



**ASA CLARK  
MIDDLE SCHOOL**

**Student & Parent Handbook  
2023-2024**



## Nondiscrimination Statement

In accordance with federal civil rights law and the U.S. Department of Agriculture (USDA) civil rights, regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g. Braille, large print, audiotape, American Sign Language) should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact the USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at: [www.usda.gov/sites/default/files/documents/ad-3027.pdf](http://www.usda.gov/sites/default/files/documents/ad-3027.pdf), from any USDA office, by calling (866)632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. Fax:  
(833) 256-1655 or (202) 691-7442; or
3. Email:  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

**ASA CLARK MIDDLE SCHOOL  
2023-2024 STUDENT & PARENT HANDBOOK**

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# 1. *About Us*

## **PRINCIPAL MESSAGE:**

We are thrilled to embark on an exciting journey with your child as they step into Asa Clark Middle School for the 2023-2024 academic year. Our dedicated staff is committed to partnering with you to fulfill the Pewaukee School District's mission of "Opening the Door to Each Child's Future." In order to achieve this, it is crucial to establish and adhere to clear expectations. We believe that this handbook will serve as a valuable resource for both students and parents, outlining the guidelines and expectations at Asa Clark Middle School.

We kindly request that you thoroughly review this handbook in a timely manner. It is mandatory for each student to sign the "Student Handbook Signature Sheet" at the beginning of the school year, and parents should indicate their understanding of their responsibility to familiarize themselves with and follow the rules outlined in this Student/Parent Handbook during the yearly online registration process.

Please note that this handbook is updated annually to reflect changes in our expectations, Board of Education policies, and the law. Additionally, this handbook is not inclusive of all scenarios that occur in the school. School administration will respond to such scenarios using professional judgment that takes into account the best interest of students and the school community. Should any significant changes occur throughout the school year, we will ensure that you are promptly informed. If you have any questions or concerns about the handbook or any aspect of our school, please do not hesitate to contact the Asa Clark Middle School office at your convenience. We value your input, communication, cooperation, and involvement in your child's education.

Once again, we eagerly anticipate the upcoming school year and our continued commitment to providing a high-quality and personalized learning experience for all students. We are enthusiastic about the opportunity to work with you in bringing our district's mission to life for each and every child. We hope you share in our excitement as we begin this new school year.










# ASA CLARK MIDDLE SCHOOL 2023-24 STAFF DIRECTORY

Last	First	Subject	E-mail address	Phone	Room
ATTENDANCE OFFICE			laffmir@pewaukeeschools.org	695-5024	100
HEALTH ROOM			psd-health@pewaukeeschools.org	701-5587	PHS 227
<b>OFFICE AND STUDENT SERVICES STAFF</b>					
Backus	Asia	Speech Pathologist	backasi@pewaukeeschools.org	701-5728	PHS 182
Breitrick	Teresa	ELL Coordinator	breiter@pewaukeeschools.org	701-5578	HZ153
Davison	Michelle	School Social Worker	davimic@pewaukeeschools.org	701-5569	HS180
Haessly	Kiley	School Secretary	haeskil@pewaukeeschools.org	695-5034	100
Homberg	Sheila	Library Media Specialist	hombshe@pewaukeeschools.org	701-5592	106
Laffin	Miranda	School Secretary	laffmir@pewaukeeschools.org	695-5024	100
Lamp	Ben	Learning Coach	lampben@pewaukeeschools.org	695-5058	135
Larson-Horne	Melinda	Learning Coach	larsmel@pewaukeeschools.org	701-5696	PHS 244
Pizzo	Anthony	Principal	pizzant@pewaukeeschools.org	695-5066	100B
Plach	Adriana	Continuous Improvement Coordinator	placadr@pewaukeeschools.org	695-5057	
Prather	Allison	School Counselor	pratall@pewaukeeschools.org	695-5056	100D
Rembert	Brianna	School Counselor	rembbri@pewaukeeschools.org	695-5047	100E
Schulz	Melissa	Learning Coach/Math Teacher	schumel@pewaukeeschools.org		PHS
Seligman	Michelle	School Psychologist	selimic@pewaukeeschools.org	695-5030	100G
Spadoni	Katie	Associate Principal	spadkat@pewaukeeschools.org	695-5067	100C
Stair	Kim	Library Secretary	staikim@pewaukeeschools.org	701-5592	106
		Library Secretary	@pewaukeeschools.org	701-5592	106
Tombari	Rachel	Reading Interventionist	muderac@pewaukeeschools.org	701-5712	235
Wright	Emily	Reading Interventionist	wrigemi@pewaukeeschools.org	695-5069	235
Wiske	Lauren	Math Interventionist	wisklau@pewaukeeschools.org	701-5734	PHS 211
Zindler	Dave	Learning Coach	zinddav@pewaukeeschools.org	701-5687	PHS 244
<b>6th GRADE TEACHERS</b>					
Giese	Julie	Red House - Math Teacher	giesjul@pewaukeeschools.org	701-5609	144
Gillen	Shannon	Red House - Language Arts Teacher	gillsha@pewaukeeschools.org	701-5584	142
Vega	Karen	Red House - Social Studies & Science Teacher	vegakar@pewaukeeschools.org	701-5548	140
Karas-Schilling	Dyna	White House - Math Teacher	karadyn@pewaukeeschools.org	701-5585	147
Kay	Jami	White House- Social Studies & Science Teacher	kayjami@pewaukeeschools.org	701-5564	145
Natter	Jessica	Black House - Language Arts Teacher	nattjes@pewaukeeschools.org	701-5573	112
Krogman	Melissa	Black House - Language Arts Teacher	krogmel@pewaukeeschools.org		107
Finn	Joe	Black House - Math Teacher	finnjoe@pewaukeeschools.org	701-5576	109
Serfort	Ryan	Black House - Social Studies & Science Teacher	serfrya@pewaukeeschools.org	701-5544	105
Zimmermann	Holly	Special Education Teacher	zimmhol@pewaukeeschools.org	701-5650	145A
		Special Education Teacher	@pewaukeeschools.org	695-5059	147A
Gillmore	Autumn	Special Education Paraprofessional	gillaut@pewaukeeschools.org		
Luthra	Sheffali	Special Education Paraprofessional	luthshe@pewaukeeschools.org		
<b>7th GRADE TEACHERS</b>					
Donald	Liz	Red House - Social Studies & Science Teacher	donaliz@pewaukeeschools.org	701-5541	231/212

Whelan	Vicky	Red House - Language Arts Teacher	whelvic@pewaukeeschools.org	701-5611	240
Weiss	Jessica	Red House - Math Teacher	weisjes@pewaukeeschools.org	701-5610	242
Boehm	Casey	White House - Social Studies & Science Teacher	boehcas@pewaukeeschools.org	701-5730	221/209
		White House - Language Arts Teacher			245
Klink	Brian	White House - Math Teacher	klinbri@pewaukeeschools.org	701-5615	214
Brandenstein	Amy	Black House - Social Studies & Science Teacher	branamy@pewaukeeschools.org	701-5622	225/210
Twieg	Tiffany	Black House - Math Teacher	twietif@pewaukeeschools.org	701-5572	247
Jussila	Emily	Black House - Language Arts Teacher	jussemit@pewaukeeschools.org	701-5612	244
Miller	Kelly	Special Education Teacher	millkel@pewaukeeschools.org	701-5619	245A
Gagne	Chris	Special Education Teacher	gagnchr@pewaukeeschools.org	701-5483	218
Chundi	Soundarya	Special Education Paraprofessional	chunsou@pewaukeeschools.org		
Huisman	Jessica	Sign Language Interpreter	huisjes@pewaukeeschools.org		
Schulz	Sandra	Special Education Paraprofessional	schusan@pewaukeeschools.org		
Woodford	Lori	Special Education Paraprofessional	woodlor@pewaukeeschools.org		
<b>8th GRADE TEACHERS</b>					
Cattarozzle	Jeff	Red House - Social Studies & Science Teacher	cattjef@pewaukeeschools.org	701-5608	212/231
Dennis	Lisa	Red House - Language Arts Teacher	dennlis@pewaukeeschools.org	701-5595	200
Patzer	Jeff	Red House - Math Teacher	patzjef@pewaukeeschools.org	701-5724	204
Graf	Steve	White House - Social Studies & Science Teacher	grafste@pewaukeeschools.org	701-5621	209/221
Mente	Erin	White House - Math Teacher	menteri@pewaukeeschools.org	701-5614	205
Wolf	Ashley	White House - Language Arts Teacher	wolfash@pewaukeeschools.org	701-5735	206
Giese	AJ	Black House - Math Teacher	giesabr@pewaukeeschools.org	701-5613	208
Clark	Katie	Black House - Social Studies & Science Teacher	clarkat@pewaukeeschools.org	701-5521	210/225
Reagles	Rebecca	Black House - Language Arts Teacher	reagreb@pewaukeeschools.org	701-5597	207
Coburn	Sarah	Special Education Teacher	cobusar@pewaukeeschools.org	701-5620	202
Toson	Amy	Special Education Teacher	toasoamy@pewaukeeschools.org	701-5733	201
Kloskey	Angela	Special Education Paraprofessional	klosang@pewaukeeschools.org		
Nemeth	Renee	Special Education Paraprofessional	nemerem@pewaukeeschools.org		
Toellner	Vicki	Special Education Paraprofessional	toelvic@pewaukeeschools.org		
<b>ELECTIVE TEACHERS</b>					
Behrens	Carmen	French Teacher	behrcar@pewaukeeschools.org	701-5601	108
		Tech Ed Teacher	@pewaukeeschools.org	701-5659	122
Cramer	Nick	Fitness/Health	cramnic@pewaukeeschools.org	701-5552	HRZ
Cesarz	Kelly	Family & Consumer Ed Teacher	cesakel@pewaukeeschools.org	701-5624	226
Fruth	Kate	Business/Career Teacher	frutkat@pewaukeeschools.org	701-5625	230
		Chinese Teacher	@pewaukeeschools.org	701-5686	PHS 205
Greupink	Candace	Art and Drama Teacher	greucan@pewaukeeschools.org	701-5623	131
Kuelthau	Kristine	6th Grade Spanish Teacher	kuelkri@pewaukeeschools.org	701-5606	110
Migacz	Karen	7th/8th Grade Spanish Teacher	migakar@pewaukeeschools.org	701-5606	110
Steinke	Michelle	Fitness/Health Teacher	steimic@pewaukeeschools.org	701-5586	118/119
Roehl	Scott	Engineering Teacher	roehsco@pewaukeeschools.org	701-5605	130/132
Schulz	Tim	Fitness/Health Teacher	schutim@pewaukeeschools.org	701-5602	118
Stingle	Krystle	Band/Choir and Drama Teacher	stingkry@pewaukeeschools.org	701-5603	119/121
Health Room	701-5587				

## **BOARD OF EDUCATION:**

	<p><b>Stacey Newcomer, Board President</b> Term: 2020-2024</p> <p>Contact information: Phone: 262-695-2451 Email: <a href="mailto:boe-snewcomer@pewaukeeschools.org">boe-snewcomer@pewaukeeschools.org</a></p>
	<p><b>Bren Sawall, Board Vice President</b> Term: 2022-2025</p> <p>Contact information: Phone: 262-366-3262 Email: <a href="mailto:boe-bsawall@pewaukeeschools.org">boe-bsawall@pewaukeeschools.org</a></p>
	<p><b>Larry Dux, Board Clerk</b> Term: 2002-2025</p> <p>Contact information: Phone: 262-544-4700 Email: <a href="mailto:boe-ldux@pewaukeeschools.org">boe-ldux@pewaukeeschools.org</a></p>
	<p><b>Jeanne Witthun, Board Member</b> Term: 2012-2024</p> <p>Contact information: Phone: 262-424-4552 Email: <a href="mailto:boe-jwitthun@pewaukeeschools.org">boe-jwitthun@pewaukeeschools.org</a></p>
	<p><b>Jane Flammang, Board Member</b> Term: 2022-2024</p> <p>Contact Information: Phone: 714-376-4362 Email: <a href="mailto:boe-jflammang@pewaukeeschools.org">boe-jflammang@pewaukeeschools.org</a></p>
	<p><b>Ashley Ross, Board Member</b> Term: 11/2022-2026</p> <p>Contact information: Phone: 414-791-5511 Email: <a href="mailto:boe-aross@pewaukeeschools.org">boe-aross@pewaukeeschools.org</a></p>
	<p><b>Mary Larson, Board Member</b> Term: 2023-2026</p> <p>Contact information: Phone: 262-523-1644 Email: <a href="mailto:boe-mlarson@pewaukeeschools.org">boe-mlarson@pewaukeeschools.org</a></p>

**DAILY SCHEDULE:**

**ASA CLARK  
MIDDLE SCHOOL**

**2023-24 STUDENT SCHEDULE**

6th Grade Schedule							
1st Period	2nd Period	3rd Period	4th Period	5th Period	6th Period	7th Period	8th Period
7:30 - 7:42	7:45 - 9:07	9:10 - 10:32	10:32 - 11:12	11:16 - 12:39	12:42 - 1:10	1:13 - 1:58	2:00 - 2:45
Homeroom	CORE 1	CORE 2	LUNCH	CORE 3	Flex Period	ELECTIVE A	ELECTIVE B

7th Grade Schedule							
1st Period	2nd Period	3rd Period	4th Period	5th Period	6th Period	7th Period	8th Period
7:30 - 7:45	7:49 - 9:11	9:15 - 10:05	10:08 - 10:58	11:02 - 12:18	12:19 - 12:49	12:53 - 1:18	1:22 - 2:45
Homeroom	CORE 1	ELECTIVE A	ELECTIVE B	CORE 2	LUNCH	Flex Period	CORE 3

8th Grade Schedule							
1st Period	2nd Period	3rd Period	4th Period	5th Period	6th Period	7th Period	8th Period
7:30 - 8:20	8:23 - 9:13	9:17 - 10:02	10:06 - 11:17	11:20 - 11:50	11:54 - 12:15	12:19 - 1:30	1:34 - 2:45
ELECTIVE A	ELECTIVE B	Flex Period	CORE 1	LUNCH	Intervention/ Enrichment	CORE 2	CORE 3

**LUNCH SCHEDULE:**

GRADE	LUNCH TIME
6th Grade	10:32-11:12
7th Grade	12:19-12:49
8th Grade	11:20-11:50



# 2023-2024 Teacher & Staff Calendar

**PEWAUKEE**  
SCHOOL DISTRICT

## 2023

August 21 -24 New Teacher Induction  
August 29 , 30, 31 Prof. Development/TWD  
August 31-Sept 5 Elementary Great Start

September 4 Labor Day (H)  
September 5 First Student Day (6-12)  
September 6 First Student Day (K-5)  
September 8 First Student Day (4K)

October 26 Virtual Learning Day/  
Parent Teacher Conferences  
October 27 (PD), 30 No Students/Fall Break  
November 22, 23, 24, 27 (PD) Thanksgiving  
Break

December 25 - January 2 Holiday Break

## 2024

January 15 Martin Luther King, Jr. Observation  
January 22 (PD) No Students  
February 23 (PD),26 No Student Mid-

Winter Break  
March 25-April 1 Spring Break  
March 29 Good Friday (H)  
May 3 (PD) No Students  
May 27 Memorial Day (H)

June 7 High School Commencement  
June 11 Asa 8th Grade Promotion  
June 12 PLE & HZ Last Student Day 1/2 Day  
June 13 Asa & PHS Last Student Day 1/2 Day  
(ACP Conferences & Make Up Assessments)

Quarter 1 Ends November 6, 2023

Trimester 1 Ends (PLE & HZ)

November 28, 2023

Quarter 2/Semester Ends January 19 2024

Trimester 2 Ends (PLE & HZ) March 8, 2024

Quarter 3 Ends April 5, 2024

Trimester 3 Ends (PLE & HZ) June 12, 2024

Quarter 4/Semester 2 Ends June 13, 2024

### Teacher Work Days (TWD)

Professional Development (PD)/No Students

August 29, 30, 31

October 27

November 27

January 22

February 23

May 3

Flexible PD days—2 Day expectation  
for Staff between July 1, 2023-June 30, 2024

### Mission Statement

Through its unique all-campus setting,  
Pewaukee School District will open the door  
to each child's future.

We are:

- Passionate about academic excellence
- Committed to fostering positive student citizenship
- Dedicated to inspiring all students to flourish

Board approved: January 10, 2022

Revised: November 1, 2022/June 12, 2023

Visit us on the web @ [www.pewaukeeschools.org](http://www.pewaukeeschools.org)

TOTAL DAYS: T=189/S=179  
(2 Summer PD Days & 2 H included)

July 2023				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August 2023				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

September 2023				
M	T	W	TH	F
				1
H	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October 2023				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
V	31			

November 2023				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	V	H	V
27	28	29	30	

December 2023				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
V	V	V	V	V

January 2024				
M	T	W	TH	F
H	V	3	4	5
8	9	10	11	12
H	16	17	18	19
22	23	24	25	26
29	30	31		

February 2024				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
V	27	28	29	

March 2024				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
V	V	V	V	H

April 2024				
M	T	W	TH	F
V	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May 2024				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
H	28	29	30	31

June 2024				
M	T	W	TH	F
				1
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28



# 11. Academics, Assessments & Grading

*Passionate about academic excellence  
Dedicated to inspiring all students to flourish*

## **PERSONALIZED LEARNING VISION**

To maximize college and career readiness for students through a personalized learning plan tailored to each student's developmental needs and goals.

## **BELIEF STATEMENTS**

- Higher levels of growth and achievement for each child is attained through a standards-driven system in which learners drive the pace of their learning, monitor their progress, and contribute to the relevance of mastering district curriculum and 21st century skills.
- The purpose of grades is to communicate the learning, growth and achievement of individual students in relation to important standards.
- Grading practices must be accurate, meaningful, consistent and supportive of learning.
- To support each child's learning style, readiness to learn, and proficiency-driven needs, multiple pathways to demonstrate and assess proficiency are an integral component of the learning process.
- Quality criterion-referenced (standards-based) assessments and scoring rubrics advance student learning and accurately measure and communicate student performance.
- Rich core content and the following competencies, known as the Graduate Profile Competencies, are essential for each student to be successful in work and life.



## **ACADEMIC HONESTY:**

All student work submitted for the purpose of demonstrating proficiency and/or meeting course requirements must represent the efforts of that individual student. Consequences for academic dishonesty are outlined in individual course syllabi.

### **Potential First Offense Consequences:**

- Student communication with teacher, family and administration
- Redo Coursework
- After School Detention
- Referral to Athletic Director or Activity Supervisor

### **Potential Second Offense Consequences:**

- Academic Honesty Contract
- Redo Coursework
- After School Detention
- Referral to Athletic Director or Activity Supervisor
- Success Skills downgrade to "Does Not Meet" in the class

The significance of the academic dishonesty as deemed by school administrators could move a first offense to a second plus offense category.

Academic dishonesty includes, but is not limited to: plagiarism, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software, unauthorized use of hard copy or software to develop one's own software.

## **CONFERENCES:**

Parents are always encouraged to discuss an individual student's progress with the appropriate teacher(s). Formal parent conferences are held throughout the year, but others may be arranged at a mutually convenient time. To schedule a conference, please contact the teacher. Parents should make appointments when they want to meet with staff to ensure a productive and timely meeting, and should always check in with the office before meeting with a teacher.

## **COPYRIGHTED MATERIAL:**

Unauthorized reproduction or use of copyrighted materials is illegal and unethical. Violations of the copyright laws may result in criminal or civil suits and local disciplinary actions. Students violating the copyright law are liable for penalties and damages. Students are expected to be knowledgeable of the guidelines related to the use of copyrighted materials. If there is a question about the application of the law, the student should contact the Principal to assist in clarification of the law or obtain permission to reproduce copyrighted materials. Any written permission to use copyrighted material will be saved and filed with the Principal. (Board of Education Policy #6400.07)

## **GRADING & REPORTING:**

The purpose of grades is to communicate the learning, growth and achievement of individual students in relation to important academic standards and College and Career Readiness indicators. In order to effectively communicate the learning, growth and achievement of our students in a constructive and timely manner, we believe that grading practices must be **accurate, meaningful, consistent & supportive of learning.**

Formative and summative report cards are issued at approximately eight-week intervals (quarters). Quarter 1



& 3 grades are considered formative meaning learning is in progress. Quarter 2 & 4 are summative which represents a student's achievement in standards.

## **HEALTH CLASS OPTIONS FOR HUMAN GROWTH AND DEVELOPMENT UNIT:**

Seventh grade students have the option of choosing one of the following two options for health:

**Option 1:**     ***Human Growth and Development*** – This program contains elements from the traditional Human Sexuality and Teen-Aid curricula in an updated version. Ten lessons on human growth and development include the following topics: puberty, anatomy and physiology of the reproductive system, growth and development of the embryo and fetus, love vs. infatuation, sex vs. sexuality, dating and relationships, teen pregnancy, HIV/AIDS, sexually transmitted diseases, and the benefits of sexual abstinence. Males and females will be separated during the lessons on the male and female reproductive systems and the menstrual cycle. Topics such as masturbation, abortion and sexual orientation are not included in instruction due to personal family beliefs and values. Students with questions regarding topics not discussed in class will be directed to discuss those topics with their family.

Textbook: Glencoe: Teen Health Course 2  
ABC INTERACTIVE Human Sexuality Laser Disk

**Option 2:**     ***Opt-Out*** – This option is available for those who prefer their child not be receiving human growth and development instruction in the school setting. Students will spend the 10 lessons during the human growth and development unit working on an independent study in health education. The health teacher, parent(s), and student will discuss independent study assignments, tests, projects and quizzes.

## **HOMEWORK:**

Homework is assigned based on each student's academic need in the learning process as related to learning targets and concepts. The expectations of homework may include:

- Practicing new skills without penalty to the grade
- Reviewing skills to prepare for an assessment
- Enriching background knowledge
- Expanding or integrating learned knowledge

As a part of college and career readiness related to time management and organization, students use their District issued Chromebook and digital tools to manage academic work including homework, projects, and assessments. A day's absence does not excuse a student from his/her responsibilities on his/her day of return. In most cases, a student will have one day for each day absent to complete missed work. Grades will be incomplete in case make-up work is not completed. An unexcused absence does not excuse a student from schoolwork responsibilities. Any student suspended from school will be allowed to make-up assignments missed during the suspension period. Homework is formative, meaning it is designed to provide direction for improvement; therefore, it is not averaged with a student's overall achievement grade.

Homework is important, because it is a valuable aid that helps students make the most of their experience in school, and reinforces what has been learned in class. Teachers will make every attempt to coordinate relevant homework to maintain reasonable daily assignments. Parents are the key to making homework a positive experience for their children. We understand the need to balance academics, activities, leisure, and happiness, and we ask for parents to make homework a top priority.

### **General Homework Guidelines:**

- Stress that homework must be done on time. Timeliness is an essential college and career readiness skill.
- Check “Class Pages” on the class or teachers Canvas page.
- Establish a daily time and place for homework.
- Encourage students to take ownership and manage their workload. Students should start the most difficult tasks first so that they can ask for immediate assistance throughout the course of the school day.

### **LIBRARY MEDIA CENTER:**

The Asa Clark Middle School Library Media Center supports and enriches the middle school curriculum. Students may come to the library with their classes or individually with permission from a staff member. Students may be restricted from the library for short time periods if behavior is disruptive. Library materials are checked out for a four-week period and can be renewed for an additional four weeks. Students with overdue materials may not check out new materials. Asa Clark Library does not charge fines for overdue books; however, students are responsible for the cost of lost or damaged library materials. In addition to literary or course-specific needs, students should report any technology issues or problems to the Library Media Center for timely and accurate assistance.

### **PROMOTION:**

Grade advancement from Grade 8 to 9 shall be determined using the following criteria in the following sequential order:

- I. Academic Performance: The teacher verifies in the form of a standards-based report card a grade that the student has the ability to be successful at the next level of education. **AND**
- II. Test Performance: The student shall perform at the Basic Level or above in four of the five sub-test areas (language arts, mathematics, reading, science, and social studies) on the State Assessments (Smarter Balanced Assessment (Wisconsin Forward)). Of these four areas, the following three areas must be included: language arts, mathematics, and reading. If both the academic performance and test scores meet requirement, the student advances to the next grade level, **OR**
- III. Teacher Recommendations: At the end of 8<sup>th</sup> grade, students may be promoted based on the recommendation of a committee of the following individuals; building administrator, guidance counselor, two teachers (areas of deficiencies) and an additional teacher. Criteria used to determine the committee recommendation may include but are not limited to: alternative forms of assessment, successful completion of a remediation plan and/or performance in non-core areas, **OR**
- IV. Other Academic Criteria: The student shall attend summer school or participate in some other customized educational plan and successfully complete the program before grade advance will be considered.

Decisions regarding promotion and/or testing for students with identified special education needs will occur within the parameters of the Individualized Educational Plan (IEP). The District may make accommodations for students who have extenuating circumstances.

The professional staff shall make every effort to report student progress to parents/ guardians on a regular basis. The teacher shall notify a parent/guardian of a student who is failing subject(s) in writing. They will be notified no later than the middle of each grading period, or when abrupt changes in performance or behavior take place.

Decisions on promotion and retention shall be made prior to the conclusion of the school year when possible and prior to the commencement of the next school year if conditions require. It is important to note that meeting the criteria for advancement from 8th to 9th grade as outlined above is separate from earning the privilege of participating in the promotion ceremony. Students meeting the criteria for promotion must meet behavioral expectations in order to participate in the promotion ceremony.

The Pewaukee School District is committed to a policy of equal opportunity and nondiscrimination in the educational programs and activities it operates and in related employment practices. No one may be denied admission to any public school or be denied participation in, be denied benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity or physical, mental, emotional or learning disability or any other characteristic protected by law. (Board of Education Policy #5200.01)

### **RIGHT TO REVIEW RECORDS:**

Adult students or parents/guardians of minor students who are attending or have attended the Pewaukee Public Schools shall have the right to inspect and review any and all official student records directly relating to themselves or their children or wards, including student progress records, behavioral records, physical health records, and student directory data. Parents/guardians and adult students are entitled to review the above information for their child, legal ward, or self and not those of other students.

Whenever a student has attained eighteen (18) years of age or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of this student shall only be required of and accorded to the student. The parent, guardian or adult student shall request permission to review the records in writing. Said request shall be made to the Principal. The adult student or parent/guardian of a minor student shall be shown the records in the presence of a person qualified to interpret them.

Directory data may be disclosed to any person, if the school has given notice to the parent/ guardian of the categories of information which it has designated as directory data and has allowed fourteen (14) days for the parent/ guardian of any student to inform the school that all or part of the directory data may not be released about the student without prior consent of the parent/guardian. (Board of Education Policy #5400.01)

### **SUMMER SCHOOL ATTENDANCE:**

The Pewaukee School District offers a summer school program. Students may be recommended for certain summer school classes. In some instances, students must successfully complete specific courses to be promoted.

### **VIRTUAL LEARNING FOR SCHOOL CLOSURE:**

In the case that in-person learning is not occurring, for school closure, inclement weather, or parent/teacher conferences, students will continue their learning through available instructional technology, including Canvas. Communication about accessing Canvas and coursework will be done by individual teachers. Students will be expected to engage in class meetings and/or coursework as well as complete assigned tasks during the virtual learning time. Participation in activities and assignments will be part of determining student grades. Engagement in virtual learning will also take the place of daily attendance records.

# III. Commitments & Expectations

## Committed to Fostering Positive Citizenship

<p><b>RESPONSIBILITY</b></p> <p><u>Personal Responsibility</u></p> <ul style="list-style-type: none"> <li>• For your actions and decisions</li> <li>• For your space</li> <li>• For your stuff</li> </ul> <p><u>Collective Responsibility</u></p> <ul style="list-style-type: none"> <li>• For group action – working together for the common good</li> <li>• For space</li> <li>• For stuff</li> <li>• For society – being active and informed members of society</li> </ul>	<p><b>RESPECT</b></p> <ul style="list-style-type: none"> <li>• For yourself</li> <li>• For others</li> <li>• For the rules</li> <li>• For community/neighborhood</li> <li>• For society (tolerant of differences)</li> </ul>
<p><b>CARING</b></p> <ul style="list-style-type: none"> <li>• For yourself – eat well, exercise, enrich your mind</li> <li>• For others – being kind and thoughtful of feelings (no bullying or gossiping)</li> <li>• Reflect on and help assess the needs of the community, and then give back to the community – volunteer, donate unused items, food, etc. (whichever “community” you define – school community, family community, neighborhood, etc.)</li> <li>• Make a commitment to the greater good – assistance with dignity</li> </ul>	<p><b>HONESTY</b></p> <ul style="list-style-type: none"> <li>• For yourself</li> <li>• With others</li> </ul>

### **APPEARANCE/ DRESS CODE:**

Students are expected to come to school dressed in a way that is generally accepted as school appropriate. The District prohibits students from wearing any clothing that is normally identified with an antisocial organization (i.e., gang-related or discriminatory messages), conveys threats, promotes violence and/or promotes other illegal conduct, include or refer to discriminatory language, clothing that is disruptive or distracting, interferes with the school district’s educational mission or contains pictures/writing referring to alcohol, tobacco products, sex, profanity, and/or illegal drugs, or groups which promote such activities.

**As we prepare students for their future workplace, professional expectations and to support the overall decorum of the learning environment at Asa Clark Middle School, the following guidelines should be followed for day to day attire.**

- Shirts that could be tucked in and/or reach the top of the pant line.
- Shirts that cover the majority of the torso and are not too revealing.
- Shorts, pants, or skirts of an appropriate length so that students are adequately covered during all activities throughout the school day.

Students will be contacted by email the first time if possible in an effort to be less disruptive to the students academic day. Students failing to comply with the dress code may be asked to discuss attire with a building administrator. If inappropriate attire continues to be worn to school, school administration may contact parents/guardians to bring a change of clothing or take the student home to change. If a parent cannot be reached you may be given alternate clothes to change into before being allowed to return to class. Repeated violations of this policy will result in disciplinary consequences including, but not limited to, detention and suspension from school.

## **ARRIVAL TO SCHOOL:**

When students arrive at school in the morning, students may enter through the main entrance. Asa Clark will be open for students starting at 7:00am. Students may proceed to lockers and then designated classrooms. To provide students with the safest possible environment, parents must drop off and pick up their children in designated areas.

## **ATTENDANCE:**

Attendance and punctuality in all classes throughout the school year is very important to all students. Parents and students share this responsibility. The Pewaukee School District is mandated by the State of Wisconsin under Compulsory School Attendances. 118.15, Wis. Stats, and School Attendance Enforcement, s. 118.16, Wis. Stats, to monitor attendance and punctuality of their students. ***Per this statute, a student may be excused by a parent up to 10 days per school year.*** The intent of attendance monitoring procedures is to assist students in developing good attendance habits early on. This effort helps to develop an understanding of attendance being a student's responsibility and enables students to make full use of the educational opportunities the District offers. Consistent attendance affords children consistent exposure to learning opportunities allowing them to grow socially, emotionally, and academically. Furthermore, good attendance represents an essential component of college and career readiness as well as citizenship.

### I. Excused Absences

On a daily period-by-period basis, the school will monitor student attendance, and students are required to attend all classes and resource/advisory periods unless there is a need to be absent for one of the following reasons:

1. Personal illness of the student
2. Serious illness of a member of the immediate family
3. Doctor or dental appointment unable to be scheduled outside of the school day
4. Sudden emergencies
5. Pre-planned absences (maximum of ten days per school year)
6. Approved educational opportunities approved by the Superintendent
7. Suspension from school

In the above situations the absence will be considered excused and full credit and time will be allowed for make-up work, with full credit given for work completed. **Parents/Guardians can excuse a child up to 10 days by State Statute.** If a student is approaching this 10 day limit, a letter of concern will be sent home. A doctor's permit for a student's return to school may be requested in cases of extended or contagious illnesses. Failure to provide a doctor's excuse when requested will result in an unexcused absence. (Board of Education Policy #5100.04)

When a student is absent, parents/students can retrieve homework by going to the class Canvas page using the canvas parent portal log-in:

- <https://pewaukee.instructure.com/login/canvas>

### II. Medically Excused Absences/Appointments

Families are encouraged to make doctor/dental and other personal medical appointments after school hours. In the event an appointment during the school day cannot be avoided, students will be excused for the specific time noted on the doctor's note (reasonable travel times will be taken into account).

### III. Unexcused Absences

The Board of Education does not distinguish between being truant or unexcused. Thus, all absences not covered under the excused absence list above will be considered unexcused and have the same meaning as “truancy” under “Wisconsin Statutes.” A student who is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a semester will be declared a “habitual truant.” All classes, including lunchtime, are considered classes for attendance purposes. (Board of Education Policy #5100.04)

*Behavioral Consequences for unexcused absences:*

Consequences for unexcused absences will start with a warning from school administration and then progress to after school detentions, and potentially truancy citations. Administration reserves the right to apply a consequence that is fitting for the situation. Refusal or failure to serve an assigned detention will result in progressive discipline up to a truancy citation.

IV. Habitual Truancy

Truancy (Wis. Stats. 118.15) means any absence from school for part (including tardiness) or all of one or more school days without an acceptable excuse for students between the ages of 6 and 18. Students that are found to be habitually truant may receive a citation from the Village of Pewaukee Police Department and may be referred to Waukesha County Department of Health and Human Services as a habitual truant if the pattern persists. (Village Ordinance, Sec. 54.131)

V. Reporting Absences

All absences and incidents of tardiness to school should be reported to the Student Services Office (695-5024). Parents should call the Student Services Office before 7:30 a.m. if your child will be absent or tardy to school. Messages may be left on voicemail if you need to call prior to the time the office is open. Please state the reason for the absence. You must call within 24 hours to excuse your child. ***If phone contact with the middle school Student Services Office is not made, absences are recorded as unexcused.*** It is extremely important that parents call the school each day that your child is absent. If a student is absent and not phoned in, the office will attempt to make contact with the parent in the most-timely manner possible.

VI. Tardiness

Students who come to school after 7:30 AM are required to sign in at the school office. Frequent tardiness will result in further disciplinary action by the teacher, associate principal, or principal, which could include detentions, citations, or suspensions. Once a student has missed 15 minutes of a class, it will no longer be considered tardy, it will be considered an unexcused absence. Administration reserves the right to intervene at their discretion once a student has accumulated 3 or more unexcused tardies.

Behavioral Consequences for tardiness:

Consequences for student tardiness will start with a warning from school administration and then progress to after school detentions, and potentially truancy citations. Administration reserves the right to apply a consequence that is fitting for the situation. Refusal or failure to serve an assigned detention will result in progressive discipline.

## Illness Guidelines

Regular school attendance is important to each child's success in school. The patterns and attitudes children develop about health and illness often carry on into later school years, into adulthood and into the work world.

Our goal is to work with students, parents/guardians, and staff to promote positive health so every student is comfortable at school and ready to learn. When students are sick, we encourage them to stay home. The following guidelines can help parents/guardians decide if their child should be at home or school:

### TEMPERATURE:

A child with a fever over 100.3 degrees should not be sent to school. A child needs to be fever free for 24 hours without the use of fever-reducing medication (such as Tylenol, Ibuprofen) before returning to school. We will contact parent/guardian to take a child home if temperature is 100.4 degrees or greater.

### STOMACH ACHE, VOMITING, DIARRHEA:

A child with vomiting and/or diarrhea should be kept home until symptoms have resolved for 24 hours and the child is able to keep down food and liquid. Consult your doctor if your child has a stomach ache that is persistent or severe enough to limit activity.

### COLDS/SORE THROATS:

- Severe Cough and Cold symptoms (including hacking cough, a very runny nose, and/or thick, colored nasal drainage): child should stay home, even without a fever.
- Mild Cold or Respiratory Symptoms (including clear nasal drainage and mild cough): child may go to school.
- Sore Throats, with no other symptoms: child may go to school.
- Sore throats, with a fever, rash, and/or white spots on back of the throat: child should stay home and be seen by a doctor or healthcare provider.

### RASH:

A rash may be a sign of an allergic reaction or an infection. It's important that the child's healthcare provider be contacted if a rash is "itchy", or spreading, raw, or draining, as well as having a fever with rash. Keep your child at home until you have discussed the rash with your doctor or healthcare provider.

### CONTAGIOUS/NUISANCE DISEASES

If your child has been diagnosed with a contagious disease, such as Strep Throat, Impetigo, Bacterial Pinkeye, Bacterial Bronchitis, etc., he/she may return to school after 24 hours of treatment with an antibiotic.

If your child has been diagnosed with a nuisance infestation/disease, such as Head Lice, Scabies, Ringworm, he/she may return to school after treatment. Please notify Health Room Nurse if your child has one of these conditions.

### HEADACHES:

We encourage students to stay at school if they have a headache. If you would like an over-the-counter pain reliever kept at school, the parent/guardian must fill out the Parent Consent for Medication Form, (obtained from the school nurse or found on the PSD home page under Departments, Nursing Services, Forms) and supply the school with the medication. Each school's health room has copies of this form. If a child has headaches often, we encourage parents/guardians to keep a log of when the headaches occur, what relieves it, how long it lasts, and anything that makes headaches start/worsen. This information is important to share with the child's health care provider.

Students who wish to go home due to illness need to see the school nurse to obtain permission to go home. Remember that under no circumstances are students to leave school during the day without first reporting to the office and having their departure approved. Students leaving the school grounds without permission will be considered truant.

If a student becomes ill or injured at school, a parent/guardian will be contacted. **It is very important that our school records include up-to-date telephone numbers for home, work, cell phone, and emergency contacts. Please update skyward with any changes to your contact information**

VII. Vacations and Other Planned Absences

In the case of a family vacation or other planned absence, five school days in advance, students are to bring a note to the attendance secretary, signed by their parents, stating the dates and reason for absence. Family vacation means that the child accompanies the parent or guardian on the vacation. The Board of Education strongly encourages parents to plan for vacations on days when school is not in session. Family vacation and planned absences will count against the 10-day state allowed absence total.

VIII. Off Campus Permits (permission to leave school)

Families are encouraged to make doctor/dental and other personal appointments after school hours. When that is not possible and you need to pick your child up during the school day, please send a note with your student stating the time and reason he/she needs to be excused. Students are to bring notes to the office before the start of the school day (7:30 a.m.) to obtain an off campus permit. Students must have an off campus permit to leave the building. When students return to school from appointments, they must check in with the Student Services Office secretary. Students should never be in any Pewaukee School District school unsupervised before or after regular school hours.

IX. Attendance at After School Events

A student must be in school the day of an activity to be eligible to attend or participate. Emergency situations will be handled on a case-by-case basis at the discretion of the principal or his/her designee.

X. All students who are required by state law to be in school attendance shall be expected to be in full-time attendance, or to carry at least the minimum class load as defined by the Board of Education. Students may be released during the school day to participate in Board of Education approved activities. Special release time activities are as follows:

I. Release Time for Religious Instruction

The Board of Education recognizes the right of a parent/guardian to have their child released from school to obtain religious instruction outside of school. The Board of Education shall permit students to be released from school in accordance with state law.

II. Release Time for Special Instruction

The Board of Education believes a student's education may be enhanced and enriched through participating in experiences outside of the regular classroom and the public school. Release time from the regular classroom may be provided for students for educational experiences beyond the regular classroom at the discretion of the Superintendent or designee. (Board of Education Policy #6300.03)



## **BEHAVIOR:**

Asa Clark Middle School students have acquired a reputation for their fine behavior. All students are expected to conduct themselves appropriately while they are attending daily classes and all school related events regardless of the location. Violations of school rules that may endanger the physical or emotional health, safety, or property of others will be addressed very seriously, including suspension and/or expulsion if deemed necessary. It will be understood that during a suspension, the student may not attend classes or any school activities or visit the school grounds.

### **I. Bus Behavior Rules and Expectations**

The bus is considered an extension of school. Behavioral expectations extend to all conduct while on the bus, and entering and exiting the bus. For the safety of all and the timeliness of arrival and pick-up, the following rules and expectations need to be followed:

Parents will be notified of continued or severe behavioral problems. Violation of these or other regulations may lead to suspension from the bus. Students will be suspended from school in cases of theft, smoking, vandalism or other serious infractions. **Please note that in accord with Board of Education Policy No. 3900.03 (February 14, 2005), video-monitoring systems will be used on buses for the purpose of ensuring safety and security.**

### **II. Behavior and Responsibilities of Students in Asa Clark Middle School Activities**

Activities such as clubs, organizations, and performance groups form an integral part of students' overall education. The privilege of participating in these co-curricular programs or being a spectator at them is extended to all students provided they are willing to accept certain responsibilities. The greatest of those responsibilities is to uphold the honor of the school and the student body at all times. Therefore, it is required that all participants do the following:

- Display high standards of social behavior.
- Display respect for those in authority.
- Comply with all school rules.

These are in effect at all activities associated with Pewaukee Public Schools. Individual organizations may have rules/regulations regarding conduct for participation in their group.

### **III. Co-Curricular Rules, Violations and Penalties**

All regular school behavioral and attendance rules will be in effect at any time a student is involved in a co-curricular activity sponsored by the school. This includes field trips and activities at other schools. Students are to remain in good academic and behavioral standing according to policy established by the director of the activity, the ACMS Student Handbook, the ACMS Activities and Athletics Handbook, and Board of Education Policy 6400.04. Noncompliance with the established standards may be cause for dismissal from the activity. A student shall be suspended from an activity and from school for:

- Possession, use or sale of illegal drugs, including tobacco products, inhalants, "look-alike" or controlled substances as defined by Wisconsin State law.
- Possession, consumption, or sale of intoxicants, including all fermented malt beverages (beer, malt liquor), wine, and intoxicating liquors.
- Acts of immorality or any other unacceptable conduct which makes the student unqualified to represent the principles and standards of our school.

Grooming and overall appearance standards shall be determined by the director of the activity and made known to all participants. Students are expected to attend all meetings and practices. Illnesses, injuries, or teacher help sessions should excuse you from attending scheduled activities; other absences need to be cleared by the director of the activity in advance. Students serving a detention that day may not participate in practice or competition of an event.

In the event that an activity falls on a day followed by a school day, the participant must conform to regular school attendance procedures and be in school the day of the event, as well as the day following the event. Unless the student has an acceptable parental or doctor's excuse, the absence will eliminate the student from the next regularly scheduled event.

#### IV. **Enforcement of Activity Rules**

Reports of misconduct shall be reported to the principal and/or director of the activity. The principal will confer with the director of the activity and the student involved to discuss the validity of the violation. In the event that violation of the rules is determined, the principal, or associate principal and activity director shall determine the penalty.

## **BEHAVIOR EXPECTATIONS, DISCIPLINE APPROACH AND REFERRAL GUIDE**

At Asa Clark Middle School, our behavior philosophy integrates progressive discipline with instructional, restorative, and reflective practices. We believe in empowering students to take ownership of their actions, fostering a sense of personal responsibility, and providing opportunities for growth and learning from both successes and mistakes. Our approach emphasizes the importance of instruction, restoration, and reflection in shaping positive behavior.

### I. Behavioral Expectations:

- A. We expect all students to uphold a set of behavioral expectations that contribute to a school community that allows everyone to feel safe, valued and respected. Each grade level will present students with a set of expectations at the beginning of the year. These will be shared with parents and reviewed with students throughout the course of the school year.

### II. Discipline Approach:

- A. We believe it's important to provide students with both progressive disciplinary measures as well as instructional, restorative and reflective activities that foster personal growth and a sense of responsibility.
  - 1. Progressive Discipline
    - a) The process of using increasingly severe steps or measures when a student fails to correct a problem after being given a reasonable opportunity to do so.
  - 2. Instructional, Restorative, and Reflective Practices
    - a) Activities that guide students to grow and learn from their mistakes, address conflicts, repair harm, and build understanding and empathy among students and staff, and analyze their behavior, identify areas for growth, and develop action plans for improvement.

### III. Referral Guide:

#### A. Levels of Behavior Guide

- 1. Minor behavior referrals as classroom managed and are described as being brief, low-intensity or non-serious. The purpose of documenting minor behaviors is to determine if a pattern of behavior is developing. Below is a list of possible behaviors and possible interventions and responses:

<b>Minors - Level 1 (Classroom Managed Behaviors)</b> **Parents/Guardians <u>could be</u> contacted**	
<u>Behaviors: Brief, Low Intensity or Non-serious</u>	<u>Interventions/Responses</u>
<ul style="list-style-type: none"> <li>• Defiance/Disrespect/Noncompliance</li> <li>• Dishonesty</li> <li>• Disruption</li> <li>• Minor Violation of Classroom or Building Expectations</li> <li>• Dress Code Violation</li> <li>• Profanity/Inappropriate language</li> <li>• Inappropriate behavior/ physical contact</li> <li>• Non-serious Technology Violation of cell phone/computer etc.</li> <li>• Inappropriate use of school property</li> <li>• Cheating/Plagiarism (first offense)</li> <li>• Disengagement from classroom activities</li> <li>• Inconsiderate use of school property</li> <li>• Tardy to Class (up to 3)</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal correction</li> <li>• Staff member - student conference</li> <li>• <a href="#">Reflection Form</a></li> <li>• Parent contact (call first, email second)</li> <li>• Parent meeting</li> <li>• Loss of privileges</li> <li>• Break from classroom</li> <li>• Classroom or student restorative circles</li> <li>• Reteaching expectations</li> <li>• Confiscation of object</li> <li>• Assigned seating</li> <li>• Lunch detention</li> <li>• After school detention</li> </ul>

2. Major behavior referrals may be classroom or office managed. They are described as being repeated, severe, high intensity and/or serious. [Linked here](#) is a description of major behavior referral codes and responses that may be taken that align with our discipline approach.

### **CAFETERIA:**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Lunch prices are based on a tier system. Tier 1: Regular Lunch- American Classics and Grill Station which is \$2.50 daily. Tier 2: Pizza and Deli Bar, which is \$3.90. Tier 3: Chef demonstration/Special Menu Choice, which is \$4.25. Milk is \$.40 per carton (subject to change). Students may use money deposited in their account to purchase lunch or can also pay cash. A free or reduced lunch program application is available for those who are interested and qualify. The cost for reduced lunch is \$0.40/lunch. Ala-carte items are not included in free or reduced lunch prices. Credit will not be extended for lunch. When a student is in the negative they will be sent to the office to get a pass to eat lunch. They will also be asked to place a call to their parent/guardian to let them know they shall be charged with a negative balance today and need to send money tomorrow. No student will be denied lunch due to a negative account balance.

The following are expectations of the Café.



# ACMS Cafeteria Routines

	Entering	General Expectations	Buying a Lunch	Free Time on School Grounds	Exiting
Respect	<ul style="list-style-type: none"><li>• Use a quiet voice</li><li>• Keep hands and feet to yourself</li></ul>	<ul style="list-style-type: none"><li>• Listen to lunch supervisors</li><li>• Exhibit good table manners</li><li>• Keep food on your place</li><li>• Keep food in cafeteria</li></ul>	<ul style="list-style-type: none"><li>• Keep hands &amp; feet to yourself in line</li><li>• Observe personal space</li></ul>	<ul style="list-style-type: none"><li>• Listen to lunch supervisors</li><li>• Use appropriate language</li><li>• Keep your hands &amp; feet to yourself</li></ul>	<ul style="list-style-type: none"><li>• Return to class in a timely manner</li><li>• Walk</li></ul>
Responsibility	<ul style="list-style-type: none"><li>• Walk</li><li>• Get in line if food will be purchased</li><li>• Sit at a table</li></ul>	<ul style="list-style-type: none"><li>• Clean up the table and floor</li><li>• Use time wisely (eating, bathroom, etc.)</li><li>• Remain silent when lights are turned off</li></ul>	<ul style="list-style-type: none"><li>• Wipe up spills and pick up litter</li><li>• Maintain positive balance on food account</li></ul>	<ul style="list-style-type: none"><li>• No open food or drink outside</li><li>• Return equipment</li></ul>	<ul style="list-style-type: none"><li>• Dispose of trash in the proper receptacle</li><li>• Clean up areas</li></ul>
Safety	<ul style="list-style-type: none"><li>• Wash your hands in the bathroom or use Purell hand sanitizer</li></ul>	<ul style="list-style-type: none"><li>• Dress appropriately for outside lunch recess</li><li>• Stay in designated areas</li></ul>	<ul style="list-style-type: none"><li>• Use proper utensils</li></ul>	<ul style="list-style-type: none"><li>• Use equipment correctly</li><li>• Stay in designated areas</li></ul>	<ul style="list-style-type: none"><li>• Exit in an orderly fashion</li><li>• Report any incidents</li></ul>

## **CODE OF CONDUCT:**

Any student who engages in behavior that jeopardizes the health, safety or welfare of him or herself or others may be subject to discipline and removal from class or other designated location, placement in an alternative teaching setting and/or disciplinary action in accordance with school and District Policies and procedures. Student behavior that is dangerous or disruptive and that interferes with the teacher's ability to teach effectively, students' ability to learn, or the orderly operations and safety of the school will not be tolerated.

### I. Student Removal from Class or other designated location

Any teacher may remove a student from class for behavior including, but not limited to the following:

- A. Possession or use of a weapon, imitation weapon, or other item that might cause bodily harm to persons in the classroom
- B. Being under the influence of or possessing alcohol or other controlled substances or look-alike controlled substances, or otherwise in violation of District student alcohol and other drug policies
- C. Behavior that creates an intimidating, hostile or offensive classroom environment
- D. Physical fighting including two or more individuals
- E. Taunting, baiting, inciting and/or encouraging a fight or disruption
- F. Disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations
- G. Pushing or striking a student or staff member
- H. Repeated classroom interruptions, excessive disruptive talking, confronting staff argumentatively, refusing to follow directions or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties
- I. Interfering with the orderly operation of the classroom by using, threatening to use, encouraging, or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means
- J. Restricting another person's freedom to properly utilize classroom facilities or equipment
- K. Throwing dangerous objects in the classroom
- L. Repeated disruption or violation of classroom rules

- M. Behavior that causes the teacher or other students fear of physical or psychological harm
- N. Willful damage to school property
- O. Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others
- P. Use of profanity
- Q. Stealing

When a student is removed from class, the teacher shall send the student to the Principal or designee, and inform him/her of the reason for the student's removal from class. A written explanation of the reasons shall be given to the Principal or designee within 24 hours of the student's removal from class. The Principal shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation. The principal shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher. The parent/guardian of a minor student shall be notified of the student's removal from class. A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

## II. Placement Procedures

- A. The Principal or designee shall place a student who has been removed from class by a teacher in one of the following alternative settings:
  - 1. An alternative education program approved by the Board of Education. State law defines this as an instructional program approved by the Board of Education that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs.
  - 2. Another class in the school or another appropriate place in the school.
  - 3. The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the Principal or designee determines that readmission to the class is the best or only alternative.
- B. When making placement decisions, the Principal or designee shall consider the following factors:
  - 1. The reason the student was removed from class.
  - 2. The severity of the offense.
  - 3. The type of placement options available, and any limitations such as costs, space availability and location, on such placements.
  - 4. The estimated length of time of placement.
  - 5. The student's individual needs and interests.
  - 6. Whether the student has been removed from a teacher's class before.
  - 7. The relationship of the placement to any disciplinary action.

The Principal or designee may consult with other appropriate school personnel as the Principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian may also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interests of the student involved or required by law.

- C. All placement decisions shall be made consistent with established Board of Education policies and in accordance with state and federal laws and regulations.

- D. The parent/guardian of a student shall be notified of a student's placement in an alternative educational setting as outlined below.

### III. Parent/Guardian Notification of Student's Removal from Class and Alternative Placement

- A. When a student has been removed from class, the Principal or designee shall make a personal contact with the parent/guardian of a student. This notification shall include the reasons for the student's removal from class. The notice shall be given as soon as practicable after the student's removal from a class.
- B. The Principal or designee shall make personal contact or notify the parent/guardian in writing of the placement decision involving the student. This notice shall be given as soon as possible after the student's placement determination. This information can also be found in Skyward.
- C. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.
- D. If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirement. (Board of Education Policy #5300.12)

## **DETENTIONS/SUSPENSIONS/EXPULSIONS:**

Maintaining a positive school climate and a controlled and disciplined environment are necessary for effective instruction. In that regard, all staff members are responsible for ensuring that the Student Code of Conduct is enforced consistently throughout the curricular and co-curricular program.

### I. Detentions

Any member of the staff or administration may assign students a detention(s). Detentions will be assigned to students who have demonstrated undesirable attendance patterns, repeated tardiness, disrespectful behavior, misconduct, disengagement, late work or for other disciplinary reasons as deemed necessary. Detentions assigned by teachers will be served under their supervision, and parents/guardians will be notified regarding the reason and when the detention is to be served. It is the responsibility of students and parents to arrange for transportation in cases of after-school detention.

### II. Suspensions

A student may be suspended from school by the school principal for up to five (5) consecutive school days or, if an expulsion hearing is pending, for not more than a total of fifteen (15) consecutive school days if it is determined that the student is guilty of violating a school rule, or that while at school or under the supervision of a school authority, endangered the property, health or safety of others or him/herself and that the student's suspension is reasonably justified. Endangers include, but are not limited to, making a threat to the health or safety of a person or making a threat to damage property.

Prior to any suspension, the pupil will be advised of the reason for the proposed suspension and any supportive evidence. The pupil will be given the opportunity to explain his version of the facts if the pupil denies the charges. If it is determined that the student is guilty of the misconduct charge and that the suspension is reasonably justified, the student shall be suspended. **The student and their guardian will be provided with the discipline referral outlining the suspension prior to leaving campus.**

Students who are suspended out of school are not allowed on school property without administrative permission. During the suspension, the student may not take part in any school activity, either as a participant or spectator. Suspensions are expected to make up work missed during the term of suspension. (Board of Education Policy # 5300.02)

The suspended pupil or his/her parent/guardian may within five school days following commencement of the suspension have a hearing with the Superintendent or the Superintendent's designee who will be someone other than a principal, administrator, or teacher in the suspended pupil's school. If it is determined as a result of the hearing that the pupil was suspended unfairly or unjustly, or that the suspension was inappropriate, the suspension reference on the pupil's school records will be expunged. Such determination will be made within fifteen days of the hearing.

After readmission to school after suspension, the pupil will be allowed to take any semester or grading period examination and complete course work missed during the suspension period.

### III. Expulsions

A student may be expelled from school by the Board of Education if the Board of Education finds the student guilty of repeated refusal or neglect to obey school rules, or if the Board finds the student guilty of knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or if the Board finds that while the student was at school or under the supervision of school authority he/she endangered the property, health or safety of others or himself/herself, or if the Board finds the student guilty of conduct while not at school or while not under the supervision of school authority which endangers the property, health or safety of others at school or under the supervision of a school authority or endangers the property, health or safety of any employee or school board member of the Pewaukee School District. The Board must be satisfied that the interests of the school demand a student's expulsion. Endangers include, but are not limited to, making a threat to the health or safety of a person or making a threat to damage property.

If a student possesses a firearm while at school or under the supervision of school authority, the School District will take the following steps:

1. Suspend the student from school.
2. Commence an expulsion hearing, and, if the student is found to have possessed a firearm as described above, expel the student for not less than one year. (The Board may modify this requirement on a case-by-case basis.)

Prior to expulsion, the Board will hold a hearing regarding the proposed expulsion. Not less than five (5) days written notice of the hearing will be sent to the student and if the student is a minor to his/her parent/guardian. The notice shall state the reason for the proposed expulsion, the time and place of the hearing, the fact that expulsion may result, the right to legal representation, and the right to appeal the Board's decision. Minutes will be kept of all proceedings at the Board hearing. Upon the Board's decision to expel the student, a copy of the expulsion order will be mailed to the student and his/her parents/guardians. The student will have the right to appeal the expulsion to the State Superintendent of Public Instruction. (Board of Education Policy #5300.02)

Below is a description of expected student behavior during detentions and suspension:

<b>After School Detention</b>	<b>Structured Lunch</b>	<b>In-School Suspensions</b>	<b>Out-of-School Suspensions</b>
<ul style="list-style-type: none"> <li>★ After school detentions occur on Mondays, Wednesdays and Thursdays from 2:50-3:15 in the library.</li> <li>★ Students who arrive detention after 2:50 will be assigned an extra day of detention.</li> <li>★ Students are expected to work on coursework for the duration of the detention. If students' behavior does not meet expectations, they will be assigned an extra day of detention.</li> <li>★ If a student does not have any coursework to complete, they are expected to read.</li> <li>★ Students may be picked up at 3:15 or may take the late bus home.</li> </ul>	<ul style="list-style-type: none"> <li>★ Structured lunch occurs everyday during lunch in the library.</li> <li>★ Students who arrive more than 5 minutes after the start of their lunch period will be assigned an extra day of structured lunch.</li> <li>★ Cell Phones and Chromebooks are not allowed during Structured Lunch. Students are expected to bring a book or something paper based to Structured Lunch.</li> <li>★ Students are expected to remain in their assigned seat for the duration of their lunch period.</li> </ul>	<ul style="list-style-type: none"> <li>★ In-School Suspensions are served in the main office.</li> <li>★ Cell Phones and Chromebooks are not allowed. Teachers are asked to print materials for students and students are expected to bring a book with paper based materials.</li> <li>★ Students are expected to stay in their assigned location for the duration of their suspension. If they need to leave the office area, they are to check-in with an administrator or office secretary.</li> <li>★ If students are not meeting expectations of in school suspension, parents will be notified and the student will need to be picked up from school and it will become an out of school suspension.</li> </ul>	<ul style="list-style-type: none"> <li>★ Out-of-School Suspensions are served off campus.</li> <li>★ Students may not have contact with other students during the school day. They are allowed to contact their teachers.</li> <li>★ Students are not allowed on campus during their suspension and are not allowed to participate in clubs or activities.</li> <li>★ Students are expected to access and complete their coursework through Canvas.</li> </ul>

## **DISCRIMINATION POLICY**

The Pewaukee Public School District is committed to a policy of equal opportunity and non-discrimination in the educational programs and activities it operates and in related employment practices. As such, the Pewaukee School District prohibits all forms of unlawful discrimination against students, employees, and other persons in all aspects of the District's programs, activities, and operations. The term "unlawful discrimination" encompasses any unlawful policy, practice, conduct, or other unlawful denial of rights, benefits, or privileges based on any legally-protected status or classification such as sex; race; color; religion; national origin; ancestry; creed; pregnancy; marital or parental status; sexual orientation; gender identity; physical, mental, emotional or learning disability, those in the military or of veteran status or any other characteristic protected by law. Additionally, various state and federal laws establish the actions that do (and do not) constitute unlawful discrimination with respect to each protected status or classification. Where applicable, unlawful harassment that is based on a legally-protected status is one form of unlawful discrimination. No one may be denied admission to any public school or be denied participation in, be denied benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity in accord with the above-named classifications.

## **FOOD/DRINK:**

Food and/or drink are not permitted in the classroom unless permission from the teacher is given. Food/drink are allowed only in the cafeteria.



## **ONLINE REGISTRATION & SCHOOL FEES**

All students are expected to complete all registration materials online prior to the start of the school year. Failure to complete the registration process may result in the loss of student Chromebook use or other consequences until registration is complete.

In addition, BOE policy 3100.04 dictates that the District may charge student fees for such things as textbooks and technology use. Class fees may also be assessed for classes in which students use specific materials necessary to complete the coursework. Student fees shall be approved by the Board of Education. Fee schedules shall be consistent with state and federal laws and regulations. The District may also assess charges when school property is damaged or lost. The District reserves the right to exclude student participation from certain school activities (e.g. co-curricular and extra-curricular), events, and ceremonies until all outstanding obligations have been satisfied. Parents and/or guardians whose family financial conditions are such that they cannot afford to pay established fees may request a waiver from the District in accordance with this Board policy and established procedures.

## **PROFANITY POLICY:**

No student may use profanity or obscene language or gestures at any time that he/she is participating in curricular (e.g., Language Arts, speech presentation, etc.) and co-curricular activities. A student violating this policy shall be disciplined in accordance with established procedures contained in the individual school handbooks (see *Behavior*). (Board of Education Policy #5300.10)

## **PUBLIC DISPLAY OF AFFECTION:**

Students are expected to exercise self-control and respect for the reputation of oneself and others. Kissing, hugging and other similar displays of affection are inappropriate for the school environment. Consequences for excessive displays of affection may include a warning, parent notification, referral to counselors, and referral for disciplinary action up to and including suspension and/or expulsion.

## **REFERRAL TO POLICE OR JUVENILE AUTHORITIES:**

If a student's misbehavior is so extreme that a law violation is involved, police or juvenile authorities will be contacted by the Principal or a designated representative. Every reasonable attempt shall be made to notify parents at the same time juvenile authorities are called. If the officers indicate that they are arresting the student, with or without a warrant, those officers shall have complete jurisdiction and responsibility in the matter and the Principal shall not interfere with the student's removal from the building. It is expected that the contact with the student shall be arranged in a manner to make it as unobtrusive as possible. The parent/guardian and the Superintendent will be notified as soon as the officer takes the student from the building.

## **SCHOOL SUPPLIES:**

Students are to provide their own pencils, pens, paper, folders, etc., as outlined in the school supply list. These items should be with the student on the first day of classes, and every school day thereafter. Any family needing assistance with the purchasing of school supplies should contact the school office.

# *IV. Health, Wellness, Safety & Security*

**Committed to fostering positive citizenship  
Dedicated to inspiring all students to flourish**

**Our Mission:**

*The Pewaukee School District and Asa Clark Middle School will provide safe, healthy, and efficiently operated schools to ensure the success of all students and accountability for all stakeholders.*

**ALCOHOL AND OTHER DRUGS POLICY:**

The Board of Education has a strong commitment to the health, safety and welfare of all students. The district's commitment to maintaining athletics and extra-curricular programs in a healthy, safe, and secure educational environment requires a clear policy and supportive programs relating to the detection and prevention of substance use. The following actions by students are prohibited in or on school property, in any District owned or contracted vehicle and at all school-sponsored activities:

- I. The use, possession, disbursement, distribution, manufacturing, transfer, sale or possession with intent to sell controlled substances, alcohol or drug paraphernalia (as defined by local, state and federal statutes), inhalants, anabolic androgenic steroids and other performance enhancing substances and look-alike drugs or alcohol (i.e., non-alcoholic beer).
  
- II. Being under the influence of alcohol, controlled substances, or inhalants.

Prescription medications will be an exception to this policy when used by the person, for whom they were prescribed, in the manner and amount they were prescribed, and when used in accordance with the Board of Education's policy and procedures governing student medications.

A student may be required to submit to a breath test to determine the presence of alcohol if a school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol in violation of this policy. Such tests shall be administered by a trained District employee or a law enforcement officer and shall meet state law requirements.

Parents/guardians and students will be informed of the established standards of conduct and possible sanctions related to the use and abuse of alcohol and controlled substances. Failure to abide by this policy, or refusal to submit to required breath testing for the presence of alcohol, will result in disciplinary action up to and including suspension or expulsion from school. Such disciplinary action shall be done in accordance with state law and established procedures. Violations of this policy may also result in referral to law enforcement officials for prosecution under specific local, state or federal laws. An alcohol and other drug assessment will be required before returning to school after a suspension for a drug or alcohol violation. The District shall assist students, parents/guardians and staff to be aware of procedures that exist to deal with the problems associated directly or indirectly with controlled substances and alcohol use and abuse.

**BULLYING**

**ACMS ANTI-BULLY PROGRAM: PREVENTION & RESPONSE:**

The ACMS focus on building a Culture of Kindness is a school-wide commitment to end bullying and to proactively instill a sense of respect, responsibility, and safety in every learner. This approach focuses on creating and maintaining a positive school and classroom climate by:

- Raising awareness about bullying behavior
- Providing support and protection for all students, including a confidential reporting tool for bullying behavior that is witnessed or experienced
- Increasing student, teacher, parent, and staff response and involvement
- Forming clear rules and strong social norms against bullying behavior
- Explicitly teaching and referencing the difference between teasing, rude, mean and bullying behavior (see chart below)

<b>TYPES OF BEHAVIOR</b>				
<b><u>CONFLICT</u></b>	<b><u>TEASING</u></b>	<b><u>RUDE</u></b>	<b><u>MEAN</u></b>	<b><u>BULLYING</u></b>
Not planned, happens in the moment	Everyone is having fun	Unintentional	Intentional	Intentional
Occasional	Everyone is participating equally	Occasional	Once or Twice	Repeated
Equal power			Can be one or two-sided	Imbalance of Power
Disagreement or argument between both sides				One-sided

Asa Clark Middle School recognizes the following definitions of bullying behavior:

Verbal bullying: ongoing name calling, teasing, gossip

Physical bullying: ongoing hitting, tripping, shoving, slamming peers' lockers closed, hitting objects out of someone's hands, damaging or attempting to damage another's property

Exclusion bullying: ongoing prevention of someone from joining or excluding someone from a group, spreading rumors

Cyber-bullying: ongoing use of technology to harass or damage the reputation of another

Bullying is behavior that is directed towards another with the intent to harm in some way (physically or emotionally). *Students can make poor choices in how to treat each other; the behavior becomes bullying when it becomes ongoing behavior directed toward the same individual. Bullying behavior is addressed in a different manner than isolated incidents of disrespect.*

## Anti-Bullying Responsibilities Chart

Victim	Student Bystander	Staff Member	Administrator	Counselor	Parent
Talk to your parents or an adult you can trust, such as a teacher, school counselor or principal.	Refuse to join in if you see someone being bullied.	Create a climate that does not tolerate bullying.	Create a climate that does not tolerate bullying.	Create a climate that does not tolerate bullying.	Be aware of your child's actions and relationships.
It's not useful to blame yourself for bullying behavior.	Attempt to defuse bullying situations when you see them starting up.	Be visible in the halls.	Be visible. Increase supervision in areas that are known "hotspots" for bullying.	Provide skills for students to deal with bullying behavior.	Maintain open communication with your child.
Act confident. Hold your head up, stand up straight, make eye contact, and walk confidently. Do not engage in retaliation.	If you can do so without risk of your own safety, get a teacher, parent or other adult to come help immediately.	Recognize all types of bullying behavior.	Implement a system that reinforces positive behavior.	Monitor Bullying Reports.	Communicate information to the school.
Try to make friends with other students.	Speak up and/or offer support to bullied peers when you witness bullying.	Provide skills for students (victim, bystander, and bully) to deal with bullying behavior.	Remove the social power of bullies through consistent enforcement of student conduct.	Provide information and resources to parents.	Coach positive problem-solving techniques with child.
Avoid situations where bullying can happen.	Encourage the bullied victim to talk with parents or trusted adult.	Log bullying behavior in Skyward.	Monitor discipline referrals for bullying behavior.	Communicate with parents of victims and bullies.	

The "Anti-Bullying Responsibilities Chart" indicates the social responsibility of every stakeholder in order to effectively prevent bullying and provide interventions.

Students, staff, and parents may report bullying incidents using the confidential Bullying Report Form located on the ACMS Website or in the ACMS Office. Each incident is investigated with fidelity, and appropriate responses are implemented. The Anti-Bullying Code of Conduct (shared with the high school) indicates the various levels of bullying offenses and potential consequences for those offenses:

### **ANTI-BULLYING CODE OF CONDUCT**

Offense Description	1 <sup>ST</sup> Offense	2 <sup>ND</sup> Offense	3 <sup>RD</sup> Offense
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<p><b>Level 1</b>  <b>Verbal Harassment</b> (name calling, teasing, or spreading gossip/rumors)  <b>Purposeful Exclusion</b> (preventing someone from joining a group)  <b>Being an Active Bystander</b> (assisting or reinforcing bullying of an individual/group Including but not limited to: chanting, cheering, video recording)</p>	<p><b>Minimum Action</b>  Verbal Reprimand</p> <p><b>Maximum Action</b>  Detention</p>	<p><b>Minimum Action</b>  Parent Contact, Verbal Reprimand  Loss of privilege</p> <p><b>Maximum Action</b>  Suspension</p>	<p><b>Minimum Action</b>  Detention</p> <p><b>Maximum Action</b>  Suspension or Expulsion</p>
<p><b>Level 2</b>  <b>Cyberbullying</b>  Using electronic devices or social media to intimidate, harass, or gossip by emailing, texting, posting, or sending messages/photos which:</p> <ul style="list-style-type: none"> <li>● Occurs during school hours;</li> <li>● Occurs using district technology; or</li> <li>● Creates an intimidating or hostile environment at school</li> </ul> <p><b>Physical Violence or Threat of Physical Violence</b>  Hitting, shoving, kicking, throwing items, threatening or angry body language, destructive behavior with or towards objects, etc.</p> <p><b>Severe Harassment/Bullying</b>  Including continuous verbal harassment or discriminatory actions; verbal harassment or discriminatory actions against a protected class (i.e. “hate speech”); and/or sexual harassment.  Bullying is defined as repeated harassment or the opportunity for repeated harassment with an imbalance of power used to harm, intimidate or coerce others.</p>	<p><i>For each offense in Level 2:</i></p> <p><b>Minimum Action</b> taken will be detention.</p> <p><b>Maximum Action</b> taken will be suspension or expulsion based on the severity of the offense. Citations or legal charges may be issued.</p>		

**EMERGENCY/HEALTH INFORMATION:**

All students/parents are to complete emergency information through Family Access at the beginning of each school year or when changes occur. Students will not be allowed to leave the building for field trips, etc., without emergency information on file in the school office. The school must have a current record stating whom to contact if there is an illness or emergency.

\*Every family is responsible for having an understanding and plan as to where their child should go in the event of an emergency, illness, or bad weather. In the event that an emergency situation occurs at school, parents/legal guardians will be notified via the District’s Instant Messenger System- telephone and/or e-mail.

**FACILITIES & EQUIPMENT USAGE:**

All students using the building will be expected to use the facilities and equipment with care and respect. Restitution for unusual, careless, and unnecessary damage will be required from the student or his/her parent(s) or guardian.

## **HARASSMENT & BULLYING:**

Pewaukee Public Schools seek to provide a learning environment free of any form of harassment or intimidation toward and between students. Therefore, the District will not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of the offenders.

## **HARASSMENT**

“Student harassment” means behavior toward students based, in whole or in part, on sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, gender identity, sexual orientation or physical, mental, emotional or learning disability or handicap which substantially interferes with a student’s school performance or creates an intimidating, hostile or offensive school environment.

It is the responsibility of students, staff and others to help enforce this policy so that these prohibited activities do not occur in District schools. The Principals are responsible for disciplining the offenders. The Board of Education believes that when it comes to student discipline, each individual situation needs to be addressed according to the severity of the incident, along with the intellectual and emotional stage of each student as well as all the relevant facts and circumstances.

Any student, who believes that he/she has been the subject of harassment, or any parent/guardian who believes their child has been subjected to harassment, shall report the matter in accordance with established procedures. *(Reports may be filed with the Director of Special Education or the Superintendent.)* There shall be no retaliation against students who file reports under this policy. All reports shall be investigated in a timely manner. (Board of Education Policy #5300.08)

<b>HARASSMENT REPORTING PROCEDURE</b> <b><i>Student to Student &amp; Adult to Student</i></b>
1. Any student, or parent on behalf of a student, who believes they are experiencing harassment from a peer or an adult in their school should report the incident to the Associate Principal.
2. If the alleged perpetrator of the harassment is a member of the building level administration, the report should be made to the Director of Special Education Services in the District Office.
3. A written statement of the complaint shall be prepared by the complainant and witnessed by the designee.
4. The designee will investigate the complaint in a timely manner, and report the results of that investigation to the complainant.
5. If the complainant is dissatisfied with the determination made by the building level designee, he or she may appeal the decision to the Director of Special Education Services or in those buildings in which the Associate Principal is the designated complaint officer; the appeal may be brought to the Principal.
6. If the complainant is dissatisfied with the determination of the Director of Special Education Services, he or she may appeal the decision to the Superintendent of the Pewaukee School District.

## **HAZING:**

Hazing by students attending the Pewaukee Public Schools is strictly forbidden regardless of the time or place it might occur.

No person may intentionally or recklessly engage in acts that 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. 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 is a condition of initiation or admission into or affiliation with an organization, regardless of a student's willingness to participate in the activity.

In case of a violation of this policy, school administration shall take disciplinary action, and upon their recommendation, the Board of Education may expel a student or students for violation thereof. (Board of Education Policy #5300.09)

## **HEALTH AND WELLNESS:**

### **Allergies:**

Due to students in the Pewaukee School District that have severe allergies:

1. Latex balloons and latex products are not allowed in school as they pose a problem for students with a latex allergy. Mylar balloons are allowed.
2. Pets and animals are not allowed at school unless they are visiting for educational purposes as outlined by School Board Policy # 3400.08.
3. Avoid sending treats to school that contain nuts, including peanuts. Please contact your student's teacher regarding snack guidelines.

### **STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS**

The following are the minimum required immunizations for each age and grade level according to the Wisconsin Student Immunization Law. These requirements can be waived for health, religious, or personal conviction reasons. Additional immunizations may be recommended for your child depending on his or her age. Please contact your doctor or local health department to determine if your child needs additional immunizations.

**Table 144.03-A  
Required Immunizations for the 2023-2024 School Year**

Age/Grade	Required Immunizations (Number of Doses)						
5 months through 15 months	2 DTP/DTaP/DT		2 Polio		2 Hep B	2 Hib	2 PCV
16 months through 23 months	3 DTP/DTaP/DT			1 MMR	2 Hep B	3 Hib	3 PCV
2 years through 4 years	4 DTP/DTaP/DT		3 Polio	1 MMR	1 Var	3 Hep B	3 Hib
Kindergarten through grade 6	4 DTP/DTaP/DT		4 Polio	2 MMR	2 Var	3 Hep B	
Grade 7 through grade 12	4 DTP/DTaP/DT	1 Tdap	4 Polio	2 MMR	2 Var	3 Hep B	

1. Children 5 years of age or older who are enrolled in a Pre-K class should be assessed using the immunization requirements for Kindergarten through Grade 6, which would normally correspond to the individual's age.
2. D = diphtheria, T = tetanus, P = pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12; Four doses are required. However, if a student received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. **Note:** A dose four days or less before the 4<sup>th</sup> birthday is also acceptable.
3. DTaP/DTP/DT vaccine for children entering Kindergarten: Each student must have received one dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> dose) to be compliant. **Note:** a dose four days or less before the 4<sup>th</sup> birthday is also acceptable.
4. Tdap is an adolescent tetanus, diphtheria, and acellular pertussis combination vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within five years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
5. Polio vaccine for students entering grades Kindergarten through 12; Four doses are required. However, if a student received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. **Note:** a dose four days or less before the 4<sup>th</sup> birthday is also acceptable.
6. Laboratory evidence of immunity to hepatitis B is also acceptable.
7. MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the 1<sup>st</sup> birthday. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable. **Note:** A dose four days or less before the 1<sup>st</sup> birthday is also acceptable.
8. Varicella vaccine is chickenpox vaccine. Students with a reliable history of varicella disease are not required to receive the Varicella vaccine. A parent or guardian may indicate that their student has had chickenpox on the Student Immunization Record form (F-04020L).

### **Immunizations**

The Student Immunization Law requires that all students through grade 12 meet a minimum number of required immunizations prior to school entrance. These requirements can be waived only for health, religious or personal convictions reasons. To remain compliant with the law, please provide the month, day, and year that your child received the required immunizations on the Student Immunization Record, when you register your student online. This must be done by the first day of school. If you do not have your student's immunization record, please obtain a copy from your physician or go on WIR- Wisconsin Immunization Registry; ([www.dhfs.wisconsin.gov](http://www.dhfs.wisconsin.gov)), and print a copy of your student's immunization record.

## **LOST OR STOLEN ITEMS:**

Please report any lost or stolen items immediately to the Student Services Office. Efforts will be made to locate and return all lost property. Expensive items and large amounts of money should not be brought to school. Items found should be turned in to the Student Services Office immediately. Students are to check in

the Student Services Office for misplaced or lost articles. Unclaimed articles are periodically donated to local charities.

## **MEDICATION POLICY:**

### **MEDICATION**

We understand that children may need to take medication during the day. To ensure the safety of all our children, the District has written guidelines regarding administration of medication to children. School personnel who may administer medication include health room personnel and other trained staff. State law and School Board Policy (No. 5500.03) specify definitive guidelines for the handling and dispensing of medication for students while in school. State law has established separate procedures for medication prescribed by a physician and non-prescribed medications (over the counter). Area physicians are aware of the law and our policy. The school nurse has the appropriate forms and they can be found on the district website.

### **PRESCRIPTION/ALTERNATIVE (NON-FDA APPROVED) MEDICATION**

Prior to administering prescription or alternative (non-fda approved) medications, the school nurse must be provided with a Parent Consent for Medication Form signed by the parent/legal guardian. This form must also be signed by their Physician or Health Care Provider with prescriptive authority. The Parent Consent for Medication Form can be found on the Pewaukee School District home page under Departments, Nursing Services, Forms. Medication will be stored in the Health Room. All medication must be in the original container from the pharmacy labeled with: student's name; medication name/dosage; time to be given; effective date; directions; prescribing practitioner's name; and expiration date.

### **NON-PRESCRIPTION MEDICATION**

Non-prescription medication can only be administered by school personnel with a Parent Consent for Medication Form signed by the parent/guardian. All medication must be in the original container, cannot be expired and will only be administered per the instructions indicated on the container. Medication will be stored in the Health Room. The Parent Consent for Medication Form can be found on the Pewaukee School District home page under Departments, Nursing Services, Forms.

### **UNUSED MEDICATION**

All unused prescription and non-prescription medication must be picked up by the parent/legal guardian by the last day of school, or it will be disposed of.

**ALL CONSENT FORMS MUST BE RENEWED EACH SCHOOL YEAR AND/OR ANYTIME MEDICATION IS CHANGED. STUDENTS MAY NOT CARRY ANY NON-EMERGENCY MEDICATION.**

## **NON-SMOKING/TOBACCO/VAPOR INHALANT POLICY**

Smoking and the use of any nicotine, electronic cigarettes, and/or electronic nicotine delivery system (ENDS) products shall be prohibited on all District property, including school buildings, grounds, and in school-owned vehicles and during all school sponsored activities. Possession of tobacco products including electronic cigarettes and/or electronic nicotine delivery system (ENDS) products by students on school property shall also be prohibited. Violations of this policy may result in citations under local ordinance and/or employee or student discipline.

### **Use and/or possession of Vaping Device**

Students found in possession of or engaged in the use of vaping devices will be referred to the Pewaukee Police Department for a potential citation. The Pewaukee Police Department will also test the device contents



for controlled substances and respond accordingly. PHS Administration will also respond accordingly to the results of the police assessment which may include suspension or expulsion if controlled substances are present. If no controlled substances are present, students and parents will be provided the option of a referral to the District Student Assistance Coordinator for an ATODA intervention overview or an in-school suspension to complete research on the impact of vaping devices on a person's health.

**VILLAGE OF PEWAUKEE Municipal Code Sec. 54.130 - Possession or use of cigarettes and tobacco products by students:** The Village of Pewaukee has adopted an ordinance restricting the use or possession of cigarettes or any other tobacco products by students in school buildings or upon school property. Specific provisions of the ordinance are spelled out in the municipal code and are as follows:

**Possession of cigarettes and tobacco products in school buildings or upon school property:** No person under the age of 18, and no person enrolled as a student in the Pewaukee School District, may possess any cigarette or tobacco products at any time inside any building or on any property owned, leased or used by a public school in the Village of Pewaukee.

**Use of cigarettes and tobacco products in school buildings, or upon school property:** No person may smoke, light, ingest, chew, inhale, or otherwise use any cigarette, tobacco product or smoke from a cigarette or tobacco product at any time inside any building or on any property owned, leased or used by a public school in the Village.

### **NUTRITION POLICY:**

Research indicates that students' brains are affected by nutrition and physical activity, and that healthy habits strengthen the learning connection. As a result of the new Wisconsin Department of Public Instruction's Wellness Policy for schools, parents/guardians are encouraged to not allow students to bring soda or energy drinks to school to use as a breakfast beverage, lunch beverage or an after school snack beverage. Additionally, the National School Lunch Program administered by the USDA mandates specific nutritional requirements including:

- Each student must have at least ½ cup fruit and/or vegetable on their tray;
- At least half of the grains offered will be whole grain-rich;
- Non-flavored milk offerings must be 1% or skim, and all flavored milk must be fat-free;
- All menu items will be trans fat-free with limits on saturated fat and sodium.

Pricing and lunch options:

- Tier 1: American Classics and The Grill options cost \$2.50
- Tier 2: The Pizza Station (2mato) & Salad Bar Station (Market Fresh) cost is \$3.90
- Tier 3: Chef Demo or Chef Prepared Meal cost is \$4.25
- Ala Carte items vary in price

\*Free and reduced lunch plans include any of the above offerings.

If you qualify for free lunch then your first meal is free, but any ala carte items or a second lunch would be normal charge.

If you qualify for reduced lunch then the first meal would cost \$.40 and any ala carte items or second meals would be the normal stated price.

### **SAFETY & CRISIS PLAN:**

The Pewaukee Public School District is committed to providing as safe of an environment as reasonably possible for students, employees and citizens while they are present on school premises or participating in school-sponsored activities. With this goal in mind, the District and each school have developed a safety and crisis plan which is updated annually and is designed to address sudden, traumatic events which affect the school community. Such events might include, but are not limited to: death of a student or staff member, situations which would require a building lockdown or evacuation, or an emergency condition not covered in other drill procedures. In addition, a District Safety Team meets regularly throughout the year to address

issues and promote education around safety and security. Please be aware of these key elements from our Safety & Crisis Plan:

- **ACCIDENTS:**

Every accident, including minor ones that occur in the school building, on school grounds, at practice sessions, at any athletic event sponsored by the school, or at any school function must be reported to the school office as soon as possible. First aid will be given by the school nurse, a staff member from the ACMS Response Team, or any other person qualified to give first aid.

- **EMERGENCY HEALTH CARE:**

In case of a serious accident, injury or illness, District employees will provide emergency care within the limits of their expertise and will notify the student's parents/guardians of the situation as soon as possible. District employees will also arrange for prompt transportation to an emergency care facility if deemed appropriate. The school nurse shall submit a written report to the building Principal within 24 hours. The report shall contain the pertinent facts, including a detailed description of the circumstances and the actions taken or recommended. In addition, an injury, illness or serious accident must be reported to the Superintendent or his/her designee by the building Principal.

- **EMERGENCY SCHOOL CLOSINGS:**

If school is closed due to inclement weather or an emergency, information about the closing will be broadcasted over several radio stations. WTMJ is the primary station, but WEMP, WISN, WOKY, WKTI, WLTV, WMIL and WMYX are also notified.

The decision to close schools is influenced by the severity, intensity, and movement of the storm center or the extent of the emergency. The information that schools will remain closed in the morning will be broadcasted as soon as possible and by 6:30 a.m. at the latest. If schools must be closed after the school day has begun, the same radio stations will be contacted. In regards to A Day or B Day, if school is canceled on a scheduled A Day, students will miss A Day and come back with B Day.

- **EVACUATION:**

Building evacuation drills at regular intervals are required by law and are an important safety precaution. These drills include fire, lock-down, and tornado. It is essential that, when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the student instructions. Evacuation directions are posted in each room.

- **WEAPONS AND LOOK-ALIKE WEAPONS:**

No one shall possess, use or store a weapon or imitation weapon in school buildings, on school property, in a District vehicle or school bus, or at any school-sponsored function or event. The sole exceptions to this policy are weapons under the control of law enforcement personnel, and the use of weapons or imitation weapons for school-sanctioned purposes approved in advance by the building administration. A weapon is defined as a firearm (loaded or unloaded), knife, razor, martial arts device, explosive device, metal knuckle, chemical agent, or any other object or substance, which, if used or intended to be used, is capable of inflicting bodily harm. An imitation weapon is defined as toy guns, water guns, non-working replicas of weapons, cap guns, poppers, war souvenirs, or any other object, which could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose. Law enforcement personnel may be contacted in all weapons situations. School officials will attempt to confiscate any and all weapons or imitation weapons. If it is determined that a student is in possession of a weapon or imitation weapon, the student shall automatically be suspended and considered for the expulsion process. Students with knowledge of the weapon or imitation weapon but who fail to report it may also be considered for suspension. Further disciplinary measures, including expulsion, may be recommended at the discretion of the building principal or designee. (Board of Education Policy #5300.07)

## **SCHOOL ENTRANCE/ACCESS:**

In order to ensure the security of our schools, entrance will be restricted to one main door which includes a handicapped entrance. All other doors are locked and require a FOB to enter. The ACMS Main Entrance will be unlocked at 7:00am for students to enter the building. After school has begun, all people must enter through the ACMS Main Office. Doors and windows should not be propped open at any time or opened for anyone outside the school building.

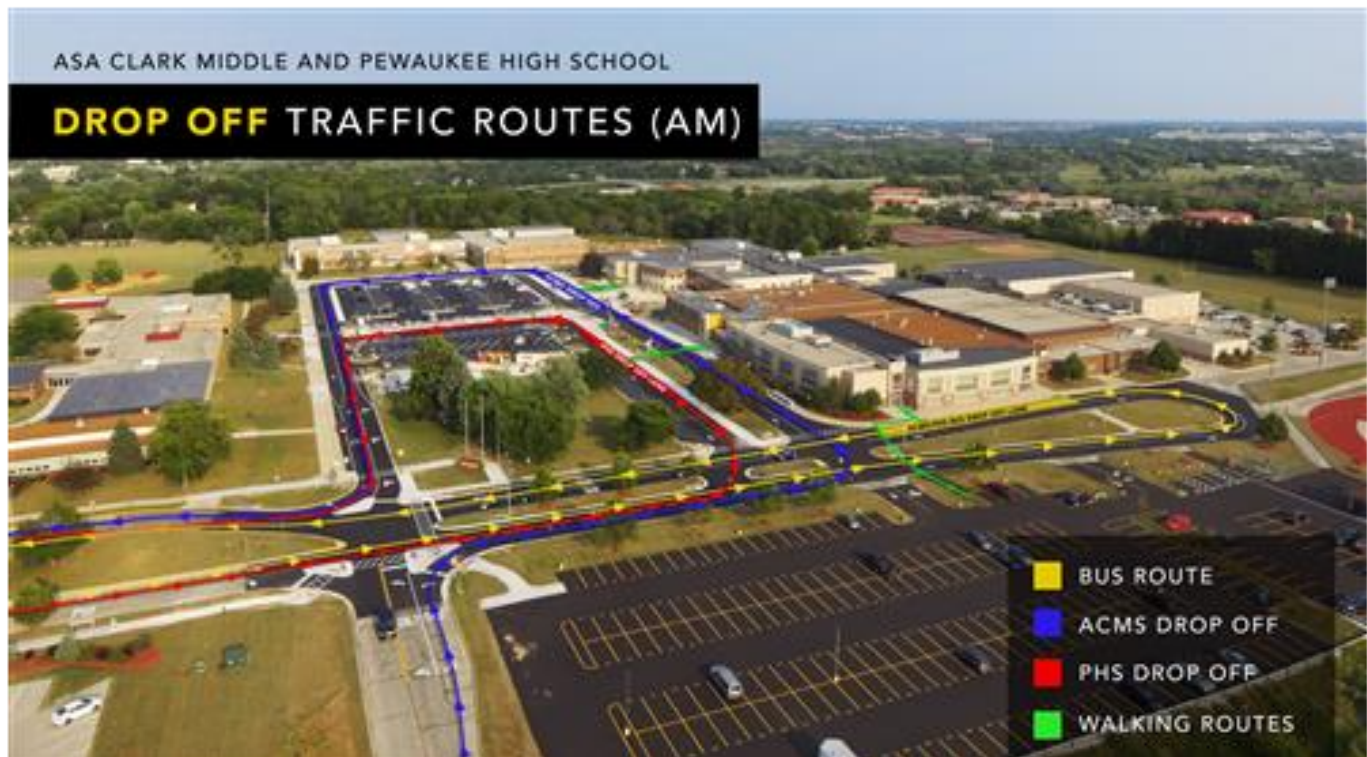
### **SKATEBOARDS, BICYCLES & IN-LINE SKATES:**

Skateboards, bicycles and in-line skates are prohibited on the PSD campus. Prohibiting skateboards, bicycles and in-line skates on school grounds is designed to prevent accidents occurring and problems associated with storage, theft and inappropriate use. Student bikes may be stored at the edge of campus at either the bike corral across from District Office or at the Stadium Concession Stand.

Summer School/Club Exception: Students may bring bicycles on campus during summer school or while participating in an after school club. When not under supervision of a school staff member, student bikes must be walked when on campus. All bicycles should be locked when not in use.

### **TRANSPORTATION:**

In order to provide a safe campus for our students, we ask that all students be dropped off in front of Asa Clark in the morning. Students should be picked up from the inner loop in front of the high school if you are doing parent pick-up. Adherence to these procedures will help maintain the traffic flow while keeping children safe.



## PICK UP TRAFFIC ROUTES (PM)



### **VIDEO MONITORING SYSTEMS:**

The District approves the use of video cameras on school property and buses for the primary purpose of reducing disciplinary problems and vandalism. Parents/guardians will be notified once a year that video cameras are being used. (Board of Education Policy #3900.03)

### **VISITORS:**

All visitors, including parents/guardians and relatives, must report to the school office to obtain a visitor pass. This pass must be displayed for identification purposes for the duration of the visit. Guest passes will not be given out for friends or former students to visit the school. Former students who wish to visit with faculty members should make an appointment to meet with the staff members outside regular school hours. We look forward to your visits. All other visits during the school day hours (7:30 a.m. – 2:45 p.m.) must be approved by the school's administration.

### **VISITOR MANAGEMENT SYSTEM:**

The Pewaukee School District is committed to providing a safe and secure environment for all students, staff and visitors. During the 2016-17 school year the District implemented the use of the Raptor System, which is a visitor management system. This system allows the school to produce a visitor pass, monitor volunteer hours, and electronically check all visitors against the registered sexual offender databases.

Upon entry to each building, all volunteers and visitors will be asked to show their government-issued identification (driver's license). This information will be scanned into the system, and a badge will be produced to be worn while at school. Upon leaving the school, the badge is returned to the office for sign-out. When a volunteer/visitor returns to school, their information will already be in the system and a badge can be easily produced.



# V. Technology

*At Asa Clark Middle School the ratio of students to Chromebooks is 1:1. This universal access to technology has led to a transformation in our teaching, learning, and communication practices.*

## **BELIEF STATEMENTS:**

- We recognize that our students are part of a global, digital society.
- We will engage in collaborative, inquiry-based learning environments, facilitated by educators who are able to use technology to transform knowledge and skills into solutions, new information, and products.
- We will foster an environment in which current technology and information resources are embraced.
- We will collaborate to integrate the use of technology and information into instructional practices to improve student learning

## **PSD ACCEPTABLE USE POLICY (AUP):**

### **Rules and Appropriate Usage**

The Pewaukee Public Schools encourages the use of computers and the network, including the Internet, as a tool for research and education. Chromebooks, computers, mobile devices, and the network, like any other school property, must be used for the educational purposes for which it was intended. The Chromebooks issued to students are the **property of Pewaukee Public Schools (PPS)**. The issue of a Chromebook to each student is a privilege, not a right, which may be revoked at any time for inappropriate conduct. Improper use of District technology may result in fines, loss of network/Internet privileges, detention, suspension, or expulsion. Before issued a Chromebook for use at school and/or home, students must sign this Acceptable Use Policy and the 1:1 Chromebook Student Expectations form. Parents and guardians must accept the understanding of these policies (#6500.10, 6500.11, 6500.09, 3400.11, Student Chromebook Expectations, Technology Code of Conduct, and Stakeholders' Roles and Responsibilities) during the PSD on-line registration process. Parents/guardians must also pay a \$5.00 Technology Consumables fee for the use of the Chromebook battery and case. All student forms, parent/guardian forms, and receipt of the Technology Consumable fee must be on record in the school prior to the student receiving a Chromebook for school and/or home use.

Students are expected to abide by the following rules and behavioral expectations both at home and within the school:

### **USE OF HARDWARE/SOFTWARE EQUIPMENT:**

- Students must have a permission slip signed by a parent/guardian on file with the District to use the Chromebooks and to use the Internet.
- The District's technology is to be used for educational purposes only.
- The use of the District's technology must not violate existing policies of the Pewaukee Public Schools.
- Students may not load software/applications onto district computers or copy software/applications from the school computers.
- Students may not destroy, deface, or alter computer equipment or files not belonging to the student.
- Students may not hide files or activity on the computer.

## THE NETWORK

- Students may not change, alter, bypass, or attempt to bypass any computer security measures including filtered Internet sites.
- The use of Web tools is considered extensions of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other Web tools. This includes but is not limited to profanity, racist, sexist, or discriminatory remarks.
- Chat lines, bulletin boards, forums, etc. may not be accessed by students without prior consent of a teacher or person monitoring the Internet use.
- All illegal activities are strictly forbidden including accessing or distributing obscene, abusive, sexually explicit, or threatening language or materials. Engaging in activities that are pornographic or drug related will result in automatic termination of your network/Internet privileges. Suspension or expulsion may result from inappropriate use.
- Sending messages via any technological or cellular communication system with the intent to intimidate, frighten, threaten, or abuse another person is considered harassment and will be dealt with as such. (Board of Education Policy #3400.11)
- Intentionally preventing or attempting to prevent the disclosure of your identity when sending a message to a person is prohibited
- Possession of malicious software items such as viruses, Trojan software, spy ware while at school, on the District network, or transferring to the District network will be considered a violation.
- The District reserves the right to search Internet accounts accessed with school equipment without permission if it is felt that illegal or inappropriate use of technology is occurring.

## PRIVACY OF PERSONAL INFORMATION

- Do not reveal your name, address, phone number, etc., or personal information of your friends to anyone.
- Under no circumstances should a personal password/account be provided to another person.
- You may not use an account other than your own nor misrepresent your identity.

## APPROPRIATE LANGUAGE

- Appropriate language must be used in all private and shared documents.

## MANAGEMENT

- Pewaukee Public Schools reserves the right to monitor all District technology use. Such an inspection may be conducted by school authorities when they deem necessary, without notice, without user consent, and without a search warrant. (Board of Education Policy #6500.10)
- The District also reserves the right to search Internet accounts accessed with school equipment without permission if it is felt that illegal or otherwise inappropriate use of technology is occurring. Improper use of District technology will result in fines, loss of network/Internet privileges, suspension, or expulsion as deemed appropriate. (Board of Education Policy #6500.09)

## MOBILE TECHNOLOGY

- The District reserves the right to examine and/or confiscate any device at any time to ensure compliance with policies. Mobile technology devices may include Chromebooks, computers, portable digital assistance (PDA), cell phones, iPods/MP3 players, wireless devices, digital cameras, storage devices, or other electronics that may be carried on a person. Students will be expected to secure their non-school issued mobile technology devices, such as student cell phones, in their assigned locker. Students **will not** be permitted to access their cell phones as outlined below:
  - 6th Grade - No phone use in school building between 7:20 AM - 2:45 PM
  - 7th Grade - No phone use in school building between 7:20 AM - 2:45 PM
  - 8th Grade - No phone use in school building between 7:20 AM - 2:45 PM, with the exception of

- the students' assigned lunch period. Hallway use not permitted before or after lunch period.
- Students' use of cell phones is strictly prohibited during class periods, passing time and restroom use.
- Students needing to make phone calls during the school day for emergency purposes may request permission to call using the school office phone or the use of their personal cell phone in the office.
- Parents/guardians are strongly encouraged to call the school office if an urgent message needs to be communicated to their child.
- Students **may not** use personal devices during instructional time unless approved by the building administrator or classroom teacher.
  - Traditional uses of student cell phones, such as listening to music during independent, academic learning time and taking digital pictures for projects, will continue to be encouraged using school issued electronic devices and be based on teacher discretion.
  - The use of earbuds within the classroom is prohibited, unless being used for instructional purposes.
  - All teachers reserve the right to direct students when and where to use personal devices during instructional time.
  - If teachers allow personal devices, these devices must be in plain view of the teacher at all times. Similar to student Chromebook use, students will be directed as to which times it is appropriate to turn over or turn off their devices.
  - If the student elects to leave the classroom environment for personal reasons (restroom, locker, etc.), devices must be left in the classroom. Each teacher will be responsible for establishing an internal method to ensure that students' personal devices are secure during these times.
- Students **may not** use personal devices to disrupt the school atmosphere.
- Student **may not** use personal devices to connect to the District network either by wired or wireless methods without permission from the District network personnel and building principal.
- Students **may not** use personal devices to obtain unfiltered access to web page content while on district property.
- Students **may not** use personal devices to take photographs or to record audio or video while on District property or while a student is engaged in school-sponsored activities (including bus transportation to and from school or school-related events) unless approved by the building principal.
  - Teacher permission must be obtained by students prior to using any camera feature of a personal device.
  - The camera feature by students must not be used without consent from teaching staff or building administration. Implicit consent is given to students to use personal devices at school activities (assemblies, sporting events, etc...) unless otherwise directed.
- Students **may not** use personal devices to compromise the integrity of the instructional or assessment program.
  - Personal devices may only be used for assessment with teacher permission.
- Students **may not** use personal devices to propagate a virus, worm, Trojan horse, spyware, or other malicious software on the District network.
- Students **may not** use personal devices to establish a wireless network.
- Student **may not** use personal devices to access, create or send inappropriate content while on district property or at school-sponsored events.

### **PERSONAL Chromebook USE PROCEDURE:**

Any student bringing a personal Chromebook to school needs to complete an approval form with the Student Services Office. This form states:

- I. All District acceptable use policy and procedures shall apply to personal Chromebook use in the District.

- II. The student assumes all liability for damage, theft, or loss of personal computers.
- III. Personal Chromebooks may not be used to access the District's network.
- IV. Personal Chromebooks must have up-to-date anti-virus software to protect against transfer of viruses from personal Chromebooks to the District's network.
- V. Playing of games installed on personal Chromebook computers is not allowed at any time on school premises.
- VI. Personal Chromebooks may not be used for assessment purposes.
- VII. Use of personal Chromebooks must be tied to academic endeavors.
- VIII. Chromebook cases will be used to carry Chromebooks only.
- IX. The student is responsible for storing their personal Chromebook in a locker when not on their person.
- X. The student is responsible for sufficient power supply/battery resources for the Chromebook (power outlets may not be available or within reach in the classroom).

Any infraction of the above will result in disciplinary consequences per the Technology Code of Conduct.

## **STAKEHOLDERS' ROLES, RESPONSIBILITIES, AND GUIDELINES:**

We understand that using Information Technology is an essential 21<sup>st</sup> century skill as well as a privilege. To protect student privacy and ensure safety, the following guidelines are to be followed:

### **District Responsibility**

- Model appropriate use of technology.
- Keep abreast of current law in order to protect all students.
- Understand the Acceptable Use Policy (AUP) and enforce the terms.
- Maintain functionality of hardware, software, and networking to support student learning.
- Monitor student and staff use.

### **Teacher Responsibility**

- Model appropriate use of technology.
- Understand the Acceptable Use Policy (AUP) and enforce the terms.
- Ensure suggested sites are age-appropriate for student use
- Monitor student creation of accounts within the classroom and student use of Internet and social media sites.
- Be aware of and adhere to the federal Children's Online Privacy Protection Act laws and District Policies (6500.11- Use of District Website).

### **Student Responsibility**

- When creating accounts, provide their full first names and only the first letter of their last name.
- When asked to provide birth date information, all students will use January 1 of their birth year.
- Students will not share personal, identifiable information. (i.e. Asa Clark Middle School or Pewaukee)
- Students will use group pictures of students and/or individual pictures which do not identify individuals by name.
- Students will agree to use social media and content creation sites responsibly.
- Protect the Chromebook from damage and theft per the *Student 1:1 Chromebook Expectations*. Required precautions include the use of the protective case/bag when transporting the Chromebook to and from school. If the Chromebook is lost or stolen when outside of school grounds, it should be reported to the local police authorities and school personal immediately. Parents or guardians are financially responsible for any lost or stolen Chromebook that is not recovered in good working order by the authorities. (District Policy No. 3400.09)
- Understand the Acceptable Use Policy (AUP)



## Parent/Guardian Responsibility

- Monitor student Internet and social media website use at home.
- Contact teacher who has assigned the project if any questions or concerns arise.
- Parents/Guardians are encouraged to obtain their child's log-in and password in order to monitor the student's computer usage at home. If parents have any difficulties receiving this password, they should contact their student's school Main Office for assistance.
- When the Chromebooks are taken home by the student, it is strongly recommended that it will always be used in a common family location so that adult supervision can be maintained at all times.
- If the damage is wanton, willful or purposeful, the parents or guardians will pay the full repair/replacement cost of the Chromebook, protective sleeve and/or AC power adaptor. Replacement cost for a Chromebook would be approximately \$600.

## General Tips for Parents for Internet Safety:

- Talk with your child about online behavior, safety, and security early on and continually.
- Monitor your child's computer use. Know their passwords, profiles, and blogs. Keep the computer or Chromebook in a family location.
- Let children show you what they can do online and visit their favorite sites.
- Set limits and clear expectations for computer use.
- Look into safeguarding programs or options your online service provider may offer; these may include filtering capabilities.

## STUDENT TECHNOLOGY EXPECTATIONS:

### As a learner I will...

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1. Look after my Chromebook very carefully all of the time.
  - a. Chromebooks will never be left unattended
  - b. Chromebooks must be situated securely on the working surface
  - c. Make sure the Chromebook is not subject to careless or malicious damage (i.e. as a result of horseplay)
  - d. Take care when the Chromebook is transported that it is as secure as possible. Chromebook MUST be carried in its protective case at all transportation times outside of the classroom.
  - e. Carry my Chromebook in the closed position with two hands in the classroom.
  - f. Carry my Chromebook home in my Chromebook case outside of my backpack.
2. Ensure that my Chromebook is charged every evening and ready for use the next day (i.e. plugging it in to the cart for charging overnight).
3. Store my Chromebook **on the hook in my locker** when not in use. (i.e. lunch, phy ed, etc.) Chromebook should be in its case when stored in my locker and no items will be stacked on top of the Chromebook.
4. Print only after teacher gives permission.
5. Not decorate the Chromebook or carrying case and not allow it to be subject to graffiti.
6. Not install or download additional software.
7. Take care of Chromebook bag as well
8. Do not remove any of the labels, decals, or emblems on the Chromebooks.

9. Be on the task assigned by my teacher at all times. Chromebook will ONLY be used for educational purposes as directed by Pewaukee School District staff.
10. Only use web tools such as blogs, wikis, podcasts, social-bookmarking, multi-user role-playing environments, video games, and social networking authorized by my teacher.
11. Agree that all written and posted material on-line is appropriate and non-defamatory.
12. Not use the computer to bring harm to anyone else.
13. Not type profanity or otherwise offensive language.
14. Report to my teacher, school counselor, or administrator if I ever feel uncomfortable about an experience online including but not limited to receiving harassing messages or accidentally view any offensive or pornographic content or being asked to meet someone I have met online without parental approval. I understand that my teacher is willing to help me and will not punish me as long as the rules are followed.
15. Use the Internet to search only areas appropriate to the school curriculum.
16. Only save material in my personal folders or to my Chromebook appropriate for educational use.
17. Not plagiarize from the internet.
18. Not share my passwords (my school network account, my e-mail account, my social networking account, etc.) with anyone else except my parents, teachers, school counselors, or administrators.
19. Not use a proxy to attempt to access Web sites or other forms of Internet content and communications technology that have been blocked from my school network.
20. Be prepared to be held accountable for my actions and for the loss of computer and/or Chromebook privileges if these expectations are violated.

## TECHNOLOGY CODE OF CONDUCT:

Offense Description	Disciplinary Action		
	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<p><b>Level 1</b></p> <p><b>Internet Violations:</b></p> <ul style="list-style-type: none"> <li>Attempting to bypass filtering and/or security measures.</li> <li>Attempting to surf for inappropriate or non-academic items.</li> <li>Attempting to change filter settings.</li> <li>Accessing social media and networking that is non-academic.</li> <li>Playing games that do or do not bypass filtering.</li> </ul> <p><b>Downloading Programs</b></p> <p><b>Production and Distribution of Inappropriate material</b></p> <p><b>Privacy</b></p> <ul style="list-style-type: none"> <li>Attempting to hide computer activities.</li> <li>Attempting to hide, delete, or alter files or file types not belonging to the student.</li> <li>Revealing and/or sharing of account information.</li> <li>Attempting to access or use someone else's computer account information or profile</li> </ul> <p><b>Use of inappropriate language</b></p>	<p><i>Minimum Action</i></p> <p>Verbal Reprimand</p> <p><i>Maximum Action</i></p> <p>Detention</p>	<p><i>Minimum Action</i></p> <p>Detention</p> <p><i>Maximum Action</i></p> <p>Loss of computer or internet privilege</p>	<p><i>Minimum Action</i></p> <p>Detention</p> <p><i>Maximum Action</i></p> <p>Extended loss of computer/internet privileges and/or suspension</p>
<p><b>Level 2</b></p> <p><b>Hardware</b></p> <ul style="list-style-type: none"> <li>Destruction of property</li> <li>Theft</li> </ul> <p><b>Software</b></p> <ul style="list-style-type: none"> <li>Knowingly bringing in viruses.</li> <li>Attempting to load programs to subvert function or security.</li> <li>Improper use of computers to falsify documents or plagiarize</li> <li>Attempting to bypass security measures or access more privileged accounts.</li> <li>Attempting to alter or block the proper operation or performance of the network.</li> <li>Using school or other e-mail inappropriately</li> </ul> <p><b>Cyber bullying</b></p> <p>Using electronic devices or social networking sites to intimidate, harass, or gossip by emailing, texting, posting, or sending messages/photos</p> <ul style="list-style-type: none"> <li>Occurs during school hours</li> <li>Occurs using district technology</li> <li>Occurs beyond school hours but has an impact the educational environment for one or multiple students</li> </ul>			

Please note that ***intentional and/or willful damage*** caused to the Chromebook, carrying case, or any district-owned technology is subject to restitution. Students may be charged for repeated accidental damage and will be charged for all intentional and/or willful damage using the fee schedule below:

Item	Cost without Insurance	Cost with Insurance
Chromebook (total loss)	\$320.00	\$50.00
2-piece power supply	\$20.00	covered up to \$215
LCD Display (touch screen)	\$179.50	covered up to \$215
LCD Display (Non-touch screen)	\$83.00	covered up to \$215
LCD Bezel	\$6.00	covered up to \$215
Top Cover	\$14.00	
Bottom Cover	\$14.00	

Keyboard assembly	\$25.00	covered up to \$215
Motherboard/System board	\$215.00	covered up to \$215
Daughterboard/USB Board	\$9.50	covered up to \$215
Camera	\$9.50	covered up to \$215
Hinges	\$8.00	covered up to \$215
Touchpad	\$6.00	covered up to \$215
Battery	\$49.00	covered up to \$215

## *VI. Student/Parent Engagement, Service & Other*

***Passionate about academic excellence  
Committed to fostering positive citizenship  
Dedicated to inspiring all students to flourish***

### **ANNOUNCEMENTS:**

Notices of class meetings, athletics and social events, general information for the day, and specific instructions are announced at the very beginning of each day. Special notices or informational items are available outside the middle school office or posted throughout the building. All promotional posters must be approved by the principal or his/her designee and must be removed after the event. Daily announcements are archived on the ACMS Website under the Parent Tab.

### **ATHLETICS:**

Athletics at Asa Clark Middle School offers the opportunity for interscholastic competition for 6th, 7th & 8th graders, depending on the sport in a league composed of other middle schools of a comparable size in the area. For more detailed information, please see our "ACMS Activities & Athletic Handbook" or our ACMS website ([www.pewaukeeschools.org](http://www.pewaukeeschools.org))

A physical exam is necessary for a student to participate in the athletic program (exams are valid for two school years). A physical card and the online registration form, which includes a concussion form and the student athletic code will need to be turned in before the first practice. If these forms are not turned in before the first practice, the athlete will not be allowed to practice until these forms are turned in. Athletes must return all gear assigned to them for that sport before they will be allowed to transfer to the next sport of choice.

An athletic fee of \$30 will be assessed per sport. This athletic fee will be added to your Skyward Family Access Account on the first day of practice.

## **CLUBS:**

In order to explore and expand interests, many academic and non-academic clubs are offered to students for after-school participation. For a full listing of opportunities including detailed information and behavioral expectations, please see our “ACMS Activities & Athletics Handbook” or our ACMS website ([www.pewaukeeschools.org](http://www.pewaukeeschools.org)). Families are to arrange to have their son/daughter picked up at the designated ending time of the meeting or activity.

## **DANCES/ACTIVITY NIGHTS:**

Dances are scheduled periodically for middle school students. Parent permission will be required of all students and at times a small fee is required. As in all school activities, appropriate dress and behavior is expected. Once students are at a dance or activity, they may not leave the building without special permission. Students must be picked up promptly after the dance concludes. Students earning a detention or an office referral the day of the dance or activity will be excluded from the dance, and any fees collected will be refunded. Students who are not attending the dance are not to be on school property. Students must be in school the day of the dance in order to attend.

## **ENGLISH LANGUAGE LEARNERS (ELL)**

Students whose native language is not English are offered English as a Second Language (ESL) support. English language learners are immersed in the English language throughout their school day. ESL teachers give students extra help with learning English and academic vocabulary. For more information, contact the ACMS school counselor.

## **FAMILY ACCESS:**

In an effort to better communicate with the families in our District, we are pleased to offer the Skyward Family Access program. Family Access is available through our website, [www.pewaukeeschools.org](http://www.pewaukeeschools.org). A username and password will be provided to you at the beginning of the school year. Please keep this login information safe. Skyward Family Access will allow you to view your child’s attendance, grades, lunch account, etc. on-line, providing you with important information in a timely manner.

## **FEES:**

Our fee schedule for all 6th-8th grade students is as follows:

***Music Instrument Fee:*** Annual fee for students using a school-owned instrument is \$50.

***Athletic Fee:*** A \$30 fee will be assessed for each sport.

***Club and Activity Fee:*** The school offers a variety of clubs for students for after-school participation (see *Clubs*). A \$10 (unless otherwise stated) fee will be assessed for each club.

***Fee Waiver:*** According to Board of Education Policy No. 3100.04, fees may be waived in cases of financial hardship. Parents/guardians may request a waiver of school fees (partial or total) by contacting the Principal. To determine ability to pay the fee, the Principal shall consider factors that include, but are not limited to, the student’s eligibility for free and reduced lunch or aid to families with dependent children (AFDC). If the Principal or his/her designee denies the request for a fee waiver, the Principal’s decision to deny such waiver may be appealed to the Business Manager. The Superintendent or designee will make every effort to collect all fees and charges to the District, in accordance with established guidelines.

## **FIELD TRIPS:**

Field trips are pre-planned, approved, classroom activities that take students away from school for more than one period under the direct supervision of the classroom teacher. Students are eligible to go on a field trip if they have no suspensions prior to the trip. Students must have a completed up-to-date emergency card on file in the school office in order to attend any trips off school property.

## **FUND RAISING:**

High school students may participate in a fund-raising sale without written parental permission. Any student in elementary and middle school may participate in fundraising sales with the written approval of that student's parent/guardian, filed with an appropriate school District authority. Any student at Pewaukee Lake Elementary School or any group containing one or more Pewaukee Lake Elementary School students must be physically accompanied by a parent or a person at least 16 years of age when conducting fund-raising activities. All fundraising activities must be registered in the office, and student incentives need to be provided by the fundraising vendor. (Board of Education Policy #5500.07)

## **HOMELESS STUDENTS:**

The McKinney-Vento Homeless Assistance Act (MVHAA) defines homeless children as individuals who lack a fixed, regular and adequate nighttime residence. This includes children who share the housing of other persons due to the loss of housing, economic hardship or a similar reason. Children living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations are also included in this population. The following services may be provided for homeless children: enrollment assistance, free breakfast/lunch, books, school supplies, and referral to social service agencies, community resources and other related services that can assist basic needs. If you are or are aware of families who are homeless or if you are in need of additional information on how homelessness is defined, please call the Pewaukee School District's Student Services Director, Homeless Liaison Officer, at 695-5077.

## **LOCKERS:**

The District has provided school lockers for the purpose of providing students with a convenient receptacle for clothing, books, and other articles necessary or convenient for a student's use during the school day. Students have no property interest in any locker. Lockers are subject to search by the administration to protect the health and welfare of the student body. A search will be conducted only when there is reason to suspect violation of school rules and regulations or laws. Authorization to search a locker will be given only by the principal, his/her designee, or a superior. The search will be made in the presence of one school employee and, if practicable, the student. The school will keep a record of all lockers searched, including the reason for the search and the findings. It is recognized that all lockers are opened and/or inspected for housekeeping and repair purposes periodically. (Board of Education Policy #5300.11)

Students are not to share their locker combinations or lockers with other students. Students found using lockers other than the one assigned to them may be disciplined, which could include loss of locker privilege. Chromebook carrying cases should be hung on a hook in lockers. Students are not to keep valuables and/or money in either their gym locker or hall locker. The school will not assume responsibility or liability for any loss of personal property. Students must provide their own padlocks for their physical education locker, and should always lock valuables in their lockers.

Students are to keep lockers clean and orderly, and are not to use the lockers to display offensive materials. Lockers may be decorated inside, but this must be done tastefully and cleaned up at the end of the school year. (No contact paper is allowed in lockers.) Lockers must be cleaned out at the end of the year. The custodial staff will clean out those lockers not cleaned out by students.

## **MESSAGES TO STUDENTS:**

If you must contact your child for an emergency, please call the school office. The message will be forwarded as soon as possible. If you wish to see your child in person, report to the office and your child will be located and brought to you.

## **MULTI-TIERED SYSTEMS OF SUPPORT**

Multi-Tiered Systems of Support (MTSS) supports the learning and behavior needs of all students by utilizing the essential elements of high quality instruction, balanced assessment, culture responsiveness, and collaboration to systematically interact within a multi-level system of support. The school MTSS Team assists teachers and parents with:

- Identifying student strengths, needs, and challenges
- Brainstorming ideas to support students with behavior or academics
- Reviewing information about students and discussing ways to meet those needs in the regular classroom
- Coordinating school efforts to meet student needs
- Assisting with referrals for evaluation (i.e., talented and gifted, 504, special education)
- Developing a modification or Section 504 Accommodation Plan as needed

If you have concerns about your child, contact your child's teacher, school counselor, school psychologist, or school principal.

## **NEWSPAPER RELEASES:**

Student pictures and identifying names will be printed in the school newsletter and given to local news media on occasions that warrant release. However, any student or parent/guardian of a student under the age of 18, may request in writing to the administration that his/her picture not be published in the media or in the school newsletter. You may make this decision in the appropriate area on your child's emergency card.

## **PARENT/TEACHER ORGANIZATION (PTO):**

The Pewaukee School District has a Parent/Teacher Organization designed to work toward the benefit of all students. Our PTO provides adult volunteers who are actively involved in school projects. Parents are encouraged to call the PTO information line at Ext. 2224 for more information.

## **SCHOOL COUNSELOR:**

Our counselors can provide much assistance in all school-related activities. The counselors can help work through personal challenges and also assist in building good school and study habits. The counselors also can provide information on scheduling, classes, career information, and goal setting.

## **SCHOOL PSYCHOLOGIST:**

The school psychologist consults with teachers and parents/guardians on student issues related to academic, social, emotional, behavioral or mental health. They evaluate and screen students who have been recommended by the RTI Team.

## **SCHOOL WEBSITE:**

For the most up-to-date information including specific class learning targets, daily agendas, and homework as well as all activities & information associated with ACMS, please visit our Schoolwires Website ([www.pewaukeeschools.org](http://www.pewaukeeschools.org)).

## **SPECIAL EDUCATION REFERRAL:**

Special education referrals can be made by anyone who suspects a child of having a disability. In order for a student to qualify for special education services, a student must:

- I. Exhibit an impairment (as defined by state criteria), AND
- II. Demonstrate a need for special education (that cannot be met in general education).

In the Pewaukee School District, a teacher's or parent's referral is generally preceded by the building problem solving team (PST) where interventions are suggested and monitored for effectiveness. While this is not required for all suspected disability areas, it is best practice in many instances and has proven effective and useful in the special education process. To obtain a referral form, you can contact the special education office (262-695-5078), the Director of Special Education or the School Psychologist.

## **STUDENT COUNCIL:**

The Board of Education sanctions and recommends the organization of a Student Council in the high school and middle school. Such councils shall assist in improving the general welfare of all students and shall give students the opportunity to participate in the orderly workings of the democratic process. Student Councils do not have the authority to make policies for the District or regulations for the school, nor shall they have disciplinary authority except with respect to Student Council members as prescribed in the Student Council constitution. Councils may make recommendations to the administration on any topic of student concern. Members of the Student Councils shall be elected democratically. The rights and responsibilities of the council shall be clearly set forth in a constitution. Advisor(s) for each Student Council shall be selected by the building principal. (Board of Education Policy #5700.01)

## **TALENTED AND GIFTED PROGRAM (TAG):**

The PSD has an identified TAG Coordinator who oversees the assessment, identification, and programming related to Talented and Gifted servicing. Together, classroom teachers, school counselors, school psychologists, administrators, and other staff members will nurture the development of emerging talents and monitor student progress. Multiple criteria will be used to identify students whom academic, intellectual, creative, artistic, and leadership capabilities transcend the regular curriculum. Students identified as talented and/or gifted will be serviced through a multi-level system of support.

## **WITHDRAWALS & TRANSFERS:**

The procedure for withdrawal is as follows:

- I. Secure authorization of withdrawal from parent/guardian.
- II. Have parent/guardian contact school office.
- III. Make certain all school fees are paid.
- IV. Return all school property (i.e., Chromebook, charging cord, Chromebook bag, athletic uniform, instrument, etc.) to the school office
- V. Clean out both street and gym lockers.