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.

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

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

Yours in education,

Staff & Administration, Denmark Middle School
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, gender 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:

Sheryl Delarwelle
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.
Equal Educational Opportunities/Nondiscrimination

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 the benefits of, or be discriminated against in any curricular, extracurricular, public service, recreational, or other program or activity because of the person’s sex, color, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual or gender orientation, or physical, mental, emotional or learning disability as required by section 118.13 of the State Statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 Rehabilitation Act (handicap), and Title II of the Americans with Disabilities Act of 1990 (disability).

The district shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. The District shall also provide for the reasonable accommodation of a student’s sincerely held religious beliefs with regard to examinations and other academic requirements.

The District encourages informal resolution of complaints under this policy. A formal complaint procedure is available. To address allegations of policy violations in the district any questions should be addressed to the following:

Questions regarding policy or Section 118.13: Luke Goral, Superintendent, 920-863-4005 or gorall@denmark.k12.wi.us
Questions regarding Title IX: Janelle Marotz, Business Manager, 920-863-4006 or marotzj@denmark.k12.wi.us
Questions regarding Title II: Sheryl DeLarwelle, Director of Special Education, 920-863-4035 or delarwes@denmark.k12.wi.us
Questions regarding 504: Julie Hodges, School Psychologist/504 Coordinator, 920-863-4013 or hodgesj@denmark.k12.wi.us
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 lifestyles, wellness, safety, and creative thinking
- Attend to the intellectual, ethical, emotional, social, physical development and transitional needs of middle level students

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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

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$15.00 Participation fee per sport

### Other Co-Curricular Clubs

- Art Club – (Grades 6, 7, 8)
- Battle of the Books – (Grades 6, 7, 8)
- Destination Imagination – (Grades 6, 7, 8)
- FFA – (Grades 6, 7, 8)
- Forensics – (Grades 7, 8)
- National Junior Honor Society – (Grades 7, 8)
- Sting Cancer – (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

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, gender 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.

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). Forms are available on the district website or office. Examinations allowing participation are good for two (2) years. Athletes who are not required to have an examination in a particular year must have the Parent/Guardian/Physical Form (top portion) filled out and signed. Along with the Parent/Guardian/Physical Form each
Please note: All forms and fees ($15.00) must be turned into the office the Friday before the first day of practice in order to participate on the first day of practice. If an athlete brings their forms and fees on the Monday of the first day of practice, they will need to wait until Tuesday before they are allowed to participate.

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 immediately upon the student’s return to school.
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 42 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. **Backpacks on wheels are not allowed.** This policy is necessary to help ensure the safety of all students and staff in the building.

BUS RULES AND REGULATIONS

**District Transportation**

School Bus Rules and Regulations

State law requires that we 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.)

**Bus Behavior Guidelines**

In order to assure the safety and sense of security of 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’ offenses. First offense will typically result in a verbal warning by the driver. A second offense may result in the suspension of bus riding privileges for a period of one to three days. Further offenses will result in immediate suspensions 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.

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.

A) 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 9th grade.
B) 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.

C) 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.

**BUSSING 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.

**CHEATING / PLAGIARISM**

Students caught cheating and or plagiarizing material will receive a detention. The student must redo the assignment for late credit and parents will be notified.

**CHILD ABUSE/NEGLECT**

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.

**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 SCHOOL MESSENGER delivery system and local radio and television stations.

**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 (principal, teachers, counselors, social workers, and other support staff) are responsible for reporting communicable diseases to the local health officer (County Health Department). Pupils who are suspected of having communicable disease may be sent home by the school administration. The parents will be notified as soon as practical 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, they will be managed by the parents, principal, school nurse, and teacher. 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 administration 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 life-threatening/communicable disease.
3. Keep the student’s name confidential, only sharing the name with appropriate administrators and designated staff.
4. Administration, 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 will 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 administration, 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 specialist, 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 not to 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 a disagreement with the district’s decisions, an appeal may be made within five days to the superintendent and shall include the following:
   1. statement of facts
   2. statement of the relief requested
   3. necessary medical information required

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

References: Wisconsin Statutes 103.15, 143.02, 143.03, 143.12, 118.13.

Information and recommendations on Preventing the Transmission of HTLV-III in the School Setting, State of Wisconsin Department of Health and Social Services.
STATEMENT OF PHILOSOPHY

Participation in Denmark co-curricular activities is an integral part of the Denmark Middle/High School curriculum, which is a privilege and should elicit great pride in both the student and his/her family. While our number one goal as a school district is to provide a sound academic experience for all students, co-curricular activities provide unique opportunities for students to promote their mental, physical, social and emotional development. By providing a strong co-curricular program, the Denmark School District extends the privilege of enriching the mind and body to any student meeting district, Wisconsin Interscholastic Athletic Association (WIAA), and any other applicable governing body’s requirements. Like anything of value, it comes with a price tag. That price tag is a commitment by each student to follow established rules. Co-curricular participants who comply with this code of conduct demonstrate a desire to dedicate themselves to self-improvement as well as to enhance the best interests of fellow teammates, advisors/coaches, and school. If accepted, this privilege carries certain responsibilities, and this co-curricular code presents these responsibilities.

CO-CURRICULAR GOALS

Co-curricular activities are an integral part of our educational curriculum. It provides opportunities for learning experiences difficult to duplicate in other school activities. Denmark School District co-curricular activities have the following goals:

• To develop leadership skills and responsibility
• To show team spirit, encourage others and contribute to good morale
• To be fair and treat others as one wishes to be treated
• To keep commitments to the team/organization through the continual pursuit of excellence
• To experience a variety of activities which offer an outlet for a wide variety of abilities and interests
• To treat all persons respectfully regardless of individual differences
• To show respect for authority (e.g. Coaches, Officials, Captains)
• To accept responsibility by setting a good example for teammates, peers, younger students, fans and school community
• To understand the necessity of abstaining from the use of alcohol, tobacco, and other drugs in order to achieve the positive benefits of co-curricular activities
• To help students realize that participation in all co-curricular activities is a privilege with accompanying responsibilities
• To generate a sense of pride and unity in co-curricular programs for students, staff and community
**RESPONSIBILITIES OF CO-CURRICULAR PARTICIPANTS**

It is important to understand that participating in co-curricular activities is a privilege and not a right. The privilege to participate in co-curricular activities includes the following responsibilities:

**Responsibility to You:** The most important of these responsibilities is to broaden and develop strength of character. You owe it to yourself to derive the greatest benefit from your high school experiences, to live a healthy lifestyle, and to respect your health, both physical and mental, at all times.

**Responsibility to your Academic Studies:** Your academic studies and your participation in other co-curricular activities prepare you for your life as an adult. Co-curricular activities, while very important to young people, are only a small part of life.

**Responsibility to your School:** The Denmark School District cannot maintain its position as having outstanding schools unless you do your best in the activity in which you are engaged and are a good role model. Other students and faculty are watching you. They know who you are and what you do. Make them proud. Be an example. Do not do anything to let them down.

**Responsibility to your Community:** The community and school tax monies make this co-curricular activity experience possible. For that reason, you must remember that you hold a clear and paramount responsibility to your community. You assume a leadership role when you are involved with a co-curricular activity. The student body and citizens of the community know you. You are very visible with the spotlight on you. The student body, the community, and other communities judge our schools by your conduct and attitude, both on and off the field. Because of this leadership role, you can contribute significantly to school spirit and community pride. Denmark students are a class act! We are known as a program of character and excellence.

**Responsibility to Family:** As a co-curricular participant you also bear a heavy responsibility to your home. When you know in your heart that you have performed to the best of your abilities, your family will be proud of you. Be consistent in your demonstration of these ideals and beliefs.

**Responsibility to Younger Students:** The younger students in the Denmark School District are watching you. Co-curricular participants are role models for all students. Make them proud, be an example! They will copy you in many ways. Set good examples for them.

**Responsibility to Peers:** As a co-curricular participant, your peers and advisors/coaches depend upon your contribution. You must keep in mind that your actions, attitude and efforts directly affect the product which is produced by you and your peers. A positive outlook and smart decision making are encouraged and critical to the development of a productive team building atmosphere. Be supportive, have a positive outlook, and most importantly, encourage and exemplify the ideals of a Denmark student and co-curricular participant.

**CO-CURRICULAR DEFINITION**

For the purpose of disciplinary procedures, this code is divided into two Groups (1 & 2) of sports/activities in which students may be involved. Because of the two Groups’ differences (i.e. competitions vs. service, number of contests, clearly defined seasons, etc), the penalties for violation of school district policies and rules vary depending upon whether the student is in a Group 1 or 2 activity.

**GROUP 1 ACTIVITIES FOR MIDDLE SCHOOL:**

Basketball  
Cross Country  
Football  
Track and Field  
Volleyball  
Wrestling
GROUP 2 ACTIVITIES FOR MIDDLE SCHOOL: Refers to all Co-Curricular Activities not mentioned in Group 1

- Art Club
- Battle of the Books
- Destination Imagination
- FFA
- Forensics
- Jazz Band
- Musical Production(s)
- National Junior Honor Society
- Sting Cancer
- Student Council
- Yearbook

ACADEMIC ELIGIBILITY / MIDDLE SCHOOL

- Eligibility requirements shall commence upon initial enrollment in the first co-curricular activity/sport.

- A student must satisfy District and DPI requirements defining a full time student.

- Students are required to maintain a current term GPA of 1.75 or above and must have no more than one “F” at the end of the most recent grading period prior to the start of a particular athletic or activity season. Incompletes are considered failing grades until the work is completed and a final grade is entered.

- Grades are reviewed on the 15th and 30th day of each term unless otherwise stipulated in the student’s academic plan.

- Students will immediately be placed on co-curricular suspension* if the academic criteria are not met when the grades are reviewed. Students may request an academic review with the principal if the academic criteria are not met at the end of the term. The principal will assist the student in developing an academic plan. Students will only be granted one academic review during a school year.

- Incoming freshman must satisfactorily complete work for all courses taken during their eighth grade year to achieve initial eligibility as 9th graders. Incoming freshman 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 co-curricular grade review of their freshman year and are in good standing with expectations outlined in the student handbook.

- 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.

*Co-curricular suspension allows a student to participate in practices and rehearsals but not in competitions, performances, contests, games or other formal events.

WIAA

Students participating in interscholastic athletics must also abide by the specific rules of eligibility as stipulated by the Wisconsin Interscholastic Athletic Association. (www.wiaawi.org)

ATTENDANCE

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 or coach. Advisors or coaches must report to administration when a student is unexcused absent. Extenuating circumstances will be reviewed by the advisor, coach and administration. The penalty for a first offense of an unexcused absence will be suspension from one event/contest/performance. For any succeeding unexcused absences, the penalty will be termination from the co-curricular activity for the remainder of the season.

Unless an absence has been prearranged (doctor/dental appointment, etc.) a student must be in school all day in order to participate in competitions/performances/contests or other formal events. All exceptions must have administrative approval.
CONDUCT VIOLATIONS

Students are expected to follow all school rules and to display high standards of behavior, including good sportsmanship, respect for others, and use of appropriate language and dress at all times.

A student must refrain from any conduct at any time that would reflect unsatisfactorily on him/her or the school.

Conduct which would reflect unsatisfactorily on a student or on the school includes, but is not limited to the following:

• Possession, use, sale, transfer, distribution or purchase of any controlled substance/intoxicant or drug paraphernalia. Controlled substances/intoxicants include, but are not limited to: alcoholic beverages (note many non-alcoholic beers do contain alcohol); illegal drugs; mood altering substances; anabolic steroids and other performance enhancing substances; inhalants or facsimiles/look alikes; prescribed medications used in a manner other than that for which it was prescribed; or non-prescription drugs used in a manner other than that for which they were directed.

• Purchase, use or possession of tobacco products in any form.

• Hosting, sponsoring, organizing or attending a party/gathering at which alcohol or drugs are being used, consumed, or offered.

• A criminal offense or violation of an ordinance, village, city, or state. Generally, this would not include traffic or parking tickets.

• Any civil or criminal infraction including but not limited to theft, willful damage to property, vandalism, serious misdemeanors or felonies, that is determined by administration to be a violation of the code or detrimental to or a discredit to the school will result in a suspension as prescribed in the Code of Conduct and at the violation level the student is currently at.

• Representation of themselves or others, inappropriately or unlawfully on the internet. This would include blog sites, on-line profiles, instant messaging (Facebook, MySpace, etc.) are examples of certain web-pages or online messaging.

• Any situation or problem that may arise that is not specifically covered above may be reviewed by administration for possible action. Coaches/advisors may adopt appropriate rules and disciplinary action for violations of team/activity rules; however, these rules must not be in conflict with the Co-curricular Code and must be approved by the building administration.

MERE PRESENCE POLICY

• Presence in bars or attendance at parties where consumption of alcoholic beverages or use of illegal drugs is occurring is prohibited.

• This rule is not meant to include presence in an establishment that is primarily an eating place or presence in such places with parents.

• This rule is not meant to prevent being employed at such places.

• Presence in places such as golf courses or bowling alleys where alcoholic beverages are served is not prohibited.

• Students should avoid situations where their guilt or innocence is questioned.

• Students are not prohibited from attending weddings, reunions, anniversaries or other ceremonial functions where alcohol is served, but they may not consume alcohol or be in possession of alcoholic beverages even though they have parental permission. Parental permission does not override the provisions of this code.

If a co-curricular participant attends a party where alcohol or drugs are being illegally dispensed, the student must LEAVE IMMEDIATELY. To remain in the presence of this illegal activity shall constitute a violation*

NOTE: Co-curricular participants should encourage as many classmates as possible to leave with them!

Proof of attendance may be gathered by:
1) The student’s own admission;
2) A police report;
3) A signed statement from a responsible adult witness (i.e. parent, teacher, coach, etc.);
4) Visual evidence, such as a photograph;
5) Other means deemed appropriate by administration.

All school or community service requirements must be served prior to any Group 1 competition or Group 2 involvement takes place.
HOSTING A PARTY / SUPPLYING ILLEGAL SUBSTANCES

The following incidents will result in students being penalized at the next highest level of the code (i.e. if this is the first violation, the student will serve the penalty for the second violation, and any subsequent violations will continue from the second violation).

- A student who has a gathering at her/his home/property where alcohol or drugs are being used.
- A student who pays another party to purchase alcohol or drugs will be treated as a supplier.
- Supplying or providing illegal substances.

Example: If a student brings alcohol or another illegal substance to another location and it is the student’s first violation, since she/he provided the illegal substance, the student would have to do 40 hours of community service for Group 2 activities and/or would be suspended from 100% of contests for Group 1 activities (instead of the 1st offense penalty of 20 hours for Group 2 and 25% of contests from Group 1).

CONSEQUENCES AND PENALTIES

A student must be academically eligible to participate before she/he may start serving a code violation.

- For Group 1 activities, the length of the disciplinary period shall be determined from the mathematical equivalent of the number of scheduled contests (to include the first WIAA playoff contest) rounded up to the nearest whole number.
- The ending date of the disciplinary period shall be the conclusion of the prescribed number of contests and/or period of time as determined below.
- If the suspension is not completed when a season ends, the remainder of the suspension will be served during the next season in which the student participates. For example: If a student is suspended during football (Group 1 Activity) and serves a suspension of 2 out of 8 games, or 25% of a 100% penalty, then the student must serve the remaining 75% during the next Group 1 activity in which he or she participates.
- If a suspension carries over into the next Group 1 activity the penalty served will only be valid if the student completes the season, discouraging students from joining an activity simply to serve a suspension.
- A student with a code violation is ineligible for any dance court.

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<thead>
<tr>
<th>Violation</th>
<th>Group 1</th>
<th>Group 2</th>
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<tbody>
<tr>
<td>Alcohol/Drug or Tobacco Use or Possession</td>
<td>1st: Suspension from 25% of Contests in Season*</td>
<td>20 hours community service*</td>
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<td>Theft/Vandalism/</td>
<td>2nd: Suspension from 100% of Contests in Season*</td>
<td>40 hours community service*</td>
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<td>Discrimination/</td>
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<td>• Violence</td>
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<td>• Bullying</td>
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<td>• Harassment</td>
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<tr>
<td>• Inappropriate Online Activity</td>
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</tbody>
</table>

Mere Presence Disclaimer

If a student’s first violation is a mere presence violation of any of the above, the student will serve 8 hours of community service for either Group 1 or Group 2 activities and any subsequent violations will proceed with the code at the 1st level.

*Penalties will carry over into the 2nd Group 1 activity or Group 2 activity if the suspension is not completed in the original season/activity or from one school year to the next.

† If a student wishes to return to co-curricular activities after the two-year suspension has been served, they must provide evidence of completing AODA counseling (at parental expense), when all violations were alcohol or drug related.
PENALTY EXECUTION

• Students in Group 1 activities who break the Code of Conduct outside of their season will begin serving their penalty from the first day of their next Group 1 activity.

• Students in Group 2 activities who break the Code of Conduct outside of their activity may begin serving their penalties beginning on the day they are suspended, and all community service hours must be completed before involvement in any Group 2 activities can take place.

• Penalties will carry over into a second Group 1 activity or Group 2 activity if the suspension is not completed in the original season or from one school year to the next.

• A student with suspension penalties must begin and end his/her respective season in good standing in order for the suspension to be completed. If a student does not complete a season in good standing, any games served will NOT count toward meeting the penalty requirement.

• A student who is involved in both a Group 1 activity and a Group 2 activity and is suspended may not necessarily serve the suspension for both activities simultaneously. The Group 2 suspension will occur immediately as would the Group 1 suspension if the student is involved in a sport at present. If the infraction is outside his/her Group 1 activity season, the athletic portion of the suspension would begin at the start of the next season.

• Any student on suspension may not join a Group 1 activity that is already in progress.

• Scheduled contests will be defined and determined based on the number of scheduled contests at the start of the current season. Contests that are cancelled do not count toward suspension served.

• Community service hours performed as a result of Code of Conduct violations will NOT count toward the High School Service Medallion.

DUE PROCESS

A. A student and his/her parent or guardian will be advised by the administration or athletic director of the charges against him/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 administration or athletic director of any disciplinary action taken as a result of the charges.

D. The student and his/her parent of guardian will be provided the opportunity to appeal the disciplinary action to the Committee of Review for review.

COMMITTEE OF REVIEW

Committee of Review

To assist the administration in making decisions regarding action to be taken a Committee of Review will be established consisting of the following members:
1) The building principal.
2) A certified teacher.
3) A coach/advisor or advisor of one activity in which the student participates.
4) Athletic Director or additional teaching staff members if the student does not participate in athletics.
5) A certified staff member designated by the involved student if he or she so chooses.
6) 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 Committee of Review

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 submitted in writing within three days of posting of suspension status. Parents must sign the letter. Appeal requests should be turned in to the Principal.
2) The Committee of Review 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 Committee of Review renders a decision.
4) Appeal will not be considered if the student is not academically eligible.
5) Students may choose an adult advocate (parent, teacher, coach, advisor) to help them plead their case.
6) Appeal decisions of the Co-Curricular Council are final.

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.

DANCES

Periodically, Denmark Middle School holds dances. Dances are scheduled from 3:30 to 6:00 p.m. A small admission fee is charged for school dances which supports Student Council activities. Students that attend the dance are expected to be at the dance and in supervised areas only. Students that leave the dance early are expected to notify parents and will not be allowed re-entry. Parents are expected to pick up students immediately following the dance, student supervision ends at 6:00 p.m. These dances are only for sixth, seventh, and eighth grade Denmark Middle School students.

***Students absent a half 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.

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 within 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, student safety, or with accepted standards of decency, will not be allowed. Additionally, any dress or hairstyle that is distractive 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, muscle shirts, 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, and other garments intended as outdoor wear and
sunglasses shall not be worn in the school building during school hours (7:57-3:10). 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
• Students may wear hooded sweatshirts to school, but they will be expected to keep the hoods pulled down while
inside the school building (for security reasons) during the school day.
• 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:
  1. Calling home for appropriate clothing or change into school supplied garments (tee-shirt - if appropriate
     and/or available).
  2. Parental contact by principal and or school counselor

DRESS 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

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.

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 an electronic device that has 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 Text messaging, taking pictures using an electronic device before, during, or after a test or exam is strictly
prohibited. Students texting or taking photos during an exam or test will be issued a “0” as a score on said test or
exam and may face further disciplinary actions.
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 teacher’s directions.

END OF THE YEAR GRADE LEVEL 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. Students may lose the privilege of participating in the end of the year class field trips due to academic and/or disciplinary issues.

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.
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:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% - 95.5%</td>
<td>A</td>
</tr>
<tr>
<td>94.5% - 92.5%</td>
<td>A-</td>
</tr>
<tr>
<td>91.5% - 89.5%</td>
<td>B+</td>
</tr>
<tr>
<td>88.5% - 85.5%</td>
<td>B</td>
</tr>
<tr>
<td>84.5% - 82.5%</td>
<td>B-</td>
</tr>
<tr>
<td>81.5% - 79.5%</td>
<td>C+</td>
</tr>
<tr>
<td>78.5% - 76.5%</td>
<td>C</td>
</tr>
<tr>
<td>75.5% - 72.5%</td>
<td>C-</td>
</tr>
<tr>
<td>71.5% - 69.5%</td>
<td>D+</td>
</tr>
<tr>
<td>68.5% - 66.5%</td>
<td>D</td>
</tr>
<tr>
<td>65.5% - 64.5%</td>
<td>D-</td>
</tr>
<tr>
<td>Below 64.5%</td>
<td>F</td>
</tr>
<tr>
<td>65.5% - 64.5%</td>
<td>P</td>
</tr>
</tbody>
</table>

GUIDED STUDY

This class is a 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.

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.
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:

• 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 I—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 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.
HONORS COURSE PLACEMENT CRITERIA

1. 90th Percentile Rank or higher on STAR Assessments
2. Teacher Recommendation based on grades, tests, and work habits
3. Score of advanced or proficient on Wisconsin Forward state tests
4. Proficient and/or advanced in all math and writing standards

At the end of grades 5, 6, and 7, students that meet this criteria are considered for placement in honors sections of 6th, 7th, and 8th grade English Language Arts and Mathematics, including Algebra, as a programming option. This will allow students to take more advanced math and honors level English courses as they progress through high school.

IDENTIFICATION BADGES (I.D.)

Each middle school student will be issued a student identification (ID) card at the beginning of each school year. While students are not required to wear the ID cards at school (many students do), they are responsible for having them available each day to purchase a school lunch and/or check out library books. Students who do not have them readily available in the lunch line will be asked to go to the end of the lunch line. Again, student ID cards will serve as lunch and library cards.

**Students may purchase replacement ID badges through the office for a cost of $5.00.

IMMUNIZATION REQUIREMENTS

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

The requirements include:

Grades: 6 through 12:

✓ Tdap (1 dose) and Varicella (2 doses)

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

INCENTIVE DANCE/ACTIVITY GUIDELINES

Denmark Middle School offers incentive activities 3-4 times per year. Activities are 2 hour in school activities that include games, movies and all school events. To be eligible to participate in incentive activities, students must be passing all classes and have no missing work. Students with missing work and/or failing a course or courses will be notified prior to the incentive that they will be staying back to work with a grade level teacher for the entirety of the incentive.

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.
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.

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

ADOPTED: 6/26/02
REVISED: 4/20/09

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**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

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**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.

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**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.

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**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 HOMEWORK CLUB**

Students with missing and/or incomplete work are expected to report to Homework Club during their lunch/recess. Students eat lunch while they work. Students are informed at the beginning of the year of the requirements of Homework Club and are expected to attend, even if they are not notified. Missing and incomplete work is an automatic Homework Club assignment. Skipping Homework Club will result in a school day detention. Skipping school day detention will result in progressive discipline and a parent conference.
MEAL CHARGE POLICY - DENMARK SCHOOL DISTRICT

1. Purpose
The goal of the Denmark School District is to provide students with healthy meals each day. However, unpaid meal charges place a large financial burden on our Food Services Department. The purpose of this policy is to assure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures throughout the Denmark School District. The provision of this policy is for breakfast and lunch only. While the USDA Child Nutrition Program does not require that a student who pays for a meal be served without payment, the Denmark School District provided this policy as a courtesy to those families who may have not had the opportunity to deposit money into their lunch account.

2. Policy
Full Pay Students will pay for meals at the district’s published standard rate each day. A family account will be allowed to go to a Negative $-10.00. After a family account has reached the Negative $-10.00 the student will be offered a courtesy meal which will consist of the required 5 components. (Peanut butter sandwich, vegetable, fruit and choice of milk)

A. Parent/Guardians are responsible for keeping their family accounts in the positive. Automated notices will be sent out starting at a positive $10.00 to ensure that each family has ample time to deposit into their family account before it reaches a negative balance. For families who do not have computer access we will mail a low balance notification. You can always call the Food Service office to check balances.

B. All Parents/Legal guardians have access to their family account through https://family.wordwareinc.com

C. Funds maybe added electronically through E-Funds for schools https://eps.mvpbanking.com/cgi-bin/efs/login.pl?access=55135
Or you can write a check made out to the Denmark School District and place it in one of the boxes located near the office at each school. Please place in an envelope with family ID and child’s name.

Free Meal Benefit – Free status students will be allowed to receive a free breakfast and lunch each day. Ala Carte must be prepaid or cash.

Reduced Meal Benefit – Reduced status will be allowed to receive a breakfast for $.30 and lunch for $.40 each day. A family account will be allowed to go to a Negative $-10.00. After a family account has reached the Negative $-10.00 the student will be offered a courtesy meal which will consist of the required 5 components. (Peanut butter sandwich, vegetable, fruit and choice of milk); special dietary accommodations shall be made if requested.

A. Parent/Guardians are responsible for keeping their family accounts in the positive. Automated notices will be sent out starting at a positive $10.00 to ensure that each family has ample time to deposit into their family account before it reaches a negative balance. For families who do not have computer access we will mail a low balance notification. You can always call the Food Service office to check balances.

B. All Parents/Legal guardians have access to their family account through https://family.wordwareinc.com

C. Funds may be added electronically through E-Funds for schools https://eps.mvpbanking.com/cgi-bin/efs/login.pl?access=55135
Or you can write a check made out to the Denmark School District and place it in one of the boxes located near the office at each school. Please place in an envelope with family ID and child’s name.

Please contact the Food Service office if your account is in the negative and you are unable to pay the balance. We can set up a payment plan for you.

NSF Checks Should the Denmark School District incur a fee for any check that has non-sufficient funds; this fee along with the amount of the check will be deducted from the family meal account.

Refunds for withdrawn, and graduating students; a written request for a refund of any money remaining in the account must be submitted. An e-mail request is also acceptable. We encourage you to designate a student to transfer funds to should your unspent remaining balance be less than $5 and/or to designate your remaining balance for unpaid meals.

Unclaimed Funds must be requested within one school year. After one year unclaimed funds will remain with the food service program of the Denmark School District.
If a student is without meal money on a consistent basis, administration will investigate the situation more closely and take further action as needed. If a financial hardship exists, Parents/Legal Guardians are encouraged to apply for free or reduced lunches.

**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. You will need your ID to check out a library book.

**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

**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.

**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.

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**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.

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**SCHOOL TIMES**

The middle school day officially begins at 7:57 A.M. and ends at 3:10 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.

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**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. The cameras monitor parking lots, entrances, and hallways throughout the building.

SKATEBOARDS/ROLLER BLADES/TENNIS SHOE SKATES
Students are NOT allowed to skateboard, roller blade, or use tennis shoe skates on school property.

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.

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**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.
DENMARK MIDDLE SCHOOL
Flow Chart for Working Through Student Behavior Concerns

Staff Deals With …

1st Offense – Address Expectation with Student

Problem Behavior is Observed

Minor Offenses: Detentions Issued

- Arrive to school/class on time
- Be prepared for class and school requirements
- Repeated missing/late work
- Move and act in a safe and orderly manner
- Follow directions and school and classroom rules
- Use appropriate language
- Settle conflicts appropriately

Major Offenses: Immediate Office Referral

- Repeated minor offenses
- Use of Profanity
- Treat property with respect
- Treat peers with respect
- Treat adults with respect
- Computer/electronics use violation
- Bullying/Threats
- Theft/Vandalism
- Physical fight
- Sexual harassment
- Cheating/Plagiarism
- Skipping class/Truancy
- Drug/alcohol/tobacco violation
- Weapons violation

Teacher/Principal Makes Parent Contact

Conference with Principal

Consequence Assigned and Replacement Behavior is Taught

Parents Contacted Regarding Consequence Assigned

Consequence Recorded in IC

Office Deals With …

2nd Offense – Address expectation. Explain changes that are needed to meet expectation. Issue detention. Make parent contact.

3rd Offense – Address expectation. Issue detention. Make office referral.

*At any time during the process, it is acceptable to make an office referral at the discretion of the staff member.

*Students sent to the office will be required to complete a “Think Sheet” and discuss it with the principal.

*“Think Sheet” needs to be returned to the referring staff member, the following day with a parent/guardian signature.
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 $27.00 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
- Total Due $27.00
- 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 PROMOTION

Denmark Middle School strives for academic excellence for all students. However, there are times when students have not met their academic obligations and may be required to attend summer school as well as not participating in key events.

Promotion criteria is as follows:

- **8th Grade:** Students who fail any 4th quarter class or earn two (2) or more failing grades during the school year, including encore classes will not be allowed to participate in the Promotion Ceremony, the end of year class trip and will be required to attend summer school.

- **7th Grade:** Students who earn two (2) or more failing term grades during the school year, including encore classes will be required to participate in summer school to help them prepare for the next year.

Parents/Guardians of students at risk of not meeting promotion criteria will be notified in advance and a meeting with teachers, counselor and principal will be arranged in an effort to resolve academic concerns.

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.
STUDENT RECORDS

The District of Denmark’s School Board, in accordance with Section 118.124 of Wisconsin Statutes, adopts the following policy relative to the handling of pupil records.

The building principal shall have primary responsibility for maintaining the confidentiality of all student records kept at that school. All requests for inspection or for transfer to another school or school district should be directed to the building principal or his/her qualified designee, who will then determine whether inspection or transfer is permitted under this policy. The building principal or his/her qualified designee shall be present to interpret behavioral records when inspection is made under paragraph 2.

1. Definitions

a. “Pupil records” means all records relating to individual pupils maintained by a school but does not include notes or records maintained for personal use by a teacher or other person who is required by the Department of Public Instruction under section 115.28(7) to hold a certificate, license, or permit if such records and notes are not available only to persons involved in, the psychological treatment of a pupil.

b. “Behavioral records” means those pupil records which include psychological tests, personality evaluations, records of conversations, any written statement relating specifically to an individual pupil’s behavior, tests relating specifically to achievement or measurement of ability, the pupil’s attendance record and records of the pupil’s school extra-curricular activities.

c. “Progress records” means those pupil records which include the pupil’s grades, a statement of the courses the pupil has taken, the pupil’s attendance record and records of the pupil’s school extra-curricular activities.

d. “Physical Health records” means those pupil records that include basic health information about a pupil, including the pupil’s immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil’s ability to participate in an education program, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to such test, any other basic health information, as determined by the State Superintendent. A pupil’s immunization records are considered to be “progress records” under the pupil records statute. Pupil physical health-care records, other than immunization records, are considered to be “behavioral records” under pupil records statute and are to be maintained the same as other behavioral records. A pupil record that concerns the results of an HIV test shall be treated as provided under the statute restricting HIV testing. Except for such an HIV test record, a pupil that in NOT a “pupil physical health record” shall be treated as a “PATIENT HEALTH CARE record” under the general health provisions in sections 146.81 to 146.83 of the statutes.

2. Confidentiality - All pupil records maintained by the School District of Denmark shall be confidential, except as provided in paragraphs (a) through (g).

a. A pupil, or the parent or guardian of a minor pupil, shall, upon request be shown and provided with a copy of the pupil’s progress records.

b. An adult pupil, or the parent or guardian of a minor pupil, shall, upon request, be shown, in the presence of a person qualified to explain and interpret the records, the pupil’s behavioral records. Such pupil or parent or guardian shall, upon request, be provided with a copy of the behavioral records.

c. The judge of any court of this state or of the United States, shall, upon request, be provided by the school district clerk with a copy of all progress records of a pupil who is the subject of any proceeding in such court.

d. Pupil records may be made available to persons employed in the school which the pupil attends who are required by the Department of Public Instruction under Section 115.28(7) to hold a certificate, license, or permit.

e. Upon the written permission of an adult pupil, or the parent of a minor pupil, the school shall make available to the person named in the pupil’s progress records or such portions of his behavioral records as determined by the person authorizing the release.

f. Pupil records shall be provided to a court in response to subpoena by parties to an action for in-camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action.
court may turn said records or parts thereof over to parties in the action or their attorneys if said records would be relevant and material to a witness’ credibility or competency.
g. The school board may provide the Department of Public Instruction or any public officer with any information required under Chapters 115 to 121.

3. **Maintenance and Destruction of Records**
   While students are attending school their records will be maintained in the school of attendance. Upon transfer of the student to another school, the records shall be transferred to that school.
   a. All behavioral records will be destroyed one year after the date the student graduated from or last time he attended the school unless the student (and his or her parent or guardian if the student is a minor) gives his permission that the records may be maintained for a longer period. Where such written permission is received, behavioral records will be destroyed five (5) years after the date the student graduated from or last attended school.
   b. Progress records will be destroyed 50 years after the student ceases to be enrolled in the school district.
   c. All progress records will be maintained on microfilm.

4. **Transfer of Records**
The Denmark Community School District shall transfer all pupil records relating to a specific pupil if the transferring school district has received written notice from the pupil if he is an adult or his parent or guardian if he is a minor, that the pupil intends to enroll in the other school or school district, or written notice from the other school or school district that the pupil has enrolled.

5. **Use for Expulsion or Suspension**
   Nothing in this policy prohibits the use of a pupil’s records in connection with the suspension or expulsion of the pupil. The use of such records by a multi-disciplinary team established by school authorities for the purpose of screening or evaluating students will also be allowed.

6. **Application to Existing Records**
   Any records existing on the effective date of this notice need not be revised for the purpose of deleting information from pupil records to comply with this policy.

*Sub (3) of 118.125 does not specifically require the authorization of the parent or guardian of minor students to retain behavioral records longer than one year. However, this may be added in view of the general legal inability of minors to consent.

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**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.

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**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.

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.
English: If you need this information in your native language, please contact Deb Kralovetz at kraloved@denmark.k12.wi.us or 920-863-4034.

Spanish: Si necesita esta información en su idioma materno, póngase en contacto con Deb Kralovetz en kraloved@denmark.k12.wi.us o 920-863-4034.

Hmong: Yog tias koj xav tau cov ntaub ntawv no ua koj hom lus, thov hu Deb Kralovetz ntawm kraloved@denmark.k12.wi.us los sis 920-863-4034.

Mandarin Chinese: 如果您需要使用母语提供的这些信息，请联系Deb Kralovetz，电子邮件地址为kraloved@denmark.k12.wi.us或920-863-4034。