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excuses!
Find the
answers to
all your
questions
in the....



Art by Rachel Asplund

DENMARK MIDDLE SCHOOL STUDENT HANDBOOK 2011 - 2012

DENMARK MIDDLE SCHOOL

2011-2012



Dear Students and Parents/Guardians,

Welcome to Denmark Middle School. Everyone at Denmark Middle School is looking forward to working together to provide each of our students with rigorous and relevant learning opportunities. Our goal is to provide each of our students with the academic and social support necessary to build the foundation for success. We are excited to have the opportunity to work with each of you!

This student handbook serves as a guide for students and parents/guardians as one way to provide you with the necessary information about Denmark Middle School policies and practices. Included are the school rules, specific expectations, and the information necessary to provide a safe and orderly learning environment for all. Please take the time to discuss this handbook together. Advisors will be discussing it with students as well.

I certainly welcome your opinions and suggestions about the rules and policies of the school. Please feel free to contact me at any time to discuss them.

I sincerely look forward to working with each and every one of you.

Yours in education,

Kevin D. Kilstofte
Principal, Denmark Middle School

Denmark Middle School School Calendar 2011-2012



August 23	DMS Early Registration (6:00 AM – 2:00 PM) Coincide with DHS
August 24	DMS Early Registration (12:00 PM – 6:00 PM) Coincide with DHS
August 30	Denmark Middle School Open House (5:00-7:00 PM) (6 th Grade Meeting – 6:00 PM – Gym)
September 1	<u>First Day of School</u>
September 5	<u>No School - (Labor Day)</u>
September 9	Student Council – Back To School Dance (6:00-8:30) (DMS Gym)
September 23	Professional Development Time-<u>Early Release Day #1-11:35 AM Dismissal</u> + 8th Grade Scavenger Hunt
September 30	Homecoming Parade (7 th /8 th Grade Band) 1:30 PM + Homecoming Game 7:00 PM (Leiterman Field)
October 3	Midterm Grades Due
October 3	Picture Retakes
October 6	Progress Reports Sent Home
October 13	Parent/Teacher Conferences (6 th , 7 th , 8 th) <u>Invitation Only</u> 4:00-6:30 PM (Classrooms)
October 18	Parent/Teacher Conferences (6 th , 7 th , 8 th) 4:00-6:30 PM (Gym)
October 21	DMS Student Council Dance (3:30-6:00 PM) (Gym)
October 24	DMS Band Concert – DMS Gym (6 th Grade – 6:15 PM) (7 th /8 th Grade – 7:30 PM)
October 26	Professional Development Time - <u>Early Release Day #2-11:35 AM Dismissal</u>
October 27	<u>No School-Teacher Convention</u>
October 28	<u>No School-Teacher Convention</u>
October 31	Halloween Parade (7 th /8 th Band) at 6:30 PM
November 4	Veteran’s Day Assembly (Gym – 9:30 AM) (8 th Grade Band)
November 7	End of Term #1
November 8	Begin Term #2
November 8	WKCE Exams (6 th , 7 th , 8 th)
November 9	WKCE Exams (6 th , 7 th , 8 th)
November 10	WKCE Exams (8 th) (6 th & 7 th regular schedule)
November 11	WKCE Exams (8 th) (6 th & 7 th regular schedule)
November 11	DMS Student Council /FFA Fun Night (3:30-6:30)
November 11	Musical 7:30 PM (DHS Cafetorium)
November 12	Musical 7:30 PM (DHS Cafetorium)
November 13	Musical 2:00 PM (DHS Cafetorium)
November 14-17	WKCE Make-Up Exams (6 th , 7 th , 8 th)
November 15	DMS + DHS Jazz Concert 7:30 PM (DHS Cafetorium)
November 17	DMS/DHS Chorus – PAC (Les Miserables)
November 18	Professional Development Time - <u>Early Release Day #3 -11:35 AM Dismissal</u>
November 23	<u>No School – Teacher In Service</u>
November 24	<u>No School -Thanksgiving Day</u>
November 25	<u>No School -Thanksgiving Vacation</u>
November 28	First Day of School after Thanksgiving Vacation
December 5	DHS + DMS Winter Choral Concert 7:30 PM (DHS Cafetorium)
December 12	Midterm Grades Due
December 12	Parent/Teacher Conferences 4:00-6:30 PM (Gym)
December 15	Progress Reports Sent Home
December 15	DMS Band Winter Concert – DHS Cafetorium (6 th Grade – 6:15 PM) (7 th /8 th Grade – 7:30 PM)
December 16	Professional Development Time - <u>Early Release Day #4 -11:35 AM</u> + (Yearbook Picture Day –AM)
December 23	Last Day of School Before Holiday Break + (DMS Incentive Dance 1:30-3:00 PM – DMS Gym)
January 3	First Day of School After Holiday Break
January 19	End Term #2/ End of Semester #1
January 20	<u>No School – Teacher In-Service Day</u>
January 23	Begin Term #3 / Begin Semester #2
February 3	Professional Development Time - <u>Early Release Day #5 - 11:35 AM</u>
February 3	6 th Annual – DMS Bring Your Parents to School Day (8:00-11:30 AM)
February 21	Midterm Grades Due
February 21	Fine Arts Night or Solo/Ensemble Concert (TBD)
February 24	Progress Reports Sent Home
February 24	FFA Dance (3:30-6:00 PM) (DMS Gym)
February 25	DMS Solo & Ensemble @ Luxemburg-Casco School (8:00 AM – 4:00 PM)
February 27	Student Led Parent/Teacher Conference Day #1 (By Scheduled Appointment) Time – TBD

February 28	Student Led Parent/Teacher Conference Day #2 (By Scheduled Appointment) Time - TBD
February 29	Student Led Parent/Teacher Conference Day #3 (By Scheduled Appointment) Time - TBD
March 1	Student Led Parent/Teacher Conference Day #4 (By Scheduled Appointment) Time - TBD
March 5	Chorus Variety Show Concert 7:30 PM (DHS Cafetorium)
March 8	Professional Development Time - <u>Early Release Day #6</u> -11:35 AM Dismissal
March 9	<u>No School</u> - (Teacher Trade-Off Day)
March 16	DMS Yearbook Dance (3:30 – 6:00 PM)
March 20	Large Ensemble Festival @ DHS (DMS Show Choir & Jazz Ensembles) (4:00-8:00)
March 25	DHS/DMS Band Extravaganza 2:00 & 4:00 PM (DHS Gym)
March 27	End Term #3
March 28	Begin Term #4
April 5	Professional Development Time – <u>Early Release Day #7</u> – 11:35 AM Dismissal
April 6	<u>No School</u> – Good Friday (Holiday)
April 9	<u>No School</u> (Holiday)
April 18	7 th Grade Field Trip to Milwaukee + 6 th Grade Dairy Day (Tentative)
April 20	UW-Madison Concert (7 th & 8 th Grade Bands)
April 30	Midterm Grades Due
April 30	DMS & DHS Spring Jazz Concert (7:30 PM) DHS Cafetorium
May 3	Progress Reports Sent Home
May 5	DMS & DHS State Solo & Ensemble Music Festival @ UWGB (8:00 AM - 4:00 PM)
May 7	DMS & DHS Chorus - Spring Choral Concert 7:30 PM (DHS Cafetorium)
May 9	Choral Festival @ L.C. (PM - TBD)
May 17	DMS Band Spring Concert (6 th Grade – 6:15 PM) (7 th /8 th Grade – 7:30 PM) (DHS Cafetorium)
May 25	Professional Development Time - <u>Early Release Day #8</u> -11:35 AM Dismissal
May 28	<u>No School</u> - Memorial Day
May 30	Class Field Trips (6 th /7 th /8 th TBD)
June 1	<u>Last Day of School</u> (End Term #4 /Semester #2) - <u>Early Release 11:35 AM</u> (8 th Grade Promotion Ceremony – 10:15-11:00 AM – Gym)

**2011-2012
Denmark Middle School
Professional Development Time (PDT)
Early Release Days (11:35 AM Dismissal)**

**September 23, 2011
October 26, 2011
November 18, 2011
December 16, 2011
February 3, 2012
March 8, 2012
April 5, 2012
May 25, 2012**

**2011-2012
Denmark Middle School
Parent/Teacher Conference Dates/Times**

October 13	Parent/Teacher Conferences (6th, 7th, 8th) <u>Invitation Only</u> 4:00-6:30 PM (Classrooms)
October 18	Parent/Teacher Conferences (6th, 7th, 8th) 4:00-6:30 PM (Gym)
December 12	Parent/Teacher Conferences 4:00-6:30 PM (Gym)
February 27	Student Led Parent/Teacher Conference Day #1 (By Scheduled Appointment) Time – TBD
February 28	Student Led Parent/Teacher Conference Day #2 (By Scheduled Appointment) Time - TBD
February 29	Student Led Parent/Teacher Conference Day #3 (By Scheduled Appointment) Time - TBD
March 1	Student Led Parent/Teacher Conference Day #4 (By Scheduled Appointment) Time – TBD

NON-DISCRIMINATION AND COMPLAINT PROCEDURE

The School District of Denmark does not discriminate against pupils on the basis of sex, race, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, or emotional disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, or handicap.

The district encourages informal resolution of complaints under this policy. If any person believes that the School District of Denmark or any part of the school organization has failed to follow the law and rules of s.118.13 WI Stat., or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to:

**Joe Koch
Director of Pupil Services
School District of Denmark
450 N. Wall Street
Denmark WI 54208**

STEP 1. A written determination of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district employee designated to receive complaints. That employee shall send written acknowledgment of receipt of the complaint within 45 days.

STEP 2. A written determination of the complaint shall be made by the board within 90 days of receipt of the complaint unless the parties agree to an extension of time; appeals under 20 USC s. 1415 and Ch. 115, WI Stats., relating to the identification, evaluation, educational placement, or the provisions of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by Ch. 115. V, WI Stats, complaints under 20 USC s. 1231e and 34 CRF ss. 76.780-760.782, commonly referred to as EDGAR complaints, that the state or a subgrantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent.

STEP 3. If a complainant wishes to appeal a negative determination by the board, he/she has the right to appeal the decision to the state superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the state superintendent if the board has not provided written acknowledgment within 45 days of receipt of the complaint. Appeals should be addressed to:

**State Superintendent
Wisconsin Department of Public Instruction
125 S. Webster Street
PO Box 7841
Madison WI 53707**

STEP 4. Discrimination complaints on some of the above may also be filed with the federal government at the office for Civil Rights, U.S. Department of Education, 300 S. Wacker Drive, 8th Floor, Chicago IL 60606.

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DENMARK MIDDLE SCHOOL STAFF

DENMARK MIDDLE SCHOOL TELEPHONE NUMBER: 863-4100

ADMINISTRATION		E-MAIL ADDRESS	Phone Ext.
Kevin Kilstofte	Principal	kilstofk@denmark.k12.wi.us	4102

OFFICE STAFF		E-MAIL ADDRESS	Phone Ext.
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SUPPORT STAFF		E-MAIL ADDRESS	Phone Ext.
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Angie Tomcek	Noon Hour Supervisor		

DENMARK MIDDLE SCHOOL

Mission Statement

The mission of Denmark Middle School is to create a positive educational environment that will provide rigorous academic experiences and opportunities for students to become engaged, responsible, active and strategic learners. Maximum effort will be dedicated toward enhancing the intellectual, physical, emotional and social needs of each individual student toward future success in a global community.

Vision

Denmark Middle School's vision is to be an exemplary educational community committed to academic excellence, social equality, and developmental responsiveness. This vision will be accomplished by embracing the following core values:

Core Values

Academic Excellence:

- Implement an exploratory, integrative and challenging curriculum
- Incorporate assessments and evaluations that reflect and promote learning
- Utilize instructional strategies that include a variety of challenging and engaging activities that are clearly related to the concepts and skills outlined in the District curriculum
- Empower teachers and administrators by providing access to instructional strategies, and resources necessary to meet the needs of middle level students

Social Equality:

- Provide all students access to quality learning opportunities
- Provide opportunities to help students understand diversity and encourage acceptance of differences
- Connect the middle school with the community

Developmental Responsiveness:

- Implement programs and policies that foster healthy life styles, wellness, safety, and creative thinking
- Attend to the intellectual, ethical, emotional, social, physical development and transitional needs of middle level students



DENMARK MIDDLE SCHOOL STUDENT HANDBOOK

ACADEMIC HONESTY PROGRAM

Parental/Student Agreement

The well being of the school community depends on each student's accepting responsibility for his or her personal conduct in both social and academic endeavors. Academic honesty requires that students produce work that is their own work.

Academic Dishonesty

The following actions are reflective of academic dishonesty and are subject to disciplinary action by the teacher or school.

1. Using dishonest, deceptive, or fraudulent means to obtain or attempt to obtain credit for academic work.
2. Using notes, aids, or another student's assistance to complete a test, a project, or other assignments in a way other than what is permitted by the teacher. Unless otherwise directed by the teacher, students should accomplish all assignments individually.
3. Looking at another student's test, answer sheet, or other materials.
4. Copying from or allowing another student to copy from a test, homework, or other course work which is not intended to be collaborative in nature.
5. Tampering with an instructor's records of grades or scores.
6. Accessing, deleting, modifying, transferring, or receiving of computerized files without authorization of the teacher.
7. Plagiarizing materials; that is taking the specific or general substance of another person's work and offering it as one's own work without giving credit to the original author. Plagiarizing encompasses omitting quotation marks for directly quoted material, omitting bibliographic references either in the text or on a source page appended at the end of the assignment, and/or paraphrasing an author without giving credit to that author for use of his or her ideas. Paraphrasing is the student's use of an author's idea by rewording and/or rearranging the author's original text.
8. Talking during a test. The teacher cannot be expected to determine the content of a private conversation between students, therefore, all talking during tests is considered cheating.
9. Any use (ie: talking, text messaging, taking pictures, etc.) of a cell phone or any other electronic communication device before, during, or after a test or exam is strictly prohibited. Students using these types of devices during an exam or test will be issued a "0" as a score on said test or exam.

Disciplinary Action for Student Violation of the Academic Honesty Policy

A teacher may refer any academic honesty infractions to the administrative office. Administrators reserve the right to respond to the wrong doing with punitive action of varying severity including temporary suspension or permanent removal of the student from the class, school, or special program depending on the nature of the infraction and the number of previous infractions. Consequences for a student's involvement in an act of academic dishonesty will include one or more of the following actions:

Consequences:

The student will receive an automatic zero (failing grade) on the assignment or test; no make-up work will be offered to compensate for the zero. Additionally, the student may be issued detentions and placed on Honor Level 4 for 14 days.

Further violations of the academic honesty policy may result in an in-school or out-of-school suspension.

ACCEPTING ONLY YOUR PERSONAL BEST

Continuing from the 2010-2011 school year, the following expectations will be adhered to:

1. **All work (ie: homework, daily assignments, quizzes, projects, oral presentations, exams, etc.) will be completed to the best of the student's ability and turned in to the teacher before a final grade will be issued. Points for late work will be determined by individual teachers and published accordingly in a course syllabus at the beginning of each class.**
2. **While a student may earn a "0" (ie:"0" points) for late work, the work must still be completed to the best of the student's ability and turned in to the teacher before a final grade will be issued. Choosing to not complete any required work will lead to a failing grade, and the student will not pass the class for that specific grading period.**

****At the end of each grading period, students will be given (2) two days (school or non-school days) to complete all missing work. Should extenuating circumstances arise, it is the student’s responsibility to make arrangements with their teacher(s) to complete the work.**

3. The following Denmark Middle School attendance policy will be followed in regards to making up missed work:

A. All students with excused absences or those who have been suspended from school be will be given the opportunity to make up work missed, in accordance with the following guidelines:

- 1. It is the student’s responsibility to contact the teacher(s) to make arrangements for making up worked missed during an absence from school (*It is encouraged to email or call each teacher to request the make-up work).**
- 2. Teachers will be asked to grant the number of days absent plus one for make-up time. This provision applies to all work assigned during the absence(s). A teacher may extend this time based on a child’s needs.**
- 3. Examinations missed during an excused absence will be taken at a time mutually agreed upon by the student and the teacher.**
- 4. Students who miss classes due to excused absences will be given the opportunity, whenever possible, to make up work missed upon their return to school. Extenuating circumstances will be evaluated by school administration on a case by case basis.**

4. If a student chooses to turn in work that does not reflect the best of their ability, the student can expect the teacher to return the work for revisions and/or a complete re-do before a grade will be issued. If a student chooses to not complete the work to the best of their ability, they will receive a failing grade for the class, they will not pass the specific class.

5. Since a student will be required to turn in all work, it is highly advisable for all students to get as many points as they can for “late” work by getting the late work in as soon as possible. Please remember that taking a “0” will not excuse them from completing the work (No work, no points, incomplete to “F”).

6. Everyone (Students, Teachers, Administrators, etc.) at Denmark Middle School are expected to “Accept Only Their Personal Best” every day.

ACTIVITIES

There are a variety of co-curricular activities students can participate in throughout the year. Announcements will be made concerning how and when to sign up for each activity. Students are encouraged to participate in the following activities:

Athletics

\$15.00 Participation fee per sport

- Basketball – (Grades 7, 8)
- Cross Country – (Grades 6, 7, 8)
- Football – (Grades 7, 8)
- Track – (Grades 7, 8)
- Volleyball – (Grades 7, 8)
- Wrestling – (Grades 6, 7, 8)
- Cheerleading - (Grades 6, 7, 8)

Other Co-Curricular Clubs

- Battle of the Books – (Grades 6, 7, 8)
- Destination Imagination – (Grades 6, 7, 8)
- FFA – (Grades 6, 7, 8)
- Forensics – (Grades 6, 7, 8)
- Media Center Assistants – (Grades 6, 7, 8)
- Newspaper – (Grades 6, 7, 8)
- Student Council – (Grades 6, 7, 8)
- Yearbook – (Grades 6, 7, 8)

- Band –(Grades 6, 7, 8)
- Chorus – (Grades 6, 7, 8)

****Students absent half a day (PM) or more from school and/or suspended in or out-of-school will not be eligible to take part in after school activities on that day.**

Athletics: refer to Co-Curricular Code – Eligibility/Attendance: 5(a)

ADMISSION POLICY

It is the policy of the School District of Denmark that no person may be denied admission to any public school in this district or be denied participation in, be denied benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational, or other program or activity because of the person’s sex, race, national origin, ancestry, color, creed, pregnancy, marital or parental

status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s.118.13, WI Stats. Complaints involving this policy shall be processed in accordance with established procedures.

ALCOHOL AND OTHER DRUG ABUSE POLICY

It is a violation of school district policy for any student of the School District of Denmark to use, possess or be under the influence of any of the following:

- a. Controlled substances or intoxicants.
- b. Substances which are represented as drugs or intoxicants.

Furthermore, it is also a violation of school district policy for any student of the School District of Denmark to use or possess drug-related paraphernalia. This policy is in effect while students are on the grounds of the School District of Denmark or when attending any school-related activity (home or away). Determinations relative to the violation of this policy shall be within the jurisdiction of the building principals or their designees, particularly related to the needs of special education students.

First Violation

When a student of the Denmark School System violates this policy, school officials will take the following course of action:

- a. Automatically suspend the student out of school for three (3) days.
- b. If the student has been identified as a student with a special education disability, the student's IEP will be reviewed and adjusted as needed by the IEP Team.
- c. Immediately report the student's actions to parent/guardian.
- d. Report the student's actions to law enforcement officials.
- e. Require the student to meet with a school counselor to complete an A.O.D.A. screening.

Failure to abide by the above requirements shall result in a referral to the School Board for possible expulsion from school.

Second Violation

When a student of the Denmark School System violates this policy for the second time, school officials will take the following course of action:

- a. Automatically suspend the student out of school for five (5) days.
- b. Refer the student to the IEP Team if the student has been identified as a special education student.
- c. Immediately report the student's actions to parent/guardian.
- d. Report the student's actions to law enforcement officials.
- e. Require the student to meet with an A.O.D.A. certified counselor to make an appointment to complete an A.O.D.A. assessment within 10 days of the first day of suspension. Written evidence that the assessment has been completed and recommendations are being followed needs to be presented to the building principal within 30 days of the completed assessment.
- f. Require the student and parent to sign a Release of Information form.

Failure to abide by the above requirements shall result in a referral to the School Board for possible expulsion from school.

Third and all Subsequent Violations

When a student of the Denmark School System violates this policy for the third or subsequent time(s), school officials will take the following course of action:

- a. Automatically suspend the student out of school for up to 10 to 15 days pending an expulsion hearing.
- b. Refer the student to the IEP Team if the student has been identified as a special education student.
- c. Immediately report the student's actions to parent/guardian.
- d. Report the student's actions to law enforcement officials.
- e. Recommend the student for expulsion from the Denmark schools as defined by Wisconsin Statutes. If expelled, a student will not receive credits for said semester(s). If the third or subsequent violation(s) occurs within the last two weeks of a semester, the student will be considered for expulsion for a minimum of the following semester unless the student is a graduating senior. If said violation occurs during the last two weeks of the second semester of a graduating senior, no credits for that semester will be earned and the student will be considered for expulsion during the next two semesters.
- f. Require the student to provide a written assessment indicating the completion of a series of counseling sessions by an approved counselor accompanied by a favorable recommendation by the approved counselor, which will be considered in making a decision regarding the student's re-admittance to Denmark schools.
- g. Require the student and parent to sign a Release of Information form.

Failure to abide by the above requirements shall result in the commencement of further expulsion proceedings.

Sale, Trade, Transfer, Dispense, or Distribute Violations

It is further a violation of school district policy for any student of the School District of Denmark to:

- Sell, trade, transfer, dispense or distribute any of the following:
- Intend to sell, trade, transfer, dispense or distribute any of the following:
- Conspire to sell, trade, transfer, dispense or distribute any of the following:
 - a. Controlled substances or intoxicants
 - b. Substances which are represented as drugs or intoxicants

This policy is in effect while students are on the grounds of the School District of Denmark or when attending any school related activity (home or away). Determinations relative to the violation of this policy shall be within the jurisdiction of the building principals or their designees, particularly related to the needs of special education students.

When a student of the Denmark School System violates this policy, school officials will take the following course of action:

- a. Automatically suspend the student out of school for up to 10 to 15 days pending an expulsion hearing.
- b. Refer the student to the IEP Team if the student has been identified as a special education student.
- c. Immediately report the student's actions to parent/guardian.
- d. Report the student's actions to law enforcement officials.
- e. Recommend the student for expulsion from the Denmark Schools as defined by Wisconsin Statutes. If expelled, the student will not receive credits for said semesters.
- f. Require the student to provide a written assessment indicating the completion of a series of counseling sessions by an approved counselor accompanied by a favorable recommendation by the approved counselor, which will be considered in making a decision regarding the student's re-admittance to the Denmark schools.
- g. Require the student and parent to sign a Release of Information form.

Tests for Alcohol Use

A building principal or his/her designee or a law enforcement officer may require a pupil to provide one or more samples of his or her breath for the purpose of determining the presence of alcohol in the pupil's breath whenever he/she has reasonable suspicion that the pupil is under the influence of alcohol while the pupil is on school premises or while participating in a school-sponsored activity.

The device used shall be a breath-screening device approved by the Department of Transportation for the purpose of determining the presence of alcohol in a person's breath. The results of the breath-screening device or the fact that a pupil refused to submit to breath testing shall be made available for use in any hearing or proceeding regarding the discipline, suspension or expulsion of a student due to alcohol use.

ADOPTED: 12/10/85

REVISED: 12/18/96

ASBESTOS MANAGEMENT PLAN

This notice is to inform you that the School District of Denmark board submitted an Asbestos Management Plan as required by AHERA. The designated person responsible for implementation of the Management Plan is the Superintendent.

The complete Management Plan is available for inspection in the office of the designated person. Building specific plans are available in the office of the particular building.

The plans may be viewed by appointment during regular business hours only when such appointment is made with the designated person at least one (1) working day in advance. Any request to view the plan will be honored by the designated person within five (5) working days of the receipt of such a request.

Copies of the plan are available at ten (.10) per page from the designated person upon five (5) days written request.

Periodic surveillance of all areas containing asbestos materials will be conducted previous to May 1 and November 1 each year.

No asbestos materials were used in the building of the new Middle School.

ATHLETIC PHYSICALS

All athletes must have a physical examination before they will be allowed to participate in any athletic program (including practice). Physical forms are available in the middle school office or on the district website. Examinations allowing participation are good for 2 years (green form). Athletes who are not required to have an examination in a particular year must have an alternate year form (cream colored) signed by their parents allowing participation. These forms are also available in the office or on the district website. Athletes and their parents should be aware that it is their responsibility to arrange for their physical as well as make payment for them.

***Each year a form (green or cream colored) must be completed and turned into the middle school office.**

ATTENDANCE POLICY JEA

ADOPTED: 1/10/95

REVISED: 9/13/99

The Denmark School Board encourages a strong partnership between the home, school, and community. It recognizes a positive relationship between good school attendance and success in school and employment. If student learning and growth are to take place, parents/guardians, students, and school personnel must recognize their responsibilities to assure regular attendance.

The Board, in recognition of the statutory requirements for school attendance and the overwhelming public need for an educated society, believes school attendance should take precedence over non-school activities.

All students shall be in school from the time the school day begins until the end of the designated school day.

It is the responsibility of any person having under his/her control such a child to ensure regular attendance during the full period and hours that school is in session until the end of the quarter or semester of the school year in which the child becomes 18 years of age.

It is the responsibility of the parent/guardian to notify the school of student absences in accordance with established District procedures. When students are absent from school, parents/guardians assume full responsibility for their activities. It is the responsibility of the principal or designee to determine whether the absence is acceptable (excused) or not acceptable (unexcused/truant).

COMPULSORY ATTENDANCE AGE

The Wisconsin State Legislature has determined that the best interests of the state are served when all children have the right to a free and public education. Further, they have determined that children, with rare exceptions, be required to regularly attend school between the ages of six and eighteen. Section 118.15(1) of the Wisconsin Statutes requires attendance until the end of the school term, quarter or semester in which the child reaches the age of eighteen.

Anyone who is legally responsible for caring for and providing basic necessities to the child or anyone who has simply assumed these responsibilities, with or without legal process, is obligated to insure that the child attends school. This includes parents, guardians or other persons having under their control a child of compulsory attendance age.

Any student who withdraws from school under Section 118.15(1) of the statutes, has the right to be readmitted to school upon request so long as the student remains of school age.

A student who drops out of school under Section 118.15(1) may not drop out and return at any time he/she chooses. The Denmark School Board has the authority under law to specify reasonable withdrawal and admittance dates, so as to minimize programmatic disruptions in the school. The School Board designee, the District Administrator, shall have the authority to determine what constitutes a reasonable withdrawal or re-admittance date.

STUDENT ATTENDANCE PROCEDURES

School Attendance Officer

- A. The principal or designee shall serve as the school attendance officer for each school in the District. The school attendance officer shall deal with all matters relating to school attendance and truancy.
- B. Each school shall determine daily which students enrolled in the school are absent from school and whether those absences are excused in accordance with Board Policy.
- C. The school attendance officer/designee shall notify the parent/guardian when his/her child has been truant. The student's parent/guardian will be directed to return the student to school no later than the next school day or to provide an excuse for the absence. Notice under this paragraph must be given to the parent/guardian before the end of the second school day after receiving a report of an unexcused absence. Such notice may be made by personal service, mail or telephone call, of which a written record is kept. **“Truancy means any absence involving part or all of one or more school days during which the school attendance officer, principal or teacher has not been notified by the absent student’s parent/guardian of the legal cause of such absence. “Truancy” also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.**
- D. The school attendance officer may visit any place of employment within school district boundaries to ascertain whether any minors are employed contrary to State law. The District Administrator will provide the State Superintendent of Public Instruction information regarding those children in attendance between the ages of six (6) and eighteen (18) years who are residents of the school district or who claim to be in attendance at a private school or home-based private educational program located in the district.
- E. The building principal shall annually inform students and their parents/guardians of their right to request program or curriculum modifications and of the types of program or curricular modification that can be made. If attendance problems arise due to program or curriculum issues, the school attendance officer shall inform the Director of Curriculum and Instruction to notify the parents. Notification will include the following:
 1. The availability of program or curriculum modifications.
 2. The procedures to be used in requesting and approving program or curriculum modifications for the student.

- F. The student has the right to request the Board of Education to review any decision made in response to a request for program or curriculum modifications.
- G. The principal/designee shall resolve conflicts in attendance reporting. If a parent/guardian disputes a reported absence for his/her child, the principal/designee shall investigate and determine the correctness of the report. The parent/guardian will be notified within five (5) school days as to the resolution of the conflict.

Attendance Procedures

- A. Attendance will be taken each period in the middle school. The absence will be recorded in the attendance office for each period.
- B. Parents are asked to notify their student's school informing them of any absence as soon as possible.
- C. Parents will be notified in writing any time a student has accumulated five (5) days of excused or unexcused absences or equivalent in a semester.
- D. Parents may be asked to furnish a medical excuse for any absences beyond five (5) days (building administrators are to use their discretion).
- E. A second letter regarding a student's absences is to be sent to the parents after ten (10) days of excused/unexcused accumulated absences **during the school year**. (Discretion should be used by the building administrator in cases where they are aware that the student has been under a doctor's treatment).

Student Absences and Excuses

- A. According to State Statute, a student who is excused in writing by his/her parent/guardian before an absence occurs will be excused from school. **A student may be excused by the parent/guardian under this provision for not more than ten (10) days in the school year.**
- B. All other excused absences require that the student's parent/guardian contact the principal/designee indicating the reason of the absence in advance or on the day of the absence. The District Administrator/attendance officers are empowered to approve a legal excuse for any student for the following reasons:
 1. Evidence that the child is not in proper physical or mental condition to attend school or an educational program. The district may request the parent/guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the child. Such excuse shall be made in writing, shall state the period of time for which it is valid, not to exceed thirty (30) days.
 2. An illness in the immediate family that requires the absence of the student because of family responsibilities. This excuse should be a rare occurrence.
 3. Medical, dental, chiropractic, optometric or other valid professional appointments. Parents or guardians are requested to make their appointments during non-school hours.
 4. A death in the immediate family or funerals for close relatives.
 5. Religious holidays.
 6. A court appearance or other legal procedure, which requires the attendance of the student.
 7. Quarantine imposed by a public health officer.
 8. Attendance at special events of educational value which are approved by the principal/designee.
 9. Approved school activities during class time.
 10. A suspension from school.
 11. Special circumstances that show good cause, which are approved in advance by the principal/designee.
- C. All students with excused absences or those who have been suspended from school will be given the opportunity to make up work missed, in accordance with the following guidelines:
 1. It is the student's responsibility to contact the teacher(s) to make arrangements for making up work missed during an absence from school.
 2. Teachers will be asked to grant the number of days absent plus one (1) for make-up time. This provision applies to all work assigned during the absence(s). A teacher may extend this time based on a child's needs.
 3. Examinations missed during an excused absence will be taken at a time mutually agreed upon by the student and the teacher.
 4. Students who miss classes due to excused absences will be given the opportunity, whenever possible, to make up work missed upon their return to school.

Tardiness

A pattern of tardiness or absences of any child will be brought to the attention of the child's parent/guardian. If it appears that the child or parent is negligent, appropriate action will be taken. (Please refer to "School Times" for further information related to tardiness).

Responsibilities for Attendance

A. Parent/Guardian Responsibility

1. A parent/guardian is responsible for their children's regular school attendance.
2. When a student is absent, his/her parent/guardian shall contact the school by **10:00 am** the day of absence. Failure to contact the school may result in the school attendance officer/designee placing a telephone call to the home or work place of the parent/guardian.
3. A student's parent/guardian must provide a written explanation and/or phone call of absence upon the student's return to school if no prior contact has been made; or in the case of anticipated absences, prior to the student's absence. **Anticipated absences require prior approval of the principal/designee. Forms are available in the office.**
4. A parent/guardian must submit written requests, if any, for program or curriculum modifications for their child.

B. Student Responsibility

1. Students are required to attend all of their scheduled classes, study halls and lunch periods, unless they have obtained parental permission and a pass approved by the principal/designee.
2. Students must check out and check in at the school office when they leave and return to school.

C. Teacher Responsibility

1. Teachers are required to emphasize the importance and necessity of good attendance. Classroom procedures and grading requirements will be developed which reflect the importance of daily assignments, classroom discussion and examinations in grading students.
2. Teachers are required by law to take daily attendance (period by period) in their classes and report absences to the principal/office.

Legal Referral

A legal referral may be initiated if a student's poor attendance pattern continues after the attendance officer has completed the following steps:

- A. Met with the student's parent/guardian to discuss the student's truancy; or attempts to meet with the student's parents/guardian have been refused.
- B. Provided the student an opportunity for educational counseling to determine whether a change in the student's curriculum would resolve the truancy, and has considered curriculum modifications.
- C. Evaluated the student to determine whether learning problems may be a cause of the truancy; and, if so, has taken appropriate action or made referrals.
- D. Conducted an evaluation to determine whether social problems may be a cause of the student's truancy; and, if so, has taken appropriate action or made appropriate referrals.

The school district may also proceed against the child pursuant to section 118.16 (6) in accordance with Section 48.24 of the Juvenile Code, which relates to children in need of protection or services. For this reason the school attendance officer will keep accurate, specific, timely and confidential records on each student with truancy problems.

***See page 38 for information related to Truancy.**

AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)

The Automatic External Defibrillator (AED) shall be used in emergency situations warranting its use by individuals specifically trained in use of the device. Students (*unless they have completed certified AED training) are strictly prohibited from using this device. Students are also prohibited from opening the AED storage cabinet (*an alarm will sound) or in any way affecting the storage or use of this device.

First Violation: Parents contacted, Law Enforcement contacted, 2 hours of detention.

Second Violation and/or Subsequent Violations: Up to five (5) days out-of-school suspension and/or possible recommendation for expulsion.

BACKPACKS and BAGS

Students must keep all backpacks and school bags in their lockers during the school day. This policy is necessary to help ensure the safety of all students and staff in the building.

BATTERY

Causing bodily harm to another by an act done with intent to cause bodily harm to that person or another without the consent of the person harmed. *Parent/guardian notified.*

Any Violation:

- ◆ Up to five (5) days of out-of-school suspension, referral to police and appropriate agencies, and/or recommendation for expulsion.
-

BULLY VIOLENCE

Bully violence occurs whenever anyone inflicts or threatens to inflict physical or emotional injury or discomfort upon any person's body, feelings or possessions. Bully violence will **NOT** be tolerated. Bully violence will be treated with very serious consequences that may include in-school or out-of-school suspension and/or possible recommendation for expulsion.

BUS BEHAVIOR GUIDELINES

In order to assure the safety and a sense of security for all bus passengers, the following rules regarding appropriate behavior of students have been established:

Previous to Loading

- A. Be on time.
- B. Stand clear of vehicle lanes.
- C. Do not approach the bus until it comes to a complete stop.

While on the Bus

- A. Remain seated and facing forward while bus is in motion.
- B. Keep hands and head inside the bus.
- C. Eating and drinking will be allowed on the bus with the bus driver approval.
- D. Be courteous to fellow students and the bus driver.
- E. Talk in conversational tones. (Never yell out of bus windows).
- F. Do not throw things from the bus or on the bus.
- G. Keep all objects out of the aisles.
- H. Do not tamper with the bus or any of its equipment.
- I. Be absolutely quiet when approaching railroad crossings.
- J. Keep personal items in own seat permitting others room to sit. All items must fit in backpack. Large items are not permitted with the exception of band instruments.
- K. No glass containers on bus.
- L. No hanging objects from backpack, no backpacks with wheels.
- M. Unless told to leave the bus, students should remain on the bus during road emergencies.

After Leaving the Bus

- A. Be sure to look for traffic coming from both directions. Do not cross the road until the bus driver signals that it is clear to cross.
- B. Assist young children.
- C. Be alert for the driver's danger signal.

*Please note that drivers will not discharge passengers at places other than the regular bus stops at home or at school unless they have proper written authority to do so from parents or school officials.

Consequences

Bus drivers maintain records of students' inappropriate behavior. First infractions will typically result in a verbal warning by the driver. A second infraction may result in the suspension of bus riding privileges for a period of one to three days. Further infractions will result in immediate suspension of bus riding privileges for a period of one to three days. Severe inappropriate behaviors will result in immediate suspension of bus rider privileges. Damage to the bus will be paid by persons responsible. Middle School student infractions will be applied to the Honor Level System.

Guilt by Association

Every effort will be made to be accurate in dealing with discipline problems. However, the only totally accurate form of discipline is self-discipline, which prevents problems from occurring in the first place. Also, please remember that a bus driver's first responsibility is the safe movement of the bus. Parents should encourage children to clearly disassociate themselves from students violating bus rider rules to avoid circumstances where they may be incorrectly accused of inappropriate behavior.

Parents need to discuss these rules with their children

The safety and sense of security of all bus passengers is taken very seriously by school district personnel responsible for setting the atmosphere on and around the school busses.

WALKING DISTANCE TO MEET SCHOOL BUSES

NOTE: These distances apply to areas outside of incorporated villages. Designated group bus stops will be developed in villages.

1. Kindergarten/Preschool students may be expected to walk up to 400 feet (1 Block) to a bus stop.
2. Grades 1-6 students may be expected to walk up to 1/8 mile to a bus stop.
3. Grades 7-12 students may be expected to walk up to ¼ mile to a bus stop.
4. RESIDENTIAL AREAS – Stops will be made only at one-block intervals. Consideration will be given to the ages of the students regarding where the stop will be assigned.
5. RURAL AREAS – Where two driveways are situated no more than 400 feet apart, only one stop will be made at a point mid-way between the two driveways. If three driveways are situated within 400 feet of each other at the extremities, the bus will stop at a point mid-way between the extremities. If four or more driveways are situated relatively close together bus stops will be determined jointly by the District Administrator and the transportation coordinator. This provision may be modified if safety would be improved by such modification as determined by the District Administrator and transportation coordinator

1. Roadways with a single residence will be considered driveways and will not be entered by buses. Students who live on single residence roadways entered by buses during the 2006-2007 school year will be “grandfathered” in until beginning of 9th grade.
2. Consideration will be given to reducing walking distance when health conditions warrant. A doctor’s statement attesting to the need for special consideration will be required of persons making requests based on health factors. The roadway and or driveway must be maintained, plowed, provide ample turn-around area for a school bus and not be deemed dangerous. This determination will be made by the transportation coordinator.
3. Consideration will be given to shortening walking distances when safety is a factor. Requests for special consideration based on safety factors will be decided upon by the District Administrator. The roadway and or driveway must be maintained, plowed, provide ample turn around area for a school bus and not be deemed dangerous. This determination will be made by the transportation coordinator.

ADOPTED: 1/10/95

REVISED: 7/22/02

REVISED: 2/26/07

BUSING - DISTRICT TRANSPORTATION POLICY

School Bus Rules and Regulations

State law requires school districts to transport everyone who lives over two miles from school. Our local school board policy is considerably more generous than this. Students riding buses are under the jurisdiction of the school and as such are directly under the supervision of the bus driver. Students must follow the bus driver’s direction at all times. The driver has authority to administer the rules and to assign a student to a particular seat. Any student who fails to follow bus regulations will be reported to the principal.

School buses will not leave the school grounds until five minutes after dismissal, so there is no need to run to catch the bus. Bus drivers have been instructed not to stop and pick up students once the buses begin moving. Students may only ride their assigned bus. This includes early and emergency dismissal days.

Bus Service To and From Childcare Providers

Parents wishing bus service for students to and from locations other than places of residence are requested to do so previous to August 1 preceding the school year. Requests will be honored only under the following conditions:

1. Application must be made with the Office of the District Administrator or designee.
2. The drop-off/pick-up point must be within an area of an existing bus route.
3. Only one pick-up and one drop-off point (4-5 Kindergarten for safety purposes) may be designated. Occasionally exceptions to the one pick-up point may be granted if the pick-up point is on the same bus route and is at an established stop. Parents need to contact the driver directly for this change.
4. Students may only ride their assigned bus. This includes early and emergency dismissal days. All 1-12 students will not be discharged at places other than the regular drop-off points unless proper written authority to do so comes from the parents or school officials. (Again 4-5 Kindergarten students are not allowed different drop-off points for safety purposes.)

ADOPTED:1/12/93

REVISED:3/26/96

REVISED:7/22/02

REVISED :12/12/06

BUSING SCHEDULE

Bus schedules are usually well established by the end of the first week of school, and students riding buses will know approximately the times at which the buses will pick them up in the morning. The buses will leave school at approximately 3:20 P.M. Students riding school buses are under the jurisdiction of the school and as such are directly under the supervision of the bus driver. A set of bus safety rules has been established, and must be followed.

CHILD ABUSE/NEGLECT/UNEXCUSED ABSENCES

Any staff member who suspects that a child is being abused and/or neglected must, by state law, report the situation to the proper authorities.

CHILD CUSTODY AND RECORDS

Unless by documented court order to the contrary, parents have equal access to records of their children. However, a parent who has been denied by the courts periods of physical placement with a child does not have the rights of a parent or guardian with respect to that child's pupil records.

CIGARETTE LIGHTERS

Because cigarette lighters have been used in malicious destruction of school property and because they present safety problems in certain situations, they are henceforth barred from school buildings.

First Violation: Lighter will be confiscated / parent notification

Further Violations: Detention/In-School Suspension and/or Out-of-School Suspension

CLASSROOM CODE OF CONDUCT

Philosophy/Scope

The District is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the School Board, administration and classroom teachers.

Student behavior that is dangerous, disruptive or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. (In addition, the student may be subject to disciplinary action in accordance with established School Board policies, school rules, and administrative practices.

This code of classroom conduct applies to all students.

I. Student Removal From Class

A teacher may remove a student from class for the following reasons.

- A. Dangerous, disruptive or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively. This type of behavior includes the following:
- Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom.
 - Being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of district student alcohol and other drug policies.
 - Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, or offensive classroom environment.
 - Fighting, taunting, baiting, inciting, and/or encouraging a fight or disruption.
 - Disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations.
 - Pushing or striking a student or staff member.
 - Obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising he/her assigned duties.
 - Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means.

- Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates a classroom disorder.
- Restricting another person's freedom to properly utilize classroom facilities or equipment.
- Repeated classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow directions.
- Throwing objects in the classroom.
- Repeated disruption or violation of classroom rules.
- Behavior that causes the teacher or other students fear of physical or psychological harm.
- Physical confrontations or verbal/physical threats.

B. Other behavior as outlined below:

- Willful damage to school property.
- Defiance of authority, (willful refusal to follow directions or orders given by the teacher).
- Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others.
- Repeated use of profanity, or racial, sexual, ethnic, gender or religious slurs.
- Other unlawful acts including, but not limited to theft.
- Inappropriate public display of intimate affection.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

When a student is removed from class, the teacher shall send the student to the building principal or his/her designee and inform him/her of the reason(s) for the student's removal from class. A written explanation of the reason(s) shall be given to the principal or his/her designee within 24 hours of the student's removal from class prior to the next meeting of the class.

The principal or his/her designee shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation. (Further investigation by the principal may be necessary.) The principal shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher.

The parent/guardian of the student shall be notified of the student's removal from class as outlined below.

II. Placement Procedures

A. The building principal or his/her designee shall place a student who has been

Removed from a class by a teacher in one of the following alternative educational settings:

- An alternative education program approved by the School Board. State law defines this as an instructional program approved by the School Board that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs.
- Another class in the school or another appropriate place in the school.
- Another instructional setting
- The class from which the student was removed, if after weighing the interests of the removed student, the other students in the class and the teacher, the principal or his/her designee determines that readmission to the class is the best or only alternative.

B. When making placement decisions, the building principal or his/her designee shall

Consider the following factors:

- The reason the student was removed from the class.
- Severity of the offense.
- The type of placement options available for students in that particular school and limitations on such placements such as costs, space availability, and/or location.
- The estimated length of time and placement
- The student's individual needs and interests.
- Whether the student has been removed from a teacher's class before (repeat offender).
- The relationship of the placement to any disciplinary action (e.g., if the student's suspension from school is required as a result of the student's conduct, is the placement applicable before and/or after the suspension?), and so on.

The principal or his/her designee may consult with other appropriate school personnel as is deemed necessary when making or evaluating placement decisions. A student's parent/guardian may also be consulted regarding student placement decisions when determined to be in the best interests of the persons involved or required by law.

C. All placement decisions shall be made consistent with established School Board policies and in accordance with state and federal laws and regulations.

D. The parent/guardian of a student shall be notified of a student's placement in an Alternative educational setting as outlined below.

III. Parent/Guardian Notification Procedures

- A. The building principal or his/her designee shall notify the parent/guardian of a student, in writing, when a teacher has removed a student from a class. This notification shall include the reasons for the student's removal from class and the placement decision involving the student. The notice shall be given as soon as practicable after the student's removal from a class and placement determination.
 - B. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.
 - C. If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.
-

CLOSED CAMPUS

Denmark Middle School operates under the structure of a closed campus. This means once students are on school property, students are not to leave the school building or school grounds for any part of the school day without the permission of the principal. Permission to leave the building will not be granted unless a faculty member or parent/guardian has made the request. If requested by a parent/guardian, a note requesting this must be submitted to the office in advance of the time the student leaves campus. Even when such permission has been granted, the student must "sign out" in the office prior to leaving the school building and must "sign in" when returning.

CLOSING OF SCHOOL

School may be canceled during periods of inclement weather. Notification of these cancellations will be made with the **ALERTNOW message delivery system** and local radio and television stations.

COMMUNICABLE DISEASES

Communicable disease control procedures shall be maintained in cooperation with the local health department. The local health department shall be notified at once in the event that a communicable disease is present in the school district.

Students who are suspected of having a communicable disease may be sent home. If this action occurs, the parents of such students will be notified immediately of the action and the reasons for the action.

SCHOOL DISTRICT OF DENMARK CONDUCT CODE FOR CO-CURRICULAR ACTIVITIES

PHILOSOPHY

An individual's total education extends beyond the classroom. The purpose of an effective co-curricular program must be to provide each student with opportunities for emotional, cultural, mental, physical and social growth. This growth can be accomplished through activities that support and advance the curriculum, promote common interests, develop a sense of ownership in the school, and reflect and enhance the goals of the District.

OBJECTIVES

Those students who participate in a co-curricular activity commit themselves to the following personal goals: a primary focus on academic development and attendance; the presentation of a positive image through dress and grooming; avoidance of any action which would bring embarrassment or disrepute to themselves or their team; development of desirable personal health standards (which includes the avoidance of tobacco of any kind, alcoholic beverages, and illegal drugs and substances); development of talents and skills; and the growth of a philosophy which includes sportsmanship and citizenship that contributes to school and community spirit, morale and pride.

RESPONSIBILITIES

School officials and parents will work together to foster the development of the young people under their supervision. The primary responsibility of supervision falls on school personnel during the school day and while participating in or attending school activities; supervision will be the responsibility of the parent at all other times. Inappropriate behavior of a child in one environment will be shared when necessary. School officials will report violations of school rules to parents. Parents will be expected to report to school

officials any inappropriate or unlawful behavior that occurs outside of school, and appropriate plans of action will be developed jointly in attempt to correct the behavior and avoid further infractions. When appropriate, this may result in the removal of a student from co-curricular participation.

Participation in certain co-curricular activities requires affiliation with state and national organizations. In many cases, these organizations have eligibility and participation requirements based on academic status and conduct as well as specific sanctions for infractions. It is the responsibility of school officials to provide information regarding these requirements and to enforce them. These regulations may require school officials to monitor out-of-school activities of co-curricular participants. The Wisconsin Interscholastic Athletic Association (W.I.A.A.) has very specific requirements regarding the use of alcohol, tobacco and other illegal substances as well as regulations regarding amateur status. These regulations will be enforced for those students participating in co-curricular programs. Furthermore, each head coach may establish additional, individual expectations for his/her team, club or activity regarding attendance at practice sessions, personal conduct, and personal appearance. These rules must be distributed to students at or before the commencement of the activity and must be on file in the main office.

CO-CURRICULAR DEFINITION

Co-curricular activities are defined as those activities outside the classroom that are not an integral part of a course grade or credit earned. The following is a list of Middle School athletics and activities governed by the co-curricular code of conduct throughout the twelve-month calendar year:

STUDENT ACTIVITIES:

B.O.B.
Destination Imagination
FFA
Forensics
Student Council
School Newspaper
Yearbook

STUDENT ATHLETICS:

Basketball (Girls/Boys)
Cross Country (Girls/Boys)
Football
Track
Volleyball
Wrestling
Cheerleading

ELIGIBILITY

ATTENDANCE

1. Co-Curricular participation is open to all full-time students enrolled in the Denmark School district. A student is ineligible if he/she has not been enrolled in some school by the seventeenth day of a semester, except in special cases involving sickness, accident, military service, social services assignment, etc.
2. A transfer student accompanied by change of residence to the Denmark School District by a parent or guardian becomes eligible at the beginning of the next activity/sport season.
3. A student may not participate in a sport in more than one season each school year with summer considered an extension of the previous school year.
4. Unexcused Absence at Scheduled Activities/Athletic Events
 - a. **Student Activities:** Absences from scheduled co-curricular activities, events, contests, or performances that take place outside of regular school hours shall be prearranged and approved by the particular advisor. Advisors must report to administration when a student is unexcused absent. Extenuating circumstances will be reviewed by the advisor and administration. **The penalty for a first offense of unexcused absence will be suspension from one event/contest/performance. For any succeeding unexcused absences, the penalty will be termination from the student activity for the remainder of the season.**
 - b. **Athletics:** Absences from scheduled co-curricular athletic contests shall be prearranged and approved by the particular coach. Coaches must report to administration when a student is unexcused absent. Extenuating circumstances will be reviewed by the coach and administration.
 - c. **The penalty for a first offense of unexcused absence will be suspension from one athletic event/contest date. For any succeeding unexcused absences, the penalty will be termination from the athletic activity for the remainder of the season.**
5. Participation on Days of Absence from School
 - a. A student's participation in activities or contests on days of partial or complete absence from school must be cleared through the Athletic Director's office. Generally, a student will not be cleared to participate if he or she has not attended the last half of the school day unless the absence is pre-approved for a non-discretionary (i.e. court, wake, funeral, college visit) or school related event (i.e. field trip, performance) or regularly scheduled physician or dental appointment. Written verification will be required. **Absences as the result of illness will render the student ineligible for participation that day.**

- b. According to school Board policy, if a student is suspended from school, he/she may not be on the campus or attend any school function for any reason. This applies to all activities/contests (home and away) as well as practices. Students are also not allowed to participate in any athletic practice/activity sessions or contests on the day of an in school suspension. A student may participate on Saturday following a Friday suspension unless the length of the suspension continues into the following week.
In addition, students may not participate in contests or events if they have assigned disciplinary consequences that have not been served (i.e. detentions).
6. All students involved with the team/activity shall travel to and from activities/contests by school-sponsored transportation. Exceptions may be made permissible through a particular coach and parent/guardian of the student. Written parental permission must be submitted to the coach and administration prior to the event. Extenuating circumstances will be handled by the Athletic Director, Associate Principal and/or Principal. Parents should contact the school well in advance of the event if there are any questions.

ACADEMICS

1. Students are required to maintain a GPA of 1.75 (DHS) or above and must have earned no "F's" at the end of the most recent grading period prior to the start of a particular athletic or activity season.
2. Grades are reviewed every fifteen school days and at the end of each term of the school year.
3. Students will immediately be placed on co-curricular probation or suspension if the academic criteria are not met when grades are reviewed.
4. Incoming freshmen must satisfactorily complete work for all courses taken during their eighth grade year to achieve initial eligibility as 9th graders. Incoming freshmen who have not successfully met academic criteria for initial participation may become eligible if they earn a GPA of 1.75 or above after the first nine weeks of their freshmen year and are in good standing with expectations outlined in the student handbook.
5. A student who is failing a course required for graduation in the final term of his/her senior year will be ineligible to continue in the activity or athletic season.

DUE PROCESS

- A. A student and his/her parent or guardian will be advised by the Principal, Associate Principal or Athletic Director of the charges against him or her.
- B. The student and his/her parent or guardian will be given the opportunity to respond to the charges.
- C. The student and his/her parent or guardian will be advised by the Principal, Associate Principal or Athletic Director of any disciplinary action taken as a result of the charges.
- D. The student and his/her parent or guardian will be provided the opportunity to appeal the disciplinary action to the Co-Curricular Committee for review.

VIOLATIONS and SANCTIONS

VIOLATIONS

1. Non-Compliance With School Rules:
 - A. More than ten unexcused tardies and/or five unexcused absences in one term.
 - B. Failure to report for detentions within two offered detention halls (one week) with a good faith effort.
 - C. Non-compliance with expectations as outlined in the student handbook.
- ***Note:** Students will be placed on Co-Curricular Suspension for the above listed violations until the obligation has been met (i.e. disciplinary consequences has been served, in which case students must receive a signature from the Principal, Associate Principal and/or Athletic Director noting they are eligible to participate) or the suspension period is completed, whichever occurs first. In the case of letter (A) above, a student must have no further unexcused absences or tardies within the suspension period in order to become eligible. An additional day of suspension will be added for each unexcused tardy or absence during the suspension period.
2. Use, possession, or sale of alcoholic beverages, tobacco and/or illegal substances at any time will result in immediate Co-Curricular Suspension.
3. Disrespect for others' rights and property. This includes all school property and the rights and property of staff members on and off campus. Violations will result in immediate Co-Curricular Suspension.
4. Engaging in criminal activity on or off campus that violates civil law or local ordinances, with the exception of minor traffic violations, will result in immediate Co-Curricular Suspension.
5. Inadequate Academic Performance:

A. Middle School:

1. Students earning a grade of "F" at the midterm point of a term (4 ½ weeks) or at the end of a grading period (9 weeks) will be **suspended** (not be eligible to participate) in any co-curricular activity for the next 4 ½ weeks of school (8th graders in the final term of the year will fall under the high school code requirements to begin their Freshman year).

2. If a student has less than a “C” or 2.00 grade point average with no “F” grades at the midterm point or at the end of a term, he/she will be on **probation** (eligible to participate) for the next 4 ½ weeks of the school year. If no improvement occurs, the principal or review committee will determine the student’s continued eligibility.
3. If a student is placed on co-curricular suspension for academic reasons, they can request (in writing) to be placed back in good standing (able to participate again in activities/events), after 10 school days of suspension have been served. At this time the building principal, athletic director, and/or eligibility committee members (principal, teacher of the course failed, teacher of student’s choice, advisor, guidance counselor, and parent) will evaluate the situation to determine if the student has earned the right to be taken off the co-curricular suspension list.
4. **Definition** of terms:
 - a. **Probation** – Allowed to regularly practice, rehearse, and participate in contests or events with the team/organization.
 1. Monitored by the Principal and/or Athletic Director.
 2. Expected to meet academic/behavioral performance standards by the end of the probation period; failure to meet expectations will result in immediate co-curricular suspension.
 3. If, after the probationary period, the student meets academic and/or behavioral expectations, they will be considered in good standing and removed from probation.
 - b. **Suspension** – A student on co-curricular suspension **must** participate in all practice sessions and attend all contests in street clothes during the suspension period (except during the time in which school penalty includes in-school or out-of- school suspension) but **cannot** participate in any events or games.

B. High School:

1. Grades are reviewed every fifteen school days and at the end of each of the four terms in the school year.
2. Incompletes are considered failing grades until the work is completed and a final grade is issued,
3. Term four grades will affect a student’s eligibility for the following fall.
4. Students on **CO-CURRICULAR PROBATION** meet one or more of the following criteria:
 - a. Below a 2.00 GPA regardless of the number of “D’s” or “F’s” earned.
 - b. One “F” in any course.
 - c. Below a 1.75 GPA with no “F’s”.
 - d. Incompletes are considered failing grades until the work is completed and a final grade is issued.
 - e. Students who receive incomplete of “F” grades during the course of a term due to an excused absence may remedy the situation by meeting with an administrator once the work is complete and the grades have been updated.
5. Students on **CO-CURRICULAR SUSPENSION** meet one or more of the following criteria:
 - a. Below a 1.75 GPA with one or more “F’s”.
 - b. Two or more “F’s”.
 - c. Incompletes are considered failing grades until the work is completed and a final grade is issued.

SANCTIONS

1. Students on **CO-CURRICULAR PROBATION** will be:
 - a. Allowed to regularly practice, rehearse, and participate in contests or events with the team/organization.
 - b. Monitored by the Principal, Associate Principal and/or Athletic Director for a period of fifteen days.
 - c. Expected to meet academic/behavioral performance standards by the end of the fifteen days; failure to meet expectations will result in immediate Co-Curricular Suspension.
 - d. If, after fifteen days, students meet academic/behavioral expectations, they will be considered in good standing and removed from probation.
2. Students on **CO-CURRICULAR SUSPENSION from STUDENT ACTIVITIES for ACADEMIC or NON ACADEMIC VIOLATIONS** will be:
 - a. Ineligible for all school, conference and state awards for the activity season during which he/she was suspended. School awards may be issued if the student completes the activity season in good standing. Any student who has not fully completed the consequences for a co-curricular suspension will not be allowed to participate in any academic or athletic recognition banquets.
 - b. Ineligible to attend meetings, practices and/or rehearsals or participate in the activity for a mandatory **ten consecutive school days.**
 - c. If a student is participating in another activity/sport, he/she will be suspended from all activities for the proper time.
 - d. A student serving a ten day suspension while participating in an activity at the time of the violation will also be rendered ineligible for the **first one WIAA contest date or the next one Co-Curricular activity/event** scheduled in the student’s next athletic season.
3. Students on **CO-CURRICULAR SUSPENSION from ATHLETICS for VIOLATIONS** will be:

- a. Ineligible for all school, conference and state awards for the athletic season during which he/she was suspended. School awards may be issued if the student completes the athletic season in good standing.
Any student who has not fully completed the consequences for a co-curricular suspension will not be allowed to participate in any academic or athletic recognition banquets.
 - b. Ineligible to participate in a sport/athletic activity for a mandatory **fifteen consecutive school days (or twenty-one calendar days for fall sports WIAA).**
*(Student athletes **must** participate in all practice sessions **and** attend all contests in street clothes during the suspension period, except during the time in which school penalty includes in school or out of school suspension).
 - c. If a student is participating in another activity, he/she will be suspended from all activities for the proper time.
 - d. If, after the suspension period, students meet academic expectations, they will be considered in good standing and removed from suspension. It is the obligation of the student to meet with the Principal or Associate Principal to determine if academic criteria have been met.
4. Students on **CO-CURRICULAR SUSPENSION from ATHLETICS for NON ACADEMIC VIOLATIONS will be:**
- a. Ineligible for all conference and state awards for the athletic season during which he/she was suspended. School awards may be issued if the student completes the athletic season in good standing. Any student who has not fully completed the consequences for a co-curricular suspension will not be allowed to participate in any academic or athletic recognition banquets.
 - b. Ineligible to participate in a sport/athletic activity for a mandatory **30% of the maximum number of WIAA contest dates** scheduled for that sport/athletic season (i.e. if a double header or multi-meet occurs on one day, it is considered one contest date resulting in the student missing all contests on that date).
*(Student athletes **must** participate in all practice sessions **and** attend all contests in street clothes during the suspension period, except during the time in which school penalty includes in school or out of school suspension).
 - c. If a student is participating in another activity, he/she will be suspended from activities for the proper time.
 - d. If, after the suspension period, students meet behavioral expectations, they will be considered in good standing and removed from suspension. It is the obligation of the student to meet with the Principal or Associate Principal to determine if behavioral criteria have been met.
5. **Students who refer themselves or whose parents refer them in writing (within three school days of the violation) to a coach or administrator for a violation of the Co-Curricular Code will be:**
- a. Ineligible for all school, conference and state awards for the activity/athletic season during which he/she was suspended. School awards may be issued if the student completes the activity/athletic season in good standing. Any student who has not fully completed the consequences for a co-curricular suspension will not be allowed to participate in any academic or athletic recognition banquets.
 - b. **Activities:** Ineligible to attend meetings, practices and/or rehearsals or participate in the activity for a mandatory **five consecutive school days** from the time of the violation or the start of the activity season.
 - c. **Athletics:** Ineligible to compete or perform in the next **one WIAA contest/event** scheduled for that season (i.e. if a double header or multi-meet occurs on one day, it is considered one contest date, resulting in the student missing all contests on that date).
*(Though not competing, students **must** participate in all practice sessions during the suspension period, except during the time in which school penalty includes in school or out of school suspension).
 - d. Students **must not have participated in any athletic event or student activity** between the time of the violation and admission to a coach or administrator.
 - e. The self or parent referral option is **only valid for a first offense**; all subsequent offenses will follow the guidelines in #7 below.
 - f. The self or parent referral option is **null if a student has already been issued a criminal citation** by law enforcement officials.
6. Students completing a suspension must finish the season/activity period in good standing in the sport/activity in which the suspension was administered. The suspension will be completed during the student's current season/activity period and will carry over, if necessary, to subsequent seasons/activities until the full penalty is served. For out-of-season violations, the suspension must be completed from the beginning of the next sport/activity in which the student participates for a full season. If a student does not complete the full season of the sport/activity, regardless of the number of activity or event suspensions they have already served in this subsequent activity or event, the suspension will not be considered served, and they will be required to serve the original suspension in its entirety.
7. Any student who is in good standing and thus elected to any dance court (Homecoming Court, Snowfest Court, and/or Prom Court, etc.) will be removed from the court and immediately forfeit this opportunity (regardless of the ability to fulfill the requirements of any sanction prior to an event) should he or she be placed on co-curricular suspension for any reason between the time they are elected to the court and the time they are to serve on the court.
8. Subsequent (Non-Academic) Violations:

- a. A **second** offense will result in the student being **ineligible to participate in any co-curricular activities/athletics for 45 consecutive school days or days on which a practice or contest is held** (whichever occurs first) in that or subsequent school years.
- b. A **third** offense will result in the student being **ineligible to participate in any co-curricular activities/athletics for 90 consecutive school days** or days on which a practice is held (whichever occurs first) in that or subsequent school years.
- c. A **fourth** offense will result in the student being **ineligible to participate in any co-curricular activities/events for the remainder of the student's years** in the Denmark School District.
- d. Offenses are cumulative from a student's 6th grade year through the student's completion of high school.
- e. If a student violates this code but remains free of any non-academic infractions for a two-year period, he/she will be reinstated in good standing and eligible to participate in all co-curricular activities/athletics without a record of violation.

REPORTING

- A. Reports of violations **must** be made in writing by a credible source immediately upon knowledge of the violation, signed by the school staff member, parent/guardian, or student and brought to the attention of the Principal, Associate Principal and/or Athletic Director. The administrator(s) will take one of the following steps:
 1. Review the report to determine its accuracy and seriousness through investigation.
 2. Make a determination as to whether or not the student should be placed on Co-Curricular Probation or Co-Curricular Suspension.
 3. If the administrator has significant doubt regarding action to be taken, the matter will be referred to a Committee of Review to make the determination.
 4. If the administrator or the Committee of Review makes a determination that the student should be placed on Co-Curricular Probation or Co-Curricular Suspension, the administrator or designee will notify the student's parents of such action in writing.
- B. Reports of out-of-school violations known by school officials will be made to parents by school authorities.

COMMITTEE OF REVIEW

To assist the building principal in making decisions regarding action to be taken a Committee of Review will be established consisting of the following members:

1. The Principal or Associate Principal (high school level only).
2. A certified teacher.
3. A member of the student services staff.
4. A coach or advisor of one activity in which the student participates.
5. Athletic Director or additional teaching staff members if the student does not participate in athletics.
6. A certified staff member designated by the involved student if he or she so chooses.
7. If the District Administrator determines that the make-up of the Committee of Review is inappropriate in a given case he/she may modify its make-up by appointing alternate member(s).

ADMINISTRATIVE GUIDELINES FOR SUSPENSION APPEALS TO THE CO-CURRICULAR COMMITTEE

The committee will review any cases with extenuating circumstances. The following steps should be taken in an appeal case:

1. A request for appeal must be requested in writing within three days of posting of suspension status. Parents must sign the letter. Appeal requests should be turned in to the Principal or Associate Principal.
2. The Co-Curricular Committee will be formed and conduct a hearing as soon as possible with good faith effort.
3. Appeal process is for students on suspension only. Students will remain suspended throughout the appeal process until the Co-Curricular committee renders a decision.
4. Appeal will not be considered if the student has below a 1.75 GPA and/or (2) two or more "F's".
5. Students may choose an adult advocate (parent, teacher, coach, advisor) to help them plead their case.
6. Appeal decisions of the Co-Curricular committee are final.

ADOPTED: 4/23/96

REVISED: 8/16/10

CONDUCT AT CO-CURRICULAR EVENTS

Spectator's actions and behavior at co-curricular events are a reflection on the entire Denmark community. Spectators are asked to conduct themselves in such a manner that our community can be proud of. We request all fans remain seated during the game so as to not obstruct the view of others. Supervisors are authorized to eject fans who are behaving in an inappropriate manner. All spectators are to abide by the following courteous behavior:

1. Honor our country by standing for the pledge &/or the playing of the National Anthem.
2. Do not "boo" anyone or anything.
3. Do not make personal comments to team players and no pointing fingers.
4. Do not verbalize criticisms or disagreements with calls made by officials.

5. Use appropriate language at all times.
 6. Show respect for the opposing school and fans.
 7. Do not bring drinks into the gymnasium.
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CRISIS RESPONSE PLAN

The School District of Denmark has an established crisis response process in the event of a student or faculty death, student or faculty life threatening injury, as well as other crisis emergencies such as intruders or severe weather. The Crisis Response Process is activated by the school district Superintendent and coordinated by the school district Director of Pupil Services. In these situations, school staff should contact the building principals with firsthand knowledge of these issues.

DANCES

Periodically, Denmark Middle School holds dances at the end of a school day or during the evening. These dances are only for Denmark Middle School students and in the case of night dances, for students of the local parochial school if they wish to attend. Elementary students, high school students, and students from outside the district may not attend.

6th, 7th, and 8th grade students may attend all the dances. **Honor Level status will determine student eligibility** to attend dances.

***Students absent a half a day (PM) or more from school and/or suspended in or out of school will not be eligible to take part in after school activities on that day.

DIRECTORY INFORMATION

The Denmark School District designates the following personally identifiable information contained in a student's education record as "Directory Information", and may disclose that information without prior written consent:

1. The student's name
2. The student's address
3. The student's telephone listing
4. The student's date and place of birth
5. The student's major field of study
6. The student's participation in officially recognized activities and sports
7. The student's weight and height if a member of an athletic team
8. The student's dates of attendance
9. The student's photograph
10. The student's degrees and awards
11. The name of the school most recently previously attended by the student
12. Name (s) and address (es) of parents

Within the first three weeks of each school year, the school district shall publish in the official district newspaper the above directory information list. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parents or eligible students have been notified, they will have two weeks to advise the school district in writing (a letter to the district administrator's office) of any or all of the items they refuse to permit the district to designate as directory information about that student.

At the end of the two-week period, each student's records will be appropriately marked by the records custodians to indicate the items the district will designate as directory information about the student. This designation will remain in effect until the conclusion of the current school year.

DISCIPLINE POLICIES

PURPOSE: To insure an atmosphere that is conducive to learning, it is necessary to balance a student's individual rights with his or her responsibilities. The intended effect is to create an educational climate beneficial to learning, responsible and considerate behavior, and an environment in which the safety of students and all persons is assured.

PHILOSOPHY: The Denmark Middle School believes that the primary obligation for developing self-discipline, responsibility, and respect for other people rests with all stakeholders. Children who have developed these qualities usually progress well in school. The school is also concerned with the development of attitudes, habits, and behavior and must provide a proper climate for learning. Therefore, the school strives to work cooperatively with parents in the pupil's development. Teachers want all students to learn, but

disruptive students can thwart their efforts. When students do not follow the rules of proper conduct, the school has a responsibility to take action in the interest of those students and the other students in the school. In order to meet this shared responsibility for the maintenance of good behavior, the following conditions should be met:

PARENTS ARE EXPECTED TO:

- Keep in regular communication with the school concerning their child’s conduct and progress.
- Insure that their child is in daily attendance and promptly report and explain an absence or tardiness to the school.
- Provide their child with the resources needed to complete class work.
- Assist their child in being healthy, well groomed, clean, and dressed appropriately.
- Bring to the attention of school authorities any problem or condition which affects their child or other children of the school community.
- Discuss report cards, progress reports, and work assignments with their child.
- Maintain up-to-date home, and emergency telephone numbers at the school.

STUDENTS ARE EXPECTED TO:

- Attend all classes daily and be on time.
- Be prepared to come to class with appropriate materials.
- Refrain from profane or inflammatory statements.
- Be respectful to all individuals and property.
- Be well groomed, clean and dressed appropriately.
- Be responsible for their own work.
- Abide by all rules and regulations set forth by the school and individual classroom teachers.

EDUCATORS ARE EXPECTED TO:

- Maintain an atmosphere conducive to student learning.
- Plan and deliver a comprehensive curriculum to meet the needs of DMS students.
- Promote assertive discipline based upon fair and impartial treatment of all students.
- Encourage the use of guidance procedures.
- Develop good working relationships with staff, students, and parents.
- Encourage parents to keep in regular communication with the school by keeping in contact with parents.
- Seek to involve students in the development of policy (i.e. student council).
- Endeavor to involve the community in the educational process.

DISCRIMINATORY ACTS

Any act, verbal or in writing, directed toward a person on the basis of race, sex, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or disability that promotes negative stereotyping, degrades, or flagrantly demeans any individual. Parent/guardian notified.

First Violation:

- ◆ Up to five (5) days in-school suspension.

Second Violation and/or Subsequent Violations:

- ◆ Up to five (5) days out-of-school suspension and/or recommendation for expulsion.

DISORDERLY CONDUCT

Engaging in violent, abusive, indecent, profane, spitting, boisterous, unreasonably out of control, or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance.

First Violation:

- ◆ Parent/Guardian/SRO notified, one (1) hour of detention, up to five (5) days in-of-school or out-of-school suspension, and/or possible recommendation for expulsion.

Second Violation:

- ◆ Parent/Guardian/SRO notified, two (2) hours of detention, up to five (5) days in-of-school or out-of-school suspension, and/or possible recommendation for expulsion.

Repeated Violations:

- ◆ Possible recommendation for expulsion.

DISRESPECT

To insult, call derogatory names, dishonor, or in other manner abuse verbally or in writing any member of the school staff or student body.

Parent/guardian notified.

First Violation:

- ◆ Detention and/or up to five (5) days in-school suspension

Second Violation:

- ◆ Detention and/or up to five (5) days out-of-school suspension

Repeated Violations:

- ◆ Possible recommendation for expulsion
-

DOCTOR OR DENTAL APPOINTMENTS

In order for a student to gain permission to keep a doctor's or dentist's appointment during school hours, the student's parent must have made prior arrangements by calling the attendance officer. The attendance officer will then issue a pass allowing the student to leave the building. Please keep in mind that there are numerous in-service and early release days during the school year in which these appointments may be arranged (Please refer to the school calendar).

DRESS CODE

All student apparel must indicate a desire to conform with accepted standards of decency. It is the responsibility of the parents to see that grooming reflects the modesty and good taste expected in the school. Dress that causes disruption of the educational process or presents health or safety problems is not allowed. Any form of dress or hairstyle considered contrary to good hygiene, contrary to student safety, or contrary with accepted standards of decency, will not be allowed. Additionally, any dress or hairstyle that is distracting or disruptive in appearance or detrimental to the purpose of the school will not be allowed.

GENERAL APPAREL GUIDELINES:

- Footwear must be worn at all times. No bedroom shoes, slippers or night time wear (pajamas) are permitted.
- Midriff and low-cut shirts that allow inappropriate exposure such as tank-tops, halter tops, tube tops or spaghetti strap tops shall not be worn. Shirts and pants should meet to prevent inappropriate exposure.
- Undergarments should be covered at all times. Any see through apparel is not permissible.
- Shorts, skirts, dresses and pants shall be of an appropriate length to allow for standing, sitting, and bending while still providing adequate body coverage. Shorts and skirts must meet the tips of student's fingers when arms are fully extended at their sides.
- Jackets, hats, hoods, headscarves, bandanas, stocking caps, hooded sweatshirts and other garments intended as outdoor wear and sunglasses shall not be worn in the school building during school hours (8:00-3:15). Hats worn during lunch must be put on outside the building and removed prior to reentering the building. Exceptions to this rule will only be allowed during a school-sponsored activity to promote school spirit when announced by school administration. These items will be confiscated by teachers or administrators and may be returned at the end of the day.
- Clothing shall be free of inflammatory, suggestive, or other inappropriate writing, advertisement, or artwork. This includes apparel advertising alcohol/tobacco products, those promoting drugs/drug paraphernalia, or ones with any type of sexual connotations. (This includes lanyards for Student ID's).
- Hazardous items cannot be a part of a student's attire: (wallet chains; canes are only permissible with physician's note; spiked necklaces or bracelets; any other item that could cause injury to self or others).
- **Students may wear jeans with manufacturer made pre-fab holes, but the manufactured holes (or any holes) cannot be above the knees.**
- Flip flops, sandals, open toed shoes are not permitted November 1st – March 31st each year.

(THIS HANDBOOK IS THE ONLY WARNING REGARDING APPROPRIATE DRESS)

VIOLATIONS:

- Students who are in violation of dress code policy will be subjected to one or more of the following consequences:
 1. Phone home for appropriate clothing or change into school supplied garments (tee-shirt - if appropriate and/or available) **AND a one (1) hour lunch detention** for each offense
 2. Parental Contact
 3. **Students who habitually violate the dress code may be subject to additional detention time, in-school suspension, out-of-school suspension, and/or possible recommendation for expulsion.**

DRRESS CODE – PHYSICAL EDUCATION (PE)

Students participating in physical education classes are to wear gym shoes, shorts, tops and appropriate undergarments. Gym shoes should be labeled with the student's name. Gym tops are to be of such length as to make it possible for them to be tucked into the tops of the shorts. The length of gym shorts must be appropriate to assure a level of modesty acceptable to the physical education instructor. No extensive slits along the sides of the shorts will be allowed. For safety reasons, jewelry should not be worn during physical education classes.

DRUG FREE SCHOOL ZONE

Is defined as anyone distributing or possessing with intent to deliver drugs within 1,000 feet of a school building or a school bus. Under Wisconsin State Law, the penalty for violating the Drug Free Zone Law, if convicted, the maximum term of prescribed imprisonment for the crime may be increased by five years, with at least one to three years.

ELECTRONIC-COMMUNICATION DEVICES & EQUIPMENT

It shall be a violation of school district policy for any student of the School District of Denmark to possess or use any electronic paging or 2-way communication device while on school premises or while attending any school related activity unless written permission for such use or possession has been granted by a building principal of such district or his/her designee. All cell phones are to be turned off and stored in student lockers and may be used before and after school only. Cell phones must be **TURNED OFF** during school hours. *If your cell phone goes off (rings/vibrates/etc.) or you are text messaging or reading text messages during school hours, you can expect a staff member to immediately confiscate the cell phone. If a student refuses to hand over their cell phone to a staff member after a violation, the student will be assigned an automatic four hour detention and lose the privilege of having a cell phone at school for one calendar year.

Any Violation: Confiscation of paging or cellular device **and** Two (1) Hour of Detention

A) Cellular Device will be returned after ONE of the following expectations is met:

1. **Parent/Guardian travels to school to pick up the cell phone.**

OR

2. A **\$10.00 fine is paid in full** (*Cash or Checks payable to Denmark Middle School)

OR

3. **Cell phone is locked-up and held in the main office for 10 consecutive days.** (\$1.00 will be deducted for each day it is held in the office (ie: After being held for 8 days in the office, a student may pay \$2.00 to get their cell phone returned.)).

***Repeated Violations:** Confiscation of paging or cellular device (with return as noted above) with possible return after one calendar year, Additional Detentions, In-School Suspension, Out-of-School Suspension, **and/or** Possible Recommendation for Expulsion

***Refusal To Turn Over a Cell Phone to a Staff Member after a Violation:** Barred from carrying a cell phone on school property during school hours for **one calendar year**.

Note: In addition to the previously stated board policy concerning electronic paging or 2-way communication devices, please note the following:

1. The use of cellular phones that have photo capabilities (ie: camera phones) are **strictly prohibited**. Use of such devices in areas where a reasonable expectation of privacy is warranted (ie: restrooms, locker rooms, etc.) may lead to disciplinary actions up to and including recommendation for **expulsion**. (Please see the Locker Room Policy in this handbook)
 2. Any use (ie: talking, text messaging, taking pictures, etc.) of a cell phone or any other electronic communication device before, during, or after a test or exam is **strictly prohibited**. Students using these types of devices during an exam or test will be issued a "0" as a score on said test or exam and may face further disciplinary actions. (Please refer to Academic Honesty Program in this student handbook.)
-

EMERGENCY DRILLS (FIRE, SEVERE WEATHER, SAFETY LOCKDOWNS)

Fire drills will be conducted throughout the school year. At the sound of the fire alarm, everyone is to leave the building immediately, walking single file and without talking. Fire drill procedures are posted in each room.

Severe weather drills may be conducted at any time. In the event of a tornado, high winds, or other potentially dangerous forms of severe weather, a warning will be broadcast over the intercom. At that time all talking is to cease immediately and complete attention

is to be given to the directions of the teacher. (If caught without warning, move to an inside wall as far away from the windows and doors as possible, crouch down, and cover your head with your hands).

Safety lockdown drills will be conducted each school year at any time. When directed into a lockdown drill, all student talking is to cease immediately and students are to explicitly follow their teachers directions.

EMERGENCY NURSING SERVICES

Emergency nursing services are provided under the direction of a registered nurse using a physician as medical advisor. These services are reviewed annually.

Student Illnesses –

- **Regular School Hours** - Students are not to be sent to school if they are ill. In the event students become ill while at school, staff members are to bring students to the office and office personnel will notify parents or persons designated to act on their behalf asking that they come to school to pick up the sick student.
- **Extra Curricular Activities / Field Trips** - In the event a student becomes seriously ill at a school activity held outside of regular school hours, supervisors of activities are responsible for notifying parents or their designees and for assuring the safety of the sick student until parents or their designees arrive.

Accidents –

- **Regular School Hours** - In the event of minor scrapes, etc., students are to be sent to the school office. In the event of serious injuries, each building has a trained emergency response team that can be contacted through school offices. Any member of an emergency response team has the authority to contact the rescue squad. (Faculty handbooks contain building specific information to this regard.)
 - **Extra-Curricular Activities / Field Trips** – Bus drivers and coaches are CPR and first aid certified. Either they or the teacher in charge of the activity has the authority to contact rescue squads as they deem necessary. Supervisors are to complete injury reports for all accidents to be filed in the appropriate school office. No student with a head injury, no matter how minor, should be released from school without parent notification. If in doubt, act on the side of caution!
-

EMPLOYEE ENDANGERMENT

Wisconsin law provides that a pupil may be suspended or expelled from school for conduct which endangers the property, health or safety of any employee or school board member of the school district in which the pupil is enrolled.

END OF THE YEAR INCENTIVE FIELD TRIPS

At the end of the school year, each grade level may take part in an incentive outing. The funds for these trips come from the Student Council or are paid directly by the students. Not all students are eligible for the incentive trips. Students will lose the privilege of participating in the end of the year incentive class field trips under the following circumstances:

1. Students who receive an out-of-school suspension anytime during the school year.
2. Students who earn an ISS anytime during the school year.
3. Student has been truant from school.
4. Students on Honor Level 3 or 4 at the time of the trip.
5. Students earning 4 or more failing “F” grades on their semester report cards – total for the school year.
6. Students being retained in their current grade level. (Summer school attendance will not impact this condition). ***No option for Teacher Review Board.***
7. Students who violate the co-curricular substance abuse policy. ***No option for Teacher Review Board***

Teacher Review Board Process:

Students who have lost the privilege of attending the end of the year field trip due to circumstances listed above under numbers (1 thru 5) may request a review of this decision by a Teacher Review Board. The student must request this review through their advisor and a parent/guardian must be involved in the review meeting. **Students are entitled to one (1) Request for Review. Any student interested in requesting a review of this decision must work with their advisor and submit a written Request for Review and Student Action Plan.** Students may obtain the Request for Review and Student Action Plan form from their A/A teacher. The form must be filled out completely (including parent signature) before handing it in to the student’s A/A teacher. No requests for review will be accepted after one (1) week prior to the field trip date. All review meetings will take place during the month of May.

The Teacher Review Board will consist of a minimum of 2 core teachers from the student's grade level and 1 encore teacher. The review meeting will take place during the school day and the student, accompanied by a parent/guardian will be expected to present to the Teacher Review Board reasons why teachers should reconsider the decision regarding the loss of privilege of field trip participation. The Teacher Review Board will convene privately to make a final decision. A teacher representative from the Review Board will notify the student and parent of the final decision.

Students who have lost the privilege of attending the end of the year field trip will be expected to attend school on the day of the field trip. Lessons related to character building will be taught/coordinated by DMS faculty members.

EXPULSION OF STUDENTS

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

The School Board may expel from school a pupil who is at least 16 years old if the School Board finds that the pupil repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority.

The School Board shall commence expulsion proceedings and expel a pupil from school for not less than one year whenever it finds that the pupil, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18USC 921 (a) (3). Annually, the school board shall report to the department the information specified under 20USC 8921 (d) (1) and (2).

Prior to expelling a pupil, the school board shall hold a hearing. Not less than 5 days; written notice of the hearing shall be sent to the pupil and, if the pupil is a minor, to the pupil's parent or guardian, specifying the particulars of the alleged refusal, neglect, or conduct, stating the time and place of the hearing and stating that the hearing may result in the pupil's expulsion. Upon request of the pupil and, if the pupil is a minor, the pupil's parent or guardian, the hearing shall be closed. The pupil and, if the pupil is a minor, the pupil's parent or guardian may be represented at the hearing by counsel. The School Board shall keep written minutes of the hearing. Upon the ordering by the School Board of the expulsion of a pupil, the school district clerk shall mail a copy of the order to the pupil, and if the pupil is a minor, to the pupil's parent or guardian. The expelled pupil or, if the pupil is a minor, the pupil's parent or guardian may appeal the expulsion to the department. If the School Board's decision is appealed to the department within 60 days after the date on which the department receives the appeal, the department shall review the decision and shall, upon review, approve, reverse, or modify the decision. The decision of the school board shall be enforced while the department reviews the decision. An appeal from the decision of the department may be taken within 30 days to the circuit court of the county in which the school is located. This paragraph shall be printed in full on the face or back of the notice.

No pupil enrolled in the school district may be suspended or expelled from school for truancy.

FALSE REPORTS

The act of falsely reporting incidents or making false accusations or giving false information to school personnel that would affect the welfare of others. Parent/guardian notified.

First Violation:

- ◆ Up to five (5) days in-school suspension.

Second Violation:

- ◆ Up to five (5) days out-of-school suspension.

FIGHTING

Aggressive, hostile bodily contact with others.

Parent/Guardian notified.

First Violation:

- ◆ Up to five (5) days in-school and/or out-of school suspension and/or SRO referral

Second Violation:

- ◆ Up to five (5) days out-of-school suspension and/or SRO referral

Repeated Violations: Possible recommendation for expulsion

GRADING PERIODS

Denmark Middle School operates on a term (quarterly) grading basis with progress reports issued to students at the midterm point of each term. Report cards are issued to students at the end of each 9-week term. In general, grades rate students according to their accomplishments relative to the content covered in a particular class. However, if an asterisk appears after a grade, the grade indicated is based on individual ability as interpreted by the teacher.

GRADING SCALE

The middle school has adopted the following grading scale:

<u>Traditional</u>		<u>Rubic</u>
100%	A+	4.0
99%-94%	A	3.9-3.7
93%-92%	A-	3.6-3.5
91%-90%	B+	3.4-3.3
89%-85%	B	3.2-2.8
84%-83%	B-	2.7-2.5
82%-81%	C+	2.4-2.3
80%-76%	C	2.2-1.8
75%-74%	C-	1.7-1.5
73%-72%	D+	1.4-1.3
71%-67%	D	1.2-1.0
66%-65%	D-	0.9-0.7
64% and below	F	0.6 and below

GUIDED STUDY

Guided Study is a class that runs every other day opposite of all PE classes. This class is a graded guided study hall opportunity designed to provide academic support for all students. To be successful in Guided Study, students are expected to adhere to the following guidelines:

1. Students are to sit in their assigned seats or have teacher permission to sit somewhere else.
 2. Students are expected to bring their homework (completed and unfinished) to Guided Study to be reviewed by the teacher.
 3. Students who have completed all homework/class assignments are expected to have a book in their possession so they may read silently.
 4. Students must bring their **AGENDA** with them to Guided Study. The Guided Study teacher will check your agenda every day.
 5. Students are expected to be on task and use their Guided Study time wisely.
 6. Guided Study is **QUIET** study time. Should you need additional teacher support, simply raise your hand.
 7. You may use the library only with the permission of the Guided Study teacher. When in the library, you are to abide by all library rules and expectations, or you will lose the privilege of going to the library.
-

GUM/CANDY

Denmark Middle School **DOES NOT** allow students to chew gum or eat candy during the school day. The reason we find it necessary to enforce this rule is because our classrooms and hallways are carpeted. Gum and candy are very difficult to remove from this type of flooring. We appreciate your cooperation and understanding.

GYMNASIUM USE

For safety reasons, students are only allowed in the gym and/or fitness center when a teacher or another adult supervises them. All students must wear gym shoes in these two areas.

HALL PASSES

Students are not to be out of their assigned room during school hours without a pass properly signed by a teacher. Passes will not be issued to tend to something that can be taken care of between classes or when school is not in session. Students are to use their Agenda passes.

HALLWAY MISCONDUCT

Disruptive or inappropriate behavior that distracts or disrupts the regular flow of activities within the school will not be tolerated. (i.e. horseplay, impeding hallway traffic, running in the halls, etc.)

Violations:

Students may be assigned a **one (1) hour detention or up to five days of in-school or out-of school suspension** depending on the circumstance and severity of the misbehavior.

HANDBOOK RULES

State Statute 120.13 (a) stipulates school boards have the authority to, “Make rules for the organization, graduation and government of the schools of the school district, including rules pertaining to conduct and dress of pupils in order to maintain good decorum and a favorable academic atmosphere...” The various sections of this handbook are intended to comply with local, state and federal laws. If any section of this document is found to be contrary to law, school board policy or constitutional rights, it shall be revised.

This handbook presents the rules each student needs to know for general school conduct. There may be other rules students must obey that are not listed here. This handbook may be revised at anytime as events dictate. Students will be notified of any change.

Each teacher also establishes classroom rules that each student needs to know and is responsible for following. Parents are requested to review this handbook with their children and encourage them to abide by all established policies and procedures.

HARASSMENT COMPLAINT PROCEDURE

The School District of Denmark Board of Education expects students, administration and staff to work proactively toward the elimination of harassment. Harassment encompasses a wide variety of behaviors; there is no single response that is appropriate to address all behaviors that constitutes harassment. However, to ensure that all complaints of harassment are addressed, the Board establishes this complaint procedure.

This policy is not intended to relieve any person from any obligation, imposed by law, to report suspected child abuse or neglect to the appropriate authorities for investigation.

DEFINITIONS

“Complaint manager” is a staff member appointed by the building administrator. A complaint manager is responsible for investigating formal complaints of harassment, where a student is alleged to have committed the harassment. Each building shall have one or more complaint managers, as the building administrator deems necessary. The building administrator may not serve as a complaint manager.

RESPONSES

- A. A substantiated charge of harassment against a staff member may subject such staff members to disciplinary action up to and including discharge.
- B. Each school is encouraged to develop individualized responses to harassment incidents. Individual students and parents may be required to participate.
- C. A substantiated charge of harassment against a student in the school district may subject that student to disciplinary action consistent with the student discipline code up to and including suspension or expulsion.
- D. The procedures set out in this policy are not the exclusive remedies for harassment. Legal remedies may also be pursued concurrent to district complaints.

PROCEDURES

The person or persons charged with making a decision will gather as much of the following information as possible: (see complaint form)

- Names and addresses of parties involved, including witnesses

- Whether parents have been notified; if so, when and how
- Follow-up
- In the following subsection, any individual given the authority to make a decision regarding a complaint of harassment may refer to the next higher level without rendering a decision.

In determining the appropriate response to any substantiated complaint of harassment, the person or persons charged with making the decision at each level of the complaint procedure shall consider, at a minimum:

- The nature and extent of the conduct.
- Whether the person engaging in the harassing conduct has been the subject of previous, substantiated complaints of harassment, and the actions taken in light of those complaints.
- The effect of the conduct on others in the school community.
- Whether the complaint can be adequately addressed at that level.

STUDENT

All staff members are expected to intervene in any suspected pupil harassment situations. Informal efforts to resolve the situation are encouraged.

Any student who believes he/she has been harassed is encouraged to pursue the complaint procedure as follows:

STEP I- The student who believes he/she is being subjected to harassment is encouraged to advise the person who is engaging in such conduct of his/her objection to the physical or verbal acts of harassment. Failure to do so does not prevent the student from moving to Step II of this procedure.

STEP II-If the complaint cannot be resolved informally; the complaint shall be presented to the complaint manager either in writing or orally to be put into writing. If the parents of any students involved in the incident have not been notified before this point, they shall be notified of the written complaint. The complaint should include the specific nature of the offensive behavior, date of occurrence, name of the alleged perpetrator, names of witnesses, and any informal strategies the complainant has used to try to stop the behavior. The complainant must sign all formal complaints. Complaints will be handled confidentially. The complaint manager shall thoroughly investigate the complaint, notify the person who has been accused of harassment with a copy of the complaint, permit a response of the allegation, and may arrange a private meeting to discuss the complaint with all concerned parties within a reasonable period after receipt of the written complaint.

STEP III-If either party is not satisfied with the resolution of the complaint manager, the complaint manager shall refer it to the building administrator or the administrator's superior if the complaint is against him/her within a reasonable period after receipt of the written complaint. The building administrator shall arrange a private meeting with the affected parties, if requested by either party, at a mutually agreeable time to discuss the appeal. The building administrator shall give a written answer to the appeal within ten (10) working days.

STEP IV-If either party is not satisfied with the resolution of the building administrator, he or she may submit a written appeal to the superintendent indicating with particularity the nature of disagreement with the resolution and reason underlying such disagreement. Such appeal must be filed within a reasonable period after receipt of the complaint manager's answer. The superintendent shall arrange a private meeting with the affected parties, if requested by either party, at a mutually agreeable time to discuss the appeal. The superintendent shall give a written answer to the appeal within ten (10) working days.

STEP V-If either party is not satisfied with the answer, a complaint may be filed with the Board of Education within ten (10) working days after receipt of the Step IV answer. The Board of Education shall, within twenty (20) working days, conduct a hearing in executive session for the purpose of providing an opportunity to present the complaint. The Board shall give a written answer to the complaint within ten (10) working days following the completion of the hearing.

STAFF

Any staff member who believes he/she has been harassed is encouraged to pursue the complaint procedure as follows:

STEP 1-The staff member who believes he/she is being subjected to harassment is encouraged to advise the person who is engaging in such conduct of his/her objections to the physical or verbal acts of harassment. Failure to do so does not prevent the staff members from moving to Step II of the procedures.

STEP II-If the complaint cannot be resolved informally or if the individual is unable to approach the offending person, the complaint should be reported to an administrator in the district. The complaint should be in writing or given orally to be put into writing and signed by the complainant. The complaint should include the specific nature of the offensive behavior, date of occurrence, name of the alleged perpetrator, names of witnesses, and any informal strategies the complainant has used to try to stop the behavior. The complainant must sign all formal complaints. Complaints will be handled confidentially. The administrator shall thoroughly investigate the complaint, notify the person who has been accused of harassment with a copy of the complaint, permit a response to the allegation, and may arrange a private meeting to discuss the complaint with all concerned parties within a reasonable period after receipt of the written complaint.

STEP III-If either party is not satisfied with the resolution of the administrator, the dissatisfied party may refer it to the superintendent. The superintendent shall arrange a private meeting with the affected parties, if requested by either party, at a mutually agreeable time to discuss the appeal. The district administrator shall give a written answer to the appeal within a reasonable period.

STEP IV-If either party is not satisfied with the answer, a complaint may be filed with the Board of Education within ten (10) working days after receipt of the Step III answer. The Board of Education shall, within twenty (20) working days, conduct a hearing in executive session for the purpose of providing an opportunity to present the complaint. The Board shall give a written answer to the complaint within ten (10) working days following completion of the hearing.

HEALTH AND SAFETY

Conduct or behavior which endangers the health or safety of any student, staff or other persons. Parent/Guardian notified.

First Violation:

◆ Referral to police, detention, up to five (5) days in-school suspension, up to five (5) days of out-of-school suspension, and/or possible recommendation for expulsion

Second Violation:

◆ Possible referral to police, detention, up to ten (10) days of out-of-school suspension, and/or possible recommendation for expulsion.

HOMEWORK POLICY

POLICY STATEMENT: We believe that homework should reinforce school learning, provide practice, and expand application of knowledge and skills according to the academic needs of every student.

In addition, through homework, parents may become more aware of and involved with what their children are studying in school. It will make them more aware of their children's study skills and success in school.

Recognizing that our goal is to contribute to the development of the whole student, we also believe it is important to allow time for the development of extra-curricular activities and out-of-school activities.

HOMEWORK GUIDELINES

Homework Should:

1. Reinforce school learning by necessary practice, integration, or application, without requiring that students have special skills not learned previously.
2. Be structured with a clear purpose related to class activities.
3. Encourage parent interest and assistance.
4. Be reasonable in length and requirements in relation to homework assignments for other subjects, responsibilities, and activity participation.
5. Allow a student who makes use of available in-school study time to not have to take, on average, more than one hour a night to complete assignments.

STUDENT'S ROLE: At the Middle School success with homework is dependent on the student's own efforts. The student must assume responsibility for understanding and completing homework assignments.

Students Should:

1. Use their Agenda to keep track of assignments.
2. Arrange to make-up missed assignments.
3. Initiate a request for help when it is needed.
4. Understand the role homework plays in each course.
5. Apply study skills taught in school.
6. Be certain the assignment is understood before leaving class.

PARENT'S ROLE: The completion of a homework assignment should be primarily the responsibility of each child. A parent's positive attitude about the value of school assignments will be a major factor in reinforcing and encouraging a child to do his/her best. Through homework, parents become more familiar with the subjects their child is studying, the quality of their child's work, and the work habits. Homework provides a positive link between school and home.

Parents Should:

1. Provide an appropriate place/time for study.
2. Display interest and encouragement toward their child's work.
3. Notify the teacher when their child does not understand an assignment or a concept.

4. Become familiar with the school's homework philosophy and guidelines.
5. Review returned assignments to evaluate their child's progress in each subject.
6. Request homework for ill students after the **2nd consecutive day of absence.**

HONOR LEVEL SYSTEM

Denmark Middle School's disciplinary measures are based on principles of safety and respect. We have adopted the Honor Level Program to help maintain a school atmosphere conducive to learning. The Denmark Middle School Honor Level Program defines discipline as taking responsibility for one's own behavior. It is our hope each student will develop self-discipline and make positive choices as they attend Denmark Middle School. As an educational community, we believe in high expectations and responsible behavior.

The Honor Level Program provides both positive reinforcements and consequences. A system of consistency exists whereby each student should feel he/she is treated the same as any other.

The program uses **progressive discipline** principles including stages of consequences. Each one is more significant than the one that came before it. As a student moves from stage to stage, the disciplinary action taken by the school becomes increasingly severe.

The Honor Level Program provides both forward and backward movement through these stages of consequences. Forward movement occurs when a student is cited again and again for infractions or failure to meet behavioral expectations.

- The detailed expectations are listed below with their point value in the Honor Level System.
- By following the expectations of the Honor Level Program, students can help create a positive school culture based on respect of themselves and others.
- If student's behavior shows a lack of self-discipline or a failure to meet behavioral expectations, a faculty member may issue an infraction slip.
- Each infraction carries a point value for the Honor Level System and a consequence for the infraction.

<p><u>Honor Level Expectations</u> <u>Denmark Middle School</u></p>

<p><u>1 Point – Organizational Expectations</u></p>
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- | |
|--|
| <ul style="list-style-type: none">• Arrive to school and class on time• Come prepared to class (including Agenda & ID)• Return materials from home |
|--|

<p><u>3 Point – School Rules Expectations</u></p>
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- | |
|---|
| <ul style="list-style-type: none">• Move and act in a safe and orderly manner while on campus• Follow directions and school and classroom rules• No Gum/Candy |
|---|

<p><u>5 Point – Respect Expectations</u></p>

- | |
|---|
| <ul style="list-style-type: none">• Use appropriate language• Treat property with respect• Treat peers with respect (no bullying)• Treat adults with respect• Display appropriate classroom behavior• Settle conflicts appropriately |
|---|

How students manage themselves will determine their Honor Level status within Denmark Middle School. The more responsible students are at managing their behavior and taking responsibility, the more privileges and activities will be available for them in school. Within the school there are four Honor Levels.

Honor Level One – These students are the ones who rarely get into trouble. To qualify for Honor Level One, a student has no infractions for 14 calendar days. These students are entitled to all the rights and privileges of school. Special activities or incentives may be planned periodically for these students.

Honor Level Two – These students may have one or two problems in 14 calendar days for which they have served detentions. These students continue to maintain the rights and privileges of the school.

Honor Level Three – These students are displaying more difficulty managing their behavior and are serving an increasing number of detentions – including after school detentions. They will have had three or more problems within the last 14 calendar days. These students have the rights of school but will not receive extra privileges. They will be excluded from assemblies, field trips, dances, and

have limited involvement in co-curricular activities such as sports, clubs, before and after school activities, etc., until they return to Honor Level 1 or 2.

Honor Level Four – These students consistently display unacceptable behavior while at school. These students have no privileges. These students may not attend any extra school functions and are suspended from co-curricular involvement until they are on Honor Level 1 or 2.

Students who have fallen from Honor Level One are notified the day they make it back. As students progress upward in Honor Levels, they are encouraged and reminded that they are improving.

<p><u>Honor Level One</u></p> <ul style="list-style-type: none"> • Zero points • Right to be in school • All privileges • Incentives 	<p><u>Honor Level Two</u></p> <ul style="list-style-type: none"> • One to ten points • Right to be in school • All privileges
<p><u>Honor Level Three</u></p> <ul style="list-style-type: none"> • Eleven to twenty points • Right to be in school • Privileges restricted • Parent contact 	<p><u>Honor Level Four</u></p> <ul style="list-style-type: none"> • Twenty-one plus points • Right to be in school • No privileges • Parent contact • Student conferences

CONSEQUENCE DESCRIPTIONS:

- 1 – Infraction in 14 days =** 15 minute lunch detention – students spend 15 minutes of lunch in detention and are dismissed to eat their lunch the other 15 minutes.
- 2 – Infractions in 14 days =** 30 minute lunch detention – students spend their entire lunch break in detention and eat their lunch in the detention room.
- 3 – Infractions in 14 days =** Two 30 minute noon detentions are assigned. Students spend their entire lunch break in detention and eat their lunch in the detention room.
- 4 – Infractions in 14 days =** Administrative action is assigned. This may include several noon detentions.
- 5+ - Infractions in 14 days =** Students may be assigned a week of noon detentions, in-school and/or out-of-school suspension – depending upon the severity of the infractions. In-school suspension is a detention in which students are removed from the regular school program for a designated period of time. Students spend this time in a supervised detention room in the office. Students are required to complete course assignments while in in-school suspension. Parents are contacted.

Students who serve any form of detention or in school suspension must abide by the following detention rules:

Detention Rules:

- Student must have study materials
- No talking
- No eating, drinking, chewing gum
- No walking around the room
- Students must have an escort to leave the room
- Students must be working at all times
- Permission must be granted before speaking, leaving desk, or asking questions
- No sleeping

ACTIONS RESULTING IN IMMEDIATE OFFICE REFERRAL & ADMINISTRATIVE ACTION:

The following student behaviors (ie: This is not an inclusive list) are considered serious and require an immediate referral to the office that will likely result in an assignment to in-school suspension, out-of-school suspension, and/or possible recommendation for expulsion. Behaviors such as fighting, violence, intimidation, weapons, sexual harassment, alcohol, drugs, tobacco products, and severe disruption or disrespect will result in immediate action such as in-school suspension, parent conference, out of school suspension, legal action, and/or recommendation for expulsion.

When a student receives an out-of-school suspension (OSS), a re-entry conference involving the student, parent/guardian and administrator will be required. When students receive an administrative referral, the principal will determine the consequence. In

addition to the consequences listed below, acts of restitution may be required as well.

1. **Behavior that endangers the health, safety, or comfort of others** – one to five days ISS or OSS and/or possible recommendation for expulsion – Honor Level Four for 14 days.
2. **Sexual Harassment** – one to five days ISS or OSS and/or possible recommendation for expulsion – Honor Level Four for 14 days.
3. **Stealing/Possession of stolen property** – one to five days ISS or OSS and/or restitution – Honor Level Four for 14 days.
4. **Physical Aggression** – one to five days ISS or OSS and/or possible recommendation for expulsion – Honor Level Four for 14 days.
5. **Verbal Aggression** – one to four days ISS or OSS and/or possible recommendation for expulsion – Honor Level Four for 14 days.
6. **Disruption of the Teaching Process** – one to three days ISS or OSS – Honor Level Four for 14 days.
7. **Overt Insubordination** – one to five days ISS or OSS – Honor Level Four for 14 days.
8. **Blatant Disrespect** – one to five days ISS or OSS – Honor Level Four for 14 days.
9. **Defiance of a staff directive** – one to three days ISS or OSS – Honor Level Four for 14 days.
10. **Truancy from class or school** – Honor Level Four for 14 days – make up missed time.
11. **Drug, alcohol violations** – three to fifteen days OSS – possible recommendation for expulsion – Honor Level Four for 14 days – refer to District AODA Policy.
12. **Threats to harm others** – one to five days of ISS or OSS – possible recommendation for expulsion – Honor Level Four for 14 days.
13. **Weapon** – five days OSS – recommendation for expulsion – Honor Level Four for 14 days.
14. **Vandalism to property** – one to five days of ISS or OSS and/or restitution – Honor Level Four for 14 days.

HONOR ROLL

In an effort to recognize outstanding academic achievement, Denmark Middle School provides honor roll recognition for each semester report card. The following is an explanation of the honor roll program.

HONOR ROLL STATUS DEFINITIONS

- **High “A” Honor Roll** – A student who has a 4.00 grade point average
- **“A” Honor Roll** – A student who has a grade point average of 3.75 – 3.99 with no D or F grades
- **“B” Honor Roll** – A student who has a grade point average of 3.0 – 3.74 with no D or F grades

HONOR ROLL RECOGNITION

- All students on the honor roll will be recognized by receiving an honor roll certificate and their name will be published in the local Denmark News.
- The list of honor roll students will be posted in the front entrance of our building each semester.

IDENTIFICATION BADGES (I.D.)

Each middle school student will be issued a student identification (ID) badge at the beginning of each school year. Staff and students are required to wear this badge every day during normal school hours. For campus security reasons, students must wear their badge on the upper half of their torso (not around the waist area). If students fail to wear their ID badge, they will be issued disciplinary consequences that may include noon detentions, in-school suspensions, and/or out-of-school suspensions. Students who blatantly refuse to adhere to this safety requirement may be recommended for expulsion. **Students may purchase replacement ID badges through the office for a cost of \$5.00.**

IMMUNIZATION REQUIREMENTS FOR 2011-2012

Current laws in Wisconsin dictate the following changes in immunization requirements. This is an initiative to boost protection against whooping cough (pertussis), and chickenpox (varicella) for our kids.

School year 2011-2012

Grades: 6 through 12:

- ✓ **One additional dose of Tdap vaccine**, (This requirement is met if a student has had Tdap, DTaP, DT or TD within the past FIVE years.)

Grades: 5K through 3, 6 through 9, and 12:

- ✓ **A second dose of chickenpox vaccine** (This requirement does not apply if a student has had chickenpox disease at any time in their life.)

Please contact your child's school with any updates in their immunizations. It is best to take care of immunization updates during the summer break, as clinics are likely to be less busy at that time. Contact me with questions about these requirements.

Cindy Weller, RN
Denmark District Nurse
(920) 863-4032

INJURIES

In case of injury, students are to report immediately to their classroom teacher or to another staff member. If the injury requires first aid treatment, the injured student will be sent to the first aid room. Parents are asked to report any doctor's treatment of a child injured at school.

INSUBORDINATION

The willful failure to respond or carry out a reasonable directive by authorized school personnel. Parent/guardian notified.

First Violation:

- ◆ One (1) hour detention or up to five (5) days in-school suspension, depending on severity

Second Violation:

- ◆ Two (2) hours detention and/or up to five (5) days out-of-school suspension.
-

INSURANCE

The School District of Denmark no longer provides accident insurance to students. If parents are interested in purchasing a supplemental program, brochures are available in the school office.

INTERNET/NETWORK/COMPUTER SAFETY

The Denmark Middle School provides computers and other technology/media devices for student use. Prior to using technology students are required to sign an appropriate use policy to be filed in the media center.

The policy requires that students will:

- Use District computers and computer systems for school sanctioned educational purposes only.
- Ensure that when finished with district equipment it will be in its original operating condition, including desktop appearance and directory contents.
- Respect the property rights of others, including their files and directories.

Violations of this policy will result in school issued consequences. These violations may result in suspension of a student's privilege to use technology. Multiple or severe violations may result in permanent suspension of technology use.

School District of Denmark Policy JICBB (*In compliance with Child Internet Protection Act (CIPA) Considerations)

In order to make a good faith effort on the part of the School District to protect minor children from inappropriate material that may be found while using the network, and to otherwise guide and direct the use of technology, especially the World Wide Web and the Internet, the school District of Denmark sets forth this Internet Safety Policy:

General Technology Guidelines

- A. The School District of Denmark employs Internet filtering using software especially designed for the purpose of screening any type of pornography material harmful to minors and obscene material including, but not limited to, nudity, sexual depictions, satanic, violence, hate sites, drug use, profanity, or any other material lacking serious literary, artistic, political or scientific value or otherwise inconsistent with the educational and professional development goals of the district
- B. Realizing that no filtering device is 100% effective, the School District of Denmark will make every effort to purchase and maintain an effective filtering service. The District acknowledges the potential exposure to obscene or objectionable material is not and cannot be entirely avoided. Anyone wishing that an Internet site/activity be removed from the

blocked list should send the request to the technology department. He/she will review the site/activity in question. The decision to remove the block on the site/activity will be based on professional educational standards.

- C. The School District of Denmark requires parent/guardian approval before a student is allowed to use the Internet at school. Parents may specify additional Internet sites they feel are inappropriate for their children.
- D. A School District of Denmark administrator, supervisor, or other authorized adult person may disable the above technology protection measure under the law to enable access for bona fide adult research or other lawful purposes.
- E. Teachers, support staff, administrators and other adult network users must limit disclosure, use and dissemination of personal or confidential information regarding students. Upon administrative approval, staff members may post student activities with pictures and names only
- F. All network users should be aware that district computers and their software are educational tools owned by the district and that the Internet and other communications are public and not private in nature. The district reserves the right to monitor and record all network, Internet, and e-mail content accessed with school equipment.
- G. The use of online chat rooms, wikis, blogs, forums and other Web 2.0 tools will be allowed only in controlled, teacher supervised settings, and for valid instructional purposes. All other use is prohibited.
- H. Disciplinary action will be taken against anyone who violates this policy, including withdrawing Internet privileges, suspension/expulsion/dismissal and, if appropriate, referral to the proper authorities or any other consequence deemed appropriate by the Administration or Board of Education.
- I. Students at the Elementary School, Middle School, and High School will receive a copy annually of the Internet/Network/Computer Safety Policy and Actions That Violate form in one of the summer “back to school” mailings or at time of registration. Student/Parent/Guardian must sign and return form to school. Signed forms will be filed at each building.
- J. When a severe violation occurs, the supervising staff member will follow the procedures of the particular school.

Unacceptable Use of Technology

It is impossible to completely define unacceptable use, however, for the purpose of illustration, some examples are:

- Sending or displaying offensive messages or pictures.
- Using offensive or obscene language.
- Harassing, insulting, threatening or attacking others, including racial or sexual slurs.
- Damaging equipment or networks.
- Violating copyright laws.
- Using others’ passwords.
- Trespassing in others’ folders, work or files.
- Unauthorized access such as hacking.
- Intentionally wasting resources.
- Regularly employing the technology for commercial, political or religious purposes.
- Any form of harassment using electronic devices, commonly known as “cyber bullying” by students, staff or third parties is prohibited and will not be tolerated in the District. “Cyber bullying” is the use of any electronic communication device to convey a message in any form (text image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person’s true or false identity. In addition, any communication of this form on or off campus which disrupts or prevents a safe and positive educational or working environment may also be considered cyber bullying.

Denmark Middle School Guidelines:

Student violations of the Internet/Network/Computer Safety Policy will result in disciplinary action. Disciplinary action may include, but is not limited to, detention, suspension from computer use, in-school suspension, out-of-school suspension or expulsion from school. A written computer violation will be issued to the student. The student will meet with a school representative to discuss the violation and the resulting disciplinary consequence. The student’s parent/guardian will be notified and a copy of the violation will be placed into the student’s school district behavioral record.

Minor Violations: (school discipline procedures will be followed)
▪ Bringing any food or drink (including water) into computer area without prior approval of classroom teacher
▪ Behaving in an inappropriate manner in, or violating the specific rules of, computer area
▪ Viewing any inappropriate (non-academic) Web site or file

Serious Violations: (*Any Serious violation could lead to in-school suspension, out-of- school suspension, and/or recommendation for expulsion)
First Offense – Student will lose all computer privileges for two weeks (10 school days) beginning immediately when the offense occurs and parent/guardian will be contacted about the violation/consequence.

Second Offense – Student will lose all computer privileges for three weeks (15 school days) beginning immediately when the offense occurs and parent/guardian will be contacted about the violation/consequence.
Third Offense – Student will lose all computer privileges for a minimum of one (1) calendar year in the building where the offense occurred and parent/guardian will be contacted about the violation/consequence.
<ul style="list-style-type: none"> ▪ Downloading and/or installing any programs (e.g., Instant Messengers, Media Players, WinZIP) or any inappropriate or unauthorized files (e.g., Music Files) into your computer account or on a local hard disk drive ▪ Viewing any Web site or file that is inappropriate for minors (e.g., pornography) ▪ Scanning inappropriate documents (e.g., money, I.D., legal documents, pornography) ▪ Engaging in day trading or any other form of personal business or exchange of money including online gambling, etc. ▪ Modifying the hardware and/or software of any computer system or file server in any way ▪ Using unauthorized messaging programs (e.g., email, instant messaging, chat rooms) ▪ Using and/or tampering with any other person’s computer account, or allowing someone else to use your account ▪ Connecting a non-Denmark computer (e.g., your laptop or personal computer) to the School District’s network

*If a student uses the computer network when his/her privileges have been revoked, it becomes another violation and action will be taken according to the above procedure. Serious violations may result in legal action being taken against the offending student. If unsure about whether a particular Web site, file, or behavior is inappropriate, err on the side of caution and do **NOT** load or save the site/file.

*While computer privileges will be suspended immediately upon the discovery of a serious violation, the counting of suspension days begins the **next day after** administration contact is made with the offending student.

* Serious violations will carry over for the duration of a student’s attendance at each school building level. Suspension of privileges will end when a student transfers out of the district or moves on to another school within the district.

*The School District of Denmark and school administrators reserve the right to suspend the computer privileges of any student who violates any part of the Internet/Network/Computer Safety Policy. This includes any and all activities that may or may not be specifically listed in this handbook.

Unacceptable use of technology may also be unlawful and subject to prosecution.

ADOPTED: 6/26/02

REVISED: 4/20/09

LASER DEVICES (USE/POSSESSION OF)

It shall be a violation of school policy for any student to possess or use any laser device (pen) while on school premises or while attending any school related activity unless the principal or his/her designee has granted permission for such use or possession.

First Violation:

- Confiscation of device by school official; returned to the parent
- Student will be issued a two (2) hour detention

Subsequent Violations:

- Confiscation of Device by school official; returned to the parent
- Student will be issued up to three (3) days of in-school suspension

LOCKERS – GYM

Students will be assigned a locker in which to keep their gym clothes and belongings. Students will also be issued a lock to use for the year. There will be no charge for the use of the school lock, provided the lock is returned in good condition at the end of the year. **The cost to replace a lost school lock is \$8.00.** The gym lockers are the property of the Denmark Schools and can be inspected and/or searched whenever it is deemed necessary. Denmark Middle School is **not** responsible for lost or stolen items that have not been properly locked in gym lockers.

LOCKERS – HALLWAY

Each middle school student will be assigned a locker at the beginning of each school year. Students are expected to occupy the locker they have been assigned and are personally responsible for all contents in their lockers. Lockers are provided for the purpose of storing materials necessary for school and personal clothing items such as outer coats, etc. Students may not change lockers unless approved ahead of time by the principal. Students are expected to keep their lockers clean and in good order at all times. Locker doors should be closed and locked when the student is not present.

Students are not allowed to “set” the lock in any manner to keep it from locking as this causes damage to the internal operation of the locks. Articles of clothing should not be left protruding from lockers, and stale food should not be left in lockers for

hygiene safety. Students are responsible for the condition of their lockers at all times, and will be expected to clean up any messes made and pay for any damage. Students are not to share their locker combinations with any other students. The School District of Denmark retains ownership rights to all lockers and may inspect and/or search lockers whenever it is deemed necessary.

LOCKER ROOM PRIVACY

The School District of Denmark shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

- (1) Locker rooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the building principal or by district policy. No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and/or rules.
- (2) No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room at any time.
- (3) No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room or take any other photo or video image of a person in the locker room.

Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for enforcing this policy.

LOCKER SEARCHES

The board acknowledges the need for safe storage of books, school materials and other personal property on school premises and may provide lockers and cabinets for such storage. All lockers are and will remain the property of the school district. Students are encouraged to keep their assigned lockers or cabinets closed and locked (where required) against unlawful entry, but no student may use a locker as a depository for any illegal substance or object or for any contraband which constitutes a threat to the health, safety or welfare of the occupants of the school building or which would damage the building itself.

The Board reserves the right to authorize its employees to inspect a student's locker when such employee has reasonable cause to believe that the locker is improperly used for the storage of any substance or object, the possession of which is illegal, or any contraband which poses a hazard to the safety and good order of the schools. (In addition, general locker inspections may be conducted during which locker(s) will be inspected for cleanliness, to find overdue library books, etc.)

For purposes of this policy, the following definitions are applicable:

Contraband is all substances or materials, the presence of which is prohibited by school policy or state law, including but not limited to, controlled substances, drugs, alcohol or alcoholic beverages, abusable glue or aerosol paint, guns, knives, weapons or incendiary devices.

Reasonable cause is the standard for search on school property or at school related events which is based on the school official's specific reasonable inferences which he or she is entitled to draw from the facts in light of the school official's experience. Specific reasonable inferences may be drawn from instances including but not limited to, a tip from a reliable student, suspicious behavior that suggests that contraband is present, a smell indicating the presence of contraband or a bulge in a pocket, etc.

This policy requires that:

*All requests or suggestions for the search of a student's locker will be directed to the school building administration.

*Before opening the locker for inspection, the administration will appoint a third party to be present at the inspection. If law enforcement personnel seek permission from school authorities to search a student or the student's property or locker to obtain evidence related to criminal activities, the school officials shall require the police to obtain a valid search warrant unless: (1) there is incoerced consent by the person whose interest are involved, (2) there is probable cause and circumstances are such that taking the time to obtain a warrant would frustrate the purpose of the search, or, (3) a valid arrest has been made and the search is incident to the arrest.

The administration will be responsible for the safekeeping and proper disposal of any substance, object, or material found to be improperly stored in a student's locker notwithstanding the above procedural requirements for locker inspection, whenever the search of a student's locker is prompted by the reasonable suspicion that the contents of a student's locker constitutes an immediate threat of a traumatic injury either to persons or property, the principal may open the locker as soon as it is necessary to do so to discharge properly his/her duty to protect the persons and property in the school.

LOST AND FOUND

Found articles will be kept for one semester. After that they will be disposed of. The school and staff are not responsible for lost, stolen or damage to items. The lost and found is located in the school office. Parents and students are encouraged to look through the lost and found periodically to locate lost personal items.

LUNCH

The Denmark School District provides students with the opportunity to participate in a school lunch program designed to provide a balanced and nutritious noon meal. The entire meal is to be eaten in the cafeteria. Each student is responsible for leaving their table clean, returning trays to the disposal area, and recycling items as required. Students bringing their own lunches must also eat lunch in the cafeteria and dispose of and recycle all garbage in the proper containers.

Menus are published a week in advance in the Denmark News and are also posted in each classroom. One half pint of milk is supplied with each meal. Students bringing their own lunches may purchase half pints of milk.

Students who participate in the school lunch program are responsible for insuring their family account does not fall behind in payments. Lunch account deposits may be brought to school in a sealed envelope with the child, grade, and family's name on the outside of the envelope. Students are to place their sealed and labeled envelope in the locked deposit box located next to the office door. When a student's lunch account runs low, they will receive a verbal reminder from the check out person in the lunchroom. When a student's account has run out of money, students will be offered a peanut butter sandwich and milk instead of the hot lunch choices.

MEDIA CENTER (LIBRARY)

Students are to work quietly in all areas of the media center. The care of library books is governed by the same rules as the care of textbooks. Nothing should be cut out of or drawn in books or magazines. All materials borrowed from the library should be returned promptly.

MEDICATION ADMINISTRATION

Ideally, all pupil medication (prescription and non-prescription) should be administered at home. However, occasionally a student may require medication be administered at school, during school hours. In compliance with school district procedures, the following school medication administration guidelines are required.

School personnel will administer NO prescription medications without the following completed forms on file in the school office:

1. Parental Medical Consent form.
2. Physician Request for Medication Administration form.

NO non-prescription (over the counter) medications will be administered by school personnel without the following completed forms on file in the school office:

1. Parental Medical consent form

Other Requirements

All medication must be dispensed from the school office. Students are **not allowed to carry medication** on their person, for their safety as well as the safety of other students. Exception: Students requiring emergency inhalers are allowed to carry them **ON THEIR PERSON**. However, the physician **MUST** indicate this on the Physician Request Form. Parent **MUST NOTIFY** Cindy Weller RN, School Nurse, if student will be carrying an emergency inhaler.

Medication must be forwarded to the school office in the original prescription bottle for prescribed medicine and the original container for over-the-counter meds. Please do not send medication in envelopes, plastic bags, or other containers.

Pharmacies will prepare a separate bottle of medication for school use upon your request. Parental and Physician consent forms, as well as copies of the entire medication policy are available through the school offices.

Please contact the School District Nurse with questions.

Cindy Weller, R.N.

School District Nurse

Phone: 863-4032

NUISANCE POLICY

The Board for the School District of Denmark is committed to maintaining a school environment that is conducive to quality teaching and learning. The learning environment needs to be free of nuisance devices that cause a disruption of the teaching/learning process. It is recognized that nuisance items (toys, trading cards, laser pens, collectibles, etc.) may vary from year to year depending on the current trend and popularity of the item. When the nuisance item causes a disruption of the teaching/learning process or prevents a school from creating a positive learning environment, the principal or his/her designee may rule that the item is not to be brought to school or any school function. When this decision is made, the principal will communicate the decision to the staff, students, and parent/guardians. Students violating the policy will be subject to the school's discipline program.

OUT OF ASSIGNED AREA

During the course of the school day students are expected to be in their assigned classes unless they are given a pass to be in another part of the building. Whenever a student leaves the room, they should always sign in and out and be carrying a pass or student agenda. Students must have passes at all times throughout the school day and during lunch to attend meetings, make up tests, see teachers, or go to the restroom or office.

Violations:

- Step 1: Student Warning
 - Step 2: Parental Notification
 - Step 3: Disciplinary Action
-

PERSONAL VALUABLES

Money/valuables should never be kept in lockers or desks. If it is necessary to bring money/valuables to school, it should be entrusted to a teacher. The office is unable to make change for large bills.

PHONE CALLS

Students will be permitted to use the office telephone for **emergency calls home**. Local non-emergency type calls will be strictly limited and monitored. Students and teachers will not answer telephone calls during class time unless it is an emergency.

PHYSICAL ATTACK ON STAFF MEMBER

The act of intentionally pushing or striking a staff member.

Parent/Guardian notified, Police notified.

Any Violation:

Up to (10) days out-of-school suspension and referral to the school board with a recommendation for expulsion.

POSSESSION OF STOLEN PROPERTY

Possessing or wearing items that belongs to another person, organization or school systems without the consent of the rightful owner.

First Violation: Parent/Guardian notified. Possible police notification, up to five (5) days of in-school suspension or out-of-school suspension.

Second Violation: Parent/Guardian notified. Up to five (5) days of in-school suspension or out-of-school suspension.

PROFANE LANGUAGE

The use of profane or vulgar language or other means of expression is forbidden on school grounds and at school activities. Students using such language or other modes of expression will be subjected to the following penalties.

1st Offense: One (1) hour of detention and/or a reasonable alternative consequence given by staff member with prior administrative approval.

2nd Offense: Two (2) hours of detention

Repeated Offenses: If such use is serious enough (particularly when directed at other persons) the guilty student may be assigned in-school or out-of school suspensions. Continued violations may result in further consequences up to and including recommendation for expulsion.

PUBLIC DISPLAY OF AFFECTION

Displays of affection are not appropriate behavior in a school setting.

Violations:

- Step 1: Student Warning
- Step 2: Parental Notification
- Step 3: Disciplinary Action

PUPIL RECORDS

The School District of Denmark maintains educational relevant pupil records on all school district students. These pupil records are maintained consistent with state and federal pupil records statutes and prohibit disclosure of most pupil records without written consent of parent or adult student. Access to these pupil records by school district personnel is restricted to those staff members who maintain a “legitimate educational interest” in that student. An annual listing of school personnel access to these pupil records is posted in the pupil records area of the school office.

The following pupil records may be maintained by the school district:

Progress Record: Pupil’s grades, listing of courses taken, attendance record, extracurricular activity involvement.

Pupil Physical Health Record: Basic health information of pupil, immunization record, emergency medical card, athletic permit card, record of pupil’s ability to participate in an education program or activity, lead screening results, record of any routine screening test (i.e. hearing, vision, scoliosis).

Behavioral Record: Psychological tests, personality evaluations, written statements relating specifically to a student’s behavior, records of conversations about a pupil, tests relating specifically to student achievement or ability, any other pupil records which are not progress records, pupil physical health records (other than immunization or lead screening records).

Patient Health Care Record (confidential and restricted access record): Any pupil record relating to a pupil’s physical health which does not fall within the definition of “Physical Health Care Record.” (i.e. records relating to the health of a child which are authored by a health care provider (nurse, chiropractor, dentist, physician, podiatrist, PT, OT, optometrist, pharmacist, psychologist, social worker, Speech Therapist, audiologist, etc).

Pupil Record: Notes or personal records maintained by licensed professional school staff, records necessary for the psychological treatment of a pupil, HIV test result record.

RETENTION

A student may be retained in 6th, 7th and 8th grades given one of the following situations:

- The student does not receive a passing grade for the year in any two of the core subjects (Language Arts, Math, Science, Social Studies).
- The student does not receive a passing grade for the year in any three subjects, including encore classes.
- An 8th grade student fails to meet the 8th grade promotion policy expectations.

The 8th grade Promotion Policy is located at the back of this handbook.

1. Semester grades will be averaged to determine the grade for the year, with these guidelines:
 - a. Grades having (+) and (-) additions attached will be considered in determining the final grade.
 - b. Two “F’s” will be considered failing and two “D’s” will be considered passing.
2. Grades from previous schools will count toward final grades when students transfer in during the course of the school year.
3. Teachers are to keep information relative to the basis for a particular grade and to present that information to students and/or parents/guardians upon request.
4. Teachers will make efforts to keep students regularly informed of their grades and offer assistance to students in an effort to improve their grades. Teachers will contact parents when a child’s grade drops to failing status. The parent, teacher and child will work collaboratively to help the child improve their grade.
5. Parents/Guardians will be notified at the end of the 2nd and 3rd term/quarter if the potential exists that their child might be required to repeat the grade.
6. Exceptions to any of the above statements regarding retentions shall be determined by a Retention Review Committee comprised of the principal, the guidance counselor, and faculty members. The Director of Pupil Services may serve as a consultant if needed.

SCHOOL COUNSELING SERVICES

Denmark Middle School provides confidential student counseling and guidance. This could be in the form of individual and/or group activities. The primary purpose of this service is to help students develop solutions to their problems so they can be more successful at learning while at school.

SCHOOL TIMES

The middle school day officially begins at **8:00 A.M. and ends at 3:15 P.M.** All students are expected to arrive to school and class on time. If students are tardy to school or class, an infraction slip may be issued and students may be expected to make up the time during noon detentions – especially if a pattern of frequent tardies becomes evident. Teachers will be available to help students each morning beginning at 7:45 AM. Students will not be permitted in areas of the building that are not supervised by faculty members prior to 7:50 AM. At dismissal time, students not riding the bus must leave school grounds at this time unless participating in a supervised school activity. Students are to walk to their buses using the sidewalk and not cut across the parking lot. Bus students are to go directly to their assigned buses.

SCHOOL WELLNESS POLICY

In an effort to support the consumption of nutrient dense foods in the school setting the District is adopting the following Nutrition Standards governing the sale of food, beverage, and candy on school grounds. All school sites are encouraged to study these standards and continue to develop building policy using the following District Nutrition Standards as minimal guidelines.

Food:

- *Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 30% (+/- 5%) of its total calories derived from fat.
- *Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 10% (+/- 5%) of its total calories derived from saturated fat.
- *Nuts and seeds are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat. Foods high in monounsaturated fat help lower “bad” LDL cholesterol and maintain “good” HDL cholesterol.
- *It is recognized that there may be rare special occasions when the school principal may allow a school group to deviate from these guidelines.
- *Encourage the consumption of nutrient dense foods, i.e. whole grains, fresh fruits, and vegetables.

Beverages:

- *The vending and/or non-vending sale of pop or artificially sweetened drinks will not be permitted on school grounds prior to the start of the school day and throughout the instructional day, but will be permitted at those special school events that begin after the conclusion of the instructional day.
- *Acceptable beverages to be sold prior to and during the school day include:
 - *Low-fat (1%)/ nonfat (skim) milk, including flavored varieties,
 - *Water
 - *Beverages containing at least 50% fruit juice with no added sweeteners (Fruit juices, Knudsen Spritzer, etc.)

Candy and Snack Foods

- *Vending and/or non-vending sales of candy will not be permitted on school grounds both prior to the start of the school day and throughout the instructional day, but will be permitted at those special school events that begin after the conclusion of the instructional day.
- *Candy is defined as any item that has sugar listed as one of the first two ingredients (fresh, dried or canned fruit is exempt) Sugar may be listed as brown sugar, corn sweetener, corn syrup, fructose, glucose, dextrose, high-fructose corn syrup, honey, invert sugar, lactose, maltose, molasses, raw sugar, table sugar, sucrose, syrup.

Snack foods must meet the following criteria:

- *No more than 30% of total calories come from fat
- *No more than 10% of calories come from saturated fat
- *No more than 35% added sugar by weight (except fresh, dried or canned fruit and vegetables)

Portion size is limited to:

- *Snack foods* are 1.25 ounce or less
- *Cookies and cereal bars are 2 ounces or less
- *Cookies and cereal bars are 2 ounces or less
- *Bakery items (muffins) are 3 ounces or less

- *Frozen desserts, ice cream are 3 ounces or less
- *Yogurt is 8 ounces or less
- *Beverages (except water) are 12 ounces or less

Foods not recommended for sale include all large sized portions, regular chips, and candy.

- *Snack foods include chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit and jerky.

Food Service Program

- *The meal program will continue to follow the US Government’s Nutrition Standards.
- *Food Service will be expected to make every effort to follow the District’s Nutrition Standards when determining the items in a la carte sales
- *A la carte items that do not meet the District Nutrition Standards may be acceptable for student consumption within moderation (i.e. limit quantity sold to an individual student.)
- *A la carte items that do not meet the District Nutrition standards may be acceptable when offered on an intermittent basis.

Lunchroom Climate:

- *A lunchroom environment that provides students with a relaxed, enjoyable climate should be developed.
- *It is encouraged that the lunchroom environment be a place where students have:
 - *Adequate space to eat and pleasant surroundings
 - *Adequate time for meals (the American Food Service Association recommends at least 20 minutes for lunch) and
 - *Convenient access to hand-washing facilities before meals

Fundraising:

- *All fundraising projects are encouraged to follow the District Nutrition Standards.
- *All fundraising projects for sale and consumption within and prior to the instructional day will be expected to follow the District Nutrition Standards when determining the items being sold.
- *Items being sold that do not meet the District Nutrition Standards may be acceptable for student consumption within moderation (i.e. limit quantity sold to an individual student).
- *Items being sold that do not meet the District Nutrition Standards may be acceptable when offered on an intermittent basis.

Teacher-to-Student Incentive:

No soda or candy will be used as any part of teacher-to-student incentive programs. Should teachers feel compelled to utilize food items as an incentive, they are encouraged to adhere to the District Nutritional Standards.

Physical Activity:

- *The District supports and promotes a quality physical education program and is committed to providing opportunities for physical activity within the school day.
- *Physical activity will be included in a school’s daily education program from grades pre-K-12.
- *Physical activity should include regular instructional physical education, co-curricular activities and recess.
- *Staff members will be encouraged to model healthy behaviors through the opportunity of participating in a District Wellness Program.

Implementation and Evaluation:

- *The School District of Denmark assures that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the U.S. Secretary of Agriculture, as applicable to schools.
- *The District will ensure that students, parents, teachers, school officials, community and business leaders are actively involved in ensuring that the school environment promotes good health.
- *Work will continue to develop action plans that include goals, strategies, and people responsible for implementation of the local wellness policy and measurements of evaluation.

SECURITY CAMERAS

As a precautionary safety measure to benefit the well being of students, staff, and visitors at Denmark Middle School, security cameras are in operation.

SEXUAL ASSAULT

Intentional touching of clothed or unclothed intimate part(s) of another person with any part(s) of the body or with any object or device thereby causing offense or and any act prohibited by Section 940.225, Wisconsin Statutes.

Parent/Guardian notified.

Any Violation

- ◆ Police notified, Possible referral to social services.
 - ◆ Up to five (5) days out-of-school suspension.
 - ◆ Possible referral to the Board of Education with recommendation for expulsion.
-

SKATEBOARDS/ROLLER BLADES/TENNIS SHOE SKATES

Students are **NOT** allowed to skateboard, roller blade, or use tennis shoe skates on school property.

SLEEPING IN CLASS

Students are expected to be engaged and attentive during instructional time.

Violations:

1. Students will be issued a **one (1) hour detention** by a teacher.
-

SNIFFER DOGS (USE OF)

The School District of Denmark authorizes the use of sniffer dogs to detect the odor or controlled substances in school buildings and grounds at the discretion of the district administrator in conjunction with the school principal/and or designee.

Sniffer dogs may lawfully be used by school authorities when there are some reasonable suspicions to believe that a drug problem exists on school property, not necessarily involving any individual student. The dog's detection of a drug establishes the reasonable cause for the search, the dog sniffing is not the search itself.

The sniffer dog will be used when:

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

The following specific procedures apply regarding the use of sniffer dogs.:

1. Sniffer dogs may be used without prior notification to students and/or school personnel. All school personnel will be informed of the policy concerning the use of sniffer dogs in the school and/or parking lot.
2. Sniffer dogs may be called by the school principal/designee with notification of the District administrator/designee.
3. Students will be restricted to classrooms and kept out of hallways while sniffer dogs are in use in the building. Students will be restricted from the parking lot while sniffer dogs are in use.
4. In the event of a sniffer "hit", the locker, vehicle, or other area will be secured and Searched further using established district procedures.
5. All school personnel will be informed of the potential use of sniffer dogs in the school and/or parking lot.

Guidelines pertaining to the use of sniffer dogs:

1. The canine unit used must be certified verifying training, past experience, and accuracy In detection.
2. Drugs found in a locker shall be deemed in the possession of the student assigned to the locker.
3. Drugs found in a vehicle shall be deemed to be in the possession of the driver of the vehicle.
4. The local police will be informed that the use of the dogs will be conducted within the Parameters of the School District of Denmark Drug and Alcohol Use by Students Policy and those school officials will bring necessary disciplinary actions against students found under the influence or in possession of contraband. Under no circumstances is the school procedure deemed to be a joint endeavor with the police or other criminal authorities.
5. Students will be notified that the School District of Denmark is the owner of the parking lot and student lockers and the sniffer dogs may be used to determine if drugs are present

in the vehicle on the school lot at any time.

Search Procedures:

- The school principal or designee will direct all requests or suggestions for the search of a student’s locker or vehicle.
- Before opening the locker or the vehicle for inspection, the principal will appoint a third party to be present for the inspection.

If law enforcement personnel seek permission from school authorities to search a student or the student’s property, locker, or vehicle to obtain evidence to criminal activities, the school officials shall require police to obtain a valid search warrant unless: (1) there is uncoerced consent by the person whose interests are involved, (2) there is probable cause and circumstances are such that taking the time to obtain a warrant would frustrate the purpose of the search or, (3) a valid arrest has been made and the search is incident to the arrest.

The principal will be responsible for the safekeeping and proper disposal of any substance, object or material found to be improperly stored in a student’s locker or vehicle.

Discipline Action:

The principal or designee will follow the procedure from the Drug and Alcohol Use by Students Policy when disciplining the student.

SNOWMOBILES (USE OF)

The following policies are maintained to assure the safety of persons on school property:

1. Snowmobiles are not permitted on school driveways or parking lots under any circumstances.
 2. Snowmobiles may be brought to school or to school activities as long as they are parked in the parking area on the north side of the high school building (In the grassy area North of the teacher parking area).
 3. Snowmobiles are to be driven only from the trail north of the school property to the grassed area north
 4. Snowmobiles are to be parked in this area only.
 5. When departing, snowmobiles are to be driven directly north to the trail.
 6. Snowmobiles are not to be used on school property under any other conditions or circumstances.
-

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES

Issues created by the decisions made by school personnel - such as aides, teachers or assistants to the principal - which students believe are unfair or in violation of pertinent policies of the Board or individual school rules may most often be resolved through discussions between the persons involved. Absent the sense of resolution from such discussions, students are encouraged to discuss their concerns informally with the appropriate building administration.

To more formally appeal, students may contact the principal’s office in their school within two school days and provide their name, the issue, and the reason for their appeal on a printed form available at the office. The appeal will usually be decided confidentially and promptly, preferably within two school days.

If the principal does not make a decision within two school days following the date of complaint or if the decision is not considered satisfactory, students or parents may appeal further by contacting the district administrator.

When possible, an investigation and decision will be made within two school days and communicated to the school principal and student. A written copy of the decision also will be sent to the student and the principal.

STUDENT FEES

A student fee is charged to help pay for the consumable items provided for students. The \$28.50 fee is payable at the beginning of each school year or when a student is enrolled and is **non-refundable**.

- Student Fee \$25.00
- Student ID \$ 2.00
- Grammar Workbook \$ 1.50
- **Total Due** **\$28.50**

Other Fees

- Student ID Card Replacement - \$5.00
- Student Agenda Replacement - \$8.00
- Middle School Athletic Participation fees - \$15.00 **per co-curricular sport**

STUDENT LIFE-THREATENING/COMMUNICABLE DISEASE POLICY

The Denmark School District assists other state and county agencies in the setting of appropriate health standards, in promoting the good health of students and their families and in educating students and staff in disease prevention and good health practices. The School Board recognizes its responsibility to inform appropriate staff and to outline responsibilities of various professionals when dealing with life-threatening/communicable diseases.

School district personnel (principals, teachers, counselors, social workers, and other support staff) are responsible for reporting communicable diseases to the local health officer (County Health Departments). Pupils who are suspected of having communicable diseases may be sent home by the school administration. The parents will be notified as soon as practicable of any student who is suspected of having a communicable disease.

Records and information collected on students with suspected or confirmed life-threatening/communicable diseases are confidential and handled in accordance with state law and board policy on student records.

Since many childhood diseases are communicable and do not pose a public threat, the parents, principal, school nurse and teacher will manage them. Some communicable diseases, however, are less common but more dangerous to the public. The following procedures will be used to address these situations: To enforce this policy the district designates a resource committee made up of a designated doctor, the school nurse, the supervising administrator, a board representative, a bargaining unit representative, and the superintendent (or designee) to make appropriate decisions related to this policy and its guidelines. Other authorities, (e.g. legal counsel, medical specialist, etc.) can be involved in the study of this committee and all interaction within the committee and the findings will be kept confidential. A report for individual cases will be delivered to the school board in closed session. Appropriate public announcements and communication with staff will be made through the superintendent's office.

Beyond the above, these steps will be referenced:

1. Report the suspected disease to the principal immediately.
2. The administration may require a physician's statement about a student's suitability to attend school when such person has been suspected for or diagnosed as having a life-threatening/communicable disease.
3. Keep the student's name confidential, only sharing the name with appropriate administrators and designated staff.
4. Principal, medical consultant, nurse and superintendent (or designee) will conference to review the level of risk. The parents will be consulted. An interim placement decision will be made. If the decision is made to isolate the student, an alternative educational program will be sought while the remainder of this procedure is followed. If the decision is to continue enrollment, necessary precautions will be taken.
5. Records may be shared with:
 - Denmark School District Medical Consultant
 - Denmark School District Legal Counsel (optional)
 - State and local health agencies (optional)
6. If necessary, additional parent input will be sought.
7. Information from input sources will be reviewed by the principal, nurse, and superintendent of schools to determine whether the student may be enrolled in a regular school program. Other sources (e.g. legal counsel, medical specialists, etc.) may be involved in making a final recommendation.
8. During the decision making process the student may be temporarily excluded from attendance and the school will attempt to provide home-based instruction.
9. If the decision is to not enroll the student, alternative education will be arranged and periodic review of the situation will be made by the principal. The child will be reinstated as soon as it is appropriate to do so.
10. If the decision is to enroll the student, staff members working with the student will be informed of the circumstances involved and the necessary precautions.
11. A staff member may ask for review of the decision to place the student in the regular program if there has been an oversight or if conditions change.
12. Appropriate efforts will be made to maintain confidentiality.
13. The board of education will be informed of the decision to enroll or not to enroll a student covered by this policy.
14. Health records are confidential and should only be available to those with a legitimate educational concern.
15. In situations where there is disagreement with the district's decisions, an appeal may be made within five (5) days to the superintendent or designee. The appeal shall be in writing to the superintendent and shall include the following:
 - a. statement of facts
 - b. statement of the relief requested
 - c. any necessary medical information required

The superintendent or designee will render a decision in writing within five (5) days to the school board. A day for purposes of this procedure shall be defined to exclude Saturdays, Sundays, and school holidays.

STUDENT PUBLICATIONS

Official school publications will include newspapers, yearbooks, and literary magazines which are prepared in regularly scheduled classes or by approved co-curricular organizations and supervised by a faculty advisor appointed by the principal.

Student journalists will be responsible for the publication of factual materials which are not to be obscene, libelous, or slanderous. Further, the material will not incite students to the commission of unlawful acts, violation of school regulations, or substantial disruption of school operations.

Student journalists will learn and follow the Code of Ethics of the American Society of Newspaper Editors.

STUDENT QUESTIONING BY NON-SCHOOL PERSONNEL

With the exception of circumstances involving alleged child abuse, conferences with or the questioning of minor members of the student body will be permitted by legal representatives of other agencies such as law enforcement officers and social services agencies within the following guidelines:

I. Law Enforcement Interviews

A. Types of Student/Law Enforcement Interviews

1. A student suspect interview is an interview with a student who is suspected of some violation of the law or some other offense.
2. A student witness interview is an interview with a student who is thought to have some information that would be helpful to law enforcement officials in investigating some crime or other offense.

B. General Requirements Regarding Student/Law Enforcement Interviews on School Premises

Except as otherwise specifically provided, all student interviews with law enforcement officers on school premises shall be governed by the following guidelines:

1. Law enforcement officers should make every reasonable attempt to interview students outside of the school setting except in cases where the school has requested law enforcement assistance emergencies or as specifically required by law.
2. All student interviews with law enforcement officers on school premises shall be Conducted in such a way as to minimize school disruptions.
 - a. Interviews should be coordinated with the student's schedule if possible.
 - b. Interviews should not be allowed during an exam, except in an emergency.
 - c. The principal, or his/her designee, should summon the student from his/her class rather than the law enforcement officer, unless the police department and school administration feel the situation warrants personal contact by the officer.
 - d. When possible, law enforcement officers should wear plain clothes when visiting the schools.
 - e. Interviews should be conducted in a closed setting so as to promote confidentiality.
3. For student victims and witness interviews, parent notification will be attempted when law enforcement officers are involved.
4. If a student or his/her parent/guardian does not wish a student interview with a Law Enforcement officer on school premises, the student may be dismissed from school or removed from school premises for the interview.
5. If the student is asked to leave the building and accompany the officer to the police station, the police department is responsible for contacting the student's parent or guardian. If there are any complaint regarding the removal of a student from school, or notification, they should be directed to the county's district attorney or the appropriate police department.

C. Special Requirements Regarding Student Suspect Interviews

1. School officials shall attempt to notify a student's parent/guardian prior to allowing a student suspect interview with law enforcement officers on school premises. A student suspect interview may be conducted without such prior parent notification if an emergency exists as determined by the building principal or designee and the police department. Some instances that might constitute an emergency are as follows: A delay may result in the flight of a suspect, destruction of evidence, opportunity to cover up the crime or an unacceptable threat to the community.
2. A student's parent/guardian will be given an opportunity to be present during a student suspect interview when possible.
3. A school official shall be present during any student suspect interview with law enforcement officers on school premises unless the student or his/her parent/guardian request otherwise.

II. Social Work/Counselor Interviews

Social workers and counselors from agencies other than the school may not remove a student from the school building while the student is properly in attendance without the permission of the parents or guardians or unless the student is under the legal custody of the agency represented. Social workers and counselors from agencies outside the school may counsel with a student upon presentation of permission to do so either by the parents or guardians or the agency holding legal custody. All questioning of students shall be done in such a manner as to minimize disruptions to the school or individual.

SUBSTITUTE TEACHERS

A substitute teacher holds the same status as the regular classroom teacher and must be shown the same respect by the students. All school and classroom policies are the same whether there is a substitute or not. Students who violate school rules when a substitute is present may have double the Honor Level infractions assigned for each violation.

SUSPENSION AND EXPULSION

Under state statute, principals have the authority to suspend students for periods not to exceed 5 (five) days per infraction and the Board of Education has the authority to expel a student. Suspension occurs when a student deliberately violates a school rule that negatively affects the school atmosphere. Expulsion occurs when a student continuously violates these rules or violates a more serious rule. Please check the building code of this handbook for more information.

ADMINISTRATIVE GUIDELINES: If a student is in the eighth grade or some earlier grade at the time of expulsion, it will be the responsibility of the building principal to determine the level at which the student is readmitted to school following the expulsion. The principal will take into consideration such things as test data and academic efforts made by the student during the period of expulsion.

If the student is in grades nine or above, he/she will be required to take again any single semester course in which he/she was enrolled at the time of expulsion if he/she wishes credit for those courses. Students will not be allowed to participate in the second semester of two semester courses without having first received credit for the first semester of these courses.

TEXTBOOKS (USE OF)

Textbooks are furnished to all Denmark Middle School students. Each book has an initial cost that the district pays to purchase the textbooks. At the end of the year if the books loaned to you are returned showing only a normal amount of wear, no additional cost will be levied. In cases where your books show signs of abuse, additional fees may be assessed based on age and condition of the book when issued.

Ordinarily, books are assigned by the teachers at the beginning of the school year. All books are numbered. The teachers will keep an account of the particular number issued to each student and make a note of the condition of the books when issued. When the book is returned to the teachers, the teacher will inspect the book and decide if a fine is to be assessed. Book fines must be paid before grades are recorded on a student's record. Keep in mind that you are responsible for the books issued to you. Any damage incurred to those books, whether inflicted by you or someone else, will result in your being held accountable.

THEFT

The act of taking or concealing the property of another without that person's consent.

Parent/guardian notified.

Each Violation:

- ◆ Up to five (5) days in-school or out-of-school suspension, referral to police, and/or restitution and damages paid by the student.
 - ◆ Repeated offenses may lead to possible recommendation for expulsion
-

THREATS OR INTIMIDATING ACTS

The act of verbally or by gesture threatening the well being, health, or safety of any person on school property or in route to or from school.

Parent/Guardian notified. Possible referral to police.

First Violation

- ◆ Up to five (5) days in-school suspension. (*In extreme circumstances, possible recommendation for expulsion may be made)

Second Violation:

- ◆ Up to five (5) days out-of-school suspension (*In extreme circumstances, possible recommendation for expulsion may be made)
-

TOBACCO USE/POSSESSION POLICY JICG

1. It is the policy of the school district that all uses of any tobacco product by any person are prohibited in all district facilities or on school grounds.
2. Use of any tobacco product is prohibited in all school owned/leased/operated vehicles.
3. Use of any tobacco product is prohibited by all students while they represent the Denmark School District in any class or activity either at school or an off-campus event.

The failure of a student to follow this policy results in the following punishments:

1. **First Violation**
 - a. Referral to the police.
 - b. Notification of parents.
 - c. Completion of a smoking packet or serving an in-school suspension.
 2. **Second Violation**
 - a. Referral to the police.
 - b. Notification of parents.
 - c. Completion of a smoking packet or the review of the smoking plan from the packet.
 - d. In-school suspension.
 3. **Third Violation**
 - a. Repeated violations may result in more severe penalties.
-

TRUANCY POLICY

Definition:

- A. "Truancy" means any absence of part or all of one or more school days from school during which the school (attendance officer, principal, or teacher) has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of compulsory attendance law (s.118.15).
- B. "Habitual Truant" means a pupil who is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a semester.

Plans and procedures for identifying truant children, etc.

- A. On a daily basis each absentee shall have a confirmed excuse from parent or guardian. Those with unexcused absences are truant.
- B. On a weekly basis the attendance of students shall be reviewed to determine an excessive amount of excused or unexcused absences.
- C. On a monthly basis attendance shall be reviewed to determine excessive absenteeism.
- D. Excused absences shall be determined by receiving written notes or verbal communication from the parent or guardian.

The immediate response to be made by school personnel when a truant child is returned to school

All students are to clear through the school attendance office for the necessary document to return to class. The proper school official is to be notified that the student has returned so the school's policy can begin working.

- Examples:**
- Referral to counselor
 - Drafting of definitive plan
 - Convene an I.E.P. meeting
 - Home visitation

Involvement of parents and guardians in the truancy problem

The parents of the truant student need to be involved from the very start.

As the incidences of truancy continue, parental/guardian involvement is necessary to encourage the student to attend school. The school and parent/guardian should re-direct their focus from consequences to behavior modifications after a period of time. Together they need to develop an action plan (contract) to help the student in school. An example of a possible contract is as follows:

A student contract should be agreed upon by the parent(s)/guardian(s) to include consequences that would occur at home as well as at school (loss of free time, TV limitations, curfew, etc). (Contract should include positive reinforcements for proper school attendance).

Truancy Procedures

- A. In the event of truancy, the building administrator or designee will notify the parent by phone or personal contact of which a written record is kept. A written notice is appropriate if the parent cannot be reached via the phone. The district attendance officer/designee shall also be notified of each incidence of truancy. The district attendance officer/designee will attempt to locate the truant student and return him/her to school.
- B. The parent/guardian of a student who is a habitual truant shall be notified by certified or registered mail when the student initially becomes a habitual truant. The notice shall include:
 - 1. A statement of a parent or guardian's responsibility to cause the child to attend school regularly.
 - 2. A statement that the parent, guardian or child may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a children-at-risk program.
 - 3. A request that the parent/guardian meet with appropriate personnel to discuss the child's truancy. The notice shall include the name of the school personnel with whom the parent/guardian should meet, a date, time, and place for the meeting, and name, address and telephone number of a person to contact to arrange a different date, time or place. The date for the meeting must be within five (5) school days after the date that the habitual truancy notice has been sent to the student/parent/guardian; however, the date for the meeting may be extended for an additional five (5) school days. (If a meeting between the school personnel and the parents or guardian is not held within ten (10) school days after the date the notice is sent, the parent or guardian may be prosecuted for failing to cause a child to attend school regularly and municipal or juvenile court proceedings relating to the child may be initiated without the meeting between the parent or guardian and school personnel).
 - 4. A statement of the penalties that can be imposed on parents or guardians if they fail to cause a child to attend school regularly as required.

The District's truancy plan shall be followed when dealing with habitual truants. This plan shall be reviewed and, if appropriate, revised every two (2) years consistent with state law requirements.
- C. State law provides that a school may not fail a student solely because of the pupil's unexcused absences. The student may be failed if he/she does not satisfactorily complete the make-up work assigned due to his/her absences. Opportunity will be provided to make-up tests and quizzes. A minimum of two (2) days must be provided to make-up work. The classroom teacher may extend this for extenuating circumstances.

Contributing to Truancy

Any adult found to be contributing to truancy should be subject to a court referral.

Habitual Truant

Any child found to be habitual truant shall be subject to a court referral.

Interventions

- A. Guidelines for Interventions
 - 1. Parents are notified by phone or written notice, if they cannot be reached by phone, as soon as truancy is determined (personal contact by phone is preferred).
 - 2. Send a letter to the parents requesting a conference.
 - 3. Teachers may contact parent regarding attendance.
 - 4. A referral may be made to the appropriate guidance counselor/pupil services staff.
 - 5. A referral may be made to the building consultation team for consideration of alternatives for the truant student, taking into consideration the possible changes in the child's curriculum, evaluation of possible learning or social problems.

The preceding procedures are in accordance with all current Wisconsin Statutes relative to compulsory school attendance and truancy.

VANDALISM / CRIMINAL DAMAGE

The act of intentional destruction of property belonging to others. This shall also include tampering with or causing the discharge of any sprinkler system or other apparatus installed in a school building for the prevention of fire or the safety of the school population or school property.

*Parent/guardian notified, police referral, restitution, in-school or out-of-school suspension, and/or recommendation for expulsion.

VISITORS

Visitors are certainly welcome at Denmark Middle School. However, for reasons of student safety, all visitors must enter using only the main entrance during normal school hours. Visitors must come to the office window in the main entryway and use the two-way communication device and state their reason for being in our building. The office secretaries will buzz visitors in if the reason stated is acceptable and visitor identification is acceptable. All visitors are asked to then report to the office to sign in and receive a visitor ID badge that must be worn while in the building. This policy is necessary to help us protect students against unauthorized visitors.

Students/parents who wish to have a student guest visit our school must receive permission from the principal and all teachers affected. The visit must be for academic purposes. Students must make this request at least two (2) days prior to the visit occurring to allow sufficient time to receive written permission from all parties. Permission for visiting students will not be granted on the day prior to a student vacation or other special school event days.

WEAPONS ON SCHOOL PREMISES

No person shall possess or use a weapon or look-alike weapon in school buildings, on school premises, in a district-owned vehicle or at any school sponsored function or event. A weapon is defined as a firearm (loaded or unloaded), knife, razor, martial arts device, destructive device, metal knuckle or any other look-alike object which is used or intended to be used to inflict bodily harm. A look-alike weapon is defined as a toy gun, water gun, non-working replica of a weapon, cap gun, popper, war souvenir or any other object which could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose.

Any Violation: Weapons or look-alike weapons confiscated from a student shall be reported to parents/guardians and to law enforcement authorities. Disciplinary measures for non-firearm weapons violations will be at the discretion of the building principal with subsequent approval from the district administrator. Disciplinary measures for any weapons violation may include immediate suspension from school and referral to the School Board for possible expulsion from school.

The School Board shall commence expulsion proceedings and expel a pupil from school for not less than one year whenever it finds that the pupil, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 USC 921 (a) (3). Annually, the school board shall report to the department the information specified under 20 USC 8921 (d) (1) and (2).

Employees violating this policy shall be disciplined in accordance with employee policies and bargaining agreements and shall be referred to law enforcement officials for prosecution.

Any other person violating this policy shall be referred to law enforcement officials for prosecution.

This policy shall be published annually in all district student and staff handbooks.

Denmark Middle School 8th Grade Promotion Policy (8th to 9th grade promotion)

