

NIKOLAY MIDDLE SCHOOL

Family-Student Handbook

2023-2024



211 South Street
Cambridge, Wisconsin 53523
(608) 423-7335
www.cambridge.k12.wi.us

If your student is going to be absent, please call before 8:00 a.m. on the day of the absence. You may call the middle school office at 423-7335 at your earliest convenience. A twenty-four hour attendance voice message box is available; please press 2 for the attendance line.

For general questions, please call the Middle School office at 423-7335.

The School District of Cambridge's website address is www.cambridge.k12.wi.us. At this site you will find the District Calendar, Administrative and Building information, staff email addresses, staff web-pages, a link to CAP, several community links and a link to the Food Service/Skyward Family Access website. We trust that this site will benefit students, families, and the community with pertinent information. To easily access our website on your mobile device, download the (free) Cambridge School District app powered by Apptegy. You can also follow the Cambridge School District on Facebook!

Family-Student Handbook
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WELCOME!

Welcome to Nikolay Middle School! Whether you are a returning student or new student attending for the first time, we invite you to join our community of learners. This special community is made up of many different types of people: students, families, teachers, support staff, administrators and community members. We all work together to create a climate that encourages and expects responsibility, honesty, respect and students who are prepared for learning.

We strive to promote an environment where all students are accepted for their unique gifts and diversity is celebrated. High expectations for success are maintained for each learner, with many opportunities available to achieve individual educational goals. Our school's primary purpose is to help each student reach his/her full learning potential. All staff of Nikolay Middle School recognize their responsibility in nurturing the abilities of every child.

This handbook provides a summary of our procedures and expectations for Nikolay Middle School students and family. Familiarizing yourself with this information will help to clarify questions you may have concerning our school.

We look forward to serving our students this year and wish them a fun, intellectually stimulating learning experience. We hope that this new school year proves to be challenging, productive and enjoyable!

If you should ever have any questions, please feel free to call the middle school office at 423-7335, and we will be glad to assist you!

At Nikolay Middle School, staff, students, and families are all in, every day, whatever it takes! To achieve personal growth, success, and our fullest potential.

Mrs. Krista Jones
Principal/Director of Student Services
608-423-7335 Ext. 2103

Mr. Peter Moe
Dean of Students
608-423-7335 Ext. 2121

The School District of Cambridge prepares citizens who learn from the past, achieve in the present and envision the future.

The Cambridge School District NONDISCRIMINATION POLICY states:

The Cambridge School District does not discriminate on the basis of sex in the education program or activity that it operates, and the District is required by Title IX and 34 C.F.R. ch.106 not to discriminate in this manner. The requirement not to discriminate in the District’s education program or activity extends to admission (as applicable) and to employment. Furthermore, no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in recreational, or other program or activity because of the person's race, national origin, ancestry, creed, pregnancy, marital or parent/guardian status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, Wisconsin Statutes.

This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI or the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973. The district encourages informal resolutions of complaints under this policy. A formal complaint resolution process is available, however, to address allegations of violations of the policy in the School District of Cambridge. Inquiries about the application of Title IX and 34 C.F.R. ch. 106 (i.e. the federal Title IX regulations) to the District may be referred to the District’s Title IX Coordinator, to the Assistant Secretary at the U.S. Department of Education or both:

Krista R. Jones, Director Student Services/Title IX Compliance Officer/Coordinator
School District of Cambridge
403 Blue Jay Way
Cambridge, WI 53523
608-423-4345 x2103

Board of Education

President.....Tracy Travis
Vice President.....Courtney Reed-Jenkins
Treasurer.....Jim Womble
Clerk.....Grace Leonard
Member.....Jay Fisher
Member.....Ann Nottestad
Member.....Tara Vasby

Administration

District Administrator/Business Manager.....Dr. Marggie Banker
Cambridge High School Principal..... Andrew Pickett
Nikolay Middle School Principal/Director of Student Services.....Krista Jones
CHS & NMS Dean of Students/Summer School Principal.....Peter Moe
Cambridge Elementary School Principal/Director of Instruction.....Christopher Holt

ACADEMIC PROGRAM

Core Curriculum

Students attending Nikolay Middle School receive a challenging academic program. Language arts, mathematics, social studies, and science make up the foundation of the curriculum. In English Language Arts, time is allocated for reading, writing, grammar, and vocabulary development.

The sixth, seventh, and eighth grade math curriculum and instruction is CPM's (College Preparatory Mathematics) *Core Connections*. For more detailed information on CPM and *Core Connections*, please visit this website: <http://cpm.org/>

The social studies curriculum consists of Geography in grade six, Civics in grade seven, and U.S. History in grade eight. The science curriculum consists of General Science in grade six, Life Science instruction in grade seven, and Earth Science/Physical Science in grade eight.

Our curriculum and instruction are aligned with the Common Core State Standards (CCSS) and Next Generation Science Standards (NGSS).

Elective Curriculum

Sixth, seventh, and eighth grade students are expected to participate in band, choir, or band and choir. General music (a non-performance music course) is offered, as needed, for students who do not participate in band or choir. All of the music classes are year-long classes; students are expected to remain enrolled in music courses for the full school year.

We offer a two-year, Spanish elective during seventh and eighth grades. During seventh and eighth grade, the Spanish class meets alternate (every other) days for the full school year. This two-year course in Spanish has the potential to allow the students to enter Spanish II in their freshman year of high school. Placement in the Spanish II program will be based on assessment results, language proficiency, and teacher recommendations. Middle school students who successfully complete the 2-year elective will be awarded 1 high school credit.

Exploratory Curriculum

It is in the best interest of students of middle school age to have a wide variety of learning experiences in different curricular areas that help them make informed choices in elective curricular areas as they enter high school.

The exploratory curriculum in sixth grade includes nine weeks each of Exploratory Computers, Technology and Engineering, Art, and Spanish. Students begin the year with one of these exploratory classes and then rotate every nine weeks until they have had all four courses. All students are involved in music through

enrollment in band and/or chorus, or general music instruction. Human Growth & Development is integrated into the Physical Education curriculum during 6th grade.

In seventh grade, students take nine weeks each of Art, Computer Applications, Health, and Technology and Engineering. Human Growth & Development is integrated into the Health curriculum. Eighth graders take nine weeks of Art, Business Applications, Careers & Choices, and Technology and Engineering.

Physical Education

Physical education is scheduled for all 6th, 7th, and 8th grade students. PE meets every other day for the full school year. Students should wear comfortable clothing and athletic shoes to PE class. A PE locker and lock will be assigned to each student.

Multi-Tiered Systems of Support

Nikolay Middle School provides supplemental instruction for students using targeted academic interventions, specifically in math and reading, but also for students needing social-emotional support and skill building. Students may work individually with a staff member or in a supportive, small-group classroom environment to master grade level skills.

Grades and Grading

Each classroom teacher will distribute a class syllabus at the beginning of the course. The syllabus will spell out guidelines for course content, classroom conduct expectations, homework and other assignments, and grading. Grades will be based upon the percentage of points earned throughout the term. The 10 point scale shown below shall be used for all NMS classes:

A+	98-100
A	93-97
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 - below

Grade reports are processed by computer eight (8) times during the school year. Mid-term/quarter and quarter report cards will be mailed home. Formal parent/teacher conferences are held in October and March. Families

are strongly encouraged to attend parent/teacher conferences, but may contact teachers at any point during the school year. Progress reports are issued at the mid-term for students receiving any grades below either a D or F or by parent request. Families may review the academic progress for their child at any time through the Skyward Family Access website. Please allow one week for assignments to be evaluated and posted. If you are in need of an access code to reach your child's information, please contact Steven Frey (sfrey@cambridge.k12.wi.us). Although progress reports and report cards are issued at regular intervals, we encourage families to contact individual classroom teachers at any time to check on the progress of their child(ren).

The mastering of instructional objectives is a joint effort between classroom teachers, other school support staff, and family. While we hold students accountable to expected standards of learning, we demonstrate flexibility in meeting individual student needs. Students who fail to show mastery in any of the core subject areas may be required to attend summer school for mastery of essential learning outcomes.

Honor Roll

At the end of each quarter, an "Honor Roll" will be published. The honor roll is based on a "4 point" grading scale. Students earning a 3.0 GPA or higher qualify for the "Honor Roll". Students earning a 3.5 GPA or higher qualify for "High Honor Roll". All academic subjects, including physical education, exploratory classes, and electives count toward the honor roll. To determine the GPA, the following number of points are awarded to each student, for each grade the student earns each semester.

A+	earns the student 4.33 points
A	earns the student 4.00 points
A-	earns the student 3.67 points
B+	earns the student 3.33 points
B	earns the student 3.00 points
B-	earns the student 2.67 points
C+	earns the student 2.33 points
C	earns the student 2.00 points
C-	earns the student 1.67 points
D+	earns the student 1.33 points
D	earns the student 1.00 points
D-	earns the student 0.67 points
F	earns the student 0.00 points

The points awarded for each grade are totaled and divided by the total number of classes the student carried that quarter. Alternate day classes count one-half. The result determines the GPA for that quarter.

Field Trips

Written parent/guardian permission is required for all field trips. All attempts will be made to secure parent/guardian permission. Field trips are a regular part of our school curriculum and attendance expectation; an alternative activity may be provided in the regular school setting depending upon the nature of the field trip and staff availability.

There may be costs associated with field trips. We do not want students to be unable to participate because of financial limitations. We will secure the resources that are needed for all students to participate in field trips and other special events/activities.

Study Hall

Study hall periods are meant to be productive periods of time. The following expectations encourage consistency in all study hall situations:

- Students are expected to work respectfully - quietly and independently. Students are expected to follow the expectations established by the study hall supervisor(s).
- The study hall should be free from distracting behaviors.
- The level of technology use will be determined by the study hall supervisor consistent with school technology use expectations.
- Students wishing to go to a location other than the study hall must get a pass from the appropriate staff member ahead of time. The pass is to be shown to the study hall supervisor at the start of the period. Students are to remain with that teacher for the entire period, unless other arrangements are specifically made.
- Students on the D/F list do not have the privilege of signing out of their study hall to use the IMC or visit other teachers' classrooms unless specifically requested to do so for the purpose of completing late work/missing assignments.

Student Records

Student records include all records relating to an individual student other than notes or records maintained for the personal use of teachers or other certified personnel, which are not available to persons involved in psychological treatment of a student. Student records are divided into two main categories:

A. Progress Records (Permanent Record Cards or Transcripts)

These records include a statement of courses taken by the student, the student's grades, the student's co-curricular activities and the student's attendance records, etc. A permanent progress cumulative record card is maintained for every student. They are considered confidential and shall be treated as such according to federal and state law and the established school board policy. These are permanent records and are kept on file after high school graduation.

B. Behavior Records (Cumulative Record Folders)

These records include all student records other than progress records (e.g. standardized tests, psychological tests, physical health records, teacher evaluation other than grades, statements relating to individual student

behavior, etc.) The cumulative record folders of students are kept in the office. School policy dictates that a cumulative record shall be maintained for each pupil from the student's entrance into school through the twelfth grade. Such records, pertaining to the individual pupil may be used only for the benefit, promotion and welfare of the pupil. All material in the cumulative record is treated as confidential per board policy.

When a student transfers to another school, families should request in writing that records be transferred. However, records will be sent to said school with or without parent/guardian permission upon official request of the receiving school. Complete legal information regarding student records is available in the school district office.

Review of Student Records

Progress and behavioral records are maintained for each student. A parent/guardian may review the records of their student with the building administrator or designee provided that a minimum of twenty-four (24) hour notice is given. Copies of requested records will be provided at a cost of \$.10 per page. When behavioral records are requested, a qualified school staff member will be available to interpret the records.

ATTENDANCE

Students are to be in school for every period of every day that school is in session. It is the responsibility of families to support the need for students to be in school on a regular basis, and to monitor the attendance pattern of their students. **Please contact the school office by 8:00 a.m. and advise the school of the reason for the child's absence. The school has a 24 hour attendance line for this purpose 423-7335.**

Board of Education Policy: 5200

Excused Absences

- **Parent Excused:** Students are allowed 10 parent-excused absences per school year. Students are required to complete all missed school work. Administrative approval is required for any absence in excess of these 10 days. It is the district's hope that families make all attempts to schedule vacations that coincide with the school vacations.
- **School Excused:** These absences include: medical appointments, illness, school field trips/extracurricular activities, funerals, or any other absence that the school attendance officer approves as excused. It is the district's hope that families make an attempt to schedule vacations that coincide with the school vacations.

Unexcused Absences There are several types of unexcused absences which may include (but not limited to):

- When no parent contact is made to the school to indicate the reason for absence.
- Leaving school without permission from either parent or administration

- When parent-excused absences exceed 10 school days.

For those students who accumulate three (3) unexcused absences, a letter is sent to parent(s) indicating a concern. After the fifth (5) unexcused absence, a second parent letter is sent requesting parental contact with the Dean of Students. On the seventh (7) unexcused absence, the student and parent will be expected to attend a meeting with the Attendance Review Board (see below) where an attendance plan will be developed. Failure to follow this plan may result in a truancy ticket.

Students involved in co-curricular activities are reminded that they will not be allowed to participate if absent from school for any reason during any part of the day of the activity practice/performance/contest (exception: verifiable medical or other appointments that receive prior administrative approval). Excessive tardiness or illness on the day after a contest or performance will be cause for disciplinary action per the activity code. Removal from class for disciplinary reasons is also cause to not allow participation that evening. Students medically restricted from participation in physical education classes will not be allowed to participate in athletics until cleared by a licensed medical professional.

Students who are absent for any reason are responsible for mastering the instructional objectives of each class. The mastering of instructional objectives is a joint effort between classroom teachers, other school support staff, and families. While we hold students accountable to expected standards of learning, we demonstrate flexibility in meeting individual student needs.

Extended Absences

Students and families who foresee an extended absence are asked to notify the office by phone, written note, or email at least three days (if possible) prior to the absence. **While families may request that work be sent home prior to an extended absence (e.g. family vacation), it is not always reasonable/possible for a teacher to provide that work several days in advance of an anticipated absence. Teachers will utilize Google Classroom and email to communicate with students and post daily assignments. Students should regularly check Google Classroom for posted assignments.**

Attendance Review Board

Regular and punctual attendance is one of the first essentials to school success. The Cambridge School District believes that excessive excused absences and truancy negatively affect a student's education and increase the chance of failure. It is urged that no student be absent unless it is absolutely necessary; work missed can never be made up in a completely satisfactory manner. Regular school attendance is an important part of establishing a school record.

The Attendance Review Board is a team of professionals who meet monthly to help generate ideas and create a plan to improve attendance. The purpose of the Attendance Review Board is to provide additional and tiered structure, strategies, and supports to help address attendance concerns.

Attendance Review Board Members may include:

Building Administrator
Student Resource Officer
School Social Worker
School Counselor
School Psychologist
School Nurse
Joining Forces for Families community outreach worker assigned to our district
Additional staff as needed

Truancy/Habitual Truancy

Truancy is defined by state statute (118.16(1)(c)). Formal truancy proceedings will begin for a student who meets the definition of habitual truant per these policies.

STUDENT SERVICES

The Cambridge School District Student Services Team (SST) consists of a psychologist, counselors, social worker, nurse, and school resource officer, supervised by the Director of Student Services.

The primary focus of our SST is to address the academic, career, personal/social, and mental health needs and development of all students. This team works collaboratively with families, teachers, administrators, and community partners to provide comprehensive, coordinated, integrated, and customized support for students.

SST members are available to students in all grades (PreK-12) and at all buildings. SST members regularly provide the following services: assessment, screening and evaluation; individual and small group counseling; classroom instruction; collaboration and partnerships with community-based systems; and, services for staff. The SST provides these services both in response to demonstrated need as well as proactively to promote student wellbeing and success. Services may be initiated by families, staff, and/or students.

Website: <https://sites.google.com/a/cambridge.k12.wi.us/student-services/>

SST members for the 2023-2024 school year:

Krista Jones, Director
Kay Olsen, School Psychologist
Denise Parker, School Counselor (CHS)
Amy Holt, School Counselor (NMS/Koshkonong Trails)
Kelly Cunningham, School Counselor (CES)
Kristin Aasen-Gowan, School Social Worker

Katie Paul, School Nurse
Deputy Tony Reynolds, School Resource Officer

Special Education

Nikolay Middle School provides special education and related services for students who qualify as a student with a disability under the Individuals with Disabilities Education Act (IDEA). If a parent/guardian believes that a student has a disability and/or handicapping condition which is impacting the learning process, she/he should feel free to contact the district School Psychologist, Kallie Horton or Principal/Director of Student Services, Krista Jones.

School Health Services

If a student becomes ill during the day, they should report to the office. Families of a student who have a health condition that may affect their schoolwork should notify the office so the condition can be recorded on the student's permanent health record. Any student who has an accident during school hours or during a school sponsored activity must report the accident to the supervising teacher or office staff immediately.

- **Immunizations**

Wisconsin Student Immunization Law.

Grade/Age	Number of Doses
Grade 6-12	4 DTP/DTaP/DT/Td 1 Tdap 4 Polio 2 MMR 3 Hep B 2 Var

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
2. DTP/DTaP/DT/Td vaccine for students entering Pre-K and grades 1-12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
3. Polio vaccine for students entering grades K-12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
4. Laboratory evidence of immunity to Hepatitis B is also acceptable.
5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable). Laboratory evidence of immunity to all three diseases (measles, mumps and rubella) is also acceptable.
6. Var means Varicella (chickenpox) vaccine. A history of Chickenpox or laboratory evidence of immunity to varicella disease is also acceptable)

Cambridge school district uses the Wisconsin Immunization Registry (WIR) and follows an agreement with the Department of Health Services for its use. If your child is not up to date on the required immunizations by the 30th day of the school year, they may be excluded from school until they have their vaccinations up to date or you may sign a waiver (for personal, religious or medical reasons) located on

your child's immunization form. Immunization forms are located in the school office and on the school website. Please contact the School Nurse, for more information.

Immunization records should be brought to the school office for verification of vaccinations.

- **Medication at School**

Medications should be administered at home whenever possible. If it is necessary for a student to take medication at school, this may be done in accordance with district policies. It is the responsibility of the parents to file a consent form and written instructions for giving any over-the-counter medication with the main office. The school nurse shall authorize the administration of medications at school. Before any prescription medications may be administered, school personnel must have written instructions from the student's prescribing health care practitioner, as well as written parental consent for administration of this medication. Prescribing health care practitioners shall agree to accept direct communication from the person who is administering the medication. Medications shall be supplied by the parent and in the original labeled container (including prescriptions). Parents are responsible for restocking and safe delivery of medications to school. Parents are also responsible for removal of medications when they are discontinued and/or any medications remaining at the end of the school year. School personnel will dispose of any medications remaining after the end of the school year.

- **Lice/Nit Policy**

In an effort to prevent the re-infection of head lice among students in our schools, we have a "Modified No Nit" policy regarding children infected with head lice. If live or untreated nits are apparent, the student will be isolated and immediately sent home with his/her belongings. Treatment of the student and the environment will be explained to the parent/guardian and written material will be sent home regarding these procedures. In order to be readmitted to school, the student must present written verification of treatment. The student will be examined by the school nurse or designee to determine that there are no live lice or nits present. If the student still has nits (but no live lice), he/she shall have seven days to completely remove all nits. If nits remain at the time of the second inspection, the student will again be excluded from school. The complete Head Lice Policy #453.3 can be found on the Cambridge School District website. Please feel free to contact our school nurse or the office, if you have questions.

SCHOOL ACTIVITIES

Co-Curricular Activities

Students are strongly encouraged to participate in the wide variety of co-curricular activities at Nikolay Middle School. Students participating in co-curricular activities are required to earn and maintain passing grades in all their subjects at each mid-term and at the end of each quarter and follow the Student Activity Code. If a student is failing in only one subject area, he/she will be allowed to participate under academic probation until the next time grades are issued, either at mid-term or by report card. If the student is not passing in all subjects at the end of the probationary period, he/she will be ineligible until the end of the following grading period.

Students with two or more failing grades will be ineligible until grades are next issued, either at mid-term or by report card.

Student Activity Code

The activity code applies to all students in the School District of Cambridge. A signed copy of the code must be on file in the school office at the beginning of the school year, and applies to all activities, sports, clubs and school sponsored programs. The code is to be in effect for the entire calendar year (365 days).

A student must be in school for the entire day of a co-curricular activity in order to participate. Students with medical appointments, funerals, and/or family emergencies can request approval from the building principal to participate.

Physical Cards and Alternate Year Cards

Interscholastic sports competition begins in sixth grade for both boys and girls. The school requires a WIAA physical card to be completed by a healthcare practitioner in order to participate in practice or in competition. Physical cards may be picked up in the middle school office. Physicals should be arranged well in advance so your child will be able to participate at the beginning of the season. Students who completed a WIAA physical card in the previous year need only complete an alternate year card. This card requires information and a parent/guardian signature.

Bus Transportation to Athletic Events

For liability reasons, all student participants are required to ride the bus to and from the event. If a parent wishes to sign out their child and transport them from an event, they must sign the Waiver of School Responsibility Form. It is not acceptable for a family to sign out and transport other students. The coach(es) will have the waiver of liability form with them at “away” events.

Maunesh League Interscholastic Sports Schedule

Boys/Girls Cross Country	August - October
Girls Volleyball	September-October
Boys Basketball	October-December
Girls Basketball	January-February
Wrestling	February-March
Track	April-May

Nikolay Middle School Sports and Coaches

Girls’ Volleyball	Colleen Larsen	clarsen@cambridge.k12.wi.us
Cross Country (Co-op with Deerfield)	Matt Polzin	polzinm@deerfield.k12.wi.us

Boys' Basketball		
Girls' Basketball	Colleen Larsen	clarsen@cambridge.k12.wi.us
Wrestling	Derek Bettenhausen	dbettenhausen@cambridge.k12.wi.us
Track	Brett Lucassen	blucassen@cambridge.k12.wi.us

Mauneshia League Conference Schools

Nikolay Middle School
211 South Street
Cambridge, WI 53531
608-423-7335

Columbus Middle School
400 South Dickinson Blvd.
Columbus, WI 53925-1804
920-623-5954

Deerfield Middle School
300 Simonson Blvd.
Deerfield, WI 53531
608-764-5431

Marshall Middle School
401 W. School St. Box 76
Marshall, WI 53559
608-655-1571

Waterloo High School
865 N. Monroe St.
Waterloo, WI 53594
920-478-2171

Palmyra-Eagle Middle School
123 Burr Oak Street, Box 901
Palmyra, WI 53156
262-495-7101

COMMUNICATIONS & FAMILY ENGAGEMENT

Announcements

Daily announcements and the Pledge of Allegiance are shared each morning during the 1st hour. All announcements must be approved by the principal, teacher, or advisor of a group. Students are expected to listen attentively when announcements are shared so they are aware of messages and upcoming events.

Newsletter

Nikolay Middle School publishes a monthly newsletter - September through June. Along with information regarding student programs, activities and accomplishments, the newsletter will include a monthly activity calendar and lunch menu. The newsletter is distributed via email. Please contact us if you are interested in having a copy sent home with your son/daughter.

Parent Teacher Organization

The mission of the Cambridge K-12 Parent Teacher Organization is to enhance educational, arts and enrichment excellence for all children in the Cambridge School District. The PTO provides support for school programs and equipment, and advocates for optimal opportunities and experiences within the school community. The mission of the PTO is carried out by volunteers who raise funds via a variety of fundraisers conducted throughout the school year.

Please consider volunteering as little or as much time as you are able to benefit your children in one of the many ways PTO offers for you to get involved. Contact the middle school office for information on how to sign up. All members of the PTO are invited to attend monthly meetings. Please see the PTO website on the school district website for specific meeting times.

Volunteers

Students in Cambridge benefit from the services of families and community members who have volunteered to help strengthen our educational opportunities. Families and community members are encouraged to contact the building principal and/or school staff to volunteer their talents. Your efforts are greatly appreciated.

Persons desiring to volunteer must complete an application process through WECAN. This process includes permission for the school district to complete a criminal background check. The volunteer application process is accessible through the district website under Cambridge Schools Home > District Volunteers > Volunteer Application Process. Families and community members may also contact Ann Nottestad in the District Office to assist with the volunteer registration process.

Weather/Other Related Closings

In the event that school is closed due to inclement weather, the District Administrator will notify families of the Cambridge School District through the school messenger system. Our district phone system and website will also indicate school closings or delays.

If school is in session and it is determined that an early release is necessary, notification will be on the school messenger system and the same radio and TV stations. Buses will leave as soon as arrangements can be made. Children walking to school will be dismissed immediately after the buses leave. All families are encouraged to develop a plan for early dismissal with their children, so that they will know what to do if school is closed early for inclement weather or emergencies.

FACILITIES & SCHEDULES

Building Security

In an effort to maintain a safe learning environment for all students, staff, and guests, security cameras have been installed in all buildings. Also, secure entrances have been created that require all guests to enter through the main office. Nikolay Middle School is locked during the school day.

Student Hours

Nikolay Middle School student hours are 7:50 a.m. to 3:15 p.m. Generally speaking, students do not need to arrive at school before 7:30 a.m. Nikolay Middle School is a closed campus; once a student arrives on campus they are expected to remain on campus until the end of the day. Co-curricular activities generally start immediately after school. Students involved in co-curricular activities are expected to report to their activity immediately and be under the direct supervision of their coach/advisor. No student should be in the building past 3:30 unless under the supervision of a staff member or in attendance at the CAP Youth Center.

Fundraisers/Sales

Board of Education Policy: 5830

Library Media Services

The library is open every day from 7:30 a.m. until 3:30 p.m., except during lunch. As the IMC is a place for quiet study and project work, we request that students respect other student's rights and keep talking to a minimum.

Books may be checked out for four weeks at a time and renewed as needed. If a student does not find what they are looking for in the IMC, interlibrary loan services are available. Please see the library staff to request the item. Students will be notified when the item(s) are available for check out.

Loaner Chromebooks may be checked out for the day if a student has forgotten theirs at home, but it must be returned at the end of that school day. If there are any issues with a student's assigned Chromebook, it should be brought to the library to be repaired. The student will be given a loaner to use while theirs is being fixed. Desktop computers are available for students to use in the IMC for school-related projects. For further guidelines, refer to the "Computer and Network Use Policy" located at the end of the handbook.

Lockers and Locks

Each student is assigned both hallway and physical education lockers that are in good working condition at the beginning of each school year. Students should not share their locker combination with anyone else. Students are expected to keep their lockers in good condition. Students are cautioned to take no action that would cause permanent changes to the appearance and condition of their locker. Each student will be called upon to restore

the locker to its original condition or pay for damages at the end of the year. The lockers are the property of the School District of Cambridge and the school district retains the right to search lockers at any time, without notice, without a search warrant and without student consent. Searches may include the use of canines.

Pets

For safety, sanitation/health reasons, pets of all sizes are not allowed in Nikolay Middle School. Service animals, as defined under Section 504 of the Americans with Disabilities Act, will be allowed consistent with the requirements/regulations set forth in that specific law. In some classrooms, the use of small animals relates directly to the established curriculum. In such cases, students and families will be notified. Students involved with that curriculum will be instructed on proper animal care and safety. Parents should notify the classroom teacher if their child may be adversely affected due to allergies or other concerns. The teacher will make necessary decisions to protect the rights and health issues of the child.

School Lunch/Student Nutrition

Board of Education Policy: 8500

Each student has an individual lunch account. Families can log into the school's website (www.cambridge.k12.wi.us) to monitor the transactions and remaining account balance. If a student's account drops into the negative, families are notified by an automated phone message and/or text message. Lunch money can be turned in at the office. Money turned into the office before 9:30 a.m. will be credited to your account that day. Checks should be made payable to *Cambridge School District*.

Visitors

For the safety of our students and staff, our doors are locked during the school day. The main entrance for Nikolay Middle School is located at the north end of the building on South Street. Use the designated areas of the South Street entrance to pick up and drop off your children. All visitors are required to register in the office and secure a visitor's pass.

In general, student visits of a social nature are not allowed. Student visits of an educational nature, or in special/unique circumstances must be approved by the office in writing at least three (3) days prior to the visit. Letters from the parents/guardians of both students will be required and a visitor pass will be issued. All school rules will apply for student visitors. The host student should introduce the visitor to each classroom teacher at the start of the class period.

EMERGENCY PROCEDURES

The following emergency procedures will be practiced throughout the school year:

Fire Drills

Fire drills will be held at regular intervals throughout the school year in compliance with state law. Teachers will inform students of the procedures to be followed during a fire drill or an actual fire. Each room contains printed instructions. Every person in the building is expected to leave promptly, orderly, and quietly at the sound of the fire alarm.

Hold

This procedure dictates that the students should be kept in the classroom for a specific reason. Normal classroom routines continue, but no students are allowed access to the hallways. A Hold may continue over what would normally be a passing time or into another hour. All students remain in the room until the “All Clear” signal is given.

Lockdown/Barricade

If an armed or unwelcome intruder enters the building, the immediate concern is the safety of students and staff. Staff have been trained on Run/Hide/Fight protocols and will assess each situation individually. The school conducts multiple drills each year to prepare our students and staff. The following procedures will be followed in dealing with an armed or unwelcome intruder:

- Run/Hide/Fight Sequence
 - ❑ Run -- Run to a safe area outside of school if possible.
 - ❑ Hide -- Close and lock the door, turn off the lights, remain silent and hide away from the door/window(s).
 - ❑ Fight -- If necessary, defend yourself and others.
- Please follow the directives of staff members

Medical Emergencies and Situation Hold: “Medical Emergency” is called at times of medical emergency and activates the Building Emergency Response team. Students and teachers remain where they are until the “all clear” is given. Situation Hold is called whenever students and staff need to remain out of the hallway until a non-emergency situation can be taken care of. Again, students and teachers stay where you are until the “all clear” is given. Students will follow the directions of staff and remain in class until further notice.

Severe Weather

The school will conduct practice drills to educate students and staff regarding what actions to take in the event of severe weather warning.

REGISTRATION

Fees

Middle school registration fees are \$35.00 and are due on registration day or the first day of classes. Athletic fees are \$50.00/student/sport.

School Pictures

Student photos will be taken during district-wide registration. All students will need to have their picture taken. The photographers will have photo packages available on a prepaid basis. Students who elect not to order a photo package are not charged a fee. Students who are unable to attend the registration will have their photo taken on a photo retake day when scheduled.

Student Planners

Student planners are required for all students. Nikolay Middle School will issue all students a planner at the start of the school year. This book is an instructional tool that greatly benefits students by improving study skills and organizational habits. Teachers will instruct students on how the student planner will be used during the first days of school.

STUDENT BEHAVIOR

At Nikolay Middle School, staff and students follow three basic expectations:

1. Be Respectful
2. Be Responsible
3. Be Prepared for Learning

Positive behaviors are celebrated, school-wide, at the end of each quarterly grading period.

Board of Education Policies: 5500, 5517, 5517.01

Infractions

Infractions are defined as “any activity or behavior that interferes with the orderly operation of the classroom, school or school-related activities.” These infractions will be managed, initially, by classroom teachers:

- Failure to comply with accepted school rules and expectations
- Inappropriate language or actions
- Disrespect for school personnel or other students
- Classroom disruptions
- Hallway disruptions
- Dishonesty or lying

When a behavior or a pattern of behaviors does not respond to teacher management and redirection and/or is a potential or immediate threat to student and school safety, the student/infraction will be referred to school administration. These infractions will be managed by school administration:

- Harassment of school employees and other students
- Acts/Threats endangering safety
- Theft or damage/destruction of property
- Nicotine/Tobacco use or possession
- Bullying/Hazing/Harassment/Threats

Alcohol and other drug use. Students found to be under the influence of alcohol on school grounds or at any school function, either on or off school grounds, will be suspended for three (3) school days, families contacted, and a referral will be made to law enforcement. Repeat offenses will result in suspension for up to five (5) school days, a parent contact, referral to law enforcement, and a pre-expulsion conference. Failure or refusal to follow the conditions of reinstatement will be cause to consider further disciplinary action up to and including suspension and referral for expulsion. At the discretion of the school administration, incidents involving the possession, sale or transfer of alcohol may result in more serious consequences up to and including suspension and referral for expulsion. Students found in the possession, sale, or transfer of drugs, look-a-likes, or paraphernalia on school grounds or at any school function will face suspension, parent contact, a referral to law enforcement, and referral for expulsion.

- **Setting off false alarms of any kind.** This includes, but is not limited to, any false information regarding an impending catastrophe. Fire alarms are to be used for emergency evacuation of the building only. Students who signal a false fire alarm are subject to strict disciplinary action. The police will be notified. This is a Class E felony offense.
- **Forgery or grade tampering, plagiarism or cheating.**

Plagiarism is taking credit, whether deliberate or not, for another person's sources' (print or non-print) ideas, words, works, or processes without proper citation or credit.

Examples include (but are not limited to):

- Submitting as one's own work an examination, paper, homework assignment, or other project that was created entirely or partially by someone else.
- Failure to use quotation marks to signal that one is using another person's precise words.
- Failure to identify (cite) the source of quotations and paraphrases
- Failure to identify the source of the elements of a nonverbal work (e.g. photograph/image, painting, musical composition)

Cheating is the use or attempted use of unauthorized assistance during an examination, on a written assignment, homework assignment, or other project. Examples include (but are not limited to):

- ❑ Copying answers from another student's examination, paper, or homework assignment, with or without that person's consent.
- ❑ Providing work to be copied.
- ❑ Communicating in any way with another student or third party during an examination without the permission of the teacher.
- ❑ Using unauthorized materials but not limited to devices during an assignment or examination without the permission of the teacher.
- ❑ Collaborating with other students or third parties on take-home examinations, papers, or projects without the permission of the teacher.

When a staff member has reason to believe that plagiarism or cheating has occurred, the following procedures will be followed:

- ❑ The staff member will investigate the alleged misconduct with the student by providing the student with a written or verbal description of the misconduct;
 - ❑ The student will have the opportunity to present his/her perspective of the alleged misconduct either verbally or in writing;
 - ❑ The staff member will communicate the outcome of the investigation to the student, administration, and parent(s);
 - ❑ Appropriate consequences will be assigned and may include: the assigning of an infraction and the redoing of an assignment (examination, project, etc.) Continued or more significant incidences of plagiarism or cheating will result in more significant disciplinary actions.
- **Possession of weapons, explosives, or other dangerous nuisance items.** Any student found in possession of a gun, knife, "look-a-like" weapon, or any item that could reasonably be considered a weapon, will be subject to expulsion from the school district. Possession shall include on the person, in a locker, or book bag. Police will be notified. Fireworks and other incendiary devices are prohibited. Violation of this policy will be cause for disciplinary action. A referral to the police/fire department may also be made. No student may possess any pepper spray products, mace, tear gas or any other chemical defense products while on any campus of the School District of Cambridge. Students found possessing or using these products on school grounds or at any school function will face disciplinary action.
 - **Fireworks:** Fireworks and other incendiary devices are prohibited on school grounds, or at any school activity on or off school grounds, including bus transportation. Violation of this policy will be cause for disciplinary action, including suspension and police contact. At the discretion of the Dean of Students, severe or repeat offenses will be cause for suspension, referral to the police, and referral for expulsion.
 - **Sexual harassment:** Students have the right and expectation to attend school in an environment free of sexual harassment. Sexual harassment is defined as any deliberate, unwelcome verbal or physical conduct of a sexual nature. This can entail sexually

explicit derogatory statements, cell phone or social media sexual harassment or discriminating remarks that are offensive or objectionable to the individual which causes discomfort or interferes with the individual's academic performance. Students that believe that they have been subjected to sexual harassment by another student, district employee or volunteer are encouraged to report the incident to the Dean of Students as soon after the occurrence as possible. If the student is not comfortable in reporting the incident to the building Dean of Students, the complaint can be made to another faculty or staff member.

- **Insubordination/Obstructing:** A student will not repeatedly obstruct or fail to comply with directions of teachers or other authorized school personnel during any period of time when he/she is properly under the authority of the school. Students who do not respond to guidance or minor discipline must accept the consequences of such action. Willful disobedience or refusal to follow school rules, open defiance of a teacher's authority, the use of inappropriate/profane/obscene language, or inappropriate gestures toward staff, is cause for disciplinary action, including suspension. Repeated or severe incidents may result in a student being referred to the Board of Education for expulsion.
- **Any other behaviors that the administration deems serious enough to warrant the immediate removal of a student for the good and safety of the entire student body.**

Potential Consequences for Infractions

- Conference/Discussion/Meeting with Principal and/or Dean of Students
- Lunch/Recess or After-School Detention
- In-School Suspension - During an in-school suspension (ISS), students are in a supervised location, working on school work.
- Out-of-School Suspension - Out-of-school suspension (OSS) is a temporary exclusion from school for a period not to exceed five (5) school days. Out-of-school suspension can be extended for a period not to exceed fifteen (15) school days, with proper legal notification, for disciplinary cases recommended for student expulsion. Any student that is suspended may not be on school grounds at any time during the entire period of the suspension.
- Pre-Expulsion Conference - A conference conducted by the district administrator or his/her designee which may include student, parent, guardian or legal custodian, the building principal or his/her designee, the school counselor and other appropriate staff members. The purpose of a pre-expulsion conference is to establish behavioral guidelines in lieu of considering the student for expulsion.
- Expulsion Conference - The next step after a pre-expulsion conference may be a recommendation to the Board of Education for an expulsion. State statutes regarding expulsion proceedings will be observed. Families have the right to appeal a suspension or expulsion.

Severe Clause

At the discretion of the Principal/Dean of Students, the disciplinary action taken may not necessarily follow the sequence of next level of severity. If deemed appropriate, a more severe form of action may be taken.

Appeals Process

Families have the right to appeal actions taken if they can present information that indicates the action taken was too harsh. All appeals shall begin with the Principal/Dean of Students. If not satisfied with the decision of the Principal/Dean of Students, an appeal may be made to the District Administrator. The District Administrator shall arrange a conference with the involved parties to hear the case. The decision of the District Administrator may be appealed to the Cambridge Board of Education in writing within five (5) working days. The decision of the school board shall be considered final. Written minutes of each step in this process shall be maintained and copies mailed to all parties.

Student Dress Code

Board of Education Policy: 5511

The District recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the District shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes.

Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. However, cleavage should not have coverage requirements. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

Students MUST Wear*:

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Footwear

*Courses/classes that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).

3. Students **MAY** Wear as long as these items do not violate the Basic Principle:

- Religious headwear, hats/caps
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

4. Students **CANNOT** Wear:

- Hoods, masks, or costume headwear
- Sunglasses
- Violent language or images
- Images or language depicting drugs or alcohol (or any illegal item or activity)
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice)
- Accessories that could be considered dangerous or could be used as a weapon
- Any item that obscures the face or ears (except as a religious observance)
- Coats during the school day. Specific classroom teachers whose rooms are cold during the winter months will only grant exceptions

Students violating this section will be asked to change clothing. If students do not have other clothing in school then the school will provide alternative clothing.

Backpacks/Purses:

Backpacks/purses or any type of bag serve no real purpose in the classroom. Such items can be used to conceal items that can cause harm to self and others. For this reason, these items are to be kept in students' lockers during the school day.

Blankets/Pillows:

Blankets, pillows, shawls, etc. should not be brought to school and used during the school day unless approved for a school activity. Students should plan on bringing additional layers of clothing in lieu of using blankets.

Cell Phones:

Cell phones should be kept in student lockers throughout the school day. Students can check their phones during passing periods and lunch/recess. The exception to this rule is a teacher asking/allowing students to use their cell phones for a specific classroom purpose (e.g. taking a picture of student work to upload to Google Classroom). It is against school policy for students to video record or take pictures of other students without consent to do so. Recording devices are not allowed in bathrooms or locker rooms.

STUDENT TRANSPORTATION

The district contracts with GO Riteway Transportation to provide bus transportation services. It is the goal of the district to provide transportation that is safe, efficient, and economical. Please note that route pickup times are approximate. If your family has any change in pick-up or drop-off addresses, please notify GO Riteway. If you have any questions, call (608)423-2225 to reach GO Riteway personnel.

Transportation Eligibility

1. Live 1.5 miles or more from the district school they attend, or
2. Live in an area of the district that presents unusual hazards for students walking to and from school or to a bus pick-up point, or
3. Live east of the Koshkonong Creek in the Village of Cambridge for elementary students, or
4. Be a student with exceptional educational needs and be transported to program location based upon the provision of the Individual Education Plan (IEP).

Notification of Routes

Families will be notified of routes prior to the start of the school year. The parental notification is the cooperative responsibility of the bus contractor and the school district.

Bus Rider Expectations

Safety is our greatest concern in the transportation of students. The behavior of the students is the responsibility of the students and families, and we seek your cooperation in providing safe transportation. If rules are violated, verbal warnings will be issued by the bus driver. If the student does not respond positively to the directive from the bus driver, a bus conduct report will be completed by the bus driver and sent to the Dean of Students. Students are required by the school district to wear safety belts when riding on a bus equipped with safety belts. This includes wearing safety belts while being transported to activities, field trips or sports. Consequences will vary based on the nature and severity of the student behavior.

Summer School Transportation

Summer school transportation is provided to those students who meet eligibility guidelines.