

New Glarus Middle School



Student Handbook

"BE THE BEST KNIGHT YOU CAN BE"

2018-2019

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From the Principal's Desk

We welcome you to the New Glarus Middle School! The middle school years are a time of extensive growth and transition: intellectually, physically, emotionally, and socially. New Glarus Middle School strives to provide our students a safe environment for a positive learning experience with consistent expectations that started in the elementary and follow our students into middle school and throughout high school. Adjustment to changes is all a part of transition; and having a smooth transition is a goal at NGMS. We look forward to working together with you during the 2018-2019 school-year for the benefit for all of our students.

Sincerely,

Mark Stateler
Principal

Vision

To be a leader in K-12 education and prepare all students for future success.

Mission

Educating each student to contribute and succeed in our global community by fostering a passion for learning and the pursuit of excellence.

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Core Values

- We will recruit and retain high quality staff.
- We will provide a safe learning environment.
- We will create a culture that is respectful and values diversity.
- We will develop students of good character who are strong and engaged citizens.
- We will develop practical, life skills of students, which includes the ability to be flexible and adapt to change.
- We will develop students who have strong academic skills, can think critically and creatively, and can communicate effectively.
- We will provide instruction that is rigorous, engaging and effectively uses data.
- We will partner with families and the community in the education of our students.
- We will provide leadership that is collaborative, responsible for student learning, and fiscally responsible.
- We will take responsibility to prevent student failure and ensure student growth.

Strategic Goals

1. Increase the percent of student's college, career, and life-ready by developing the whole learner.
2. Recruit and retain high quality staff and assist all staff as they continually improve and grow.
3. Provide high quality facilities that foster academic and emotional growth.
4. Ensure equity so all students have equal access to high quality educational experiences.

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Academic Program, Policies, and Regulations

Teaming

The instructional team approach is utilized at New Glarus Middle School. In grades 6, 7, and 8; all mainstreamed students are assigned to an instructional team. Teaming allows a group of students and staff members to develop a group identity and personal relationships while still being a member of the larger learning community. These teams provide the students with a sense of stability and consistency as they transition from grade to grade and, eventually, to their secondary level of education.

Course Offerings

Cores:

English Language Arts	Health	Mathematics
Physical Education	Science	Social Studies

Surveys:

Agriculture	Art	Band	Choir
Family and Consumer Sciences		Introduction to Computer Science	
German	Music	Spanish	
Technical Education	Technology		

Schedule

8:00-8:40 =	1st Period (Surveys)
8:44-9:41 =	2nd Period (Cores)
9:44-10:41 =	3rd Period (Cores)
10:44-11:41 =	4th Period (Cores)
11:41-12:06 =	Lunch
12:06-12:36 =	5th Period (Enrichment, 7th & 8th Band/Choir)
12:39-1:36 =	6th Period (Cores)
1:39-2:09 =	7th Period (Enrichment, 6th Band/Choir)
2:12-3:09 =	8th Period (Cores)
3:12-3:30 =	9th Period (Learning Target Practice/Academic Support)

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Cores

When students are in their 'Core' rotation, they are taking the required classes (i.e. English Language Arts, Mathematics, Science, and Social Studies). These are progressive courses that students will be a part of throughout their elementary, middle school, and high school educational career and possibly beyond.

Survey

Students will have the opportunity to take classes that allow students to discover their talents, unique abilities, and values. These programs also expose students to areas not necessarily covered by the 'Cores'. There is a rotation that allows students to be exposed to as many areas possible throughout their time in NGMS during the school year.

Intervention

When students demonstrate difficulty with a skill or lesson, further instruction is used as an intervention. This may come in the form of further practice with a skill, further instruction, or a combination of both and more. Students that receive Intervention time do so daily.

Enrichment

There are multiple times in a day for students to continue to develop skills, as well as reinforcing the current curriculum they are learning. In addition to math and reading, students have the opportunity to choose enrichment options. These options include 'Enrichment Surveys', Band, Choir, Foreign Language, etc.

Bridge

The Bridge program meets three times a week: Tuesdays, Wednesdays, and Thursdays; from 3:30-4:30. Bridge is not in session during Early Dismissals, P/T Conferences and/or other announced times throughout the year. The purpose of Bridge is to provide an opportunity and environment for students to work on assignments and stay current with their academic deadlines while promoting growth in accountability and self-advocacy.

Guidance Services

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school, and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor.

Mandated Reporter

Due to the regular interaction with students, educators are required to report whenever financial, physical, sexual or other types of abuse has been observed or is suspected.

Under The Keeping Children and Families Safe Act (P.L. 108-36), child maltreatment is defined as:

- Any recent act or failure to act on the part of a parent or caretaker that results in death, serious physical or emotional harm, sexual abuse, or exploitation;
- An act or failure to act that presents an imminent risk of serious harm.

A "child" under this definition generally means a person who is under the age of 18 or who is not an emancipated minor.

Special Education

Students in need specialized instruction in order to succeed in their learning program, may be referred for a team evaluation under the provisions of Public Law 108-446 – 108th Congress (IDEA of 2004).

Referrals generally come from a classroom teacher or a parent. A referral must be made to the Director of Special Education. The team evaluation is assigned to be case managed by a member of the special education team in reference to the needs documented on referral. This may include the school psychologist, learning specialists, behavioral specialist, speech and language clinicians, school nurse, and teachers. If you would like more information, please call the Director of Special Education at [608-527-5515](tel:608-527-5515).

Students with identified special needs will be provided with scientifically research-based specialized instruction in their specific areas of need. This individualized specialized instruction will be provided in the "least restrictive environment"(LRE). The specialized instruction needed and the LRE is determined by the Individual Education Program Team. The range of options may include support personnel within the regular education classroom setting, resource room instruction to support regular classroom curriculum, or specialized instruction taking place within the resource room environment with replacement curriculum individualized.

As a community of learners, one of our goals for all our children is to acquire an appreciation for diversity, recognizing all our strengths and weaknesses so that we may work together efficiently and cooperatively. Any questions regarding special education services should be addressed to the Director of Special Education.

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Library/Media Center

There is a diverse collection of print and non-print resources providing curriculum support for teachers and students at the Library/Media Center. In addition to periodicals, the print collection includes fiction, non-fiction, biography, and reference books. The library has computers with Internet access which are used only for school related research and word processing. Students are systematically taught research skills by the librarian in conjunction with encore classes, classroom assignments, or projects. Books are loaned out to students. Lost or damaged material will be at the borrower's expense.

1:1 Devices

The New Glarus School District assigns each of its students in kindergarten-12th grade an electronic device. In the middle school, students are responsible for a Chromebook. Students and parents complete a User Agreement prior to the distribution of the Chrome Books. It is important to note that students are responsible for both the physical well-being and the use of the devices whether the location is on campus or off-campus. For further information on 'use', please see Appendix 1 (CIPA) for the policy on Internet use.

Books and Supplies

Students will have text books 'checked-out' to them on the first day of school in their classrooms. Other materials (i.e. paper, writing utensils, etc.) are the responsibility of the students to bring to school.

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Physical Education

The required dress for all physical education classes is tennis shoes. These should be kept at school to avoid not having the appropriate shoes on PE days. Students will not be allowed to participate without tennis shoes. Athletic clothing is strongly recommended. Long sleeves may be needed when outside during cool weather.

Meal Programs

These programs provide all participants with a nutritious, well-balanced meal, which follow the dietary guidelines.

Breakfast

Served: 7:45 – 8:00 am daily.

Lunch

A nutritious, well-balanced noon meal is prepared with strict adherence to State and Federal guidelines. Parents and grandparents are encouraged to eat lunch with their children at any time.

Qualified individuals may participate in the free and reduced breakfast and lunch programs. Application forms can be obtained at the front office.

Families are required to pay in advance for the lunch program and should maintain a positive balance in the account. The School Board policy states that each family will be given a line of credit not to exceed \$10.00.

Note: If a student is allergic to a particular food, a note to that effect from the parent/a

Student Responsibilities

New Glarus Middle School utilizes a system that rewards positive behaviors (PBIS). Within this system is minimal use of punitive measures (assigned punishments). The intent is to place a focus and positively reinforce the universal expected behaviors. When there is a need for a consequence, the primary goal is to make it a 'natural consequence' that is tied into the behavior and allows for a teachable moment. There is a PBIS matrix (see appendices) that is utilized to prompt reinforcements and provide teachable moments for the students.

Attendance Information

Good school attendance is one of the first essentials to success in school and one of the components of the NGMS PBIS expectation of 'Be Responsible'. All students, parents, and staff are required to observe the compulsory school attendance law (s. 118.15). The State Statutes, Green County Ordinances, and Village of New Glarus Ordinances require that you adhere to attendance and truancy laws.

According to state law 118.15(1)(a), it is the responsibility of the parent or guardian to make sure that his/her child attends school daily during the full time that school is session. Wisconsin Statutes 118.15(1)(a) reads as follows: Except as provided under paragraphs (b) to (d) and Sub. (4), unless the child is excused under Sub. (3) or has graduated from high school. Any person having under control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the year in which the child becomes 18 years of age.

All children who are physically and mentally able are required by law to be in school from age 6-18. Students may only be legally excused because of illness. State law now requires that we list unexcused absences. Parents may excuse their children by calling the school office attendance line 527-2410, by the day's end of the absence.

When children become ill at school, parents are contacted and asked to pick up the child. Persons listed on the Emergency Information in Skyward will be notified if parents cannot be reached. A small health area is available for temporary use.

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Absence Procedures

Parents/guardians should call the school on the morning of an absence for the following reasons:

Excused Absences

- ***Illness***
- ***Family Illness (family responsibilities prohibit attendance)***
- ***Quarantine imposed by an official***
- ***Death in immediate family***
- ***Funeral for close relatives***

Note: The district may require the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid and shall not exceed 30 days. If parents cannot provide an excuse when required, the absence will be considered unexcused.

Truancy

“Truancy” means any absence of part or all of a school day during which the school was not notified of the legal cause of such absence by the parent or guardian of the absent student. Truancy will be referred to law enforcement for issuance of a ticket. Habitual truancy (unexcused absences) will be referred to the County District Attorney's office, or local law enforcement. "Habitual truancy" is defined as being unexcused absence for part or all of five school days within a semester. Additionally, students missing more than ten days of school during a school year may be considered truant regardless of the absence being considered excused.

The Principal shall make the determinations of truant students under District excused/unexcused policy and procedures. Parent/guardian notification of student truancy and review of Wisconsin requirements shall take place by phone or written contacts by the end of the second day after an unexcused absence.

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Tardy Information

In both student-learning and preparing for the transition into secondary and post-secondary options, it is crucial for students to learn the skill of punctuality.

In addition to classroom interventions, there will be consequences for tardies in multiple classes. For the whole school day, attendance records will be kept and monitored. When the student reaches 5 unexcused tardies in any combination of classes for a trimester, they will be called to the office and issued a detention to make-up time lost. If the student continues to record unexcused tardies, the following interventions will apply:

Tardy (total)	Consequence
10	Parent contact from student, Office Discipline Referral, Hallway Restrictions, PBIS Coaching
20	Parent conference, Hallway Restrictions
30	Parent conference, adherence to Tardy Reduction Plan/Contract

Transportation

In accordance to The Wisconsin Department of Public Instruction guidelines, The New Glarus School District provides transportation for students. Should parents/guardians choose to opt out of this service, they become responsible for their students arriving and departing school grounds at the posted times. Students are expected to follow the PBIS Matrix as included in this handbook while on the bus. This includes:

- *Respect toward the driver*
- *Find seat quickly*
- *Not blocking aisles*
- *2 students per seat*
- *Stay seated during travel*
- *Hands and articles in bus*

Students are not required to participate in the district’s transportation options. Alternative options not provided by the district include:

- *walking*
- *biking*
- *parent drop-off*

Note: There will be a drop-off/pick-up plan available at registration or in the office. There will also be crossing guards before and after school to assist in maintaining a safe environment for our students. Bike racks will be available for students to park their bikes (although bike racks are quite visible, vandalism does occur and the school cannot be held responsible).

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Positive Behavior Interventions and Supports (PBIS)

During the 2011-2012 school year, a team of teachers and staff members implemented a PBIS plan in the New Glarus School District. If you would like more in-depth information regarding PBIS, the Department of Public Instruction website offers a wealth of resources. The first part of PBIS is to directly teach children the expected behaviors throughout the school – cafeteria, playground, bathrooms, hallways, etc. Another aspect of PBIS is to “catch kids being good” and reward them. We emphasize the relationship among directly taught expectations, positive attitudes, and positive results. In the event that consequences are necessary, NGMS attempts to resolve the situation with ‘natural consequences’ and maximize the teachable moment.

Student Behavior

All students are expected to conduct themselves in a manner that reflects an understanding of their responsibilities as members of the New Glarus Middle School community and the rights of other students, faculty members, and visitors to our school. Violations of school or classroom rules create an unsafe environment and have a negative impact on a student’s ability to profit from educational experiences. Because every possible act of misbehavior cannot be anticipated, there cannot be a rule to cover every possible situation. Students are expected to use their common sense and act appropriately at all times, in accordance with the standards described within this handbook.

New Glarus Middle School utilizes three core expectations driven by PBIS – ‘Be Respectful’, ‘Be Responsible’, and ‘Be Safe’. These expectations are explained in more detail in multiple settings with the NGMS PBIS Behavior Matrix which is posted throughout the middle school and in the Appendix section of this handbook.

In the event where a student’s behavior warrants ‘office intervention’ or assistance beyond the classroom, the student receives an Office Discipline Referral (ODR). An ODR is an infraction that is documented and monitored by the Principal’s Office.

Academic Integrity

The policy for Academic Honesty can be found in Appendix 4 of this handbook. In most cases the teacher is granted the authority to exercise his/her good judgment in applying the range of consequences described. The principal has the authority to exercise judgment in determining an appropriate consequence, but should strive to follow the procedure as outlined.

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Students shall not engage in any act of deception or falsification of work product. This includes plagiarism by copying the language structure, idea and/or thought of another and representing it as one's own work, and verbal or written statement of untruth.

Student ID & Lanyards

Part of being the "Best Knight You Can Be" includes the responsibility to have student identification. Students will utilize their ID cards for lunch, printer/copier, library use, a hall pass, etc.

Dress/Apparel Expectations

Accountability for personal appearance of students in the New Glarus School District rests with the students and their parents/guardians.

Dress or grooming that could cause a health problem, a physical danger, a disruption or distraction to others or that sends a negative message will not be allowed.

The following guidelines concerning grooming and dress should be followed:

- Any apparel that promotes alcohol, drugs, or tobacco or displays profanity and/or sexually explicit material is forbidden. Any attire that implies a negative message regarding race, religion, or ethnicity, or otherwise depicting socially unacceptable subjects will not be allowed at school. Clothing with "double meaning" expressions about any of the previously mentioned items are not acceptable.
- Coats, jackets, and other forms of outside wearing apparel, including hats, caps, visors, hoods, bandanas, and other forms of head coverings are prohibited during the school day. The only headwear allowed will be for medical or religious purposes and with prior administrative approval.
- All shirts (tops) must hang down to at least the waistband and have a full front and back. Students shall have no skin or undergarments exposed from mid-thigh* to the armpit line*. See through shirts or blouses, bare midriffs, strapless, leg attire with rips that expose skin above mid-thigh, and/or backless outfits are prohibited. Straps and ties are acceptable if attached at both shoulders.
 - Mid-thigh: the point where tips of the thumb touch the thigh when arms are relaxed and at the sides will serve as the first level of staff intervention. It is then staff/principal discretion as to whether the pants are at 'mid-thigh'. This rule determination was created by the Principal's Panel (2012/2013).
 - Armpit line: the line that connects the upper armpits across the chest and around the back.

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- All pants must be secured at the waistband. Pants should not hang down to a point where the student's skin or undergarments are exposed.
- Appropriate footwear must be worn at all times. Specific requirements may be applied to certain classes due to safety concerns.

The final decision regarding appropriate dress will rest with the administration. This may include concerns regarding dress not mentioned in this policy that may affect the safety, health, or well being of the students of the school. We will allow for special considerations to be given for selected days or reasons as deemed appropriate by the administration.

Students not complying will be asked to change the non-compliant clothing. They will remain in in-school suspension until their clothes are changed (parents may bring a change of clothing to school). Habitual offenders will face disciplinary consequences.

Non-Discrimination

It is the policy of New Glarus School District 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, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, Wis. Stats. 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 and national origin), and Section 504 of the Rehabilitation Act of 1973.

The district encourages informal resolution of complaints under this policy. If any person believes that the School District or any part of the school organization has failed to follow laws and regulations, or in some way discriminated against students on the basis of sex, color, handicap, race, national origin, ancestry, creed, pregnancy, religion, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, he/she may bring or send a complaint to the School District Office at 1701 2nd Street, New Glarus, WI to the attention of the Superintendent. Complaints alleging a failure to reasonably accommodate a student's religious beliefs with regard to examinations and other academic requirements should also be sent to the School District Office for processing according to the set complaint procedure.

Lockers

Students will have access to their own personal lockers throughout the school day as a convenience. They are school property and should not be damaged

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or defaced. The school is not responsible for the loss or theft of items from lockers.

As students transition into NGMS, they will start as 6th grade students getting used to their lockers, organization, etc. During their second trimester, 6th grade students are introduced to locks and the expectation of using the lock on their locker (i.e. locking and unlocking, using combination, etc.). Student use of combination locks on their lockers continues through 8th grade. This allows for a smooth transition into high school where students have lockers with combination locks built into them.

Students and parents should be aware of the School District Search and Seizure Policy. The New Glarus Board of Education has charged school authorities with the responsibility of safeguarding the safety and well being of the students in their care. In discharge of that responsibility, school authorities may search school property such as lockers used by students, the person or their property, including vehicles of a student, in accordance with the District Search and Seizure Policy... if there is “reasonable suspicion” that a student has violated, or is violating, either a particular law or a particular rule of the school.

Cell Phones and Other Electronics

If students choose to bring cell phones or other electronic devices (i.e. mp3 players, hand-held games, etc.), they should be turned off and placed into the student’s respective locker. Students may also store their device in the middle school office until dismissal. Phones out in the classroom, or causing a disruption (i.e. “going off” in class) without teacher approval will be confiscated and given to the office. The administration may hold onto any cell phone or device being used without authorization, and parents will be asked to pick it up.

Parents have the ability to relay messages through the middle school office and that is the preferred method of communication. Additionally, students may request to use a phone in the middle school office if they need to contact their parents.

Substance Use Policy

The use of drugs, alcohol, and tobacco products of any kind by students poses a serious threat not only to their own well-being, but also to the well-being of the school system. Drugs and alcohol have no place in an educational environment where the goals are learning and growth, and they will not be tolerated during school hours or on school property or at any school sponsored activity or event. Actions include, but are not limited to:

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- Purchasing or attempting to purchase (prior or at school)
- Possession of drug paraphernalia
- Selling or distributing or intending or attempting to sell or distribute
- Using (prior or at school)
- Possession

Note: "Substance" is not only limited to alcohol and drugs. Restricted drugs such as prescription or over-the-counter drugs; steroids; and other products which may be misused (aerosols, solvents, etc.) also fall into the parameters defining "Substance".

Students who violate this policy will be subject to disciplinary action. The school will cooperate fully with the police to deal with violations of the law on school property.

Social Gatherings

Assemblies, dances, and other social gatherings will occur during the school year. These events, designed to be educational as well as entertaining, require those involved to adhere to behavioral expectations and safety precautions:

1. Students are expected to follow the PBIS expectations as listed in this handbook, which include:
 - a. Arrive to the destination quickly and quietly, remaining with your supervisor/group.
 - b. Give your attention to the program/event.
 - c. Follow the instructions of the staff members.

Administration

The administration reserves the right to issue consequences for acts of discipline not specifically stated herein. The administration also reserves the right to amend any provisions in this handbook. Any revisions will follow district guidelines and policies.

Communication

Whom to Call

Parents are encouraged to contact (i.e. email, phone, etc.) their child's teacher(s) with any questions or concerns that pertain to such items as homework assignments, special events, grades, tests, etc. Often it is possible to reach the staff members when calling, but if he or she is not available, a

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message will be taken or you can leave a message on the staff member's voicemail.

When parents need to get an important message to their child during the school day, the message should be left with the school secretary at (608) 527-2410. In order to minimize class interruptions, messages should be limited to important ones such as family illness or a parent being absent from home after school. Parents should prearrange with their children that forgotten lunches, PE clothes, instruments, or books will be left at the front office for the students to pick up during the day. In an effort to avoid interrupting classroom learning, calls will not be made to individual classes during the school day.

Visiting the School

Students are not to bring student visitors to school. Unauthorized visitors are prohibited from school grounds from 8:00 am to 3:30 pm. Additionally, students will not be released to individuals that are not guardians or listed on a student's emergency list. This includes middle school specific activities (i.e. dances, lock-ins, etc.). Community members are welcome to schedule appointments to meet with school personnel.

New Glarus Middle School provides opportunities for formal parent-teacher conferences along with the other buildings in the district. It is a chance for parents to check-in about the class or the student's progress, as well as an opportunity for parents and the student's team of teachers to work together as a team to find ways of helping a particular student. Because time is limited during the parent-teacher conferences, NGMS also practices an open-door policy for students and parents. Parents and students may request a team meeting at any point during the school year. This is a request that the school may make from time to time as well.

Reporting Procedures & Grades

The middle school report cards are issued online, and on paper at the parent's request, at the end of each trimester. NGMS utilizes learning targets as evidence of learning, students can earn one of two grade marks - Proficient or Emerging. A 'proficient' mark is earned if the student has provided evidence that they have met the learning target. An 'emerging' mark is earned the student is showing growth but not yet met the learning target set forth by the content.

In an effort to continue to grow in providing a comprehensive picture and foster understanding of the progress and learning needs of each student, NGMS will send communication home multiple times a month. The most

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common forms will be with individual progress reports and grade level and school level updates.

No School Procedures

Whenever school is to be closed due to bad weather it will be announced on local radio and television stations beginning as early as 6:30 AM. It is important that your child know where he/she should go due to an early closing. Arrangements with a neighbor or relative might be helpful. The school will *not* personally contact parents to inform them of the change.

Early closing will be posted on the school website and on local radio and television stations. We will also utilize the School-Messenger system with an automated message to the designated phone number listed in Family Access.

Note: Information is also available through the district website (www.ngsd.k12.wi.us).

Severe Weather

The New Glarus School District has implemented safety procedures for severe weather situations that occur while school is in session. Evacuation routes are marked in each classroom and the staff has been trained on the process to best provide the safety for our students.

Appendix 1

CHILDREN'S INTERNET PROTECTION ACT (CIPA)

The Internet is an extraordinary resource for students. Some information, however, is not suitable for students. In an effort to protect students who access the Internet through the school, Congress enacted the Children's Internet Protection Act (CIPA). CIPA requires that schools leave both technology protection resources and an Internet safety policy in place.

The school district has installed Internet Filtering devices. The school district has also established a policy, which outlines the guidelines for Internet use.

All students must have a signed Internet policy permission form on file in the office. The form is located in the middle school office.

Appendix 2

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the New Glarus School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, New Glarus School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the New Glarus School District to include this type of information from your child's education records in certain school publications.

Examples include: a playbill, the annual yearbook; honor roll or other recognition lists; graduation programs and videos; and sports programs.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.)

If you do not want the New Glarus School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 12, 2018. The New Glarus School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Grade level

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Parents also have the right to inspect certain surveys and to opt their children out of those surveys that collect, disclose, or use personal information from students, including materials designed to sell or market student information to others. The types of surveys include those created by third parties (outside of the school district). If a survey asks students for information in any of the following eight categories, parents have the right to inspect the survey:

- Political affiliations or beliefs of students or their family.*
- Mental and psychological problems of students or their family.*
- Sex behavior or attitudes.*
- Illegal, anti-social, self-incriminating, or demeaning behavior.*
- Critical appraisals of individuals with whom students have close family relationships.*
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.*
- Religious practices, affiliations, or beliefs of students or their parents.*
- Income (other than that required by law to determine eligibility for program participation or financial assistance).*

Appendix 3

BULLYING & HARASSMENT PREVENTION AND PROCEDURES

The New Glarus School District is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will have a zero tolerance of bullying or harassment in any form in our school. Our district defines bullying as follows:

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can

- | | |
|--|--------------------------------|
| - Physical (contact) | - Verbal (words/body language) |
| - Indirect (body language, technological communications, etc.) | |

be:

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Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Staff will:

- Closely supervise students in all areas of the school (hallways, bathrooms, bus line, cafeteria, parking lot). This includes all of the playgrounds in the New Glarus School District
- Watch for signs of harassment/bullying and stop it when it occurs
- Respond quickly and sensitively to bullying reports
- Take seriously parents' concerns about bullying
- Look into all reported bullying incidents
- Assign consequences for bullying based on the district's discipline code
- Provide immediate consequences for retaliation against students who report bullying
- Provide the option to the person being bullied to confront the person doing the bullying if he/she wishes to do so

Students will:

- Treat each other respectfully at all times
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Report bullying to a staff member or the office and complete an incident report
- Understand that bullying behaviors carry negative consequences and that retaliation will not be tolerated

Possible Consequences (but not limited to):

- | | |
|-------------------------------------|---|
| - Detention (lunch or after school) | - Suspension (In-School or Out-of-School) |
| - Office Referral | - Recommendation for Expulsion |
| - Police Referral | |

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Any student who **retaliates** as a result of the report will result in an **automatic in-school or out-of-school suspension**.

All assigned consequences will be kept confidential. Only the student involved, his/her parents/guardians, and appropriate staff members will be made aware of the outcomes.

Appendix 4

Academic Honesty Policy

Dishonesty, or cheating, is defined as:

- copying from others;
- having or using notes, formulas or other information in either written or programmable calculator or other technology based format without teacher permission;
- having or using a communication device such as a cell phone, pager, PDA or electronic translator to send or obtain unauthorized information;
- taking an exam for another student;
- providing or receiving information about all or part of an exam;
- having or using a “cheat sheet” that is not specifically authorized by the teacher;
- altering a graded exam and re-submitting it for a better grade; and
- working together on a take-home exam unless authorized by the teacher of the class where the take home exam is used.

Plagiarism in papers and assignments includes, for example:

- giving or getting improper assistance on an assignment meant to be individual work;
- acting as a provider of paper(s) for a student or students;
- making up data for an experiment (“fudging data”); and
- citing nonexistent sources (articles, books, etc.).

Examples of other forms of academic dishonesty include:

- misrepresenting academic accomplishments, such as tampering with computer records; and
- deceiving a teacher or making up a false reason or excuse to get special consideration on an exam or an extension for an exam or paper.

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Use of computers in any of the following ways is prohibited:

- Unauthorized copying of any software;
- Copying or using another student's data disk or flash drive information; and
- Unauthorized use of hard copy (printed material) to develop one's own software.

Disciplinary Actions

Any action taken with respect to cheating shall take into account:

- First, the rights of those students whose educational opportunity was diminished because of another student's dishonesty.
- Second, the rights of the student who has violated this policy and the need to provide an appropriate action.

Procedures for dealing with alleged academic dishonesty in grades 6th through 8th shall be cumulative throughout a student's academic career in the New Glarus Middle School, starting at 6th grade cumulative to 8th grade.

First Offense

The teacher, who observes the alleged dishonesty, will confront the individual student, preferably not in the presence of other students, provide a written description of the incident to the student and permit the student to respond by providing a written or verbal statement of his or her viewpoint. The letter grade "F" will be issued for the assignment in cases of verified academic dishonesty.

- Homework - The student will lose credit on the assignment and may receive a grade reduction for the marking period.
- Test or Quiz - The student will lose credit on that test or quiz and will receive a grade reduction for the marking period. Extra credit cannot be used to compensate for loss of credit due to dishonesty.
- Marking Period or Semester Exam - The student will lose credit on the exam and may receive a grade reduction for the marking period or semester.
- If the first offense occurs while a student is enrolled at New Glarus High School, the student will be ineligible for membership or continued membership in National Honor Society.
- The teacher will contact the parent/guardian by phone, make a documentation of the call, and send a copy of the disciplinary report

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(written description of the incident) to the parent/guardian. The parent/guardian is asked to verify receipt of same with a signature and return it to the teacher no later than the following school day.

- The teacher will submit a copy of the disciplinary report to the office of the principal.
- If the matter is not resolved, the teacher will refer it to the principal.

Second Offense

- Penalties and procedures as in the first offense; plus:
- The teacher, who observes the alleged dishonesty, will confront the individual student, preferably not in the presence of other students, give a written description of the incident to the student and permit the student to respond by providing a written or verbal statement of his or her viewpoint. The letter grade “F” may be recommended for the course in case of verified academic dishonesty.
- The teacher will submit a copy of the disciplinary report to the office of the principal.
- The principal will contact the parent/guardian by phone, make a documentation of the call, and send a copy of the disciplinary report (written description of the incident) to the parent/guardian. The parent/guardian will be asked to participate in a conference with the principal to discuss possible disciplinary action.

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Middle School Behavioral Matrix – 2018-2019

Behavioral Expectations	Arrival/Dismissal	Playground/MPR	Hallway	Bathroom	Cafeteria	Bus/Field Trips	Assembly
Be Respectful	<ul style="list-style-type: none"> *Talking voices (L2) *Follow directions of patrol/supervisors *Use appropriate language 	<ul style="list-style-type: none"> *Play by the rules *Take turns and cooperate *Use appropriate language 	<ul style="list-style-type: none"> *Quiet voices (L0-L1) 	<ul style="list-style-type: none"> *Give privacy to others *Quiet voices (L0-L1) *Use appropriate language 	<ul style="list-style-type: none"> *Include others *L1-L2 Voice *Positive conversations *Wait patiently in line 	<ul style="list-style-type: none"> *Follow directions of adults *Talking voices (L2) *Use appropriate language *Pay attention to speaker 	<ul style="list-style-type: none"> *Voices off (L0) *Pay attention to speaker *Respond appropriately when asked
Be Responsible	<ul style="list-style-type: none"> *Be on time *Wait in designated areas *Take care of personal items 	<ul style="list-style-type: none"> *Line up when whistle is blown *Put away equipment 	<ul style="list-style-type: none"> *Walk on right side of the hall *Go directly to destination *Quick and appropriate when in the hallway 	<ul style="list-style-type: none"> *Flush toilet and wash hands *Put trash in trash cans *Quick and appropriate when in the bathroom 	<ul style="list-style-type: none"> *Bring your ID *Clean up after yourself *Follow directions *Transition quickly, quietly and wisely 	<ul style="list-style-type: none"> *Appropriate participation *Take care of personal items *Clean up your area *Model appropriate behavior 	<ul style="list-style-type: none"> *Sit flat *Enter/leave quietly *Choose your seat for success *Model appropriate behavior
Be Safe	<ul style="list-style-type: none"> *Control hands, feet and body *Walk *Use crosswalks and sidewalks *Walk bike in areas with walkers present *Follow assigned route 	<ul style="list-style-type: none"> *Control hands, feet and body *Use equipment as taught 	<ul style="list-style-type: none"> *Control hands, feet and body *Walk 	<ul style="list-style-type: none"> *Water stays in the sink *Control hands, feet, and body 	<ul style="list-style-type: none"> *Wash hands *Be aware of food allergies *Walk *Control hands, feet and body 	<ul style="list-style-type: none"> *Sit flat *Control hands, feet and body 	<ul style="list-style-type: none"> *Control hands, feet and body *Stay seated until dismissed

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Middle School Classroom Matrix – 2018-2019

Behavioral Expectations	6-8 Classroom	Survey	Music/Band/Choir	Physical Ed.	Library	Technology
Be Respectful	<ul style="list-style-type: none"> *Pay attention to speaker *Follow directions the first time *Respond to others positively *Follow dress code 	<ul style="list-style-type: none"> *Pay attention to speaker *Use appropriate language/voice level 	<ul style="list-style-type: none"> *Pay attention to speaker *Use appropriate language/voice level 	<ul style="list-style-type: none"> *Pay attention to speaker *Follow directions the first time *Include all classmates *Encourage others 	<ul style="list-style-type: none"> *Pay attention to speaker *Use appropriate language/voice level 	<ul style="list-style-type: none"> *Pay attention to speaker *Put away and plug in computers as taught *Carry technology appropriately
Be Responsible	<ul style="list-style-type: none"> *Complete assignments on time *Keep electronics charged *Bring ID as pass *Try your best *Take care of personal/classroom items *Be prompt and prepared 	<ul style="list-style-type: none"> *Use work time productively *Take only the materials you need *Try your best *Follow directions the first time 	<ul style="list-style-type: none"> *Enter and leave quietly and quickly *Follow directions the first time *Try your best 	<ul style="list-style-type: none"> *Play by the rules *Actively participate *Try your best 	<ul style="list-style-type: none"> *Enter and leave quietly *Follow directions the first time *Return library materials on time *Put materials back where you found them 	<ul style="list-style-type: none"> *Use only school appropriate websites *Log off computers *Know usernames and passwords *Keep devices food and liquids free
Be Safe	<ul style="list-style-type: none"> *Keep chair flat on floor *Keep electronic cords out of the way *Control hands, feet and body *Keep aisles clear 	<ul style="list-style-type: none"> *Use materials as taught *Control hands, feet and body *Walk 	<ul style="list-style-type: none"> *Use materials as taught *Control hands, feet and body 	<ul style="list-style-type: none"> *Use equipment as taught *Control hands, feet and body *Stop activity when asked 	<ul style="list-style-type: none"> *Use materials as taught *Control hands, feet and body *Keep chair flat on floor 	<ul style="list-style-type: none"> *Keep computer areas clean, dry and organized *Control hands, feet and body