



KROMREY MIDDLE SCHOOL

7009 Donna Drive

Middleton, WI 53562

Website: www.mcpasd.k12.wi.us/kms

Main Office:	829-9530
Student Services:	829-9538
Attendance Line:	829-9050
FAX:	831-8388

This Planner belongs to:

Name: _____

Address: _____

Phone: _____

Grade: _____



Kromrey Middle School

Important Dates for 2011-2012

PICTURE SCHEDULE			
Day	Time	Place	Group
Monday, August 15 (Information Day)	8 a.m. - 3 p.m.	Room 124	Individual Student Pictures
Wednesday, September 14	8 a.m. - Noon	Multi-Purpose Room (Room 110)	Individual Student Make-ups & Retakes

IMPORTANT DATES TO REMEMBER	
Monday, August 15	Information Day: 7 th Grade: 8:00-10:00 a.m., 6 th Grade: 10:00 a.m.- Noon, 8 th Grade: 1:00-3:00 p.m.
Thursday, September 1	First day of school - School begins at 8:10 a.m.
Thursday, September 1	Cross Country Meeting 5:30 p.m.
Monday, September 5	No School – Labor Day
Wednesday, September 14	Picture retakes and make-ups: 8:00 am to Noon, Multi-Purpose Room #110
Thursday, September 15	Open House 6:00 to 8:00 p.m. (tentative date)
Wednesday, September 21	CRT Early Release
Friday, September 23	6th grade APT field trip
Mon., Tues. October 10, 11	Upham Woods - Block 6R
Friday, October 14	KMS Dance 3:15-5:00 p.m.
Thurs., Fri. October 20, 21	Upham Woods - Block 6B
Mon., Tues. October 24, 25	Upham Woods - Block 6W
Wednesday, October 26	CRT Early Release
Thurs., Fri. October 27-28	No School – Teacher Inservice/Statewide Teacher Convention
Friday, November 11	No School – Parent/Teacher Conferences - 8:00 a.m. - 3:30 p.m.
Wednesday, November 23	CRT Early Release
Thurs., Fri. November 24-25	No School – Thanksgiving
Wednesday, December 7	Ski Club Parent Meeting 5:00pm-Main Gym {Parent of 6 th gr.students & new Ski Club members
Thursday, December 8	Ski Club Parent Meeting 7:00pm-Main Gym MUST attend one of these 2 meetings}
December 22 - January 1	Winter Break
Monday, January 16	No School – Teacher Inservice (MLK Day)
Monday, January 23	No School – Teacher Work Day
Mon., Tues. Jan. 30, 31	7th grade Youth Frontier Retreat
Tuesday, February 14	CRT Early Release
March (dates to be announced)	Encore Showcase
March (dates to be announced)	Spring Parent/Teacher Conferences
Friday, March 16	Spirit Night
March 24 - April 1	Spring Break
Friday, April 6	No School – Good Friday
Tuesday, April 17	CRT Early Release
Monday, May 28	No School – Memorial Day
Wednesday, June 6	8th Grade Celebration/Ceremony 6:00 p.m. (tentative date)
Thursday, June 7	Last Day of School

Welcome Cougars!

Welcome to the 2011-2012 school year at Kromrey Middle School. This organizer has been created to introduce you to the programs, activities, expectations and opportunities at KMS. Please take some time to carefully read the information in this handbook. We hope you will

use the daily planner section to keep yourself organized and to set the stage for a successful school year.

The mission of the KMS community is to inspire, motivate and educate lifelong learners in a safe, respectful, nurturing environment and to promote responsible citizenship. Becoming familiar with the guidelines in this handbook is the first step toward having a quality middle school experience. Please let us know whenever you have questions or if we can be of further assistance. Have a great year!

Steve Soeteber
Principal

Bill Deno
Associate Principal

ACCIDENT PROCEDURES

Please report all accidents resulting in injury at any school activity immediately to the person in charge or to an adult supervisor.

AFTER SCHOOL ACTIVITIES

Athletic, club, and other after school activity information is found in the STUDENT ACTIVITY AND ATHLETIC HANDBOOK section of your student planner. You are encouraged to participate. A participation fee for sports and clubs will be charged if a student participates after the first practice/meeting. Confidential scholarships are available for families who cannot afford the fees. Scholarship application forms are available in the office. Maintaining regular attendance is important if you join these activities. If you are unable to participate, consider becoming a spectator. Students participating in after school activities must be at their activity by the bell that rings ten minutes after dismissal. Students may be denied entrance to the activity if they are late.

Participation as a spectator-- Good sportsmanship is always encouraged. Unacceptable behavior that undermines the good spirit of competition will not be tolerated. Inability to cheer positively and appropriately may result in being removed from an event.

Participation in after school activities--Eligible students may participate in any after school activity available to them. Students who do not maintain passing grades may not be eligible for participation in after school activities. Students absent on the day of or $\frac{1}{2}$ of the day of an after school event or activity, may not take part in that activity in the evening. One-half of a day is defined as no less than three (3) hours between 8:10 A.M. and 3:20 P.M. Exceptions may be made upon appeal to the principal or associate principal.

ATTENDANCE

Attendance is taken every class period. Wisconsin School Attendance Law states that all students are expected to attend school regularly when school is in session, except for illness, medical appointments, or a family emergency. It is best to obtain a written excuse from a doctor when attending appointments, and turn those in to the attendance office.

If it is necessary for you to miss school, please have a parent or guardian call the attendance line, **829-9050**. Go to the following website to get more information on the attendance law in Wisconsin: dpi.wi.gov/sspw/complattnd.html

Arrival-- Students should be dropped off for school between 7:55 - 8:05 a.m. If students arrive prior to 7:55 we provide supervision in the cafeteria after the first bus arrives. Students entering the building prior to 7:55 must report to the cafetorium. Students are dismissed to classes at 8:00. If a student needs to go to a teacher prior to 8:00, a pass must be secured the day before. Long-term passes are available from some teachers.

Absence--When an absence is necessary, parents or guardians must notify school by 9:00 a.m. on the day of the absence. If parents or guardians do not call the school when you are absent, a call will be made to your parent or guardian at home or work. Students with an excused absence from school will have the number of days absent plus one day to make up work missed. School initiated absences are deemed excused absences.

Dismissal-- Students should be waiting for their bus by the front door when the bell rings seven minutes after dismissal, OR, be under the direct supervision of a KMS staff member. **WALKERS** need to be out of school, away from the front doors, and on their way home seven minutes after the dismissal bell. Students may face disciplinary action for loitering.

Planned or Extended Absences--If you know ahead of time that you will be absent for an extended time, please let the attendance office know at 829-9533 in advance. Extended absences will require you to complete a "homework form" and obtain office approval.

Permission to leave school--In all situations, you must sign out before leaving the school. When a doctor or dentist appointment is necessary during the school day, you need to have a note from your parent. Bring the note to the attendance office before school and get a "permit to leave school" slip. You must sign in upon returning to school from an appointment or arriving to school late in the morning. If you get sick while at school, you must go to the health office. The health assistant will speak to your parent or guardian when necessary.

Tardiness--At 8:00 a.m. students will be allowed to go to their lockers. Classes start at 8:10 a.m. Throughout the school day students have 3 minutes to move between classes. Students need to plan trips to their locker to accommodate the passing time available. If you must go to the other side of the building for a class you may not have time to stop at your locker or chat with friends, plan accordingly. Students are expected to be in all of their classes on time. Students who are tardy more than 3 times to a class in a quarter may receive a referral to the office. Excessive tardiness to class may be reviewed by the attendance committee.

Truancy/Skipping--Any time you are absent from one class period or more without an acceptable excuse from your parent/guardian, you are truant. Parents will be notified of any truancy. Truancy may also be reported to the Middleton Police Department and Dane County Social Services. Truant time will be made up after school hours.

BACKPACKS/PURSES/OTHER BAGS

Backpacks, purses or other carrying bags may be used to bring materials to and from school. Once at school these items **must** be kept in student lockers. Exceptions will be determined on an individual basis and cleared by an administrator.

BATHROOM PRIVILEGES

Kromrey students have a busy day. Like other routine activities students should plan to use the restroom as much as possible outside of class time. However, occasionally students may need to use bathroom facilities during class time. Teachers will be reasonable in accommodating this need. However, if a student abuses this privilege he/she will be asked to make up time.

BEHAVIOR

(Look in the middle school code of conduct section of your planner for specific disciplinary procedures.) Discipline means training yourself to make appropriate decisions. It can come from within you or from outside of you. If you choose to disobey classroom or school rules, the discipline must and will come from the school staff. Parents or guardians will be notified when you behave inappropriately. General discipline rules will be discussed with you during the first days of the school year and at various other times when necessary.

Behavioral Definitions:

Referral—A referral is a written form indicating that a student has violated a school rule. It is usually given to the associate principal or dean of students to process. A discipline file is maintained on each student who receives a referral. Two referrals in a day may constitute removal from class for the remainder of the day or longer.

Detention—Students may be detained before school, during lunch, or after school for rule infractions or to make up for missed class time.

In-school Suspension--Students displaying inappropriate behavior may be placed in the in-school suspension room for varying lengths of time. The student will be expected to work on classroom assignments during this time. Parents will be notified if students are suspended in school for any length of time.

Suspension—Principals may suspend a student for a maximum of five days (or up to 15 days pending an expulsion hearing) for failure to comply with rules established by the district or principal. During a period of suspension students are expected to remain home during school hours and are excluded from all after school and district activities during the suspension period. Upon request, students are permitted to make up schoolwork missed during a suspension, as defined in the "Absence" section of this planner.

Expulsion—Expulsion means being eliminated from a school district. Only the Middleton-Cross Plains School Board may expel a student. This is usually done upon the recommendation of a school's administrative team (its principals). School Board may expel a pupil from school whenever it finds the student guilty of persistent refusal or neglect to obey the rules, and is satisfied that the interest of the school demands the expulsion. Expulsion can also occur for behavior that creates a dangerous situation.

BICYCLES

When you ride your bike to school, follow safe rules of bicycling. Never handle anyone else's bike without permission. Park and lock bikes in the space provided for them. The school is not responsible for stolen bikes, damage to bikes while on school property, loss of bicycle parts or personal items left on a bike.

BOOK FEES

The General Instruction Fee for sixth, seventh and eighth grade is \$35.00. This book fee is part of your school fees paid at the start of the school year.

BOOK FINES

The District Administrative Center will impose any book damage fees when appropriate. Students will be expected to pay damages for the following types of damage: Damaged beyond use, broken cover or back, excessive - writing on book edges, excessive - writing in book, modest - abusive use, modest - writing on edges.

BULLYING

The MCPASD must provide a safe, secure, and respectful learning environment. Bullying of students and staff will not be tolerated and is prohibited in the MCPASD. All forms of harassment in cyberspace, commonly referred to as cyber bullying, are also unacceptable and viewed as a violation of this policy. This policy applies to all educational activities and environments supported by the district. The Board of Education considers these actions to be detrimental to the health and safety of students and staff, and disruptive to the educational environment. Students in violation of this policy may face disciplinary action in accordance with established procedures and possibly go through sensitivity training. Some students may face police referral for their involvement. Bullying and harassment is any prolonged behavior that intimidates, teases, or mocks an individual or groups. KMS staff members emphasize what is perceived as harassment varies with the situation. Bullying and harassment can include, but is not limited to:

Breaking a confidence
Revealing a secret
Name-calling
Constantly criticizing
Making fun of cherished beliefs
Insulting ethnic identity
Insulting religious or nonreligious identity
Insulting somebody's loved one
Interrupting
Lying
Making a derogatory, demeaning comment behind a person's back

Making a lewd remark
Making an unwelcome sexual advance
Making fun of ability, body or clothing
Making fun of ideas or opinions
Touching in an unwelcome way
Malicious gossiping/Spreading rumors
Mimicking or mocking
Ordering
Purposefully excluding someone from a group or activity
Ridiculing, shaming or taunting
Threatening to damage possessions
Threatening to do bodily harm

Some things you can do if you are being harassed include:

Tell the person you don't like it
Avoid being alone with the person
Talk to an adult you can trust - and keep the communication open
Keep a record - your planner is an excellent place to do this
Notice who is around you and consider them a witness to the harassment
Talk to someone you trust, such as the principal, teacher or a counselor.
Complete a discrimination complaint form available in the main office.

BUSSES

School bus transportation is available for designated students. Students who behave inappropriately may be denied bus-riding privileges. All bus riders and their parents should read the bus riding guidelines provided by the district. The district is not responsible for student transportation to school if a student is denied bus-riding privileges for inappropriate behavior.

CELEBRATIONS AND HOLIDAYS

To minimize disruption in our school day, holiday dress-up or other celebrations will only be allowed if they are school initiated. Celebrations or dress-up days will only occur when those activities are related to the curriculum, related to a school-wide promotion (i.e., spirit week), or related to a specific classroom activity.

CHEATING

Cheating may be described, but not limited to the following: copying or stealing another person's work, allowing another person to copy your work, doing another person's school work, creating copies of your work for distribution, providing answers to someone for homework, quizzes or tests, or simply not complying with a teacher's test taking instructions. Students caught cheating may receive zero credit for the assignment and may also face other disciplinary action that could include suspension.

CODE OF RIGHTS AND RESPONSIBILITIES

Each teacher will have specific procedures and rules that govern activities in his/her class. These may differ from teacher-to-teacher to accommodate the specific needs of that class. Understanding classroom rules and expectations is a student's responsibility. A listing of student's rights and responsibilities is stated in an appendix of the Kromrey Parent Handbook and should be used by students as a guide to general behavior issues. Please take the time to read and become familiar with this information.

CELL PHONES

Cell phones may only be used at KMS after school hours. Students bringing cell phones to

school must have them turned off during school hours. They **MUST** remain in the student's locker during the school hours. The school is not responsible for lost or stolen cell phones.

Not following the above stated guidelines will result in the following:

1. The phone will be confiscated and returned to the student at the end of the day.
2. The phone will be confiscated and returned to a parent/guardian.
3. Third offense will require a mandatory planning meeting with a parent.

COMPUTER USE

A damaged computer will be repaired at the expense of the student responsible for the damage. Inappropriate computer use (i.e., non-authorized printing, inappropriate web-site access, abusive or obscene written language, etc.) may result in restriction of computer use and/or disciplinary action per district policy.

DANCES

Several Student Council sponsored dances are held in addition to the traditional eighth grade dance in June. The number of after school dances depends upon student council sponsorship and the general behavior at dances. After school dances are held from 3:30-5:00pm. **General Dance Rules:** Students must place their coats, book packs, etc. in the foreign language hallway. When students leave the dance they will not be readmitted. If a supervisor has to ask a student to leave the dance, for whatever reason, the student's parents will be notified. Students asked to leave a dance will not be eligible to attend Student Council sponsored dances for the remainder of the school year.

Students sent to the office during classes the day of a dance for inappropriate or irresponsible behavior will not be allowed to attend the dance.

DETENTIONS - AFTER SCHOOL

Students may be assigned to after school detention for violations of the code of conduct. The associate principal, dean of students, or principal will assign these detentions which are served after school from 3:25 p.m. to 4:10 p.m. The student, dean of students, or principal will complete arrangements for transportation in advance. Teachers may assign students to detentions in their rooms as well. Teachers will contact parents in advance to make specific arrangements.

DRESS GUIDELINES

1. Garments bearing inappropriate, offensive, or vulgar slogans are not allowed. These include, but not limited to: reference to weapons, sexual activity, derogatory comments, alcohol, tobacco, and other drugs, or any item that creates a distraction to the learning environment.
2. Appropriate footwear, with a firm sole, must be worn on school grounds at all times.
3. Tops that are considered inappropriate for the school setting include but are not limited to: bare midriff shirts, lace-back shirts, halter tops, plunging necklines which expose the chest, strapless shirts/tube-tops, single strap shirts/spaghetti strap shirts (or those with straps less than an inch wide), oversized tank tops or open sided t-shirts without sleeves.

4. Students are expected to wear pants, shorts, skirts that fit appropriately, ensuring that no underclothing is showing, and that there is not a risk that the garment will fall down. **Shorts** should be fitted to cover stomachs, bottoms, and upper thighs with at least a four (4) inch in-seam on shorts. **Skirt** hem-lines must be at finger-tip length. A good at-home test, and one used at school, for **skirt length** is to see if when arms hang at the side, with fingers extended, the ends of the fingertips should touch the bottom of the skirt.
5. Wallet/hip chains are not allowed at school.
6. Bandanas, hats, hoods and other head coverings will not be worn during school hours (exceptions may be made through administration or for medical reasons)
7. No heavy coats should be worn during classes.
8. Gang affiliated jewelry or dress of any kind will not be allowed.
9. One-piece swimsuits only during all swimming activities. Students may wear a t-shirt to cover a two-piece suit.

Not following the above stated guidelines will result in the following:

1. Correcting a dress code violation before returning to class.
2. Parents will be notified after a second violation of the dress code.
3. Multiple violations may result in behavioral referrals for insubordinate behavior.

DRUGS AND ALCOHOL

Smoking, Alcohol, and other Drugs—According to state law, tobacco is not allowed on school grounds. The restriction applies to students and adults. Alcohol and other illegal drugs are prohibited on school grounds. Students violating the smoking or illegal drug restrictions may be suspended from school for up to five days. Unauthorized use or distribution of prescription medication or over the counter medication at school or at school activities may be grounds for expulsion. Parents or guardians and our school police liaison officer will be notified when students violate this guideline.

ELECTRONIC DEVICES

Personal electronic devices, such as iPods, mp3, and CD players, and other sound or video devices are not allowed during school or on the busses without headsets. Devices with headsets may be used only before school, during the lunch period and after school. We recommend these devices not be brought to KMS as the school is not responsible for lost/stolen items. Violations of this policy are subject to the same disciplinary sequence as outline in the Cell Phone section of this handbook.

FIRE/SEVERE WEATHER, AND OTHER EMERGENCIES

For your safety, monthly fire and annual tornado or severe weather drills will be conducted. Classroom teachers will tell you which exit to use during the fire drill/evacuation. All fire alarms and drills are to be treated as emergencies. You are to walk quietly and quickly to the appropriate exit and stand clear of the building by at least 50 yards. No one is to re-enter the building until the "all clear" announcement is given. When a severe weather warning is given, teachers will direct you to your protection area. Move to that area and get into the "tuck position"--kneeling with head down and hands covering head. Stay in this position until the "all clear" is announced.

******Other emergencies may arise which could create dangerous situations. School staff have considered and planned for various emergency situations. In such cases please follow closely the instructions of your teacher or other staff members. ******

FOOD/DRINKS

Students are not allowed to have open soda, water or soft drink containers, which cannot be resealed, in the halls or lockers. Food/drink may be consumed in classroom with the teacher's permission. No food or drink may be consumed in hallways or other areas of the school grounds (excluding the cafeteria) without staff permission.

GRADES

Homework--varies according to teacher expectations. You are expected to complete your assignments on time. If you need help, please ask teachers for assistance. Absent students are allowed a reasonable amount of time to make up work. Parents will be kept informed of your work progress. No one receives an "A" or "B" quarter or semester grade for one excellent assignment; you receive it for continuous good work. Likewise, no one necessarily receives a "D" or "F" quarter or semester grade for one poor assignment; you receive it for continuous poor work or refusing to do assigned work.

Honor Roll--The following is our grading system at Kromrey:

Honor Roll 3.6-4.0 Honorable Mention 3.4-3.599

Grades	Points
A	4
B	3
C	2
D	1
F	0

Promotional Procedures--Students will be held accountable for failed courses.

Consideration for retention will be given to 6th and 7th grade students who fail 2 or more year long courses and 8th grade students not meeting the districts eighth grade promotion policy. Students and parents will be kept informed of pending failures and retention. Some failures may be made up in the summer.

HALL PASSES

Teacher signed and dated hall passes will be expected of all students at times other than the designated passing time between classes and before school. Students may be placed on a "No Pass" list if tardiness becomes chronic. Parents will be notified by teachers or administration if tardiness to class becomes chronic. A "No Pass List" set of guidelines will be delivered to each student assigned this intervention. It is the student's responsibility to review their **No Pass** status with an administrator after a week on this restriction.

HEALTH OFFICE

The Health Office is located off the main office. A Health Assistant is available from 8:10 a.m. to 3:20 p.m. daily. In addition, a school nurse is in our building 1-2 days each week. ***Students using the health office need a pass from a teacher. (Students should not report to the health office between classes unless there is an emergency)***

IDENTIFICATION CARDS

Students should carry their KMS ID card with them at all times while in school. District staff may require cards to verify identification of students in certain circumstances. A replacement card costs \$5.00 and can be purchased in the attendance office. School ID cards may be used in the lunch line, for identification purposes or for bus entrance.

LMC - LIBRARY MEDIA CENTER

The Library Media Center is utilized by students who have received teacher permission from classrooms. The LMC will be open weekdays from 7:50 a.m. to 3:50 p.m. and have extended hours one day per week. Reference books, magazines and encyclopedias may be signed out overnight. Yearbooks may be withheld if materials are not turned in on time.

LOCKER AND PADLOCKS

The school 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. Keep your locker clean inside and out. Please do not decorate the outside of any locker. Do not share your locker with anyone and don't give your combination to anyone, not even your friends. There will be locker inspections from time to time. **Keep your locker LOCKED at all times!**

The School District maintains ownership and possession control over student lockers. Lockers may be opened and inspected at any time by school officials with or without notice.

KMS will potentially implement use of drug dogs if deemed necessary to help control possession/use of illegal substances at our school. Parents and students will be informed on the day of the search. Middleton High School has been using this process regularly in the past. The School District is not responsible for loss or damage to personal items, including those contained within the student's locker.

LOST AND FOUND

Let's be honest. When you lose something, it still belongs to you. When you find something, it does not belong to you. Mark your coats and gym clothes. Found valuables such as watches, wallets, glasses, ID cards, books, calculators, and money should be turned into the office. Clothing and all other items found should be taken to the lost and found boxes in the hallway next to Student Services. Report all missing or stolen items immediately to your classroom teacher and to the office. The school is not responsible for lost or stolen items.

LUNCH

Students are given a 30-minute lunch period each day. Sixth, seventh and eighth grade lunches are at different times. Upon completion of their meal, students are encouraged to go outdoors for fresh air and to stretch from the morning of classes. ***Students should dress appropriately to go outside daily.***

Lunch Room Behavior--You are expected to cooperate with supervisors. Clean up your table and floor in your area when you have finished eating. If you misbehave in the cafeteria, you may lose cafeteria privileges. Lunches and other foods must be eaten in the cafeteria. Open food items should not be removed from the cafeteria.

Closed Lunch Period--Parents must sign a permission form in order for you to leave the school grounds during your lunch period.

Playground Rules-- -You are to use the blacktop to the east of the building or other designated areas for lunch hour. All other areas around the school are off limits. Playground games or practices that are unsafe or injurious to the health and safety of participants will not be allowed.

Lunch Express— Kromrey participates in the computerized lunch program. It is not mandatory for students to show their ID in order to eat lunch. However, students must memorize and enter their lunch ID number or scan their ID in order to be served.

MEDICATION

While at school, non-prescription (over the counter) medications will be administered by district personnel only upon receipt of:

1. Written instruction and written consent by the parent/guardian (form available in the office).
2. Medication supplied by parent/guardian **in original container** labeled with student's name.

Prescription medication will be administered only upon receipt of:

1. Written instruction and written consent by the parent/guardian (form available in the health office).
2. Written instruction from the physician (form available in office or many physician's offices have a generic school form).
3. Medication supplied by parent/guardian **in original container**.

The order on the container must match the written instructions of the physician (name of student, drug dosage, and time to be given) or the medication cannot be given.

Medication administered at the school by district personnel will be kept in a locked container or secure place. It is the responsibility of the student to get his/her medication at the designated time. All medication must be reclaimed by the parent/guardian at the

end of each school year or it will be discarded. For safety reasons only empty medication containers will be sent home from school with students.

NOON DETENTIONS

Students may be assigned noon detentions by staff for various school rule infractions. Hallway misbehavior, lunchroom misconduct, and excessive tardiness, are common behaviors, which may be assigned a noon detention. Students are responsible for attending noon detention on the assigned date. Not attending an assigned noon detention will result in additional consequences.

NON-DISCRIMINATION

The Middleton-Cross Plains Area School District is committed to equal educational opportunity for all students/employees in the district.

It is the policy of the Middleton-Cross Plains Area School District, pursuant to s.118.13, WI Stats., and PI 9 that no person, on the basis of sex, race, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extra curricular, pupil services, recreational, or other program. This policy also prohibits discrimination as defined by Title IX of the Educational 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 Middleton-Cross Plains Area School District has adopted a policy and procedure on nondiscrimination. If you believe the District is discriminating against one of the protected classes listed above, please obtain a copy of the policy, procedure and complaint form from the District Administrative Center. Questions or concerns regarding nondiscrimination should be directed to George Mavroulis, District Administrative Center, 7106 South Avenue, Middleton, Wisconsin, 53562, (608) 829-9000.

The Middleton-Cross Plains Area School District does not discriminate on the basis of sex, race, national origin, ancestry, religion, creed, pregnancy, marital, emotional, or learning disability. For additional information on the non-discrimination policy and/or complaint procedure, contact the District's nondiscrimination office at 608-829-9000.

NONVIOLENT CRISIS INTERVENTION

Because we are concerned for the care, welfare, safety and security of our students and staff, we will utilize Nonviolent Crisis Intervention techniques for crisis situations. Staff members have received training from Crisis Prevention Institute, which include verbal de-escalation of a crisis and if needed, nonviolent physical crisis intervention.

PEER HELPERS

Kromrey Middle School Peer Helpers work to improve their school community by providing support through orienting new students, tutoring, and peer mediation. Interested students should watch and listen for announcements on when Peer Helper meetings will be held.

REPORT CARDS

Report Cards will be issued approximately one week after the end of each grading period. All incompletes must be made up within two weeks of the date that report cards are distributed, or the grade will be lowered accordingly.

DAILY SCHEDULE 2011/2012

PD	Grade 6	PD	Grade 7	PD	Grade 8
1	8:10-8:57 (47)	1	8:10-8:57 (47)	1	8:10-8:57 (47)
2	9:00-9:47 (47)	2	9:00-9:47 (47)	2	9:00-9:47 (47)
3	9:50-10:37 (47)	3	9:50-10:37 (47)	3	9:50-10:37 (47)
4	10:40-11:27 (47)	L	10:40-11:10	4	10:40-11:27 (47)
L	11:30-12:00	4	11:13-12:00 (47)	5	11:30-12:17 (47)
5	12:03-12:50 (47)	5	12:03-12:50 (47)	L	12:20-12:50
6	12:53-1:40 (47)	6	12:53-1:40 (47)	6	12:53-1:40 (47)
7	1:43-2:30 (47)	7	1:43-2:30 (47)	7	1:43-2:30 (47)
8	2:33-3:20 (47)	8	2:33-3:20 (47)	8	2:33-3:20 (47)

Shaded Areas=Core Time

Monday/Wednesday or Tuesday/Thursday Week: Several encore classes run on an every-other day schedule. This means they meet Monday, Wednesday, and every-other Friday (or Tuesday, Thursday, and every-other Friday). A **"Monday/Wednesday/Friday week"** is when a Monday/Wednesday class meets on a Friday. A **"Tuesday/Thursday/Friday week"** is when a Tuesday/Thursday class meets on Friday.

SCHEDULE CHANGES

Any changes to be made must be approved by Student Services counselors. Dates for changes will be made public.

SKATEBOARD/ROLLER BLADES

Skateboards, roller blades, and other wheeled devices are not to be used on school property. Skateboards should be stored in your hallway locker. Students in violation of this policy could face disciplinary action.

SNOWBALLS/PROJECTILES

Objects being thrown, and snow fights, are not allowed on school property. Students engaging in these activities may face disciplinary action for student misconduct.

STUDENT SERVICES

Student Service personnel at KMS consist of two full-time guidance counselors, a part-time social worker, and part-time school psychologist. There are also district pupil-service staff members in the areas of alcohol and other drug abuse prevention and nursing. These professionals work with the entire middle school staff, parents, and community resources to assist students in optimal personal, social, educational, health and occupational development. You are encouraged to see a Student Services counselor as often as you feel it necessary about concerns or questions you may have regarding grades, getting along with others, what subjects you should take next year, or any other issues with which you want help.

Services include:

1. Individual counseling concerning academic, social and personal issues.
2. Screening and assessments for academic, social and emotional needs.
3. Classroom discussions and consultations with teachers.
4. Developmental guidance activities covering topics such as good decision making, feelings, friendship, cooperation, conflict resolution, drug awareness and safety issues.
5. Assessment for students with disabilities that includes individual measurements of intellectual functioning, academic performance, social behavior, perceptual motor development, and adaptive behavior functioning.
6. Small group work, such as new student groups, anger management groups, family change groups, friendship groups and social skills groups. (***Students make their own decisions about participating in groups. If parents do not want their child to participate in the small groups listed above, they should contact their child's counselor or the principal.***)
7. Alcohol and other drug screening or resource information, concerned persons groups and chemical awareness groups.
8. Emergency nursing services and maintenance of immunization and health records.
9. Public health services, disease prevention, and health.

TELEPHONE

A telephone is available in the school office for health or emergency purposes. Please ask for permission to use the phone.

TRANSFERRING

If you are transferring to another school, you must pick up a transfer form from Student Services and have it signed by your teachers, and return the form to Student Services. Students must return all school materials prior to receiving a teacher's signature.

TRANSPORTING YOUR CHILD

If the school transports students to and from a school sponsored activity a parent/guardian may drive their child (only) from the activity, after signing a release form at the site of the event. This eliminates confusion at the time of departure.

VACATION

If your family plans a vacation while school is in session, you must come to the office with a signed note from your parent and pick up a vacation form. Have your teachers initial the form and then return it to the office to be signed by the assistant principal. This should be done at least one week prior to your trip. Students will be expected to complete work as directed by their teachers either prior to leaving or on a scheduled timeline upon return.

VIDEO RECORDING AND PHOTOGRAPHY

Use of video/audio recording devices or the taking of pictures during school hours is allowed with permission of a KMS staff member. We recommend that these devices not be brought to KMS as we are not responsible for lost/stolen items.

VISITORS TO SCHOOL

In an effort to maintain an orderly and safe learning environment, students who are not enrolled in KMS are not allowed to visit during the school day. Exceptions to this rule may be made for educational reasons. These visitations must be arranged in advance. Adult visitors must comply with the Board of Education Visitor's policy.

WORK PERMITS

Work permits may be obtained in the main office at Middleton High School. To obtain a work permit you must be 14 years old, present a letter from your employer, a letter from your parent, a copy of a certified birth certificate, social security card, and make a payment of \$5.00. Permits are issued between the hours of 8:00 a.m. and 3:45 p.m. on regular school days.

YEARBOOKS

Yearbooks may be reserved at the beginning of the school year. They are distributed in the final week of school. Students may not receive their yearbook until LMC materials, classroom materials, and other school responsibilities and obligations are fulfilled.

Middleton Cross Plains Area School District Code of Conduct

The Middleton Cross Plains Area School (MCPASD) is a place of education where each child has the right to learn and grow in a supportive environment among people who are caring and cooperative. MCPASD is committed to working with our students and staff to create a system of accountability that sets clear limits and supports a respectful, school-wide learning community.

The code has been guided by the following philosophy:

All members of the learning community (students, staff, parents, and community) are essential to creating and maintaining a positive learning environment.

- The school environment must be physically, socially, and emotionally safe for everyone.
- The code of conduct is a framework to facilitate teaching and learning by establishing clear expectations and appropriate consequences.
- Desired behaviors should be communicated, taught, and modeled continually throughout the school year at all levels.
- Systematic communication and reflection, based on data and observations, on an individual and collective basis are vital to the successful implementation of the code of conduct.
- Conflicts will be handled with respect for the rights of all involved.

The code of conduct that follows assists both students and teachers/staff in creating a safe community which fosters personal growth both behaviorally and academically.

Consistent with these philosophies, the district may utilize restorative practices as a response to behavior which impacts the community. Restorative practices are designed to resolve behavioral concerns within the community. They are further designed to allow interested victims to meet offenders in a safe and structured setting. Offenders are held directly accountable for their behavior and encouraged to return and positively contribute to the community.

Parents/guardians are valued members of our learning communities and are critical resources in helping students learn to resolve code of conduct violations and behave in a manner that creates the safe learning environment for all. We will encourage and support parents/guardians in playing an active role in this process.

***Submit to pressure from your peers and you move down to their level;
Speak up for what is right and invite them up to yours.***

CODE OF CONDUCT – LEVEL I	
Least Serious Infractions (may be handled by classroom teacher / staff)	
<p><u>STUDENT BEHAVIOR</u> - May Include / Not Limited To:</p> <ul style="list-style-type: none"> ▪ Cheating ▪ Derogatory comments ▪ Destruction of property / belongings ▪ Disrespect ▪ Dress code violations ▪ Failure to identify self ▪ Horseplay/unruly behavior ▪ Insubordination ▪ Profanity ▪ Tardiness ▪ Taunting ▪ Use of communication device during school day ▪ Use of non-sanctioned electronic devices ▪ Violation of internet and other technology use agreement 	<p><u>POSSIBLE INTERVENTION / CONSEQUENCES</u> (May include documentation)</p> <ul style="list-style-type: none"> • Educate / conference with student of appropriate behavior. • Provide restorative circle / conference. • Discuss behaviors and reach agreement for future behaviors. • Mediation • Monitor and provide feedback on behaviors. • Restitution • Involve parents / care givers to assist in modifying behaviors • Consult student services staff • Behavior contracts • Temporary removal • Detention / loss of privileges • Reflective activity

CODE OF CONDUCT – LEVEL II	
More Serious and/ or Chronic Infractions (likely referred to building administration)	
<p><u>STUDENT BEHAVIOR</u> - May Include / Not Limited To:</p> <ul style="list-style-type: none"> ▪ Profanity directed at staff ▪ Cheating / plagiarism ▪ Theft ▪ Harassment / bullying / extortion ▪ Vandalism ▪ Repeated / significant dress code violation ▪ Chronic / severe insubordination ▪ Leaving classroom without permission ▪ Disruptive use of communication device / electronic device ▪ Pornography / obscene materials ▪ Disorderly conduct ▪ Truancy ▪ Possession/Use of controlled substances (tobacco, alcohol, other drug paraphernalia) ▪ Gang related expression, communication and activity 	<p><u>POSSIBLE INTERVENTION / CONSEQUENCES</u> (Must include documentation)</p> <ul style="list-style-type: none"> • All interventions listed under Level I • Suspension (in or out of school) • Involvement of BCT and functional behavioral analysis • Involvement of outside agencies • Involvement of police • Short term removal from setting • Long term removal from setting

<ul style="list-style-type: none"> ▪ Fighting / battery ▪ Lying / obstructing ▪ Gambling ▪ Possession of non-dangerous knife which is not used in a threatening manner ▪ Repeated violations of level I school rules 	
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CODE OF CONDUCT CONTINUED

CODE OF CONDUCT – LEVEL III	
Most Serious Offenses which Jeopardize Health / Safety of Others	
<p><u>STUDENT BEHAVIOR</u> - May Include / Not Limited To:</p> <ul style="list-style-type: none"> ▪ Weapons (including look-alikes) ▪ Sexual assault ▪ Distribution of controlled substance (including look-alikes) ▪ Arson ▪ Unauthorized access and/or destruction of electronic data ▪ Significant property destruction ▪ Physical assault ▪ Bomb threats ▪ Intentional false fire alarm ▪ “Felony” theft ▪ Serious verbal threats/significant harassment ▪ Repeated violations of Level II school rules 	<p><u>INTERVENTION / CONSEQUENCES</u> (Must include documentation)</p> <p>Mandatory</p> <ul style="list-style-type: none"> • Suspension * • Police involvement * • Student services involvement <p>May also include:</p> <ul style="list-style-type: none"> • All interventions in Levels I and II • Pre-expulsion agreement • Expulsion <p>* Optional at elementary level</p> <p>Note: Wisconsin statute 120.13 requires expulsion for at least one year for possession of a firearm while at school or under school supervision.</p>

- ❖ A functional behavioral analysis and possible creation of a behavioral intervention plan is mandated when there are 3 or more violations of Level II or higher within a semester.

APPENDIX A

REMOVAL FROM CLASS - DEFINITIONS AND PROCEDURE

State law allows teachers to remove students from his/her classroom if the student does not comply with classroom rules. This may be done on a temporary basis, a short-term basis, or long-term basis depending on the nature and duration of the inappropriate behavior.

Temporary Removal

Definition: The student is removed from class for the remainder of the class period up to 24 hours.

Procedure: The staff member sends the student to the office and completes a disciplinary referral form within 24 hours. The Administrator takes appropriate disciplinary action and the student returns to the class from which they were referred the following day.

Short Term Removal

Definition: The student is removed from class from for 2-5 class periods.

Procedure: The staff member sends student to the office and completes a disciplinary referral form within 24 hours, requesting a short-term removal. The Administrator takes appropriate disciplinary action and student returns to class from which they were referred on the designated day.

Long Term Removal

Definition: The student is removed from class for more that 5 class periods as a result of a Level 2 or Level 3 discipline code violation for remainder of term.

Procedure: Any request for long-term removal will result in a conference between staff and administrators. If long-term removal is recommended the parent/guardian and the student will have the right to conference with school staff on a placement decision. Long-term removal from class may result in the following:

- Referred for placement in an alternative program.
- Placed in a different class provided a meeting is held that includes previous teacher/staff, receiving teacher/staff,

parent and administrator.

- Removed completely from class
- Placed in alternative setting as designed by teacher/staff, student, and parent

MIDDLE SCHOOL - STUDENT ACTIVITY GUIDE ACTIVITY PHILOSOPHY

Student activities allow an opportunity to combine the various aspect of student learning with personal action. Student activities present students with real situational challenges. There are decisions to be made and problems to be solved that involve the real possibility of success or failure. We encourage students to select an activity and pursue it with vigor. After school activities are designed to benefit all students and all students are to have an equal opportunity to participate.

Our definition of after school activities is any school-sponsored activity, including interscholastic and intramural sports, all clubs, and all co-curricular activities that occur for the benefit of students.

GENERAL INFORMATION/CLUBS/INTRAMURALS/ATHLETICS AND FEES

Enrollment/Fees - A minimum enrollment may be required for a club to be held. Numbers may be limited on a first to sign up basis if interest exceeds supervisory availability. A participation fee of \$21.00 per student will be charged per club (no fee for: Builders Club, Library Club, Student Council or Yearbook Club), and \$15.00 for any intramural sport, and \$36.00 for each interscholastic sport a student chooses to participate in (Cross Country, Wrestling, Track and Field).

Scholarships - Confidential scholarships are available for students who cannot afford the activity fees. A scholarship application form can be obtained in the office. Scholarship application forms should be submitted to the Business Office at the District Administration Center, 7106 South Ave, Middleton.

Refunds - Will be available for students who do not participate in clubs or athletics after the **first meeting/practice**. We encourage students to explore the activity once before deciding. Any participation after the first meeting will require a fee payment.

Transportation - Students are allowed to return from away games/activities only with their parent or guardian. Notes requesting someone other than a student's parent or guardian to transport them will **not** be honored. Away games/activities are defined as those not held at MCPASD. Advisors will need to have parents/guardians sign their child (only) out at the activity site.

The following is a listing of activities that may be available at KMS for the 2011-2012 school year. Availability is based on funding and the number of students interested for each club.

Art Club	6 th Grade Choir
Builders Club	Ski Club
Cross Country	Student Council (elected position)
Forensics	Swing Choir
Foreign Language Club	Strength & Conditioning (7 th & 8 th Grade)
Gymnastics	Track and Field
Library Club	Wrestling
Math & Science Club	Yearbook

CONDUCT CODE FOR ALL ACTIVITIES

All students should have the privilege of participating in student activities. Limitations placed on this privilege may occur for the reasons described below. Due process is afforded every student when necessary.

1. Any student participating in school activities shall follow the district Code of Conduct on or off school grounds. Offenders shall be suspended from all school activities for 1-5 school days and the next

scheduled meet, match, game, trip or contest following the suspension. Students repeatedly reported for misconduct may receive co-curricular suspensions or students may be expelled from one or all school activities. An appeals process, consistent with district policy, will be followed if requested by the student, parent, or guardian.

2. Student will make up time after school for misbehaving or tardiness before they participate in school activities. Students failing to stay after school for a staff person will be considered for suspension from co-curricular activities.
3. Students removed from class for inappropriate behavior the day of an after school activity, contest or trip may be denied involvement for serious inappropriate behavior at anytime prior to an activity.
4. A student who is truant from as little as a class period, or the full school day, will not participate in after school activities the day of the truancy. Truancy make up time will be completed before participating in a school activity.
5. Students absent on the day of an after school activity cannot participate in that event unless they have attended school for a minimum of a half day. Exceptions will be made only with permission of the principal or principal's designee.
6. The teacher of any student experiencing academic difficulties should confer with the student's coach/activity supervisor, and parent/guardian to ensure the best learning situation possible for the student. School activities are secondary to the completion of classroom work.
7. A student who wishes to quit a school activity before the end of the activity season should, out of courtesy, notify the coach/supervisor. Refunds are available before the student meets a second activity period. No refunds will be given after that time.
8. For some activities the coaches/supervisors may have necessary additional safety or health requirement rules, which are unique to that activity.

RULES OF ATHLETIC/SPORTS and ACADEMIC ELGIBILITY

The purpose of the athletic eligibility procedure is to promote academic success and encourages participation in extra-curricular activities. Any student who wishes to take part in any athletic program must:

1. Have a current physical on file. If a physical form was completed in the seventh grade, complete an alternate year form.
2. Adhere to all school and WIAA regulations regarding eligibility.
3. Declare if there is adequate family insurance or purchase insurance offered through Student Assurance Services Inc.
4. Pay the athletic fee of \$36.00 per sport or \$15.00 per intramural sport.

ACADEMIC ELIGIBILTY

The student's coach/activity supervisor and parent will work together to insure the best learning situation possible for the student. The satisfactory completion of classroom work is very important. School activities are secondary to the completion of classroom work. Supervisors are responsible for providing rosters to staff for academic review.

Students must be passing all classes at all times in order to be eligible for competition.

- Supervisors will forward rosters to staff each week during an activity season.
- Teachers will be responsible for informing the coach, activity advisor if a student is currently failing his/her class.
- Students will be notified by their activity advisor or principal if he/she is failing a class or classes and is considered ineligible for the ensuing week's competitions.

Students can regain eligibility for the ensuing week's competition by completing work required in the class(es) they are failing. Students ineligible to compete due to failing grades will be allowed to practice with the team. Students ineligible to compete **may not** be allowed to travel to away games. If any F grade in any one class or combination of classes continues a second time during the activity the student will be removed from the

remaining time of the activity.