

Phoenix Middle School



Parent - Student Handbook

2009 - 2010

DELAVAN-DARIEN SCHOOL DISTRICT MISSION STATEMENT

The Delavan-Darien School District in partnership with families and the community is dedicated to empowering students to achieve success in our ever-changing world.

We will prepare life-long learners and responsible, respectful citizens by embracing our diversity and providing enriched opportunities for learning.

PHOENIX MIDDLE SCHOOL PHILOSOPHY

We believe that middle school students have unique needs and characteristics which are directly related to the critical developmental stage called transescence (early adolescence). We believe that our students must be guided in their learning and social development during this transitional child-to-adult stage by staff members who react to students as individuals on their unique paths in the educational process.

To facilitate this process, Phoenix Middle School provides a program of learning that meets the physical, intellectual, social, and emotional needs of students. Furthermore, we encourage all students to explore all available school, home, and community resources to expand upon learning initiated in the school setting. Exploration includes not only academic, but also the many opportunities in the athletic, social, cultural, fine arts, and political worlds for each individual in terms of his/her needs, desires, and abilities.

Since all education is preparation for life and work, career education in all classes and an introduction to the use of modern technology will help prepare our students for their future in an ever-changing society.

HOW WE GOT OUR NAME.....

A mural in our lobby depicts Col. Samuel F. Phoenix (1798-1840) arriving in this area on July 15, 1836, to establish a settlement for individuals with strong religious and moral convictions. Col. Phoenix reached the north shore of Delavan Lake at what is known as the Assembly Grounds. Taking shelter in an abandoned wigwam, he prepared a meal over an open fire, while his horse, "Wall," grazed nearby.

A native of Perry, New York, Phoenix held the rank of Colonel in the New York State Militia and was a zealous lecturer and organizer for the temperance and anti-slavery movements. In May of 1836, he left New York for the Wisconsin Territory in order to locate a colony site. Selecting this area, he named the village in honor of the first chairman of the New York Temperance Society, Edward C. Delavan. On October 25, 1836, Phoenix attended the territorial legislative session at Belmont, Wisconsin, and through his influence this county was later named in honor of a former president of the New York Temperance Society, Chancellor Reuben H. Walworth. Samuel Phoenix guided Delavan's development during the early years and

donated a considerable amount of land to the village for religious education and recreational purposes. Phoenix died September 6, 1840, and is buried in the Old Settler's Cemetery.

STATEMENTS OF NON-DISCRIMINATION:

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

It is also the policy of the School District of Delavan-Darien, pursuant to Wis. Stats. S 115.28(31) and S. 227.11(2)(a), to provide reasonable accommodations for a pupil's sincerely held religious beliefs, with regard to all examinations and other academic requirements. Therefore, if a parent or child is aware that there is a potential conflict with the school district calendar and their religious holy days or other sincerely held religious beliefs, they must contact the building principal in advance. Such pre-approved absences will be handled in a way to ensure necessary confidentiality while providing alternative ways to meet the academic requirements missed, without prejudicial affect on the student's grades.

The district encourages informal resolution of complaints under these policies. If any person believes that the Delavan-Darien School District, or any part of the school organization, has failed to follow the law and rules of s.118.13, s.115.28(31) or s.227.11(2)(a) Wisconsin Statutes, or in some way discriminates against pupils on the basis listed above, s/he may bring or send a complaint which refers to discrimination on the basis of sex or sincerely held religious beliefs to:

Vikee Loudon, Title IX Coordinator
School Administration Center
324 Beloit Street
Delavan, WI 53115
(262) 728-2642

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap should be directed to:

Section 504 Coordinator
School Administration Center
324 Beloit Street
Delavan, WI 53115
(262) 728-2642

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PHOENIX SCHOOL STAFF
2009-2010

Bayerl, Jennifer.....	Strings
Belken-Pecor, Jacqueline.....	District
Nurse	
Birk, Barbara.....	ESL (English-Second Language)
Bousman, Jason.....	8 th
Academic	
Brown, Terri.....	F.A.C.E.
Butzow, Mark.....	Instrumental Music
Carter, Brian.....	Instrumental
Music	
Czapski, Catherine.....	French
Enger, Patti.....	Physical Education
Ferger, Steven.....	Principal
Fleck, Peggy.....	Library Media
Coordinator	
Foster, Tim.....	7th Academic
Fumall, Tammy.....	7th Academic
Goetsch, Eric.....	6 th Academic
Gosse, Dean.....	8th Academic/Team Leader
Hanke, Kathleen.....	8 th Academic
Koepnick Tim.....	6 th Academic
Kuenzi, Suzanne	
.....	EEN
LaPlante, Patricia (Tricia).....	Speech &
Language	
Larson, Jim.....	Vocal Music
Lee, Kay.....	Computers/AA Team Leader
Lee, Sonia.....	Bilingual/Bicultural
Leibfried, Jeremy.....	Tech
Ed	
Markley, David.....	Liaison
Officer	
McLaughlin, Sandy.....	EEN
Meyer, Kristine.....	7 th Academic/Team
Leader	
Murphy	
.....	EEN
Nelson, Clay.....	8th Academic
Nicolay, Nanette.....	Spanish
Nielsen, Adam.....	8 th

Academic
Perez, Barb.....6th Academic
Petersen, Hugh
.....Art
Robb, Shelley7th & 8th
Academic
Ropers-Rosendahl, Julie.....Vocal
Music
Ryan, PatEEN
Schmitt, Thad7th Academic
Schroth, Carole.....6th Academic/Team Leader
Sills, Ellen School Psychologist/Guidance
Sperle, Katie7th Academic
Stelzer, Troy
.....Guidance
Teska, Kristin6th & 7th
Academic
Wehner, TadAssistant
Principal
Yanko, PaulPhysical Education
Ziegler, Michelle.....6th Academic

Administrative Assistant

Mansfield, SueMain Office

Educational Support Staff

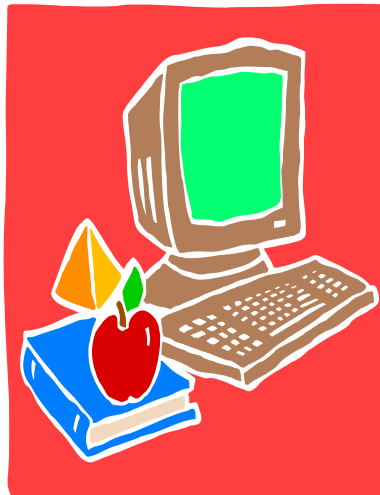
Bultman, Judy.....Lunch
h
Hembrook, Robin.....Office/Nurse's Office
Hirte, Sue,
.....Office
Hummel, JillEEN
Aide
Kozlowski-Nielsen,
Pat.....Library
Lewis, Ann.....Study Hall/Lunch Supervision
Aide
Minton, KimEEN
Aide
Rowland, MaryStudy Hall/Lunch Supervision
Aide
Square, KeiyaStudy Hall/Lunch Supervision
Aide
Stoppie, Eunice.....Study Hall/Lunch Supervision
Aide

Kitchen

Klade, PattiServer
Southern, Harold..... Breakfast
Cook
Wheeler, Sandra..... Head Cook
Hibl,
Clara.....Dishwasher

Maintenance

Christopherson, JimHead
Custodian
Deibel, ScottBldgs/Grounds Supervisor
Reddy,
John.....Custodian/Night
.....Custodian/Night



Dear Students and Parents:

The staff of Phoenix Middle School is looking forward to working with you during the 2009-2010 school year. We know that the years spent in middle school are challenging and exciting times. We believe that students will receive the most from these years and can be successful by always doing their best in the classroom and in other school activities.

This handbook contains basic rules, procedures, and expectations for all students in our school. We expect all students to become familiar with this handbook. Parents and students should sign the form on the last page and return it to school as soon as possible, either at registration or in the office. Included in the handbook is the school district's Internet Use Agreement. The sign-off for this document is also included. Please be sure to sign, date, and return this form, also.

We have high expectations for our students and trust that they will do their personal best in academics, activities, co-curricular, and conduct. We count on all students to make Phoenix a place where people are proud to work and learn. We hope that you will have an exciting and successful school year!

The Phoenix Middle School Staff

ASSISTANCE:

- Main Office: - Permit to leave the building
- Planned absence
- Tardy Pass
- Locker problems
- Lost and found articles
- Concern about a disciplinary action
- Breakfast/lunch deposits

- Health Office: - Illness
- Injury
- Medication

SCHOOL DAY:

The school day runs from 7:23 A.M. - 2:36 P.M.

Students are to leave the building by 2:45 P.M. unless participating in after-school activities.

LEAVING THE SCHOOL GROUNDS:

After arriving at the school, your child is not to leave the school grounds except at regular dismissal time, unless you send a written request to the school office. Students are not permitted to leave school grounds with someone other than the parent/guardian, unless the parent/guardian has written a note to the office. The note should include a phone number, so that you can be reached if there is a question.

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VISITORS:

Parents are invited and urged to visit Phoenix during Open House or any other time.

All visitors are required to stop in the office first, when entering the building. We ask that you sign in and get a visitor's badge to wear during your visit. When you are ready to leave, return to the office, sign out, and return your badge to the office staff.

We ask that you only use the main entrance when entering and exiting the building. This procedure will reduce classroom interruptions and increase the safety and security of the building for your children.

We do not encourage children from other schools to visit the school.

USE OF STUDENT IMAGES:

During the school year, the School District of Delavan-Darien videotapes and photographs athletic events, performances, ceremonies, and a variety of other events, which display images of student's faces or images of student, work. These images may be used for class composites, yearbooks, newsletters, websites, publications, television, or other public displays. Parents who object to the use of their child's images must notify the building principal, in writing, prior to September 15 of each school year.

BICYCLES:

1. Bicycles may be brought at your own risk.
2. Follow all safety rules.
3. Bikes are to be parked in the bike racks.
4. Lock your bike. One bike per lock.
5. You may not ride your bike on the school lawn.
6. Use good judgment when riding your bike in traffic. Safety first!

TELEPHONE:

1. Telephones are available in every classroom for students to contact parents.
2. There is a telephone in the main office for emergency use.
3. Students may bring a cell phone to school and must be kept in their locker during the school day. They do so at their own risk. The school is not responsible for student cell phones.
4. Cell phones may not be used during the school day or in the school building to make calls, send text messages, play music, or take pictures. After school students may step outside to use their cell phones.
5. Students violating this policy will have their cell phone held in the main office until a parent can come and pick it up.

STUDENT I.D.'S:

Each student will be issued a plastic school photo identification card. Students are encouraged to wear the I.D. on a lanyard. This card will be used for a variety of times including activity nights. Students **MUST** have their I.D. to check out materials from the library, and for the breakfast and lunch program. Students will be charged \$5.00 to replace the card.

GUM, CANDY, AND POP:

1. Gum chewing is NOT permitted at Phoenix.
2. Candy and pop are only allowed in lunches and must be consumed in the cafeteria.
3. Any food or beverage given as reward times, by the classroom must be consumed in that classroom where given.

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ATTENDANCE PROCEDURES FOR PHOENIX MIDDLE SCHOOL

Students are expected to arrive on time, to attend every class, and to make up missed school/work due to absences.

School Hours:

7:23 a.m. to 2:36 p.m.

Early Release Day Hours:

7:23 a.m. to 11:10 a.m.

Tardy Excused:

Student arrives before 8:56 a.m. with an appropriate excuse.

Tardy Unexcused:

Student arrives before 8:56 a.m. without an appropriate excuse.

- Students arriving after 8:56 a.m. will be considered either absent excused or unexcused for half a day.
- Parents should try to report absences as early in the day as possible by calling 728-2642, ext. 4204, or by sending a

written note to the school office.

- ❑ All written verifications from parents and professionals must be turned in to the school office.
- ❑ All unexcused absences will be counted toward habitual truancy.

Planned Absence:

- ❑ A planned absence may be approved for two or more days of absence.
- ❑ Parents must give notification to the school office, in writing, at least 1 week before the planned absence occurs.
- ❑ The Office will then give notice to the teachers to gather any homework assignments for the missed days. The student will be responsible for picking up his/her homework assignments in the office before he/she leaves on the planned absence.

If you have any questions regarding this procedure or the policy, please contact the school office.

STUDENT ATTENDANCE

For Student Achievement to be attained, it is critical for students to attend school on a regular basis. The School District of Delavan-Darien would like you to be aware of our attendance policy and the implications on your students' achievement should they NOT attend school on a regular basis.

- ❑ The School District of Delavan-Darien allows students to have 10 parent excused days. These days are counted as excused when a parent/guardian contacts the school to inform that their child will not be in attendance that day.
- ❑ Under Wisconsin State Statute, students may not be absent without an acceptable excuse for part or all of one or more school days during which the school has not been notified of the legal cause of each absence by the parent/guardian of the absent student. Students absent without an acceptable excuse for part of or all of 5 or more days on which school is held during a semester will be considered a habitual truant.
- ❑ When a parent/guardian removes a child for an extensive period of time, for example, 49 school days, this should be treated as a withdrawal. If a parent removes a child for 14 days to go on a family vacation, this is a vacation and parents need to be advised that this falls within their parent excused absences and they may incur truancy if they have exceeded the limit for parent excused absences.
- ❑ The School District of Delavan-Darien will file truancy on a student who has exceeded the 10 parent excused days. Please be aware that the parent/guardian will be responsible to the court if truancy papers are filed.

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STUDENT ATTENDANCE (2)

WISCONSIN STATE LAW ON SCHOOL ATTENDANCE

In accordance with Wisconsin compulsory attendance laws, all children between the ages of six and eighteen shall attend school regularly during the full period and hours in which the school is in session until the end of the school term, grading period, or semester of the school year in which the child becomes 18 years of age, or until the child has graduated from high school. S118.16(1)(a) In compliance with the law, the School District of Delavan-Darien School Board will excuse from compulsory attendance any child who qualifies in one of the areas below:

Absence Excused by Parent (PEX): Ten days of parent excused absences (partial or full days) are allowed for the year

per state statute. After 10 days, absences will be considered unexcused.

Absence Excused by School (ABE): Each of these absences requires the verification of a parent/guardian or written documentation from a medical or other appropriate professional.

- ❑ Medical, dental, chiropractic, optometric, or other valid professional appointments (requires written verification from medical professional)
- ❑ Illness verified through written documentation of a medical professional.
- ❑ Death in the immediate family or funeral for close relatives.
- ❑ Religious holidays or religious instruction.
- ❑ Court appearance or other legal procedure which requires the attendance of the student (requires written verification from the court systems).
- ❑ Quarantine as imposed by a public health officer.
- ❑ Attendance at special events of educational value as approved by the school administration.
- ❑ Special circumstances that show good cause, which are approved by the school administration.
- ❑ School ordered suspension.
- ❑ Removal from school by an officer of the court.

Habitual Truancy State Statute Definition and Procedures: "Habitual Truant" §118.16(1)(a) means a pupil who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester. When a student is identified as a habitual truant, the school shall notify the parent/guardian by registered or certified mail. Prior to issuance of a citation the following will occur:

- a. A statement of the parent's/guardian's responsibility under §118.15(1)(a) to cause a child to attend school regularly.
- b. A statement that the parent/guardian or child may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a program for children-at-risk.
- c. A request that the parent/guardian meet with appropriate school personnel to discuss the child's truancy.
- d. A statement of the penalties under §118.15(5) that may be imposed on the parent/guardian if he/she fails to cause the child to attend school regularly.
- e. A citation may occur only after the above have been attempted.

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LOCAL TRUANCY ORDINANCE

The City of Delavan has adopted Municipal Truancy Ordinances in accordance with Wisconsin State Statute 118.163.

Truancy for the School District of Delavan-Darien **includes any unexcused absences, unexcused tardies, or class cuts** as defined by attendance policies.

Concerns with "Truancy" will be handled in a step-by-step fashion:

Step 1 – Written notification to parents and request for a conference

- ❑ Letter includes possible consequences under WI State Law
- ❑ School consequences

Step 2 – Written notification to parents and request for a conference.

- ❑ Letter includes possible consequences under WI State Law
- ❑ Personal meeting with student involved – effort made to resolve the truancy concern and review of the potential consequences of continued truant behavior.

Step 3 – Ask for police intervention and the issuance of a citation.

*****Exception to this three step procedure*****

Extreme or unique circumstances may be **handled with a citation immediately** such as when a law enforcement officer finds a student(s) in the community during school hours and the student(s) is (are) “Truant” from school. (A non-truant student will be accompanied by a parent or will have a dismissal pass from the school in his/her possession. An officer may contact the attendance office if there is any question about the student’s attendance status.) Parents/guardians and other adults may be given a citation for contributing to truancy by a Law Enforcement Officer.

TRUANCIES

If a student does not attend a class during the day, it is considered truancy and an unexcused absence. First infraction will result in a warning being given. Students who continue to be truant will be subject to disciplinary measures.

PHYSICAL EDUCATION:

Students are required to wear Physical Education uniforms. This uniform may be purchased from Phoenix School.

SCHOOL BUS SAFETY RULES:

The School District of Delavan-Darien provides safe, efficient transportation for students attending public and private schools. In order to protect the safety and welfare of the children while on the bus, parents are asked to review the following bus rules with their children on a periodic basis. Students riding the buses, whether on a daily basis to and from school, or for field trips and sporting events, are expected to know and follow these rules. Basically parents are responsible for the behavior of their child on school buses. If a child’s behavior is not acceptable, the privilege of riding the bus may be withdrawn and it will become the responsibility of the parent to transport the child.

1. Be on time for the bus. Students must board the bus at designated stops, or at the school they are attending.
2. The bus driver is in charge. School bus passengers shall comply with any lawful order given by the driver in carrying out the driver’s responsibility of transporting passenger safety. The school bus driver has a legal responsibility to maintain order on the bus.

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3. Respect others on the bus. Passengers shall exhibit good conduct and be polite while on the school bus. They will respect the rights, property, and safety of other passengers. This means no pushing, shoving, running, hitting, kicking, fighting, or being loud. The same rules of conduct that apply in a classroom apply on the school bus.
4. Profane or abusive language or gestures will not be tolerated.
5. Passengers must remain in their seat at all times until their destination is reached. Passengers shall face forward with feet on the floor. Passengers are not allowed to stand on the seat. Moving from seat to seat is not allowed without driver permission. The bus driver may assign seats.
6. The aisle on the bus must remain clear at all times. Anything brought aboard the bus must fit into and kept in the

student's backpack or enclosed bag. This includes articles such as class projects, balls etc. Musical instruments and other equipment must be held on the passenger's lap or capable of being stored under the seat in order to be allowed on the bus. NO pets, insects, bugs, or critters of any kind. NO BOOM –BOXES, NO SKATEBOARDS, NO glass containers and other sharp objects are allowed on the bus. Any exceptions to the above list will require prior approval from the building Principal.

7. Tobacco, alcohol, or other harmful substances are not allowed on the bus.
8. Do not eat food or candy, or chew gum on the bus.
9. Do not throw anything on the bus, or out the window.
10. Destruction to the bus is prohibited. Passengers causing destruction shall be liable for the cost of all labor and materials to return the destroyed area to a like-new condition, may be charged with vandalism, and may result in automatic suspension of busing privileges.
11. Students will enter and exit the bus through the front service door only. The rear emergency door of the bus is to be used in emergencies. Any passengers who use the emergency door for a purpose other than an emergency, will automatically forfeit the right to ride a school bus at any time in the future.
12. The bus driver must give permission before the bus windows may be opened.

FIELD TRIPS AND EXTRA-CURRICULAR TRIPS (Eating and drinking ARE allowed).

13. All bus rules still apply. Chaperone and coaches are to sit among the students and assist the driver in maintaining order and discipline.
14. Students who ride the bus to games or events must return to Delavan on the bus. They must ride the same bus they signed up for or purchased a ticket for.
15. Cleated or spiked shoes are not to be worn on the bus.

Please remember, the school bus driver has the responsibility to transport passengers safely. These bus rules are designed to allow all children to be transported in a safe and orderly manner.



MEDICATION/ILLNESS/INJURY:

Medications should be administered at home whenever possible. If it is necessary for a student to take medication at school, this may be done in accordance with district guidelines. It is the responsibility of the parent/guardian to file written instructions and consent forms available in the school office. The building principal, in cooperation with the district nurse, shall designate in writing the employee(s) authorized to administer medications at school. No school district employee, except a health care professional, may be required to administer any medication to a student by any means other than ingestion. School personnel authorized to administer medication shall be provided appropriate instruction in how to safely and accurately dispense the medication and document this procedure. Persons voluntarily trained to engage in this activity may

administer medications requiring administration by injection. The Emergency Medical System (911) will be accessed in the event no trained personnel are available.

This policy does NOT prohibit the older and more reliable 6-12 grade student from assuming the responsibility for carrying and self administering medications at school, with the written approval of a parent/guardians. A student may possess and use a metered dose inhaler or dry powder inhaler if all of the following are true: (a) the student uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms. (b) the student has the written approval of the student's physician and ,if the student is a minor, the written approval of the student's parent/guardian; and, (c) the student has provided the principal with a copy of the required approval or approvals.

IMMUNIZATIONS REQUIRED:

Students are required to show proof of immunizations in order to be admitted to school. Students entering school for the first time must have written record of at least diphtheria, pertussis, tetanus, measles, mumps, rubella, oral polio, hepatitis B, and Varicella (chickenpox). By the 30th school day students are required to be in compliance with the State of Wisconsin Statute. Parents and students will be notified in writing if they are not compliant to the requirement. On the 31st school day students will be excluded from school if they are not in compliance with the statute.

HEALTH SERVICES:

Matters which relate to the physical welfare of students is the primary responsibility of the school nurse. The nurse will have regular hours in the school district on a daily basis. The school nurse organizes and administers the vision and hearing screening programs and all immunization programs held in the schools as well as administering first aid and caring for students who become ill while at school. The school nurse confers with the Physicians of students who are restricted in their activities, observes students as requested by teachers if the teachers feel there may be a health problem, makes home visits when needed. The nurse also confers with the Vocational Rehabilitation Counselor in those instances where handicapped children need special assistance and arranges homebound instruction when illness is prolonged.

The school nurse coordinates and oversees the district administrative policies which govern administering/dispensing medications at school, health room procedure, documentation and record keeping etc.. Specific questions regarding these and other health issues should be directed to the nurse for clarification and resolution.

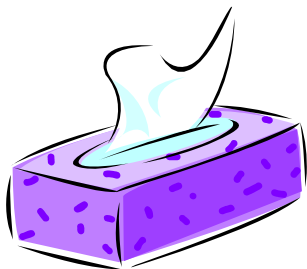
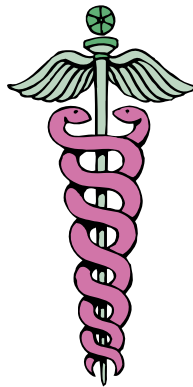
INJURY/ILLNESS:

Students who are ill or injured during the school day will be sent or taken to the Health Office. The Health Office will make every attempt to contact the parents. Please make every effort to fill out all sections on the student yellow health/consent registration card. All illnesses or injuries must be reported to the Nurse's Office.

Wisconsin law requires a health care provider to provide each patient with a statement of access rights to patient health care records. The statement must be provided either upon admission to an in-patient health care facility or upon the first provision of services by the health care provider. The law provides that if the patient or other person submits a statement consenting to the disclosure of information from patient health care records, the patient or person may:

- after providing reasonable notice, inspect the health care records of a health care provider relating to that patient at any time during regular business hours.
- after payment of reasonable costs, receive a copy of the patient's health care records.
- after payment of reasonable costs, receive a copy of health care provider's X-ray reports or have the X-ray referred to another health care provider of the patient's choice.

The Statement consenting to the disclosure of information from patient health care records must be written and include all of the following: the name of the patient whose record is being disclosed; the type of information to be disclosed; the types of health care providers making the disclosure; the purpose of the disclosure; the party to whom disclosure may be made; the signature of the patient or person authorized by the patient; and if signed by a person authorized by the patient, the relationship of that person to the patient or authority of the person.



TOO SICK FOR SCHOOL?

One of the problems most often confronting parents of school-age children occurs when a child complains of not feeling well

on a school day.

A decision must be made as to whether the child stays home or goes to school. How do you make the right decisions?

The following information is guidelines to assist you in making the decision as to when your child should stay home from school.

FEVER

A fever is usually a symptom of an illness. A child with a temperature over 100 degrees Fahrenheit should not go to school. A child should be kept home until fever-free for 24 hours.

RASH

A rash can be a symptom of a contagious viral or bacterial illness. A rash may cover the entire body or appear in just one area. Do not send a child with a rash to school until your doctor has said the rash is not contagious. Notify school personnel if your child has developed an illness that is contagious (chickenpox, scabies, etc.)

DIARRHEA, VOMITING, STOMACHACHE

A child with diarrhea needs to be kept home. A child who has been vomiting needs to be kept home until he or she is able to keep down food. A doctor should be consulted if your child has a stomachache that is persistent and severe enough to limit activity.

COLD, COUGH, SORE THROAT

A child with a bad cough or cold symptoms should stay home. If your child complains of a sore throat but does not have any other symptoms, he or she may go to school. If white spots can be seen in the back of the throat or if a fever is present, keep the child home and contact the doctor.

PINK EYE (CONJUNCTIVITIS)

Pink Eye is uncomfortable and very contagious. Symptoms include a discharge from the eyes, burning or itchy eyes, and watery eyes. Treatment usually requires prescription eye drops. The eye drops must be used for 24 hours before your child returns to school.

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PAIN

Toothaches: Contact your dentist.

Earaches: Contact your doctor.

Headache: May go to school if this is your child's only complaint.



Use your own good common sense and remember:

Sick children belong at home; well children belong in school.

A child who is well enough to attend school should also be well enough to participate in recess. If your child cannot participate in recess, a doctor's excuse must be at school.

Any teacher, secretary, principal, or nurse can send a student home if they believe the student is ill or has a communicable disease (lice, impetigo, chickenpox).



HEALTH ROOM

Each school building in the Delavan-Darien School District has a health room where ill and injured students may go to receive care and treatment. Medications are also dispensed out of the health room.

In order for students to receive medication at school, the following must be in place:

1. A signed parent permission form for the over-the-counter medications.
2. A signed parent permission form and signed physician form for prescription medications.
3. The medications must be in the original container.

The health room does not have peroxide, first aid ointment, alcohol, contact solutions, chapstick, or medication for tooth pain. If this is something that your child may need, you must send it to the health room with the appropriate permission form.

If your child is ill before school, please don't send them to school. ILL children belong at home.

If your child has any health concerns, please notify the school nurse at 728-2642 x4416.

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NOON ACTIVITIES: Students who wish to go to the library, computer lab, or to a teacher's classroom during the lunch hour **MUST** have a pass from that staff member in order to do so.

Gym:

1. Students may go to the gym when it is open for noon activities.
2. Report to the gym and sit in the bleachers. Do not change seats once there.
3. Keep hands and feet to yourself at all times.

4. Follow directions of the teacher regarding activities for the day.
5. When the bell rings, remain seated until dismissed by a supervisor.

Playground:

1. When reporting to the playground for noon hour, please stay within the boundaries of the yellow lines.
2. Line up in an orderly fashion before being dismissed to go in for lunch.
3. Absolutely no fighting or pile-ups on the playground; keep your hands and feet to yourself.
4. No throwing ice, snowballs, rocks or stones.
5. You may not "~~lock~~" any games.
6. Do not climb the softball backstops.
7. Stay out of the arboretum on the West side.
8. No swearing or dirty language at any time.
9. If an injury occurs, please contact a supervisor.
10. You may not return to the building once you have gone outside until dismissed by a supervisor.

LUNCH/BREAKFAST MONEY

Students or their parents may deposit money into a school account. This can be in the office daily. Students will then use their school I.D. cards at breakfast or lunchtime to access the account for their lunch. Each time the I. D. card is scanned, the appropriate amount will be deducted from the account. If a student is on free/reduced lunch, that will also be reflected when the card is scanned. Students will be informed when the account has a low balance. There will be no IOU'S.

Students who do not have money in their account will be advised to call a parent at home/work in order to try to get lunch money. Students will then be given a day of grace and may eat a school lunch. Students who will still do not have money in the account after the day of grace will be provided something to eat. (example: PB&J sandwich) Students who abuse the lunch program may be denied service.

MILK TICKETS:

Daily noon milk may be purchased at lunchtime for students taking cold lunch.

MAKE-UP WORK:

1. It is the student's responsibility to contact teachers for missed assignments.
2. After two days, parents may request make-up work through the office. Call or send a note requesting assignments before 8:00 A.M.
3. The materials requested will be available in the main office after 2:36 p.m.
4. If calls are received after 8:00 A.M., materials may not be ready until the next day.

PLANNERS:

All Phoenix students are required to use a planner (assignment notebook or agenda). This is included in the school fees. They will be distributed during the first week of school. Replacements cost \$5.00. Assignment notebooks are not only a valuable organizational tool for middle school students, but they are also a communication link between teacher and parent. Parents should expect to see the assignment notebook coming home on a regular basis. Parents will also be asked to sign it periodically. Specific procedures will be shared with parents and students by the grade level team.

PASSES:

There are two types of passes at Phoenix:

1. Students who arrive after 7:23 A.M need a tardy pass. Students should report directly to the main office to obtain a pass. Students who do not have a note from a parent/guardian explaining the tardy are considered unexcused.
2. An office pass is needed when a student must be excused during the school day. Students should report to

the main office before homeroom to obtain their pass. A phone call and note from a parent/guardian is required prior to issuing the pass. Students who return to school after an appointment must report to the main office to be readmitted to school.

SCHOOL FEES:

1. School fees are \$25.00 (100%) for textbook rental, physical education towel charges, and consumable materials. Students entering the 1st quarter; students entering 2nd quarter will be charged \$18.75 (75%); students entering 3rd quarter will be charged \$12.50 (50%); and students entering 4th quarter will be charged \$6.25 (25%). Fee refunds will be 75% if a student withdraws during the 1st quarter; 50% the 2nd quarter; 25% the 3rd quarter; and 0% the 4th quarter. Parents must request a refund at the time of withdrawal.
2. Physical Education: 2-piece suits - \$15.00. If pieces are purchased separately, the price is: shorts - \$8.50; shirts - \$6.50.
3. An annual fee of \$25.00 for students participating in co-curricular activities (\$50.00 maximum per family, per year.) The \$50.00 maximum includes both Phoenix and high school students. A student must present a receipt(s) to show the family has met the maximum.
Make checks payable to Phoenix Middle School.

STUDENT ASSISTANCE PROGRAM:

The Student Assistance Program is designed to provide group support to students who have problems or difficulties with issues that are interfering with their ability to learn. S.A.P. groups meet once a cycle for approximately 8-10 weeks. Participation in S.A.P. groups by self, staff, family or peer referral. Contact your counselor for more information.

CONSENT FOR PARTICIPATION:

At Phoenix Middle School students are offered the opportunity to participate in groups as part of our Student Assistance Program, or SAP. Topics vary by the needs and interests of the students. Past groups have dealt with family change, divorce, death, anger management, and AODA issues. If you do not wish your child to participate in such a group, please inform the principal, in writing by September 15 of each school year.

ELECTIVE POLICY

Students who wish to sign up for elective courses should do so with the intention of remaining enrolled for the entire length of the course. If there is a need to request a schedule change the following procedures should be used. Students must attend all assigned classes until final approval is given for the schedule change and they receive a new schedule in homeroom.

Drop/Withdrawal

Only under very special circumstances may a student withdraw or be dropped from a course. The student's parents, the principal or assistant principal, a guidance counselor, and the teacher must approve all withdrawals. If the withdrawal occurs within the first three cycles of the course, no penalty is involved.

A request for a drop will be considered within the first three weeks of a class. For example, if a class starts in the fall, the drop considered during those first three weeks in September. If a class begins second semester, the drop will be considered during the first three weeks in January and February. Students may not drop a course as a way to avoid a failing grade.

It is at the discretion of the principal, in collaboration with guidance, the student, home, and the teacher, whether or not the student will be dropped or allowed to withdraw. Whether or not the student receives a passing grade, a failing grade, or a W is up to the school personnel.

Add

Students may add a class in the first three weeks if they obtain signed approval from their parents/guardians, an administrator, the teacher, and a guidance counselor. There must be room in the class in order to approve course additions. Changes will not be made if the request results in the student changing several sections, thus causing an imbalance in other courses or sections.

REPORT CARDS/MID-QUARTER REPORTS/INCOMPLETES:

Report cards are given/mailed to students and parents four times per year, or every nine weeks. Between these grading periods, progress reports may be issued. These are used to alert parents of their child's progress. Parents should contact teachers with any concerns.

There may be situations where a student is given an "Incomplete." The student has one week from the receipt of the report card to finish and turn in any outstanding work. If the work is not satisfactorily completed within the allotted time, a grade of "F" will result.

HONOR ROLL:

An academic honor roll is published at the end of each quarter in the Phoenix Newsletter and the local paper. Students qualify for "High Honors" by achieving at least a 3.5 grade point average. Those students qualifying for "Honors" must have a grade point average of at least a 3.0.

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NATIONAL JUNIOR HONOR SOCIETY (N.J.H.S.):

1. To be eligible for membership, the candidate must be a member of the 7th or 8th grade.
2. Candidates must have a cumulative scholastic average of at least 3.5 on a 4.0 scale.
3. Election of new members shall be by written evaluation of all candidates by any or all staff who have personal contact during the current school year with the student by way of classes or extra curricular activities. Students are

- evaluated on the basis of scholarship, citizenship, service, leadership, and character.
4. The nomination and election to the N.J.H.S. is an honor bestowed, not applied for, and is not subject to appeal.

STUDENT COUNCIL:

Our Student Council is available for students interested in a leadership position in the school. Elections are held each year. Student Council representatives should maintain their grade point average, show good effort, have a positive attitude, and display leadership skills.

EMERGENCIES:

During emergency situations, such as a fire drill or tornado drill, students are expected to:

1. Follow all staff directions.
2. Walk quickly to the designated drill area.
3. Refrain from talking
4. Remain in designated area until the all-clear signal is given by the administration.

In the event of a safety drill, or emergency situation, all students are expected to follow staff directions and refrain from talking. Students and staff may return to their regular activities following an "all clear" from the principal or assistant principal.

CO-CURRICULAR ACTIVITIES: (Grades 6,7,8)

Phoenix Middle School offers many co-curricular activities. Students in 6th Grade have the opportunity to participate in flag football, Student Council, Newspaper, Forensics, Peer Helpers, MOST and Drama. Students in grades 7 and 8 have the opportunity to participate in the following activities: Flag Football, Volleyball, Boys Basketball, Girls Basketball, Wrestling, Track, NJHS, Student Council, Forensics, Drama, MOST, Peer Helpers and Newspaper.

Co-Curricular Academic Performance Reports (Also known as "Blue Cards")

If at any time during the school year, a student who is participating in a co-curricular activity, is receiving a failing grade in any individual class, he or she then becomes ineligible to participate in co-curricular activities. The classroom teacher will notify the assistant principal via a "blue card" that the student is failing a class. The assistant principal will have a conference with the student. The conference will include notification of ineligibility and the procedure the student must follow to regain eligibility. The assistant principal will notify the coach or advisor of the status of the student.

Procedure to Regain Eligibility Status

1. The student receives a "blue card."
2. The student works with the teacher to bring academic performance to a "passing" level.
3. When a passing grade is achieved, the student will present the "blue card" to the teacher for a date and a signature.
4. The student will then bring the "blue card" to the assistant principal.
5. The assistant principal will then rule on the student's eligibility status and notify the coach or advisor.
6. Students must also be on the appropriate Honor Levels to participate.

ATHLETICS(Grades 7 and 8):

Athletic activities are offered to Phoenix students in the 7th and 8th grades, under the supervision of the Phoenix Athletic Directors and staff (6th Graders may participate in Flag Football only). Students involved in athletic activities follow W.I.A.A. training and eligibility rules. This requires a student to have a physical when s/he begins to participate in sports, and to have a signed ~~green~~ physical card turned in at the start of the sports season. This card is good for two school years. In the years

that a student is not required to have a physical, parents must fill out a signed ~~yellow~~ alternate year card for their child to participate. Under W.I.A.A. rules, student infractions are dealt with according to the guidelines established in the training agreement all athletic candidates must sign.

Supplemental insurance is available to students who participate in school athletic programs. This is available through an independent insurance carrier.

Co-curricular fees are \$25.00 per year. The family maximum per year is \$50.00 (this included Phoenix and DDHS Students). Students may not participate until the fees have been paid. If payment of the fees is problematic, please contact the school Principal.

The coaching staff upon a student's enrollment in that sport provides specific information pertaining to each sport. Parents will receive a physical or alternate year card, training and eligibility rules, team rules, insurance information, and team practice and competition schedules at the beginning of a sport's season. Students must also be on the appropriate Honor Levels to participate.

Go west on Hwy. 11
Turn right onto WI-89 toward Whitewater
Turn left onto W. Walworth Ave./CR S.
Turn right onto S. Elizabeth St.

Elkhorn Middle School
627 E. Court Street
262-723-6800

Take I-43 east toward Milwaukee
Bear right onto off-ramp at exit 25 to WI-67 N (Lincoln St)
Turn left onto WI-67 N (Lincoln St)
Continue onto Lincoln St
Turn right onto WI-11 (Court St)
Follow Court St./Hwy 11 until you are at 627 E. Court St.

EAST TROY MIDDLE SCHOOL
3143 Graydon Avenue
262-642-6725

Go east on I-43 toward Milwaukee

Take the Bowers Road Exit
Turn left onto Bowers Road
Turn right onto CR-ES
Turn left onto Townline Road
Turn right onto Graydon Avenue
The school will be on the right.

LAKE GENEVA MIDDLE SCHOOL

600 N. Bloomfield Rd.
262-348-3000

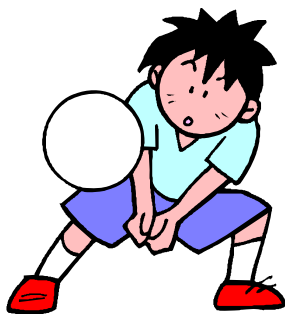
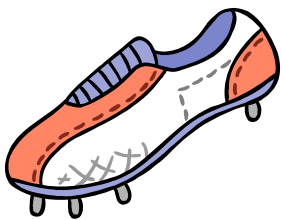
Drive east on WI-50 toward Lake Geneva
Hwy 50 becomes Main St. in Lake Geneva
Bear right on the ramp onto Wells St.
Continue for 1 to 1 ½ miles to Bloomfield Road
Turn left at Bloomfield Road.

FOX RIVER MIDDLE SCHOOL, Waterford

921 W. Main
262-514-8240

Go east on I-43 N toward Milwaukee

Exit I-43 to WI-83 S
Turn right onto WI-83 S
Go 7-8 miles
The school will be on the right.



SCHOOL CLOSING:

Should school need to be canceled due to inclement weather conditions, parents are reminded that such announcements will be made between 6:00-6:30 A.M. over the following radio stations: WFAW (940 AM Fort Atkinson), WSJY (107.3 FM Fort Atkinson), WLKG (96.1 FM Lake Geneva), WCLO (1230 AM Janesville), and WTMJ (620 AM Milwaukee).

TELEPHONE SYSTEM:

The school district has one telephone number. It is 728-2642. After dialing that number, callers will get an automated menu of choices to help further direct their call. For instance, to call Phoenix Middle School, press 2, to call Delavan-Darien High School, press 1, etc. Once the building is reached, another series of menu choices will be given. The caller may choose to leave information regarding an ill child on the attendance line or contact a teacher for an appointment. This type of information may be left on voice mail tied directly to a specific person or location in the district, assuring that your message will be received in the most timely manner possible. If you become frustrated or confused, or simply wish to talk to a secretary person-to-person, you may dial 0 (zero) at any time.

Once a caller becomes familiar with the telephone system and the extension numbers they frequently use, they may enter them automatically once the phone is answered and bypass the automated voice mail directions. A listing of all Phoenix staff extensions will be in the first newsletter.

A more detailed explanation of the telephone system can be requested from the school office. We look forward to utilizing this technology to improve communication with our parents. Our goal is that you will become comfortable using it and will access the information from our buildings on a regular basis. Please do not hesitate to notify us with your concerns, questions, or comments. Your feedback will be helpful as we work together to best meet your needs.

FOR THE HEARING IMPAIRED, DEAF, OR SPANISH-SPEAKING PARENTS:

If you would like an interpreter at any of the school sponsored programs or activities, please contact Kathy Adams at the School Administration Center, a week to ten days in advance, so that the necessary arrangements may be made. We will do our best to accommodate all requests, but cannot guarantee an interpreter if less than a week's notice is given.

STUDENT DIRECTORY DATA

Wisconsin Pupil Records Statute 118.25 (b) defines "directory data" as information, which includes, among other things, a pupil's name, address, date of birth, and telephone listing. Such information may be released to others upon request unless permission to do so is denied. If you would like to object to the potential distribution or release of your child's "directory data", please notify the building principal in writing prior to September 1, 2009.

STUDENT CONDUCT

We believe that:

- No child has the right to prevent another child from learning.
- No child has the right to prevent a teacher from teaching.
- No child shall engage in any behavior that endangers others.
- All children can behave.

Students are expected to:

- Treat others with respect by not teasing, threatening, pushing or hitting others. Students shall not participate in discriminatory or harassing behavior against other pupils or staff because of sex, race, religion, national origin, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability. Restricted behaviors include, but not limited to intimidation, bullying, name-calling, and physical attacks. Disciplinary action will result for students engaging in this conduct.
- Use appropriate language and avoid profanity.
- Respect individual rights by not touching others.
- Use only the locker assigned.
The contents of your locker are your responsibility.
- Before leaving your locker, check that it is tightly closed and locked. Turn the dial to make sure it will not open.
- Keep your locker in good, usable condition.
Go to the office if you have any locker problems.
- ~~Lockers are the property of the Delavan-Darien School District and may be searched by the principal or assistant principal at any time.~~
- Borrow things only with the permission of the owner.
- Take care of all school/library books and pay fines for those that are lost or damaged.

In the classroom:

- Be on time.
- Come prepared with materials and completed assignments.
- Participate constructively.
- Leave hats, jackets, or coats in the locker.
- Follow all staff directions and team/house rules.

In the halls and bathrooms:

- Walk in an orderly manner in the halls, by not pushing, shoving, running or shouting.
- Move quickly and quietly from one class to the next and do not loiter in the halls.
- Use the bathroom before or after school, at lunch, or during break times.

At lunch:

- Eat only during the assigned lunch time, and enter the cafeteria in an orderly manner.
- Eat in a courteous manner and refrain from yelling, screaming or throwing things in the cafeteria.
- Raise your hand to be dismissed by a supervisor.
- Leave the table and eating area clean, dispose of garbage, and return the tray and utensils to the proper area.
Follow all directions of the cafeteria supervisors.

NOTE: Failure to follow school rules or act appropriately can result in removal from class, detention, or possible suspension according to our disciplinary code.

Dress Code:

Rules concerning student dress must relate to a specific educational, health, or safety purpose. Students may not be

excluded from regular instruction because of appearance of style, fashion, or taste is the sole criterion of such exclusion. The following are guidelines regarding students' dress and grooming:

1. Students must be fully clothed at all times. Bare midriffs or see-through garments without proper undergarments are not permissible.
2. **NO UNDERWEAR IS TO BE VISIBLE.** Jeans, shirts, slacks, etc, must be worn in an appropriate manner.
3. Footwear must be worn at all times.
4. No swimwear or sleepwear is permissible.
5. Gloves, hats, caps, bandanas or any form of headwear are not to be worn in the building.
6. Inappropriate pictures, words, or messages on wearing apparel will not be permitted. This includes clothing advertising drugs, alcohol, tobacco containing profanity or having sexual connotations.
7. Sunglasses are not to be worn in the building.
8. Coats should be kept in lockers.
9. All tattoos shall be completely covered at all times.
10. Clothing, jewelry, or other personal items which are associated with any street gang, shall not be worn or otherwise displayed by any student.
11. Clothing worn by students should be suitable to a modern and clean school in which large numbers of young people are brought together in classroom situations (School Board Policy).
12. Backpacks, sacks, and large purses are to be kept in student lockers.

No tank tops, jerseys, or mesh garments may be worn unless a t-shirt is worn underneath.

Clothing should conform with expected standards of the community, and not be an embarrassment or distraction to others. Clothing should be worn as it was intended.

The school administration reserves the right to ask students to remedy clothing that is considered distracting or inappropriate. If a student fails to comply with the request, parents/guardians will be contacted.

Personal Items:

- Electronic devices such as personal stereos, Ipods, MP3 players, radios, CD players, electronic games, secret senders, tape recorders or cellular telephones. Cell phones may not be used at school during the school day. These items must be kept in the locker and will be confiscated if they are out of the locker during the school day.

- ❑ **Items confiscated will result to the following progression:**
- ❑ **First violation-Item will be turned over to the office and will be returned at the end of the day**
- ❑ **Second violation-Item will be turned over to the office and parent must see an administrator for return of item. The policy and progression of consequences will be explained.**
- ❑ **Third violation-Item will be held in office until the end of the semester, returned to parent.**

**** Cell phone cameras, digital cameras, cameras, and other video recording devices are not allowed in locker rooms or restrooms at any time by Wisconsin State Law.**

The school reserves the right to confiscate these items and suspend students if necessary. Students may bring personal stereos, Ipods, MP3 players and CD players. They must remain in the student locker during the school day. These items along with cassette tapes, CDs, cell phones are brought to school at the student's own risk. The school is not responsible for missing, stolen, or damaged items.

Prohibited Items:

- Students may not use skateboards or roller blades on school grounds. Students who ride a skateboard to school may see Mr. Wehner for a skateboard locker contract. With the signed contract the student will be issued a separate locker for the skateboard. There are also specific guidelines, which must be followed in order to have this privilege. Those guidelines are detailed on the contract.
- Skateboards and roller blades, or shoes on wheels.
- Real or pretend knives, guns, explosive devices, or other items considered potentially dangerous to others
- Gang related items
- Liquid paper or other liquid correction fluid, permanent markers, or anything which is considered an Inhalant.
- Beepers, laser pointers

Prohibited Behaviors:

The following actions threaten the safety of others and are violations of school policy and/or the law. They will not be tolerated:

- Defiance of authority
- Refusal to comply with official requests
- Disruptive/disorderly behavior (s.941.01)
- Fighting, play fighting, hitting, pushing, or shoving (City ordinance) (s.940.19)
- Assault: sexual, physical, or verbal (s.940.19)
- Harassment/name calling (s.947.013)(942.01)
- Vandalism/graffiti (s.943.01)
- Theft (s.943.20)
- Truancy (s.118)
- Harassment (s.118.13)
- Trespassing (s.943.14)
- Possession of tobacco products (cigarettes, cigars, tobacco, lighters, matches) (s.48.983(2))
- Selling, distribution, possession or use of drugs, look-a-like drugs (s.176.31) (s.161.41)
- Selling distribution, possession or use of firecrackers, smoke bombs, fireworks, firearms, weapons, or look-a-like weapons, (guns, knives, razors, karate sticks, metal knuckles, chemical irritants, or any object which is capable of inflicting bodily harm by the manner in which it is used. Board Policy)

When a school rule or the law is broken, corrective action is taken. The action will depend on the nature of the behavior, the frequency, and the degree to which the student is willing to try to correct the behavior. Some of the actions include: detention, student and parent/student conferences, and suspension, referral to the police or juvenile authorities, and expulsion.

The authority of a school district to suspend students is found at 120.13(b), Wis. Stats. The law permits a school district administrator, or any principal or teacher designated by the school district administrator, to suspend a student for disobeying school rules; threatening to destroy school property by explosives; for giving false information about an attempt to destroy school property by explosives; or for conduct endangering the property, health or safety of others.

- A. Out-of-school suspension: students suspended from school may not be on school property for the period of suspension. Parent conferences are required for students suspended from school. Parents may meet with an administrator when picking up the student, or when readmitting the student following the suspension.

The general authority to expel a student is found at 120.13(1)(c), Wis. Stats. A student may be expelled from school if the school board finds the pupil guilty of repeated refusal or neglect to obey the rules; threatening to destroy property by

explosion; or engaging in conduct that endangers the property, health or safety of others.

- A. Pre-expulsion hearing
- B. Expulsion hearing

Bullying/Harassment:

Bullying means any overt act or combination of such acts directed against a student by another student or group of students and which:

- (a) occurs during the school day on school property, on a school bus, or at a school-sponsored activity;
- (b) is intended to ridicule, humiliate, or intimidate the student; and
- (c) is repeated over time.

To address bullying, Phoenix Middle School:

- (a) Encourages students to report personally or anonymously to teachers and school administrators acts of bullying.

Phoenix Middle School has established the following methods for such reporting:

- (a) Students, parents, and guardians are encouraged to report any such incident to administration, guidance, or other Phoenix Middle School Staff.
- (b) Incident will be referred to the Phoenix Middle School guidance department and administration.

Bully/Harassment - Progression of Consequences*:

Step #1: Referral to Guidance – Student will complete online bully module designed to teach the student about what bullying is, looks like, and ultimate the affect bullying has on others. Completion of module will be printed and provided to Phoenix administration.

Step #2: Referral to Administration – A packet will be completed by the student during a restricted detention after a confirmed incident. A letter of apology will also be written to the victim.

Step #3: Referral to Administration – A second packet will be completed over two restricted detentions. A written response will be written by the student in relation to the confirmed incident.

Step #4: Referral to Administration – In-School Suspension or Out-of-Suspension will be assigned after confirmed incident.

**Principal or designee has the authority to modify progression based on the severity of any incident.*

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and a violation of State law. It prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Under Wisconsin State Statutes hazing is defined as follows:

948.51 Hazing. (1) In this section "forced activity" means any activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student's willingness to participate in the activity. (2) No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student. (3) Whoever violates sub. (2) is guilty of: (a) A Class A misdemeanor if the act results in or is likely to result in bodily harm to another. (b) A Class E felony if the act results in great bodily harm or death to another.

Administrators, faculty members, and other employees of the District shall be alert particularly to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the building principal who will then inform the superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy or fail to report hazing incidents may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but not be limited to, suspension and/or expulsion. Disciplinary action for staff members may include, but not be limited to, termination of employment.

Retaliation against anyone reporting or thought to have reported hazing behavior is prohibited. Encouraging others to retaliate is also prohibited. Both actions are subject to disciplinary actions.

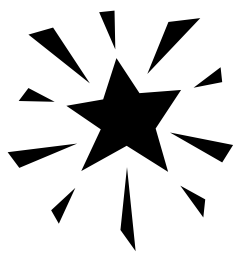
This policy will be included in student handbooks and will be reviewed with students at the beginning of each school year. The athletic director will ensure that all coaches discuss this policy with athletes on a yearly basis. The contents of this policy shall also be the subject of discussion at employee staff meetings or in-service programs. All new employees will receive a copy of this policy.

Legal Reference: PI 9.03, Section 118.13
Wis. Stats. 895.77(2), 947.0125, 947.013, 948.51(2)

Approved: 2008

System of Discipline

We want students to feel happy, successful, and safe at Phoenix Middle School. We also strive to provide a pleasant environment for you to study and learn. For these reasons we use a program known as the Honor Level Discipline System.



What is the S.T.A.R. Honor Level Discipline System?

It is a program that recognizes students for good behavior by providing incentives (rewards) for students who make good choices. It also provides consistent and fair consequences for those students who make poor choices. Students who make poor choices receive demerits.

How Do I Determine my S.T.A.R. Honor Level?

A computer is used to keep track of the four levels in the Honor Level System. The number of demerits you receive determines which Honor Level you are on.

Demerit Scale

Honor Level 1 = 0-3
Honor Level 2 = 4-10
Honor Level 3 = 11-20
Honor Level 4 = 21+ demerits

A student who has never received demerits is called an "All-Star".

A student who has earned up to 3 demerits is on Honor Level 1.

A student who has earned 4-10 demerits is on Honor Level 2.

Honor Levels 1 and 2 are posted weekly in the window of the main office.

Honor Level 1 and 2 students are eligible for team activities, semester outings, prizes, activity nights, co-curricular activities, and other incentives offered at Phoenix Middle School.

A student who receives 11-20 demerits drops to Honor Level 3.

Honor Level 3 students are not eligible for any of the incentives mentioned above. Honor Level 3 students involved in co-curricular activities are allowed only to practice. They may not participate in any competitive events, including games and meets.

A student with 21 or more demerits is placed on Honor Level 4.

Honor Level 4 students are not eligible for any of the incentives mentioned above, nor may they participate in co-curricular activities. Honor Level 4 students have only the privilege of attending school.

The Honor Level System is a forgiving system. If you earn more than three demerits, some of them will be erased in 7 days. (This is called a 7-day window.) The remainder of the demerits will be erased on the 14th day. These windows include all weekends, holidays, and vacation periods. The system works in your favor even when school is not in session!

I am Responsible for My Actions!

The Honor Level System requires you to be responsible for your actions.

Slips are distributed each morning in homeroom. If you've made it back to level one, you'll receive a welcome back message. If you received demerits the previous day, the slip will list your consequence. **If you have a consequence, you are expected to serve it that day. You are expected to call home directly from homeroom or during the first break to inform your parents that you have a consequence.** The slip will state the infraction, who issued it, and the type of consequence you will serve. If you need to reschedule a consequence, report to the office and speak with an administrator.



You will receive infractions based on your failure to follow certain behavior expectations. Behavior expectations are divided into two levels: 3 demerit and 5 demerit expectations.

Behavior Expectations

3 Demerits

Arrive to class on time
Follow Classroom and building rules

5 Demerits

Treat others with respect
Use appropriate language
Settle conflicts appropriately
Respect school property and the property of others

Honor Level

Progressive Stages of Consequences

INFRACTIONS = HONOR LEVEL ONE	LUNCH DT
INFRACTIONS = HONOR LEVEL TWO	LUNCH DT
INFRACTIONS = HONOR LEVEL THREE	LUNCH DT
INFRACTIONS = HONOR LEVEL FOUR	LUNCH DT + MASH
INFRACTIONS = ADMINISTRATIVE ACTION	LUNCH DT + MASH

***If a student skips an assigned DT the following school day the student will be assigned a lunch DT and a MASH. On a day in which a "double" consequence has been issued, if **one or both** DT's are skipped, the student will be assigned In-School Suspension the following school day.

45 minute MASH

(It is expected that students call parent in homeroom to inform them of consequence)

This is a sample of the Infraction Slip:

Infraction Slip	
Student:	_____
Staff:	_____ Date: _____
Contacted Home:	_____
<input type="checkbox"/> A Tardy to class/school.	
<input type="checkbox"/> B Cut class.	
<input type="checkbox"/> C Disorderly conduct in the hall or on the playground.	
<input type="checkbox"/> D Disrupting the learning environment.	
<input type="checkbox"/> E Using offensive language/profanity.	
<input type="checkbox"/> F Failure to keep hands, feet or objects to self.	
<input type="checkbox"/> G Defiant/non-compliant behavior toward self.	
<input type="checkbox"/> H Harassing/bullying/name calling another student.	
<input type="checkbox"/> I Disrespecting school property or the property of others	
<input type="checkbox"/> J No show to detention.	
<input type="checkbox"/> K Repeatedly chewing gum.	
<input type="checkbox"/> L Repeatedly unprepared for class.	

M.A.S.H. Rules
(Mandatory After School Homework)

45 Minute Detentions

1. Come with materials to work for the entire period of time.
2. Bring everything you are taking home with you to M.A.S.H.
3. You need to be on time.
4. You will be expected to work without disrupting others.
5. Food, drink, gum, or candy will not be allowed.

If you usually take the bus or carpool, please have a ride here to pick you up right away after you have completed your M.A.S.H. **DO NOT** have your friends wait for you while you're serving your M.A.S.H.

INCENTIVES

The staff at Phoenix Middle School believes that positive reinforcement strongly influences behavior, enhances self-esteem, and creates a positive school climate. We will recognize students who have attained academic excellence, who do things correctly, who behave appropriately, and who follow classroom and school expectations.

DRAWINGS

Surprise drawings for prizes will take place to recognize good behavior. Students may earn "Random Acts of Kindness" and "High 5" drawing entry cards. All-Star students may also be eligible for special field trips and excursions throughout the year.

TEAM ACTIVITIES

Special activities will be provided by each team of teachers. These will vary by grade level and by the season of the year.

SEMESTER OUTINGS

Outings will be offered at the end of each semester for students who demonstrate safe, responsible behavior and follow school expectations.

The first semester outing is offered to those students on Honor Levels 1 and 2, and:

1. Have no out-of-school suspensions
2. Have no in-school suspensions
3. Good attendance at school. Students who are habitual truants are not eligible. Students with excessive absences will not be eligible to attend semester outings. The principal will determine this.
4. Once students have qualified for a semester outing, s/he must remain on the appropriate honor level and **must be passing all classes** to stay eligible.

SEMESTER OUTINGS (CONTINUED)

The second semester outing is offered to students who are Honor Level 1. The criteria are:

1. Have no out-of-school suspensions in the second semester
2. Have no in-school suspensions in the second semester
3. Good attendance at school. Students who are habitual truants are not eligible. Students with excessive absences will not be eligible to attend semester outings. The principal will determine this.

Once students have qualified for a semester outing, s/he must remain on the appropriate honor level and must be passing all classes to stay eligible.

EVERYONE CAN BE A STAR!!!!!!!

The Phoenix Middle School staff members take pride in students who make responsible decisions. We believe that all students should be rewarded for the positive decisions they make in their lives and in the lives of others.

Every accomplishment, great or small, starts with the right decision: "I'll try!"



In-school Suspension

The purpose of in-school suspension (I.S.S.) is to provide a positive alternative to out-of-school suspension or exclusion from school, for violations of school rules or policies, when the school administration feels that this type of placement would assist in the student's rehabilitation and improve discipline within the school. The establishment of an in-school suspension program is not intended to do away with out-of school suspensions as a valid disciplinary option for extreme or repeated violations of school rules. Those students who do not cooperate or behave appropriately while in in-school suspension, will be suspended out of school. Whenever a student is suspended out of school, his/her parent or guardian must meet with an administrator either when the suspension starts or when the student is to be readmitted. As with out-of-school suspensions, parents or guardians will be notified when children are placed in in-school suspension.

I.S.S. Expectations

1. A student must remain in the ISS room for the length or time s/he is assigned. The student will be isolated from the rest of the student body.
2. In addition to working on regular assignments, the student may be required to complete a learning packet. The packet is to be completed before the student returns to the regular school setting.
3. This is a time to work, and talking is not permitted.
4. During the time in ISS, a student will not be eligible to participate in any co-curricular activity. This means no participation, no practice, and no attendance. Ineligibility lasts for the entire day and evening of the in-school suspension. Students who have band, choir, or orchestra concerts will be allowed to participate in them.
5. Students will be responsible for bringing textbooks, notebooks, pencils, and other needed supplies to the ISS room.
6. Students who are disruptive and insubordinate in the ISS room will be subject to out-of-school suspension.



Passes

Students will have the opportunity to leave the classroom or study hall, up to three times per week. Inside the planner there is space provided for staff members to give you permission to leave class to go to your locker or the bathroom.

It is your responsibility to carry your planner with you at all times. When you need to go to the bathroom or to your locker, ask a staff member to sign your planner. S/he will sign and date it. Take this with you when you leave the room, because it serves as your pass. You may be asked to show a staff member your planner when you're in the halls during class time.

6th and 7th Grade Promotion Policy

Students must earn a minimum of 18 points from the following areas in order to be promoted to the next grade level:

1. Academic Classes (English, Reading, Mathematics, Science, and Social Studies): Students may earn one (1) point for each passing grade each quarter. This point is available for the first three (3) quarters. (3 quarters X 1 point X 5 classes = 15 points maximum).
2. Grade Point Average (includes academic and allied arts classes): Students may earn one (1) point for each quarter that s/he earns a grade point average of 2.0 or higher. (3 quarters X 1 point = 3 points maximum).
3. Attendance: Students may earn one point for each quarter that their attendance is 95% or better. (3 quarters X 1 point = 3 points maximum).
4. A Promotion Review Team shall be convened by the principal to examine the school records of any student who does not achieve the required 18 promotion points. This team may award promotion points for extenuating circumstances and/or for special considerations not reflected in the Promotion Points criteria detailed above. The Promotion Review Team will consist of Principal, Assistant Principal, the team leaders, EEN teachers, bilingual/E.S.L. teachers, the school psychologist, school counselor and the at-risk coordinator.
5. Any student who is retained will be given a written education plan for supportive services for the following year. This will be developed by the at-risk coordinator and the principal.
6. Should a parent/guardian wish to appeal the decision of the Promotion Review Team, s/he may do so to the building principal. Anyone wishing to appeal it further may do so to the Superintendent.

8th Grade Promotion Policy

To qualify for promotion from 8th to 9th grade after September 1, 2002 a student shall meet the school's criteria for promotion and earn at least **4** promotion points by passing subtests of the State required Wisconsin knowledge and Concepts Examination (WKCE) as indicated below:

WKCE

1 promotion point may be earned in each subtest (math, science, reading, language arts, social studies) in which the student scores "basic" or higher.

(Maximum **5** points)

If a student does not earn the required 4 promotion points by passing subtests of the WKCE, points may be earned from the following sources:

Grade Point Average

.25 promotion point may be earned per year (grades 6-8) when the student has a GPA of 2.0 or greater with all courses counted.

(Maximum **.75** point)

Classroom Grades

.25 promotion point may be earned per class (math, science, reading, language arts, social studies) where the student has a semester grade of "C" or greater during each semester of grade 8.

(Maximum **2.5** points)

Attendance

.25 promotion point may be earned for each semester in grades 6-8 where the student has **95%** or better attendance rate.

(Maximum **1.5** points)

Summer School

.5 promotion point may be earned for every academic course passed in summer school after 8th grade.

(Maximum **2** points)

PROMOTION REVIEW TEAM

A Promotion Review Team shall be convened by the principal to examine the school records of any student who does not achieve the required 4 promotion points. This team may award promotion points for extenuating circumstances and/or for special considerations not reflected in the Promotion Points criteria detailed above.



Delavan-Darien School District COMPUTER NETWORK USE-Students

The Delavan-Darien School District offers students access to school computer networks and the Internet. The Internet gives students access to educational resources around the world. Many classes incorporate the Internet as a primary research resource.

Students and parents/guardians are advised that a student's use of a school computer network –including which computers they use, which Internet sites they visit, what E-mail they send and receive and what material they save on the network – shall be monitored and sometimes accessed. Students should not expect privacy in any work they do, any communication they make or any material they save.

Students are responsible for good behavior while using school computer networks just as they are in a classroom or school hallway. In general, school rules for behavior and communications apply to computer use as well.

The use of school computer networks is a privilege, not a right. Failure to abide by the rules governing student computer use may result in a forfeiture of that privilege. The rules listed below provide specific examples of inappropriate and prohibited conduct, but these examples are not intended to be comprehensive.

1. All use of a school computer network must support learning appropriate for school.
2. No student may use a school computer network unless a supervising adult is in the same room.
3. **No student without an active user account may use a school computer network and no student may log onto the system using someone else's account, even with his/her permission.**
4. A student should primarily use E-mail as part of curricular-based classroom activities under the supervision of a staff member or volunteer.
5. No student may agree to meet with someone he/she has "met" online without parent/guardian approval.
6. No student may share personal information about himself/herself or others on the Internet, including personal passwords, full names, addresses, phone numbers, social security numbers or credit card information.
7. **Students will not participate in Cyberbullying, intimidation, threats or any other action that can be perceived as threatening to others. Students on the receiving end of treatment like this should report it immediately.**
8. **No student may access or attempt to access any material stored in another user's designated network storage space. No student may access or attempt to access material that is not available using his/her system name and password. No student may access or attempt to access unauthorized areas of the system. No student may access or attempt to access any other user's password.**
9. No student may use a school computer network in such a way as to disrupt or threaten to disrupt the ability of others to use the system. Disruption may but need not include damage to equipment or stored data.
10. No student may use a school computer network to send threatening, hateful, harassing, insulting, defamatory or offensive communication.

11. No student may use a school computer network to obtain or transmit any material that advocates illegal acts or is defamatory, inaccurate, obscene, child pornography, harmful to minors or otherwise inappropriate.

12. **No student may waste limited network resources, including bandwidth and storage space.**

13. **No student may download software programs from the Internet or from personal USB devices.**

14. No student may use a school computer network for illegal or commercial purpose.

Students suspected of inappropriate or prohibited computer use shall be investigated. Students found to have violated the rules above or other school rules governing behavior or communication may lose computer privileges, even if this leaves them unable to complete required assignments. They might also be subject to other discipline including suspension and/or expulsion and/or criminal prosecution. Decisions about punishment, and whether to involve the police, shall be made by the building and district administrators.

Although there is a national consensus among educators that the benefits of Internet access outweigh the risks, parents/guardians need to know that because anyone can publish on the Internet, many Internet sites contain material that is illegal, defamatory, inaccurate, offensive, obscene, child pornography, harmful to minors or otherwise inappropriate. Although it is impossible to eliminate the risk that students might be exposed to such material, the district attempts to reduce a student’s risk of exposure to such material by enforcing rules #2 and #11 above, electronically monitoring student computer network use so that students can be held accountable for Internet sites they have visited and filtering Internet traffic coming into its networks to restrict access to inappropriate sites.

Despite these risk-reducing policies, determined students might still be able to access inappropriate sites and the Delavan-Darien School District does not guarantee that such access will be impossible on a school computer network. Ultimately, students are responsible for where they choose to go on the Internet. Parents/guardians who are concerned about risk to their child because of Internet access should contact their child’s principal or the District Technology Coordinator.

LEGAL REFERENCES: Sections 120.13(1) Wisconsin Statutes

943.70

947.0125

Children’s Internet Protection Act

Neighborhood Children’s Internet Protection Act

BOARD APPROVAL:

Student Signature: _____

Parent Signature: _____

Date: _____

Distrito Escolar Delavan-Darien

USO DEL SISTEMA DE COMPUTADORAS-Estudiantes

El Distrito Escolar Delavan-Darien ofrece a los estudiantes acceso a la red de computadoras escolares y al Internet. El Internet proporciona a los estudiantes el acceso a recursos educativos alrededor del mundo. Muchas clases incorporan el Internet como su principal fuente de información.

Se informa a los estudiantes y padres o tutores que el uso de una computadora de la red escolar de computación por los estudiantes – incluyendo cuál computadora usan los estudiantes, cuáles sitios de Internet ellos pueden visitar, qué correos electrónicos pueden enviar o recibir, y qué tipo de materiales pueden guardar en la red de computación-será vigilado y algunas veces se tendrá acceso al mismo. Los estudiantes no deben esperar privacidad en ningún trabajo que ellos hagan, ninguna comunicación que ellos escriban, o ningún material que ellos guarden.

Los estudiantes son responsables por su buen comportamiento mientras usan la red de computadoras de la escuela tanto como lo son en el salón de clases o en los pasillos de la escuela. En general, las reglas escolares sobre comportamiento y comunicaciones se aplican también al uso de las computadoras.

El uso de las redes de computadoras escolares es un privilegio, no un derecho. El faltar al cumplimiento de las reglas que gobiernan el uso de las computadoras por un estudiante, puede resultar en la pérdida de este privilegio. Las reglas listadas a continuación proveen ejemplos específicos sobre conducta prohibida e inapropiada, pero la lista de estos ejemplos no significa que se incluye todas las causas para perder el privilegio del uso de las computadoras.

1. Todo uso de la red de computadoras escolares debe apoyar el aprendizaje apropiado para la escuela.
2. Ningún estudiante puede usar la red de computadoras a menos que haya un adulto supervisor en el mismo salón.
3. **Ningún estudiante sin una cuenta activa de usuario puede usar la red de computadoras escolares y ningún estudiante puede entrar al sistema usando la cuenta de alguien más, aún con su autorización.**
4. Un estudiante debe usar el correo electrónico principalmente como parte de las actividades de su salón de clases basadas en el currículo escolar bajo la supervisión de un miembro del personal escolar o algún voluntario.
5. Ningún estudiante puede acordar entrevistarse con alguien que él o ella hayan "conocido" vía Internet sin la autorización de los padres o tutores.
6. Ningún estudiante puede compartir información personal sobre sí mismo o sobre alguien más en el Internet, incluyendo claves personales, nombres completos, direcciones, números de teléfono, números de seguro social, o información de tarjetas de crédito.
7. **Los estudiantes no participarán en acoso cibernético, intimidación, amenazas, o en ninguna otra acción que pueda ser percibida como amenaza a otros. Los estudiantes del lado que recibe este tipo de trato debe reportarlo inmediatamente.**
8. **Ningún estudiante debe tener acceso o intentar tener acceso a cualquier material almacenado o guardado en el espacio de la red designado para otro usuario. Ningún estudiante debe tener acceso o intentar tener acceso a cualquier material que no está disponible usando su nombre y clave en el sistema. Ningún estudiante debe tener acceso o intentar tener acceso a cualquier a cualquier área no autorizada del sistema. Ningún estudiante debe tener acceso o intentar tener acceso a la clave de cualquier otro usuario.**
9. Ningún estudiante puede usar la red de computadoras escolares de tal manera que perturbe o amenace con perturbar la habilidad de otras personas para usar el sistema. La perturbación puede incluir, pero no necesita incluir daño al equipo o a la información almacenada.
10. Ningún estudiante puede usar la red de computadoras escolares para enviar comunicaciones amenazantes, de odio, de acoso, insultantes, difamatorias, u ofensivas.
11. Ningún estudiante puede usar la red de computadoras escolares para obtener o transmitir cualquier material que defienda actos ilegales o que sea difamatorio, impreciso, obsceno, de pornografía infantil, perjudicial para menores, o de otra manera, inapropiado.
12. **Ningún estudiante puede desperdiciar los recursos limitados de la red, incluyendo la mplitud de banda o el espacio para almacenar información.**
13. **Ningún estudiante puede bajar programas de computación del Internet o de aparatos USB.**
14. Ningún estudiante puede usar la red de computadoras escolares con propósitos ilegales o comerciales.

Los estudiantes que sean sospechosos del uso prohibido o inapropiado de las computadoras deberán ser investigados. Los estudiantes que sean encontrados responsables de haber violado las reglas anteriores u otras reglas escolares que gobiernan el comportamiento o la comunicación, pueden perder el privilegio del uso de las computadoras, aún si esto los deja imposibilitados para completar trabajos requeridos. Los estudiantes también ser sujetos a otras medidas disciplinarias incluyendo la suspensión y/o la expulsión y/o un proceso criminal. Las decisiones sobre los castigos, y sobre si se debe involucrar a la policía, deben ser tomadas por los administradores del edificio escolar y el distrito escolar

Aunque existe un consenso nacional entre los educadores de que el beneficio del acceso al Internet sobrepasa los riesgos, los padres / tutores necesitan saber que, debido a que cualquier persona puede subir publicaciones al Internet, muchos sitios de Internet contienen materiales que son de contenido ilegal, difamatorio, impreciso, obsceno, de pornografía infantil, perjudicial para menores, o de otra manera, inapropiado. Aunque es imposible eliminar el riesgo de que los estudiantes pudieran estar expuestos a tales materiales, el distrito escolar intenta reducir el riesgo de que un estudiante esté expuesto a dichos materiales al poner en práctica las reglas #2 y #11 anteriormente mencionadas, al monitorear electrónicamente el uso de un estudiante de la red de computadoras escolares para que los estudiantes puedan hacerse responsables de los sitios de Internet que ellos han visitado, y al filtrar el tráfico de Internet que llega a nuestra red de computación al restringir el acceso a sitios de Internet inapropiados.

A pesar de estas políticas de reducción de riesgos, determinados estudiantes todavía podrían ser capaces de acceder a sitios inapropiados y el Distrito Escolar Delavan-Darien no garantiza que tal acceso será imposible en una red de computadoras escolares. Esencialmente, los estudiantes son responsables de los sitios de Internet a los que ellos deciden entrar. Los padres o tutores que tengan alguna preocupación acerca del riesgo para sus hijos debido al acceso a Internet, deben contactar al director o directora de la escuela de sus hijos, o al Coordinador de Tecnología del Distrito.

REFERENCIAS LEGALES: Secciones 120.13(1) de los Estatutos de Wisconsin
943.70
947.0125

Acta de Protección de Internet para los Niños
Acta de Protección de Internet para los Niños del Vecindario

APROBACIÓN DE LA JUNTA:

Firma del Estudiante: _____

Firma de los Padres o Tutores: _____

Fecha: _____

