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2017-18

Oostburg Middle School Student Handbook

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District Superintendent
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Middle School Principal
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OOSTBURG MIDDLE SCHOOL

NAME _____

HOMEROOM _____

<u>STUDENT SCHEDULE</u>		
<u>PERIOD</u>	<u>DAY 1</u>	<u>DAY 2</u>
1	-----	-----
2	-----	-----
3	-----	-----
4	-----	-----
5	-----	-----
6	-----	-----
7	-----	-----
8	-----	-----
9	-----	-----
10	-----	-----

2017-18

Dear Parents:

We trust this handbook will help you to better understand your child's school. Careful reading of these pages will help answer many of the questions that you and your middle school student may have regarding school procedures.

We are privileged to have your child as a middle school student, and our goal is to provide a productive, successful school experience for each student. We welcome your support and cooperation.

We trust this will be a rewarding and successful year for your child. If you have any questions throughout the year, please feel free to contact your middle school student's teacher or the office.

Your administrators and teachers want to help; we believe in an "open door" to our schools. We are committed to the precept that "all students can learn at high levels." You and your support are the key to our success.

Thank you,

The Staff at OMS

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education is committed to providing an equal educational opportunity for all students in the District.

The Board of Education does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, disability, age (except as authorized by law), military status or physical, mental, emotional, or learning disability in any of its student program and activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to their membership in the Protected Classes, race, color, national origin, sex, disability, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

In order to achieve the aforesaid goal, the District Administrator shall:

A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both sexes various races, ethnic groups, etc. toward the development of human society.

provide that necessary programs are available for students with limited use of the English language.

B. Staff Training

develop an ongoing program of staff training and in-service training for school personnel designed to identify and solve problems of bias based upon the Protected Classes in all aspects of the program.

C. Student Access

review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations.

verify that facilities are made available, in accordance with Board Policy [7510](#) - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;

D. District Support

require that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters.

E. Student Evaluation

verify that tests, procedures, or guidance and counseling materials, which is/are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the Protected Classes.

The District Administrator shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or equal access. The Compliance Officer(s) also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 is provided to students, their parents, staff members, and the general public.

The District Administrator shall attempt annually to identify children with disabilities, ages 3-21, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient, including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (see AG 2260F).

118.13 Wis. Stats.
P.I. 9, 41, Wis. Adm. Code
Fourteenth Amendment, U.S. Constitution
20 U.S.C. Section 1681, Title IX of Education Amendments Act
20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act
29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended
42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964
42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act
42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended
Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

Revised 4/17/13

OOSTBURG SCHOOLS

Board of Education

Jim Swart.....	President
Eric Hartman.....	Vice President
Terry Lemkuil.....	Treasurer
Wendy Den Boer.....	Clerk
Mari Kretz.....	Member
Deb Harmeling.....	Member
Jack Stokdyk.....	Member

District Personnel

Superintendent.....	Kevin Bruggink
Special Ed Director/School Psych.	Bryce DeRoos
School Psychologist.....	Ray Wolf
Technology Coordinator.....	Lucas Allen
Maintenance Coordinator.....	Peter Scheppmann
Health Services.....	PennyBolf/January Wilterdink
Food Services.....	Michelle Dulmes

Middle School Personnel

Principal/DAC.....	Sherri Stengel
Guidance Counselor.....	Keri Kimble
Administrative Assistant.....	Deb DenBoer
Sixth Grade ELA/Lit.....	Nancy DeJong
Sixth/Seventh Grade Math.....	Aimee Thrune
Sixth Grade Soc.St./Science.....	Brian Nyenhuis
Seventh Grade Soc. St./Science..	Scott Ring
Seventh Grade ELA/Lit.....	Jennie Wynveen
Eighth Grade Science/STEM....	Steve Brill
Eighth Grade ELA/Lit.....	Cathy Vandoske
Eighth Grade Soc. St./Read 180..	Barry Kloopping
Eighth Grade Math.....	Brad Doro
Read 180.....	Sara Ketterhagen
Math Intervention/High Interest...	Jacalyn Hickmann
PE 6-8 th grade	Mike Lauritsen
Instrumental(7/8).....	Jill Hanes
Instrumental Music (6 th).....	Rebekah Mueller
Vocal Music (6/7/8).....	Siera Ramirez
Art.....	Clarissa Louis
Spanish	Jill Nyenhuis
Special Education.....	Mrs. Hellmer/Mrs. Hilbelink
Instructional Aide/Youth Center..	Kevin Veldhorst
Instructional Aide.....	Sandy Gartman
Library Aide.....	Laura Dolfin
Maintenance.....	Mark TeGrotenhuis
Custodian.....	Nancy LaCrosse
Lunch Server.....	Courtney Navis

SCHOOL BOARD MEETINGS

The School Board meets the third Wednesday of each month at 6:00PM in the high school board room. The public is encouraged to attend. Prior to the meetings, the agenda is posted in the Oostburg State Bank, the High School, and the public library. Minutes may be requested from the High School office and are available at the monthly OPEN meetings.

SCHOOL PHONE NUMBERS

Elementary School	564-2392
Middle School	564-2383
High School	564-2346

The district has a single phone system with voice mail and you may call any of the numbers above to access any staff member throughout the system.

INCLEMENT WEATHER

If it is necessary to close school because of adverse weather conditions, announcements will be made to the media, starting at 6:00 a.m.

WHBL, Sheboygan	1330 AM
WJUB, Plymouth	1420 AM
WTMJ, Milwaukee	TV6

STUDENT FEES

Grades 6 through 8	\$30.00
Assignment Notebook	\$5.00
Chromebook Insurance	\$15.00

EXTRA-CURRICULAR FEE

\$20 for one sport
\$30 for two or more sports

STUDENT PICTURES

Pictures were taken on August 30th during Sneak Peak/Open House. Retakes are scheduled for Tuesday, October 10, 2017.

SCHOOL HOURS

OMS students may arrive to school after 7:10AM and wait in the cafeteria. Parents are encouraged to send their students no later than 7:20AM when students may go to their lockers. Classes begin promptly at 7:25AM.

***Again this year...We will have early release on 9/20, 10/11, 11/8, 11/22, 12/6, 12/22, 1/10, 2/7, 3/7, 4/11, 5/9, 5/25, and 6/7, with a release time of 11:25 a.m. No lunch is served on these dates.**

TWO-DAY CYCLE

All grades 6-12 operate on a two-day cycle. The cycle does not count weekends, snow days, holidays, vacations, etc.

TYPICAL SCHOOL DAY

6th grade:

Science, Math, Language Arts, Social Studies Literature, Physical Education, Music (Band &/or Choir), or STEM, High Interest & Intervention.

7th grade:

Science, Math, Language Arts, Literature, Social Studies, Physical Education, Intervention, & High Interest Classes.

*The electives are Band, Chorus, STEM, Project Based Learning, Art, & Tech Ed.

8th grade:

Science, Math, Language Arts, Literature, Social Studies, Physical Education, Intervention, & High Interest Classes.

* The electives are Band, Chorus, STEM, Project Based Learning, Art, & Tech Ed.

Note: High Interest classes vary year to year and by grade level. They may include Spanish, Health, Careers, Chess, and other exploratory classes.

Note: Jazz Ensemble meets during intervention time for grades 7 & 8.

BAND & CHOIR COURSES

OMS Music classes are year-long classes and can only be dropped during the year for academic or other extenuating circumstances. Discussion by the parent with the music teacher and academic teacher(s) will occur prior to any approval being made for dropping a music class.

LIBRARY

The students may visit the library and check out reading books to take back to the class or to take home, but are responsible for the books and any fine that may be issued. Middle school students may also visit the library during study halls. Chomebooks are for class work only, unless otherwise directed.

ACADEMICS-HOMEWORK

In general, homework is an extension of the school day. Homework, as well as supplemental work, may be work not finished during the school day. Parents are encouraged to find suitable areas for study at home and to monitor their middle school

student's progress. We encourage students to set aside about **20-30-minutes per day** for homework, which includes reading time. If your middle schooler isn't bringing any homework home, it may be time to contact their teacher and get an update prior to the progress report time at the 4th week of the grading quarter.

SPECIAL EDUCATION SERVICES

Services are available for students who qualify per state and federal guidelines. These include programs for students with a variety of challenges including, but not limited to, Learning, Speech and Language, Intellectual, and Emotional Behavioral Disabilities. School staff or parents may refer a child suspected of having a disability at any time. Contact Bryce DeRoos, the Director of Special Education, at 564-2346.

INTERVENTIONS

In addition to regular core class work, there is a block of intervention time scheduled at each grade level. Interventions are run by classroom teachers and include math, reading, language, writing, and science interventions. Interventions can be ongoing or short-term depending on the needs of each individual student. In addition, READ 180 is offered as a separate intervention within the schedule.

HONOR ROLL

Criteria for the honor roll are: no "F" or "incomplete" in any class, with everyday classes counted as full credit and every other day classes counted for ½ credit. Exploratory classes and other classes that grade "pass/fail" or standards based will not count towards GPA.

The grading scale is:

A = 3.75+	B = 3.00	C = 2.25	D = 1.50
A- = 3.50	B- = 2.75	C- = 2.00	D- = 1.25
B+ = 3.25	C+ = 2.50	D+ = 1.75	F = <1.24

Honor Roll 3.25 – 4.00

REPORT CARDS

Report cards are available quarterly via Infinite Campus, within 10 days of the following dates: **Nov-7, Jan-19, Mar-23, and Jun-7.**

Please take time to review them with your middle school student. Paper copies are available upon request.

CONFERENCES

A Parent/Teacher Conference will be scheduled for middle school students on November 14 & 20, 2017. We also encourage you to contact your middle school student's teacher, either in person or by phone, whenever you have a concern. Parent/Teacher conferences provide:

- an update of your child's academic and social development,
- an opportunity for parents to share concerns related to their child,
- a mutual discussion of your child's strengths and areas of need, and
- a chance to cooperatively develop plans for your child's continued growth.

You may also e-mail or call your child's teacher at any time. Log onto the district's web site at www.oostburg.k12.wi.us for more information about OMS and the Oostburg School District.

ABSENTEEISM/ATTENDANCE

Attendance is paramount to your child's success. When feasible, please schedule appointments and vacations for when school is not in session. Parent(s)/guardian(s) are to notify the school with an explanation on the day their middle school student is absent. All absences or requests for absence from school must meet guidelines established in state law and school district policy. If not, these absences will be considered unexcused.

Truancy- Habitual student absences, for full or part day, unexcused or excused, which appear to circumvent the intent of state statute or school policy will result in the school requiring a written verification from a medical, dental, chiropractic, or other valid professional.

Tardiness- All students are expected to be in their classroom at the start of the school day or class period or they will be counted tardy. *Students who are tardy on a regular basis, without a proper excuse, will be subject to school sanction, which may include detention, parent contact, and a conference with the principal.*

Arrival times and after school

Students should arrive between 7:10-7:15 & are to report to the cafeteria until the first bell. Bus students may enter the building when buses arrive and sit in the MS cafeteria until the first bell.

Students may use the restrooms near the cafeteria prior to the first bell, but they must refrain from visiting lockers or classrooms before then.

Middle schoolers are expected to go directly home after school or have it prearranged with an adult staff member to stay afterschool.

Unless they are in the youth center, all students that stay afterschool for prearranged reasons should be out of the building by 3:15 p.m. Send a note in advance if it is necessary for your middle school student to go somewhere other than home after school.

Homework Policy when Absent

1. If a child is absent one day, he/she should talk to his/her teachers the following day to find out what was missed. The child should plan on staying afterschool that day to make up the work.
2. If a child is absent more than one day, if requested, homework can be picked up in the office between 1 pm and 3 pm for any prior day(s) absence. The child should plan on staying afterschool to make up work that isn't finished upon their return to school.
3. If you are going on vacation, students should plan on completing what they missed upon their return. While teachers have plans for what they will be teaching, those plans can change depending on the needs of the class, how quickly students catch on to new learning, etc. Therefore, upon return from vacation, students should plan on speaking with their teacher about what needs to be made up. Likewise, they should plan on staying after school the number of days that they missed to make up that work with a teacher. Once their make-up work is complete, they will no longer have to stay afterschool. Thus, working on this work at home at night is encouraged.
4. As always, reading is a daily requirement at OMS. Therefore, keeping up with their reading when absent will lessen the load of missed work when they return.

Detention or Extended Day Activities

If your middle school student has to stay after school and it wasn't planned, the teacher or principal will make arrangements with you.

LEAVING SCHOOL PREMISES

If your child must leave during the school day, make sure they sign out before leaving and then sign in upon return.

STUDENT DISMISSAL PRECAUTIONS

Students should not be called out of class by parents for phone calls or visits unless there is a family emergency. For those absences, which are planned during the school day, the student must present written verification to the school office prior to the start of classes. They must sign in immediately upon their return to school. They must notify an office secretary of the fact they are signing out, and signing in, or that absence will be considered as unexcused. Students should not be taken out of the school program during the school day, if at all possible. Students will be released to either parent, whether custodial or non-custodial, unless there is a court order on file, which specifies another legal arrangement.

LUNCH PROGRAM

There is a hot lunch program available to students at OMS. We have an automated lunch program. Milk may be purchased for cold lunches. Lunch menus are published in [The Lakeshore Weekly](#) and on the District webpage.

When an account balance is low, make sure your student brings the money to the office by 8:00 AM for it to be credited to your account on that day. It is helpful to send all money or checks in an envelope labeled with your child's name, your name, and your account number.

Appropriate lunchroom and noon hour behavior is expected from middle schoolers during lunch at school. Students who persistently violate rules may be asked to leave the lunchroom and eat their lunch in the office. During the first 6-weeks and the last 6-weeks students are expected to go outside for noon recess. Exceptions will be made for bad weather or for medical reasons.

Sports/ExtraCurriculars Available

The following sports/extracurriculars are sponsored by the Oostburg Board of Education at the middle school level:

Wrestling	Grades 6-8
Boys' and Girls' Cross Country	Grades 6-8
Co-ed Soccer	Grades 7-8

Boys' and Girls' Basketball	Grades 7-8
Girls' Volleyball	Grades 7-8
Boys' and Girls' Track	Grades 6-8
Destination Imagination	Grades 6-8
Remotely Operated Vehicle (ROV)	Grades 6-8
Wisconsin Mathematics League	Grades 6-8
Student Council	Grades 6-8
Forensics	Grades 6-8

Students may also participate in various programs offered through the YMCA, the LUFC sponsored soccer program, and the Football Booster Club sponsored Youth Football Program. Trap Shooting and Archery are also available locally.

MIDDLE SCHOOL ATHLETIC CODE

The following rules have been established to be fair and consistent, to enable the widest possible opportunity for every student to become involved in athletics, and to be standards for each student to keep, as an example for others and a tribute to each athlete.

Grade Eligibility:

Student athletes are expected to maintain a C-average, with no Fs or incompletes at report card or progress report time. Those athletes who are below that level may practice with the team, after an interview with the grade-level teacher team. Athletes will be expected to show academic improvement when the grade-level teacher team meets two (2) weeks after that interview. While academically ineligible, a student may practice, but they may not play, dress, or in any way represent the school in athletics. Both regular and high interest classes count towards grade eligibility.

Conduct Eligibility: AOD and General Conduct

Student athletes are expected to refrain from the use or possession of any tobacco product, alcoholic beverage or controlled substance, or from being present at an unsupervised party when any of the above are used by under aged persons.

Student athletes are expected to maintain a level of conduct that will bring credit to the athlete, their parents, Oostburg Middle School, and the team.

Consequences:

All infractions of the above conduct policy will result in a review by the athletic council (i.e. the affected coach, the OMS athletic director, and the OMS principal), requesting the attendance of the

parent(s) and the OMS athlete. The purpose of this hearing is to: (a) hear evidence; (b) to determine whether or not there was an infraction; and (c) to determine if that evidence warrants any athletic restriction or dismissal. A timely decision will be made. If the athletic council determines that there was an infraction:

- First offense: will result in a sanction as determined by the athletic council, or
- First offense: (for AOD and/or tobacco violations) will result in a suspension for a minimum of a third of the season.

For infractions other than AOD/tobacco, the council reserves the right to determine a restriction based on the severity of the offense and to the degree to which the athlete was cooperative and responsible throughout the investigation. Each additional offense will result in a review by the athletic council, with a minimum restriction equal to or greater than the level of restriction of the previous step.

This code is in effect during the entire time the above athlete is a student at Oostburg Middle School.

VISITATION

Please call the office in advance if you desire to visit your middle school student's classroom. This will allow sufficient time to contact the teacher and make arrangements.

NEWSLETTER

A school newsletter is posted four times a year on the district website. The school superintendent gathers interesting and informative news articles from all schools in the District. Other notices pertaining to school organizations and events are also published in the Lakeshore Weekly. If you do not receive the Weekly directly in your mail, you can subscribe to it, if you wish. Notes and building newsletters are also sent home with your middle school student from time to time. Parents are also encouraged to subscribe to district and building level blogs/updates to stay informed on events/happenings in our school and district.

BLOG

Mrs. Stengel has a blog that she posts to at least twice monthly to update parents and the community about important information or happenings at OMS. You are encourage to follow

the blog at <http://oostburg.k12.wi.us/category/ms-principal/>.

SCHOOL RECORDS

To help school personnel provide maximum learning opportunities, schools keep records of each middle school student's progress. Parents are welcome to see their middle school student's educational records and to (per the Family Rights and Privacy Act) seek amendment of those records that the parent believes to be inaccurate or misleading. Please call the school office to set up a conference with the teacher, guidance counselor, or principal to review student records.

ASSIGNMENT NOTEBOOKS

These notebooks are required of students as part of their middle school fees. They are used to help your son or daughter keep track of assignments as well as upcoming events. We encourage you to check your child's assignment notebook regularly, especially at the earlier levels of middle school. Students who have difficulty completing their assignments on time may be asked to stay after school to organize themselves and catch up on overdue assignments.

FIRE DRILLS

Fire drills are held periodically throughout the year with at least nine drills each year.

LOST AND FOUND

There is a lost and found box in the office and in the PE area. Parents can come to the school and look for lost items at anytime. A lost and found table is set up outside the office at the end of each quarter. Items not claimed are donated.

TORNADO WARNINGS

In the event of a tornado warning, students will proceed to designated tornado shelters. Students will stay in such areas until the warning is canceled. Buses will not pick up students during such an emergency and parents are strongly discouraged from picking up students during such periods. Tornadoes kill more people in cars than any other single location.

BICYCLE RULES

1. It is strongly recommended that students living near school leave their bicycles at home.
2. If students must ride a bicycle to school,

bicycles must conform to standards set by the Sheboygan County Sheriff's Department.

3. While riding bicycles to and from school, students must follow the instruction of crossing guards.
4. Bicycles are not to be ridden on school property or during school hours.
5. Bicycles that are brought to school will be kept in the racks provided for that purpose.
6. Bicycle riders must walk their bikes across intersections and past walkers.
7. Bicycle damage occurring at school should be reported to the school's office immediately.
8. All bicycles brought to school must be registered in the office on a form provided, with serial number, description, etc.

FIELD TRIPS

Field trips are an important part of learning for middle schoolers. They help students apply what they've been taught in the classroom and help them learn more about the community and the area in which they live.

Each student will need to have written permission to attend field trips that require bus transportation. Parents are notified when field trips are scheduled. A minimal cost may be involved.

Field trips are designed to extend classroom learning. We expect the same behavior away from school as we do in school. **Students who demonstrate poor behavior and decision-making during the school year may not be allowed to attend the field trip.** Parents should understand that there is a certain risk being taken by the school whenever a field trip occurs. Therefore, parents should know and agree to **assume responsibility for damage to person or property caused by their middle school student/ward during the fieldtrip. If disciplinary action or the health of their middle school student requires it, parents may need to arrange for their middle school student's transportation home.**

BUS RIDING PRIVILEGE

Riding the bus is a privilege, which can be suspended or revoked. The bus driver will report bus misconduct in writing to the building principal. The building principal may set up a conference with the student or parents. Parents may be

notified by phone, in person, or in writing. A pattern of minor infractions or a single major infraction of the rules may result in suspension of bus-riding privileges. It is essential to enforce the rules to ensure your child's safety and comfort.

PARENT BUS CONCERN CONTACT

Driver and route concerns should first be relayed to the driver or Otte Bus Company. If your concerns are not resolved or if you have other concerns about bus issues, please call the school office and follow up in writing.

BUS STOP EXPECTED BEHAVIORS

1. Be kind and respectful to others'.
2. Keep hands and objects to self.
3. Be safe.

BUS RULES AND REGULATIONS

Bus service is provided by Otte Bus Company in Cedar Grove (Ph: 668-8677). If you have any questions regarding bus routes or schedules, please contact the bus company. Expectations for bus routes, field trips and extra-curriculars are:

1. Be on time at the bus stop and line up when the bus arrives.
2. Wait until the bus comes to a complete stop before getting on the bus.
3. Select a seat and remain seated.
4. Avoid loud talking or screaming.
5. Listen to and obey any directions given by the bus driver.
6. Open windows only with the permission of the bus driver. (Hands and head must remain inside the bus at all times.)
7. Be quiet at any railroad crossing.
8. Avoid bringing animals on the bus, unless you have the driver's permission.
9. No glass bottles or jars on the bus.
10. Students must have a written notice from parents regarding any changes in bus stops. (Example-having a friend ride home with another student.)
11. Keep the bus clean and care for bus property.
12. Late bus passes are only issued when staying after school for a teacher or the Youth Center. Students are only able to take the late bus if their drop off is within a quarter mile of the existing OES route.

ALTERNATE BUS ARRANGEMENTS

A student must have written permission to get off

the bus at a house other than his/her own. If the student is to be dropped off at a location other than their regular bus stop, the bus driver and the school must be notified. Parents must provide a written note to the bus driver and a phone call to the school. Any communication to eliminate confusion would be greatly appreciated. Parent requests for an alternate bus stop will only be honored if there is available space on the bus and the alternate stop is on the regular bus route.

BEHAVIOR TO AND FROM SCHOOL

Students are expected to use good behavior going to/from school. In the event that misbehavior occurs while going to or from school, school officials will determine the consequences for those involved.

SCHOOL-WIDE RULES AND REGULATIONS

The following behavioral rules are established for all OMS students in all settings.

***Respect**

1. Dress appropriately
2. Speak kindly
3. Treat others the way you want to be treated
4. Respect school property
5. Be honest in all situations

***Responsibility**

1. Dress appropriately
2. Store personal belongings in locker
3. Pick up after yourself to help keep our school clean
4. Be on time
5. Be helpful to others

RECESS, GYM, YOUTH CENTER RULES

Safety is our top priority. In addition to school-wide rules, the following set of rules have the middle school students' physical and emotional safety in mind:

***Respect**

1. Respect and obey the supervisor(s).
2. Share equipment & allow others to join your game.
3. Use equipment safely & properly.

***Responsibility**

1. Report inappropriate behavior or injury to a staff member.
2. Use equipment in a safe and considerate manner and report all broken equipment to the supervisor.
3. Play games in designated areas and return equipment to its place after use.
4. Notify supervisor if equipment is stuck in bleachers (no climbing).

APPROPRIATE DRESS

Clothing should reflect modesty and pride. Any fashion that presents a health or safety problem, causes a disturbance or distraction, or does not provide adequate body coverage will not be permitted. Personal expression is allowed within the general guidelines listed below. It is the student's responsibility to dress appropriately for school.

Student clothing must adhere to the following or change of clothing will be required:

- Heads are to remain uncovered when students are inside the school building. Hats, visors, bandannas, and hoods are not to be worn in school. Hats, visors, and bandannas are subject to confiscation.
- Backpacks are to be stored in lockers with the exception of carrying gym clothes to and from gym.
- No sunglasses are to be worn in school.
- Clothing and accessories, backpacks, jewelry, notebooks, etc. must be free of profanity, obscenity, drug related (alcohol, tobacco, or illegal substances) slogans, gang related slogans, vulgarity, sexually suggestive sayings, and anything racially, ethnically, or religiously offensive.
- Bottoms (pants, skirts, shorts, etc.) and tops (shirts, blouses, etc.) must overlap at ALL times. Pants and tops must provide adequate covering. Sagging pants and clothing with rips that reveal undergarments of any kind will not be tolerated. No undergarments may be exposed or visible.
- Inappropriate attire includes, but is not limited to: tube tops, halter tops, muscle shirts (sleeveless undershirts), pajama bottoms, cut-off shorts, pants, or shirts, and tops with spaghetti straps, unless appropriately covered. No see-through apparel. Pajamas and slippers are prohibited.
- Short shorts, skirts, and dresses are prohibited. Mid-thigh while standing or sitting (down to finger tips when arms are at sides) is the minimal length. Shorts need to allow the student to participate in normal school activities without creating a disruption.
- Jackets/coats may not be worn in class unless authorized by teacher based on heating problems.

- Footwear that is conducive to both indoor and outdoor use must be worn at all times. Rollerblades and roller shoes are not to be worn in school.

All questionable items are at the principal's discretion according to Board Policy.

STUDENT SEARCH & SEIZURE #5771

All lockers and other storage areas provided for student use remain the property of the District. These lockers and storage areas are subject to inspection, access for maintenance, and search pursuant to these guidelines. A student using the locker or storage area has, by statute, no expectation of privacy in that locker or storage area (See Form 5771 F1). Search of a student's belongings in the locker or storage area, such as a backpack or purse, may only be conducted if there is reasonable suspicion that the contents may include evidence of a violation of policy or law, or if contents of such personal items are in plain view during the conducting of a locker search (e.g. the backpack is open and without searching through its contents some form of contraband is clearly visible). No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal. Unapproved locks will be removed and destroyed. The principal may search student lockers and storage areas at any time.

**OOSTBURG MS CODE OF CONDUCT:
Removal from Class**

1. Statement

It is the responsibility of every Oostburg School District staff member to create and maintain a safe and orderly school environment for all students in order for them to learn to the best of their ability. Any behaviors exhibited by a student-that interfere with other students' ability to learn will be dealt with by enforcing the Student Code of Conduct. Students who break the *Code of Conduct* for serious or repeated misbehaviors may be removed from the regular school setting either on a "short term" or "long term" basis based on the best interest of the other students in the class or school setting and teacher/administrator recommendation. Removal from class under this *Code of Conduct* does not prohibit the District from pursuing or implementing other disciplinary measures,

including but not limited to, detentions, suspension, or expulsion, for the conduct for which the student was removed.

2. Grounds for Removal

A student may be removed from class for conduct or behavior which (a) violates the District's policies regarding suspension or expulsion; (b) violates the behavioral rules and expectations set forth in the Student Handbook; (c) is disruptive or unruly; (d) interferes with the ability of the teacher to teach effectively; or (e) is incompatible with effective teaching and learning in the class. (f) is verbal, sexual harassment, or similar conduct or (g) is open defiance, disrespect, or behavior intended toward the teacher, manifest in words, gestures, or other overt behavior. A teacher's decision to remove a student from class for behavior that violates the District's policies regarding suspension and expulsion may mean that the student will also be suspended or expelled.

3. Non-disciplinary Reasons for Removal of a Student from Class

If a teacher believes it is for the good of the student or in the best interest of the class, a student may be removed from class. Such reasons may be disciplinary in nature, irreconcilable personality differences between the student and other students, or between the student and the teacher.

4. Personnel Removing a Student

Any employee of the district may remove a student. Class includes regular classes, resource rooms, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. It also includes extracurricular activities during or outside of school hours. Such activities include field trips, after-school clubs, and sporting activities.

5. Procedures for Removal

A teacher should warn a student that continued behavior may lead to temporary removal from class. If removal is necessary, the teacher should send or escort the student to the office, making sure the classroom is covered. The student remains in the office until explaining the situation to the principal.

The teacher shall submit a short written explanation for removal to the principal. The

principal shall inform the student's parents that the student was removed from class. The parents of the student shall then be sent written notice of the removal.

6. Where Students Shall Be Sent Pending and During Short Term Removal from Class

During any period of removal from the classroom, the student shall remain in the "short term removal area". These areas shall be: the room in the office, the middle school conference room, or the resource room.

Students who are removed by their teachers must go, or be taken, to the main office. For the duration of the removal, the student shall stay in that area. The principal (or designee) should also take steps to ensure that the student(s) are supervised while in the short-term removal area. In general, students should be required to do work of an academic nature while there. Such work should be related to the work in the class from which the student was removed, or may be related to the student's misconduct (e.g. writing an apology or account of the situation). In no event should students' time in the removal area be recreation or other free time.

7. Short or Long-Term Removals

Short term removal will most likely last until the end of the class period and the student may be allowed to return after speaking to the principal and giving evidence that the misbehavior will not re-occur; if returning the student is deemed inappropriate, s/he will remain in the office or be sent home.

Long-term removal will be considered after thorough consultation and consideration of alternatives between the teacher(s) and the building principal (or designee such as faculty, staff, or other administrator). The ultimate decision regarding long-term removal rests with the building principal. The teacher/staff should submit in writing the following items: a) the basis for the removal; b) the alternatives, approaches and other steps considered or taken to avoid the need for the removal; c) the positive and negative impact on the removed student; and d) the positive and negative impact on the rest of the class. Upon receiving the statement in writing, the building administrator will inform and meet with parents and student involved. They may consult with teacher and/or other district

staff. The building administrator shall take one of the following steps:

- a) place the student in an alternative education program as defined by law;
- b) place the student in another class in the school, or in another appropriate place in the school;
- c) place student in another instructional setting;
- d) return the student to, or retain the student, in the class from which s/he was removed, with permission from that teacher.

If a student is removed from a class for a long period, the student must continue to receive an educational program and services comparable to the class s/he was removed from, although it may not need to be in the precise academic subject of the former class. Long-term removal is an administrative decision not subject to a formal right of appeal. The students and/or parents of the student may within three (3) business days request a meeting with teacher(s) and administrator for an explanation of any decision. The building principal may put the student in another class, placement, or setting prior to meeting as long as parent(s) or student do not object.

8. How this Code is Communicated to Parents and Students

At the beginning of the 2017-18 school year, a copy of this code will be sent to each parent in the district in this student handbook.

BEHAVIOR, EXPECTATIONS: K-12 STUDENT ALCOHOL AND DRUG ABUSE

School District Policy deals with use-abuse, possession, sale, and responsibilities in relation to alcohol and drugs. Compliance with this policy is mandatory.

First Offense - One day suspension and Parent Conference. Use-abuse group or assessment. (Failure to Comply: Required chemical assessment. Recommendation to Board for expulsion until assessment process, as outlined in policy, is completed and adhered to.)

Second Offense-Two day suspension (Same process as above)

Third Offense - Three day suspension. Parent Conference. Chemical assessment. Recommendation to Board for expulsion until assessment process, as outlined in policy, is complied and adhered to.

Fourth Offense - Any student found to be in violation of this policy for the fourth time within a four-year period of time will automatically be recommended to the Board of Education for expulsion - minimum one semester.

Failure to comply with any step of this policy could result in the student being moved to a higher step or being referred for expulsion. Any student found to be exchanging, distributing, selling, giving away or possessing, with the intent of exchanging, distributing, selling, or giving away a controlled substance, an intoxicant, or a substance which is presented as a drug, intoxicant, or paraphernalia on the school premises, or while attending any school related activity, will be subject to the same penalty normally provided for a fourth offense (see above).

For additional information, refer to School Board Policies 5530, 5610, & 5771, Wisconsin Statutes 118.125, 118.126, 118.257, 120.13(1), 125.02 (8m), 125.037, 125.09(2), 161.49)

A.O.D.A. (Alcohol and Other Drug Abuse):

Services are available by referral. Please contact the district K-12 AODA Coordinator (Phone: 564-2392). Each building has on-going A.O.D.A. activities under a building coordinator. The school district strictly prohibits the use or possession of alcohol or other drugs on school property by students or staff at any time. Schools are obliged, by Federal law, the Drug Free Schools and Communities Act, and our own Board Policy, to advise students and their parents /guardians, that compliance with the district's alcohol and other drug use policy prohibitions is mandatory.

STUDENT ANTI-HARASSMENT-#5517

Prohibited Harassment

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any

other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against discriminatory harassment based on the traits of sex, race, color, national origin, religion, or disability, that are protected by Federal or state civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, harassment means behavior toward a student or group of students that substantially interferes with the student's school or academic performance or creates an intimidating, hostile, or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The district has policy and procedure related to reporting, investigating, and resolving complaints of bullying. These can be found in board policy 5517.01.

HEALTH: REPORTING ILLNESS

Please call the school office before 7:30 a.m. if your middle school student will not be attending for the day. Students may be required to bring a note explaining their absence immediately following their return to school. This note is to be signed and dated by their parents and given to the teacher or office.

ILLNESS AT SCHOOL

In the event that a student becomes sick at school, they will be sent to the office or health room. If it appears after a reasonable length of time that they cannot return to the classroom, every effort will be made to contact you, or the person you indicated on your emergency card, so that you can assume responsibility for transportation and care of your

child. In addition, a slip will be sent home with any significant injury or health-room concern.

The school will also contact parents in case of an accident. If the parent or the person on the emergency card cannot be located, the principal or designee will handle this responsibility.

UPDATING HEALTH INFORMATION

The school must be aware of any change in your middle school student's medical data during the course of the year. This includes changes in emergency numbers, contact people, physicians, work place, etc.

RETURN TO SCHOOL

Many flu bugs, viruses and colds are endemic to the school setting. If your middle school student should be the unfortunate host of one of these, we encourage you to keep him/her home until he/she is fully recovered. If he/she does return, but needs to avoid PE for a time, you should send a note requesting that your middle school student not participate. We discourage the practice of allowing middle schoolers to stay out of PE for more than one or two days unless you have a medical excuse from a doctor.

MEDICATION

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should determine with their practitioner's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The *Sheboygan County Medical Authorization Form* must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours. This written and signed request form is to be submitted on an annual basis, or more often if changes in dosage occur.
- C. For each prescribed medication, the medication shall be in the original pharmacy-labeled package with the following information in a legible format:
 - a. Student's name
 - b. Practitioner's name
 - c. Date
 - d. Pharmacy name and telephone
 - e. Name of medication
 - f. Prescribed dosage and frequency

- g. Special handling and storage directions
- D. The *Nonprescription Drug Product Request and Authorization form 5330 F1a* must be filed with the school nurse at least annually before the student will be allowed to begin taking any nonprescription medication during school hours. The container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

1. The parents request to administer a nonprescription drug product shall contain the following information:
 - a. Student's name
 - b. Date
 - c. Name of medication
 - d. Dosage and frequency
 - e. Special handling and storage directions

For more information pertaining to administration of medications in the school setting, please refer to policy 5330.

IMMUNIZATIONS

The law requires students to have immunizations at different ages. Specific annual immunization requirements are available from the Wisconsin Department of Health and Family Services website at www.dhfs.state.wi.us/immunization. Parents who object to immunizations must complete the required exemption forms.

FUND RAISERS

OMS students will be selling Hansen's product line this year in late October and early November. Monies from sales will go for field trips, incentives, 8th grade recognition, 6th grade camp, and other various items and activities throughout the year. After the year, remaining money will stay with each class until it graduates. The sale is done on a volunteer basis. If you do not wish to have your middle school student participate, please notify their homeroom teacher.

PARENT VOLUNTEERS

Volunteers serve the middle school student, the teacher, the school, and the community. Volunteers also:

- help students develop more positive attitudes toward school
- promote and stimulate widespread support for public education in the community
- provide services to individual students
- enrich school programs by furnishing human resources from the community

How Can You Volunteer?

1. Room Volunteers

Each year adults are needed to assist the teachers of grades 6-8 with planning parties and calling other parents to bring treats. If interested, please indicate this on the fall survey.

2. Chaperones

Parents who wish to accompany their child on field trips can indicate this on the surveys sent out, or send a note to the teacher as each trip is planned. Chaperones are needed for various class trips, school dances, and athletic events. Consistent with district policy 4120.09, all volunteers will be required to fill out a *Volunteer Registration form* at least one week prior to participation in school activities. If you will be volunteering, please contact the school office.

INTERNET USE

Each student using the Internet must have an "internet use agreement" on file. These will be available in the office and in registration packets. Our district has "filtered" Internet access, which means that offensive sites are inaccessible to students. Using the Internet wisely includes learning to respect the sources located there, and not to download someone else's work and submit it as an original.

SOCIAL MEDIA

Students are reminded to make use of the many forms of social media in a respectful and kind manner. Posting confidential information, derogatory, discriminatory, negative or sexist messages or photos on social networks, (ie Facebook, Snapchat, Twitter, Instagram, etc.) can be harmful to others. **While at school, students will not take or post images of any student, teacher, or staff member without their expressed consent.** An exemption is granted for a public performance (sports, play, concert). Student misconduct through media outlets will be dealt with on an individual basis and may include disciplinary measures such as suspension and/or expulsion.

WIRELESS COMMUNICATION DEVICES

OMS requires that students keep cell phones and other communication devices out of sight and turned to the off position during school hours (7:20 a.m. – 2:30 p.m.). If a student is observed using his/her cell phone during school hours or has it out

in view, the student shall surrender the cell phone to the appropriate teacher or principal for the remainder of the school day. The student may pick up the cell phone from the teacher or principal at the end of the day. Continued violations of the wireless communication devices policy will require the student's parent to come to school to pick up the device from the main office.

CHROMEBOOKS

Oostburg Middle School students have one-to-one access to Chromebooks for classroom use. These portable, cloud-based laptop devices provide online tools that allow students to collaborate with peers and teachers, conduct research, reinforce writing skills, access targeted websites or designated apps, and view or create multimedia presentations. In creating a 1:1 environment, the use of digital devices is natural and "in the moment," which mirrors authentic and contemporary applications of technology. It is our vision that the Chromebooks will be an integral part of each student's work each day.

Routines and expectations will be communicated to all students and a User Agreement form will be signed by both student and parent before a Chromebook is issued to a student. Students will be responsible for the proper use and care of their assigned Chromebook. Students will obtain their device in the morning and return it at the end of each school day for overnight storage and charging. Families must purchase insurance for the Chromebook to cover the cost of damage, shall it occur, for \$15.00/year at registration time. As with all school property, any lost Chromebook will result in the student being responsible for the cost of replacing the device.

8TH GRADE RECOGNITION CEREMONY

Eighth grade recognition will be held Wednesday, June 6, 2018. The program consists of music, speeches and handing out certificates & awards. A class picture is taken prior to the ceremony. Only students who have satisfactorily completed the core curricular requirements (math, language, reading, social studies, and science) will be allowed to participate.

WE HOPE YOU HAVE A GREAT 2017-18 SCHOOL YEAR!

Progress Reports - OMS
Parent Signature _____

December 15th

Period 1 –

Please contact me

Period 6 –

Please contact me

Period 2 –

Please contact me

Period 7 –

Please contact me

Period 3 –

Please contact me

Period 8 –

Please contact me

Period 4 –

Please contact me

Period 9 –

Please contact me

Period 5 –

Please contact me

Period 10 – Homeroom/Other

Please contact me

Progress Reports - OMS
Parent Signature _____

February 25th

Period 1 –

Please contact me

Period 6 –

Please contact me

Period 2 –

Please contact me

Period 7 –

Please contact me

Period 3 –

Please contact me

Period 8 –

Please contact me

Period 4 –

Please contact me

Period 9 –

Please contact me

Period 5 –

Please contact me

Period 10 – Homeroom/Other

Please contact me

Progress Reports - OMS
Parent Signature _____

May 4th

Period 1 –

Please contact me

Period 6 –

Please contact me

Period 2 –

Please contact me

Period 7 –

Please contact me

Period 3 –

Please contact me

Period 8 –

Please contact me

Period 4 –

Please contact me

Period 9 –

Please contact me

Period 5 –

Please contact me

Period 10 – Homeroom/Other

Please contact me