

# 2011-12 STUDENT HANDBOOK & PLANNER

## MOSINEE MIDDLE SCHOOL

700 High Street • Mosinee, Wisconsin 54455  
Telephone: 715-693-3660 • Fax: 715-693-6655  
Website: <http://www.mosineeschools.org>

**Ronald Mueller**, Principal  
**Jeffrey Soderberg**, Associate Principal

### DAILY SCHEDULE

Period	Time	Class	Teacher
1			
2			
TA			
3			
4			
5			
6			
7			
8			

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

Grade: \_\_\_\_\_ Planner No.: \_\_\_\_\_ T/A Classroom Teacher: \_\_\_\_\_

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**STAFF DIRECTORY**

**Administration**

Ronald Mueller .....Principal  
 Jeffrey Soderberg .....Associate Principal

**4th Grade Teachers**

Ann Bechle .....  
 Larissa Erickson .....  
 Sue Graf .....  
 Kris Knoedler .....  
 Tricia Splinter .....  
 Krista Tretter .....

**5th Grade Teachers**

Toni Bagby.....  
 Desta Krueger .....  
 Daniel Lesniak.....  
 Jason Shupe.....  
 Barbara Simon.....  
 TBA.....

**6th Grade Teachers**

Patrick Grzadzielewski.....Mathematics  
 Justin Jacobs.....Social Studies  
 Mike McCarthy.....Science  
 Kristin Pavelec.....Communications  
 Ann Robison.....Communications

**7th Grade Teachers**

Derek Yirkovsky.....Science  
 Tiffany Braunel.....Communications  
 Dana Kamke.....Communications  
 Joseph Martens.....Mathematics  
 David Masterson.....Technology Education  
 Paul Nievinski.....Social Studies

**8th Grade Teachers**

Jennifer Bruening.....Geography  
 Michelle Deininger.....Communications  
 Marshall Kaiser.....Science  
 Marsha Kowalski.....Communications  
 Nicole Melander.....Mathematics  
 Robin Shupe.....Generals  
 Kelly Ziegelbauer.....Mathematics/Read 180

**Special Area Teachers**

Curt Campbell.....Eighth Grade Instrumental Music  
 Debra Christman.....Phy. Ed./Health/AODA/At Risk  
 Michelle De León.....Spanish  
 Jacqueline Faust.....Art 4-5  
 Lisa Haessly.....Gifted and Talented  
 Stacy Jacobs.....Math Achievement Center  
 Sara Kaczor.....Physical Education  
 Amanda Knitt.....Physical Education 4-5  
 Christy Mathis.....Art 6-8  
 Megan Rew.....Instrumental Music  
 Jeanne Shupe.....District Reading Coordinator  
 Julie Soczka.....Vocal Music  
 Don Winter.....Physical Education

**Special Education Teachers**

Jan Anacker.....6-8 LD  
 TBA.....4-5 LD  
 Cori Ellis.....6-8 LD  
 Carol Hable.....4-5 Special Ed.  
 Jody Merchant.....4-8 CD  
 Nancy Reuter.....6-8 LD  
 Chris Robinson.....4-8 EBD  
 Stacy Stenz.....4-8 CDS

**Student Services Staff**

Laurie Agema / Sandra Wurdeman.....Librarian  
 Cynthia Brouillard.....Counselor  
 Sue Pohlkamp.....School Nurse  
 Matthew Wehn.....Resource Officer  
 Mary Zimmerman.....Dir. of Special Ed. / Psychologist

**Secretarial Staff**

Judith Martino.....Secretary  
 Nancy Pekarske.....Secretary  
 Judy Pliskie.....Secretary

**Teacher Assistants**

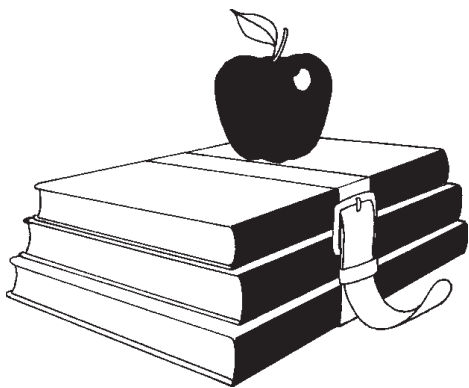
Roxanne Beinemann.....Special Education  
 Cheryl Barszcz.....Playground  
 Kim Dye.....Reading Coord. Assistant  
 Kari Enders.....Health Room  
 Jackie Gburek.....Playground  
 Sandy Grassl.....Special Education  
 Connie Grzadzielewski.....Library  
 Barb Hitt.....Special Education  
 Kim Isakson.....Classroom/Playground  
 Cindy Jirgl.....ALAC  
 Shawn Joling.....Special Education  
 Donna Kaiser.....Special Education  
 Jeanne Martens.....Special Education  
 Jo Ellen McKellips.....Study Hall  
 Vicki Nelson.....Cafeteria/Office  
 Tammy O'Hara.....Special Education  
 Julia Pearson.....Special Education  
 Shirley Schroeder.....Study Hall  
 Sandy Shnowske.....Study Hall/Cafeteria  
 Monica Suroviak.....Special Education

**Custodial Staff**

Charles Dix.....Maintenance  
 Pat Gilray.....Custodian  
 Diane Kasten.....Custodian  
 Joey McCallister.....Custodian  
 Tom Pecha.....Maintenance  
 Kevin Stranz.....Custodian

**Food Service Staff**

Tina Andrasek.....Food Server  
 Sue Brown.....Food Server  
 Laura Grassl.....Food Server  
 Cindy Karau.....Food Server



## **MOSINEE SCHOOL DISTRICT**

### **MISSION STATEMENT**

The mission of the Mosinee School District is:

- To educate students to be productive and contributing members of a dynamic global community and economy.
- To improve student progress academically and socially.
- To serve the community as a resource by encouraging community involvement.

### **MOSINEE MIDDLE SCHOOL PHILOSOPHY**

The philosophy of the Middle School shall be to encourage, promote, and provide opportunities for emotional, academic, physical, and social growth during the emerging adolescent years in the best of possible surroundings. Particular emphasis is placed on individual needs, group/peer needs, student/staff relationships, student/community relationships, and staff/community relationships. Our school is committed to **C.A.R.E. - Courage, Attitude, Respect, Effort.**

### **INTRODUCTION**

The student handbook reflects the goals of the preceding mission statement and is based on State of Wisconsin Laws, school board policy, administrative rules and common sense. These rules will be enforced equally for all students. Those who follow the rules will be provided with various opportunities to learn and to be active in all of the educational programs, teams, clubs and organizations at Mosinee Middle School.

**We request that parents and students read the handbook carefully. Knowing and understanding the rules and policies that govern Mosinee Middle School will help everyone achieve the ideals established in the mission statement. Students who violate the rules will suffer consequences that lead to restrictions, fewer privileges, and loss of opportunities.**

The student handbook is in effect on all property under the control of the Mosinee School District and in all vehicles

used to transport students. It is also in effect at **all** school associated activities involving students; including athletic contests, musical events, field trips, or any other activity in which a student represents the school or district. The School District of Mosinee is committed to providing the best education possible for every child in the district. Therefore, each individual student is expected to display conduct compatible with the welfare of the entire student body.

It is the policy of the School District of Mosinee that no person shall be discriminated against or denied participation in any class, activity, program, or employment on the basis of sex, race, color, national origin, ancestry, creed, pregnancy, sexual orientation, physical, mental, emotional, or learning disability, or any other criterion established by the government of the United States of America or the state of Wisconsin. All Vocational Education Programs adhere to the District's policies of nondiscrimination.

Specific complaints of alleged discrimination should be referred to:

**Ronald Mueller, Principal**

**Jeff Soderberg, Associate Principal**

Mosinee Middle School

700 High Street

Mosinee, WI 54455 715-693-3660

**Linda Erickson, Dir. of Instructional Programs**

Mosinee School District

591 West State Highway 153

Mosinee, WI 54455 715-693-2530

Complaints regarding the interpretation or application of this policy shall be referred to the appropriate administrator as listed above and in accordance with established procedures.

### **COMPLAINT PROCEDURES**

Any complaints regarding the interpretation or application of the district's nondiscrimination policy shall be processed in accordance with the following grievance procedures:

1. Any student, parent, or resident of the district complaining of discrimination on the basis of sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability in school programs or activities shall report the complaint in writing to:

Director of Instructional Programs

Mosinee School District

591 West State Highway 153

Mosinee, WI 54455 715-693-2530.

2. The Director of Instructional Programs, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The director will review with the building principal, or other appropriate person, the facts comprising the alleged discrimination. Within 15 days after receiving the complaint, the director of pupil services and instruction shall decide the merits of the case, determine what action will be taken, if any, and report in writing the findings and the resolution of the case to the grievant.
3. If the complainant wishes to appeal the decision of the director of pupil services and instruction, he/she may submit a signed statement of appeal to the school district's administrator within five (5) school/business days after the receipt of the local director's response to the grievance. The school district administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievance within ten (10) school/business days.
4. If the grievant is dissatisfied with the decision of the district administrator, he/she may appeal the decision in writing to the board. The board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The board shall make its decision in writing within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the grievant and the district administrator.
5. If the grievant is dissatisfied with the board's decision, he/she may within 30 days appeal the decision in writing to the State Superintendent of Public Instruction.
6. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with exceptional educational need shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.
7. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

## **GENERAL INFORMATION**

### **DAILY SCHEDULE**

#### **GRADE 4**

Class .....	7:55-10:05
Recess .....	10:05-10:30
Class .....	10:30-12:10
Lunch .....	12:10-12:25
Recess .....	12:20-12:55
Class .....	12:55-3:10

#### **GRADE 5**

Class .....	7:55-11:46
Lunch .....	11:46-12:01
Recess .....	12:01-12:36
Class .....	12:36-3:10
Recess .....	1:40-2:05
Class .....	2:05-3:10

#### **GRADE 6**

Period 1.....	7:55-8:38
Period 2.....	8:43-9:26
Period 3.....	9:30-10:13
Period 4.....	10:17-11:00
TA Period.....	11:04-11:29
Lunch .....	11:31-11:46
Recess .....	11:46-12:02
Period 5.....	12:06-12:49
Period 6.....	12:53-1:36
Period 7.....	1:41-2:24
Period 8.....	2:29-3:12

#### **GRADE 7**

Period 1.....	7:55-8:38
Period 2.....	8:43-9:26
Period 3.....	9:30-10:13
Period 4.....	10:17-11:00
Lunch .....	11:02-11:17
Recess .....	11:17-11:33
TA Period.....	11:37-12:02
Period 5.....	12:06-12:49
Period 6.....	12:53-1:36
Period 7.....	1:41-2:24
Period 8.....	2:29-3:12

#### **GRADE 8**

Period 1.....	7:55-8:38
Period 2.....	8:43-9:26
Period 3.....	9:30-10:13
TA Period.....	10:17-10:42
Lunch .....	10:45-10:59
Recess .....	10:59-11:15
Period 4.....	11:19-12:02
Period 5.....	12:06-12:49
Period 6.....	12:53-1:36
Period 7.....	1:41-2:24
Period 8.....	2:29-3:12

## MOSINEE MIDDLE SCHOOL S.T.A.R.R. EXPECTATIONS

### I WILL . . .

#### **BATHROOM**

- Use the restroom only when necessary.
- Only use the restroom during passing time or with a pass from an adult.
- Respect the facilities and property.
- Be sure to flush the toilet.
- Always wash my hands.
- Use my time wisely.
- Be polite, wait my turn if necessary.
- Make sure my garbage is in the garbage can.

#### **LOCKERS**

- Visit my locker only during passing time or with a pass from an adult.
- Gently and quietly open/close my locker.
- Use my time wisely and efficiently.
- Keep my locker clean and organized.
- Keep my locker locked at all times and keep my combination to myself.
- Take turns and be patient.
- Assist others if needed.
- Keep my belongings out of others' way.

#### **HALLWAYS**

- Move quietly and at a walking pace.
- Stay to the right side if possible.
- Use my inside voice.
- Keep my hands and feet to myself.
- Respect the property of all other students and teachers.
- Be courteous and friendly to others.
- Carry a pass when necessary.
- Be on time to class.

#### **CAFETERIA**

- Be on time to lunch.
- Wash or sanitize my hands before I eat.
- Be courteous to the lunch staff by saying "please" and "thank you"!
- Keep my hands, feet, and objects to myself.
- Sit in the appropriate location.
- Keep the noise level low by using my indoor voice when socializing.
- Keep my food and /or drink inside of the cafeteria.
- Clean up my area before I leave.
- Stack my tray correctly and neatly.

#### **SCHOOL ABSENCE / TARDINESS**

- Get an admit slip before school.
- Turn in assignments.
- Ask for missed work.

#### **HEALTH ROOM**

- Get a pass before coming to the health room.
- Wait patiently for my turn.
- Cover my mouth when I sneeze or cough.
- Wash my hands.

#### **SPORTING EVENTS**

- Cheer positively.
- Watch the event.
- Practice good sportsmanship.
- Respect all spectators.
- Keep playing area clear.

#### **CLASSROOM SUBSTITUTES**

- Be respectful and helpful.
- Tolerate differences.
- Follow all classroom rules and expectations apply.
- Be a responsible learner.

#### **AUDITORIUM**

- Enter and leave quietly.
- Leave only during applause.
- Sit up straight, with my feet on the floor.
- Respect and respond to the performers.
- Enter and exit from the aisles.

#### **OFFICE**

- Check in at the office window.
- Be respectful of office personnel.

#### **ARRIVAL TO SCHOOL**

- Go directly to the cafeteria, if here before 7:30 am.
- Clean off my shoes when I enter the building.
- Remove my hat when I come into the building.
- Walk when I enter the building.
- Be courteous and helpful to others coming into the building.
- Socialize calmly and quietly with peers.

#### **DISMISSAL FROM SCHOOL**

- Go directly to my locker.
- Visit my locker quickly and efficiently.
- Leave the building calmly and quietly.
- Walk as I exit the building.
- Stay on the sidewalk.
- Safely board the buses.
- Listen to adults who give directions.

#### **LOCKER ROOMS**

- Sit on benches.
- Hang up my clothes.
- Lock my valuables in my locker.
- Keep food and drink out of the locker room.
- Enter only when staff is present.

#### **COMPUTER ROOMS**

- Leave chairs adjusted at the highest settings.
- Raise my hand for assistance.
- Keep food and gum out of the classroom.
- Close out programs.
- Push chairs in.

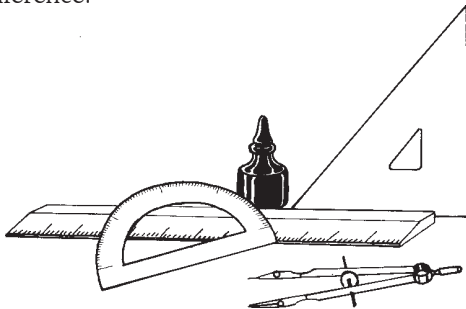
### I WILL BE A S.T.A.R.R.!

**Safe**  
**Trustworthy**  
**Attitude**  
**Respectful**  
**Responsible**



**T/A PERIOD (GRADES 6, 7, 8)**

The Teacher/Advisor program provides a daily time (either before or after lunch) for students to develop interpersonal skills and to build lasting relationships. It is designed to give each student one adult in the building who is a true advocate for the student, someone the student can go to for help. The teacher advisor closely monitors the student's educational and behavioral progress. By working with an adult advisor, students will be able to develop valuable skills in self-awareness, communication, self-direction, positive self-esteem, and coping with stress. The teacher advisor also conducts the yearly parent conference.



**COURSE OFFERINGS**

**GRADE 6**

Communications  
 Science  
 Mathematics  
 Social Studies  
 Physical Education  
 Art  
 Health

**Electives**

Band  
 Choir  
 Music Appreciation

**GRADE 7**

Communications  
 Science  
 Mathematics  
 Social Studies  
 Physical Education  
 Exploring Technology  
 Computer Applications

**Electives**

Band  
 Choir  
 Art  
 Spanish A

**GRADE 8**

Communications  
 Science  
 Mathematics\*  
 Geography  
 Physical Education

**Electives**

Band  
 Spanish  
 Industrial Arts  
 Choir  
 Art  
 Technical Problem Solving

\*Gifted and talented programming (students must meet eligibility criteria)

**6+1 TRAITS OF WRITING**

The Mosinee School District has adopted the 6+1 Traits of Writing as the universal way of teaching and assessing writing. This program allows all students and staff to use the same language and rubrics while writing. Below is a brief description of each trait and a general rubric.

**Ideas:** Ideas are the heart of any piece of writing. This trait focuses on brainstorming ideas and writing with experience and support. In a strong creative piece, ideas paint a picture in the reader's mind and in an informational piece; ideas make complex information easy to understand.

**Organization:** The organization trait focuses on the varying styles of organizing writing and creating strong leads and closures. It is about the logical and effective presentation of key ideas and details.

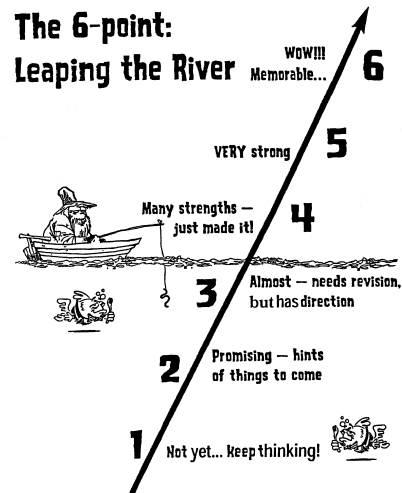
**Voice:** Voice is the trait that identifies a writer's personality and perspective in their writing. Voice is the connection we make with the writer that makes us want to continue reading a piece of writing.

**Sentence Fluency:** This trait focuses on the rhythm and flow of language especially as that rhythm and flow improve clarity. Sentence fluency focuses on sentence length, variety, sentence beginnings, and punctuation.

**Conventions:** Conventions in writing are the traditional editing and revising of written work to prepare for publishing. Items analyzed with this trait include: spelling, grammar, paragraphing, capitalization, and page layout.

**Presentation:** Presentation in writing is how the overall piece of writing looks and is set up. It is designed to help students incorporate visual material into their writing to emphasize their most important ideas.

**General Six Point Rubric:** The Mosinee School District (K-12) uses a six point scale to evaluate writing across the curriculum.



**DROPPING OR ADDING AN ELECTIVE**

Any request for changes (adds or drops) **must** be made through the guidance office by the end of the second week of the school year. A request may be denied due to rescheduling problems. Each request to add or drop will be judged on its individual merit. Forms for changing classes are available from Ms. Brouillard. Forms must be completely filled out and returned to the office.

In the case of a student being removed from an exploratory/elective class he/she will receive a failing grade for the class and be placed in a study hall.

**REPORT CARDS AND GRADE REPORTING**

The school term is divided into four quarters and grades are issued at the end of each 9 weeks of classes. Report cards will be distributed approximately one week after the end of each quarter. At the end of the fourth quarter report cards will be mailed home to the parent(s) or guardian(s) of students in grades six, seven, and eight. Report cards for grades four and five will be sent home with the student. If there is ever a question on a grade, please contact the teacher immediately.

In addition to quarterly grades teachers will send midterm progress reports to parents of students experiencing academic difficulty or academic progress.

**FAMILY ACCESS**

Skyward's Family Access will allow parents of students in grades 5-8 students to keep track of their child's school calendar, student information, teacher grade book, attendance, and class schedule via the internet. Parents will need a login and password available from the school at the beginning of the year. Please understand that a teacher's grade book is somewhat fluid - it takes time to grade assignments and grades may change even after they are posted.

**PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are scheduled for two days during the first semester in November. Parents will be reminded by letter as to the dates and times of these conferences.

Parents are encouraged to visit the school at any time. Please report to the main office first and obtain a visitor's pass. It is hoped that parents will take an active interest in the school system. Observing the learning process first hand and visiting classes is the best way to get an indication as to the type of education Mosinee Middle School offers.

**STUDENT FEES**

Athletic User Fee.....	\$30.00/sport	\$300.00 family limit/year
Instrument Rental.....		\$100/year
Jazz Band .....		\$30.00
District Solo/Ensem. ....	\$12.00/Solo	\$9.00/Duet
	\$6.00/Trio-Quartet	\$5.00/Large Group
State Solo/Ensem. ....	\$18.00/Solo	\$12.00/Duet
	\$8.00/Trio-Quartet	\$5.00/Large Group
Planner Replacement.....		\$6.00
Organizational Binders - Grade 6.....		\$9.00
Grade 8 Tech. Ed. ....	\$15.00/Metals	\$12.00/Woods
		(based on market)

**TEXTBOOKS**

Textbooks are furnished by the school district. Students are responsible for the textbooks assigned to them. Fines will be charged for lost or damaged books based on the condition of the book when issued.



**LIBRARY USAGE (IMC - Instructional Media Center)**

The IMC is open from 7:40 am - 3:40 pm on days when school is in session. Students may use the IMC before school, after school, or during their study hall periods. Students working on research projects use a variety of print, non-print, and online resources. Students in grades 4-5 have scheduled weekly library visits.

Fourth through eighth grade students check materials out for a two-week period. Research skills are integrated into the classroom curriculum. Materials may be renewed by bringing them into the Circulation Desk in the IMC. Reference materials can be checked out of the IMC for one period at a time during the day. If reference materials are needed overnight, they can be checked out after school and are due before 8:00 am the next school day.

Students are not assessed a fine for overdue materials returned after the due date, but lost materials will be assessed the purchase price and students may not be allowed to check out any other IMC materials until the book is found or paid for.

**USE OF THE INTERNET (School Board Policy 363)**

Use of the Internet is a privilege, not a right. Access is provided to students to advance education, consistent with

the district's goals, objectives, and strategic plan. Parents and guardians of minors are responsible for setting the standards their children should follow when using these resources. Therefore, it is each family's right to determine whether or not to apply for a student's access to electronic information systems. Users should understand that use must be consistent with the policies and purposes of the Mosinee School District; and State, Federal and International law. Interference with another's ability to make use of the system or using the system in a harmful or threatening manner is unacceptable. Students are expected to display the same good behavior when using the Internet as would be expected in the classroom, in school, or at any other school sponsored activity. Abuse of this privilege will result in both the loss of access to the Internet and appropriate disciplinary action.

**Cyberbullying - inappropriate and harmful use of a computer or cell phone outside of school that disrupts normal school activities are subject to disciplinary action.**



### **MMS PLAGIARISM POLICY**

Mosinee students are expected to conduct themselves with integrity and honesty in completing their schoolwork. All work submitted for the purpose of meeting course requirements should represent the individual efforts of each student. Any form of academic dishonesty is prohibited.

Academic dishonesty, cheating, and plagiarism is defined as, but not limited to:

1. Copying or stealing another student's work and submitting it as your own work.
2. Copying test answers during a test.
3. Allowing another person to copy your work and submit as their own.
4. Completing another person's work for them.
5. Buying or selling answer keys or teacher edition texts.
6. Copying or stealing answer keys or teacher edition texts.
7. Copying material from published material or the internet without proper documentation and submitting it as your own work.

Violators of this policy will be reported to the associate principal. Discipline will be determined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures may include, but are not limited to: alternative assignments, grade in the class, detention, suspension, or expulsion.

### **FINES AND STUDENT OBLIGATIONS**

All students assessed fines or other obligations (e.g. fees, detention time, etc.) during the course of the year are expected to pay them prior to the conclusion of the school term. Any fines or obligations not paid by the end of the school year will result in restriction from participation in other school sponsored activities.

### **GYM CLASS EXCUSES**

No student will be excused from participating in physical education class for an extended period without a **physician's written excuse**. Students who do not feel well, have slight injuries or have other problems should discuss them with their physical education teacher. Your teacher will determine to what degree you may/should participate in class activities. To reduce the amount of maintenance required for gymnasium floors, students are **required to wear non-marking gym shoes for physical education classes**. Students are also asked to purchase a Mosinee gym uniform.

### **ATHLETIC/CO-CURRICULAR ACTIVITIES (Gr. 6-8) PHILOSOPHY**

The Mosinee Board of Education believes that participation in middle school and high school athletics is a privilege and an important part of the total educational opportunity in the Mosinee schools. They promote and reinforce the values of the Mosinee School District Mission Statement, namely, **Responsibility, Cooperation, Equality, Respect, self-Control, and Social Justice**.

Middle school and high school athletics and co-curricular activities are really the third curricula. The first are those classes that are mandated for graduation from high school. The second curricula are the elective classes that a student takes to expand his or her knowledge. The third curricula, athletics and co-curricular activities, round out the educational experience by promoting the following: physical well-being, emotional growth, the development of self-discipline and ethics, good citizenship, and the encouragement of cooperative social skills.

Participants in these activities will receive a copy of the Co-Curricular Handbook and a pledge card from their advisor/coach at the beginning of each activity.

**ACADEMIC ELIGIBILITY**

The following co-curricular activities are subject to academic eligibility:

**Athletic**

Basketball	Cheerleading	Cross Country
Football	Gymnastics	Pom Pon Squad
Track	Volleyball	Wrestling
	Soccer	

**Non-Athletic**

Drama	MathCounts	Forensics
Hall Monitors	Yearbook	Naturalist Club
Student Council	Jazz Band	Summer Adventure Club

**STUDY HALL**

All students should view study hall periods as an opportunity to work on assignments, study for tests, complete reading requirements, etc. Students are **required** to have study or reading materials with them, and are expected to adhere to set guidelines while in study hall. Students are given eight (8) passes per quarter to be used for going to their locker and use of the restroom.



**LOCKERS**

Lockers are assigned to students at the beginning of the school year. **A student will keep the same locker for the entire school year.** A combination lock is issued for each locker (in some cases lockers will have to be shared). The school does not accept responsibility for items taken from a student's locker. The locker is provided for the convenience of the student and the locker is to be used for the storage of outer garments, footwear, and school related materials. Students are advised not to keep money or valuables in their lockers. **Students should not share their combinations.**

School officials may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, a student shall be notified and given an opportunity to

be present at the search. If, however, school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, and safety of students in the school or the school environment, a student's locker may be searched without prior warning.

Students must use school issued locks only. If a student uses a lock other than a school issued lock this lock may be cut off.

The student is responsible for his/her locker and will be charged for any damage done to it. Attached articles should be attached with magnets and not tape. Students will be responsible for insuring that their lockers are clean at the end of the school year. Obscene or indecent materials and materials that refer to drugs, alcohol or profanity are prohibited. (State Statute 118.32, School Board Policy 446.1)

**LUNCH ACCOUNTS**

Each family will have a computerized lunch account. Lunch money can be deposited into accounts every morning in the cafeteria from 7:30-8:00 am. Checks should have your child's first name, last name and their lunch account number written on the check. Only one child's information needs to be on the check, the deposit will work for the whole family. Cash deposits will require your child to fill out a simple deposit form at school.



**LUNCHROOM PROCEDURES**

Good manners dictate that you clean off any papers, cartons, etc. from the table as you leave.

**ELEVATOR**

The elevator located in this building is for the use of handicapped students and for the movement of heavy equipment from level to level. It is **not** for general student use.

**SCHOOL TELEPHONE**

**PHONE MESSAGES TO STUDENTS**

The school telephone is intended for emergency business purposes only. Students will not be permitted to use the phone

unless an emergency exists. Students will not be called out of class to answer the phone unless a true emergency exists.

### **VISITORS TO SCHOOL**

All visitors and guests must report directly to the main office when visiting the school. Parents or guardians of students are welcome and are encouraged to visit the school during the day. Please call ahead to insure that arrangements can be made.

No student visitors from adjacent school districts will be permitted. No visitors are permitted the day before or the day after a vacation, or during the first or last week of school. Students who wish to bring a visitor to school must make arrangements with an administrator at least one day prior to the visit and complete a Visitor to School Form. Each teacher will decide whether to allow a visitor in the classroom on any particular day. If approval is given by all teachers and the visitor can prove that he/she does not have school on the day of the visit, a visitor's pass will be issued. MMS students are responsible for their guest's adherence to all school policies and procedures. If advance arrangements are not made, the student visitor will be required to leave.

### **FOOD AND DRINK**

To assist in keeping our school, hallways and classrooms clean, students are to refrain from possessing or consuming any beverages or food in any unauthorized area of the school. Students should not bring glass bottles of any kind onto the campus. Students are asked to deposit any wrappers, cans, etc., in the proper trash receptacles.

### **HALL PASSES**

Students **must** have a pass when in the halls and should move promptly to the location to which they are traveling. Students who wish to work with a teacher during a study hall **must** receive a pass from that teacher **in advance** and present it to the study hall supervisor **before** the tardy bell. Students must obtain a hall pass from a teacher in order to leave study hall or to be in the halls during the noon hour. Locker passes must be secured before going to your locker. **You must have a pass to be in the hall. Any student in the hall without a pass during class time will receive a pink slip. Students who choose to abuse the pass system will lose pass privileges.**

### **AUDIO OR ELECTRONIC DEVICES**

Unauthorized laser pointers, beepers, and pagers will not be permitted in school.

Radios, ipods, laptops, ipads, and hand-held games are not to be used during school hours (7:30-3:12) unless authorized by school personnel for use in a classroom or other area of the building.

### **CAMERAS**

Video and still cameras are **not** allowed unless authorized by school personnel.

### **CELL PHONES**

- Cell phones must be kept in a student's assigned locker and turned off (power off) from 7:30 to 3:15 during the school day.
- The school district will not be responsible for loss, damage, or theft of any electronic device brought to school.
- Cell phones are not to be used during after-school academic periods, i.e. Study Tables, Study Club, and After-school Detention.

### **Consequences**

- Upon the first offense, the student's cell phone will be confiscated by the teacher or other district personnel and taken to the school administration. The student may pick up the cell phone from the office at the end of the school day.
- Upon the second offense, the student's cell phone will be confiscated by the teacher or other district personnel and taken to the school administration. The student's parent must pick up the cell phone from the administrator.
- Upon the third offense, the student's cell phone will be confiscated by the teacher or other district personnel and taken to the school administration. The student's parent must pick-up the cell phone from the office. From that point on, the student will turn their cell phone in to the administrator at the beginning of each school day and can be picked-up from the office at the end of the day.

Any of the above or other offenses may have additional consequences assigned by the administration. The consequences may include detention, suspension and possible expulsion.

### **BEFORE AND AFTER SCHOOL RULES**

Due to laws concerning liability of school districts, students are to go directly to the cafeteria if entering the building before

7:30 am or remain in the building after 3:20 pm unless they are under the direct supervision of a staff member. Students who have an appointment with a teacher, wish to study in the library, or are involved in school sponsored activities are welcome to be in the school building while under the direct supervision of a school employee.

### **CHURCH NIGHT**

Wednesday night has been designated Church Night in Mosinee. Every effort will be made in scheduling to avoid conflict with Church Night.

### **FIELD TRIPS/SCHOOL ACTIVITIES**

All rules and regulations pertaining to behavior in school extend to field trips and all school sponsored activities. Poor behavior at any assembly/field trip may result in exclusion from future assemblies/field trips.

### **PHYSICAL DISPLAYS OF AFFECTION**

Students are asked to refrain from physical displays of affection while at school or school activities.

### **MONEY AND OTHER VALUABLES**

Large amounts of money or items that have a great value should not be brought to school. The school is not responsible for items lost, stolen, or broken by students. Encourage your child to turn in items found on school premises to the office lost and found.

### **SPECIAL HELP PERIOD**

From 3:12-3:40 pm students may request help from a teacher by appointment or teachers may request that a student come in for extra help.

### **PROMOTION**

The Mosinee School District is committed to assuring that every student has the knowledge and skills needed for academic achievement. As students progress from grade to grade, it is the responsibility of the School District to provide them with multiple opportunities to learn and then to certify that they have the knowledge and skills needed for academic achievement at the next level. This promotion policy is reviewed with all students at the beginning of the school year and posted to the district website. Contact the middle school office for criteria and procedures.

### **STUDY TABLES (GR. 4-5) / STUDY CLUB (GR. 6-8)**

Study Tables is an after-school academic support setting for students in grades 4-5. Study Club is an after-school academic support setting for grades 6-8 students. It is held on selected Mondays, Tuesdays, and Thursdays from 3:30 to 4:30 pm. Parents can reserve a spot for their child in either program by contacting their child's teacher. Parents are responsible for picking up their child at 4:30 pm.

### **STUDENT SERVICES**

Our student services, wellness, and prevention program consists of professionals working together with students to help them develop academically, personally, and socially. The middle school has available a school counselor, Ms. Brouillard, and other professionals such as the school psychologist, and school nurse to provide students with the best possible services. Visit your counselor if you have a problem or a question - or just need to talk to someone you can trust. Drop by during a free time or make an appointment. You may also contact your TA teacher if you need help and don't know who to ask. Growing up means making choices about friends, school, values, and the future. Counseling can help you make the **best** choices for **your** life.

Parents can also feel free to call for appointments, 693-2215, if they have any questions or need information regarding their child. By working together, parents, teachers, and the counselor can share thoughts on a student's strengths, weaknesses, needs, or goals. Students are the mutual concern of their school and parents.

### **WITHDRAWAL FROM SCHOOL**

Students who are leaving the district must complete a withdrawal from school form prior to departure. **All school property must be returned and all obligations satisfied before leaving.**

### **HEALTH PROCEDURES**

#### **ILLNESS OR INJURY**

If a student becomes ill during the school day he/she should report to the health room. In cases of significant illness or injury, the school will attempt to reach parents, or an alternate contact identified on the student's current registration card or health form. Ill or injured students should be picked up as soon as possible. This is the parent's responsibility. If no one can pick the student up, he/she will be returned to class. The health room is for temporary use only.

## **ACCIDENT POLICY**

It is important that students report all accidents or injuries to the staff person in charge of the activity at the time the incident occurs. A student may be more seriously injured than he/she realizes and postponing medical attention may increase the risk of further injury. Waiting to report an accident may also hamper any insurance claim the family may have with their own insurance company.

## **MEDICATION**

All medications - prescription and over-the-counter - are administered through the health room. All require that a consent form be **signed by the parent** and on file in the health room. This form (Medication Authorization) is available to print from the district website. All non-prescription (OTC) meds must come to school in the original container with ingredient statement and dosing information included on the package.

### **Additionally, for prescription medications only:**

1. The medication must be in the **original prescription container** with the correct pharmacy label. Pharmacies will supply a second bottle for the school at no cost.
2. Written instructions and **signature of the doctor** who prescribed the medication, must also be on a consent form signed by the parent. If you have not obtained the doctor's signature at the time you received the prescription, the health room can assist you by faxing your signed form for the doctor's signature.
3. Any **changes in the medication** including the amount, times of day, or discontinuation, must be communicated to the health room in writing.

Please note that **antibiotics ordered for three times per day** can most often be given at home - in the morning, after school, and at bedtime - and therefore need not be administered at school.

## **ILL? UNABLE TO COME TO SCHOOL?**

### **USE COMMON SENSE**

Please do not send your student to school with an illness that could easily spread to others. Do not send your student to school if he/she would be miserable all day. Make arrangements with someone else who is available to care for your ill student if you cannot get off work to do so. If you are not sure what to do, call your doctor's office and describe the situation. The doctor's office will be able to advise you as to whether your student needs to be seen.

## **SPECIAL CIRCUMSTANCES**

### **VOMITING OR FEVER**

Your child should not come to school if he/she has vomited or has had a fever in the past 24 hours. During the school day, if a student develops a fever of 99.8 or above, or if the student vomits, he/she will be sent home. Your child **should stay at home until** he/she has not vomited for at least 24 hours and until his/her temperature has been normal for at least 24 hours without the use of fever-reducing medication.

### **PINK EYE**

Because pink eye is very contagious, students with pink eye may not attend school until they have been treated with an antibiotic for at least 24 hours.

### **LICE OR SCABIES**

Students with lice cannot return to school until hair has been treated, the student is free of live lice and all the procedures have been done. Students with scabies may return to school after being seen by a doctor and treated with a prescription.

### **RASH**

A doctor must diagnose any rash before the student can come to school because the rash may be a symptom of a contagious condition.

### **STREP THROAT**

A student diagnosed with strep throat may return to school after taking antibiotics for at least 24 hours.

## **EMERGENCY PROCEDURES**

Fire drills and tornado alerts will be held periodically during the school year. Emergency evacuation procedures are posted in each classroom. Safety procedures for students will be explained at the beginning of the school year by each classroom teacher.

**Fire Drills.** Upon hearing the fire alarm, all students will leave the classrooms and proceed along the corridor to the designated exit. Students and teachers should remain outside until the all clear has been sounded.

**Tornado/Severe Weather Drills.** Once alerted, students and staff should quickly and quietly go to their designated safety areas. Students should put their heads down and face the wall to prevent injuries. Students should remain in this area until instructed to return to class.

**Emergency Evacuation.** An announcement will be made to evacuate the building over the public address system. Students and staff will also be instructed as to where to report (i.e., the Armory or the high school).

## **TORNADO EMERGENCY INFORMATION FOR PARENTS**

Mosinee Middle School has made plans to safeguard your child, should a tornado be sighted in the area. Here is how you can help us:

### **DURING A TORNADO WATCH:**

A watch means that a tornado may be developing in the area. No tornado yet exists. You can help us during a watch period by:

1. Not sending your child to school.
2. Not picking him/her up from school.
3. Not calling the school during a watch period. Lines must be open for emergency communications.

### **DURING A TORNADO WARNING:**

A warning means that a tornado has been sighted. Your child will be moved to the best shelter available. Here's how you can help us during a warning:

1. Please don't try to pick up your child from school until the warning is lifted.
2. Please don't call the school. Lines must be open for emergency communications.
3. If the middle school building is damaged during the tornado students will be evacuated to an appropriate area.
4. Please try to remain calm.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

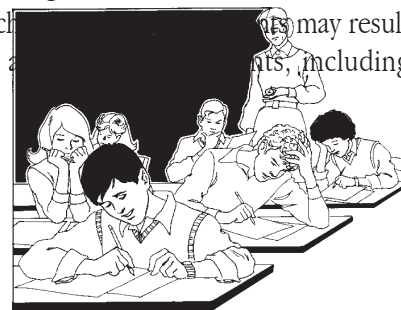
### **CASES NOT COVERED BY SPECIFIC RULES**

It must be understood that the rules and expectations on the following pages are not all inclusive. Mosinee Middle School has tried to give parents and students a basic understanding of how the school operates and a framework of basic rules and procedures to help us operate effectively. The administration will take such action as is necessary, and not forbidden by law or board policy, to insure that the school operates in an orderly fashion. Action may be taken with any offenses which interfere with the orderly conduct of the school or which impair the well being of the students, staff, or school, regardless of the existence or nonexistence of a specific rule covering the offense. All of the regulations that follow are set down in an attempt to maintain the rights of all.

## **CONDUCT AND DISCIPLINE EXPECTATIONS**

As a way of showing **respect** for yourself and others, and accepting **responsibility** for protecting the **rights** of everyone at Mosinee Middle School, you are expected to:

1. Treat others with respect by not name calling or hitting.
2. Use appropriate language and avoid profanity.
3. Respect individuals' rights by not touching others.
4. Talk respectfully to adults.
5. Borrow things only with permission of the owner.
6. Take care of all school books and pay fines for those that are lost or damaged.
7. Misconduct in school activities may result in forfeiture of privileges, including dances.



### **SCHOOL RULES**

At Mosinee Middle School, teachers and students work together to establish an educational community that recognizes personal dignity, fosters individual responsibility, and ensures the safety of everyone. We believe in **RESPECT, RIGHTS, and RESPONSIBILITY:**

**RESPECT FOR** - our own and others' bodies, feelings, and property.

**RIGHT TO** - learn, teach, express opinions and feelings, and to be different.

**RESPONSIBILITY TO** - attend classes prepared to learn, know and follow school rules, cooperate for the common good, and protect the physical and emotional safety of others.

### **CLASSROOM RULES**

1. Be on time.
2. Complete all assignments on time.
3. Bring all needed supplies.
4. Pay attention and ask the teacher for help when needed.
5. Participate constructively.
6. Be honest and do not copy anyone's work.

7. Leave book bags and backpacks in locker.
8. Follow all teacher and staff directions and classroom rules.
9. Refrain from gum chewing and eating.
10. Remember that the teacher is in charge and directions are to be followed.

### **PLAYGROUND RULES**

Students are expected to follow all general schools rules while on the playground. This means that, among other things, the following items or activities should not be in evidence:

1. Food
2. Fighting
3. Rough play (including tackle football)
4. Swearing
5. Throwing unauthorized objects
6. Leaving the playground without permission
7. Kicking or throwing snow

### **STUDENT APPEARANCE/DRESS CODE**

Responsibility for the personal appearance of students enrolled in the Mosinee School District shall normally rest with the students themselves and their parents or guardians. Student dress or grooming should not affect the health or safety of students nor disrupt the learning process within the classroom or school grounds. This policy is in force during the school day and whenever a student is involved in activities under the direct supervision of a staff member or school designee (e.g. field trips, conventions, extracurricular participation, etc.) (School Board Policy 443.1)

- Clothing should completely cover the torso from above the cleavage to mid-thigh (e.g. no bare midriffs).
- Excessively short shorts and skirts are not allowed.
- Clothing items such as backless tops, halter tops, strapless tops, and spaghetti strap tops are not allowed except when worn as a layering piece.
- Students choosing to wear low-rise pants need to make sure that their undergarments are not exposed, pants need to be secured around the waist/hip area, and boxer shorts and/or brief cannot be visible.
- Sayings or drawings which are derogatory toward a person's gender, race, color, ethnicity, religion, or sexual preference will not be tolerated.
- Cause undue school maintenance problems (e.g., shoes that cause excessive floor markings, etc.).

With student and parent support, and the use of common sense in regard to student dress and grooming, issues can easily be resolved.

Students are not allowed to wear **jackets, chains, or head coverings (hats, caps, bandanas, etc.)** to any class.

No student shall be permitted to wear any clothing which is normally identified with a gang or gang-related activities (e.g. gang-related colors) or clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity and/or illegal drugs. If there is disagreement between students and/or parents and the staff regarding the appropriateness of clothing, the building administrator will make the final decision.

This policy is in force during the school day and whenever a student is involved in activities under the direct supervision of a staff member or school designee (e.g. field trips, conventions, extracurricular participation, etc.). School Board Policy 443.1.

**Note:** Students who do not groom and dress to acceptable standards will be asked to change clothes and/or leave school. Refusal to adhere to school dress code policies will result in suspension for insubordination.

### **DANCES**

Dances are an extension of the school day. All school rules are to be followed. Appropriate dress is expected. Clothing items such as backless tops, halter tops, strapless tops, and spaghetti strap tops are not allowed, except when worn as a layering piece.

### **TARDINESS**

Report immediately to the office if you are late for school. A tardy slip will be issued and marked either excused or unexcused. Three tardies per semester will result in a detention. A detention will be served for each additional tardy.

### **CONSEQUENCES**

Students failing to follow disciplinary rules and expectations may be sent to ALAC, given warnings, detentions, suspensions or be expelled.

### **EXPULSION**

Expulsion means an action taken by the school board to prohibit an enrolled student from further attendance for a period that shall not exceed one year. Students who repeatedly violate school rules and/or represent a threat to the safety of others may face expulsion.

**OUT-OF-SCHOOL SUSPENSIONS**

A student who has been suspended will not be allowed in the school building or on school property. Verbal notification of a suspension will be made in a communication to the parents and/or guardian of the student suspended. A student who has been suspended and refuses to cooperate with the administrator will be referred to the police.

**IN-SCHOOL SUSPENSIONS**

Once an in-school suspension is assigned the student must serve. The student's teachers will send work to the assigned area. Students should report with an assignment sheet completed. Students will be given a bathroom break and be required to eat lunch in the assigned area. Failure to comply with the in-school suspension rules will result in a one to three day out-of-school suspension.

**AFTER-SCHOOL DETENTIONS**

After-school detention runs from 3:10-3:40 for all grade levels. Students are to report to the office lobby when called. Students will then be escorted to the detention supervisor's classroom. After-school detentions are held on Mondays, Tuesdays, and Thursdays.

**DETENTIONS**

Students must report to the assigned area on time. The supervisor will determine if the student will get credit for the detention. If the student does not receive credit, additional detentions or suspension will be assigned.

**MAJOR INFRACTIONS**

Can include, but are not limited to: insubordination, harassment, truancy, disorderly conduct, theft, and vandalism. A Student Disciplinary Referral Form will be issued by any staff member for major infractions. This slip is designed to inform students, parents, and staff that a major infraction has occurred and immediate consequences will be issued. Consequences can include but are not limited to: noon hour, A.L.A.C. time, detention, after-school detentions, in-school suspensions and out-of-school suspension. The associate principal will assign consequences.

**MINOR INFRACTIONS**

Can include, but are not limited to: tardiness, inappropriate language, talking back, and inappropriate behavior.

A warning slip (pink slip) will be issued by any staff member for minor infractions. This slip is designed to inform students, parents and other staff members that an infraction has occurred and more significant consequences will result if the student does not adhere to the warning. The consequences for receiving multiple pink slips will be as follows:

- 3 pink slips = a first after-school detention issued and parent notification
- 6 pink slips = a second after-school detention issued and parent notification
- 9 pink slips = a third after-school detention issued and personal parent contact made
- 12 pink slips = in/out-of-school suspension (determined by administration)

**ALTERNATIVE LEARNING & ATTENDANCE CENTER**

The Alternative Learning and Attendance Center (ALAC) is a supervised room with time-out areas used by staff when removing students from class. The ALAC room may also function as an in-school suspension room, but being assigned to ALAC by a teacher is not considered a suspension.

**A.L.A.C. Procedures**

1. A student sent to the A.L.A.C. room (205) must report within three minutes from the middle school and five minutes from high school.
2. A student assigned to A.L.A.C. is to complete one "Work-it-out" sheet. After it has been completed, the student is to complete any work from the assigning teacher, and then any other homework that he/she may have. The work-it-out sheet is to be done using complete sentences and must directly address the problem which caused the assignment to A.L.A.C.
3. Upon completion of the plan, but before being readmitted to class, the student must obtain a parent's signature on the work-it-out sheet.
4. The student is to present the completed and signed, work-it-out sheet to the assigning classroom teacher before school begins the next day; allowing enough time to get the teacher's signature, take the completed sheet to the office and report to class on time. Teachers will not sign a work-it-out sheet lacking a parent's signature and under no circumstances will a student be allowed to interrupt a class to submit a work-it-out sheet for a teacher's approval.
5. If a student fails to return the work-it-out sheet, properly completed, before 7:55 am, it will be considered insubordination. Repeated violations may result in additional consequences, such as detention, a parent conference, A.L.A.C., suspension, or expulsion.
6. When a student is sent to A.L.A.C. by the same teacher twice in a semester, for unrelated incidents, the teacher is to contact the parent concerning the student's behavior.

7. Failure to report to A.L.A.C. as assigned, will result in an automatic in-school suspension. Students who feel they have been sent to the A.L.A.C. room unjustly, must report as directed, and then discuss the problem with the associate principal at a later time.
8. Disruptive behavior while in A.L.A.C., or failure to cooperate with the A.L.A.C. supervisor, will result in an automatic suspension. Any unserved time in A.L.A.C. will be completed upon the student's return to school.

### **TOBACCO USE OR POSSESSION**

Students possessing or using tobacco products or snuff-like products on school property or on parking lots, athletic fields, recreation center grounds, etc. will have the materials confiscated and will be reprimanded as follows:

**First offense:**

One to three day in/out-of-school suspension.

**Second offense:**

Two to three day in/out-of-school suspension.

In all cases the administration will also file a complaint with the City of Mosinee Police Department for violation of State statutes and City ordinances.

### **POSSESSION OF BEEPERS AND DRUG PARAPHERNALIA**

Students are prohibited from using or possessing any electronic paging or two-way communication device while on school premises. Any exceptions to this rule must be approved by the building administration and only after it has been determined that the use or possession of such a device by a student is for medical, educational, vocation or other legitimate use.

In addition, no person shall possess with the sole intent to use, drug paraphernalia for purposes prohibited by law.

These materials will be confiscated, students will be referred to administration and the proper authorities may be contacted. (Wis. Statute 118.258 and Board Policy 443.5)

### **USE OF ALCOHOL AND DRUGS**

Students have the right to attend school in an environment that is free from the nonmedical use of alcohol and controlled substances. These substances interfere with the learning environment of students and the performance of students and employees.

The following actions are prohibited by students in or on school property, in any district-owned or contracted vehicle or at school-sponsored activities:

1. The use, possession, dispensing, distribution, manufacture, transfer, sale or possession with intent to sell controlled substances, alcohol or drug paraphernalia (as defined by local, state and federal statutes);
2. Being under the influence of alcohol or controlled substances;
3. The possession, distribution or sale of look-alike or counterfeit drugs and/or controlled substances, designer drugs (e.g. performance enhancing) or look-alike alcohol (e.g. near beer); and
4. The distribution or sale of prescription or over-the-counter drugs. (Board Policy 443.4)

### **GANG-RELATED BEHAVIOR**

The Mosinee School District will not tolerate gang-related behavior in the schools, 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 which 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, on school buses and at school-sponsored activities:

- The presence of jewelry, accessories, manner of grooming, or apparel which implies membership, affiliation or sympathy with a gang.
- Displaying gang markings or slogans on personal property or clothing.
- Uses of gang-related hand signs or signals.
- Possessing literature that indicates gang membership.
- Antisocial or criminal activities which disrupt school or school-sponsored activities.
- Committing a crime.
- Initiations, hazings, and intimidation. (Board Policy 443.9).

### **HARASSMENT AND INTIMIDATION**

The Mosinee School District prohibits harassment and/or intimidation of any nature. This is defined as any act or attempted act intended to cause physical injury, emotional suffering or property damage through intimidation, harassment, stress, bigoted remarks, vandalism, force or the threat of any of the above, motivated all or in part out of hostility to

the victim's real or perceived race, ethnicity, religion, handicapping condition or sexual orientation. Students violating this policy will be subject to disciplinary action which may include suspension or recommendation for expulsion review. (Board Policy 411.1)

### **DANGEROUS ITEMS AND WEAPONS ON SCHOOL PREMISES**

For obvious reasons firearms, explosives, smoke or fire producing items, knives, or other weapons should never be brought to school or on the bus. If a student wishes to use such an item for a class project or demonstration, he/she must obtain authorization from the Principal in advance. Violation of this policy will result in severe disciplinary action, including referral to the proper legal authorities.

Possession or use of a weapon in the school building, on school grounds, in school vehicles before, during or after school or at any school-sponsored activity is prohibited. A dangerous weapon taken from a student will be reported to the student's parent/guardians. Disciplinary measures taken will be the responsibility of the building principal and may include suspension, referral to law enforcement authorities, and/or recommendation for immediate expulsion.

Weapons are defined in two categories:

- (a) Articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples include but are not limited to firearms, BB guns, look-alike weapons, knuckles, razors, switch blades/butterfly knives, chains, clubs, stars, etc.
- (b) Articles designed for other purposes but which in the manner such articles are used or intended to be used are calculated to inflict bodily harm and/or to intimidate. Examples include but are not limited to belts, combs, pencils, files, compasses, aerosol sprays, scissors, etc.

The following are three exceptions to this policy:

- (a) Weapons under the control of law enforcement personnel are permitted;
- (b) Weapons that are registered and handled in a legal manner for the purpose of education may be authorized by the principal; and
- (c) Weapons properly registered and handled during the community use of school facilities may be permitted. (Board Policy 443.6)

### **OTHER BEHAVIORS**

#### **SUBJECT TO SUSPENSION**

- Fighting on school grounds (Wisconsin Statutes 118.13 & 120.13; and Mosinee Board Policy 447).
- Name calling of a staff member (Wisconsin Statutes 118.13 & 120.13; and Mosinee Board Policy 447).
- Defiance of school authority and/or school rules (Wisconsin Statutes 118.13 & 120.13; and Mosinee Board Policy 447)
- Vandalism or theft of school and/or student property (Wisconsin Statutes 118.13 & 120.13; and Mosinee Board Policy 447)
- Disorderly conduct (Mosinee Municipal Code Sec. 9-2-9)

### **ATTENDANCE PROCEDURES**

#### **ABSENCES AND ATTENDANCE POLICY**

The staff of Mosinee Middle School believes that regular school attendance is necessary for the maximum educational development of every child. **Wisconsin State Statute 118.15** states that "Any person having under control a child who is between the ages of six (6) and eighteen (18) years shall cause such child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which such child is enrolled is in session." Mosinee Board of Education policy states "Whenever a pupil is absent or tardy, a written excuse is required from the parent." A telephone call, from the parent, to the office may be accepted in lieu of a written excuse. In some cases, a medical excuse may be required.

Students who have been absent from school during an entire day or afternoon will not be permitted to attend or participate in any after school or evening school activity on that day. This expectation is not extended to students who have had a prearranged excused absence on the day in question or students involved in authorized school activities which take them away from the building during the school day.

All students **must** report to the office before leaving school or upon returning to school. Failure to do so will result in the student being unexcused. No student will be admitted to class without an admit slip.

Chronic absences without acceptable excuses and/or verified medical reasons may be construed as excessive. Every attempt, as required by law, will be made by the office to notify and work with parents to avoid serious attendance problems

including parental conferences and/or referrals to the school counselor, school psychologist, Social Services or EEN staff. If these attempts fail to correct the problem, legal proceedings will be brought against the child under **Wisconsin State Statute 48.13 (6)** and/or the parents/guardians under **Wisconsin State Statute 118.15**.

In general, the school accepts personal illness, emergencies at home, medical appointments, death in the family and anticipated absences due to family vacation as reasonable excuses for being absent from school. Parents should strive to schedule appointments and family vacations during non-school time as students are responsible for all course work missed during an absence and must make up the work to the full satisfaction of their teachers.

To facilitate communicating with the middle school, parents may call the school (693-3660) after hours and leave a message on the answering machine when students are going to be late or absent from school. In addition, the school receptionist is on duty beginning at 7:30 am daily to take phone calls.

**It is the responsibility of the parents or guardian to provide reasons for student absences and the school's responsibility to determine if the absence is excused or unexcused.**

### ***HABITUAL TRUANCY***

Students who are absent part or all of five days within a school semester without an acceptable excuse shall be declared a **habitual truant** and referred to the Marathon County Court or the Mosinee Police Department.

### ***PREARRANGED ABSENCES***

Parents wishing to take students out of school for family trips or other viable reasons are to contact the office at least 3 days in advance for approval. Students will be issued an Anticipated Absence Form that is to be presented to each teacher for notification and assignments. The form is then returned to the office for final approval. **All forms must be returned to the office before the absence occurs.** Students are expected to make arrangements with their teachers for all makeup work.

### ***LEAVING DURING THE SCHOOL DAY***

Mosinee Middle School operates a closed campus (this includes noon hour.) No student shall leave the school building during the school day except by permission from the Middle School Office. If an absence is anticipated (e.g. medical appointment, dental appointment, etc.) students are to present a written parental request to the office and obtain a "Permit to

Leave The Building Pass." Students are to report to the office upon returning to school. Failure to follow these procedures will result in the student being **unexcused**.

### ***MAKEUP WORK POLICY***

All students with excused absences shall be given the opportunity to make up all work missed in accordance with the following guidelines:

1. It is the student's responsibility to contact the teacher(s) to make arrangement for making up work missed during an absence from school.
2. Students who miss classes for reasons that are determined to be excused shall be given the opportunity, whenever possible, to make up work missed when they return to school.
3. Teachers will be asked to grant the number of days absent plus one for makeup time. This provision applies to all work assigned during absences.
4. Examinations missed during an excused absence shall be permitted to be taken at a time mutually agreed upon by the student and the teacher, but in no case longer than the criteria stated in (3) above. In cases where the student missed only one date the student will be expected to make up the exam within 24 hours of his/her return to school.

A grade of "**zero**" or "**F**" may be given for any unexcused class period providing all other students in the class received a grade or credit for that day. Unexcused/truant students are permitted to make up all exams (but not daily quizzes or tests or long-term assignments which will affect their grades) on the day they return to school. [Mosinee School Board Policy 431-R and Wisconsin Statute 118.16 (4) (B)]. An unexcused absence is an absence that occurs with parental knowledge but has not been classified as "Excused." Missing the school bus, shopping, oversleeping, hair appointments, family trips not approved in advance, errands, any type of gainful employment, including babysitting, are examples of unexcused absences.



## TRANSPORTATION

### ***BUS ROUTE AND OPERATING POLICIES***

Bus routes and stops are planned and established by the transportation office. Safety, economy, efficiency, and allocation of resources are some of the considerations which must be evaluated in determining bus operation policies. Parents who wish to make requests for changes in routes and stops should contact the transportation office at 693-3329.

### ***BUS CONDUCT***

The following rules have been established to insure the safety of all students who ride buses:

1. Be on time at the designated school bus stop, keep the bus on schedule. Walk facing traffic if you are walking where there are no sidewalks.
2. Stay off the traffic lanes at all times while waiting for the bus.
3. **The bus is an extension of the classroom. The same acceptable behavior is expected of all riders.**
4. Wait until the bus comes to a complete stop before attempting to approach or enter the school bus.
5. Board the school bus in an orderly fashion. No shoving, pushing or horseplay.
6. When boarding or unloading, always walk around the front of the bus when it is necessary to cross the road. Never walk behind the bus. Wait until the driver signals you to cross.
7. **The bus driver may assign seats to all riders. Any damage to a seat will be charged to the riders assigned that seat.**
8. All riders shall remain seated when the bus is in motion.
9. Keep head, hands, and arms inside the bus at all times. Never throw anything out the windows. Scuffling, bad language and damage to other rider's property will not be tolerated.

10. Keep the aisle clean at all times. Do not litter bus with food or other debris. Remember there is to be no food or drink consumed on the bus.
11. No pets allowed on the bus at any time.
12. The driver will not discharge riders at other places than the regular bus stop unless the rider has the written consent of the parents and approval by the principal or associate principal.
13. Buses will run whenever and wherever weather permits. In the event of inclement weather, announcements will be made on the local radio station as to whether or not buses will operate.
14. Only regular riders are allowed to ride the bus. No other student will be permitted on the bus unless they have a pre-approved bus pass. Passes will be issued for emergency purposes only.

These rules are designed for the safe operation of this transportation for all students.





# 2011-12 MOSINEE SCHOOL DISTRICT CALENDAR

<p style="text-align: center;"><b>AUGUST</b></p> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td style="border: 1px solid black; border-radius: 50%;">24</td><td style="border: 1px solid black; border-radius: 50%;">25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> <p style="font-size: small;">No School - Administrative Day - August 24, 2011 No School - Inservice Day - August 25, 2011</p>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p style="text-align: center;"><b>SEPTEMBER</b></p> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td style="border: 1px solid black;">5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table> <p style="font-size: small;">First Day of School for Students - September 1, 2011 No School - Labor Day - September 5, 2011</p>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<p style="text-align: center;"><b>OCTOBER</b></p> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td style="border: 1px solid black;">27</td><td style="border: 1px solid black;">28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p style="font-size: small;">No School - Teacher Convention - October 27-28, 2011</p>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
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