

# ATHENS MIDDLE SCHOOL STUDENT HANDBOOK 2018-2019

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*Home of the Bluejays...*



*One Town, One Team, One Dream*

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Locker Number \_\_\_\_\_

## ATHENS SCHOOL SONG

Fight for dear old Athens  
for the glory of Athens High.  
We're all behind you,  
cheering loyally,  
U-rah-rah.

Blue and white we're waving,  
our colors we proudly hail.  
So fight team, fight team,  
for the glory of Athens High.  
U-rah-rah.

*Written by: Mr. Kenneth Johnson, Band Teacher, 1941*

### **EQUAL EDUCATIONAL OPPORTUNITIES**

The Athens School District does not discriminate against pupils on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion or disability. Any student, parent, or resident of the district complaining of discrimination based on any of the above, shall report the complaint in writing to the district administrator.

### **Disclosure**

Directory information, student's name, present address, telephone listing, date and place of birth, current grade, parent's names, dates and places of attendance, participation in officially recognized activities and sports, weights and heights of members of athletic teams, student's photograph, the most recent previous educational agency or institution attended by the student, degrees and awards received may be disclosed to any person within thirty (30) days of published notice, unless any parent, legal guardian or guardian ad litem or eligible student informs the Main Office that all or any part of the directory information may not be released without the prior consent of the parent, legal guardian or guardian ad litem eligible student.

## WELCOME!

We would like to take this opportunity to welcome you to Athens Middle School. Middle school is an exciting, rewarding, and anxious time for students. This will be a period of great change academically, socially, physically, and emotionally. We are honored to be a part of your life, and we are excited about the opportunity to help you grow as a student and as a person.

Here at Athens Middle School, we have high expectations for you and are excited about helping you reach your personal and academic goals. We believe that success in school will depend a lot on your effort and attitude. We expect you to have good attendance. We expect you to follow our three core values: Be Responsible, Be Respectful, and Be Safe. You can expect to be treated with respect and in return, we expect you to treat others appropriately. We will be firm, fair, and consistent while helping you become a successful student and a contributing citizen. Academics is at the forefront of what we do and we expect you to do your best to earn A's, B's, and C's. Be responsible for your learning and take advantage of the many co-curricular opportunities made available to you. Enjoy the journey.

The purpose of this handbook is to help you become more familiar with our school. Use our three core values to help guide you through your years at Athens Middle School. Together, we promise to help you meet these expectations, reach your personal goals, and take on the many challenges that lie ahead of you.

Athens Middle School Staff

### Daily Class Schedule

Breakfast	7:30 – 7:54
HOMEROOM/1 <sup>st</sup> Period	7:57-8:43
2 <sup>nd</sup> Period	8:46– 9:29
RESOURCE	9:32– 10:06
3 <sup>rd</sup> Period	10:09 – 10:52
4 <sup>th</sup> Period	10:55 – 11:38
Lunch	11:38 - 12:11
5 <sup>th</sup> Period	12:14 - 12:57
6 <sup>th</sup> Period	1:00 – 1:43
7 <sup>th</sup> Period	1:46 - 2:29
8 <sup>th</sup> Period	2:32 - 3:17

### 2018-2019 School Calendar

September 3 <b>September 4</b> September 28 October 3 <b>October 18 &amp; 25</b> October 19 October 26 <b>November 2</b> November 21-25 December 7 December 22-January 2 <b>January 18</b> February 19 <b>February 19 &amp; 21</b> February 22 <b>March 1</b> <b>March 22</b> March 29 April 17 April 18-22 April 30 May 18 May 27 May 29 <b>May 31</b>	Labor Day – No School <b>First Day of School</b> Staff Development –Early Release ½ day Staff Development Mid-Quarter Progress Reports <b>Parent-Teacher Conferences (4-8:00pm)</b> Staff Development – No Students No School <b>End of First Quarter-Early Release ½ day Staff Development</b> Thanksgiving Recess Mid-Quarter Progress Reports Winter Recess <b>End of Second Quarter (First Semester) -Early Release ½ day Staff Development</b> Mid-Quarter Progress Reports <b>Parent-Teacher Conferences (4 - 8:00 pm)</b> No School <b>Early Release ½ day Staff Development</b> <b>End of Third Quarter</b> No School Early Release ½ day Staff Development Easter Recess Mid-Quarter Progress Reports Graduation Commencements (2pm) Memorial Day – No School 8 <sup>th</sup> Grade Graduation (6:30pm) <b>End of Fourth Quarter (Second Semester)</b>
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**THE DATES OF THIS SCHOOL CALENDAR ARE SUBJECT TO CHANGE BY BOARD ACTION.**

### Athens Middle School Core Staff:

Mr. Chris Czech, Math (6-8), E/LA (7) ext. 127. cczech@athens1.org  
Mr. Craig Diedrich, Science (6,7, 8), E/LA (6), ext. 131, cdiedrich@athens1.org  
Mrs. Linda Ellenbecker, Social Studies (6-8), ext. 128, lellenbecker@athens1.org  
Mrs. Katrina Penney, Content Mastery (6-8), ext. 124, kpenney@athens1.org  
Mr. Paul Hoffman, E/LA (8), ext. 129, phoffman@athens1.org  
Mrs. Lori Ziegel, Math (7,8), ext. 110, lziegel@athens1.org

## GENERATING RESPONSIBLE BEHAVIOR IN KIDS

The Athens School District's discipline program is based on the *Above-The-Line* behavior program developed by Corwin Kronenberg. Corwin is a parent, teacher, author, and a nationally recognized expert on behavior management. Consists of three primary behaviors: **BEING RESPECTFUL, RESPONSIBLE, AND SAFE!**

This district-wide behavior plan uses COMMON LANGUAGE, promotes SCHOOL PRIDE, and provides CONSISTENCY while students transition from grade-to-grade, building-to-building.

The goal of the *Above-The-Line* plan is to promote a safe and caring environment where all students are taught the difference between appropriate and inappropriate behavior.

In the program, behavior is divided into three groups:

- Above-The-Line,
- Below-The-Line, and
- Bottom-Line

The three behavior categories, with sample behaviors, are illustrated below:

ABOVE-THE-LINE	BELOW-THE-LINE	BOTTOM-LINE (Principal referral)
1. Be Respectful & Safe	Using Your Cell Phone in Class	Vandalism
2. Take Responsibility for Your Actions	Disrespectful	Weapons/Drugs
3. Listen to Staff	Refusing to Work	Bullying/Fighting
4. Speak Appropriately	Name Calling/Rudeness	Swearing/Put-downs
5. Do Your Best	Wasting Time	Insubordination
6. Treat Others the Way You Wish to be Treated	Cutting in Line	Sexual/Racial Harassment

Students are expected to demonstrate *Above-The-Line* behaviors. If a student makes a *Below-The-Line* choice, the student will be expected to **"fix it"** or earn a **consequence** developed by teaching staff. If a student makes a *Bottom-Line* choice, the student will be referred to the principal for disciplinary action. We celebrate our successes each month with a positive activity.

### FIX-IT OR CONSEQUENCE?

We believe in giving our students input into correcting *Below-The-Line* behavior. Students will be asked if they want to fix the problem or be given a consequence. If they choose to fix the situation, they need to come up with a solution that is related, respectful, and reasonable.

"Sorry, I won't do it again," doesn't fix the problem.

#### **Examples:**

If a student is caught running in the halls, he or she may need to practice walking in the halls during recess for a few days.

If a child shuts a door on someone, he or she might have to spend time holding doors for other people.

If students throw food in the cafeteria, a logical thing to do is clean it up.

If a student is talking too loudly, an adult needs to demonstrate the appropriate speaking volume.

#### The Above-The-Line Behavior Plan for Athens Middle School includes:

\*Providing clear and consistent expectations and consequences.

\*Consistently providing reinforcement or consequences for acceptable as well as unacceptable behaviors.

\*Fostering an intrinsic motivation for the love of learning and the desire to do what is right.

\*Modeling acceptable behaviors and expectations.

\*Developing discipline strategies that are related, respectful, and reasonable.

\*Providing support for one another through a uniform and consistent standard of practice.

\*Empowering students to make good choices. If they fix it and make it right, we no longer have a problem.

\*Taking responsibility for one's behavior.

**As Athens Middle/High School Teachers we will:**

- \*Help students feel SAFE.
- \*Expect students to display honesty, RESPECT, RESPONSIBILITY, and the courage to do the right thing.
- \*Expect students to behave, work hard, and produce quality work.
- \*Help students to focus on long-term success.
- \*Teach students reasons and steps to meet behavior expectations.
- \*Encourage students to become responsible and allow them to make smart choices.

**BENEFITS OF IMPLEMENTING A DISTRICT-WIDE ABOVE-THE-LINE BEHAVIOR PLAN**

**The Student**

- \*Students will know what to expect.
- \*Students will be more relaxed.
- \*Students will have a better attitude toward school.
- \*Students will be happier and more successful in school.

**The Teacher**

- \*Classroom behavior will improve.
- \*Hallway behavior will improve.
- \*Less time will be spent on discipline.
- \*Students will spend more time on task.
- \*Teachers will work as a unit toward the same goals.
- \*Teachers and students will have better working relationships.

**The Principal**

- \*Fewer discipline referrals.
- \*Less time spent on discipline.
- \*The school atmosphere will become more positive.

**The Parent**

- \*Their son/daughter will learn more responsible behavior.
- \*Their son/daughter's self-esteem will increase.
- \*Their son/daughter will become more resistant to negative peer pressure.
- \*There will be more opportunity for positive school involvement.

**PK-12 Behavior Expectations**

- A. Be prompt and prepared.**
  1. Come on time.
  2. Come with needed materials.
  3. Come with assignments completed.
- B. Respect authority.**
  1. Listen to authority
  2. Follow directions promptly.
  3. Accept responsibility for behavior.
- C. Respect rights of others.**
  1. Use appropriate voice and language
  2. Listen to speaker.
  3. Respect opinion and points of others.
  4. Refrain from harassment.
- D. Respect property.**
  1. Respect property of others.
  2. Respect own property.
- E. Display a concern for learning.**
  1. Remain on task.
  2. Allow others to remain on task.
  3. Always do your best work.
- F. Display appropriate social skills.**
  1. Be kind.
  2. Be polite.
  3. Be cooperative.
  4. Be helpful.
  5. Interact with others appropriately.
- G. Display appropriate character.**

1. Display positive character.
2. Display productive character.

**Student Behaviors:** There shall be a logical relationship between the severity of the offense and the action taken. It is understood that these rules for student's conduct are not all inclusive. The Administration may take steps as necessary and not forbidden by law to insure the educational climate of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which impairs the well-being of the school regardless of the existence of a rule covering the offense.

Students who engage in willful, persistent, and disruptive behavior that interferes with the educational process or engage in hostile personal behavior will be subject to expulsion.

### BUS BEHAVIOR/EXPECTATIONS



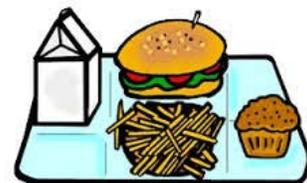
- A. Be prompt and prepared.
  1. Be at the bus on time.
  2. Have all materials.
- B. Respect authority.
  1. Treat bus drivers with respect.
  2. Follow directions, promptly.
- C. Respect the rights of others.
  1. Keep your hands and feet to yourself.
  2. Keep voice at appropriate level.
- D. Treat the bus with respect.
  1. Do your part to keep the bus clean and neat.
  2. Do not damage.
- E. Display appropriate safety skills.
  1. Wait for the bus in a safe and orderly manner.
  2. Remain seated while the bus is moving.
  3. Ride bus in a safe and orderly manner.
- F. Display appropriate social skills.
  1. Be kind and considerate of others.
  2. Interact with others appropriately
  3. Display an appreciation for the efforts of the bus driver.

### Middle School Morning & Lunch Gym Expectations

- An adult supervisor must be present
- Only school-issued equipment may be used
- Three-point line or closer shots – shoot the basketball, no throwing or whipping the ball
- Bump and set volleyballs – no need to swing or spike
- Ask permission to get ball off of the bleachers
- Be kind to other people – roll or toss their ball back to them, do not whip or kick another group's ball
- No food or drink allowed
- No sitting on the stage
- Proper footwear is necessary for playing in the gym - inappropriate footwear can be removed and students can play activity in stockings
- Storage and locker rooms are off limits to students
- Violators may be removed from the gym to a study classroom or office for short-term or long-term

### Lunchroom/Commons Expectations

- Walk at all times
- Keep hands to self
- Use appropriate indoor voice
- Line up safely
- Sit only on designated benches/chairs, not tabletops
- Be responsible for spills and/or garbage
- Scrape trays and return to kitchen window
- Help others
- Wait for teacher directed dismissal
- *Food should not be taken from the cafeteria*





### MS Hallway Expectations

- Walk safely - no running or horseplay
- Keep hands to self
- Be respectful of others and property
- Keep hallways quiet- use "inside" voices
- No loitering - don't hang out in hallways
- Travel with purpose - get where you need to go
- Have a valid pass if passing during class periods
- **No Cell Phones!**

### MS Arrival & Dismissal Procedures

- If you come to school in the morning by vehicle, please enter using the front entrance. Bus riders will get dropped off at the middle school doors.
- Go to your appropriate location; which is one of the following: the gym, the commons for breakfast, or a teacher's classroom.
- Teachers dismiss students from class, not the bell.
- Please note the "emergency use only" signs on most doors of the building. Students leaving for appointments, etc. are to sign-out and leave by the front doors only.
- Bus riders have first priority to leave at the end of the day.
- Students may get picked up at the front entrance or behind the school. Avoid using the east-side parking lot.
- Walkers and bike riders wait by MS east doors and leave after buses pass north entrance to parking lot
- **All students are expected to leave the building by 3:30 unless supervised by a teacher and/or coach. This includes the weight room.**

### Other MS Expectations/Guidelines

- During class time, students requesting to use the bathroom, go to the office, or leave for an appointment are to do two things prior to leaving a classroom:
  - Obtain a pass from a teacher (the best pass is from your student planner or the passes on lanyards).
  - Sign out on the form located in each classroom.
  - *Students are encouraged to use passing time for bathroom and office visits, to eliminate the time missed from class.*
- **Study Hall sign-out** Study Hall Teachers will use a sign-out form as well, and a student needs to receive a pass from study hall to go to the office, bathroom, etc. Upon entering a classroom during a class period, students may enter with a pass only. If a student does not have a pass, they should be directed to go to the office immediately to obtain an appropriate pass or a tardy unexcused pass.
- Staff members are to keep the doors locked at all times. During teaching, they may leave the door open for conducting class but the lock will remain locked.
- Visitors must report to the office to receive a visitor pass to be elsewhere in the building.
- Teachers who have field trips, move to another classroom, or have projects outside the building may continue to do so as a class activity. Students need to stay with the teacher at all times.
- All jackets and coats are to remain in the student's locker during the school day. Please bring an extra sweatshirt to school.
- **All backpacks are to remain in the student's locker during the school day** (except for documented medical issues).
- Teachers and substitute teachers will be wearing identification badges.
- After school, please take whatever you need from your regular lockers.
- During the school day, Athens Middle School is soda free. Water and a variety of juices are available for purchase.
- **Planned Reward Activities:** Some of the planned activities include dances, lock-ins, ice cream socials, popcorn parties, field trips, and Spirit Week activities. We have a tentative monthly schedule, which will be announced ahead of time. All students with less than two strikes (three late assignments and /or two tardies) or no suspensions will be able to attend these activities. After each activity, all students will start off with a clean slate. Again, we are happy to plan these activities to reward students' hard work. Please feel free to join us when these activities take place to celebrate your children's success.
- Dances - Students may be admitted to the dance until 7:00 p.m. If you leave the dance, you will not be admitted back in. You must be an AMS student to attend. A friend from another school must buy a ticket in advance and an ID must be shown at the door. No tickets will be sold at the door to students from other schools. No beverages will be permitted except that which is sold at the dance. All dances will end not later than 9:30 p.m. unless otherwise approved by the principal or his/her designee. No high school students will be allowed unless approved as supervisor's assistant.

<b>Grading Scale/Campus Gradebook Information*</b>		
A 100-93%	C+ 79-77	D- 62-60
A- 92-90	C 76-73	F below 60%
B+ 89-87	C- 72-70	I Incomplete Work
B 86-83	D+ 69-67	S Satisfactory
B- 82-80	D 66-63	U Unsatisfactory

\* To gain access to your child's grades, contact the front office for a password to the Campus Parent Portal.

*Incomplete work must be completed within two weeks from the end of the grading period unless specified by the instructor to be granted additional time. If that is not the case, then an incomplete grade will turn to an "F". Music classes are graded "S" or "U". (Requested changes for music are made at the end of a quarter.)*

### Grade Point Average (GPA)

Grade point averages will be determined using the following point values for all subjects accepted by the Board of Education for determination of GPA. GPAs are carried to three decimal places. The meaning of the letter symbols used in evaluation is as follows:

A or A+	4.000	Excellent	B-	2.667	D+	1.333	
A-	3.667		C+	2.333	D	1.000	Below Average
B+	3.333		C	2.000	Average	D-	0.667
B	3.000	Above Average	C-	1.667	F	0.000	Failing

### Report Cards

Grades measuring achievement and effort will be given at the end of each quarter. Final grades will be given at the end of each semester in all courses. Students should be aware that semester grades are calculated in a number of different ways by the faculty. Report cards may be distributed at parent-teacher conferences at the end of the first and third quarters. At the end of second quarter, report cards will be brought home in the take-home folders. At the end of fourth quarter, the report cards will be mailed home.

### Progress Reports

A mid-quarter home report indicating student progress or deficiency is prepared by teachers or generated by computer and mailed home. In some cases, classwork evaluation may occur slightly past the mid-quarter point. In either case, we suggest that if at any time parents be concerned about the progress of their child, please contact the school or faculty member involved. Home reports may also be prepared by a faculty member at any time if they see a change in a student's performance.

### Honor Roll

The student honor roll is published each nine weeks. Quarters one (1) and three (3) are based on quarter grades. Quarter two (2) and four (4) are based on semester grades. The honor roll is based on an eleven-point scale which is converted to a 4.0 system for publication. There are three honor roll categories as follows:

"Highest"	4.000
"High Honors"	3.500 – 3.999
"Honors"	3.000 – 3.499

## ATTENDANCE INFORMATION

It is the belief of the Athens Board of Education that regular attendance at school is an essential and basic ingredient in order for students to attain success during their school career.

When students are absent from class, they miss integral and essential parts of the learning process. Certain classroom activities, such as discussions, films, and the participation of guest speakers can never be made up. It is the student's responsibility to participate and contribute in the classroom learning process. Excessive absences and trancies have a detrimental effect on other students as well as on the process of instruction. Absences and trancies do harm to the process education by placing greater demands on the time of teachers for make-up assignments and assistance to truant or absent students. This demand is an infringement upon the rights of other students for the equal attention of the teacher.

Beginning at the elementary school level, school attendance, constitutes a vital part of the child's development of a positive attitude towards school and to their ultimate success when supported and encouraged by parents/guardians. Conversely, when parents/guardians are not supported of regular school attendance, the child begins to view school as not being important as well as missing the instructional time mentioned above. Both of these elements significantly increase the risk of an unsuccessful school experience and directly relate to a student not graduating or dropping out.

The School District of Athens will work cooperatively with the parent/guardian or responsible adult to teach students the importance of daily and timely school and class attendance. However, the primary legal and moral responsibility for student attendance rests with parent/guardian and the student. Good instruction is an important part of this process and it is the position of the Athens Board of Education that the climate for good instruction begins on the student's part with regular attendance.

#### Definitions:

##### A. Student Attendance:

In accordance with state law, all children between the 6 and 18 years of age **must attend school full-time** until the end of the term, quarter or semester in which they become 18 years of age unless they have a legal excuse.

##### B. Attendance Office/Officer

The school principal shall be designated by the school board as the formal attendance officer for each school in the district. The school attendance officer shall record and keep records of excused and unexcused absences.

##### C. Excused Absence

Personal illness and injury is limited to ten days per year. A written doctor's excuse will be required for each absence after that otherwise it will result in an unexcused absence.

Medical, dental, chiropractic, optometric, or other pre-approved professional appointment which should not exceed one-half day if at all possible must be verified with an appointment card or by phone is requested. Parent(s)/guardians(s) are requested to make their appointments during non-school hours, if at all possible.

Special circumstances that show good cause and are approved in advance by the principal or his/her designee.

#### D. Provisional Absences

Family vacations or activities must be prearranged through the school office as many days prior to leaving as the length of the vacation. The School District of Athens does not encourage absences of this nature because of the lost instructional time. In such cases, a parent/guardian must request in writing before the absence that the student be absent from school for an activity which is important to the family. In such cases, it is the student's responsibility to overcome the loss of learning and not expect the school to alter its program for such an absence. Under this provision a child may be excused by the parent for not more than ten (10) days during a school year.

#### E. Unexcused Absence

Unexcused absence with notification to parents of truancy. The school attendance officer shall expect as provided under Wisconsin Statutes 118.16(2) (cq) and (cr), to notify the parent or guardian to return the child to school not later than the next day on which school is in session or to provide an excuse under S. 118.15. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by personal contact, mail or telephone call of which a written record is kept, except that notice by personal contact or telephone call shall be attempted before notice by mail may be given.

"Habitual Truant" now means a pupil 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 school semester. Students who are habitually truant as defined above (Wis. Statute 118.16(1)) will be subject to disciplinary action including a parent meeting at school and a possible citation which would require your child to appear in truancy court the following week.

#### F. Procedure

All excused absences must be written or called in by the parent/guardian. They should indicate the date(s) and reason for the absence, and be submitted in a timely manner prior to or following the absence. Students with an excused absence shall have an opportunity to make up schoolwork that was missed. A student with an unexcused absence shall not receive credit for class work missed during the absence, but will be allowed to make up major unit, quarter or semester examinations or evaluation tools.

#### G. Participation in Co-Curricular Activities &/or Athletics when Absent

Students participating in co-curricular activities, practices, rehearsals, and other related events are to be in attendance at school. Students absent from school are not allowed to attend school-related functions after school or in the evening. Students absent from the normal school day but considered "exempt" because the activities was related to a class or other approved school-related activities may continue to participate in activities after school and in the evening.

### GENERAL INFORMATION – In Alphabetical Order

#### Accidents

Every accident in the school building, on school grounds, at practice sessions, or at any athletic event sponsored by the school must be report immediately to the person in charge and to the school office. An "Accident Report" shall be filed in the front office and shared with the health aide/school Nurse.

#### Announcements

The announcements of the day are published for staff by homeroom. Staff members will read appropriate announcements to students as necessary. A paper copy of the daily announcements will be posted by the office door. If you have an announcement, please submit it to the office. Only in an emergency or by administrative approval will the PA system be used for announcements.

#### Bicycles, Rollerblades, & Skateboards

Students may ride bicycles, rollerblades, or skateboards to school. Bicycles must be parked in the bike racks and locked when not in use. Rollerblades and skateboards must be carried on school property and stored in your locker during the school day. These items may be confiscated if inappropriately used or stored.

#### Closed Campus

Students are not to leave the school building during the instructional day (8:08 a.m. – 3:15 p.m.). If students are leaving the building for a medical or doctor/dentist reason, we require that they bring a note with them or have their parents call the school office. Students should present their note to the office and request a pass before leaving school. Upon returning to school, an appointment card or a note from the doctor/receptionist stating the date and time of the appointment is requested. *Board Policy #434.2.*

#### Fire and Tornado Drills

Fire and tornado drills are held at regular intervals throughout the school year. Basic expectations are:

1. Check instructions in each classroom indicating how to leave the room &/or building in case of fire or tornado. Instructions are posted.
2. Walk. No talking. Move quickly and quietly to the designed area/outside area. Do not re-enter until you are given the "go-ahead" by administration.

#### Fees

Students are obliged to pay a student fee at the beginning of the school year when they pick up their schedules and handbooks in August. The fee is used to offset some of the high cost of textbooks as well as classroom supplies used for projects. **MS fee is \$6. HS fee is \$11.**

#### Food and Drink

Food and drink will be restricted from the ITLC and the gymnasium at all times during the day. Bringing food &/or drink to individual classrooms is the prerogative of the individual teacher. *Wellness Policy #458: No carbonated beverages (i.e. soda and energy drinks) allowed in the district during the school day.*

## HOMEROOM/1<sup>st</sup> Period

Students will report to HOMEROOM each morning to start their school day. Attendance and Lunch Count will be taken during homeroom. The Pledge of Allegiance will be recited and announcements will be shared during this time. The purpose of homeroom is to give students an opportunity to connect with a teacher on a regular basis to build better relationships and to prepare for their day.

## Information & Technology Literacy Center (ITLC)

The ITLC (Information & Technology Literacy Center) or Library is open at 7:40 a.m. each school day. MS students must have teacher permission to attend before school. The ITLC provides a quiet place to study, read, or utilize your account in the computer lab. A number of print and non-print materials are housed in the ITLC to help students complete class assignments, research a topic, or pursue individual interests. Professional assistance is available to help locate and use media, to provide reference service, to find specific information, and to direct students to materials and resource people, both within the school and with the community.

Student behavior in the ITLC:

1. The entire ITLC is meant for a quiet study area.
2. Passing time is not to be treated as a visiting period in the ITLC.
3. No food or drink.

Students whose behavior disrupts the atmosphere of quiet study in the ITLC will be disciplined by having their unstructured time use of the ITLC restricted. Those who are under restriction may use the ITLC with a pass from a teacher or with permission from the ITLC staff for specific work that requires library resources.

We welcome students to the ITLC and hope that they find it a pleasant place to work and we hope they will help make it that way for everyone.

## Lockers

When you occupy a locker anywhere in the building, it is understood that you assume all responsibility for contents therein. The board of education or its employees cannot be liable for losses that you may incur. It is the policy of the district that the principal, teaching staff, support staff, office staff or any other school employee may search a pupil's locker as determined necessary or appropriate without notifying the pupil and without obtaining a search warrant. The school district retains ownership and possessor control of all pupil lockers and designates that their employees may conduct searches (Legal Reference: 1997 Wisconsin Act 329, Assembly Bill 715). To help reduce unwanted loss of property, students are encouraged to keep all valuables at home. Lockers can be secured with a lock upon request.

At the end of the school year student should have their physical education lockers cleaned out by the last day of school. The school will not be responsible for any materials left in lockers after this time. Unreasonable damage will result in fines.

## Medications

If it becomes necessary for a student to take any form of medication at school, school board policy and procedures must be followed (#453). Medication forms are to be signed by parent and physician. Parents are responsible to bring medications to school in correctly labeled containers with current prescriptions. Parents are responsible for letting the school know of any changes in medications, dosages, frequency, and discontinuing the medication. Designated personnel in the school will give medications. Students are responsible to go to the appropriate place to receive their medication.

## Messages

Parent(s) who wish to contact their children or leave a message for them during the day should do so through the front office and not through text message via personal cell phones as this interrupts the normal routine of the day. In most cases, the message will be written and secured to his/her locker. Students will not be called out of class for a telephone call unless in a case of extreme emergency.

## Nurse

The School District of Athens utilizes the services of a school nurse and health aide who are available to students for questions on their health needs, to staff for training handling health needs of students, and to parents for any questions they may have regarding health issues of their children in the school setting. If you have any other questions regarding school nurse services, please call the school office.

## Planners

Your "Planner" allows you to keep track of assignments and other events, may serve as an official "pass" from place to place in the building, and may be used to communicate with your parents. If your agenda is lost or damaged, you will be expected to purchase another agenda.

## Pledge of Allegiance

The Pledge of Allegiance will be led by students in the office by the PA system at the beginning of HOMEROOM BLC. Students are expected to stand while teachers lead their class in the pledge.

## Resource (Formerly BLC)

Resource is a time for students to do the following: Get help from teachers; work on state-mandated Academic and Career Planning (ACP) components; attend assemblies or meetings; and work on character traits.

## School Closing

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting times delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time, or early dismissal will be announced. The following Marshfield stations are contacted: WOSX FM92.1 and WDLB AM 1450/FM 106.5. The following Wausau stations are contacted: WDEZ FM 101.9, WSAU AM 550/WIFC FM 95.5, WOFM FM 94.7, WCLQ FM 89.5, WAOW/TV-9, and WSAW/TV-7. The following Medford stations are contacted: WIGM AM 1490/KEEB FM 99.3.

## Telephones

The office telephone is a business phone and student use of office and classroom phones is prohibited except in the case of illness/injury. If students need to call their parents, please do so in the office upon request to the office staff.

## Textbooks

The school furnishes books to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable damage is expected as a result of daily use. Unreasonable damage to textbooks will result in fines. Textbooks should remain covered all year (avoid cloth covers).

## Visitors

Students are not allowed to have student visitors from other schools at any time.

## Behavioral Expectations

*It is the responsibility of each student to be familiar with these rules and follow them in school, on school grounds, on school buses, while participating in co-curricular &/or athletic activities, and at school activities. Ignorance of these rules is not a valid reason for non-compliance.*

### School and Class Attendance

- Student not in assigned place at the proper time.** The school is responsible for all students. Their whereabouts must be known at all times during school day. Except during passing, students are expected to be in class or approved areas.  
**Disciplinary Action:** Immediate action and notification of parents. For more serious offenses, suspension from class and/or school activities, parent conference for admission, referral to special school personnel. For severe and/or repetitious acts, suspension from school or expulsion when appropriate, a problem may be referred to the police department or juvenile court (as per WI Statutes).
- Truancy, class cutting, tardies or leaving the building without permission.** State law requires regular attendance at school unless a student is sick or has a pre-excused absence. Frequent absences can seriously damage a student's academic performance.  
**Disciplinary Action:** An unexcused absence for a class period shall result in one detention to be served within two days of that action. A total of two unexcused tardies will result in one detention. Procedures for truancy will begin when students have more than 3 unexcused absences.

### Personal and Property Rights

- Physical threats, extortion, or violence to persons in school or at school sponsored functions.** (This includes all acts, which Wisconsin Statutes define as crimes, such as disorderly conduct, attempted assault, battery, hazing, intimidation, etc.)  
**Disciplinary Action:** Detention(s), suspension(s), referral to police, &/or expulsion.
- Stealing, destroying, or defacing school or personal property.** (This includes all acts, which WI Statutes define as theft, robbery, criminal damage to property, etc.) No person may steal or deface or destroy another person's property or public property.  
**Disciplinary Action:** Detention(s), suspension(s), referral to police, &/or expulsion.
- Fighting.** Any fighting, assault or battery or any other conduct which may endanger the health or safety of self or other students is prohibited on school property or at school-sponsored activities.  
**Disciplinary Action:** (1) Notification of parents and detention and/or suspension, (2) Police or legal action, (3) Repeated violations may result in expulsion.
- Verbal abuse of school personnel and students.** (This includes all acts which Wisconsin Statutes define as crimes such as defamation, disorderly conduct, deliberate disobedience, etc.) Courteous behavior is expected of both students and school personnel. Obscene language or defiance of school personnel is not permitted.  
**Disciplinary Action:** (1) Notification of parents and detention and/or suspension, (2) Police or legal action, (3) Repeated violations may result in expulsion.
- Improper Display of Affection.** Appropriate behavior between students is expected at all times. There is to be no kissing or other type of inappropriate physical contact as determined by staff and administration.  
**Disciplinary Action:** Conference with student(s), contact with parents if more severe, detention, &/or suspension.
- Harassment and Hazing.** Verbal, physical or sexual harassment or hazing of another person will not be tolerated.  
**Disciplinary Action:** Detention(s), suspension(s), referral to police, &/or expulsion.
- Courtesy to Students & Adults.** Proper courtesy is expected to students with the use of their appropriate name in a respectful manner. Proper courtesy is expected to adults with the use of Mr., Mrs., Miss, Ms., or Coach.  
**Disciplinary Action:** Conference with student/staff member.

### Dress and Appearance

- Inadequate Personal Cleanliness.** A reasonable cleanliness of person and of wearing apparel is expected.  
**Disciplinary Action:** (1) Individual Counseling, (2) Student may be sent home to change before returning to school, (3) Conference with parent as necessary, and/or (4) repeated offense will result in further disciplinary action.
- Distracting, Inappropriate, or Indecent Clothing.** Students are encouraged to dress appropriately for school. Students will be restricted from wearing the following:
  - (1) Clothing which is excessively soiled, torn or ragged.
  - (2) Clothing displaying vulgar writing or symbols, or sexual-reference clothing.
  - (3) Clothing that is excessively revealing such as mini-skirts and short shorts, tank tops, loosely fitting halter tops, mid-drift tops, mesh shirts (unless a t-shirt is worn underneath), or exposed underwear.
  - (4) Clothing with alcohol, tobacco, or controlled substances advertisements or references.
  - (5) Hats, caps, scarves, bandanas, heavy chains, and/or sunglasses will not be worn in school on school days.
  - (6) Winters coats or Lettermen's jackets are not to be worn in classrooms (sweatshirts are acceptable).
  - (7) **Any other apparel which the staff determines to be in poor taste by community standards.****Disciplinary Action:** Change of clothes, collection of inappropriate items, other appropriate action to correct the situation, &/or detention or suspension.
- Clothing for Physical Education Classes.** Short-sleeved t-shirts, athletic shorts, athletic socks, and athletic shoes are considered appropriate clothing for PE classes. Additional clothing may be requested for outside PE activities. Any apparel deemed inappropriate by staff  
**Disciplinary Action:** Change of clothes, collection of inappropriate items, other appropriate action to correct the situation, &/or detention or suspension.

### Illegal Substance and Dangerous Drugs

- Drug and Chemical Abuse.** Defined as the use, possession, selling or dispensing of drugs or chemicals which Wisconsin Statutes define as illegal. The misuse of drugs is illegal and is a health and safety hazard. Students may not possess, dispense, sell or be under the influence of such substances on school grounds, or at school sponsored events.  
**Disciplinary Action:** (1) Notification of parents and suspension, (2) police action, (3) referral to other agencies dealing with health, social conditions or treatment of drug or chemical abuse, (4) consideration of student for placement in other school facilities or for expulsion.
- Alcohol.** No student shall sell, purchase, possess, transmit, use or be under the influence of alcohol while on school property at any time or while attending any school sponsored activity.  
**Disciplinary Action:** (1) Notification of parents and suspension, (2) police action, (3) referral to other agencies dealing with, social condition or treatment, (4) consideration of student for placement in other school facilities or for expulsion. Any student caught in possession of or under the influence of alcohol or any other drugs at school or at any school sponsored event or trip will be suspended from school for not more than five days. Student athletes should refer to the Co-Curricular Code for other sanctions. If drinking takes place on a school

organization trip, the student will be removed from that organization for one calendar year from the date of violation. This action will not mean removal from graded band or choir performances unless alternative grade arrangements are made.

#### Miscellaneous

1. **Gambling and Card Playing.** No gambling is permitted school or at any school-sponsored function. Card or game playing is limited to lunch time.  
**Disciplinary Action:** Detention(s), suspension(s), referral to police, &/or expulsion.
2. **Dangerous weapons.** Any device which could cause harm or bodily injury to a person is considered a weapon. No one may have any kind of weapons on school grounds or at any school-sponsored function. No one may use any article as a weapon to threaten or to injure another person.  
**Disciplinary Action:** (1) Police action (2) Recommendation for expulsion will be made to the Athens Board of Education.
3. **Anti-Social Behavior.** Behavior deemed disruptive, insubordinate, destructive or dangerous to the welfare of the school and the people therein are prohibited.  
**Disciplinary Action:** Detention(s), suspension(s), referral to police, &/or expulsion.
4. **Failure to Attend Detentions.** Students are expected to attend detentions assigned them by school authorities.  
**Disciplinary Action:** (1) Additional detention time, (2) Notification of parents. (3) Suspension.
5. **Forgery.** Students are not to forge parent, teacher's or other's signatures.  
**Disciplinary Action:** Detention(s), suspension(s), referral to police, &/or expulsion.
6. **Fireworks or explosives.** No fireworks or explosives are permitted on school property.  
**Disciplinary Action:** (1) Notification of parents and suspension, (2) Police or legal action, (3) Expulsion.
7. **False fire alarms and misuse of other school safety equipment.** No person may set off a false fire alarm, falsely report a fire, make threatening phone calls, use a fire extinguisher without cause, or misuse other school safety devices.  
**Disciplinary Action:** (1) Notification of parents and suspension, (2) Police or legal action, (3) Expulsion.
8. **Cheating/Plagiarism.** Cheating implies dishonesty or deception in dealing with someone to obtain some advantage or gain. Plagiarism is to take ideas, writing, etc., from another and pass them off as one's own. Students are not to use any unauthorized material in an attempt to present it as his/her own. This includes anyone who assists another in cheating.  
**Disciplinary Action:** One after-school detention, notification of parents and no credit for the assignment or test. Multiple infractions of cheating in a class can result in removal from and receiving an "F" for the course.
9. **Computer Data & Programs.** School policy dealing with computer offenses of modifying, destroying, accessing, possessing and copying data and support documentation is in compliance with Wisconsin Statute 943.7. This statute is posted in all computer stations.  
**Disciplinary Action:** Account turned off up to the rest of the school year.
10. **Distribution of Publication Produced by Students.** School newspaper, yearbooks, literary magazines, and similar publications are encouraged as learning experiences. As such, they shall have qualified faculty advisors and shall strive to meet high publication standards. Publications shall reflect the judgment of the student editors which carries the obligation to be governed by the standards of responsible journalism. It is essential that school newspaper provide opportunities for members of the student's community to express a variety of viewpoints and opinions. *Publications produced by school-district students must have principal's approval at least 24 hours prior to distribution or sale.*
11. **Bus Conduct:** Students who are provided transportation to and from school are expected to obey the rules established by the school board for the safety and welfare of all students.  
**Disciplinary Action:** (1) Reprimand (Verbal), (2) Reprimand (Written), (3) Parent/Guardian Conference, (4) Temporary Suspension with parental notification of bus services up to three days, (5) One or all of the above with a warning of more serious action &/or a student's bus riding privilege removed if the problem persists.
12. **Throwing missiles and other objects.** Students are not to be throwing objects that could harm others. This would include snowballs, water balloons, pennies, and other objects as interpreted by school administration. Water guns and other objects that squirt liquid are not allowed at school at any time.  
**Disciplinary Action:** Detention and/or suspension from school or school activities.
13. **Smoking or Possession of Tobacco Products.** The Athens Board of Education has adopted a district "Tobacco Use on School Premises" policy (#831) that is consistent with Section 120.12(20) Wisconsin State Statutes. The policy states that smoking and use of tobacco shall be prohibited in all school buildings, on school grounds, and in school owned vehicles. This policy applies at all times to students, district employees, and the general public. Any student observed smoking, chewing, or in possession of any tobacco product in any area of the building, grounds, or school vehicles will be suspended from school for at least one day. Parents shall be notified of these policy and statute violations.  
**Disciplinary Action:** Suspension, &/or expulsion. Police notified. Counseling will be provided for each violation.
14. **Pyrotechnic (Fire) Devices:** Students may not possess or use any pyrotechnic devices or facsimiles or ignite a fire within a school building or on school property. Exceptions may be made by school administration for approved school activities.  
**Disciplinary Action:** Detention to recommendation for expulsion depending upon severity and frequency.
15. **Student Use Electronics or Cell Phones:** Students are not allowed to use cell phones or any other electronic devices during the school day. These devices must be kept in their locker from 7:57 am to 3:15 pm. Cell phones may be used before or after school. Students caught using these items during the school day are subject to disciplinary action.  
**Disciplinary Action:** Items confiscated. On a first offense, the item may be picked up at the end of the day. Further consequences may include detention(s), suspension, and holding the item for a parent/guardian to pick up from the office.
16. **Classroom Behavior – Removal of Disruptive Students**  
One of the primary goals of the district is to establish and maintain a favorable academic atmosphere for students and staff. Effective learning cannot take place in a classroom where student behavior interferes with the ability of other students to participate in classroom learning activities. Students shall be expected to abide by the code of classroom conduct adopted by the board and other appropriate classroom rules established by the building principal and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of classroom conduct or other classroom rules may be subject to removal from class and/or disciplinary action.  
  
A teacher may remove a student from class if the student (1) violates the code of classroom conduct adopted by the board, or (2) is dangerous, unruly or disruptive or exhibits behavior that interferes with the ability of the teacher to teach effectively as specified in the code of classroom conduct.  
  
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.  
  
When a student is removed from class, the teacher shall send the student to the building principal or designee and inform the principal or designee of the reasons for the student's removal from class. The student shall also be informed of the reasons for the removal from class and be given an opportunity to present his/her version of the situation. The principal or designee shall review the situation and make a placement decision regarding the student in accordance with procedures outlined in the code of classroom conduct adopted by the Board. Parents/guardians shall be notified of the student's removal from class in accordance with established procedures.  
  
The code of classroom conduct applies to all students in grades PK–12.

Student Removal from Class: Dangerous, disruptive or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively. This type of behavior includes, but is not limited to+ the following:

- Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom.
- Being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of district student alcohol and other drug policies.
- Behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment.
- Fighting
- Taunting, baiting inciting and/or encouraging a fight or disruption
- Disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations
- Pushing or striking a student or staff members
- Obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties.
- Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force coercion, threats, intimidation, fear or disruptive means.
- Dressing or grooming in a manner that presents a danger to health or safety; causes interference with work or creates classroom disorder.
- Restricting another person's freedom to properly utilize classroom facilities or equipment.
- Repeated classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow directions.
- Throwing objects in the classroom.
- Repeated disruption or violation of classroom rules
- Excessive or disruptive talking
- Behavior that causes the teacher or other students fear of physical or psychological harm
- Physical confrontations or verbal/physical threats.
- Willful damage to school property
- Defiance of authority (willful refusal to follow directions or orders given by the teacher).
- Repeatedly reporting to class without bringing necessary materials to participate in class activities
- Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others.
- Repeated use of profanity.

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.

When a student is removed from class, the teacher shall send the student to the building 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 as outlined below.

Placement Procedures: The building principal or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings.

- An alternative education program approved by the Board. State law defines this as an instructional program approved by the school board that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs.
- Another class in the school or another appropriated place in school
- Another instructional setting.
- 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.
- When making placement decisions, the building principal or designee shall consider the following factors: (Examples of factors to consider are the reason the student was removed from the class, severity of the offense, the type of placement options available for student in that particular school and any limitations on such placements such as cost, space availability, location, the estimated length of time of placement, the student's individual needs and interests, whether the student has been removed from a teacher's class before (repeat offender), the relationship of the placement to any disciplinary action (e.g., if student suspension from school is required as a result of the student's conduct, is the placement applicable before and/or after the suspension), and so on. 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 persons involved or required by law.
- All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulation.
- The parent/guardian of a minor student shall be notified of a student's placement in an alternative educational setting as outlined below.

Parent/Guardian Notification Procedures

- The teacher shall notify the parent/guardian of a minor student, in writing, when he/she has removed a student from a class. The notification shall include the reasons for the student's removal from class. The building principal or designee will do a follow-up notification to restate the reason for the student's removal and the placement decision involving the student. ***The notice shall be given as soon as possible after the student's removal from a class and placement determination.***
- 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 regulation.
- 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.

Scope of Code: It is impossible to outline all possible problems and issues, which may arise in the process of running our educational programs and building. It does, however, outline our direction and intent of providing a safe, healthful, and civil environment that reflects our ethics and values necessary to ensure positive outcomes for our children as learners.

Appeal Process: ***All students shall have the right to due process of law*** in the application of the **Student Conduct Code** or other school rules. The following due process procedure is available to any student or parent who wishes to challenge a school policy or decision.

Step One: The challenge or complaint can be appealed to the Principal if the original action was taken by school personnel other than the Principal.

Step Two: The complaint or challenge can be appealed to the District Administrator if the original action was taken by the Principal.

Step Three: If a student and parent wishes to challenge the decision of the District Administrator, their challenge or complaint can be made within 10 school days from the date the administrator confirms or rejects the Principal's decision from step two. At this step the student and parent will be asked to put the complaint or challenge into writing. The Principal will also submit a written statement explaining the school's decision. The Board of Education will reject or confirm the principal's decision at the next regularly scheduled board meeting. Appeals must be placed on the board's agenda at least 5 days prior to regularly scheduled Board meetings. Parents and students have recourse through the civil courts and the State superintendent's office if they are not satisfied with the local District's decision.

## Rules for Appropriate Adult and Student Behavior at Athens Middle/High School Events

The policy on crowd behavior is to provide participants, officials and spectators with all the respect that is due to them and to ensure their safety. We believe that the following rules and recommendations will assist in meeting that goal:

1. All fans are expected to be in the designated spectator area during the co-curricular event.
2. No loitering is allowed.
3. Abusive language and gestures toward officials, participants and spectators are prohibited.
4. Antics involving paper airplanes, coin throwing or similar behavior is not allowed. The possession of any type of projectile is prohibited.
5. Use of possession of any controlled substance or alcoholic beverage is prohibited. Smoking is not allowed on school district grounds or at school events.
6. Any cheers that ridicule, insult, or use profanity is prohibited.
7. All types of noisemakers are prohibited.
8. Any noisemaker which may interfere with the progress of an outdoor co-curricular event will be prohibited (i.e. whistle, etc.)
9. Signs, cards, banners and pennants are prohibited unless approved by the Athletic Director.
10. Any action that endangers the safety of participants, spectators or officials is prohibited.

### Consequences for Violations:

- Immediate ejection from event.
- Turned over for police referral when necessary.
- Suspension from school for student.
- Further suspension as determined by the Athletic Director and Principal. This could range from one event to a ban from all further AHS events.
- Any packages containing noisemakers, beverages, projectiles, etc., will be confiscated and returned at the end of the contest.

### Activity Bus/Van Codes of Conduct

Transportation is provided as a service to students and student-athletes. There are some necessary obligations on the part of students to ensure safety and protection of individual rights. Students and student-athletes will be expected to abide by the following:

1. Students must be present prior to departure time, so roll call can be taken as students board the bus.
2. All students will return on the bus, which they rode to the game.
3. If there is a request for a change of district transportation, the student and parents complete the "Travel Release from District Transportation" form with approval by the coach/advisor and principal.
4. Obnoxious screaming and whistling will not be permitted.
5. Students must remain seated while the bus/van is in motion. Jumping and rocking the bus or extending hands, arms, etc. out of the windows is prohibited. No exits allowed from the rear of the bus except in the case of emergency.
6. Smoking, drinking or profane language is not allowed on or around the bus. Any gestures of disrespect to people outside the bus/van are unacceptable.
7. Please leave the bus/van as clean as when you got on it and pick up and properly dispose of any waste materials.
8. Cooperation and respect for the bus drivers and chaperones is required and expected. It is important that there is accuracy in knowing who is on the bus/van for insurance purposes.
9. Please be respectful of all other people.

### Consequences for Violations:

1. Parent phone call and discussion about transportation home at student and parent expense.
2. Police will be informed when necessary
3. Suspension from school for student
4. Further co-curricular suspension as determined by Athletic Director and Principal. This could range from one event to total ban from further Athens events and bus/van rides.

## Structured Study Hall/Quiet Study

### Philosophy

In our school, a student's primary business should be about improving achievement. The school's primary business is about organizing and structuring itself to aide students in being successful in this endeavor. To that end, we shall use our student study halls to give students greater structure and support for taking self-responsibility to improve their grades.

Primary responsibility for assisting students with being successful in school shall rest with the student and family. In addition, faculty and staff shall assist in any way possible.

### Program Objectives:

- \* Encourage child-centered responsibility for learning and grades.
- \* Loop families into educational process
- \* Provide structure/support/assistance to learners.
- \* Provide focus and individualized student-teacher interaction.
- \* Provide monitoring to at-risk (academic) learners.

### Qualifications

Students receiving an "F" grade on progress reports and quarter report cards or have a GPA under 2.000 shall have greater structure and support imposed upon them during study hall periods/quiet study. (At the beginning of the school year, incoming 6<sup>th</sup> grade and freshmen students are exempt from their previous school's grades.)

### Procedures

Students assigned to study hall who receive an "F" on a progress report or quarter grade report or be below a 2.000 GPA shall not be permitted to be excused from study hall/quiet study for any purpose other than that designated as appropriate by the study hall supervisor and related to a specific course. (Students are permitted to leave for scheduled music lessons and practice opportunities in consultation with their music teacher.) This restriction shall be imposed upon publication of the progress or report cards at each grading period. Study hall supervisors will enforce the structured study hall status.

All teachers, the school nurse & health aide, ITLC aide, athletic director, co-curricular advisor, coaches, and club advisors shall receive a list of student names who have met the qualifications of this program. Each study hall teacher ensures that the structured study hall guidelines are followed and if necessary provide the student with support for remediating the course(s) in question.

Upon publication of the D/F List, parents of children who appear on that list shall receive a letter from the school by the co-curricular code coordinator notifying them of their child's status and encouraging them to take an active role in this situation. Teachers who reported students with D's or F's at progress report time will write a "Progress Report" for each student for those grades. Suggestions for how parents may actively support their child's educational needs shall be provided on the progress report form (suggestions: contact the faculty member involved with the D/F grade, contacting the school counselor, taking time to do homework with their child, setting some homework guidelines for home, spend time in Homework Help after school, etc.)

Students placed on Structured Study Hall status shall remain in that program for a minimum of two (2) weeks. After that period of time, if and when a student has improved ALL of the D/F grades, they may take steps be removed from this status. To be removed from structured study hall status, the student obtains a Structured Study Hall Release Form from the office, collects signatures from parents and the faculty member(s) having given the D/F grades, and presents it to the teacher of their study hall. (The teacher may sign the form stating that the

student has cleared the D/F grade or has shown significant effort.) The study hall teacher shall remove the student's name from the D/F list and inform all teachers, the athletic director, and co-curricular code coordinator of the student's removal by e-mail.

Students on structured study hall status shall have assigned seating in study hall (specific grades shall not be announced publicly).

To be released from structured study hall to go to the ITLC or study with another teacher, the student shall receive a pass from the teacher who had given the D/F grade in advance of the student's study hall period and present this to their study hall teacher. The study hall teacher has the final discretion for each individual student and situation.

This program shall be in effect for all students. Students with IEP's may have other programming considerations for student with D/F grades.

### **Drug and Alcohol Abuse**

The Board of Education recognizes that drug and alcohol abuse is a growing problem within the schools of the nation. The board recognizes, moreover, that drug and alcohol is a behavioral/medical problem. To solve the problem, it is necessary to have cooperation and communication with parents. Parents are urged to contact the school with any concerns they may have pertaining to drug or alcohol problems. The schools, in turn, will also stay in contact with the parents and guardians of students. Any student exhibiting a continuing problem or suspected of being under the influence of drugs or alcohol is referred to the designated administrative, counseling, health personnel, and student support program.

The School District of Athens, in order to maintain a drug free school environment, authorizes the use of canine units to detect the odor of controlled substances in school buildings and any other areas of school property deemed appropriate. This activity will be carried out on a random or periodic basis and or/when reasonable suspicion exists. This will be at the discretion of the district administrator in conjunction with the building level principal.

The canine unit will be used when:

1. There is a reasonable suspicion that controlled substances may be hidden in the building or on school property.
2. There is a belief that a random preventive search will be beneficial to the ongoing drug prevention effort.

The following specific procedures apply regarding the use of canine units:

1. Canines may be used without prior notification to students and/or school personnel.
2. Canines may be called by the school principal/designee with notification of the district administrator/designee.
3. Students will be restricted to classrooms and kept out of hallways while canines are in use.
4. In the event of a canine "hit", the locker or other area will be searched further using established district procedures.

#### Teacher Referral of Suspected Problem

1. Teacher suspecting drug or alcohol use and or possession will refer the individual immediately to the principal or the AODA coordinator.
2. The principal or his/her designee will attempt to determine the student's involvement with drugs or alcohol. If drug or alcohol use is suspected, the student will be referred to a counselor, school nurse, or other appropriate person. If drug or alcohol use is established as the problem by the principal or his or her designee, parents will be notified immediately. Police authorities will also be notified. The student will be sent home for the duration of the day or suspended until it is determined the student can continue to function in the school environment.
3. A counselor will meet with the student to attempt to determine the probable level of drug involvement and to make recommendations regarding subsequent actions.
4. A counselor and the AODA coordinator will begin an evaluation of the student to include school performance, attendance, disciplinary action, personal relationships, and other pertinent data.
5. A staffing will be held with the student's teachers to inform them of the previous proceedings and forthcoming procedure. The parents will be informed of all choices and or consequences involving the student in the future.

#### Student Self-Referral

1. A counselor sought out by a student will try to help the student or will refer the student to an appropriate community agency.
2. Confidentiality will be maintained by the counselor who will encourage the student to talk with his or her parents and seek additional help. Only those individuals who need to know will be involved. An intervention meeting may be used if appropriate.

### **SELECTED SCHOOL BOARD POLICIES**

Wisconsin Statutes §120.13 states that the Board of Education "may make rules for the organization, graduation, government of the schools of the school district including rules pertaining to conduct and dress of pupils in order to maintain good decorum and a favorable academic atmosphere which shall take effect when approved by a majority of the Board of education and filed with the school district clerk. The district administrator or any principal or teacher designated also may make rules with the consent of the Board of Education ..."

The School District of Athens Board Policies are available in the principal's office.