



# Ellsworth Community Middle School

## STUDENT HANDBOOK 2014-2015

Mr. Jon Dodge  
Principal

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Ellsworth, Wisconsin 54011

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Assistant Principal

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### MISSION STATEMENT

All students can and will learn when their individual academic, social, physical and emotional needs are met. Through collaboration, our learning community will facilitate the transition of students to become independent learners in a safe and secure environment.

### SCHOOL THEME

Ellsworth Middle School is devoted to the theme “Leading with Character” by focusing on nine character traits that will be promoted in all schools and community. **The Panther Way** includes: **Respect, Responsibility, Citizenship, Compassion, Perseverance, Courage, Cooperation, Honesty, and Positive Attitude.**

Use the **nine positive character traits** in your relationships with:

Administrators, Aides, Bus drivers, Classmates, Custodians, Parents, Secretaries, Teachers and Visitors to our building

It is important to realize that the 9 traits of our theme must be incorporated into our lives.

### Visitors

Due to the potential disruption of the educational settings, student visitors will not be allowed in school during the school day. **All other visitors must report to the building office.** Visitors will receive a visitor’s pass or will be accompanied by a staff member.

### NON-DISCRIMINATION

The Ellsworth School District complies with the law that states:

No person may be denied admission to any public school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity. **The Ellsworth Community School District does not discriminate on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.**

REGULAR SCHEDULE #1

7:35 - 8:20	Period 1	
8:23 - 9:08	Period 2	
9:11 - 9:56	Period 3	
9:59 -10:44	Period 4	
10:44 -11:14	Lunch	Gr. 5
10:47-11:06	Resource	Gr. 7
11:06-11:36	Lunch	Gr. 7
10:47 -11:32	Period 5 Class	Gr. 6 & 8
11:39-12:24	Period 6 Class	Gr.7
11:32-12:02	- Resource	Gr. 5
11:32-12:04	- Lunch	Gr. 6
12:05-12:24	- Resource	Gr. 6
11:54-12:24	- Lunch	Gr. 8
12:27-1:12	Period 7	
1:15-2:00	Period 8	
2:03-2:50	Period 9	

arrival  
time.

**EMERGENCY SCHOOL CLOSING**

The closing of school because of emergency conditions will be announced on the following radio stations:

- WCCO Twin Cities 830 AM
- KCUE Red Wing 1250 AM 105.9 FM
- WEVR River Falls 1550 AM 106.3 FM
- WCCO Ch. 4 Mpls./St. Paul
- KSTP Ch. 5 Mpls./St.Paul
- KARE Ch. 11 Mpls./St.Paul

EARLY OUT SCHEDULE # 2

Time	Grades
7:35-8:04	Period 1
8:07-8:36	Period 2
8:39-9:08	Period 3
9:11-9:40	Period 4
9:43-10:12	Period 6
10:15-10:44	Period 7
10:44-11:14	Period 5 Gr. 5 & 7 Lunch
11:16-11:46	Period 8 Gr. 6 & 8 Lunch
11:49-12:20	Period 9

Bells Ring  
At:

Schedule 1	Schedule 2
7:15	7:15
7:30	7:30
7:35	7:35
8:20	8:04
8:23	8:07
9:08	8:36
9:11	8:39
9:56	9:08
9:59	9:11
10:44	9:40
10:47	9:43
11:16	10:12
11:19	10:15
11:32	10:44
12:04	10:47
12:07	11:16
12:52	11:46
12:55	11:49
1:40	12:20
1:43	12:30
2:28	3:00
2:31	3:15
2:50	
3:00	

Late starts  
determined  
by the

**STUDENT SERVICES AND PROGRAMS**

**Activities**

The Ellsworth Middle School offers a variety of different activities for you throughout the year. Activity fees do apply. **No refunds of activity fees to students that have competed in an activity.**

**After School Sports/Activities**

- Cross Country (Grades 6-8)
- Football (Grades 7-8)
- Volleyball (Grades 7-8)
- Basketball (Grades 7-8)
- Wrestling (Grades 6-8)
- Track (Grades 7-8)
- Student Council (Grades 5-8)
- Annual Staff (Grade 5-8)
- Forensics (Grades 7-8)
- Solo/Ensemble (Grades 7-8)

**Child Study Teams**

CST is a program that attempts to reduce academic failures by identifying and helping those students who are failing academically. Faculty team members will interact with these students in various ways to promote the need for personal academic responsibility and self-pride.

**ESAP/ALT. ED.** (Ellsworth Schools Accountability Plan) and (Alternative Education)

It is our belief that students should do the assigned work to the best of their ability in any classes offered and that all classes taught at the school are of value and importance to our students. The following steps are being used at Ellsworth Middle School to foster

academic accountability and reach success beyond the middle school years.

1. Teachers will communicate with parents/guardians when a student is in danger of failing.
2. Teachers will be available to students until 3:30 p.m. on days they are not assigned other responsibilities by the school.
3. Summer school will be required for students who have not successfully completed course work. Summer school curriculum will be similar to course work from each class.
4. If a student fails a course and does not remediate the work during summer school, the student may be retained or a split grade schedule may be followed during the subsequent school year. Thus, a student may have some 9<sup>th</sup> grade classes with 8<sup>th</sup> grade classes, or 8<sup>th</sup> and some 7<sup>th</sup> etc. Students may, with hard work, be able to catch up during the year if their essentials are mastered.

It should be noted that the entire staff at the Ellsworth Middle School will, do everything possible to help our students to master the course work. **It is up to our students to take the responsibility to do the work, accept this help and make an honest effort to master all material taught.**

## Guidance and Counseling

All students are encouraged to visit his or her school counselor or social worker at least once during the school year. The best time to meet is during a student's resource time, study hall or during the lunch period. If a student has immediate needs, other arrangements will be made. Students, parents and community members are encouraged to make an appointment with a member of the guidance team.

### Guidance Team

Mr. Pajac – School Counselor

\*\*\*\*\*-School Counselor

The Guidance & Counseling Staff at the Middle School provides the following services:

Classroom guidance groups & activities.

Parent education and conferences.

Mentoring programs.

Individual Career Portfolios (ICP).

Involvement in mental health groups, individual and group counseling, lunch groups, crisis intervention, state, national, and community testing, tutoring and monitoring services, registration of new students and transition from grade levels.

All information shared with the counselor is confidential unless it involves a plan to harm self or others or child abuse or neglect (defined by WI statutes). In these situations, school counselors and all educators are mandated by law to report this information.

8<sup>th</sup> grade students and their parents will all be meeting with a counselor to talk about future planning and to take a look back at their successes and challenges during middle school. This will be a positive time for the student, parent, and counselor to re-connect before going to high school. More information will be sent home as those dates approach.

## Physical Education

Middle School Physical Education is a required class that can be both fun and exciting. Many new enjoyable activities and concepts will be introduced which will encourage a healthy lifestyle. The following guidelines will be followed for Physical Education:

- Appropriate athletic attire must be worn: secure tennis shoes, socks, T-shirts and shorts. Sweats are recommended for outside activities. Long hair must be tied up and kept out of eyes.
- All students are encouraged to shower after each session. Bring your own soap and deodorant. No glass containers, aerosol sprays, food or beverages will be allowed in the locker rooms.
- Students will participate in each session unless they bring a signed note from home and signed by a principal. A written statement from a doctor is required when a student is unable to participate for an extended period of time. Alternate activities will be provided if possible.
- Students in grades 6-8 must use the locker assigned to them and lock their valuables for safe keeping.
- **Student grades will be based on their attitude, participation, skill improvement, and written skill tests.**

## Media Center



The Ellsworth Middle School Media Center is a repository of reading and audio-visual materials for you to use and enjoy. Please observe these guidelines when you use this facility:

- You are welcome in the media center with your class or a pass from a teacher.
- **Students are expected to read, work and/or look for materials quietly.**
- Books may be checked out over a 2-week period. Materials may be renewed. Reference books may be checked out overnight, but must be returned before school begins the next day. Materials lost or damaged must be paid for.
- Observe school rules and expectations: Respect, Responsibility, and Ready to Learn.
- Disruptive activity or interfering with other students' rights to study will not be tolerated. If your cooperation in maintaining proper media center behavior is not achieved, your right to use the media center during the day will be taken away.

## Student Conduct

The purpose of this section is to explain what is necessary to insure that a positive atmosphere conducive to learning is present at Ellsworth Middle School. In order to do this, a student's rights must be balanced with his/her responsibility to practice positive character traits through good behavior.

The following are listed as guidelines for expected positive behavior.

### Students should:

- Attend all classes daily and be on time.
- Be prepared to come to class with appropriate working materials.
- Refrain from profane or inflammatory statements.
- Be respectful to all individuals and property.
- Conduct themselves in a safe and reasonable manner.
- Be well groomed and clean.
- Be responsible for their own work.

- Abide by the rules and regulations set forth by the school and individual classroom teachers.

### **In order to achieve the shared responsibility for the maintenance of good behavior, Parents should:**

- Regularly communicate with the school concerning their child's conduct and progress.
- Insure the daily attendance of their child and promptly report and explain absences or tardiness.
- Provide the resources for the child to complete their work.
- Assist their child in being healthy, well groomed, and clean.
- Discuss report cards and assignments with their child.
- Maintain up to date home, work and emergency telephone numbers at the school.

## **Student Dress Code**

Student dress is defined as clothing, jewelry, make-up, body piercing and hair style, all of which could violate this policy in specific situations causing health concerns, safety concerns, or disruption of the learning environment.

Students are expected to exercise good judgment and to dress in clothes which are comfortable and appropriate for the weather. **Not all clothes are appropriate for school.** Students are not to wear clothes or decorate themselves in a way that presents a health or a safety hazard, implies harassment, detracts in any way from the learning process or learning environment, implies gang affiliation, etc. They are also not to wear clothing that advertises mood-altering chemicals, alcohol, or tobacco products or contains inappropriate language. Bare feet are not acceptable for public health reasons.

The coach/advisor and principals shall determine the dress code for students participating in extra curricular activities, which represent the school. Adherence to the established dress code will be mandatory for participation.

Enforcement of the dress code policy will be done in a non-discriminatory way. In addition, the following guidelines for student dress and appearance will be in effect:

1. Upon entering the building, all students (male and female) are to secure all hats (head coverings) and coats/jackets (including windbreakers) in their assigned lockers. These items are to remain in the locker until the end of the school day.

2. Clothing cannot be worn that implies gang membership or affiliation.
3. Shoes are required to be worn at all times.
4. Clothing on which is imprinted suggestive, objectifying, obscene material "with double meaning" will not be permitted during the regular school day or at any school-sponsored activity.
5. Clothing which refers to illegal drugs, alcohol, or tobacco products is not to be worn during the school day or other school sponsored activities.
6. Bare midriffs, and low cut shirts and pants are not appropriate for school. In warm weather students may wear shorts, however, short-shorts and bicycle shorts will not be permitted.
7. Clothing that implies harassment, intimidation, or discrimination may not be worn during the school day or other school-sponsored activities.
8. Chains and other decorative items that could be used as weapons or present a safety hazard will not be permitted.
9. All backpacks must be left in lockers at the beginning of the school day.

Administrative Procedure: Reasonable and appropriate dress and grooming standards will be required for all classes and school-sponsored activities. Students will be suspended from class attendance for being inappropriately dressed. A referral will be made to the parents and the student will be required to remove or change the offensive article. Other consequences including a parent conference and/or suspensions may follow repeat offenses or refusal to comply with requests.

#### THE STEP SYSTEM DISCIPLINE PLAN

When actions taken by the teacher have failed or the rule infraction is of a serious nature, the incident will be reported to a principal for investigation and action. The consequences of the infraction will depend upon the severity of the offense and the previous discipline record of the student. In order to incorporate these two factors, a progression of consequences called the step system has been adopted. A student who is referred for violating a rule contained within this code will receive the consequences that correspond to the entry-level step for that offense. With each successive referral the student will be advanced up the step system at least one step depending upon the severity of the offense.

#### THE STEP SYSTEM

Step 1: Referral to principal for conference, incident filed in student folder, possible parent notification.

Step 2: Principal conference, assign one detention, parent notification by phone or mail.

Step 3: Assign two detentions; notify parents by phone or mail.

Step 4: One day in school suspension.

Step 5: Two days in school suspension, parent conference to complete behavioral contract.

Step 6: 1-3 days out of school suspension.

Step 7: 3 days out of school suspension, parent conference for readmittance.

Step 8: 3 days out of school suspension and all succeeding violations will be treated with a step 7. Parent conference required for pre-expulsion contract.

Step 9: Five day out of school suspension pending pre-expulsion hearing before the school superintendent.

#### Good Conduct Clause

Each period of 20 school days without a referral will result in the reduction of one step. Students will begin each year at the bottom of the scale (Step 0).

#### SEVERE INFRACTION CLAUSE

Examples of severe infractions are: These examples may lead to a student being placed on Step 4 or higher in the discipline step system on the first offense.

1. Fighting, threats, or harassing students or school personnel.
2. Insubordination or defiance of authority. Disregard of reasonable requests, directions or commands by school personnel.
3. Disruptions that interfere with the learning process.
4. Vandalism or theft.
5. Use or possessing disruptive or explosive devices weapons or any paraphernalia associated with these items. Any student with a gun at school illegally will be expelled for no less than one year by Wisconsin statute.
6. Involvement in an activity that may threaten the safety of others.

7. Tobacco use or possession anywhere in the building or on the grounds or at a school sponsored event on or off school grounds. Police referral will accompany this.

8. Alcohol or drug use or possession on school grounds or at a school sponsored event. Police referral will accompany this, School Board Policy.

9. Any act that is covered under the disorderly conduct statute, 947.01 Wisconsin State Statute, 9.01 Ellsworth Village Ordinance. Violations of the Severe Clause may result in:

- a. Automatic step 4 or beyond in discipline
- b. Parent notification
- c. Police notification when appropriate

### **ALC (Alternative Learning Center)**

The ALC is a supervised time-out area where students are placed while not allowed in class. Students may make up work assigned while in ALC. Students may be suspended rather than receive ALC if the principal or assistant principal feels that suspension is in the best interest of either the student or the school.

### **ISS (In-School Suspension)**

Students are prohibited from attending classes or participating in after-school activities when serving ISS. Students will be given an opportunity to make up work.

### **OSS (Out of School Suspension)**

Students are to remain off school property for the period of OSS. This includes all school activities on the day(s) of OSS. Students will be given the opportunity to make up work.

### **Expulsion**

The school board may expel a student from school whenever it finds the student guilty of repeated refusal or neglect to obey the rules, or finds that the 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 mean of explosives, or finds that the student engaged in conduct while at school or while under the supervision of a school authority which endangers 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 endangers the property, health, or safety of others at school or under the supervision of school demands his/her expulsion (S.1220.12 (1) (c)).

Not less than 5 days, written notice of the hearing shall be sent to the pupil and, if the pupil is a minor, to his/her parent or legal guardian, specifying the particulars of the alleged refusal, neglect, or conduct,

stating the time and place of the hearing that the hearing may result in the pupils expulsion, and stating that the hearing may be closed at the request of the pupil, or parent if the pupil is a minor. The written notice shall include a complete copy of the current version of 120.13 (1) (c) Wis. Statutes.

The pupil and, if the pupil is a minor, his/her parent or legal guardian may be represented at the hearing by legal 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, his/her parent or legal guardian may appeal the expulsion to the state superintendent. An appeal from the decision of the state superintendent may be taken within 30 days to the circuit court of the county in which the school is located.

### **3 Strikes -- You're Out**

**3 Strikes - You're Out** is a program for dealing with repeated, inappropriate behavior **outside of the classroom**. Strikes may fall into one or more of these categories:

- Profane / inappropriate language or actions.
- Damaging or potentially dangerous actions.
- Disruptive behavior contrary to school policy.

Student strike slips are turned into office personnel by teachers and staff members who witness inappropriate student behavior outside of their normal classroom duties. The offending student will be informed by that staff member that the behavior is not appropriate and that a strike slip will be turned in. Two hours of school detention will be assigned each time that three strikes per quarter are accumulated. The offending student and their parent or guardian will be notified of the three strikes and the detention assignment by the assistant principal. For students who have advanced to Step 1 or beyond, the assistant principal may determine that the student will advance to a higher level for repeated strike 3 offenses.

### **Detention-After School**

Detentions are assigned only by the principals for one hour. Parents are notified in writing or by phone in advance. Detentions will be served from 2:55 - 4:00. If schoolwork is not being done, dictionary translation or similar activities may be assigned by the detention monitor. Failure to follow the rules will result in credit for the night being denied. Students need prior administrative permission (principal or assistant principal) to be excused from detention. An excused absence on the day of an assigned detention may excuse a student from detention (to be made up on the next detention date

scheduled). Unauthorized absences from a detention assignment within a given school year will result in a consequence given according to the following schedule:

- 1st - Placement at step 3 in the step system listed in the student conduct section.
- 2nd –Placement on Step 4- 1 Day ISS, parent contact required for re-admission to classes.
- 3rd – Placement on Step 5- 2 day ISS, parent conference required for re-admission to classes.
- 4th - (and each succeeding detention skip) - Placement on step 6 of the step system listed in the student conduct section.

Failure to serve an assigned detention night and the resulting consequence does not drop the detention obligation. The detention must still be served at a later date. Many times detention schedules will conflict with student work schedules, athletic participation and personal commitments. Detention will prevail unless prior clearance is granted.

## **Bullying**

Ellsworth Middle School is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. We encourage the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. We will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business.

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. 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; however this type of bullying behavior need not be based on any of the legally protected characteristics. It includes, but is not necessarily limited to such behaviors as psychological, verbal, physical, cyber-bullying, intimidating, menacing, coercing, name-calling, taunting, making threats, stalking and hazing.

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. For more detailed information see: Bullying Policy 5517.01 or <http://www.neola.com/ellsworth-wi/>

## **Harassment**

Harassment means behavior toward a student or group of students based, in whole or in part, on their sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other characteristic protected under State, Federal, or local law, which substantially interferes with the student's school or academic performance or creates an intimidating, hostile, or offensive school environment. Harassment may include student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include graffiti containing offensive language; name calling, jokes, or rumors; threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability); notes or cartoons; slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes; a physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

## **Sexual Harassment**

Sexual harassment deserves special mention. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education

B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;

C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include, but is not limited to:

1. Unwelcome verbal harassment or abuse;
2. Unwelcome pressure for sexual activity;
3. Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
4. Unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
5. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
6. Inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life.
7. Unwelcome behavior or words directed at an individual because of gender;

Examples are:

1. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
2. Rating a person's sexuality or attractiveness;
3. Staring or leering at various parts of another person's body
4. Spreading rumors about a person's sexuality;
5. Letters, notes, telephones calls, or materials of a sexual nature;
6. Displaying pictures, calendars, cartoons, or other materials with sexual content.

## **Racial Harassment**

A comment regarding a person's ethnic make-up is racial harassment. Examples include: ethnic name calling or making negative comments about a particular ethnic group.

## **Physical Harassment**

Unwanted behavior of a physical nature is physical harassment. Examples include: pushing, striking another student, or causing harm. (See fighting below.)

## **Intimidation**

Threatening to cause harm is intimidation. Examples include: telling someone to watch his/her back, telling someone that someone else is going to beat him/her up, or getting in someone's private space.

## **Fighting**

Fighting is any act of hostile bodily contact and will not be tolerated on school property or while going to or from school (including any activity under school sponsorship).

### **Level 1: Scuffle**

A scuffle is an altercation between individuals that involves pushing and shoving but no blows are exchanged. **Consequence:** 1 strike; if injury, step 1, 2, 3.

### **Level 2: Fight**

A fight is an altercation between individuals that results in an exchange of blows.

**Consequence:** Step 1, 2, 3, 4; possible referral to law enforcement under disorderly conduct, battery.

Both parties involved are to be equally disciplined and share damages, unless either is on a step which may warrant greater consequences.

## **Students to Staff**

### **Insubordination**

Insubordination is the willful failure to respond or carry out a reasonable request by authorized school personnel. **Consequence:** Step 1, 2.

### **Disrespect**

Disrespect means to insult, call derogatory names, use obscenity toward, dishonor, or in any other manner abuse verbally or in writing any member of the school staff. **Consequence:** Step 1, 2, 3, 4; may be referred to law enforcement.

### **Threatening or intimidating acts**

Threatening or intimidating acts (verbally or by gesture) which threaten the well-being, health or safety of any member of the school staff will not be tolerated. **Consequence:** Step 3, 4; may be referred to law enforcement.

### **Physical Attack**

The act of physically assaulting any member of the school staff on school property or at any activity under school sponsorship will not be tolerated. **Consequence:** Step 5, 6, 7; notification of law enforcement.

### **Lighters and Matches**

Possession of lighters or matches: **Consequence:** Step 1.

Use of lighters or matches: **Consequence:** Step 2; may be referred to law enforcement.

### **Alcohol and Other Drugs**

See the school board policy in the appendix of the supplemental student handbook. **Consequence:** Step 5; will be referred to law enforcement.

### **Tobacco**

The use of cigarettes and/or chewing tobacco poses a major health risk to student and adults alike. The Ellsworth Community School District is dedicated to the re-education of tobacco use by American youth.

The Ellsworth Middle School and its properties are "Smoke Free Zones" that prohibit the possession and/or use of cigarettes, e-cigarettes or chewing tobacco. The use or possession of tobacco by a student will result in the following: **Consequence:** Step 3; Parent notification, referred to law enforcement (Ellsworth Village Ordinance 425).

### **Tobacco Education and Cessation Programs**

Thanks to the cooperation of the Ellsworth Village Police Department, a student found in possession or using tobacco on school grounds during the school day for the **first time** will be offered the opportunity to enroll in a "Tobacco Education Program" offered through the Ellsworth Middle School. Successful completion of this program will eliminate the fine associated with the Ellsworth Village Ordinance.

### **Weapons**

The Ellsworth Community School District strictly prohibits the presence of weapons in schools. The definition of a weapon is taken from the Federal Gun Free Schools Act as follows:

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.

- The frame or receiver of a weapon described above.
- Any firearm muffler or firearm silencer.
- Any explosive, incendiary, or poison gas including a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device.
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
- Any combination of parts either designed or intended for use in converting any device to any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

No person shall possess, use, or store a weapon on school property, on school buses, or at any school-related event. This prohibition does not apply to law enforcement officers or military personnel discharging their official duties, or to adults teaching archery or the proper use of firearms such as in hunter safety or physical education courses.

The building principal may allow weapons in the building for purposes of demonstration or educational presentations. This approval must be in writing and granted prior to the weapon being brought to the school. The weapon shall be maintained in the possession of the principal except during the actual demonstration or presentation.

Any student violating this policy shall be subject to penalties outlined in state law. Violators will be reported to law enforcement officials for prosecution. Parents will be notified as soon as possible. The student will be suspended pending an expulsion hearing before the school board. Any student who brings a weapon to school (as defined by the Federal Gun Free Schools Act) or a school sponsored event will be expelled from school for a period of not less than one year as required by law. The school board may modify the conditions of expulsion on a case-by-case basis.

Additionally, students are forbidden from knowingly and voluntarily possessing, handling, transmitting or using other instruments in school or on school property/events that are ordinarily or generally considered to be a weapon. Any object which could be used to injure another person and which has no school related purpose for being in school or on school grounds will also be considered a weapon to be dealt with below.

Examples of instruments ordinarily or generally considered to be weapons: knives, lead pipes, chains, chuck sticks, throwing stars, darts, metal knuckles, blackjacks, unauthorized tools, chemicals, explosives and firecrackers. **Consequences:** Suspension (Step 5, 6) or expulsion (Step 7) law enforcement referral will be used to pursue the enforcement of federal, state and village laws that deal with the presence or use of weapons in Ellsworth Middle School.

### **Disorderly Conduct Violations**

Ellsworth Middle School is a place of business, and that business is education. The following Ellsworth Village Ordinance will be invoked with law enforcement notification whenever deemed appropriate in an attempt to neutralize disruptive behavior and maximize an environment conducive for education: "Whoever, in a public or private place, engages in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance is guilty of a class B misdemeanor". (Ellsworth Ordinance #9.01, SS 947.01). **Consequence:** Step 2,3,4 and referral to law enforcement

### **End of the Year Violations**

Violations occurring towards the end of the school year will be dealt with more severely than those occurring earlier in the year. **Consequence:** Step 4 and above.

### **General**

Any illegal act committed (i.e. vandalism, theft, acts named above) **will be** referred to law enforcement. When this referral takes place, any further action, including charges filed, will be at the discretion of law enforcement officials. This would be in addition to school consequences (Step 2,3,4).

### **Police Interviews**

All interviews, interrogations or questioning of students at school will be conducted as discreetly as possible with regard for fundamental fairness and protection of legal rights. Parents will be notified, if possible, and a school representative will be present unless the student requests otherwise.

### **Wisconsin Act 335**

#### **Removal of Pupils from Class**

(Please see Student Supplemental Handbook for complete Wisconsin Act 335 information)

#### **What are the grounds for disciplinary removal from class?**

A student may be removed from class for conduct or behavior which: violates the District's policies regarding suspension or expulsion; violates the behavioral rules and expectations set forth in the Student Handbook; is disruptive, dangerous or unruly; which otherwise interferes with the ability of the teacher to teach effectively; or which is incompatible with effective teaching and learning in the class.

### **Attendance**

Notification will be made by the school to parents of students who have acquired absences (excused and unexcused) for the school year totaling all or part of **5 days, 10 days, and 15 days**. All absences after the 15th day (excused or unexcused) not verified by a M.D., chiropractor, or Christian Science practitioner, will be unexcused (consistent with local school board policy). **See: Student Supplemental Handbook for complete policy or District website.**

### **Re-admission/Leaving School**

Students returning from an absence or who wish to leave school during the school day should present notes from a parent or guardian at the Attendance Window prior to the beginning of school. Late arrivals to school and any other attendance matter to be dealt with during the day must be handled through the main office. Truancy will begin at 8:15.

### **Guidelines**

- When returning from an absence, students will present a **written explanation** to the Attendance Officer that must be signed by a parent or guardian, dated, and includes home phone number or phone number at work if both parents work outside of the home.
- Before approaching the Attendance Window, each student will fill out the first three lines of a white blank re-admission slip to be presented to the Attendance Officer, along with the written explanation. The remainder of the re-admission slip will be filled out and signed by the Attendance Officer.
- Should a written explanation be left home, proceed as above. The absence will be recorded as unexcused (no note) but will be changed to excused when a written explanation is presented indicating that it should be.
- Vacations or the like need to be **PRIOR APPROVED** by the Attendance Officer. Those absences not prior approved may be deemed unexcused.
- **Tardiness** to school or during school is often habit forming; however, an occasional late arrival can happen. The written explanation must be specific enough to indicate whether the tardy is excused. Tardiness due to oversleeping,

missing the bus, or having car trouble is generally not excusable. On the fourth unexcused tardy per quarter and on each ensuing fourth one, detention will be assigned.

Tardiness in a class period will be recorded by each teacher and on the 4<sup>th</sup> tardy in the quarter an after school detention will result. Multiple unexcused tardiness in different classes will result in an after school detention, at the discretion of the principals.

- Students arriving on a school bus, in a private vehicle, or walking to school are to enter the building immediately. Under no circumstances should a student leave the school grounds unless presenting a written explanation **IN ADVANCE** to the principals and securing a signed blue off-campus pass.
- Students participating in any school activity are not to leave the school grounds during the time between school dismissal and the end of the activity unless a signed note from a parent or guardian has been filed with the Attendance Officer.
- Students remaining after dismissal time must be under the direct supervision of a faculty member.

### Assignments - Make Up

Students are responsible to make up all work missed because of absenteeism. Students must ask the teacher for the work missed and complete it to the satisfaction of the teacher. We encourage vacations be taken during scheduled breaks in our calendar.

### Health



Students who become ill during the day are to notify their teacher and the office. In case of illness at school, the student is to get a pass from the teacher to go to the office except in an emergency. Parents will be notified if you should not remain in school. No student may leave school at any time unless they have received permission to leave school from the principal, assistant principal or their designee.

- Over-the-counter medication will not be given to any student by any school personnel without proper written authorization by a parent. Prescription medication will be dispensed by school personnel only if there is proper written authorization from a physician and parent. Forms are available in the supplemental student handbook, in the main office, and in local medical offices.
- Parents must inform the school if their child contracts a communicable disease.

### Accidents-School Related

Every accident in the school building, on school grounds, riding buses, at practice sessions, or at a school sponsored events must be reported immediately to the person in charge and to the school office.

### Care of School Property

The Ellsworth School District has provided buildings and facilities for your use. It is your responsibility to maintain pride in its appearance and condition. We expect all students to use care and good judgment at all times. Several mechanical devices such as light switches and thermostats are placed about the building for our comfort. Do not tamper with them. Vandalism will not be tolerated.

### Lost and Found

Students who find articles are asked to turn them into the office. Students who have lost an article should notify the office. If the article has been turned in, it can be identified and claimed.

### Textbooks

All textbooks and supplementary books are furnished by the Public School System. They are the property of the school district. No fee will be charged for the use of these books. Books lost or destroyed will be paid for by the pupil to whom the book was issued. All textbooks issued to students must be properly covered.



### Lockers

Definition: For the purpose of this policy, desks and other storage areas provided for student use are included in the definition of “locker”.

The Ellsworth Community School District provides lockers for the convenience of students to be used solely and exclusively for the storage of outer garments, footwear, and other school-related items. No student shall use the locker for any other purpose.

The locker assigned to a student is the property of the School District. At no time does the District relinquish its exclusive control of such lockers provided for the convenience of students. A locker and its contents, whether locked or unlocked, may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. The search may be for any reason, any time, by the district administrator, a building principal, an assistant principal, a school employee specifically designated by the district administrator or building principal, or a law-enforcement or other agency official at the request of or in conjunction with school authorities.

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

If your locker is damaged in any way during the school year, report the damage immediately to the office. If damage is not reported, the student to whom the locker was assigned will be held accountable.

Under NO circumstances will you swap or share your locker with others without permission from a principal.

Any internal decoration of lockers must be of a temporary, non-damaging nature. Use of decals, stickers, dry-erase markers, or tape is prohibited. **Magnets** may be used. All decorations must be removed the day before the last day of school.

***Locks used on all lockers must be purchased through the middle school office with locks keyed through the school master key system.***

**Students must keep lockers locked at all times.**

### **School Agenda (Student Planner)**

The printed *School Agenda* that you purchase at the beginning of the school year will serve many purposes. It will serve as an assignment notebook for future reference at home by students and parents. It is loaded with valuable educational material. **Your School Agenda also contains hall passes that are the only means by which a student may use the restroom or travel in the hallways during a class.**

#### **Guidelines for Agenda use and care:**

- You must have your Agenda with you at all times or you will receive a strike.
- Your schedule should be taped inside front cover and your name written on each pass page.
- **Mutilated Agendas will not be accepted as deemed by the Principal/Assistant Principal and must be replaced at your expense.**
- **You may not remove pages from your Agenda.**
- Pass pages with drawings or markings will not be honored.
- **Student Handbook** section is **NOT** to be written in!
- Only passes written in ink will be honored.

### **Monitoring of Agendas**

You are responsible for recording your assignments in your Agenda **daily**. All students will have their Agendas monitored periodically. **Students who fail to record their assignments in their Agendas will receive verbal warnings. After two warnings, parents will be contacted.** Continued failure to follow Agenda guidelines will result in referral to the assistant principal.

**Grading A=90-100, B=80-89, C=70-79, D=60-69, F=0-69 +’s or -’s will be earned through effort.**



There are four (4) nine (9) week grading periods with a (7) week Hex period in exploratory classes. At the end of each quarter, you will receive a report of the grades you have earned.

In order to alert you and your parents of your progress, you will receive **Progress Reports** during the fifth week of each quarter.

Parent-Teacher conferences will be scheduled four times during the school year. Parents desiring additional conferences should contact the teacher they wish to see.

### **Incompletes**

Students will be allowed two weeks following the grading period to remove an incomplete. If the work has not been completed to the satisfaction of the teacher involved during that period of time, the incomplete will be officially recorded as an F.

### **Academic Cheating and Plagiarism**

Students are responsible for the completion of their own work in all classes in order to demonstrate individual learning and progress. Student cheating or plagiarism is considered a serious offense that disrupts the learning of students and the educational process as a whole. Student cheating will be dealt with on a classroom-by-classroom basis and may include students receiving no credit (for work or tests found to be falsified) and a discipline referral. See Supplemental Handbook for examples of cheating.

### **Lunch Program**

The Ellsworth Middle School has 4 lunch periods scheduled into its daily school program. The lunch period is a **CLOSED** lunch period for each group. All students will conduct themselves properly during lunch period, practice good table manners, abide by established rules and follow the following rules:

#### **Lunch Rules**

- Students entering the cafeteria are to do so in an orderly fashion.

- Students will empty trays after eating and go to assigned activity area.
- No switching of tables during a meal.
- There will be a maximum of four students per seat or sixteen students per table.
- No student will go back to the locker area until the bell rings. If a student has a lunch box, he/she is to wait until all students are ready to leave the lunch area.
- Students may use the bathrooms near the lunchroom only after receiving permission from a lunch supervisor.
- Students are required to have permission from a lunch supervisor to go to the office during lunch.
- No outside food (i.e. subs, pizza, etc.) will be allowed.
- Students must clean (pick up) the floor around the table before you are dismissed.

### Directory Information

Students/Parents/Guardians who do not want directory information released to anyone must file a written request with the middle school office.

### Student Records

Student records are maintained according to section 118-125 of Wisconsin statutes. All pupil records maintained by a public school shall be confidential except as provided:

1. 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.
2. 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 copies of behavioral records.
3. 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.
4. Pupil records may be made available to persons employed in the school which the pupil attends, who are required by the department 115.28 to hold a certificate, license or permit.
5. Upon the written permission of an adult pupil, or the parent or guardian of a minor pupil, the school shall make available to the person named in behavioral records as determined by the person authorizing the release.

6. Pupil records shall be provided to a court inspection, to be used only for purposes of impeachment of any witness who has testified in the action. The court may turn said records or parts thereof over to parties in the action or attorneys of said records would be relevant and material to a witness's creditability or competency.

### Food and Beverages

The following guidelines will apply to any student under the supervision of school personnel:

- No gum, candy, sunflower seeds etc.
- Open beverage containers are not allowed.
- Healthy snacks are encouraged

### Use of School Telephones

The office phones are business phones and thus, only emergency calls will be permitted by students. School phones will be available before school, during lunch, and after school.

### Communication Devices (Cell Phones)

Section 118.258, W.S. specifically prohibits electronic communication devices in school. We realize the convenience that cell phones bring to our lives. **With this in mind, students may bring cell phones to school if they are turned off and stored in student lockers throughout the school day.** Cell phone calling and text messaging are not allowed during school hours (7:30AM-2:50PM.). There will be no investigations of lost cell phones.

Cell phone camera and digital camera use is not allowed any time in the school building, or during any school activity.

Students possessing cell phones during 7:35-2:50 will be given a warning for the **first offense**, a warning and lunch detention for the **second offense** and a two hour detention after school, w/confiscation for parent pickup on **third offense**. The phones will be held in the office until the end of the school day when found in the possession of any student or kept until parents pick up the phone.

E-Reader devices must be cleared by having signed permission forms on file in the office **and** OK'd in each teacher's class each period before being used at school.

### Sexting

"Sexting" is not allowed at any time on school property or at school functions, while under the supervision of school authorities, or transmitted to others at school. "Sexting" is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. This also

explicitly includes displaying images received to a third party. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations. Such conduct will be subject to discipline and possible confiscation of the device.

### **Laser Pointers**

Laser pointers are not allowed at school and will be confiscated.

### **I-Pods, MP3, CD Players etc.**

I Pods and like devices should be secured in a locked locker. They may not be used from 7:30-2:50. **Students in violation of this policy will have their device confiscated. The school will not be responsible for lost or stolen devices.**

### **Bikes, Skateboards, Roller Blades/Inline Skates/Roller Shoes**

Bikes should be locked in bike rack (school not responsible for stolen or damaged bikes). Skateboards/roller blades/in-line skates/roller shoes are not appropriate for school and should not be brought to school. For safety reasons, none of these items should be used on school grounds. If found using these items, said items will be confiscated.

### **Floral/Balloon Delivery Policy**

Ellsworth Middle School will not accept or deliver flowers/balloons to students on Valentine's Day (or a Friday or Monday if on a weekend). Please have these delivered right to the home of the recipient. Deliveries on other occasions will be accepted at the school. Deliveries will be given to students at the end of the day during wrap-up time.

### **Emergency Lockdown**

In the event of a possible situation leading to intruders, safety precautions will be practiced throughout the building with lockdown drills twice per year.

### **Fire Drills**

It is important that students learn how to properly leave the building in the least amount of time that safety will permit. Directions for leaving the building are posted near the door of each classroom. Clear the building and walks. Do not re-enter the building until you are told to do so.

### **Weather Action Plan**

In the event of a storm warning, the administration and staff of the Middle School will take immediate safety precautions to protect all students.

### **Riding or Walking to School**

1. All students (grades K-12) of the Ellsworth Community School District are eligible to ride school buses, provided they obey bus rider rules and qualify under the walking distance policy.
2. Special transportation may be furnished to any child with special needs living within the district. This service will be designated through an IEP, door-to-door whenever feasible.
3. For school bus riders of regularly scheduled routes, the maximum walking regulations will be determined by the distance and the presence of any safety hazards, not by the type of road. All distances are measured from the house, regardless of the type of road.
4. Maximum walking distances are:
  - A. Grades 7-12, not more than .5 mile.
  - B. Grades 1-6, not more than .3 mile.
5. Students may be asked to walk, according to the above regulations, when the bus must back track.
6. The above distance will hold only if the road and turnaround are adequate. (To be determined by bus driver and transportation supervisor) If the road and turnaround are inadequate, as determined by the bus driver and transportation supervisor, a student may be asked to walk farther than stated above.

### **Nondiscrimination and access to equal educational opportunity: Policy 2260**

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

The Board of Education does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, sex, race,

color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability in any of its student program and activities.

In order to achieve the aforesaid goal, the district will review current and proposed courses of study and textbooks to detect any bias based upon race; color; age; pregnancy; marital or parental status; sex or sexual orientation; religion; national origin; ancestry; culture; creed; or physical, mental, emotional, or learning disability., ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both sexes, various races, ethnic groups, etc. toward the development of human society. The district will also provide that necessary programs available for students with limited use of the English language.

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



## Bus Rider Rules and Regulations

Please see **Student Supplemental Handbook or District Website** [www.ellsworth.k12.wi.us/district](http://www.ellsworth.k12.wi.us/district) for complete policy.

## Contract signatures

We the undersigned have read together and understand the rules, policies, and procedures outlined in this student handbook-AGENDA and the Student Supplemental Handbook. **(Please keep this in agenda.)**

\_\_\_\_\_  
Student Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

Date \_\_\_\_\_

**\*This handbook is subject to change due to Wisconsin State Law and/or Ellsworth School Board Policy.**

## Technology Student User Agreement and Parent Authorization Form

### Student:

As a user of the Ellsworth Community School District Network/Internet, I hereby agree to comply with the attached guidelines and rules. I further understand that should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's Network/Internet connection, I hereby release the Ellsworth Community School District and its Board members, employees and agents from any claims and damages arising from my use or inability to use the Network/Internet.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Parent/Guardian:

As the parent/guardian of the above student, I have read the Ellsworth Community School District Student Technology Acceptable Use and Internet Safety Policy. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, from any harm caused by materials or software obtained via the Network Internet. I understand that individuals and families may be held accountable for violations. I accept responsibility for guidance on using the Network/Internet setting and conveying standards for my child to follow when selecting, sharing, or exploring information and media. I have discussed the terms of this Authorization with my child.

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Page 1 Mission Statement, Theme, and Non-Discrimination Statement  
Page 2 Schedules, Closings, and Student services  
Page 3 Guidance and PE  
Page 4 Media Center, Student Conduct  
Page 5 Step System 1-7, Good Conduct Clause  
Page 6 Suspensions, 3 strikes, Detentions  
Page 7 Bullying, Harassment, Sexual Harassment  
Page 8 Harassment continued, Lighters and Matches  
Page 9 Alcohol and other drugs, Tobacco, Weapons, Disorderly Conduct  
Page 10 Violations, Attendance  
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Page 14 Laser Pointers, I-pods etc, Riding and walking to school.  
Page 15 Non-Discrimination Policy 2260, Bus regulations, Contract signatures  
Page 16 Technology Student User Agreement and Parent Authorization Form and Quick Find Guide

