will be given to students at lunch time and at the end of the day, except during testing times.

## **Norski Time**

Norski Time is an academic period (5<sup>th</sup> hour) that will provide time for study, enrichment and interventions. During this time, some students will receive targeted literacy and reading instruction aimed at strengthening skills that will allow them to more successfully access grade level content. Students identified with deficits in math skills will have targeted interventions with math teachers who will focus on strengthening those skills.

## **School Closing**

In case of inclement weather, the DeForest Area Schools will announce school closings or later morning starting time by 6:00 a.m. These announcements are made on local TV and radio stations. School closings or later morning starting time information will also be available from the School Closings/Delay Hotline at 842-6668, on the website (drop down “alert” message at top of page and on each school page), through Twitter (DASDalerts) and Facebook (DeForestAreaSchools). You may also sign up to receive a text message.

### **Delayed start**

If schools start later than normal as per radio/TV announcements, District transportation services will be delayed a corresponding amount of time. AM Early Childhood classes will not meet when there is an announced school delay.

### **Individual bus delays**

When a bus is delayed, Kobussen posts information on the DASD website—at DASD Alerts at the top of the site and on the School/Closings/Bus Delays web page. These notices will be used if for any reason a bus will be delayed picking up children in the morning or dropping them off at the end of the day.

## **School Counselors**

Counselors are assigned to students and follow them through grades 6-8.

### **Mrs. Hahn - - 842-6026**

Grade 5 (Sapphire) and 8

### **Ms. Rideout - - 842-6028**

Grade 5 (Emerald) and 6

### **Mr. Wagner - - 842-6027**

Grade 5 (Ruby) and 7

### ***How can a student get counseling services?***

- Students may sign up with a counselor
- Parent/Guardian request

- Staff request

### ***What services do the counselors provide?***

- Individual counseling regarding any personal, social, leaning and/or career concerns.
- Group counseling including friendship groups, boys and girls group, and Concerned Person Groups. Groups provide a safe atmosphere for discussion in which students can find a support system that helps them handle the every day tasks of adolescent life. Please contact a counselor if you do not want your child involved in groups.
- Counselors also provide classroom guidance throughout the school year.
- Resource for parents who want information on their child's school progress or personal/social development. Parent/teacher resources are available in the main office. Check-out will be through the counselors. They may also link families to community resources that address student needs beyond services offered at school.

## **School Hours**

The school day begins at 8:00 AM. The school day ends at 3:15 PM for all students. School doors will be open for student arrival at 7:30 AM. The buses will begin to arrive at school at 3:15 PM to pick up students. **All students not participating in an after-school activity are to be out of the building by 3:45 PM. Students may not use school buildings during non-school hours without prior administrative approval and appropriate supervision.** [AR 4.8 (4)] For security reasons, once students have exited the building for the day, they may not re-enter through any door other than the front doors.

Students who walk to school are not to be loitering in the bus lines at the end of the school day. We encourage parents to pick up their children on the 5/6 or 7/8 side of the building. The front of the school is to be used for the bus riders only.

## **Search and Seizure**

School officials are directed to turn over to law enforcement officials any evidence of law violations found in student searches. All school personnel are directed to cooperate fully in the ensuing full investigation. If an administrator has reason to believe that an illegal act or violation of school rules has been committed or is about to be committed, he/she is authorized to search the student by requesting the student to empty all pockets, socks, etc. The administrator and at least one other District employee designated as a witness acting in accordance with the principals of *in loco parentis* is also authorized to search a student's personal property or any school district property used by the student, and seize any item prohibited by law or these regulations. [AR 4.3(14)]

## **Searches Using Trained Dogs to Detect Drugs**

The DeForest Area School District authorizes the use of canine units to detect the odor of controlled substances in school buildings and grounds at the discretion of the District Administrator in conjunction with the building level administrator.

### The canine unit will be used whenever:

- There is a reasonable suspicion that controlled substances may be hidden in the building.
- There is a reasonable suspicion that controlled substances may be hidden in vehicles parked in/on school property, or
- There is a belief that a random preventative search will be beneficial to the ongoing drug prevention effort in the school district.

### The following specific procedures apply regarding the use of canine units:

- Canines may be used without prior notification to students and/or school personnel.

- Canines may be called by the school principal/designee with notification of the District Administrator/designee.
- While canines are in use, students and all employees not involved in the search will be restricted to designated spaces (e.g. classrooms, offices) and kept out of the hallways.
- In the event of a canine search, the locker, vehicle, or other area will be searched further using established district procedures. *[AR 4.3 (14)]*

### **Severe Weather**

In the event of a severe weather warning, students and teachers will report to the areas designated on the yellow cardboard signs in the respective classrooms. Procedures will be followed according to the crisis plan posted in all school spaces.

### **Skyward Access**

All teachers utilize the Skyward system to display, record and document academic and behavioral progress. We ask that staff members update their gradebook once each week. This may or may not include assignments or assessments that are incomplete or were submitted past the assigned due date.

If parents have a question regarding a documented academic or behavioral notation in Skyward, they are to first contact the teacher with questions or concerns. If there are additional questions that need clarification, parents are encouraged to connect with their child’s counselor or assistant principal.

We encourage parents to utilize Skyward to monitor weekly progress and to keep current with missing assignments. Login and password information can be obtained by contacting one of the secretaries in the main office. In addition to Skyward, most staff or teams keep an updated website that details daily assignments and long-term projects or upcoming events. If your child regularly states, “I don’t have any homework” or “I already turned it in”, it is recommended that you check Skyward. It is rare that students do not have outside work to complete.

If your child regularly reports that there is no homework, please check the team website or contact your child’s teacher. *[AR 6.3a (1a)]*

### **Student Support Groups**

The purpose of our student support groups is to provide education, assistance and support to students. Student groups are organized around such topics as: family separation, anger management, death, peer relationships and organization.

### **Student Drop Off & Pick Up Areas**

Fifth and sixth graders should be dropped off at the driveway on Southbound Drive. Seventh and eighth graders should be dropped off at the east entrance off Cleveland Avenue. **Between the hours of 7:30 and 8:00 and 3:00 and 3:30 the drive off Yorktown Road is for buses only.** Parents should not drop students off or pick them up in staff parking lots as it is very dangerous. Students should use crosswalks when walking in and out of school.

### **Tobacco Free School Premises**

The Board prohibits the use and possession by students of tobacco products, or look-alikes on school property, on school buses or while involved in any school-sponsored activity.

Any student, regardless of age, who violates this regulation will be subject to disciplinary action, up to and including suspension or expulsion from school in accordance with state statute and Village of DeForest Ordinance. Students will be informed of the hazards of using tobacco products through regular in-school programming where appropriate. *[AR 4.3 (7)]*

## **Weapons**

No person shall possess, use or store a weapon or look-alike on school property, on school buses or at any school-related event. Students violating Board policy shall be subject to disciplinary actions in accordance with established procedures up to and including suspension or expulsion. [AR 4.8 (6)]

Appendix A

Type of Complaint - Please check

- Title IX (Sex Discrimination)
- 504 (Handicapped Discrimination)
- ADA (Disability Discrimination)

**DEFOREST AREA PUBLIC SCHOOLS DISCRIMINATION COMPLAINT FORM**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_  
(Home) (School or work location)

Status of person filing complaint:

- Student
- Parent
- Employee
- Other

.....

Statement of Complaint (include type of discrimination charged and the specific incident(s) in which it occurred):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Complainant: \_\_\_\_\_

Date of Complainant Filed: \_\_\_\_\_

Signature of person receiving  
complaint: \_\_\_\_\_

Date Received: \_\_\_\_\_ Complaint Authority: \_\_\_\_\_

Submit all copies to the principal, or the immediate supervisor, or their respective secretaries. The person receiving the complaint will sign, date and number the complaint. One copy will be returned to the complainant, one copy will be sent to the principal supervisor affected by the complaint, and one copy will be sent to the District Non-Discrimination Officer.