

NORTH MIDDLE SCHOOL



Student/Parent Handbook & Code of Conduct 2021 – 2022



North Middle School

Mission Statement



**In partnership with family and community,
the School District of Menomonee Falls
provides the best personalized and
comprehensive education
so our students will be prepared for,
and positively contribute to,
a profoundly different future.**



**SCHOOL DISTRICT OF MENOMONEE FALLS
2021-2022**

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SCHOOL SUCCESS TIPS:

FOR PARENTS...

As an important part of the home/school team, we hope that you will help throughout the school year by:

1. Impressing upon your child that studying and learning are his/her primary responsibilities during the school year. Please monitor out-of-school activities to see that they do not interfere with schoolwork.
2. Emphasizing regular attendance. Please see that your child is on time for the bus or to school each day. When absent from school, remind your child to check PowerSchool and teachers' Schoology pages for work that has been missed.
3. Providing a home atmosphere that encourages attention to schoolwork. Arrange for a place to study free of distractions. See that adequate time is devoted to completion of homework assignments. Discuss each progress report and provide praise and encouragement where needed.
4. Communicating with school staff members immediately when a concern or question arises. Call teachers, counselors, or administrators. Visit school for personal conferences.
5. Showing an interest in your child's academic and social activities. Encourage participation in a wide range of activities and attend as many events as possible. Discuss educational and vocational goals.

FOR STUDENTS...

The Administration and staff expect every North Middle School student to:

1. Respect every individual by being courteous.
2. Show pride in and loyalty to our school.
3. Participate in school activities.
4. Demonstrate good sportsmanship and citizenship.
5. Take responsibility for the care of school property.
6. Make the most of their abilities.
7. Act as good representatives of North in the community.



2021-2022 Family Calendar

2021

August 25-27; 30-31 Teacher In-Service
 September 1 First Student Day (5K-12)
 September 3 First Student Day (4K)
 September 6 Labor Day
 October 15 Fall Break
 November 4 No School 4K Only (P/T Conf)
 November 5 Teacher In-Service
 November 24-26 Thanksgiving Break
 November 29 Teacher In-Service Day
 Dec 23 - Jan 2, 2022 Holiday Break

2022

January 17 Martin Luther King, Jr. Day
 January 25 Teacher In-Service
 February 18 Teacher In-Service
 March 4 Teacher In-Service
 March 21-25 Spring Break
 April 15-18 Easter Break
 May 30 Memorial Day
 June 9 Last Student Day (4K)
 June 10 Last Student Day ½ Day (5K-12)

Color Key:

First and Last Days of School

Holidays and Breaks – No School

Teacher In-Service Days – No School

Parent Teacher Conference – See Below

Parent Teacher Conferences (6-12)

Oct 13 & 14 - School In-Session; Evening Conference
 Mar 9 - School In-Session; Evening Conference

Parent Teacher Conferences (5K-5)

Nov 3 & 4 - School In-Session; Evening Conference
 Nov 5 – No School; ½ Day AM Conference
 Mar 9 - School In-Session; Evening Conference

Parent Teacher Conferences (4K)

Nov 3 - School In-Session; Evening Conference
 Nov 4 – No School; All School Day Conference
 Nov 5 - No School; ½ Day AM Conference
 Mar 9 - School In-Session; Evening Conference

Start/End Times

Elementary Schools: 8:47am-3:45
 North Middle School: 7:15am-2:34pm
 High School: 7:50am-3:09pm
 4K: 8:47am-10:50am / 12:27pm – 2:30pm

Early Release Wednesdays

Elementary Schools: 8:47am-2:30pm
 North Middle School: 7:15am-1:20pm
 High School: 7:50am-1:55pm
 4K: 8:47am-10:50am / 12:27pm – 2:30pm

* Dates and times are subject to change

July 2021

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September 2021

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

November 2021

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

January 2022

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

March 2022

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

May 2022

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

August 2021

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

October 2021

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 2021

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February 2022

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

April 2022

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June 2022

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Monday, Tuesday, Thursday, Friday Schedule

1A	7:15-8:01		4C	10:26-11:38
1B	7:15-8:27		4D	11:16-12:03
2A	8:05-8:52		5A	10:41-11:28
2B	8:31-9:47			
			Lunch 8th	11:28-12:03
3A	8:56-9:47			
Lunch 7th	9:47-10:22		5B	11:42--12:53
3B	8:56-10:12		5C	12:07-12:53
3C	9:51-10:37		5D	12:07-1:19
3D	10:26-11:12			
			6A	12:07-1:19
Lunch 6th	10:37-11:12		6B	12:57-1:43
			6C	1:23-2:34
4A	9:51-10:37			
4B	10:16-11:28		7A	1:23-2:34
			7B	1:47-2:34

Wednesday Schedule

1A	7:15-7:53		4C	9:58-10:56
1B	7:15-8:13		4D	10:39-11:16
2A	7:57-8:34		5A	10:01-10:39
2B	8:17-9:15			
			Lunch 8th	10:43-11:18
3A	8:38-9:15			
Lunch 7th	9:19-9:54		5B	11:00-11:58
3B	8:38-9:36		5C	11:22-11:58
3C	9:19-9:56		5D	11:21-12:19
3D	9:58-10:35			
			6A	11:22-12:19
Lunch 6th	10:00-10:35		6B	12:02-12:39
			6C	12:23-1:20
4A	9:19-9:57			
4B	9:40-10:39		7A	12:23-1:20
			7B	12:43-1:20

TRANSPORTATION PROCEDURES

1. Arrival at school – Students may arrive at school no earlier than 7:00 a.m. There will be no supervision prior to 7:00 a.m. Once on school grounds, students are not permitted to leave without permission. At 7:05 a.m., the bell will ring signaling time to report to lockers and classrooms. Breakfast is served from 6:50 AM – 7:10 daily in the cafeteria
2. Bus Riders – To ensure efficiency and safety, students riding buses must obey all rules established by school authorities in cooperation with the officials of Johnson Bus Company. We strongly discourage students from riding buses other than their normal route. However, if your child needs to ride another bus, written permission from a parent and administrative approval must first take place before students will be granted permission. Students must bring a note to the office before **10:00 a.m.**
3. Bicyclists – Racks for bicycles are located on Garfield Dr. near the Pool wing. As a safety measure, students are required to walk their bicycles from the street to the rack area. All bicycles must be placed in the racks and locked.
4. Skateboards – Skateboards are not allowed on school property according to Village ordinance. If your child brings a skateboard to and from school, he/she must check the skateboard into the Attendance Office and pick it up after school.
5. Parking Procedures – Parents picking up and dropping off students are to enter and exit the parking lot off of Garfield Dr. and maintain a continuous flow of traffic. The north side of Garfield Dr. is off limits to cars. This is a bus lane only.
6. Walkers – Students who walk to school must stay on the sidewalk and may not cross the street at the intersection of Appleton Ave. and Garfield Dr. Students may cross Appleton Ave. at its intersection with either Main St. or Arthur Ave.

MORNING DROP-OFF AND STUDENT LINE UP

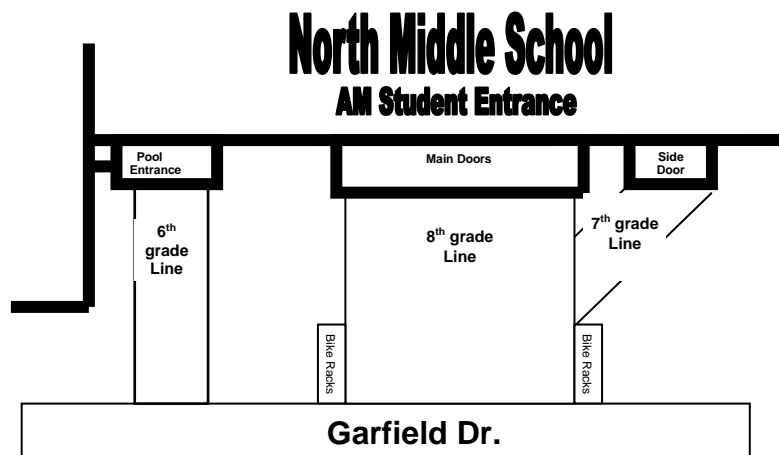
Student drop off will be on Garfield Dr. only. Students are not allowed to be dropped off in the school parking lot off of Main St. or in the alley on the east side of the building. Cars dropping off and picking up students will drive eastbound on Garfield Dr. (towards Appleton Ave.) through the Village Park parking lot. A crossing guard will be present to help students cross Garfield Dr.

Each grade level will line up at their separate entrances before school. Please refer to the diagram below.

Grade level line up follows:

- 6th grade – Pool Entrance
- 7th grade – East doors off of Main Entrance
- 8th grade – Center Main Entrance

Staff members will be outside to help direct students to their correct areas.



STUDENT PICK UP PROCEDURES

1. No student is permitted to leave the school premises unless authorized by his/her parent/guardian and the school office staff.
2. A student who must leave school for any reason during the school day should bring a note from the parent/guardian indicating the time and the reason for the absence.
3. The note should be turned in to the office at the beginning of the school day. The student, in turn, will be issued a pass allowing him/her to leave class at the time indicated on the note.
4. The student should gather his/her belongings and come to the office to be accompanied by his/her parent/guardian out of the building.
5. For safety purposes, we ask that the parent/guardian of the student come in to the office to sign their child out and wait for their child. The parent/guardian must accompany their child out of the building.

OTHER POLICIES, PROCEDURES AND INFORMATION

ABSENCES

The District believes truancy and excessive absences affect a student's education and increase the chance of failure. A missed school day is a lost opportunity for students to learn. Poor attendance is a proven early warning sign of academic risk and high school drop rates. Parents/guardians have primary responsibility under state law for student attendance at school.

State statutes 118.15 and 118.16, and Board policy 431 allow a parent/guardian to excuse a student up to 10 days of school per year. Please use these carefully as the number one factor in student success is attendance. Acceptable, although not always excusable, reasons for absence include: illness, family trips/vacations, medical, dental or other professional appointments, and court appearances/legal proceedings known in advance. Please refer to Board policy 431 for detailed information about compulsory attendance.

Habitual truancy is defined as a student who is absent without an acceptable excuse for part or all of 5 or more days a semester. Part of a school day is defined as missing 30 minutes or more without an acceptable excuse. Habitual truancy may result in a truancy conference, citation, and/or referral to Waukesha County.

If a student must be absent from school, the parent/guardian must notify the school attendance office between 7:00-8:15 a.m. on the day of the absence by calling the attendance line at 262-255-8496 to leave a message or email attendancenms@sdmfschools.org explaining the reason for the absence. If you have any questions, you may also call 262-255-8450.

For anticipated or planned absences, teachers and the office staff should be notified in writing. Several days of advance notice before such absences will permit the teachers to prepare assignments. It is the student's responsibility to make up work missed during any absence. Students must also see each teacher on the day of his/her return to review make-up assignments and turn in work completed during the absence.

Any student reporting to school after the 7:15 a.m. bell must report to the office before going to class. If a student receives more than five (5) unexcused tardies per semester, he/she will receive a lunch detention for each additional tardy.

If a student is absent, students/parents are asked to check teachers' Schoology page for homework.

AFTER SCHOOL ATTENDANCE

All students must leave the building by 2:40 p.m. unless participating in a supervised activity, serving a detention or receiving extra help from a teacher. Students are to report to the classroom or area designated by the supervisor. Students staying after school may not leave the building before the end of their after school-supervised activity unless authorized by parents and the activity supervisor. Students waiting to be picked up must do so near the office doors. They are not allowed to roam around or wait in other areas of the building.

AFTER SCHOOL DETENTION

A consequence by which a student is assigned a time to stay after regular school hours. The detention could include academic work time, community service, clerical assistance, cleaning, or whatever the administrator deems appropriate.

ATTENDANCE

It is every student's responsibility to report to school on time. Prompt arrival to each class is also required. If late to school, students are to report to the Attendance Office to obtain a tardy slip. A tardy unexcused during the school day will be documented and chronic unexcused tardies will result in disciplinary action.

No student is permitted to leave the school premises unless authorized by parents and the school staff.

If your student is ill, leaving early or arriving late, you can email the attendance office, attendancenms@sdmfschools.org

BREAKFAST & LUNCH PROCEDURES

We have a computerized accounting system that allows families to deposit money into a family food service account. Only one account is used for all family members.

- This is a debit system, which means that funds must be deposited before withdrawing money to cover the cost of breakfast or lunch.
- All students will be issued a four (4)-digit number that they will enter into the lunchroom computer. This number stays with the student from year to year. Payments for breakfast or lunch are automatically deducted from the family account.
- Everyone must have an account, even if a student is only buying milk for cold lunch.
- All students must either bring a bag lunch from home or purchase a hot lunch.
- Canned beverages are not allowed in the cafeteria. Soda and energy drinks in any type of container are not allowed.
- Food Service payments can be made at each school, online (there is a convenience fee of \$2.75 to use this service) or mailed to the School Nutrition office at MFHS (W142 N8101 Merrimac Dr., Menomonee Falls). Place your check in an envelope with your child's name, the parent's name and family account number on it. If making a payment online, please access North's web page. On the left, click on "meal menu/online payments" and then select "Family Lunch Account Information." This connects you to "Wordware," the Lunch Cashier System or you may go directly to <https://family.wordwareinc.com>. You will need to register if it is the first time you are accessing your lunch account online. You will need a family key in Step 2 of the registration. You may call 252-250-6462, if you need assistance.
- E-mail notifications will be sent to the custodial parent, or anyone with a registered email online, when your balance reaches \$5.00 or lower. You may call 262-255-6441 or 262-250-6462 to check on the status of your account.

Morning breakfast will be served from 6:50-7:10 a.m. with an assortment of breakfast items, these are no charge for the 2021-2022 school year.

BULLYING, CYBERBULLYING & HARASSMENT

The District and Board of Education are committed to providing a safe, secure, respectful and nurturing learning environment for all students in school buildings, on school grounds, school buses and at school-sponsored activities. The District consistently and vigorously addresses bullying behavior so that there is no disruption to the learning environment and learning process. The policy applies to both on school grounds and during activities that occur off school property.

Definitions (Please see policy 411.1 for full descriptions):

- Bullying – Deliberate behavior using words or actions intended to cause fear, intimidation or harm and representing an imbalance of power.
- Pupil harassment – Behavior towards students in which any act subjects an individual or group to unwanted abusive behavior of a nonverbal, verbal or physical nature.
- Sexual harassment – Unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.
- Cyberbullying – Misusing technology to harass, tease, intimidate, threaten or terrorize.

More specifically, cyberbullying is being cruel to others by sending or posting harmful materials or engaging in other forms of social aggression using the internet or other digital technologies. Cyber threats are either direct threats or general statements that make it sound as if the writer is emotionally upset and may be considering harming someone else, or harming himself or herself. Students who have been threatened or bullied at school by other students via the internet or electronic devices should report the matter to an adult immediately.

District policy prohibits employees and students from engaging in any act that constitutes harassment, including sexual harassment of either sex. Harassment is defined as verbal or physical conduct relating to an individual that has the purpose or effect of creating a hostile or offensive environment and interferes with the individual's work or learning performance. Sexual harassment is defined as unwelcome sexual advances, physical contact, or physical and/or verbal contact of a sexual nature. Examples of sexual harassment may include but are not limited to sexual slurs, sexual innuendoes, demeaning sexual inquiries, requests for sexual contact or relations, touching, exposure, sexual assaults, notes or correspondence inviting sexual contact.

An individual who believes he/she is being subjected to bullying or harassment is encouraged to advise the person who is engaging in such conduct (the accused) of their objections to harassing or bullying behavior. If the victim of such behavior is unable or unwilling to advise the person alleged to be engaging in bullying or harassing behavior, or if this fails to resolve that behavior, the individual should immediately report the behavior to a teacher, principal, associate principal or district administrator and file a complaint. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports will be taken seriously and a clear account of the incident will be documented in order to identify bullying behavior from other types of behavior.

WHAT CAN YOU DO ABOUT HARASSMENT?

1. Tell the person who is engaged in such conduct of the objection to the harassment. Make a record of the incident.
2. If you are unwilling to discuss the matter with the person committing the harassment, talk to a teacher, school counselor and/or one of the building principals. The administration will investigate harassment complaints in a timely manner.
3. If steps 1 and 2 do not resolve the situation, the complaint may be referred to the Superintendent or designee where the complaint will be investigated and appropriate action taken.
4. The School District encourages all students to respect other students, themselves and property. Students who fail to respect other people and engage in harassment activities may be subject to disciplinary action. An expanded version of this policy is available in the school office.

CHILD ABUSE & NEGLECT

Any District employee having reasonable cause to suspect that a student has been abused or neglected or having reason to believe that a student has been threatened with an injury and that abuse will occur, shall immediately contact the appropriate county or village agency and inform the agency of the fact and circumstances which led to the filing of the report. School personnel shall not contact the parent/guardian to determine the cause of the suspected abuse or neglect. All school district employees, in accordance with state statutes, are required to report suspected cases of child abuse and neglect.

Self-inflicted injuries and threatened suicide are not “abuse.” However, these actions are serious threats to a youth's health and life and shall be addressed through other means (e.g., notification of the family or referral for mental health assessment and treatment). The threat to self-reporting, reporting from other individuals, or discovery on technological devices owned by the District and used by the student.

CO-CURRICULAR ACTIVITIES

ATHLETICS:

We offer many interscholastic sporting opportunities. Students practice daily and travel to other schools for competition. Before being allowed to try-out or practice for a team, each participating student athlete must have completed the online athletic registration. The requirements for clearing athletes for sport participation are:

- A current WIAA physical card which has been signed by a physician, a parent and the student athlete, and contains current insurance information. A physical exam is valid for the 2018-19 school year if it took place on or after April 1, 2017. You will need to be able to scan or take a photo and upload the signed physical form. Blank physical cards can be printed from the NMS Athletic webpage.
- Completion of online registration process- Click on the link <https://menomoneefalls-ar.schooltoday.com/>. You will create a family account and then register. The only paper component of the entire process is the uploading of a current physical card. Note: The system will only accept ONE uploaded file. If you still have an older style two-sided green/blue physical card, please make sure that the FRONT side of the card (showing physical date and medical provider's signature) is uploaded.
- The \$130 per sport athletic fee. (This is per sport with a family max of four sports per family for students enrolled in grades 6-12.)
- Families must review the District Athletic Code of Conduct booklet, located in this handbook and on North's athletic webpage. Students need to maintain academic grade requirements, stated in the Code of Conduct, in order to remain eligible for interscholastic sport teams and activities. **NOTE:** Athletes no longer need to bring a participation card to the first day of practice. Coaches will be given a list of cleared athletes. Please make sure that you allow enough time (preferred 2-3 business days) for the Athletic Office to review your registration. This also gives an opportunity to correct any registration issues that would prevent the student from being cleared in time for the first practice.

NMS ATHLETIC START DATES:

Sport	Event	Date	Time	Location	Open to
Cross Country	Practice Begins	09/2/2021	TBD	NMS Gym	6, 7, 8 Boys & Girls
Girls Basketball	Tryouts Begin	09/7/2021	TBD	NMS Gym	7, 8 Grade Girls
Wrestling	Practice Begins	11/08/2021	TBD	NMS Auxiliary Gym	6, 7, 8 Boys & Girls
Boys Basketball	Tryouts	11/1/2021	TBD	NMS Gym	7, 8 Grade Boys
Girls Volleyball	Tryouts	01/31/2022	TBD	NMS Gym	7, 8 Grade Girls
Swimming & Diving	Practice Begins	02/21/2022	TBD	MFHS Pool	6, 7, 8 Boys & Girls
Track & Field	Practice Begins	TBD	TBD	NMS Track	7, 8 Boys & Girls
Tennis	Practice Begins	TBD	TBD	NMS Tennis courts	6,7,8 Boys & Girls
Dance	Tryout Practice / Clinic	May 2022	TBD	Shady Lane Elementary Gym	6,7,8 Grade Girls
Cheerleading	Tryout Clinic	May 2022	TBD	NMS Gym	7,8 Grade Girls

CLUBS & ACTIVITIES:

ART CLUB – Art Club is open to all students who are interested in creating fun in a relaxed atmosphere. The students will create individual projects and a special group project. Art Club meets throughout the school year. Students can join at any time.

BEST BUDDIES – Best Buddies is open to all students who are interested. Best Buddies is an international nonprofit whose mission is to create opportunities for one-to-one friendship, integrated employment, and leadership development for people with intellectual and developmental disabilities. Students can join any time.

CHEERLEADING – Cheerleading is open to all 7th and 8th grade students. Important assets include being friendly, outgoing, spirited, working well with others, leadership, being coordinated, and possessing some gymnastic ability. Members cheer at the home games for the girls and boys basketball teams.

DRAMA CLUB - Step into the world of theater in this fun-filled club. Explore the performing arts through theater games, song, dance, scene study and improvisation. Conquer your stage fright and find a home on stage! The culminating activity will be a formal stage production at some time during the school year.

FIRST LEGO LEAGUE (FLL) – First Lego League introduces students to real-world engineering challenges by building LEGO-based robots to complete tasks on a thematic playing surface. First Lego League teams, guided by their imaginations and adult coaches, discover exciting career possibilities and, through the process, learn to make positive contributions to society. Elementary and middle-school students get to:

- Design, build, test and program robots using LEGO MINDSTORMS® technology
- Apply real-world math and science concepts
- Research challenges facing today's scientists
- Learn critical thinking, team-building and presentation skills
- Participate in tournaments and celebrations.

What FLL teams accomplish is nothing short of amazing. It's fun. It's exciting. And the skills students learn will last a lifetime.

GET FIT CLUB - This club promotes healthy living and provides opportunities for students to exercise in a fun and relaxed setting outside of the school day and/or organized sports. Get Fit Club meets on Tuesdays and Thursdays from 2:40 – 3:40 pm from November through March. Students participate in a variety of physical activities including but not limited to swimming, pickle ball, running, weight lifting, basketball and volleyball. Each student activity is led and supervised by a physical education teacher. Students are welcome to participate in the program as many times as they wish during the course of the year.

i-CREATE VIDEO PRODUCTION CLUB – This club has been set up to help students who are interested in the multimedia field learn more about the dynamics of media, writing, producing, editing and directing in studio broadcasting. In Falls Creative VPC, students will work in small groups to create videos about what's happening at North. The club will guide students through all aspects of production. It will provide an opportunity to create, collaborate and communicate using our studio, digital video cameras and Final Cut Pro. Students will learn how to plan, shoot, edit and publish their videos. The club will meet Thursday's after school in the library media center. Any student interested in being part of this amazing club should listen to announcements when the first meeting will be held. Mrs. Tess and Mr. Tamas are the club advisors and will meet with the students in the LMC.

JUNIOR FBLA – FBLA is a national organization for students with an interest in developing their professional and leadership skills. FBLA recognizes and rewards excellence in a broad range of business and career-related areas. The activities of North's Junior FBLA include community service projects, guest speakers, a leadership conference in October and regional competition in February. North students compete in business-related subjects against students from all over Wisconsin. If they qualify at regional competition, students can participate in the state competition in April. Junior FBLA operates the North School Store. Students gain real-life business experience through the store. They are involved in the product selection, display, promotions and general operation of the School Store. Proceeds help offset costs for leadership conferences and competitions.

JAZZ ENSEMBLE – Jazz Ensemble is an activity offered for 7th and 8th grade students. Membership is open to members of the band unless specific instrumentation (bass, guitar, piano, etc.) needs are not met. Instruments included are saxophones, trumpets, trombones, baritones, tubas, bass guitars or string basses, guitars, pianos and

drum sets. Rehearsals will be on Mondays with a time to be determined. Performances include school events during the day, public opportunities and scheduled concerts. The program begins in September and continues through May. The purpose of this ensemble is to perform and understand this original music art form from America – JAZZ! This will include swing, rock and Latin music.

MATH LEAGUE – The Wisconsin Math League contest is a one-day contest in which students take a 30-minute multiple-choice test. The contest is held during the school day. A certificate of merit is awarded to the highest scoring students at North Middle School. In addition, a group score is submitted for statewide competition.

NATIONAL GEOGRAPHIC BEE – The National Geographic Bee is open to all students. Students answer questions focusing on geography. The school winner takes a qualifying examination for an opportunity to advance to the state competition.

SCHOOL STORE – The North School Store sells school supplies every day during the lunch hours. Student volunteers learn how to work with cash and checks in addition to acquiring effective customer service skills. Students also learn essential real-world work habits such as following schedules, suggesting products to order, and demonstrating responsibility. Profits go to various charitable organizations during the year and have included UNICEF, United Way, Children's Hospital of Wisconsin, the Wisconsin Humane Society, the American Red Cross, and Youthaid.

SPELLING BEE – Students may participate in the school Spelling Bee in December. The top winners will represent NMS at the District Spelling Bee with the district winners proceeding on to state competition.

STUDENT LEADERS (Builders Club/Student Council) – Any student interested in participating in the year-long activities must attend the first meeting held in September. The yearly activities include school dances, teacher appreciation days, food drives, charity fundraisers and other activities

WEB LEADERS – WEB is a middle school transition program that welcomes 6th graders and makes them feel comfortable throughout the first year of their middle school experience. WEB, an acronym for Where Everybody Belongs, is built on the belief that students want to and can help other students succeed. The WEB middle school transition program trains selected members of the 8th grade class to be WEB Leaders. As positive role models, WEB Leaders are motivators, leaders and teachers who guide 6th graders to discover what it takes to be successful in middle school.

WEB begins with a fun and energetic orientation day that gets 6th graders excited and proud to be attending their new middle school. It also allows them to begin developing relationships with other students as well as learn strategies that will contribute to their middle school success. WEB continues after orientation providing a variety of both academic and social follow up activities throughout the year. The academic follow ups are lessons presented by trained WEB leaders during visits to 6th grade classrooms. These lessons are designed to give 6th graders the skills needed to be successful during their middle school years and beyond. Social follow ups provide social settings for the WEB Leaders and their groups to reconnect and further build relationships outside the classroom. WEB's goal is to provide a structure in which students make real connections with each other. Through this program students learn that people at school care about them and their success. www.boomerangproject.com

COMPUTER, EMAIL & INTERNET USAGE

The School District of Menomonee Falls provides employees and students access to the District's computer equipment, internal network and the internet for the purpose of furthering the educational goals and objectives of the district, the professional development of its employees, and the educational enrichment of its students. Access to these facilities is available at all District schools. The District has software and systems in place that monitor and record all internet usage. No District student or employee should have any expectation of privacy as to his or her computer or Internet usage, or the privacy of any content. Students and employees may not use District computers for viewing or accessing any site that contains offensive, disruptive or harmful material. Any violation of the policy found on the district website could result in legal action, disciplinary action up to and including suspension and expulsion, and other action to preserve the integrity of the teachers in classrooms at the middle and high schools. Our district system is currently a "closed system" that only allows direct communication between district students and teachers. Students in these classrooms will have Google accounts to allow email, storage of their word processing documents, spreadsheets, and presentations online. All stored work will be accessible from home, school, and anywhere there is an internet connection. These accounts will be used at school for school related projects. Google Apps is a place for students to safely keep online communication and collaboration documents as they relate to school – school websites, school documents, school videos, school calendars, and school email.

Cell Phone Policy – 2021-2022

The School District of Menomonee Falls possession and use of electronic communication devices states; Use of an electronic communications device is a privilege. With privileges come responsibilities for students to fulfill. Possession or use of an electronic communication device may not in any way:

- A. Disrupt the education process
- B. Endanger the health or safety of the student or anyone else
- C. Invade the rights or privacy of others at school
- D. Involve illegal or prohibited conduct of any kind

Students will need to follow the expectations regarding cell phones:

All Students are allowed to bring cell phones to school per the below rules:

1. **All Cell phones must be turned off and put in lockers at 7:15 A.M. each morning (Beginning of the school day) and must remain off until after 7th hour (2:34 P.M. MTThF, 1:20 W).**
2. **The cell phone must be stored in the student's locker during the day**

The following consequences will be issued to students for violation of the policy:

1. **Warning:** Student will have phone confiscated, staff will take to the main office and student may pick their phone up in the main office at the end of the day.
2. **Minor:** Student will have phone confiscated, staff will take phone to main office, administration will contact parents, and parent will come to pick phone up in the main office at the end of the day.
3. **Major:** Student will have phone confiscated, staff will take phone to main office, administration will contact parents to pick up phone in main office and set up a meeting.

The District shall not discriminate in standards and rules of behavior, including student harassment, or disciplinary measures, including suspensions and expulsions, on the basis sex, race, color, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in education programs or activities. If anyone, including a student, feels there has been a discriminatory situation in regard to any of the above named classes or in violation of Title IX, Section 504, Title II or ADA, please contact the building administrator or the Director of Pupil Services at 262-255-8440. Discrimination complaints shall be processed in accordance with established Board policy 411, Equal Educational Opportunities, and related procedures. Board of Education. Policy 443.

Note the following:

1. North Middle School is not responsible if cell phones are lost damaged or stolen
2. Students may use the phone in the Attendance office with permission from staff for emergencies only. Office staff will relay emergency telephone messages from parents/guardians to students. If a parent/guardian calls, a message will be taken and the child will be called down between classes. Phone calls will not be transferred to classrooms.

Thank you for your cooperation regarding the above, please sign below by the parent/guardian and the student and return to the office.

Acceptance of the Cell Phone Policy is confirmed online during online registration

STUDENT RESPONSIBILITY STATEMENT (updated 6/6/18)

Computers for School and Home Use

All middle school students are issued a chromebook for their educational use. Many of the resources, communications, and assigned projects in school are now digital, making this an important tool for your educational experience and success. If reasonable precautions and care are exercised while using this device, the chromebook should not experience physical damage. Students will be issued the same chromebook each school year. Parents/guardians have the final say as to how and where the chromebook will be used outside of school. If the chromebook needs support, the student should visit the library media center help desk.

What is my responsibility if the Chromebook is damaged or lost?

The student/parent/guardian may be financially responsible to the school district for loss of equipment/theft and/or negligent or willful damage to the chromebook or protective case (up to \$208). The student/parent/guardian should immediately report the loss or theft to the school office or library media center to assess the need for police involvement.

Students should not remove or tamper with the protective case installed on the chromebook that is provided by the school district for any reason. The most common charges assessed during 2017-18 were for students who removed the protective case/rubber and by doing so broke the protective cases (\$18) as well as for a lost power supply used for recharging the device (\$10).

Some examples of negligent damage may include causing damage by dropping the Chromebook, slamming the lid, spilling liquid on the unit, picking at/removing the keys with an object, allowing another student to use the Chromebook who then damages it in some way, sitting on or placing heavy books on the Chromebook, damage as a result of a pet, losing the equipment provided, damaging the cover with paint, markers, or stickers, and not properly holding or transporting (with lid closed) the unit.

Willful damage is damage that is inflicted on the equipment intentionally. Students may lose the privilege of taking the Chromebook home if a repair or restitution cost is not paid in a timely manner as determined by the school district. By the student exercising the proper care precautions, most if not all damage can be avoided.

The SDMF professional technical staff is authorized to assess damage and make the determination of which charge will apply, if any. Charges can be made for parts (the district will not charge for labor costs to repair a district issued Chromebook).

Examples (prices are subject to change based on market conditions):

Per Negligent Occurrence	Loss/Theft/Willful Damage
Device Casing (cracked, defaced, etc.) up to \$20 Keyboard \$10 Power Supply \$10 (1st time), \$25 (2nd time) Screen \$20	Removing/damaging Chromebook wraparound protective case \$18 Power Supply \$10 (1st time), \$25 (2nd time) Up to \$208 for a Chromebook for willful damage or loss (depending on unit age, model, etc), theft (pending police investigation)

While these lists may not include all possibilities of negligent damage, it is a representative list. Other damages/loss that is not shown here will be evaluated by the SDMF professional technical staff and amended into one of these categories (note: If the defect is covered by the Chromebook warranty purchased by the district, the student **will not be charged.**)

Students....remember to exercise good care and choices with your Chromebooks. Just like a cell phone, the Chromebooks will need to be charged every day and ready for school. While the Chromebook is assigned to you, your parents have the final say in how, where, and when you may use it away from school.

CRISIS PROCEDURES

FIRE/TORNADO DRILLS:

Directions for leaving the school building during an emergency are posted in each room. Fire drills are held several times during the school year to prepare students and staff for an evacuation. After leaving through the designated exit, students are to walk at least 50 feet away from the building, remain in groups with their teachers, and wait until the bell signals a return to the building. All students are expected to observe silence during all crisis procedures.

During a tornado drill, students will be directed to the areas of the building deemed safest for protection in such an emergency.

LOCKDOWN DRILLS:

Several times a year students will participate in a lockdown drill. This drill is in preparation for a crisis in which the entire school would need to be secured. Staff and students are not given advance notice of lockdown drills.

DISCIPLINE

WHAT HAPPENS IF THE RULES ARE BROKEN?

1. The misconducts on the following pages may be considered dangerous and/or disruptive or unruly if they interfere with the ability of the teacher to teach effectively.
2. Any of the following misconducts, with the exception of truancy, may result in a teacher removing a student from class.
3. Administrative intervention may include a student participating in a reflective and restorative process outside of the regular classroom setting.
4. Extreme misconduct may result in your child being sent home for the remainder of the day with work assigned that is due before reinstatement.
5. The philosophy of North Middle School will dictate the course of action taken for each individual misconduct. The actions taken may or may not include the following: teacher interventions; administrative interventions; parent meetings; restorative projects; formal conferences; confiscations; citations; removal from class; removal from bus; detentions; suspensions; pre-expulsion hearings; expulsion.
6. While every effort has been made to detail violations and their consequences, the list on the following pages is by no means exhaustive. Administration reserves the right to impose discipline for offenses not listed, following the procedures detailed herein as they deem appropriate. Discipline will be imposed for any behavior not listed but which constitutes a disruption to the educational process, which threatens student well-being, staff/student safety or school security.

ADMINISTRATIVE DISCIPLINE PROCESS:

1. Written referral to administrator is made.
2. Administrator investigates referral (verbal and written statements may be taken).
3. Dispensing of corrective measure.
4. Alternative learning site may be assigned i.e. Reflect & Refocus Room (R&R), Principal's Office, Conference Room, Central Office, or other placement determined to be safe and appropriate.

DISCIPLINE CHART:

MISCONDUCT	DEFINITION	MINIMUM ACTION	MAXIMUM ACTION
<u>Verbal Abuse:</u> <u>Profanity</u>	The use of inappropriate language, either written or spoken, or conduct or gestures which are obscene, lewd, profane, vulgar, or sexually suggestive.	Teacher intervention Administrative intervention	Suspension Police citation
<u>Intimidation/</u> <u>Harassment</u>	Engaging in a course of conduct or <u>repeatedly</u> committing acts that irritates or torments persistently and/or annoys by name-calling, pestering, tormenting, threatening, using racial slurs or intimidating another person that serves no legitimate purpose. Targeting a specific group or individual.	Administration intervention Suspension	Conference, Police Citation, Pre-Expulsion, Expulsion
<u>Bullying</u>	Engaging in a course of conduct that repeatedly irritates or torments and/or annoys by name-calling, pestering, tormenting, threatening, using racial slurs, or intimidating another person that serves no legitimate purpose.	Administration intervention Suspension	Conference, Police Citation, Pre-Expulsion, Expulsion
<u>Fighting</u>	Physical contact or physical harm	Suspension	Conference, Police Citation, Suspension, Pre-Expulsion, Expulsion
<u>Weapons</u>	Possession of or use of any object that by the way it is used or intended to be used is capable of inflicting bodily harm.	Suspension Citation Expulsion	Suspension Citation, Expulsion
<u>Personal</u> <u>Physical</u> <u>Confrontation</u>	Hitting, pushing, shoving, tripping, and/or kicking.	Teacher intervention Detention Administration intervention	Suspension Pre-Expulsion
<u>Gang Activity</u>	Disruption and intimidation caused by gang symbols on materials, jewelry, or clothing. Gang posturing, which provokes an altercation. Involvement in a gang fight/exchange of blows.	Administration intervention Suspension	Suspension Citation Conference Citation Pre-Expulsion Expulsion
<u>Electronic</u> <u>Devices,</u> <u>Beepers and</u> <u>Laser Pens</u> <u>(Possession)</u>	Any device not used for educational purposes in a school setting: radios, headphones, beepers, cell phones, electronic games, laser pens, pagers, I-pods & MP3 players.	Parent must meet with an administrator and pick up the device Confiscation	Confiscation Parent must pick up device Suspension Citation
<u>Tardiness</u> <u>(Unexcused)</u>	Not seated in classroom when bell rings	Teacher warning Teacher detention	Office referral Suspension, Truancy Referral, Citation
<u>Truancy</u>	Absent without parent/guardian excuse (includes all classes)	Detention – letter home Truancy mediation referral	Suspension Court-ordered citation
<u>Drugs/Alcohol</u> <u>and/or</u> <u>Look-Alike</u> <u>Drugs</u>	Possession of and/or use on school property Selling	Suspension Expulsion	Suspension, Citation Expulsion
<u>Retaliation</u>	A malicious attempt to harm the health and/or safety of a student and/or staff member. Use of obscene and libelous materials.	Suspension Conference Administration intervention	Pre-expulsion Expulsion Citation

MISCONDUCT	DEFINITION	MINIMUM ACTION	MAXIMUM ACTION
<u>Smoking</u>	Possession of and/or use on school property or at school sponsored events. This includes e-cigarettes, vapor pens, hookah pens and any other similar devices.	Administration intervention Confiscation	Citation Suspension Expulsion
<u>Classroom Disruption</u> <u>Interfering with Educational Process</u>	Confronting staff argumentatively, throwing objects, refusing to follow directions or making loud noises.	Teacher intervention Detention (lunch or after school) Removal from class Administration intervention	Suspension Pre-Expulsion conference Expulsion
<u>Chronic Disruption</u>	Behavior that disrupts the educational process of others by involvement in misconduct that recurs on a regular basis over a period of time.	Teacher intervention Detention (lunch or after school) Administration intervention	Suspension Pre-Expulsion conference Expulsion
<u>Cafeteria Misconduct</u>	Throwing food, not cleaning up after oneself, refusing to follow directions, disrespect to teachers, cafeteria staff and/or those in charge.	Administration intervention Detention (lunch or after school)	Suspension Pre-Expulsion conference Expulsion
<u>Dress Code/Personal Appearance</u>	Refrain from wearing anything that may be considered disruptive. (Inappropriate clothing, footwear)	Teacher intervention Administration intervention	Administration intervention
<u>Cheating</u>	Turning in work that is not one's own, copying, cheat sheets, plagiarism, doing work for others.	Teacher intervention Detention (lunch or after school)	Administration intervention
<u>Computer Network Student Misconduct</u>	Using the computer network for non-educational purposes, and without staff permission.	Teacher intervention Detention (lunch or after school)	Administration intervention Loss of network privileges
<u>Bus Misconduct</u>	Any behavior that causes a disruption and/or general disturbance that could cause concern for the safety and well-being of self and others.	Conference Administration intervention	Removal from bus Suspension
<u>Vandalism</u> <u>Willful destruction of property</u>	Graffiti Destroying or marking school property	Police referral Administration intervention Detention (lunch or after school)	Suspension Pre-Expulsion Conference Expulsion Police citation
<u>Theft</u>	Taking or damaging another person's property without permission.	Teacher intervention Detention (lunch or after school) Administrative intervention	Suspension Citation
<u>Skateboard</u>	Riding on/around school property.	Warning Confiscation	Suspension Citation
<u>Inappropriate Behavior</u>	Any behavior that causes a disruption and/or general disturbance that could cause concern for the safety and well-being of self and others.	Suspension Administration intervention Detention (lunch or after school)	Pre-expulsion Conference Expulsion
<u>Social Networking</u>	Sexting, internet based online contact or posting inappropriate comments, pictures, etc. Cyberbullying	Referral to Police Parent Contact Suspension	Pre-expulsion Expulsion Citation

OUT OF SCHOOL SUSPENSION:

Out of school suspension is a disciplinary sanction imposed for prohibited conduct committed by a student. It is a mandatory leave assigned to a student as a form of consequence. The school principal, associate principal, acting principal or his/her designee may suspend a student from school for a period of five (5) days, during which time the student cannot attend regular school lessons or be present on any premises owned by the School District of Menomonee Falls. The student's parents/guardians are notified as to the reason for and the duration of the out of school suspension. Students are to complete class work/homework during their suspensions. Also, upon returning to school, it is often mandatory that the student, his/her parents/guardians, and a school administrator meet to discuss the matter.

TEACHER PROCESS FOR STUDENT DISCIPLINE:

The teacher has primary responsibility for maintaining discipline in class. We ask that each teacher establish rules that they feel are necessary to maintain control in their classroom, and that these rules be posted. It is also the responsibility of the teacher to assist the students in following the North Middle School Code of Conduct. We encourage teachers to use their own strategies in handling problems in their classroom. Such strategies might include:

- Conference with the student before or after school.
- Requiring students to make up time after school with teacher.
- Contact parents and schedule a conference to discuss the problem.
- Consultation with the student's house, elective teachers and school counselor.
- Involve administrators for further assistance.
-

TEACHER PROCESS FOR STUDENT REMOVAL:

The reasons a teacher may remove a student from class must be specific and may include:

- Any dangerous or disruptive to unruly behavior.
- Behavior that interferes with the ability of a teacher to teach effectively or the learning of other students.

However, considerations for removal include, but are not limited to, the following:

- A student with a disability must still be dealt with in a manner consistent with state and federal laws protecting disabled students
- Reasons for removal should be in accord with other school district policies dealing with topics such as dress, weapons, alcohol, harassment, etc.
- All the reasons for removal should be reasonable and serve a legitimate educational purpose
- Reasons for removal must be nondiscriminatory.

The teacher's responsibility after removal includes sending the student to the principal and stating the reasons for removal; a written explanation of the reasons must be given to the principal within 24 hours and state law requires that parents be notified.

DRESS CODE 2021-2022

Restrictions concerning dress, hairstyles and cleanliness shall be confined to those situations which cause interference with school work, create classroom or school disorder, or interfere with the health and safety of the student or other students. Articles of clothing that cause excessive maintenance problems, such as cleats on boots or clothing with metal rivets that scratch furniture, shall be considered unacceptable.

- New Dress Code: North Middle School strives to support our students on their journeys toward success in college and work. Responsibility for the personal appearance of students shall normally rest with the students and families. Generally, students may dress in any style that is consistent with their identity as long as their chosen attire does not cause a disruption or compromise safety in the school environment. A disruption in learning can be, but is not limited to displaying a message that is obscene, profane, pornographic, represents illegal behavior, demeans race, religion, sex, ethnicity, or advocates pain, death, suicide, or drug use. Students should come to school prepared to do their best and appropriate clothing plays a part in this. Due to space or logistics, NMS staff may prohibit headgear and/or coats in the classroom.

DUE PROCESS

Every student has the right to explain his/her side of the story when accused of not acting responsibly or violating a school rule. Therefore, all students have the right or responsibility to:

- Know what they are being accused of doing wrong.
- Tell the truth about what happened.
- Name witnesses on their behalf.
- Accept consequences.
- Show improvement in the future.

GRADING PROCEDURES AND INFORMATION

Progress reports will be mailed home at the end of Quarters 1 and 3. Report cards are mailed home at the conclusion of Semester 1/Quarter 2 and again at the end of Semester 2/Quarter 4. These reports reflect the quality of a student's work and the progress being made toward the final grade for the semester. If a student's work seems unsatisfactory, parents may receive interim reports or phone calls in addition to the scheduled reports.

Interventions will be provided for students as needed based upon state, district and classroom assessments. In order to provide interventions, it is possible that he/she will not be able to participate in elective courses.

Grading Period	Date
Quarter 1	October 30, 2018
Quarter 2/Semester 1	January 18, 2019
Quarter 3	March 22, 2019
Quarter 4/Semester 2	June 6, 2019

- Each grade earned by the student will be given a point value:

A = 4.0	93 - 100	C = 2.0	73-74-75-76
A- = 3.67	90-91-92	C- = 1.67	70-71-72
B+ = 3.33	87-88-89	D+ = 1.33	67-68-69
B = 3.0	83-84-85-86	D = 1.0	63-64-65-66
B- = 2.67	80-81-82	D- = .67	60-61-62
C+ = 2.33	77-78-79	F = Failing	0

- A grade average of 3.75 to 4.00 is required to achieve High Honor Roll status. A grade average of 3.50 to 3.74 is required to achieve Honor Roll status.
- Grades from each course in which a student is enrolled will be used to determine High Honor Roll and Honor Roll status.
- Students who attain High Honor Roll status for Semester 1 will be invited to the Honors Breakfast held in February. Students who attain High Honor Roll status for Semester 2 will receive an Honor Roll window cling with their second semester report cards.
- Students who receive Honor Roll status at each semester will receive a congratulatory letter from the administration team.
- Passing grades are required for participation in Falls Pride incentive activities.

HEALTH ROOM PROCEDURES

The **Health Room, located across from the cafeteria**, offers first aid or provides a quiet place where students who do not feel well may rest for short periods.

Students who need to use the Health Room must obtain a pass from a teacher. The Health Room Assistant or a staff member will administer whatever assistance is needed or will notify parents if necessary. The student will be sent back to class as soon as possible. If it is necessary to send a sick child home, a parent or designated adult will be called to pick up the child. The student and adult must report to the Attendance Office to sign out.

STUDENT MEDICATIONS:

Following a ruling by the Wisconsin Medical Examining Board, the School District has established a procedure that school personnel must follow for administering medication to students. If a child requires medication during school hours, the procedure is as follows:

- Parents must obtain a form from the school office that is to be completed by the parent and physician for prescription medications, giving specific instructions for administering medications. Forms are also available online on the School District's home page.
- All medications must be delivered to the Health Room and will be kept in a locked cabinet.
- Students will report to the Health Room to receive medications as directed.
- Whenever there are questions or concerns, parents should call the Health Room 262-250-6470.

HOMELESS CHILDREN

The McKinney-Veneto Act defines homeless children and youth (21 years of age and younger) as sharing housing due to loss of housing, economic hardship or a similar reason; living in motels, hotels, trailer parks, or camp grounds due to lack of alternative accommodations; living in emergency or transitional shelters; abandoned in hospitals; awaiting foster care placement; whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc.); living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations; migratory children and youth living in any of the above situations. The local district liaison for homeless children is the Director of Pupil Services, Kathy Young, (262) 255-8442. There shall be immediate enrollment and school participation, even if education and medical records and proof of residency are not available. All educational opportunities and related opportunities for homeless students shall be the same as for the general student population. Parents of the homeless student shall have meaningful opportunities to participate in the education of the child. Families may contact Amber Montague at North Middle School.

LOCKERS

Each student is assigned a hall locker. This locker should be used for schoolbooks, materials and outdoor clothing. Keeping the locker neat and locked at all times is the student's ongoing responsibility. Each student will be required to purchase a padlock from North that will be used throughout middle school. Padlock combinations are to be kept confidential. Students are only to access the locker assigned specifically to them.

Money or valuable personal possessions should never be kept in lockers. If it is necessary to bring valuables or money to school, those items should be left in the office.

Although they are assigned for student use, lockers are school property. Only padlocks purchased from North are allowed on lockers. Non-school purchased padlocks will be removed from lockers. A school administrator, or designee, with or without the student's permission or presence, may open the locker if inspection is warranted. Any unauthorized items found in a locker may be confiscated. Medication in any form will be considered an unauthorized substance if it is found in a student's locker.

New and improved lockers have been installed at North. In order to prevent damaging effects, the outside of lockers must be kept clear of posters, stickers, signs, etc. Also, due to damaging effects, no contact paper or tape is allowed either on the inside or outside of lockers. Magnets may be used on the inside of lockers to hang student items.

LOCKER SEARCHES

All lockers and desks are considered school property and subject to periodic reasonable inspection by school authorities. Lockers may be searched without the consent of the student, without notifying the student and without obtaining a search warrant. Reasonable searches among the personal belongings of the student contained within the locker may be conducted where there are reasonable grounds to believe that the search will provide evidence that the student has violated or is violating the law or the rules of the school. Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent/guardian of the student, retained for disciplinary proceedings or turned over to law enforcement.

LOST AND FOUND

The lost and found box is kept in the Health Room. Items such as jewelry, glasses, and money are held in the front office until they are claimed. Any unclaimed items are given to a charitable organization periodically throughout the year.

MEDICAL/ELEVATOR PASSES

To receive a medical or elevator pass, the parent/guardian must provide a doctor's excuse.

PERMISSION TO LEAVE SCHOOL

1. No student is permitted to leave the school premises unless authorized by parents and the school office staff.
2. A pupil who must leave school for any reason during the school day should bring a note from the parent indicating the time and the reason for the absence. This note should be turned in to the office before the beginning of the school day. If the student returns the same day, he/she must check in at the office before going to class. Permission to leave can be emailed to attendancenms@sdmfschools.org, we will call your student
3. Students who become ill during the school day are to obtain a pass from a teacher and report to the Health Room. The Health Room Assistant or Guidance Administrative Assistant will call the parent and issue a pass if the student will be sent home. If student is ill, he/she is not allowed to call home from a classroom phone but should ask for a pass to the Health Room.

PHYSICAL EDUCATION CLASSES

Wisconsin laws mandate participation in a school Physical Education program. School authorities, therefore, do not have the option to excuse students from their physical education classes. A student who must be excused from physical education for medical reasons must obtain a physician's statement to limit or exclude participation in the program. If a student is temporarily indisposed because of illness or minor injury, the parent must send a note to the physical education teacher to explain and request an alternative activity for the day's class.

Each student must bring shorts and a t-shirt to class. In addition, students are advised to keep sweatshirts, sweatpants and a hat in their lockers for use during outdoor activities on cooler days. Failure to report to class in required clothing will result in a penalty, which may affect the student's grade.

POWERSCHOOL PUBLIC PORTAL & SCHOOLGY INFORMATION

You can access your child's grades, attendance and other information through PowerSchool. The link to PowerSchool is located on North's website under "Families." Select the "PowerSchool Parent Portal" link under "Technology Resources." We hope that you encourage your child to take ownership of his/her own progress and use this tool wisely to nurture his/her independence and maturity. For this purpose, students have their own username and password, which is different from yours. Students can access almost all of PowerSchool's features except email notifications.

Schoology is an integrated learning management system that helps track and improve student outcomes as well as enhance student engagement. Families will be able to take an active role in their child's learning to not only remain up to date on what's happening in the classroom, but also be able to see homework assignments, weekly agendas, as well as classroom project and assessment due dates. Students can engage in a variety of activities, such as accessing course content, submitting homework assignments, participating in interactive discussions, and receiving feedback. You will receive your unique access code and how to set up your account from school.

SCHEDULE CHANGES

We make every effort to give each student the program he/she requests. Limitations such as class size, teacher availability, placement recommendations, and group cohesiveness may affect scheduling. Parents/guardians must approve any change affecting a student's total program. Failing marks or personality conflicts are not considered legitimate reasons for a schedule change. An administrator or guidance counselor will place students who demonstrate skills below grade level in academic classes into a Study Hall and/or intervention programs.

SCHOOL CLOSINGS AND EMERGENCIES

The Superintendent has the authority to close District schools, start school later or dismiss students early in the event of inclement weather or other emergencies which threaten the health or safety of students and staff. When determining whether or not to close school due to inclement weather, the Superintendent shall consult the transportation supervisor, weather bureau and sheriff's department.

To inform school families of any school closure, area radio and TV stations are notified as early as possible on any day that schools are closed due to inclement weather or other emergencies. Families will receive an automated call that school is closed, and the announcement will be placed on the district's website.

SCHOOL COUNSELING PROCEDURES AND INFORMATION

The purpose of a counseling program in a school setting is to promote and enhance the learning process. The goal of the program is to empower all students to achieve success in school and to develop into contributing members of our society. School counselors are committed to providing the advocacy and accountability necessary for all students to be successful.

The school counseling program at North is a partner in student achievement. The Guidance program is here to help students achieve in the following areas: academic, social, emotional and career.

- Individual counseling helps students resolve or cope constructively with their problems and developmental concerns.

- Small group counseling involves a counselor working with five to eight students. Students are able to share ideas, give and receive feedback, increase their awareness, gain new knowledge, practice skills, and think about their goals and actions. General topics are related to personal and academic development. If you do not wish to have your child participate, please contact your child's counselor.
- Consultation is a collaborative partnership in which counselors work with parents, teachers, administrators and the Pupil Services team to plan and implement strategies to help students be successful in the educational system.
- Counselor intervention is a process of managing various indirect services that benefit students. It also includes serving as the liaison between school and community agencies.

SECURITY CAMERAS

Thanks to the school district's and community's commitment to student and staff safety, North Middle School enjoys the benefits of a complete security camera system. Cameras cover all hallways, stairwells, and common areas in the building and on campus. The cameras serve as a deterrent and an invaluable aid in investigations.

STUDENT ALCOHOL AND OTHER DRUG USE

It is the belief of the Board of the Education that students and employees have the right to attend school and work in an environment that is free from the non-medical use of alcohol, drugs and mood-altering substances. These substances interfere with the learning environment of students and the performance of students and employees. Possession, distributing, selling, or intending to sell any quantity of drugs, tobacco, intoxicants, look-alike drugs or drug paraphernalia while on school premises or involved in any school related activity, including contracted transportation, by students is strictly prohibited. This policy does not prohibit the authorized use of prescription drugs or over the counter drugs, with the written permission of the student's parent/guardian and physician. Although not specifically mentioned in the policy, alcohol and other drug use applies to e-cigarettes as well. Students who violate this policy shall be subject to disciplinary procedure, which may result in expulsion.

STUDENT INTERVIEWS

There are times when incidents that violate a school rule and/or District policy occur within the school setting. In these cases, the situation will be investigated through interviews of involved students, staff and witnesses for a purpose of gaining a comprehensive understanding of the events that occurred. The questioning will be conducted by a principal/designee. The results of the investigation will determine any consequences. The police department shall be contacted immediately if there is reason to believe that a student violated any laws. If law enforcement officers are contacted by school personnel, or become involved in an incident that has occurred on school ground, or at school-sponsored event away from school premises, it may be necessary to interview the student. If the principal/designee requests assistance, the police officer may conduct an investigation within the school building and interview students as possible witnesses in school and during the school day. Police officers shall make every attempt to interview students outside of school hours and outside of the school setting in cases where assistance by school authorities has not been requested. This procedure will not apply to circumstances where serious crimes are involved or where imminent threats to persons or property are involved. If the police deem it necessary to interview students at school, the police department shall first contact the principal/designee regarding the planned visit and inform the principal/designee of the need to investigate.

Communication with Parents/ Guardians:

- A. Parents/Guardians will be notified of a school-related incident for all involved students upon completion of the investigation due to the need to be timely and comprehensive, parents will not be notified when students are interviewed.
- B. Parents/Guardians of the involved students will receive communication prior to the release of school should a school investigation be ongoing.
- C. If police are involved in an investigation, communication to parents/guardians will be determined by the police department.

TELEPHONES/MESSAGES

Students may use the phone in the Attendance Office with permission from staff for emergencies only. Office staff will relay emergency telephone messages from parents to students. If a parent/guardian calls, a message will be taken and the child will be called down between classes. Phone calls will not be transferred to classrooms.

Students are allowed to bring cell phones to school. However, they must be turned off before entering the building and must remain off until students leave at the end of the day. The cell phone must be stored in the student's locker during the entire day. North Middle School is not responsible if cell phones are lost, damaged or stolen.

TEXTBOOKS AND SCHOOL-OWNED ELECTRONICS

Students are expected to handle textbooks with care. As a first step in keeping books in good condition, students are expected to put covers on their textbooks. If a book is lost or damaged, the cost of replacing the book will be charged to the student. In the event that a lost book is returned, the money will be refunded. In addition, the expectation is that students will use school-owned electronics in a responsible manner.

TOBACCO FREE SCHOOL POLICY

The School District of Menomonee Falls enforces a "tobacco free school" policy following Section 2.120.12(19) of State Statutes which "Prohibits the use of all tobacco products on premises owned or rented by, or under the control of a school board." Note: this policy refers to any use of tobacco. Use is defined as possession of tobacco or an apparatus used for smoking. Possession of tobacco in a container such as a pocket or purse will be deemed as a violation. This policy has been coordinated with the Menomonee Falls Police Department and Village officials.

In addition, e-cigarettes, vapor and hookah pens are not permitted on campus. Many of these products use nicotine, and while some do not, sales of these devices to minors are prohibited by law. Therefore, these products will not be tolerated on campus or on busses.

All individuals on school property share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property is encouraged to report it to an administrator or a supervisor. When possible, the School Liaison Officer will be the enforcing official for the Village. The outlined policy will be enforced on a regular basis.

WITHDRAWAL

If a student is withdrawing from the district, a parent/guardian must notify the office several days in advance, and complete and sign a Withdrawal Form. In addition, on the student's last day, s/he must present his/her Student Withdrawal Form (prepared by the Guidance Office) to his/her teachers, counselor and the Library Media Specialist to obtain their signature. At that time, all textbooks, educational materials and library books must be returned. At the end of the last day, the completed Student Withdrawal Form must be returned to the Guidance Office. Students are also responsible for cleaning out their hall and/or gym lockers prior to withdrawal.

NOTICE OF NONDISCRIMINATION POLICY

The School District of Menomonee Falls does not discriminate against pupils on the basis of sex, race, color, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in education programs or activities, and provides equal access to the Boy Scouts and other designated youth groups. If any student feels there has been a discriminatory situation in regard to any of the above named classes or in violation of Title IX, Section 504, or Title II of ADA, please contact the building administrator or Kathy Young, the Director of Pupil Services, at 262-255-8695 or W156 N8480 Pilgrim Road, Menomonee Falls, WI 53051, or younkat@sdmfschools.org.

RELEASE OF STUDENT INFORMATION – BOARD OF EDUCATION POLICY 347 For more information about the Release of Student Information, please refer to the Board of Education Policy 347 on the District's website.



School District of Menomonee Falls

Mission Statement

**In partnership with family and community
the School District of Menomonee Falls
provides the best personalized and
comprehensive education so our students
will be prepared for, and positively contribute to
a profoundly different future.**

CODE OF CONDUCT 2021-2022

Philosophy of Building

PBIS is short for Positive Behavioral Interventions and Supports. This language comes directly from the 1997 Reauthorization of the Individuals with Disabilities Education Act (IDEA). PBIS is used interchangeably with SWPBS, which is short for “School-wide Positive Behavior Supports.” PBIS is based on principles of applied behavior analysis and the prevention approach and values of positive behavior support. We refer to our PBIS program as Falls Pride.



Students learn about the “3 REs” through classroom lessons, modeling and practice. In addition, posters with the “3 REs” have been placed throughout the building. Students will receive teacher signatures on their “Positive Referral Card (PRC)” as a reward for displaying respect for everyone, education and our environment. They can turn their cards in throughout the year to earn items from the school store, gift cards, or a phone call home from a favorite staff member.

The biggest reward that students may earn is the ability to attend a special event that occurs at the end of every semester. **Participation in the semester events must be earned through both positive behavior and passing grades.** Possible events may include: watching a movie, attending a dance or other special event or end of the year field trips, which in the past have been to Great America, Noah’s Ark, and Country Springs Water Park. Students qualify for each of these reward events as long as they do not receive two (2) Major (Office) Referrals (maintain positive behavior), maintain positive effort in Flex class, and maintain passing grades during the specified time period. If a student does not earn the first semester reward, he/she may still be able to earn the second semester reward.

Here are some examples of how the system works:

- If a student receives two (2) Major Referrals during any semester, he/she will not be able to participate in the Falls Pride (formerly known as PBIS) Reward Event that occurs at the end of that same semester. Four (4) Minor Referrals are equal to one Major Referral.
- Passing grades must be maintained for all classes. Passing grades are considered to be: As, Bs, Cs, and Ds.
- ***NOTE:** All three criteria will be checked on the day permission slips are due. Permission slips are treated as agreements that a student will continue to maintain his/her eligibility after turning them in through the day of each incentive. Therefore, all three criteria will **again** be checked on the day before each incentive.
 - A student will be considered ineligible and will be removed from the incentive if any of the following apply:
 - He/she has one (1) or more non-passing grade.
 - He/she has received a Flex participation score of 3 for three (3) or more weeks during the semester
 - He/she has not met the established attendance criteria.
 - At any time prior to the incentive taking place (including the morning of each incentive) if a student has reached the equivalent of two (2) or more Major Referrals, then he/she will be considered ineligible.

Refunds are NOT guaranteed.

Minor Referral = Teacher Level Major Referral = Administrative Level

We treat each semester separately . . . which means that at the start of Semester 2, everyone starts over at “zero” referrals! We want to give all students, even those who make a mistake, further chances to earn the rewards by showing improvement in their behavior and grades. We are separating the deed from the doer; there are no bad students, just poor choices!

Restorative Practice seeks to develop good relationships and restore a sense of community. At North Middle School, we will all work together to develop a community in each classroom and throughout the entire school. We will work alongside students to manage conflict and tension by repairing harm and restoring relationships. Our goal is to actively engage students and create a climate where adults are doing things *with* students, instead of to them or for them.

The overview of this student document attempts to present:

1. The general principles that form the foundation of the North Middle School Code of Conduct,
2. Our expectations for student behavior,
3. The rationale for the way the school day is structured for students,
4. Measures used to prevent inappropriate behavior,
5. The consequences of inappropriate behavior.

This information is not intended to be all-inclusive. You will be subject to disciplinary action any time your behavior is disruptive, illegal, or inconsiderate of others. Discipline policies and procedures are established by the Menomonee Falls Board of Education and are available on the district's website at www.fallsschools.org.

Please recognize that school rules apply at all times. Rules apply while you are on or off campus and/or in proximity to the school campus, on school-sponsored field trips, on school buses, at school bus stops, while you are traveling to or from school or school bus stops, while you are at school-sponsored events and activities, and at any other time or place that your conduct may affect the safety and/or well-being of other students and/or staff. You may be subject to discipline for any conduct that takes place off-campus and/or outside of school where there is a reasonable belief by school administration that your behavior has caused or will cause a disruption to North's educational process or environment, or has interfered with or will interfere with the safety and/or well-being of students/staff. You are responsible for following all rules and regulations contained in the Board of Education's policies. Repeated violations of any portion of the Code of Conduct may be considered gross disobedience or misconduct, and will be subject to discipline up to and including expulsion.

What Is a Citizen of North Middle School?

1. Someone who makes good choices.
2. Someone who shows respect for others by being friendly, honest and uses appropriate language.
3. Someone who demonstrates respect for the property of others, the school's property, and their own property.
4. Someone who participates in co-curricular programs and activities. (It's a good way to have fun after school as well as meet new friends.)
5. Someone who takes a stand for what is right and fair.
6. Someone who demonstrates good citizenship by following school rules.
7. Someone who helps keep our building neat and clean and takes good care of our equipment and supplies.
8. Someone who returns lost things to the office or to the rightful owner.
9. Someone who is polite and says *"please"* and *"thank you."*
10. Someone who shows pride.
11. Someone who considers different alternatives before making a decision or choosing a behavior, realizing the consequences or rewards of their actions.
12. Someone who does great things for others rather than doing things to others, does things for their school rather than to it, and does things for themselves rather than to themselves.
13. Someone who appreciates the efforts of teachers and staff members to provide students with meaningful experiences and challenges in their pursuit of excellence.
14. Someone who positively represents themselves and our school in all environments.

North Behavior Matrix

Expecta- tions	Class- room	Hallway/ Stairway	Cafeteria	Restroom/ Locker Room	Entering/ Exiting	Emer- gencies/ Drills	School Activities	Bus
Respect Everyone	<ul style="list-style-type: none"> • Listen to speaker • Use appropriate language • Stay in your space • Follow dress code • Accept responsibility • Practice good hygiene • Be helpful 	<ul style="list-style-type: none"> • Go directly to your destination(s) • Stay in your space • Walk on right side • Keep lockers clean • Accept responsibility • Lock your locker • Keep hallway clean 	<ul style="list-style-type: none"> • Wait your turn • Accept responsibility • Keep area clean • Say please and thank you • Stay in your space • Use a quiet voice 	<ul style="list-style-type: none"> • Respect others' privacy • Stay in your space • Flush • Wash your hands • Lock your locker 	<ul style="list-style-type: none"> • Stay in your space • Follow adult directions • Enter/leave calmly and orderly • Go directly to your destination(s) 	<ul style="list-style-type: none"> • Listen to and follow adult directions • Remain silent • Stay in your space • Follow designated procedures 	<ul style="list-style-type: none"> • Stay in your space • Listen to the adult/speaker • Applaud/cheer appropriately • Participate appropriately • Follow established procedures 	<ul style="list-style-type: none"> • Remain in your seat • Stay in your space • Listen to adults • Use appropriate language • Be prompt to your bus stop
Respect Education	<ul style="list-style-type: none"> • Attend school regularly • Be on time • Be prepared • Accept responsibility • Listen to speaker • Do your best work • Do your own work • Participate • Use your assignment notebook 	<ul style="list-style-type: none"> • Use a quiet voice • Go directly to your destination(s) • Be on time to class • Have an appropriate pass visible 	<ul style="list-style-type: none"> • Make healthy food and beverage choices • Bring a pass if you are leaving the cafeteria • Eat a hot or cold lunch • Do not bring soda or energy drinks to breakfast or lunch in the cafeteria 	<ul style="list-style-type: none"> • Use a quiet voice • Have an appropriate pass • Go directly to your destination(s) • Be aware of other classes taking place 	<ul style="list-style-type: none"> • Remove all types of head gear • Turn off electronic devices • Put electronics in your backpack or locker and keep them there during the day 	<ul style="list-style-type: none"> • Walk at all times • Move safely • Remain with your class 	<ul style="list-style-type: none"> • Represent North with pride • Return permission slips by due date 	<ul style="list-style-type: none"> • Use a quiet voice when speaking • Stay in your space • Remain in your seat
Respect the Environment	<ul style="list-style-type: none"> • Accept responsibility • Clean up after yourself • Use materials and equipment appropriately 	<ul style="list-style-type: none"> • Keep your lockers clean • Keep hallways clean 	<ul style="list-style-type: none"> • Keep food in the cafeteria • Clean up after yourself • Clean up your area • Use a quiet voice 	<ul style="list-style-type: none"> • Keep the restrooms clean • Use equipment appropriately 	<ul style="list-style-type: none"> • Walk • Use trash receptacles • Keep area clean 	<ul style="list-style-type: none"> • Keep the area clean 	<ul style="list-style-type: none"> • Keep the area clean • Bring only needed materials • Walk to and from seat 	<ul style="list-style-type: none"> • Keep the bus clean • Use appropriate language • Remain in your seat • Follow all bus rules

What Are Bullying, Cyberbullying, Cyber Threats, and Harassment?

The District and Board of Education are committed to providing a safe, secure, respectful and nurturing learning environment for all students in school buildings, on school grounds, school buses and at school-sponsored activities. The District consistently and vigorously addresses bullying behavior so that there is no disruption to the learning environment and learning process. The policy applies to both on school grounds and during activities that occur off school property.

Definitions (Please see policy 411.1 for full descriptions):

- Bullying – Deliberate behavior using words or actions intended to cause fear, intimidation or harm and representing an imbalance of power.
- Pupil harassment – Behavior towards students in which any act subjects an individual or group to unwanted abusive behavior of a nonverbal, verbal or physical nature.
- Sexual harassment – Unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.
- Cyberbullying – Misusing technology to harass, tease, intimidate, threaten or terrorize.

More specifically, cyberbullying is being cruel to others by sending or posting harmful materials or engaging in other forms of social aggression using the internet or other digital technologies. Cyber threats are either direct threats or general statements that make it sound as if the writer is emotionally upset and may be considering harming someone else, or harming himself or herself. Students who have been threatened or bullied at school by other students via the internet or electronic devices should report the matter to an adult immediately.

District policy prohibits employees and students from engaging in any act that constitutes harassment, including sexual harassment of either sex. Harassment is defined as verbal or physical conduct relating to an individual that has the purpose or effect of creating a hostile or offensive environment and interferes with the individual's work or learning performance. Sexual harassment is defined as unwelcome sexual advances, physical contact, or physical and/or verbal contact of a sexual nature. Examples of sexual harassment may include but are not limited to sexual slurs, sexual innuendoes, demeaning sexual inquiries, requests for sexual contact or relations, touching, exposure, sexual assaults, notes or correspondence inviting sexual contact.

An individual who believes he/she is being subjected to bullying or harassment is encouraged to advise the person who is engaging in such conduct (the accused) of their objections to harassing or bullying behavior. If the victim of such behavior is unable or unwilling to advise the person alleged to be engaging in bullying or harassing behavior, or if this fails to resolve that behavior, the individual should immediately report the behavior to a teacher, principal, associate principal or district administrator and file a complaint. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports will be taken seriously and a clear account of the incident will be documented in order to identify bullying behavior from other types of behavior.

What Can You Do About Harassment?

1. Advocate for yourself by using an "I" statement.
2. Tell any adult at school.
3. Develop a plan with the adult.
4. Follow through on the plan.

Student Responsibility Statement

Computers for School and Home Use

All middle school students are issued a Chromebook for their educational use. Many of the resources, communications, and assigned projects in school are now digital, making this an important tool for your educational experience and success. If reasonable precautions and care are exercised while using this device, the Chromebook should not experience physical damage. Students will be issued the same Chromebook each school year. Parents/guardians have the final say as to how and where the Chromebook will be used outside of school. If the Chromebook needs support, the student should visit the library media center help desk.

What is my responsibility if the Chromebook is damaged or lost?

The student/parent/guardian may be financially responsible to the school district for loss of equipment/theft and/or negligent or willful damage to the Chromebook or protective case (up to \$208). The student/parent/guardian should immediately report the loss or theft to the school office or library media center to assess the need for police involvement.

Students should not remove or tamper with the protective case installed on the Chromebook that is provided by the school district for any reason. The most common charges assessed during 2017-18 were for students who removed the protective case/rubber and by doing so broke the protective cases (\$18) as well as for a lost power supply used for recharging the device (\$10).

Some examples of negligent damage may include causing damage by dropping the Chromebook, slamming the lid, spilling liquid on the unit, picking at/removing the keys with an object, allowing another student to use the Chromebook who then damages it in some way, sitting on or placing heavy books on the Chromebook, damage as a result of a pet, losing the equipment provided, damaging the cover with paint, markers, or stickers, and not properly holding or transporting (with lid closed) the unit.

Willful damage is damage that is inflicted on the equipment intentionally. Students may lose the privilege of taking the Chromebook home if a repair or restitution cost is not paid in a timely manner as determined by the school district. By the student exercising the proper care precautions, most if not all damage can be avoided.

The SDMF professional technical staff is authorized to assess damage and make the determination of which charge will apply, if any. Charges can be made for parts (the district will not charge for labor costs to repair a district issued Chromebook).

Examples (prices are subject to change based on market conditions):

Per Negligent Occurrence	Loss/Theft/Willful Damage
Device Casing (cracked, defaced, etc.) up to \$20 Keyboard \$10 Power Supply \$10 (1st time), \$25 (2nd time) Screen \$20	Removing/damaging Chromebook wraparound protective case \$18 Power Supply \$10 (1st time), \$25 (2nd time) Up to \$208 for a Chromebook for willful damage or loss (depending on unit age, model, etc.), theft (pending police investigation)

While these lists may not include all possibilities of negligent damage, it is a representative list. Other damages/loss that is not shown here will be evaluated by the SDMF professional technical staff and amended into one of these categories (note: If the defect is covered by the Chromebook warranty purchased by the district, the student **will not be charged.**)

Students...remember to exercise good care and choices with your Chromebooks. Just like a cell phone, the Chromebooks will need to be charged every day and ready for school. While the Chromebook is assigned to you, your parents have the final say in how, where, and when you may use it away from school.

What is the Dress Code?

All students have the right to wear clothing of their choice, with the following guidelines:

- No expressions of obscene, profane, pornographic, sexist, racist or otherwise demeaning points of view.
- No symbols depicting pain, death, suicide, alcohol or drug use.
- No gang-related words, symbols or pictures.
- No head adornments (hats, caps, visors, etc.)
- No carrying book bags, backpacks, nylon drawstring bags to class (unless noted by medical professionals).
- No pants worn lower than the hips.
- No undergarments may show.
- No one-shoulder, halter, tube, racer back, spaghetti strap, midriff or low-cut tops, or anything else that exposes undergarments.
- No bra straps may show.
- Tops must have a neckline no lower than the armpit.
- All students must be properly and appropriately attired. Excessively short shorts, skorts, skirts, or pants that expose a student are not allowed. While standing upright with his/her arms down on each side and while making a fist, a student should not be able to touch his/her skin.
- No outerwear clothing may be worn in the classroom during the school day. Outerwear must be stored in the student's locker during school hours. Outerwear is defined as raincoats, jackets or overcoats worn over other clothing for warmth or protection outdoors.
- No exposed midriffs.
- No items that are considered a distraction or danger to self or others.
- Building administrators retain the right to make adjustments to the dress code as needed.

Lockers

Each student is assigned a hall locker. This locker should be used for schoolbooks, materials and outdoor clothing. Keeping the locker neat and locked at all times is the student's ongoing responsibility. Each student will be required to purchase a padlock from the district that will be used throughout middle school. Padlock combinations are to be kept confidential. Students are only to access the locker assigned specifically to them.

Money or valuable personal possessions should never be kept in lockers. If it is necessary to bring valuables or money to school, those items should be left in the office.

Although they are assigned for student use, lockers are school property. Only padlocks purchased from North are allowed on lockers. Non-school purchased padlocks will be removed from lockers. A school administrator, or designee, with or without the student's permission or presence may open the locker if inspection is warranted. Any unauthorized items found in a locker may be confiscated. Medication in any form will be considered an unauthorized substance if it is found in a student's locker.

New and improved lockers have been installed at North. Due to damaging effects, the outside of lockers must be kept clear of posters, stickers, signs, etc. Also, due to damaging effects, no contact paper or tape is allowed either on the inside or outside of lockers. Magnets may be used on the inside of lockers to hang student items.

What is expected of Attendance and Absences?

The District believes truancy and excessive absences affect a student's education and increase the chance of failure. A missed school day is a lost opportunity for students to learn. Poor attendance is a proven early warning sign of academic risk and high school drop rates. Parents/guardians have primary responsibility under state law for student attendance at school.

State statutes 118.15 and 118.16, and Board policy 431 allow a parent/guardian to excuse a student up to 10 days of school per year. Please use these carefully as the number one factor in student success is attendance. Acceptable, although not always excusable, reasons for absence include: illness, family trips/vacations, medical, dental or other professional appointments, and court appearances/legal proceedings known in advance. Please refer to Board policy 431 for detailed information about compulsory attendance.

Habitual truancy is defined as a student who is absent without an acceptable excuse for part or all of 5 or more days a semester. Part of a school day is defined as missing 30 minutes or more without an acceptable excuse. Habitual truancy may result in a truancy conference, citation, and/or referral to Waukesha County.

It is every student's responsibility to report to school on time. Prompt arrival to each class is also required. If late to school, students are to report to the Attendance Office to obtain a tardy slip. A tardy unexcused during the school day will be documented and chronic unexcused tardies will result in disciplinary action.

No student is permitted to leave the school premises unless authorized by parents and the school staff.

All students must leave the building by 2:40 p.m. unless participating in a supervised activity, serving a detention, or receiving extra help from a teacher. Students are to report to the classroom or area designated by the supervisor. Students staying after school may not leave the building before the end of their after-school supervised activity unless authorized by parents and the activity supervisor. Students waiting to be picked up must do so near the office doors. They are not allowed to roam around or wait in other areas of the school.

What Happens if the Rules Are Broken?

- The following misconducts may be considered dangerous and/or disruptive or unruly if they interfere with the ability of the teacher to teach effectively.
- Any of the following misconducts, with the exception of truancy, may result in a teacher removing a student from class.
- Administrative intervention may include a student participating in a reflective and restorative process outside of the regular classroom setting.
- Extreme misconduct may result in a child being sent home for the remainder of the day with work assigned that is due before reinstatement.
- The philosophy of North Middle School (p. 5) will dictate the course of action taken for each individual act of misconduct. The actions taken may or may not include the following: teacher interventions; administrative interventions; parent meetings; restorative projects; formal conferences; confiscations; citations; removal from class; removal from bus; detentions; suspensions; pre-expulsion hearings; expulsion.
- While every effort has been made to detail violations and their consequences, the following list is by no means exhaustive. Administration reserves the right to impose discipline for offenses not listed below, following the procedures detailed herein as they deem appropriate. Discipline will be imposed for any behavior not listed but which constitutes a disruption to the educational process, which threatens student well-being, staff/student safety or school security.

MISCONDUCT	DEFINITION
<u>Verbal Abuse:</u> <u>Profanity</u>	The use of inappropriate language, either written or spoken, or conduct or gestures which are obscene, lewd, profane, vulgar, or sexually suggestive.
<u>Intimidation/</u> <u>Harassment</u>	Engaging in a course of conduct or <u>repeatedly</u> committing acts that irritate or torment persistently and/or annoy by name-calling, pestering, tormenting, threatening, using racial slurs or intimidating another person that serves no legitimate purpose. Targeting a specific group or individual.
<u>Bullying</u>	Engaging in a course of conduct that <u>repeatedly</u> irritates or torments and/or annoys by name-calling, pestering, tormenting, threatening, using racial slurs, or intimidating another person that serves no legitimate purpose.
<u>Fighting</u>	Physical contact or physical harm.
<u>Weapons</u>	Possession of or use of any object that by the way it is used or intended to be used is capable of inflicting bodily harm. This includes but is not limited to guns, knives, clubs, slingshots, explosives (including fireworks) or other items which may be determined to be dangerous.
<u>Personal Physical</u> <u>Confrontation</u>	Hitting, pushing, shoving, tripping, and/or kicking.
<u>Gang Activity</u>	Disruption and intimidation caused by gang symbols on materials, jewelry, or clothing. Gang posturing, which provokes an altercation. Involvement in a gang fight/exchange of blows.
<u>Electronic Devices,</u> <u>Beepers and Laser Pens</u> <u>(Possession)</u>	Any device not used for educational purposes in a school setting: radios, headphones, beepers, cell phones, electronic games, laser pens, pagers, I-pods & MP3 players.
<u>Tardiness</u> <u>(Unexcused)</u>	Not seated in classroom when bell rings.
<u>Truancy</u>	Absent without acceptable parent/guardian excuse (includes all classes). Only the following excuses are considered acceptable: illness; medical/dental appointments; family emergency; attendance at a funeral; religious holiday observance. All other reasons for absences or tardies are considered unexcused.
<u>Drugs/Alcohol and/or</u> <u>Look Alike Drugs</u>	Possession and/or use on school property. Selling or distribution.
<u>Smoking</u>	Possession of and/or use on school property or at school sponsored events. This includes e-cigarettes, vapor pens, hookah pens and any other similar device.
<u>Classroom Disruption</u> <u>Interfering with Educational</u> <u>Process</u>	Confronting staff argumentatively, throwing objects, refusing to follow directions or making loud noises.
<u>Chronic Disruption</u>	Behavior that disrupts the educational process of others by involvement in misconduct that recurs on a regular basis over a period of time.
<u>Cafeteria Misconduct</u>	Throwing food, not cleaning up after yourself, refusing to follow directions, disrespect to teachers, cafeteria staff and/or those in charge.
<u>Dress Code</u> <u>Personal Appearance</u>	Refrain from wearing anything that may be considered disruptive. Please refer to Dress Code.
<u>Cheating</u>	Turning in work that is not your own, copying, cheat sheets, plagiarism, doing work for others.
<u>Computer Network Student</u> <u>Conduct</u>	Using the computer network for non-educational purposes, and without staff permission.
<u>Bus Misconduct</u>	Any behavior that causes a disruption and/or general disturbance that could cause concern for the safety and well-being of self and others.
<u>Vandalism</u> <u>Willful destruction of</u> <u>property</u>	Graffiti. Destroying or marking school property.
<u>Theft</u>	Taking or damaging another person's property without permission.

MISCONDUCT	DEFINITION
Skateboard	Riding on/around school property.
Retaliation	A malicious attempt to harm the health and/or safety of a student and/or staff member. Use of obscene and libelous materials.
Inappropriate Behavior/Items	Any behavior that causes a disruption and/or general disturbance that could cause concern for the safety and well-being of self and others. Possession of any item that may cause a disruption and/or general disturbance that could cause concern for the safety and well-being of self and others.
Social Networking	Sexting, internet based online contact or posting inappropriate comments, pictures, etc. Cyberbullying.

Due Process

Every student has the right to explain his/her side of the story when accused of not acting responsibly or violating a school rule. Therefore, all students have the right or responsibility to:

- Know what they are being accused of doing wrong.
- Tell the truth about what happened.
- Name witnesses on their behalf.
- Accept consequences.
- Show improvement in the future.



Restorative Questions



1. What happened?
2. What were you thinking of at the time?
3. What have you thought about since?
4. Who has been affected by what you have
done? In what way?
5. What do you think you need to do to
make things right?

Reflect and Refocus

Student Name: _____

Staff Member: _____

Time Left Class: _____

Date: _____

Hour: _____

Time Left Refocus: _____

1. What happened?

2. What were you thinking at the time?

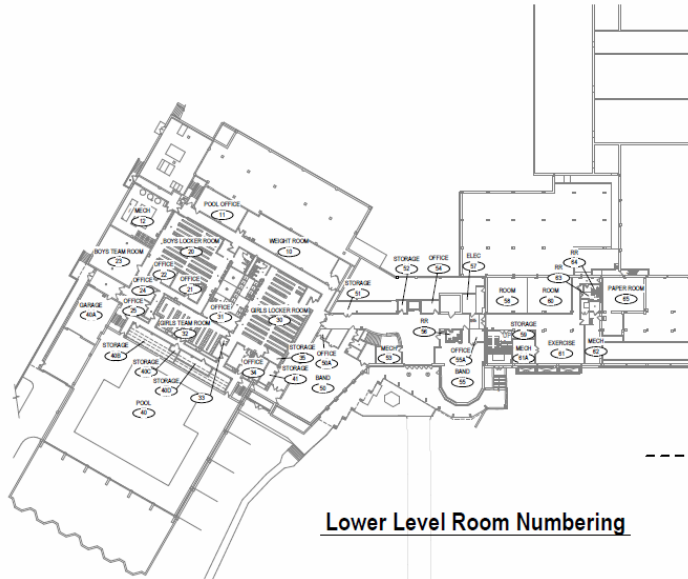
3. What have you thought about since?

4. Who has been affected by what you have done? In what way?

5. What do you think you need to do to make things right?

6. I am ready to speak to my teacher at this time.

☐ Yes ☐ No

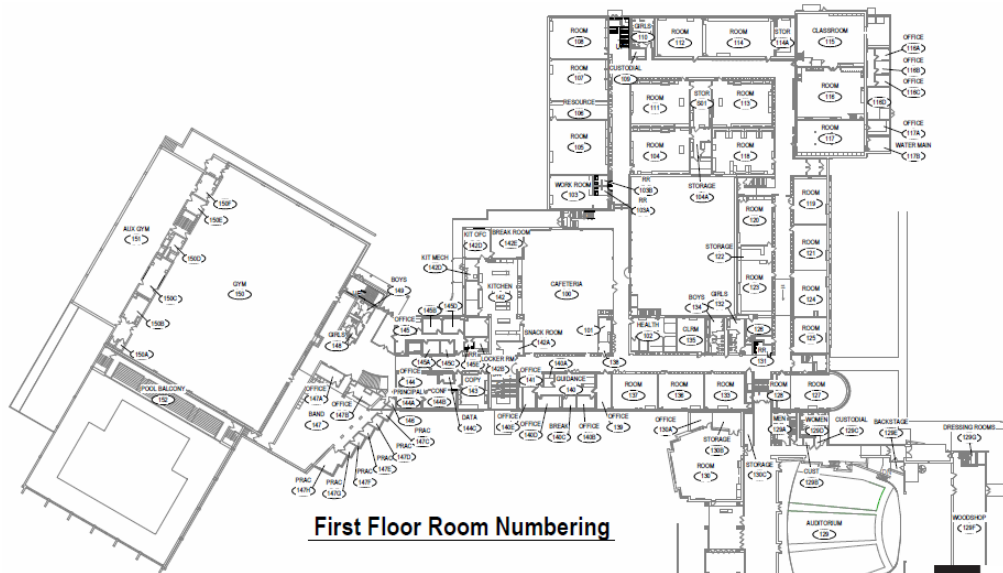


Lower Level Room Numbering



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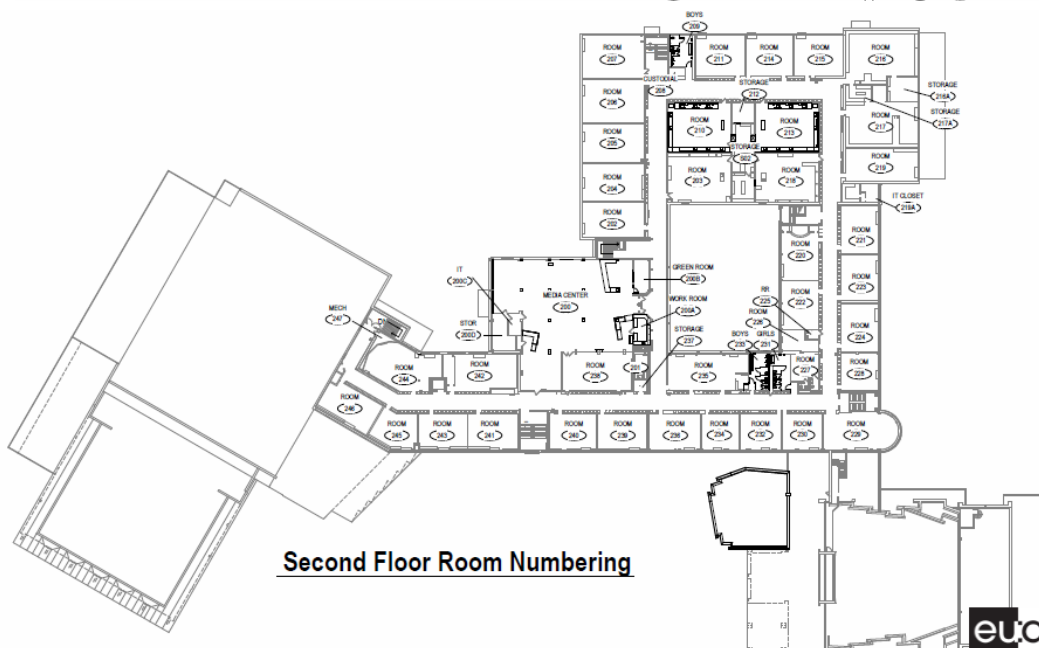


First Floor Room Numbering



SCHOOL DISTRICT OF MENOMONEE FALLS - NORTH MIDDLE SCHOOL

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Second Floor Room Numbering



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