

**Shawano Community
Middle School**



**STUDENT-PARENT
HANDBOOK**

2019-2020

TABLE OF CONTENTS

SECTION 1 - INTRODUCTION.....	3
SECTION 2 - SCMS GENERAL INFORMATION	3
THE HAWK WAY AND DISTRICT FOCUS	3
ACADEMICS AT SCMS.....	4
BELL SCHEDULE	4
DAILY DISMISSAL	5
EXTRA-CURRICULAR ACTIVITIES	6
MEDIA CENTER	9
P.T.O. AT SCMS.....	9
PROMOTION DANCE	9
REPORT CARDS.....	10
SCHOOL RESOURCE OFFICER	10
STUDENT SERVICES.....	10
WEATHER – CANCELLATIONS AND DELAYS	10
SECTION 3 - GENERAL POLICIES.....	11
ATTENDANCE AND ABSENCES	11
SCHOOL ATTENDANCE POLICY & OPEN ENROLLMENT	12
ASSIGNMENT NOTEBOOK/ AGENDA	16
SCHOOL SAFETY	16
DISASTER.....	16
ALICE	16
BICYCLE USE	16
CLOSED CAMPUS	16
COMPUTER USE	16
DRESS CODE	17
HALLWAY BEHAVIOR	17
INJURY.....	18
ITEMS TO KEEP AWAY FROM SCHOOL	18
LOCKERS.....	18
LUNCH AND RECESS	18
MAKE-UP WORK.....	19
MEDICATION	19
MEDICAL EXCUSE FOR PHYSICAL EDUCATION.....	20
NON-DISCRIMINATION POLICY.....	20
RETENTION	20
SPECTATORS AT SPORTING EVENTS	20
TECHNOLOGY USE	20
CHROMEBOOK.....	21
TELEPHONE USE	21
SCMS PROPERTY	21
TRANSFER TO ANOTHER SCHOOL.....	21
VISITORS	22
SECTION 4 - BEHAVIOR MANAGEMENT	22
BEHAVIOR INFRACTIONS	23
BULLYING REPORTING PROCEDURE	24
BUS CONDUCT	25
PARTY TO A CRIME.....	26
PLAGIARISM	27
WEAPONS	27
ELASTIC CLAUSE	27
DISCIPLINARY POINT SCALE.....	28
DETENTIONS	29
SUSPENSION AND EXPULSION PROCEDURES	29
EXPULSION	30
BULLYING INCIDENT REPORT FORM.....	31

SHAWANO COMMUNITY MIDDLE SCHOOL

SECTION 1 - INTRODUCTION

This handbook is provided as a resource for students, parents, and staff at SCMS. It is edited every summer by SCMS administration and approved by the Shawano School District Board of Education. The information and policies in this handbook is intended to provide a standard for the school year so all stakeholders are consistent with what services SCMS provides and how situations will be handled. Any suggested edits to the handbook should be sent to SCMS administration to be considered for the next summer. This handbook will be posted on the school's website throughout the year and should be referenced whenever questions about school policy arise.

SECTION 2 - SCMS General Information

The Hawk Way and District Focus

The Hawk Way

Shawano School District uses the Hawk Way as a framework for guiding students into making good choices. The Hawk Way is expressed with three levels of proficiency:

- **Learning the Hawk Way-** Students discover what it means to make respectful, responsible, and safe choices.
- **Living the Hawk Way-** Students apply the lessons of the Hawk Way to their daily lives.
- **Leading the Hawk Way-** Students lead others, both by example and expression, into being good examples of the Hawk Way.

The tenets of the Hawk Way are parallel to those of the PBIS model. They are expressed as follows:

- **Be Respectful-** Take pride in your work. Share your positive energy. Be a great listener.
- **Be Responsible-** Show integrity. Model good behaviors. Be open to critical conversations. Be an inspiration.
- **Be Safe-** Take care of yourself and others. Be reflective. Foster positive relationships.

District Vision

All Shawano School District students will be prepared with the skills and knowledge to achieve excellence.

District Mission

Shawano School District students will experience education by Learning, Living, and Leading the Hawk Way:

- Students will be actively engaged and challenge themselves in the learning process.
- Staff will reach and inspire all students by seeking and utilizing best practices.
- The Shawano School Board and community will support the learning process and lead our district in providing the necessary resources for student success.

District Beliefs Statements

1. We believe a quality education demands a quality, reflective staff dedicated to continuous improvement.
2. We believe all students can learn and excel.
3. We believe our schools enhance the quality of life in our community.
4. We believe a home/school/community partnership with effective communication is essential in providing each student the support and resources to be successful.
5. We believe diversity challenges family, school, and community to be responsible to individual needs and enhances the learning experience.

6. We believe students learn best when provided a learning environment focused on being respectful, responsible and safe.
7. We believe we inspire students to contribute to society as knowledgeable, responsible, and cultured citizens.
8. We believe that positive relationships are a foundation of successful schools.
9. We believe that individuals have the ability to create change and must quickly adapt to educational changes.
10. We believe a commitment to continuous improvement, and to personal and organizational accountability is essential to the educational process.

Academics at SCMS

SCMS offers a wide variety of rigorous and interesting courses for students. Our hope is that students will be exposed to many different disciplines while students here, discovering more of their talents and interests along the way. All students at SCMS take one period of math, social studies, and science every day, in addition to a two period English Language Arts (ELA) class. All students also have a physical education class every other day. Every student has a half hour Hawk Time which meets every other day. This is where school wide lessons and activities will take place one or two times a week and where fundamental reading and math skills are enriched 3-4 times a week. Students also have a one period study hall, usually every day. Students in 6th grade have an additional 5 week exploratory (art, technical education, general music, health, character education, and keyboarding) at the end of the day.

The periods which are open after the above classes are scheduled are for electives. Students in 6th grade get one every other day elective; students in 7th and 8th grade get 1.5 electives. The electives currently offered at SCMS are foreign language (Spanish and French), Tech Ed, Transportation, Art, Band, Choir, Orchestra, Family and Consumer Sciences, Computers, and STEAMing Ahead. Information about these classes is available from our school counselors.

Students choose their electives in the winter/spring of the previous school year. Students are usually given their first choice of electives, but sometimes an alternate may be required. Students and parents can make schedule change requests when the school year begins, but a cutoff date is established by administration. Students and parents who wish to make schedule changes throughout the school year must contact a school counselor and discuss the situation. All efforts to resolve whatever issues with the assigned courses exist will be made before a schedule change in the middle of the year is considered. Once the school counselor determines that a schedule change is a positive course of action, the situation will be referred to SCMS administration for approval.

We assign standard grades for school work at SCMS. Students are given A's for work which exceeds expectations, B's for work which meets expectations, C's for work which barely meets expectations, D's for work just below expectations, and F's for work which is not acceptable. Grades are considered to be feedback in middle school, but we will highlight students with excellent academic achievement. This recognition will take the form of Student of the Month Awards, Dollars for Scholars Awards, End of the Year recognition, and more.

Bell Schedule

The following bell schedule is effective as of the 2019-2020 School Year.

Before School

Students are welcome at SCMS beginning 40 minutes before the school day; doors open at 7:30. From 7:30-8:00 students will have an opportunity to eat breakfast, work on homework in the commons, sit with friends in the bleachers, or participate in open gym. From 8:00 to 8:10, students will have time to visit their lockers and prepare for their first class of the day.

SCMS DAILY BELL SCHEDULE

	PERIOD	TIME	MINUTES	
GRADE 6	1st	8:10-9:03	53 <small>(includes Hawk Reading)</small>	
	2nd	9:06-9:49	43	
	HAWK 3rd TIME	9:52-10:22	30	
	4th	10:25-11:08	43	
	5th	11:11-11:54	43	
	6th	11:58 – 12:41	43	
	Lunch	12:41 – 1:01	30	
	GRADE 7	5th	11:11-11:54	43
		Lunch	11:54- 12:24	30
		6th	12:28- 1:11	43
GRADE 8	Lunch	11:08- 11:38	30	
	5th	11:42- 12:24	42	
	6th	12:28- 1:11	43	
7th	1:15 - 1:58	43		
8th	2:01-2:44	43		
9th	2:47-3:30	43		

08/08/2019

Daily Dismissal

The dismissal bell for students on full days is at 3:30 pm. All students must have arrangements to leave the school grounds no later than 3:45 unless they are in a supervised activity or waiting for a bus. After the school day is concluded at 3:30, students are to either report to their after school activities or go home. They are not to linger on school property unless they are meeting with a teacher, participating in an activity, or here at the permission of a school official. At the conclusion of the school day, all students who are going home should report to the bus line for the early buses, walk home, find their parents, or sit in the commons to wait for the buses. Administration may also designate the LGI as a place to wait for the buses to arrive. Students are not allowed to play on school property during this time and all students should be off the property by 3:45 unless they have staff permission to remain.

Extra-Curricular Activities

We strongly encourage middle school students to try as many activities, clubs, or sports as they can during their time in our school. Extra-curricular activities are an excellent way to make friends, have fun, build skills, and develop character. We offer a wide variety of options for extra-curricular activities at SCMS. Please see the Extra-curricular Handbook in the SCMS Visitors' Center for descriptions of each activity and points of contact.

Activities and Clubs

BATTLE OF THE BOOKS

Shawano Middle School Battle of the books is a program designed to promote a love of reading with a competitive twist! All 6th, 7th and 8th graders are encouraged to participate by signing up and forming a team. Students read books on the formal Battle Reading List starting in December and compete in battles in the spring where students need to remember information about the plots, characters, and settings of the books. Every question asked in a battle is answered by the title and author of the book and takes the form of "name the book and author in which a horse and a boy are stranded on an island".

Battle of the Books gives students a chance to read from varying genres, periods, perspectives and culture. The books are hand selected by a team of teachers with input from National and State Book Award lists, students, professional journals and organizations. Battle of the Books is for any student that loves reading or wants to be part of a team that competes to see who can read and remember the most!

CHESS/CRIBBAGE CLUB

Chess is a two-player strategy board game. Chess club is open to all 6th, 7th and 8th grade students. Learn or improve your knowledge of this strategic game! Chess club is a fun and rewarding place to learn, grow, make new friends, and engage in friendly competition. Chess Club meets every Tuesday and Thursday (3:45-4:20) until April. We have also added cribbage into the mix as well.

CITIZEN OF THE MONTH

To qualify, a student must demonstrate great personal character, students having better than average moral excellence, and be representative of the *Hawk Way - Be Responsible, Be Respectful, and Be Safe*. Citizen of the Month is open to all students in 6th, 7th, and 8th grades and is chosen by teachers (although we welcome student and parent submissions as well!).

DESTINATION IMAGINATION

(DI) is an educational organization that teaches 21st century skills and STEM principles through creative and collaborative problem solving challenges. Team members' work together to develop a solution to one of seven open-ended challenges and present their solutions at tournaments. Through the Challenge program, students learn and experience the creative process from imagination to innovation and learn skills needed to succeed in school, career and life, including teamwork, communication, project management, perseverance, creative and critical thinking, and self-confidence. DI is open to all 6th, 7th, and 8th grade students.

FORENSICS

Forensics is an extra-curricular activity offered to students in 6th, 7th, and 8th grade. The purpose of middle school forensics is to build self-confidence and oral competency by developing and practicing fundamental public speaking skills. Information meetings are typically held in November/December. Coaching typically begins in early January and competitions take place in February and March.

With the help of their coach, team members prepare an oral presentation from one of eighteen different categories including Prose, Poetry, Storytelling, News Reporting, Solo Acting and Group Acting, Group Improvisation, and Demonstration. Those selections are performed at scheduled tournaments and festivals where students are evaluated according to individual category standards. Students then choose a category and begin the search for an appropriate selection to be used in competition during the tournament season.

HAWK WAY TEAM

The Hawk Way Team establishes the school wide citizenship culture by designing student activities and homeroom lessons to help all students to know the Hawk Way and grow as citizens. This team also strives to recognize students who live the Hawk Way through awards and activities. In the spring, the Hawk Way team invites several outstanding citizens from the 7th grade class to serve as members of the team throughout their 8th grade year.

HELPING HANDS

Students learn that no matter what their age, gender, ability, or socio-economic status, they can make a difference in their community. Students will work collaboratively with peers on service projects. The club's goal is to assist students in being able to grow in confidence, increase their social circle, and experience the joy of helping others.

HOMEWORK CLUB

Students who wish to have time to work on their homework at school may do so in the library after school on Tuesdays and Thursdays from 3:45 to 4:30. Students will have access to computers, may work quietly in small groups, and a teacher will be available to answer questions. Of course, students are expected to model the Hawk Way while in the Homework Club so others can concentrate.

LIBRARY HELPER

Every year, the library selects responsible students to become library helpers. As a library helper, students are responsible for shelving books, shelf reading, creating and putting together displays, assisting with the book fair, and generally working to keep the library an organized and fun place for all students in the school to work in. Students are representing the library and the school when they are working so they are expected to treat others with respect, maintain a positive attitude, and generally follow the *Hawk Way* in everything they do. Library helper is open to all 6th, 7th, and 8th grade students who qualify.

MATH OLYMPIAD

Math Olympiad: This is a five-part Math Competition open to any 6th, 7th, and 8th grader invited to participate based on test scores. Competitions are once a month, beginning in November, and consist of five challenging questions each month. All students receive a prize for participating, and high scorers receive awards.

SPELLING BEE

Spelling Bee: All students participate in their classroom-level spelling bees, and the winners move on to the school wide spelling bee held in February. The winner of that competition moves on the regional bee to represent the Shawano Schools.

STUDENT COUNCIL

Student Council is the student governing body of SCMS. Students who are interested in helping SCMS be a successful community and school are welcomed to join Student Council. Elections are held for positions such as class officer for each grade level and the executive board (secretary, vice president, and president). Some of the activities Student Council sponsors are school dances, Valentine Grams, and the Halloween Costume

Contest, and the SCMS Fundraiser. Student Council has also raised money for Habitat for Humanity, Sam's House, Red River Riders, and the Humane Society.

YEARBOOK

Yearbook staff is composed of 6th, 7th, and 8th grade students who demonstrate behavior that models the Hawk Way and who are interested in taking pictures, selecting, editing, and designing the yearbook for Shawano Community Middle School. Students on the yearbook staff will be asked to take pictures during special events and sporting events. The yearbook staff will be part of meetings before and after school as well as during study halls to create the yearbook. Students will have the opportunity to learn what it is to work as a team with their fellow students. They will also have the opportunity to learn how to take pictures, edit, organize and format the pictures on the pages of the yearbook. Students who are interested in being part of the yearbook staff can choose their level of involvement from just taking pictures to being involved in the editing and creation process.

Athletics

BASKETBALL

Our basketball programs at SMCS are for both boys and girls in grades 7 and 8. The program focuses on developing basic skills for the game and to improve on existing skills. Players will also learn the rules of the game, develop good sportsmanship and friendships, and understand what it means to be part of a team.

Boys' season is from mid-October to mid-December.

Girls' season is from beginning of January to the end of February.

CHEER TEAM

Our cheer program at SMCS focuses on developing basic skills that are involved in being a cheer person, and to improve on existing skills. Cheerleaders will also learn the rules of cheer, develop good sportsmanship and friendships, and understand what it means to be part of a team. Cheer is open to both boys and girls in 6th, 7th, and 8th grade. This program runs from the beginning of the school year until mid-December cheering for both the football season and the boys' basketball season. Cheerleaders will only perform at home games for these two sports, and students may be involved in a try-out situation as well. Practices are scheduled by the coaches and are usually twice a week. Games for football are once a week, while basketball games are usually twice a week.

CROSS COUNTRY

Cross Country is a team running sport that takes place in the fall on a measured course between 1.5 to 2 miles. The season begins one week before school begins in fall and runs through the middle of October, and is open to all 6th, 7th, and 8th grade students. We practice each day after school. In Cross Country, we think of practice as training to compete in our meets. During practice, we work on improving running strength and endurance. We do various running activities as well as various core strength activities. Most cross-country meets are held on dirt trails, sidewalks, park grounds, and golf courses. Some of these meets are more spectator friendly and you are able to see the runners at different spots during the race. Other meets are difficult and you may only see them at the beginning and when they cross the finish line.

FOOTBALL

Our football program at SMCS focuses on developing basic skills for the game and improving on existing skills. Players will also learn the rules of the game, develop good sportsmanship and friendships, and understand what it means to be part of a team. Football has two teams, one for 7th grade and one for 8th grade.

SOCCER

Our soccer program at SMCS are coed teams and focuses on developing basic skills for the game and improving on existing skills. Players will also learn the rules of the game, develop good sportsmanship, friendships, and understand what it means to be part of a team.

TRACK

Our track programs at SMCS are for both boys and girls, a separate team for each, and is open to 6th, 7th, and 8th grade students. The program focuses on developing basic skills for the game and to improve on existing skills. Players will also learn the rules of the game, develop good sportsmanship and friendships, and understand what it means to be part of a team. Track season is in the spring starting in April and running until mid-May.

VOLLEYBALL

Our volleyball programs at SMCS are for girls in grades 7 and 8. The season runs from the beginning of school until about mid-October. Seventh grade will have an "A" and "B" team that will be of equal ability levels. Eighth grade will also have an "A" and "B" team with the "A" team consisting of the strongest players' ability wise for that grade, and the "B" team will be for players who need to work on some of their skills. The program overall focuses on developing basic skills for the game and to improve on existing skills. Players will also learn the rules of the game, develop good sportsmanship and friendships, and understand what it means to be part of a team.

WRESTLING

Our wrestling program at SMCS is open to both boys and girls in 6th, 7th, and 8th grade students. The program focuses on developing basic skills and to improve on existing skills. Players will also learn the rules of the game, develop good sportsmanship and friendships, and understand what it means to be part of a team. Wrestling season runs from the beginning of January until the end of February/beginning of March.

Media Center

Shawano Community Middle School students have a Media Center that contains thousands of books, magazines, videos, and computer software. To see the materials available from your home, log on the web site at www.shawanoschools.com, go to Middle School Library – holdings.

Students may check out materials on an as- needed basis. Materials are due back in the library in two weeks. Students are held responsible for the materials they check out of the library.

P.T.O. at SCMS

The Parent Teacher Organization (PTO) is a committee of SCMS parents, teachers, and administrators who work together to support a positive and productive middle school experience for the students, teachers, and parents. The committee tries to meet once a month. The PTO seeks to help wherever needed. Shawano Community Middle School P.T.O. has been actively involved in the following activities:

- Fund-raising and funding special events and activities
- Providing funds for field trips
- Honoring teachers
- Providing concession stands at sporting events
- Sponsoring after school fun activities for students

Parents interested in joining the PTO should inform the building principal. We would love to have you!

Promotion Dance

All SCMS students who maintain at least a 1.5 GPA throughout 8th Grade and meet the standards of the Hawk Way in their behavior will be invited to attend a Promotion Dance at the culmination of 8th Grade. The dance is for SCMS 8th grade students only. Students who are below the 1.5 GPA requirement will be informed ahead of time that they are in danger of not being allowed to attend and given any opportunity, assistance needed to get their grades up. The cutoff for getting grades above 1.5 is the 5th grading period of 8th grade, although students who are close may be given extra time. Finally, students who fail to live up to the Hawk Way, particularly with unsafe behavior or poor choices near the date of the Promotion Dance, will not be invited. It is our hope that every student who attends SCMS gets to be a part of the Promotion Dance at the end of their 8th grade year.

Report Cards

Formal report cards are issued every six weeks so the student can keep track of their progress in each class. Our report cards are mailed home one to two weeks after the end of each six-week grading period. If you do not receive your report card after two weeks, please contact the school office.

Before a failing grade is issued to any student on any of these grading periods, an attempt will be made to communicate with the student's parents.

Each report card contains a comment section. Be sure to read the comments carefully as they will help in understanding your grade. In addition, we use the following methods of notifying you and your parents as to your progress during the school year.

1. **Phone Calls** - Our teachers are very willing to call parents when they have a concern about a student academically or behaviorally.
2. **Conferences** - Teachers may request a conference anytime during the school year to develop plans or programs that will benefit the student.

If at any time anyone has questions or concerns about their child, please do not hesitate to contact the school. We recognize the importance of strong communication between parents and the school to students' academic success and will do everything we can to make this happen.

School Resource Officer

The School Resource Officer (SRO) is used as a resource person, an educational aide, in addition to being a law enforcement officer, who by definition has an obligation to serve, protect, and uphold the law. Another role of the SRO is that of being a referral agent. The SRO should be intimately acquainted with the kinds of help that are available on the local level to young people and their families.

The SRO will be involved in discipline situations as needed, particularly when student safety is at risk. Parents will be notified if a student has contact with the SRO at school.

The SRO may serve an educational function by assisting in the provision of courses of study designed to acquaint students with the law, the ways in which the law operates on the State and local level, and how it touches their lives. The SRO may at times be asked to discuss or lecture on topics relating to law enforcement to classes within the school.

Student Services

The Student Services department consists of: Associate Principal, Social Worker, School Nurse, School Psychologist, and two School Counselors.

SCMS provides a comprehensive counseling program. This program focuses on academic, career, and personal / social domains through individual, group, and classroom counseling.

Students wishing to see a counselor or social worker will be able to schedule an appointment using appointment sheets located in the main office. Teaching staff may also refer students for individual and / or group counseling. Parents may also call for an appointment if they have questions or concerns regarding their child(ren). In addition, a member of the Student Services Team may refer students to outside agencies when deemed necessary.

Weather – Cancellations and Delays

The School Superintendent decides when the school day needs to be altered due to inclement weather. Choices include:

- Open school on time
- Delay start of buses

- Close school

Parents and students should not call the bus company to ask about delayed starts or cancelled school. The superintendent will put information out via Skylert and on the school's website, Facebook page. Additionally, **WTCH-960 AM and WIXX-101.1 FM** are called as soon as a decision is reached to place a closing announcement on the air. **FOX 11-TV** (Channel 11) will announce decision of school operations between 6:15 a.m. and 8:00 a.m. When school is dismissed early because of bad weather, the announcement will indicate that school will dismiss one hour early, two hours early, or whatever the situation may be.

SECTION 3 - GENERAL POLICIES

Attendance and Absences

Research shows that good attendance is essential for success in school. At Shawano Community Middle School, we recognize excellent attendance by the semester and we expect every student will strive for good attendance.

We expect each and every one of our students to be in school every day. Not only is school attendance is required by state law (ch.118.15), research and experience shows that consistent attendance is one of the most important prerequisites for academic success.

When a student is absent from school, a parent or guardian must notify the Middle School office at 715-526-2192 ext. 8305 no later than 11:00 AM on the day of the absence.

In lieu of calling, a written excuse may be provided immediately upon the student's return to school. If any parent or student needs assistance in regards to getting to school, we urge them to contact us so we can find a way to help. Because we recognize the importance of school attendance, we will vigorously pursue all truancy issues.

Unless a dire emergency exists, all absences from school that are not related to illness or injury must be requested at least 48 hours in advance to administration in order for the absence to be officially recorded as excused.

Because of their negative effect on academic performance, truancy, excessive absenteeism, and tardiness are problems that require close supervision. Truancy is defined as absence from school for a day or any part of a day without a legitimate excuse explained above (illness, etc.). Chronic absenteeism will require a doctor's excuse. Chronic truants will be referred to the Department of Social Services and the courts. This can occur after five unexcused (full or partial day) absences in a semester or ten excused (without a doctor's note) absences in a year. SCMS will do all it can to help parents and students with truancy issues before referring students to Social Services.

Tardies

SCMS believes that attendance at the beginning of class is critical for academic success. Students who arrive without a pass to class after the bell and before five minutes into class will be considered tardy. Habitually arriving to class more than five minutes late may result in building and/or court level consequences. (This does not apply to students who bring a valid pass to class and have a valid reason for being late.) For every three unexcused tardies in a given class, a 30 minute detention may be assigned by the classroom teacher. There also may be hallway sweeps at arbitrary times. Students caught being tardy during a sweep will be assigned a detention.

Truancy letters/referrals

SCMS administration will send warning letters home when students acquire an alarming number of unexcused absences or excused absences without a doctor's note. After two warning letters are sent, the third letter will likely be accompanied by a referral to our school resource officer for a truancy fine. Any questions about this should be sent to the associate principal at SCMS.

School Attendance Policy & Open Enrollment

UNEXCUSED ABSENCES (When Intervention options have not been successful)

Unexcused Absence
Daily automated call. Best practice personal call to parent. Document in Skyward under discipline notes

Two to Three Unexcused absences, the attendance designee may call and speak to a parent/guardian. Document effort in Skyward

First Truancy letter at three to four unexcused absences, notification to parent/guardian with description of the attendance law and list of student's absences. Send notice to PLO and DSS. Document in Skyward

After five Unexcused absences, pupil services may meet with the student and make direct contact with parent/guardian. Document in Skyward

Second Truancy letter should be sent to parent/guardian with description of the attendance law and a list of student's absences. Send notice to PLO and DSS. Document in Skyward.

After **Second Truancy letter**, if age appropriate PLO may issue a citation. Pupil services may attempt a face to face visit with parent/guardian. Document in Skyward.

Parent must contact administration to schedule parent/student conference with administrator. Document in Skyward

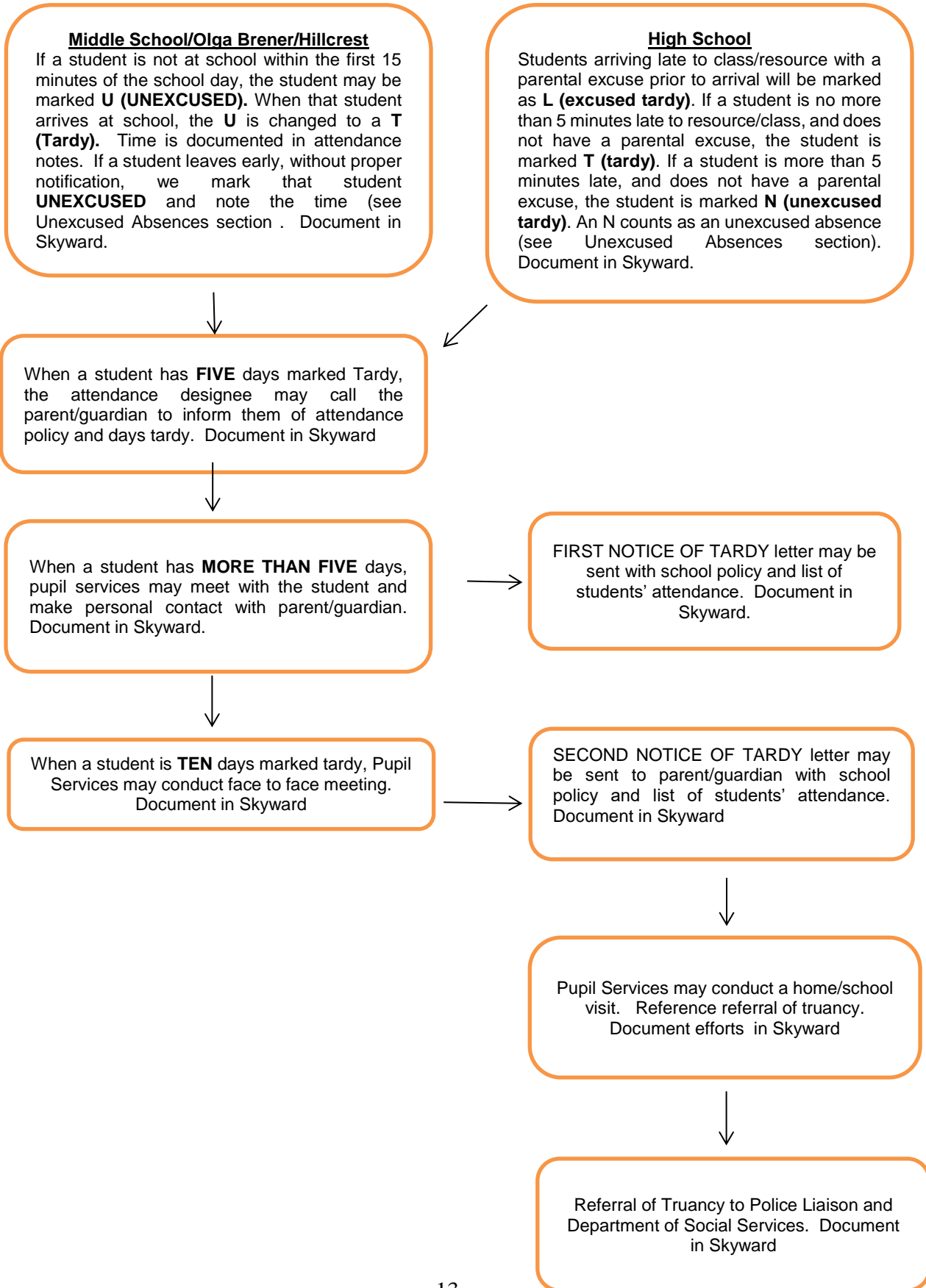
POINTS TO REMEMBER

- Unexcused absence refers to all or part of a day that student is absent.
- Administrator reserves the right to intervene at any point in the process.
- When sending truancy letters out, school may send to Department of Social Services and Police Liaison Officer.

First Referral to Department of Social Services. PLO may issue a citation. Document in Skyward

Ten or more unexcused absences, Pupil Services may conduct home/school visit. Document in Skyward

TARDINESS/LEAVING EARLY (When intervention options have not been successful)



EXCESSIVE EXCUSED ABSENCES (When Intervention options have not been successful)

Students are allowed **TEN** excused absences per school year which could be all or part of a day. Parents have 24 hours to notify the school either by telephone contact or written notice. High School is requesting a notification by parents by 3:30 PM the day of the student's return.



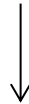
At **TEN** days, a warning letter may be sent to parent/guardian. In addition, a written request for a doctors' excuse may be given to the parent(s) for each excused absence thereafter. A doctors' excuse will override truancy. Included should be the school policy of excused absence with an attached copy of the students' attendance. Document in Skyward



At **FIFTEEN** days, a second warning letter may be sent to parents requesting parents to contact the school regarding excessive absences. A copy of the school policy and student attendance should be attached. Document in Skyward.



More than **FIFTEEN** days excused, a home visit by Pupil Services may be made. Document in Skyward.



Any further absences by the student without a doctors' note may be marked unexcused. Notification will be given to Police Liaison Officer and Department of Social Services. Document in Skyward.

OPEN ENROLLMENT

When a family requests open enrollment, the Shawano School District may send an open enrollment verification letter with the Shawano School District attendance policy.

The family may be informed that the same standards of attendance will apply to their student. Parents may be notified of open enrollment consequences of truancy.



If an open enrolled student has attendance concerns, and intervention options have not been found successful, pupil services/administrator may conduct a face to face meeting with open enrolled student and their parents/guardian.

Parents/Guardian and student may be notified of the five expectations on open enrollment attendance.



A letter may be sent detailing open enrollment expectations. This includes the school board

1. Truancy policy
2. Open enrollment consequences of habitual truancy.
3. Clear expectations of what constitutes a truancy including what constitutes "part of a school day."
4. A description of the notification that a parent can expect to receive when a student is absent and/or truant.
5. How and where the parent can view the students' attendance record.
6. The process of how a parent or pupil may follow if they believe the student was erroneously marked truant.

Assignment Notebook/ Agenda

Every student is issued an assignment notebook/agenda planner (agenda) for the year. Agendas must be taken to every class. This is a very important tool in helping students to be organized and responsible in completing assignments. Parents are encouraged to monitor their child's daily written work through the planner. Students will be responsible for the cost of replacement for lost or damaged agenda planners. If an agenda is found to be in poor condition, students may be asked to purchase a new one for \$5.00.

School Safety

Disaster

SCMS takes student safety very seriously. We prepare for disasters such as fire and extreme weather by posting emergency information, practicing drills once a month, and coordinating with city and county services.

ALICE

The threat of violence against students is a rising concern in our nation. With that in mind, we train our students and staff to follow the ALICE model when a dangerous event such as a school shooting takes place. ALICE is described as follows:

- **A**lert- Be aware of your surroundings. Use plain and specific language. Avoid code words.
- **L**ockdown- Barricade the room. Silence mobile devices. Prepare to evacuate or counter if needed.
- **I**nform Communicate the attacker's whereabouts. Use clear and direct language. Be prepared to stay on the phone if speaking to emergency personnel.
- **C**ounter- Move, make noise. Throw objects to distract attacker. Use body weight and gravity to gain control. Counter should be an absolute last resort.
- **E**vacuate- Run from danger when safe to do so. Break windows from the top corner. Move to rally point. Keep hands visible and follow law enforcement commands.

ALICE is not designed to be sequential. You have the ability to control your response. You do not have to be a victim.

Bicycle Use

Those students who ride a bike to school must enter the grounds and go directly to the bike rack, located at the front of the school as the school will not be responsible for lost, stolen, or damaged bicycles. Bikes must be locked to the rack. Students who take or damage bicycles on the rack which do not belong to them can expect to be prosecuted by the Shawano Police Department.

Closed Campus

SCMS is a closed campus school, which means that students can only leave with permission once they arrive for their school day. Students on school grounds are to remain on the grounds and under supervision until 3:30, unless signed out with permission from the office.

Computer Use

Shawano Community Middle School issues Chromebooks for students to use. Two computer labs (one by the library and one as a part of the Tech Ed department) are also available for students to use. While using computers, students are expected to remain on task and avoid inappropriate websites. Students are not to use the computers to view/post to social media, play internet games (except by expressed permission from staff), or search for inappropriate subjects. Consequences for violating these terms are as follows:

- 1st Offense:** 1 week removal from computer use
- 2nd Offense:** Up to 1 month removal from computers
- 3rd Offense:** Administrator decision

See the district's Chromebook policy for details about the devices issued to students.

Dress Code

The standards of dress for the Shawano School District have been created to provide direction and guidance on proper attire to our students throughout the district. Students should be dressed in a manner that will not create either a safety hazard, or cause a disruptive influence on other students in and around school. All clothing must be modest and kept clean at all times.

1. Any clothing that is worn in a manner normally identified with an antisocial organization such as a gang, or clothing that contains pictures and/or writing references to obscene, racist, sexist connotations, drinking establishments, alcohol, smoking, and/or drug products is expected to be kept away from the school environment.
2. Clothing and accessories which could cause violence or disruption are prohibited. Chains are considered a dangerous item and need to be kept away from the school environment. Items will be confiscated and a parent conference may be required before they are returned.
3. See-through blouses and shirts are prohibited unless an appropriate shirt is worn under it, and/or other clothing adequately covers it. All underwear and bras are to remain unseen & underneath clothing including straps.
4. Shirts and blouses must be modest in appearance to have a non-revealing neckline (cleavage should not be visible).
5. The wearing of any type of clothing that exposes the midriff is unacceptable. The midriff must be covered, and the shirt must overlap the top of the pants or skirt at all times.
6. Tank tops/shirts/dresses must have shoulder straps 1" or thicker. Halter tops that tie behind the neck are not allowed. Loose-fitting arm holes or revealing necklines need to be accompanied by an appropriate shirt that meets dress code.
7. Shorts, skirts, dresses, and skorts are acceptable school attire under the following conditions: shorts, skirts, and skorts must be within the ends of your fingertips, while standing, without showing midriff.
8. Bottoms must avoid revealing private areas or underwear when sitting.
9. Pajama bottoms may be worn only on special days.
10. Hats/headgear/bandanas and jackets will only be worn before or after school, during outside recess (or on special days) and need to remain in your locker or backpack during the school day.
11. Safety or special purpose equipment or clothing must be worn when required by the teacher in his or her classroom. Students must follow safety rules given by teachers regarding how clothing is to be worn.
12. Footwear must be worn in the school building with some exceptions for special activities as designated by the principal.
13. Clothing with revealing holes needs to remain out of the school environment. Any skin which is revealed by holes needs to conform to standards above (no skin shown above fingertip level for pants, for instance). It is acceptable for clothes with revealing holes to be partnered with shirts and/or shorts which cover the revealed skin, but underwear must remain unseen.
14. Underwear/boxers need to be worn below the waistband of any pants/shorts. All underwear needs to be unseen under your clothing.
15. Special Days- There are spirit days and other fun events throughout the year. The school administration reserves the right to be flexible with dress code on those days. Changes in the school policy will be expressly stated by school administration in conjunction with those events. If no changes are expressed, the stated policy remains in effect.
16. The dress code is complicated as clothing is varied and styles change quickly. If there are any questions about dress code policy, please ask the building administrators.

Hallway Behavior

Responsible student behavior is expected throughout our school building. Courtesy, respect, and safe actions are expected in the hallways, and is especially important during busy passing time between classes. Loud or disorderly conduct is unacceptable and unpleasant for everyone.

Any student passing through the hall before school or during classes should have a pass from a teacher, support staff, or office personnel. Passes are located in Student Agendas and must be carried with the student at all times.

Injury

Any student injured at school should report to the office immediately. Depending on the severity of the injury, parents will be notified and proper provisions will be made for care or transportation to a medical facility.

Items to Keep Away from School

Items such as toys (or any other items that may distract) that may cause a disruption are not permitted during the school day. Such items used during the school day will be confiscated. It is then the student's responsibility to notify parents that they will need to pick up the confiscated item. These items are to remain in student lockers during the school day, but students are highly encouraged not to bring these items to school.

- **1st offense – Student may retrieve from teacher**
- **2nd offense – Parent notification & retrieval from administration**
- **3rd offense – Disciplinary action determined by administration**

Lockers

Students will be given a hall locker, a gym locker, and possibly a music locker while at SCMS. Students are expected to use these lockers responsibly. The purpose of the lockers is for every student to store books, gym clothes, school supplies, musical instruments, and personal belongings safely. Although lockers are secure, we still believe valuables should be kept at home. Due to the risk of accidents and bugs, only unopened food or drink containers are allowed in lockers.

Sharing of lockers and combinations is a bad idea...it is a good way to lose your stuff! The school is in no way responsible for lost or stolen personal belongings.

When there are issues with property being taken at school, it is always a combination of bad choices one side and failure to secure belongings on the other. Locks, when the combination is secret and used properly, are an extremely effective deterrent to theft.

The locker assigned to a student is the property of the School District. At no time does the District relinquish its exclusive control of such lockers. A locker may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. The search may be conducted by the district administrator, a building principal, an associate principal, a police liaison officer, police dog, fireman, or a school employee or agent designated by the district administrator or building principal.

Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent(s)/guardian of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The student or parent/guardian of a minor student shall be notified of items removed from the locker and turned over to law enforcement officials.

Lunch and Recess

The lunch period is meant to provide students with a relaxing and enjoyable period of time to eat lunch and socialize with peers.

Consistent with Hawk Way expectations, and in order to make lunchtime as pleasant and efficient as possible:

- **Be Responsible:** Eat your own food; Bring needed recess materials; Talk quietly with others at your table
- **Be Respectful:** Use please & thank you to the servers; Keep all areas clean; Get help when needed
- **Be Safe:** Maintain personal space; Walk; Use property the way it was designed to be used

Hot lunch food is to be eaten only by the person who purchased it. Federal regulations prohibit sharing hot lunch food. Cash may be used at any time for hot lunch or ala carte items. Lunch account payments need to be in the office drop box by 9:00 AM to be credited by lunchtime of that day.

As stated earlier in the handbook, students are allowed to use their personal electronic devices during lunch. This does not include making phone calls, playing music through the phone's speakers, or using the devices in any manner the administration deems to be unsafe. This includes taking pictures in the school, posting to social media while at school, or playing games that are inappropriate for school.

Free play is important, as is exercise and fresh air. Students are given a recess period at SCMS of up to 20 minutes each day, depending on how long they spend eating lunch. Recess can be spent outside on the playground, inside in the main gym during intramurals, inside in the small gym during inclement weather, or remaining in the commons until the bell rings. Recess equipment is provided on the playground and in the gym when appropriate. Students are allowed to bring their own recess equipment as well, but they cannot have such equipment in the cafeteria (it can be kept at the desk in the Visitors' Center).

Consistent with Hawk Way expectations, and in order to make recess as fun and safe as possible:

- Be Responsible: Dress appropriately for the weather; Return recess equipment
- Be Respectful: Include others; Use polite & appropriate language
- Be Safe: Stay in boundaries; Use equipment the way it is designed to be used; Keep hands & feet to self; Ask supervisor to help solve conflict when needed

Make-Up Work

It is the individual student's responsibility to arrange to make up all work missed while absent. The student must request make-up work from their teachers.

If a student will be absent more than two days because of illness, the parent may contact the office and request assignments. We will provide a planned absence form for students to use as they gather their assignments from their teachers for the period they will be missing school.

All make-up work must be completed as soon as possible. When an absent student returns to school, arrangements to make up missing work should be made with each teacher by the end of that first day back. Generally, students have as many additional days to complete missing work as days they missed school. Teachers and students are encouraged to work out a make-up plan that fits the situation and gets the student back on track as quickly and effectively as possible. If a parent calls the office by 10:00 a.m., assignments may be picked up after 3:30 p.m. on the same day.

Medication

The School District of Shawano has a policy for administering medications at school. Its purpose is to help ensure the well-being of children through administering medications safely and within the limits of the law. In most cases office staff, not the nurse, administers the medications and strict adherence to the policy is required. The policy requirements outlined below apply to **all** medications, including those which are needed only for a short time, such as antibiotics.

Policy Highlights for Administering Medications at School

1. All medication (including non-prescription) must be provided to the school in the **original container** and the container must be labeled with:
 - a. The name of the medication.
 - b. The dosage.
 - c. The time it should be taken.
 - d. The student's name.
 - e. The doctor's name (for prescriptions).
2. A medication consent form, available from the school office, must be signed by the parent/guardian before any medication (prescription or non-prescription) may be taken at school.
3. For prescription medication, an Order for Medication (signed by the doctor) must be provided to the school **before** the medication may be taken at school. This is required even for short-term medications.

Ask your doctor for this whenever he/she orders a medication which your child may have to take at school. The clinics have supplies of our forms or the physician can write it on a prescription pad.

4. Any changes in medication (for example, the dosage, the time it is taken, etc.) must be requested in writing. If the medication is a prescription, a new Order for Medication must be completed and signed by the doctor. In addition, the medication must be provided to the school in a container which has been properly labeled by the pharmacist so that information on the label is consistent with the new Order for Medication.

Aspirin or medications containing aspirin should be used with great caution in school-age children because of its association with Reye's syndrome. For this reason, parents are asked to obtain an Order for Medication, signed by a physician, before school staff administer medications containing aspirin.

If your child has asthma and needs an inhaler, please discuss with your physician whether or not the child should carry and self-administer the medication. If he/she should, the physician must indicate this on the Order for Medication and the form should still be returned to school even though the student will be self-administering the medication.

Please avoid scheduling medications to be taken at school whenever possible. When this is not possible, we are happy to help by administering it at school as long as the policy requirements have been met.

Medical Excuse for Physical Education

Students who cannot participate in physical education for medical reasons must have an excuse from their doctor to be exempt from class. Students are expected to present the excuse to their physical education teacher for his/her signature. The medical excuse should then be submitted to the office and will be kept on file. Medical excuse notes must be updated each semester. Medical excuses issued by doctors will be honored by SCMS and all reasonable attempts will be made to provide alternative tasks for the student to do while recovering.

Non-Discrimination Policy

The Shawano School District shall not discriminate against students on the basis of sex, race, religion, color, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. The District shall provide appropriate educational services and/or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs. Requests for religious accommodations shall be made in writing and approved by the building principal. Any accommodations granted by the District shall be provided to students without prejudicial effect.

Retention

School Board Policy 345.4- The student must receive a grade point average of D- (.67) or equivalent or better in the core subjects (Reading, Language Arts, Math, Science, & Social Studies) or a grade point average of C (2.0) or equivalent in all subject areas. Grade point averages will be derived from averaging the grades from 1st semester of 2nd grade through 1st semester of 8th grade.

Spectators at Sporting Events

Student spectators are welcome at events ten minutes prior to game time. Spectators are expected to demonstrate school appropriate and sportsmanlike behavior while in the building. Spectators are expected to root for the Hawks, but be respectful of our guests at all times. Students exhibiting any type of inappropriate behavior will receive one warning. Continued behavior problems may result in loss of attendance privileges for all after school activities for the remainder of the season, a semester, or the year.

Technology Use

Access to the Shawano School District network is a privilege, not a right. Any use of the wireless network entails personal responsibility and compliance with all school rules. The use of the Shawano School District's

network also allows IT staff to conduct investigations regarding inappropriate Internet use at any time, by administrator request. Use of the SSD network is limited to ways which enhance the learning environment.

Chromebook

We want Shawano students to have the tools they need to succeed in learning. Every student in grades 6-12 will be provided a Chromebook for the following reasons:

- writing, revising and being producers of information
- accessing information (research, teacher web pages, online resources, online textbooks, online databases, video instructions)
- Access to enhancement scheduler at SCHS
- presenting information visually
- capturing, creating and communicating through images
- note taking
- managing personal time (calendar, assignment notebook)
- accessing Skyward student information
- communicating (email, blogging, submitting assignments electronically)
- collaborating (connecting with experts, Google docs)
- participating in web-based curriculum software
- complete local and state assessments

Device

Shawano School District is supplying students (6-12) with a Chromebook device. This device is the property of the Shawano School District. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Skyward, Google Apps for Education, educational web-based tools, as well as many other useful resources. The supplied device is an educational tool not intended for personal use including gaming, social networking or high end computing.

Fees:

Families will pay a chromebook insurance fee of \$25 per year. This insurance will cover the cost of most repairs. Families will be charged a replacement fee if the device is lost/stolen. Families may be charged a \$30 damage fee for malicious damage or lost power cord.

Telephone Use

A telephone is located in the Visitors' Center, which can be used by students depending on the situation.

Plans must be made in advance to go to a friend's house or an event; all plans need to be made before the school day begins.

Students should use the phone in the Visitors' Center rarely and only for important reasons. Overuse or abuse of the phone in the Visitors' Center will be referred to administration.

SCMS Property

SCMS issues or makes available many items such as textbooks, computers, instruments, lockers, etc. These items used by the students are the property of Shawano Community Middle School. If students lose or damage school property, they will be responsible for the replacement cost of the property.

Transfer to another School

If a student moves during the school year, a parent or guardian should communicate with a school counselor as soon as possible. Students will be given a withdrawal sheet to give each of their teachers and the librarian. The

teachers will give students a grade in progress for the current marking period, and indicate that all materials, including agendas, have been returned (or give the amount of fine for unreturned school property).

Visitors

All visitors must report to the Visitors' Center to sign in and obtain a visitor's pass. Before leaving, all visitors must return the pass and sign out. Students from other schools, friends, relatives, etc. are only allowed to attend classes with Shawano Community Middle School students with permission from custodial parents/guardians and school administration.

SECTION 4 - BEHAVIOR MANAGEMENT

The SCMS staff and administration expect that SCMS students live the "The Hawk Way" and conduct themselves as good citizens at all times. This includes classrooms, hallways, commons, on campus, and while at school activities. We expect students to engage in Learning the Hawk Way, Living the Hawk Way, and Leading the Hawk Way, and we will provide many learning opportunities throughout the year to help them learn how to do this.

Our program is in place to assist in promoting a safe and positive learning environment, increase student morale, and help students grow into responsible adults. Consequences to inappropriate behaviors will be decided on an individualized basis to best help each student make positive behavioral decisions in the future.

We have a Hawk Way Committee which meets twice a month to design the activities which teach and reinforce the Hawk Way and come up with ways to recognize outstanding citizenship. This committee is made of staff, parents, and students. Anyone with input into how students do or should behave at SCMS is encouraged to either seek their committee representative, or attend the Hawk Way meetings. Ask in the main office for details.

We have many tools to assist in our efforts to teach the Hawk Way. Teachers and staff will make every effort to teach our expectations as opportunities arise. A staff member may also choose to issue a referral, and/or a Happy Hawk Card while teaching appropriate behaviors. The Happy Hawk Card is for recognizing positive behavior choices.

When students are issued an Office Discipline Referral (ODR), it may be designated as a "minor ODR" or a "major ODR".

Minor ODRs are issued by a staff member. They are issued for minor behaviors after the student is informed of the positive expectation and warned about his/her behavior. They will come with a staff directed consequence. An example of this would be a student serving a lunch detention with a teacher for disrupting class. Minor ODRs are entered in Skyward and an automated email is sent to parents immediately upon entry.

Major ODRs also issued by a staff member, but the consequence will come from the office (usually the associate principal). Major ODRs are issued for unsafe behavior or for behavior which inhibits others' learning. Repeated minor ODRs can also turn into major ODRs. Major ODRs also result in an automated email being sent to parents as soon as they are entered in Skyward. Phone or email contact usually occurs after the student and administrator meet to discuss the situation, decide on an appropriated consequence.

Due Process

Any student accused of an action and facing punishment shall:

- Be advised of the reason for the disciplinary action.
- Have the right to explain his/her actions or his/her side of the allegations.
- Be allowed to gather evidence, witnesses to support her/his story.
- Have a right to a hearing before the district administrator and/or board with the student's parent(s), legal counsel, or guardian present if desired.

Positive Recognition

It is very important for our students to be recognized when they do make positive choices. Random positive incentives will be awarded throughout the school year. Students may receive incentives for making good choices in the areas of respect, responsibility, and safety. (Students will earn these incentives for, but not limited to, having good grades, good behaviors, good attendance, positive attitudes, and good school participation). SCMS recognizes students who make good choices throughout the year with an activity and treat at the end of the school year.

Behavior Infractions

The following section goes over areas of student behavior which need clarification. We do not attempt here to list every problem behavior exhibited by middle school students; we are simply clarifying some areas about which students and parents often have questions.

Amorous Behavior

Overt romantic behavior is not appropriate in public school. Students are encouraged to show proper respect for themselves, their companion, and those around them by refraining from such displays. Public displays of affection of a romantic nature will be referred to the school administration.

Bullying

Bullying is defined as aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time. Bullying is a form of victimization and is not necessarily a result of or part of an ongoing conflict. The term "bullying" is used often to describe a conflict between students, but it only fits the actual definition when it is intentional, imbalanced, and repeated. Whether a situation is legitimate bullying or simple conflict, SCMS will do all it can to help resolve the situation and keep students safe.

Bullying can include, but is not limited to these actions:

- Intimidation and/or harassment such as teasing, put-downs, cruel rumors, false accusations, hazing, name-calling, or making threats.
- Social alienation, exclusion and isolation such as shunning or spreading rumors.
- Extortion- the practice of obtaining something, especially money, through force or threats.
- Written notes, phone calls, or texts that are offensive, hurtful, slanderous, threatening, intimidating, insulting or degrading to the recipient.
- Verbal aggression or verbal assaults which are offensive, hurtful, slanderous, threatening, intimidating, insulting or degrading.
- Any act, attempted act or threat of physical aggression such as assaults on a student or attacks on a student property.
- Cyber-bullying through the misuse of social media or other technology.
 - Cyber-bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.
 - In situations in which cyber-bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day to day operations of a school. In addition, such conduct must be in violation of publicized school policy in order for the school to have jurisdiction. Such conduct includes but is not limited to, harassment, or making a threat off school grounds that is intended to endanger the health, safety or property of others at school, a district employee or school board member.
- This policy applies to individuals on school grounds, while traveling to and from school in school provided vehicles, while waiting for the arrival of, or immediately following the departure of any school bus at a designated school bus stop and at school-sponsored activities whether on or off campus.

- Any student who believes that he/she has been the subject of bullying or any parent or guardian who believes that their student has been subjected to bullying should report the matter in accordance with established procedures. There shall be no retaliation against students who file reports under this policy. All reports shall be investigated in a timely manner.
- For information on Reporting Procedure & Bullying Incident Form, see pages the back of this handbook.

Shawano School District Policy

- The Shawano School District believes that a safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The purpose of this policy (Shawano School District Board Policy 443.10) is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence and other similar disruptive behavior.

Bullying Reporting Procedure

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to the building employee most closely connected to the student or the incident, This reporting procedure is not intended to prevent any person from reporting bullying directly to SCMS administration
- B. Any employee that receives a report of, observes, or has knowledge or belief of conduct that may constitute bullying, is required to report to the building associate principal, principal, or designee in a timely manner.
- C. The reporting party or complainant shall use the Bullying Incident Report form, which is available in each school building's office. Oral complaints shall be documented with a Bullying Incident Report form. Anonymous complaints will be investigated but the school district's ability to take action on such reports may be limited.
- D. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- E. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future grades, work assignments, educational or employment environment.

It is the responsibility of administrators, staff members, and all students to ensure that these prohibited activities do not occur. The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student or employee of the school district who is found to have violated this policy.

School District Action for Bullying Incidents

- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate –steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an Investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include but is not limited to, warning, suspension, exclusion, pre-expulsion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of

this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the state statutes, school district policies, and other regulations.

The district will provide activities to educate students on the harmful effects of bullying behavior, how to intervene or report if students see others bullying, how to get someone who is bullying them to stop, and the consequences for bullying. Some of the leadership to prevent bullying and to educate students about bullying will be planned and provided by student leadership in the district.

The principals will review the anti-bullying policy yearly with both students and staff. Records will be kept of all reports of bullying behavior, what investigation indicated, and what consequences if any were applied.

Bus Conduct

Shawano Community Middle School students are expected to be good citizens on the school bus so the bus driver can get them home safely. Students are expected to remain in their seats when the bus is in motion, keep their arms, heads, and belongings in the bus, and respect each other at all times. All school rules still apply on the school bus. Students are reminded that riding the school bus is a privilege rather than a right.

Misconduct on the bus may result in one or several of the following consequences:

- Conference with parent, administration, and/ or bus driver
- Warning letter sent home
- Student denied bus riding privileges
- Incident referred to police and/or Board of Education

Cell Phone Use (plus tablets, gaming devices, etc.)

The use of cell phones and other electronic devices will be restricted in ways to protect the learning environment and the safety of the students. Students' electronic devices should not be visible or audible during the school day unless specifically allowed by their classroom teacher for educational purposes or during the lunch period. Other than during lunch time, students should not have in ear buds. Students are not to play music from their phone's speaker at any time. Students are not to take pictures/videos at school without permission from SCMS staff, nor are they to post to social media while at school. Recording others, particularly during unsafe acts or when resulting in bullying, can lead to serious police involvement. If these guidelines are not followed, the following will consequences may apply:

- First offense: Device may be confiscated by the teacher and kept by that teacher until the end of the period or the end of the day. Failure by the student to relinquish the phone and/or disrespectful interactions will result in additional disciplinary actions.
- Second Offense: The device may be confiscated and kept by an administrator. A parent may be asked to come to school to pick up the device. An after-school detention may also be issued. The student will likely have to have a meeting with the administration before the electronic device is returned.
- Third Offense: Device will likely be confiscated and kept by an administrator until a parent comes in for a conference. At this point and with any ensuing occurrences, a specific behavior contract may be written and the student will likely be prohibited from bringing electronic devices to the school anymore. Additional behavioral consequences such as after school detentions and suspensions may apply depending on the situation.

Students bring their devices to use at SCMS at their own risk. It is their duty to be responsible for the upkeep and protection of their devices. The district is in no way responsible for:

- Personal devices that are broken, lost, or stolen while at school or during school-sponsored activities
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).
- Compatibility with student device and the district's wireless network.

All students are provided with a locker. It is recommended that cell phones either be locked in students' lockers, or left at home.

Drugs/Alcohol/Tobacco/Nicotine Products

No student shall use, distribute, sell or be under the influence of alcoholic beverages or controlled substances on school premises or while engaged in or attending school-sponsored activities. The abuse or possession of prescription or non-prescription drugs, look alike substances, or any inhalants not prescribed by a medical professional (including e-cigarettes used for "vaping") while at school or any school activity is also strictly forbidden. No student may sell, possess, or distribute alcohol, illegal drugs, drug paraphernalia, prescription or non-prescription drugs, or look alike substances, to anyone at any time. The principal may request an immediate assessment by a trained police officer or administrator who is trained in drug recognition.

Possession or use of any product containing nicotine is not allowed at any time in school buildings, on school grounds, at school functions off school property, or in any vehicle parked on school property. This includes but is not limited to cigarettes, cigars, chewing tobacco, snuff, e-cigarettes (all types), and all "lookalike" products. The use and/or possession of drugs/alcohol or tobacco in school, on school property, or at school-sponsored activities, is strictly prohibited.

Violation will result in suspension, parent notification, and possible police involvement or expulsion. If a student is involved in the sale or transfer of a controlled substance or lookalike drug while on school premises or at a school event, police will be notified and discipline procedures will result.

Harassment Policy

SHAWANO S.D. Policy 411.1 –The Shawano School District seeks to provide a learning environment free of any form of harassment or intimidation towards and between students. Therefore, the District will not tolerate harassment in any form and will take necessary and appropriate action to eliminate it, up to and including discipline of the offenders.

Harassment or intimidation can arise from a broad range of physical or verbal behavior which can include, but not be limited to, the following: physical or mental abuse, racial insults, ethnic slurs, religious slurs, unwelcome sexual advances and touching, sexual comments or jokes, sexually explicit derogatory statements, or discriminating remarks which are offensive or objectionable to the recipient or which cause the recipient's discomfort, humiliation or which interfere with the recipient's academic performance.

It is the responsibility of administrators, staff members and all students to ensure that these prohibited activities do not occur. Intimate or sexual relationships with or among students whether consensual or otherwise are prohibited.

Any student who believes that he/she has been the subject of prohibited harassment shall report the matter in accordance with established procedures. If the alleged harasser is the person designated to receive complaints, the student shall report the matter to the next higher authority listed in the procedures or to another staff member who shall report the matter accordingly. There shall be no retaliation against students who file reports under this policy. All reports shall be investigated in a timely manner.

Party to a Crime

Part of living the Hawk Way involves students being aware of the impact their behavior has on others. Supporting other students when they make bad choices is not the Hawk Way. Examples of this include students going to a designated spot to watch a planned fight, yelling supportive words during a fight, or recording a fight with a cell phone. Students who are deemed to have supported a criminal act can be charged as being "party to a crime" and referred to the Shawano Police Department. It is the hope of our school that students will use their influence over others to help them to make good, safe choices while they are students here, not support dangerous acts.

Plagiarism

Students are expected to produce original work at SCMS. We does not tolerate plagiarism/cheating in any form, as it is dishonest and makes assessment of student understanding impossible. Plagiarism/cheating includes copying homework, copying another person's test answers, buying/selling homework, paraphrasing information without giving credit to the original writer, and copying material off of the internet and calling it your own. Plagiarism/cheating is stealing; it is unethical and dishonest. Students caught cheating/ plagiarizing will be asked to re-do the task with a completion date determined by the teacher. In addition, parents will be notified, and a disciplinary referral may be made. Violations will be taken into consideration when determining student eligibility for awards, scholarships, and letters of recommendation.

Weapons

The use and/or possession of weapons on school grounds, school buses, or at any school related activity is strictly prohibited. Violators will be referred to law enforcement officials for prosecution, and will be subject to disciplinary action up to and including expulsion. The use and/or possession of "look-alike", "toy", or "facsimile" weapons is also prohibited, and will be treated with equal seriousness and consequences. This policy also covers tools, such as knives, which are used for hunting, camping, etc. Students are encouraged to hand over any dangerous items they find, even if they accidentally brought them to school themselves, to administration so we can keep the school safe. Depending on the situation, students who self-report dangerous items will likely not get into trouble for violating school rules. If weapons or dangerous items are found to be in a student's possession and had not been reported by the student first, excuses such as "forgetting" will not be considered and students will be referred to the police department.

Elastic Clause

The school and administration reserve the right to establish fair and reasonable rules and regulations for things requiring action that are not covered in the handbook and/or student behavioral plan that may arise. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents. Matters omitted from the list should not be interpreted as limitations on the scope of the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students of Shawano Community Middle School.

The policies and regulations within this handbook apply for all school-sponsored activities, including those held before or after school, and those held away from Shawano Community Middle School.

Disciplinary Point Scale

At SCMS we are committed to helping students to live the Hawk Way by teaching our expectations, supporting students when they make bad choices, and holding students accountable for their actions. This chart is intended to help us to be consistent and fair as we do this. Most students do not earn Office Discipline Referrals, or, if they do, earn only minors. Those are designated by “0’s” below. For students who do make more serious or frequent bad choices, the majors are listed with levels ranging from 1-7. It is always our intent when students earn ODRs to reteach the behavior, help the student to see the consequences of her or his behavior, and hold her or him accountable in a manner which will make it less likely for the behavior to reoccur. In rare cases where we are not able to make a change in student behavior or where an incident rises to the most serious and dangerous levels, we will have to consider extreme measures such as pre- or full expulsion. We seek to avoid that whenever possible. It should also be noted that the following list is a guideline we hope to follow, but it is not rigid. We reserve the right to be flexible as situations always vary in the details. Finally, any student who has a special education designation will have a separate IEP process which will be honored as discipline is considered.

Minor Offenses (violations of school rules that are handled by staff members):

Level 0: Student and school official work out a plan for behavioral improvement. There are no formal administrative consequences if this plan is successful, and teachers issue and record a warning and then restate and reteach expectations. Minors are entered in Skyward and parents receive automated emails so they can discuss the issue with students at home. Minor offenses become major offenses if the student repeats the behavior.

Major Offenses (dangerous or disruptive behavior that is handled by the school office):

Level 1: School official may use Behavior Learning Center (BLC) or detention and/or administrative/teacher conference. Parents will be notified.

Level 2: Administrative conference with parent notification and optional number of detentions and/or in-school suspension.

Level 3: Most likely course of action: one to three days of in-school or out-of-school suspension and optional referral with a guidance counselor or School Resource Officer (SRO) if needed.

Level 4: Three days of in-school or out-of-school suspension. Parent conference with administrator.

Level 5: Three-five days out-of-school suspension. Reentry conference with a parent/guardian is required and a written contract is made with the student.

Level 6: Five-ten days of out-of-school suspension with mandatory reentry conference with a parent/guardian and/or district level pre-expulsion hearing.

Level 7: Out-of-school suspension pending an expulsion hearing before the Board of Education.

Note: the consequences above are suggestions for administrators and parents to discuss when working with a student. If a different consequence makes sense, it will be considered.

RESPONSIBILITY	
INFRACTION	POINTS
Tardy	0-3
Bus Referral	0-3
Cell Phone	0-3
Dress Code	0-3
Inappropriate Location	0-3

RESPECT	
INFRACTION	POINTS
Defiance/Disrespect	0-7
Disruption	0-5
Harassment/Bullying	1-7
Sexual Harassment	1-7
Inappropriate Language/ Name	0-5

Lying/Cheating	0-3
Property Misuse	0-5
Party to a Crime	1-7
Skipping Class	2-5
School Rules Violation	3-7
Stealing	3-7
Technology Violation	0-7
Other	0-7

Calling	
Non-Compliance	0-7
SAFETY	
Disorderly Conduct	3-7
Physical Aggression	3-7
Physical Contact/Public Displays of Affection	0-5
Fighting	3-7
Dangerous Weapon or Item	5-7
Alcohol/Drug/Tobacco	3-7
Gang Activity	1-7

Detentions

Students who are issued an after-school or lunch detention will receive a written notice of the misconduct and the date to serve the detention.

Detentions are served in the Behavior Learning Center (Room 140) unless a teacher gives an alternate location. Lunch detentions are for the entirety of the lunch/recess period (students eat in the BLC). After school detentions are from 3:45-4:15.

Parents, or their designee, are responsible for picking up their child following dismissal from the detention. Students are expected to report to their detention with work materials and any necessary materials to take home. The use of personal electronic devices is prohibited while serving a detention. Students may not socialize during the time they are serving a detention. Any detention that is deemed to have been inadequately served because the student was late, unproductive, disruptive, or uncooperative in any other way, will have to be re-served. Failure to serve an after school or lunch detention on an assigned date will result in a referral to administration. If a detention date does not work for a student or parent, a respectful attempt to reschedule should be made by either the student or parent. Consequences for not serving detentions will be determined by the administration.

Suspension and Expulsion Procedures

Suspensions

In School and Out of School Suspensions will be issued by the Principal or Associate Principal for any behavior exhibited by a student that is deemed to be unsafe to themselves or others, as outlined in the Behavior Management Section. Examples (though not an inclusive list):

1. Failure to comply with other disciplinary actions.
2. Fighting (participating or instigating).
3. Harassment.
4. Profanity.
5. Threats/Intimidation.
6. Noncompliance.
7. Use/Possession of weapon or look-alike weapon.
8. Drug, alcohol, inhalants, or tobacco violations (as stated in District Policy).

9. Severe misconduct resulting in injury or harm to someone else.
10. Vandalism.
11. Other.

Conditions for an In-School Suspension include:

1. The student is allowed to remain in school provided he/she is compliant with ISS procedures and is academically productive in completing work given to him/her for the day.
2. The student will be removed from his/her class schedule for the duration of the ISS and will be assigned to an ISS supervisor for the number of days issued.
3. The student will complete the assignments listed on an assignment sheet issued to him/her at the start of the day and will submit the assignment sheet to the ISS Supervisor at the end of the day.
4. The student will complete assignments issued to him/her in a quiet, cooperative, and productive manner. Failure to do so will result in the least favorable disciplinary alternative, an out-of-school suspension or more days of ISS.

Conditions for an Out-of-School Suspension include:

Parents will be notified of disciplinary action resulting in an out-of-school suspension and will be expected to pick up their child from school following the notification. An out-of-school suspension may be invoked for 1-5 days. Parents must meet with administration before the student is allowed to come back to school.

Expulsion

The most severe action taken for student misconduct at Shawano Community Middle School is an expulsion. A severe act of misconduct and/or a history of chronic insubordination would involve a pre-expulsion hearing with a District Hearing Officer, whereby conditions to remain at Shawano Community Middle School would be specified to the student and his/her parents. Failure to comply would result in an expulsion hearing with the School Board. In extreme cases of illegal, violent, or unsafe student behavior, expulsion hearings would be warranted without a pre-expulsion hearing.

Bullying Incident Report Form

For use when reporting bullying incidents at school! It may be used by school and police officials when investigating this or other related incidents.

Report Made By: _____ Date: _____

Exact location/s of Incident: _____

Date of Incident: _____ Approximate time of Incident: _____

Check those that apply:

- | | | |
|------------------------------------|---|---|
| <input type="checkbox"/> kicking | <input type="checkbox"/> teasing | <input type="checkbox"/> exclusion from game/activity |
| <input type="checkbox"/> hitting | <input type="checkbox"/> embarrassment | <input type="checkbox"/> name calling |
| <input type="checkbox"/> pushing | <input type="checkbox"/> tripping | <input type="checkbox"/> rude gestures |
| <input type="checkbox"/> spitting | <input type="checkbox"/> hate notes | <input type="checkbox"/> spreading rumors |
| <input type="checkbox"/> insulting | <input type="checkbox"/> discrimination | <input type="checkbox"/> cyber-bullying |
| <input type="checkbox"/> hazing | <input type="checkbox"/> put downs | <input type="checkbox"/> intimidation |

other/s _____

Please describe in detail exactly what occurred, anyone who was involved, possible witnesses.
Details are very important.

Continue report on the back!

I certify that all statement made above are true to the best of my knowledge. I understand that if I falsify this document, I can be held subject to consequences at school and by legal authorities (if applicable).

Signature

Date Submitted