

August 2018

Dear Whitman Students and Parents/Guardians:

Welcome to Whitman Middle School! Since there is so much to know about Whitman, we have placed all the important information into one location for your family's convenience and your son's/daughter's daily use.

Within these pages you will find:

- School handbook
- Assignment notebook
- Hall pass

Whitman has building procedures and policies, which assist the staff in keeping the school orderly and safe. The handbook details expectations and consequences for student behavior and will be used as a guideline.

Most importantly, this booklet facilitates communication between school, student, and parent. We ask that parents and students read and discuss the contents of this notebook, including all school rules. Students and parents will be notified of any changes in procedures, expectations, policies. Since the handbook is included with the assignment notebook, it will be a handy reference throughout the year.

Whitman is a great school, and the 2018-2019 school year promises to be filled with bright experiences and great academic challenges. The entire staff of Whitman looks forward to having you join us!

Sincerely,

Faculty, Staff and Administration
Whitman Middle School

The Wauwatosa School District does not discriminate on the basis of a person's color, sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, or physical, mental, emotional or learning disability.

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**“Tosa Schools-
Moving Forward Together”**

DISTRICT MISSION STATEMENT

United with parents and the community, Wauwatosa School District delivers an outstanding education that equips and inspires our students to conquer their challenges now and in the future.

WAUWATOSA SCHOOL DISTRICT BELIEF STATEMENTS

- We believe in respecting and promoting diversity
- We believe that positive relationships are a foundation of successful schools.
- We believe in continuous improvement.
- We believe in excellence.
- We believe there is an essential unity between the community and its school district.
- We believe all students can learn and excel.
- We believe everyone has the right to emotional and physical safety.

WHITMAN'S MISSION

The mission of Whitman Middle School is to foster the well-being, growth and development of our students. We recognize that this occurs in a cooperative partnership within our school community.

ACADEMIC INTEGRITY

The Wauwatosa School District regards academic integrity and honesty as vital to the academic, social, and emotional development of our students. All work submitted by students should be an authentic reflection of their effort and ability.

Definition of Academic Dishonesty

Academic dishonesty includes but is not limited to the following behaviors:

- A. Cheating on a test (giving or receiving unauthorized assistance)
- B. Plagiarism (using the ideas of another as one's own without acknowledgement of the source)
- C. Downloading information from other sources and presenting it as one's own
- D. Submitting work that is not original, including copying, "borrowing" from another source and submitting it as one's own work
- E. Forgery

F. Providing access to materials or information so that credit may be dishonestly claimed by others

G. Creating and distributing copies of one's own work so that credit may be dishonestly claimed by others

Academic Performance vs. Academic Behavior

In a Grading for Learning model academic performance and academic behaviors are two distinct aspects of a student's overall learning profile. This is represented in our use of a Responsibility for Learning score to report academic behaviors, such as homework completion, participation, respect, timeliness, adherence to class rules, and academic integrity separate from the academic grade.

When there is evidence of a lack of academic integrity, such as cheating or plagiarizing, the response must be made considering these two aspects separately: academic performance v. academic behavior.

Academic Performance: When there is evidence that academic dishonesty has resulted in work that is not an authentic representation of a student's academic performance, the student should be required to do the work again. For example, if a student has plagiarized on an essay, they should be required to rewrite the essay without any plagiarism. If a student has copied another student's work on an assessment, they should be required to take an alternative assessment covering the same material. Academic performance should represent a student's learning; what they know and are able to do in relation to the expected benchmarks.

Academic Behavior: When there is evidence of academic dishonesty, the student's behavior should be reported to the administration for appropriate behavioral consequences. Academic dishonesty should be taken very seriously. If it is the first offense, minimally the administration should refer the student to the school counselor and the Responsibility for Learning grade should reflect the offense. The parent should be notified of the offense and consequences. If the offense is repetitive or of unusual magnitude than the administration should respond with a more comprehensive plan to address the behavior. Most importantly the academic performance grade should be separated from the academic behavior and its consequences.

It is an expected practice for the teacher to notify a parent and administration when academic dishonesty takes place.

Parents/students have the right to ask administration to reconsider a determination of academic dishonesty.

A. If a parent/student disagrees with the determination of academic dishonesty they may appeal to the building principal or designee.

B. If a parent/student disagrees with the decision of the building principal, they may appeal the decision to an appeal panel through the Director of Teaching and Learning for Student Services.

ACTIVITIES

Activities are an important part of the Whitman Middle School years. This is a time for developing as many interests and skills as possible. We encourage all students to become involved in as many activities as possible without jeopardizing their studies. All Whitman rules and expectations apply to participants in our activities. A fee may be attached to an activity or sport.

SCHOOL ATTENDANCE ON DAY OF ACTIVITY

Anyone in an activity must be in attendance at school during the day it is being performed. A student who was absent during the day may not attend any after school activity.

The following are activities that are typically available at Whitman. Other activities may be offered, depending upon student participation, interest and staff availability.

ACTIVITIES/CLUBS

Art Club
Coding Club
Fantasy Football/Basketball
Fiddlers Club
Foreign Language Clubs
Forensics
Games Club
Golf
Homework Club
Jazz
Kids Who Care
Library Aide
Musical/Play
Paw Press
Ski and Snowboarding Club
Spelling Bee
Student Announcers
Student Council

Whitman Athletics

*Volleyball – Mid August – End of October
*Cross Country – September – Mid October
*Dance Team – September through June
*Spirit Squad – September-March
*Boys' Basketball – October – End of December
*Girls' Basketball – January – mid March
*Wrestling – End of January – Mid March
*Track – April – End of May
*Tennis – April – End of May

For students participating in interscholastic athletics, physical examination cards must be completed annually. A physical form must be completed and signed by a physician, parent/guardian, and student once every two years. On alternate years, an alternate year card must be completed and signed by the parent and student. All cards are kept on file in the office. It is the responsibility of the parent to have a current physical card on file with the school before participation. The school will not notify parents if a card expires. All completed current 8th grade cards will be forwarded to West High School at the completion of the school year.

WAC - Whitman Activity Center is open to all students attending Whitman for a nominal annual fee. This fee should be paid to the Wauwatosa Recreation Department. The center is open to Whitman students approximately two Friday evenings per month: one Friday for 6th grade students and one Friday for 7th and 8th grade students. It offers a variety of social and sport activities. Students will have to present their student I.D. card in order to be admitted. Replacement I.D. cards may be ordered in the office for \$5.00 and will take a few days to arrive. School rules apply during WAC. **Students who are marked absent during the day of WAC for illness, truancy or leave early for illness may not attend WAC. Any student who is suspended will not be able to attend the next WAC date.**

Recreation Department Administration and/or Whitman Middle School Administration reserves the right to withhold student participation in WAC because of inappropriate behavior. No refunds will be issued. Students should not arrive at school more than 10 minutes prior to the start of WAC and should be picked up **promptly** after. Only Whitman students are permitted to attend WAC activities.

ACTIVITY PARTICIPATION STANDARDS

In accordance with the philosophy of Whitman Middle School, we feel that academic standing must be the student's first responsibility. In order to stress this position, students must

maintain passing grades in all subjects in order to be eligible to participate in extracurricular activities, including athletics.

Any student who receives a failing grade on a report card **or** progress report will be ineligible to participate in any extracurricular activity, including athletics. The student is ineligible until the following report card or progress report and may become eligible for the rest of the quarter or the next quarter if all grades are passing. This code will not carry over from the fourth quarter to the first quarter of the next school year. At the end of the first semester, quarter grades (not semester grades) will be used.

In addition to participation in extra-curricular activities, attending extra-curricular activities may be limited for students who have failing grade(s). This includes attendance at dances, athletic events, concerts, plays, etc.

ATHLETIC CODE OF CONDUCT

The Wauwatosa School District views participation in the district's interscholastic athletic program as a benefit of a strong integrated academic and extracurricular program. Participation in a well-directed athletic program can open the door for students to opportunities, training and experiences not available in the academic curriculum alone.

While the district encourages students to participate in the athletic program, it recognizes that the additional time, training and practice required of a student athlete are accompanied by higher expectations for such students in all areas. Wauwatosa athletes are expected to conduct themselves at all times and in all places in a manner which will bring credit to themselves, their classmates, school and community.

Interscholastic athletic programs will be conducted in accordance with the provisions of the District's Athletic Code of Conduct. The Athletic Code of Conduct outlines the rules, responsibilities, expectations, consequences and appeals process for violations for all student athletes in the Wauwatosa School District. Student athletes and their parents will receive a copy of this document annually and students will be expected to adhere to the outlined expectations at all times. Athletic directors and school administrators will follow the guidelines in the Athletic Code of Conduct for communicating expectations to students

and parents, and for investigating and taking action on any referrals for violation of the code.

The school district does not discriminate in access to extracurricular activities or in the administration of disciplinary actions on the basis of sex, race, religion, ancestry, sexual orientation, national origin, pregnancy, marital or parental status or physical, mental, emotional or learning disability. (School Board Policy #2431, 5500)

ATTENDANCE AND EXCUSES

Regular school attendance is an essential requirement for success in school. Student absences and tardiness become part of the students' permanent record. Excused absences are defined in board policy as:

- 1) personal illness of the student—medical verification may be required per the request of the building administrator;
- 2) serious illness of a member of the immediate family causing the student to be needed at home;
- 3) sudden family emergencies;
- 4) religious observances;
- 5) appointments with medical specialists when such appointments cannot be made outside of school hours—medical verification may be required per the request of the building administrator;
- 6) attendance at a funeral of a relative or friend;
- 7) required legal appearances;
- 8) parent-approved absences for no more than 10 days in a school year—must be excused by parent/guardian in writing prior to the day of the absence;
- 9) authorized enrollment in an alternative school;
- 10) suspension or expulsion from school.

Under extraordinary circumstances, other absences may be allowed per parent request and with the prior approval of the building principal. (School Board Policy # 5200)

When a student is absent for any reason, a parent must telephone the school attendance office (773-2602) on the day of the absence. If a student is ill in the morning, but attends school later in the day, a written excuse or phone call from the parent or guardian will admit the student to class after checking in at the school office.

If it is necessary for a student to leave the building during the regular school day, s/he should report to the office for a pass. A telephone call or written note from a

parent/guardian must be received before the student will be issued a pass to leave school.

The attendance office maintains a record of student absences, both excused and unexcused. This information is shared with administrators on a regular basis. The attendance office will forward letters of notification to parents when students have ten excused, or three, five and ten unexcused absences. Parent conferences will be requested for students with excessive absences and/or tardy marks.

Assignments for students with unplanned absences may be requested by calling the attendance office before 9:00 a.m. if the assignments are desired for a 3:30 p.m. parent pick up that day in the office. Teachers will do their best to honor all homework requests. It is encouraged that assignments be requested only if the absence is for two days or more.

TARDINESS

Arriving on time to school and every class is an expectation that is held for all students. A student who is not in his or her first period class by the time the class is scheduled to start is considered tardy and must report to the office for a pass before going to class. A student must have a note from a parent, doctor, or dentist if the parent has not called school to explain the absence from any class. Reasons for tardiness, such as missing the bus, late car pools, oversleeping, and the like, no matter who is at fault, are **not excusable** in accordance with attendance laws and will lead to a lunch detention and be marked as an unexcused tardy. If a student arrives 20 or more minutes late unexcused, the absence will be reported as a truancy and documented.

Students arriving late to a classroom without a pass may be issued detention(s) and be marked as an unexcused tardy. It is the student's responsibility to ask a teacher for a pass if the student anticipates that s/he will be late for the next class period. Parents and administrators will be notified by the teacher if a student is repeatedly tardy to class.

TRUANCY

Truancy is an issue that is taken seriously by the State of Wisconsin and its public schools. The State's compulsory attendance law [Wisconsin Statutes, s. 118.15 (1) (a)] requires that:

Any person having under control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age.

Under this law, penalties, including a fine of not more than \$500 or imprisonment for not more than 30 days or both, can be imposed upon parents or guardians. Whitman will expect truant students to make up any time missed time. Chronic truancy cases may be referred to the School Resource Officer and the Wauwatosa Municipal Court. (School Board Policy # 5200)

BULLYING / CYBERBULLYING

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while traveling to or from school and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional or learning disability. It would include, but not be limited to, such

behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official.

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Some examples of bullying are:

- a. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- b. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- c. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- d. "'Cyber bullying' – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." [Bill Belsey (<http://www.cyberbullying.ca>)]

The Board recognizes that cyber bullying can be particularly devastating to young people because:

1. cyberbullies more easily hide behind the anonymity that the Internet provides;
2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyber bullies because of screen names, so they do not fear being punished for their actions
4. the reflection time that once existed between the planning of a prank – or a

serious stunt – and its commission has all but been erased when it comes to cyber bullying activity.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on web sites.

CODE OF CONDUCT

Please see the *Classroom Code of Conduct* policy at the end of this handbook.

DRESS CODE

The Wauwatosa School District recognizes the importance of the individual; it strives to balance the student's need for self-expression with the link between appearance, attitude and behavior. Students need to understand that appearance is an important factor in establishing relationships with others and in maintaining and projecting a positive self-image. A reasonable set of guidelines concerning dress, hairstyle and hygiene is vital not only to students, but also to those with whom they share their school day. Attire that may be popular or trendy in the current diverse social culture may not necessarily be appropriate as school wear. School is a student's primary job. If an item of clothing cannot be worn in a work setting, it should not be worn to school.

The School District appreciates the support of parents in helping to teach their student(s) the difference in dressing for school from other environments such as festivals, concerts or social gatherings.

Whitman Middle School administration and staff has implemented the following dress code for reasons of health, safety, cleanliness and propriety and it has been written as a guide for students and their parents/guardians:

- Coats, jackets and other outerwear garments may not be worn during the school day and should be kept in lockers. Students who feel that the room temperatures in school are below their

comfort level should keep an appropriate sweater or sweatshirt in their locker.

- Head adornments including but not limited to hats, visors, caps, scarves, hoods, combs, picks, bandanas and do-rags may not be worn in the building before, during or after school without permission.
- Shoes must be worn in the building at all times. Slippers will not be permitted.
- Shirts or blouses that are sheer, overly revealing in front, back or sides, or low-cut including, but not limited to, tube tops, halter tops, tops with spaghetti straps may not be worn. Midriff, back and cleavage may not show and the shirt should meet the top of the student's pants, skirt or shorts when sitting.
- Ribbed tank tops, that are to be worn as undershirts, are not permitted.
- Pants which are torn, frayed or have large holes in them are not allowed. Both pant legs must be worn down at all times. Pants that are extra-large/oversized and hang below the waist must be worn with a belt that fits at the hips. Boxer shorts and undergarments should not be exposed.
- Clothing that is too tight, or excessively short including but not limited to, shorts, shirts and skirts will not be permitted. The length of shorts, skirts, and dresses must reach the tip of the student's fingers when arms are extended at their sides.
- Gang-related words, symbols, pictures, colors, signals, signs or bandanas will not be permitted.
- Jewelry that poses safety problems or could damage school property will not be permitted.
- Any article of clothing that is determined by the administration to interfere with the educational process is prohibited. This includes, but is not limited to, expressions that are obscene, profane, pornographic, represent illegal behavior, demean race, religion, sex, ethnicity or advocate pain, death, suicide or drug/alcohol/tobacco use.

All staff members will enforce and address the above guidelines. All efforts will be made to rectify the violation at school, but parents/guardians will be contacted if this is not possible. Students who refuse to comply with the dress code guidelines are subject to school disciplinary actions, including but not limited to loss of privileges, detention, and suspension from school for repeated violations. Administration reserves the right to revise the dress code policy if deemed necessary to

address any unforeseen fashion concerns. (School Board Policy # 5511)

EQUAL EDUCATIONAL OPPORTUNITY POLICY

The Wauwatosa School District, in accordance with state and federal laws, specifically prohibits discrimination in the following areas: admission; standards and rules of behavior; disciplinary action; acceptance and administration of gifts, bequests and scholarships, instructional and library/media materials selection; testing evaluation and counseling methods and practices; facilities; athletic programs and activities; and food service programs.

Discrimination based on sex, race, age, religion, political beliefs, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability is expressly prohibited.

If any student, parent, citizen or staff member believes that the School District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX, Section 504 or in some way discriminates on the basis of sex, race, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation, or physical, learning, mental or emotional disability, she/he may bring forward a complaint to the Title VI, Title IX, Section 504 or ADA coordinator in the district. The name of the appropriate coordinator may be obtained from the Director of Student Services, 12121 West North Avenue, telephone number 773-1080. (School Board Policy # 2260)

Informal Procedure

The person who believes she/he has a valid basis for complaint shall discuss the concern with the local Title VI, Title IX, Section 504 or ADA coordinator, who shall in turn investigate the complaint and reply to the complainant in writing within ten school/business days. If this reply is not acceptable to the complainant, she/he may initiate formal grievance procedures according to the steps listed below.

Formal Grievance Procedure

Step One: A written statement of the grievance shall be prepared by the complainant on the appropriate form available from any building principal or in any department of the central office. This form shall be presented to the Director of Student Services at the Fisher

Administration Building located at 12121 West North Avenue, Wauwatosa, Wisconsin. The Director of Student Services will investigate the complaint. The Director shall review the situation with the building principal and other appropriate persons. Within ten days of receiving the written complaint, the Director of Student Services shall decide the merits of the complaint and report in writing the findings and the resolution to the complaining party.

Step Two: If the complainant wishes to appeal the decision of the local Title VI, Title IX, 504 or ADA coordinator, she/he may submit a signed statement of appeal to the Superintendent of Schools within ten school/business days after receipt of the local coordinator's response to the grievance. The school superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the appeal within ten school/business day.

Step Three: If the complainant wishes to appeal the decision of the Superintendent of Schools, she/he may submit a signed statement of appeal to the Board of Education within ten school business days after receipt of the Superintendent's response to the grievance. The Board shall hear the appeal at its next regular meeting or at a special meeting called for the purpose of hearing the appeal. The Board shall report its decision in writing to the complainant within forty school/business days after receipt of the appeal. Copies of the decision shall be mailed or delivered to the complainant and the Superintendent of schools.

Step Four: If the complainant wishes to appeal the decision of the Board of Education, the complainant may appeal the decision in writing within thirty school/business days of the Board's decision to the State Superintendent of Public Instruction, P.O. Box 7841, Madison, Wisconsin 53707-7841.

FIRE DRILLS/ALARMS

Fire drills, held at regular intervals, are required by law and are an important safety precaution. It is essential that when a warning signal is given, all students obey orders promptly following prescribed procedures.

Under Wisconsin State Statute 941.13, whoever intentionally does any of the following may be fined not more than \$500 or imprisoned not more than one year in county jail or both:

1. Gives a false fire alarm to any public officer or employee, whether by means of fire alarm system or otherwise
2. Interferes with the proper functioning of a fire alarm system or
3. Interferes with the lawful efforts of firemen to extinguish a fire or
4. Interferes with, tampers with, or removes without authorization, any fire extinguisher, fire hose or any other fire-fighting equipment.

GUIDANCE AND COUNSELING

Students are assigned a school counselor who will work with him/her for their entire middle school experience. A counselor's role is to counsel, test, program, and address concerns of students, teachers, parents, and administrators. In addition to individual appointments made on an as needed basis, counselors hold individual and group conferences with students at several points during their middle school career.

School Counselors are assigned as follows:

Mrs. Carrie Timm	A – J
Ms. Michelle Marcou	K – M
Mr. Don Devine	N – Z

HEALTH INFORMATION

ILLNESS/INJURY

Whitman does not have a health room. A public health nurse is available for consultation through the Wauwatosa Health Department. When a student is injured or becomes ill during school, every attempt is made to contact parents/guardians. It is very important that current telephone numbers are on file in the office for both parents and emergency contacts. Students who wish to call home in the case of illness should first report to their classroom teacher for a pass. Under no circumstances are students to leave the building without parent/guardian permission. Parents have the option of their child returning to class or being released to walk home or be picked up. Students do not have the option to remain in the office.

IMMUNIZATIONS

Wisconsin state laws require that all students be immunized against some childhood diseases. The school monitors immunization records and contacts parents whose children are not properly immunized. Student Immunization Record forms are available in the Whitman office. (School Board Policy # 5320)

INSTRUMENT RENTAL

MEDICAL CONCERNS

Parents should inform the school office in writing of any medical concerns, i.e. asthma, allergies, etc., that require special attention or notation. This information will be shared in confidence with appropriate school staff. If there is a change in your child's health status, please notify school as soon as possible.

ADMINISTRATION OF MEDICATION

The dispensing of medication, prescription and over-the-counter, at school, will only be dispensed according to the regulations set forth in board policy and must be accompanied by the required paperwork. A copy of School Board Policy 5330 and the procedures for administration of medication, along with the required forms will be given to each parent at the summer registration in August. This information can also be obtained from the school office, a school administrator or the district nurse, who can be reached at 773-1961. (School Board Policy # 5330)

HEALTH EXAMINATIONS

New students entering the Wauwatosa Public Schools and those entering sixth grade are advised by the City Health Department to secure a physical examination.

HOMEWORK

Homework serves a valid purpose by providing essential practice, enrichment and extending the school experience. Desirable outcomes of good homework practices include:

1. Promoting growth in responsibility;
2. Training students in the practice of desirable work habits;
3. Helping students learn to budget time;
4. Acquiring additional information.

All students are issued this agenda/assignment notebook. This notebook is to be used by all students to record assignments issued daily by each teacher. Parents can help students by reviewing this assignment notebook to make sure that students are both using this notebook to help with organization and completing assignments. (School Board Policy # 2330)

WORD PROCESSED/WRITTEN WORK

Students are expected to follow certain guidelines for word-processed and handwritten work. Please see the attached *Middle School Style Sheets for Writing the Final Copy* at the end of this handbook.

Students may rent a band or orchestra instrument from the school for a rental fee. Please contact the band or orchestra leader for more information. Please note that rental is on a first come, first served basis and not all instruments are available for rent.

INSURANCE

The school does not carry any insurance which would assist parents in meeting doctor and hospital bills arising from accidents at school. We strongly urge parents to subscribe to some kind of accident, health, doctor, or hospital insurance plan.

LIBRARY

The library is open from 8:00-3:30 each day. Teachers will schedule class time in the library to complete research assignments, use computers, etc. Books are checked out for a two-week period and may be renewed. Magazines are checked out for one day only. Overdue notices are sent to the student's homeroom teacher on a weekly basis, and a fine of \$.02 per school day will be charged for overdue materials. Students with overdue materials will not be allowed to borrow any other materials until the fine is paid.

LOCKERS

School lockers are the property of the Wauwatosa School District and are provided for the convenience of students. School authorities may periodically inspect lockers without notice, without student consent, and without a search warrant.

Each student will receive two lockers at school, a corridor locker for books and outside clothing, and a locker for physical education in the locker room.

The following regulations apply to student lockers assigned in the building:

- a. The student must assume all responsibility for the contents of his or her locker. The school is not responsible for lost or stolen property.
- b. A locker is for the exclusive use of the person assigned. Lockers are never to be shared or changed without administrative approval.
- c. To prevent locker thefts, students should follow these suggestions: do not disclose

your combination to anyone, do not store valuables or money in your locker, do not pre-set the first two numbers of your combination, and always keep your locker locked.

- d. Regular locker checks are conducted by homeroom teachers in an effort to encourage students to maintain order and neatness in their lockers.
- e. Lockers remain the property of the school district. School authorities may conduct an individual locker search based on reasonable suspicion that the locker contains illegal or unauthorized materials or materials used in an illegal manner.(School Board Policy # 5771)
- f. If a student experiences a broken lock or theft from his or her locker, a report should immediately be made to the office.

LOCKER ROOM PRIVACY

The district/school building shall observe measures intended to protect the privacy rights of individuals using the locker rooms. No cameras, video cameras, or other devices that can be used to record or transfer images may be used in the locker room at any time. Anyone violating this policy shall be subjected to school disciplinary action and/or penalties under the state law. (Wis. Stats. 175.22) (School Board Policy # 9151)

LOITERING

For safety reasons, there is to be no loitering of students in the school building or on school grounds after their daily programs are finished. Students must leave the school grounds by 3:30pm (2:30 on Early Release Day) unless they are attending a school-sponsored, supervised activity, or they have a scheduled appointment with a teacher. Parents/Guardians are asked to please make transportation arrangements consistent with our dismissal time.

Students wishing to enter the building prior to 8:00 am must have a written note from a staff member. The note needs to include the reason for early admittance, the date, and teacher signature. Students may be denied early entrance if the teacher is not available and/or the reason is not valid.

Failure to follow these guidelines may result in disciplinary action, not excluding police citation.

LUNCHROOM

Students are assigned a lunch period and are required to eat at school. All students eat in the lunchroom unless requested by a classroom teacher to do otherwise. They may bring a cold lunch from home or purchase a lunch from the cafeteria.

The food service program provides daily offerings, which include a complete school lunch as well as a variety of a la carte food items. Students may pay for lunch using the money in their lunch account or cash. Students who are eligible to receive free or reduced-priced meals must have a completed application on file. Applications for meal benefits are given to each student during registration in August or can be obtained in the school office.

The goal of the food service program is to provide students with a nutritionally sound meal that they enjoy, at the lowest possible price. The food service program is also expected to be self-supporting, thus credit cannot be extended in the school cafeteria. Students should purchase their own lunches and not borrow, buy, or take food from others. Checks should be made out to the **Lunch Cashier System-WSD**. Please allow two days for processing. Cash can also be deposited. The office DOES NOT lend out money to students or have emergency lunches. Students will have at least 10-15 minutes of activity time outdoors after eating lunch. It is the students' responsibility to bring appropriate outerwear to the lunch room.

LUNCHROOM BEHAVIOR

The following are general rules that apply to the lunchroom:

- In an effort to maintain order in the serving area of the cafeteria, single lines will be formed on each side of the corridor to purchase food items.
- Skipping or saving places in the lunch line is not permitted.
- Students must remain seated while eating or visiting in the lunchroom.
- Talk should be kept to appropriate conversational tones.
- Students will help to keep the table areas clean.
- Students are to deposit their refuse in the provided containers.
- Clean up materials are available for accidental spills.
- Throwing food or other materials in the lunchroom will not be allowed.

- Students will remain seated at their table until a lunchroom supervisor dismisses them.
- Food and drinks are not allowed outside of the cafeteria.
- Outside behavior must follow school expectations.

Failure to follow the rules may result in a verbal warning, lunchroom cleanup, assigned seating, alternative lunch setting, detention, or suspension.

PARKING

Parents should park in designated areas in the parking lot on the west side of the school when arriving during the day or evening, including picking up your child at the end of the day. We realize that there may be a parking problem when school programs draw large audiences, but please heed the parking restrictions, as the police department will enforce them. **PLEASE** do not stop anywhere on the entry or exit hill to the parking lot. Stopping along the entry and exits is dangerous for students as well as drivers.

PHYSICAL EDUCATION

All Whitman students are required to wear a Whitman physical education uniform that consists of a pair of blue Whitman athletic P. E. shorts, a Whitman P.E. t-shirt, tennis shoes that have a non-marking sole and are not slippers, and a pair of socks. Whitman physical education uniforms may be purchased during registration or through a Physical Education staff member any time throughout the year. The cost is \$15 dollars for both pieces or individually at \$10/shorts and \$5/t-shirt.

When swimming, girls must wear a one-piece swimsuit and boys must wear a pair of swim trunks. Additionally, students will need to supply their own towel, deodorant, and warm-up sweats. Please mark your child's name on each item. Students are responsible to replace any lost or stolen items.

Parent and Medical Notes - If it is necessary for a student to be excused from physical education for medical or religious reasons, the student should bring a note **written by the parent** and give it to the physical education teacher. If the student needs to be excused for more than three consecutive days of physical education due to medical reasons, a doctor's statement must accompany the request and a copy given to the school office.

A physical education locker and lock will be furnished and are included in the school fee. Students will be held responsible for missing locks and should notify their physical education teacher. Replacement locks are \$5.

PROGRESS REPORTS/REPORT CARDS/CONFERENCES

Please remember to check your student's progress on Power School. Teachers will update assignments/grades weekly.

Quarterly grade reports are issued at nine-week intervals during the school year and are intended to keep students and parents informed of students' progress. Semester reports are mailed directly to the students' home.

PROMOTION STANDARDS

The student's grade represents academic achievement in each subject. Comments given are indications of teachers' perceptions of the students' efforts and behavior. At the end of each semester, a final semester grade is also given. This represents an average of the two quarter grades. This semester grade is the grade that becomes part of each student's permanent record.

Telephone calls to teachers regarding progress reports are welcomed and encouraged. In addition, parent conferences may be held during the school day throughout the year. Do not hesitate to call and schedule a conference with our teachers and/or Guidance Counselors. Evening conferences are also conducted once per semester. Please come join us on these evenings.

The following requirements must be met for a student to be promoted at the completion of eighth grade:

- a. Achieved a score of basic, proficient or advanced on four of the five sections (reading, language arts, mathematics, science and social studies) of the Wisconsin Knowledge and Concepts Exam (WKCE).
OR
- b. At grade eight, received a second semester passing grade in five of the seven graded areas.
OR
- c. Achieve a RIT score that is equal to or exceeds the national norm group average on the Measure of Academic Progress (MAP)

assessment in Math, Reading and Language Arts.

Parents who wish to exempt their children from the Wisconsin Knowledge and Concepts Exam (WKCE) (a) must submit a written notice to the principal prior to the test. In lieu of taking the WKCE the student must comply with (b) or (c) above.

Accommodations to these requirements may be made for students with exceptional educational interests, needs or requirements consistent with state law and established district policies and procedures, including students with disabilities and those with limited English proficiency. (School Board Policy #5410)

Any student who does not meet the criteria above may be required to successfully complete specific district requirements.

8th GRADE PROMOTION ASSEMBLY AND CELEBRATION ACTIVITIES

Students who demonstrate academic success **and** display positive behaviors will be invited to participate in the 8th grade promotion assembly and celebration activities. A letter will be mailed to parents/guardians and students outlining these requirements. The staff and administrators will determine if a student is ineligible to participate in the promotion assembly. Students and parents/guardians will be notified. Alternative arrangements will be made for students who are ineligible to participate in these activities.

PROTECTIVE EYE WEAR

As required under Chapter 66 of Wisconsin State Law, eye protective devices must be worn by all students participating in classes which present some hazard to eye safety. These include certain tech. ed., science, and art classes. Students in these classes must purchase their own personal pair of safety goggles. These may be purchased through the school bookstore. If the goggles are purchased elsewhere, they must meet the standards of those available through the school.

PUPIL RECORDS POLICY

The Wauwatosa School District's pupil records policy complies with the Family Educational Rights and Privacy Act and other federal and state statutes. The purpose of these laws is to

let the parent or adult pupil know what educational records are kept by the schools, to give the parent or adult pupil the right to inspect such records, and to control the release of information from those records.

Under the Wauwatosa School District policy and in accordance with the laws, all pupil records, except directory data, remain confidential. The directory information includes the pupil's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, awards received, and the name of the school most recently attended. (School Board Policy #8330)

RELIGIOUS BELIEFS: EXCEPTIONS AND EXEMPTIONS

The Wauwatosa School District respects the diverse religious beliefs of its families. Please inform the building principal in writing if family religious beliefs or practices necessitate a student exemption from any curricular or extracurricular, activity, or if such concerns limit a child's ability to participate in school functions. (School Board Policy #5223)

STUDENT DISCIPLINE

One of our major educational goals is the development of student self-discipline and responsibility. Discipline is necessary in our school, just as in any other organization in our society. Our goal is to bring order and create an atmosphere in which students can best learn and succeed. Since students learn best in a climate that is safe, secure and orderly, and promotes positive and secure interactions, we need to ensure that such an environment exists. To do this, certain expectations for student behavior throughout the building are necessary. The basis for these expectations is mutual respect for and between all individuals in the school environment.

STUDENT EXPECTATIONS (BUILDING)

Our expectations of students are as follows:

Whitman Code of Conduct

- Show respect for people and property.
- Use appropriate language and volume.
- Keep hands and feet to ourselves.

- Walk at all times; keep to the right in halls.
- Leave gum, candy, and soda at home.
- Leave hats, coats, cell phones, and electronic devices in lockers.

Ways to demonstrate respect:

- Commit yourself to kindness,
- Celebrate differences,
- Respect yourself and others,
- Find healthy ways to resolve conflict,
- Learn and live tolerance.

STUDENT EXPECTATIONS (CLASSROOM)

In addition to building expectations, classroom expectations are established within individual classrooms. Once established, these will be posted in each room. In general, the following list represents basic student expectations for behavior in all classrooms:

- Be in your seat when the bell rings.
- Bring necessary materials to class.
- Participate in class activities.
- Be honest in all of your work.
- Follow special classroom rules identified for specific classes.

CELL PHONES & PORTABLE ELECTRONIC DEVICES

Mobile devices have become an integral part of everyday life for many people including teens and pre-teens. These devices can serve an educational purpose when used appropriately. The use of such devices by students is at the discretion of the classroom teacher. Any usage that creates a disruption to the school environment may result in disciplinary action. Students are encouraged to keep these devices in their lockers at all times for safe keeping.

HALL PASSES

All students must carry their agenda when traveling in the hallway during class time. No exceptions. Students are not permitted in the hallway during class time without an agenda/pass and may be issued detentions or lose the privilege of traveling in the corridor if this procedure is not followed.

DISCIPLINARY ACTION

When student behavior necessitates disciplinary action on the part of the teacher or a building administrator, possible strategies may include parent phone calls, conferences, referral for follow-up services (guidance, school psychologist/social worker), detentions, time outs, and out-of-school suspensions. Student may be issued a citation from the Wauwatosa Police Department. Disciplinary actions are selected based on the seriousness and

frequency of the student's failure to meet the behavior expectations that have been identified.

SUSPENSIONS

Section 120.13 (1) of the Wisconsin Statutes (1975) authorizes school boards to make rules for the government of the schools, including rules about the conduct of students. In addition, the statute also provides that, with the school board's consent, the superintendent or any principal or teacher designated by him or her may make rules.

Suspensions will be given for up to and including five days, for, but not limited to, the following offenses:

1. Offensive language
2. Hitting/fighting/assault
3. Extortion/threatening
4. Stealing/theft
5. Unauthorized selling
6. Possession/use/selling alcohol or drugs or look-alikes
7. Possession/use of any instrument of injury or anything that might be considered a weapon or look alike device including pepper spray
8. Possession/use of smoking materials
9. Possession/use of fireworks or smoke bombs
10. Possession of beepers, communication devices and laser light pens.
11. Setting fire alarms, arson, bomb threats, 911 calls
12. Vandalism including destruction or defacement of school property-- parents/students will be held responsible and will be billed for accidental or willful loss and/or damage to school property
13. Insubordination or insolence
14. Failure to report for detention
15. Repeated violation of school rule
16. Repeated tardiness
17. School pranks or other acts that endanger the health, welfare and safety of others or disrupt the educational process
18. Sexual harassment
19. Verbal/physical harassment (including inappropriate touching)
20. Violation of student computer usage policy
21. Display of gang signs and/or gang related clothing including gang colors, hats, hoods, and jewelry.
22. Possession of gang related pictures, photos, written materials, and/or graffiti.

To suspend a student under the statute, the school must follow due process procedures:

1. Whenever possible inform the student of his/her alleged misconduct and the basis for the accusation.

2. Give the student an opportunity to present his/her version of the facts.
3. Make a determination that the evidence supports that the student is guilty of the violation charged, and that a suspension is reasonably justified.
4. Give prompt notice to the parent/guardian of the suspension and the reasons for it.
5. Provide the student an opportunity for an appeal conference with the district superintendent within five school days. The district superintendent may designate someone else to conduct this conference, but it must not be someone from the suspended student's school.

Suspended students may not attend any school-related activities during the specified days of suspension. Students on suspension have the right to take quarterly, semester, or major grading period exams/projects missed while suspended. (School Board Policy #5610, 5611)

ISSUE RESOLUTION

Situations arise that may cause concern for parents, staff members and students. In addition to School Board Policy #9130, detailing the process for Issue Resolution, the following steps will give direction as to the appropriate contact person:

Step 1 - Discuss concern with appropriate staff member involved.

Step 2 - Principal

Step 3 - Central Office Director (Business Services, Human Resources, Student Learning, and Student Services)

Step 4 - Superintendent-submit complaint/concern in writing.

Step 5 - School Board-submit complaint/concern in writing. Include all other prior district contacts and responses.

ADMINISTRATIVE HEARINGS

Some student behavior is so detrimental to the learning environment that actions must be taken which involve other school district personnel or the School Board. The building principal may refer a student to the Director of Student Services, who may then direct that a formal administrative hearing be conducted. Students may be referred to the Director of Student Services for, but not limited to, the following behavior:

- Repeated refusal or neglect to obey school rules
- Violation of the district's drug and alcohol policy
- Engaging in conduct which endangers the property, health and safety of others

- Violation of the district's weapons policy

The administrative hearing is conducted in a manner consistent with school board policies and appropriate due process procedures. Consequences may include probation, restriction, suspension, required counseling or treatment, a combination hereof, or referral to the School Board for possible expulsion. (School Board Policy #5610)

EXPULSION

Section 120.13 of the Wisconsin Statutes gives school boards the authority to expel a student "when the interest of the school demands the pupil's expulsion". Reasons for expulsion include, but are not limited to, the four areas identified above under Administrative Hearings. (School Board Policy #5610)

USE OF TOBACCO PRODUCTS

All persons (students, employees, independent contractors, school visitors and members of the general public) are prohibited from using any tobacco products in or on school district premises or property, including athletic fields. In addition, use of tobacco in district vehicles or at district sponsored events is prohibited. (School Board Policy #7434)

Under Wisconsin state law, students under the age of 18 are prohibited from possessing cigarettes or any other tobacco product. The Wauwatosa Police Department may issue a ticket and fine. The amount of fines is subject to change. (School Board Policy #5512)

Violators of this policy will be subject to applicable Wisconsin Statute(s), Wauwatosa City Ordinances, and disciplinary procedures of the district, which may include suspension, administrative hearing, and expulsion and parent conferences. (School Board Policy #2030)

ALCOHOL AND OTHER DRUG USE

Students using, consuming, selling, dispensing, or possessing alcohol or other illegal drugs, as defined under the laws of Wisconsin, or in possession of related drug paraphernalia at any time (24 hours per day, 365 days per year) on school premises or at a school-related activity, will be immediately suspended from school. The matter shall be referred by the principal to the superintendent of schools via the director of student services for review. In addition to the board policy, a student referred for disciplinary action will then be referred to the building ATODA Coordinator for appropriate follow-up. Students may be referred to appropriate legal authorities for

further action. Repeated use or the selling or dispensing of alcohol or other drugs on school premises or at school-related activities shall result in referral for expulsion. (School Board Policy #5530)

As provided by state law, school personnel who engage in alcohol or drug abuse program activities shall keep confidential information received from a pupil about that pupil or another pupil's problems resulting from the use of drugs and/or alcohol, unless:

- (a) The pupil using or experiencing problems resulting from the use of alcohol or other drugs consents in writing to disclosure of the information.
- (b) The school psychologist, counselor, social worker, nurse, teacher or administrator has reason to believe that there is serious and imminent danger to the health, safety or life of any person and that disclosure of the information to another person will alleviate the serious and imminent danger. (*The Wauwatosa School District defines imminent danger to include all use, consumption, and/or possession of drugs and/or alcohol at school or school-sponsored activities.*) No more information than is required to alleviate the serious and imminent danger may be disclosed; or
- (c) The information is required to be reported under s.48.981.

WEAPONS IN SCHOOL

Possession or use of a weapon (defined below) in any school facility, on any school grounds, on school buses or other vehicles or at any school-sponsored function or event at any time before, during, or after school is prohibited. Pupils found to be in possession of a weapon in any school facility, on any school grounds, on school buses or other vehicles or at any school-sponsored function or event at any time before, during, or after school are subject to disciplinary action, including suspension and/or expulsion from school and/or legal action, in accordance with Wisconsin and federal laws and Board policies. The student's parent(s)/guardian shall also be notified.

Weapons are defined in two categories:

1. Articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples include but are not limited to firearms (loaded or unloaded), BB guns, look-alike weapons, knuckles, razors, switch blade/butterfly knives, chains, clubs, stars, etc.
2. Articles designed for other purposes but which through intent are used to inflict bodily harm and/or intimidate. Examples

include but are not limited to belts, combs, pencils/pens, files, compasses, aerosol sprays, scissors, etc.

Special Provision for Possession of Firearms

Pupils found to be in possession of firearms (as defined by the Gun Free Schools Act of 1994) in any school facility, on any school grounds, on school buses or other vehicles or at any school sponsored function or event at any time before, during or after school will be expelled from school for a period of not less than one (1) year. The superintendent maintains authority to modify the one (1) year expulsion requirement of this policy on a case-by-case basis. Students facing discipline under this policy retain the right to due process proceedings and requirements of Part B of the IDEA and Section 504 of the Rehabilitation Act if they apply. In addition, students found to be in possession of firearms under this policy will be referred to the criminal justice or juvenile delinquency system. (School Board Policy #5772)

STUDENT INFORMATION

Access to student records is protected by state and federal laws, as well as School Board policy (#8350). Student's who are age 18 or older, the parents or guardians of minor pupils or those they so authorize in writing, may review their own or their child's educational records.

The district may release, individually or as part of a directory, yearbook or sports program, directory data for students. Directory data includes: the pupil's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, awards received, and name of the school most recently attended.

The parent or guardian of a minor pupil may request that the directory data not be released without prior consent. To ensure that directory data remain confidential, the school principal must be notified in writing by September 15. Such notification should include the student's name, age, address, school and grade level, as well as the parents or guardian's name, address and phone. Such notification must be given annually. Exclusion from the school directory is not the same as requesting that directory data remain confidential.

Adult students or the parents or guardians of minor pupils who transfer into the school district have 14 days from the time of actual enrollment to submit the above notification.

TELEPHONES

Students may not use the office or classroom telephones except in an emergency. All arrangements for ride pick-ups, etc., should be made in advance to eliminate the need for using the phone. The use of cell phones is prohibited.

TEXTBOOKS

Students will be issued textbooks at the beginning of the year. Books should be covered with either a purchased or homemade cover to protect the books from damage. Students are held responsible for the care of books issued to them. Students whose books are severely damaged or lost will be billed for the full replacement cost of the book or for the cost of the repair. These fines will be collected before yearbooks are issued at the end of the school year. If student fines have not been received by the last day of school, the student yearbook will be withheld until the fines are collected or the books are returned. Refunds will be made for lost books that have been paid for, are found, and are returned.

TORNADO WARNING PROCEDURE

When a tornado weather warning is received, the following procedure will go into effect:

1. There will be an announcement by an administrator.
2. Students and staff will be informed as to the procedures to follow.
3. Students and staff will be asked to proceed to the designated area
4. IT IS IMPERATIVE THAT THERE IS NO TALKING THROUGHOUT THE ENTIRE PERIOD OF TIME THIS PROCEDURE IS IN EFFECT as it may be necessary to communicate with students and staff about weather conditions.
5. Students and staff will remain in their designated area until the "all clear" is announced.

TRANSPORTATION

Students walking to school should observe all the safety and traffic rules, stay off private property, and walk on approved walkways. Students using bicycles, skateboards, scooters, roller blades, etc., should:

- Not use them on school property
- Exercise all safety precautions and abide by the "laws of the road".

- Park and lock bicycles individually in the designated bike rack.

Public Transportation: Student using public transportation should have exact change. Students under age 11 may ride the bus at the child rate. For additional information, please call Milwaukee County Transit System at (414) 344-6711. Whitman does not sell bus tickets.

Milwaukee Residents: Transportation is provided for students living in Milwaukee and attending Whitman through the Chapter 220 Program. Students may only ride their assigned bus route. For liability reasons, no exceptions will be made.

Students who ride a bus will obey all Whitman school rules. Failure to observe these rules will result in loss of transportation privilege and/or school issued consequences.

Parents dropping off students should not stop at or near the entry or exit hills. Please drop students off in the parking lot or on Center Street.

VISITATION

STUDENTS

We do not allow students to bring visitors to school without prior approval of the Administration.

PARENTS/COMMUNITY

As educators, we respect and encourage the involvement of parents in their children's education. Sometimes that includes visits to the school and individual classrooms.

In order to maintain an effective learning environment for all students, the following guidelines are in place for school visitation:

1. Upon your entry to school, be sure to sign in at the office, obtain a visitor's ID badge so that all students and staff members recognize you as a visitor, and inform office personnel where you will be in the building.
2. Turn off or set to vibrate your cell phones or other two-way communication devices when you enter the school. The ringing of cell phones is disruptive and not allowed in school.
3. If you are observing in a classroom, please do not interrupt the teacher at any time. If you have a question or concern about what you observe, wait until the end of the class period and schedule

uninterrupted time to have your question answered or express your concern.

4. Refrain from approaching students other than your own to discuss issues or questions with them. If your child is having difficulty with another student, please bring this to the attention of an administrator who will address the issue.

In general, conversations with your child can wait until school is over. However, in the case of an emergency please ask the office for assistance in locating your child. Once located, your child will be asked to come to the office to

discuss the emergency with you. (School Board Policy #9150)

Formal Typed Essay Format

Full Name

Last Name 1

Teacher's Name

Class you Are Taking

Day Month Year

Centered Title of Your Paper Goes Here

First of all, let me say that there is no cover page on a MLA style paper. MLA stands for "Modern Language Association." You can buy the book with this style writing on it in any bookstore and, believe me; you will use it in high school and college more than you ever could have believed. The book is titled: MLA Handbook for Writers of Research Papers and the editor's name on the cover is Joseph Gibaldi.

All text that you write in this paper is to be done with a standard font like "Times New Roman," "Garamond," or "Arial." The font size to be used is "12" only – do not make it "16" so your papers can look longer. You will get points off for doing that. Everything in the paper is double spaced, even lines of poetry that you quote for emphasis in your paper.

Middle School Style Sheet for Writing the Final Copy
Handwritten Work

A. A. Heading

1. Place the heading in the upper right-hand corner of the paper.
2. There are three separate lines in the heading. (See the heading on this page.)
3. On pages beyond page one, write your first and last name in the upper right-hand corner of the paper. Place the page number under the first letter of your first name.

B. Title

1. Center the title of your paper on the top line of the first page of your paper.
2. Capitalize the first, last, and all important words in the title.
3. Do not underline your title or put it in quotation marks.

C. Margins

1. Use the red line on the left-hand side of your lined paper for the left margin.
2. Stop writing about one inch from the right-hand side of the paper. (Use the see-through red line as your guide.)
3. Do not write below the last line on the page.

D. Proper spacing between lines and within lines

1. Skip a line after the title.
2. Indent and begin writing on the third line of the paper.
3. Single-space within paragraphs. (In handwritten work, double spacing is only used in rough drafts.)
4. Indent for each new paragraph, but do not skip a line between paragraphs.
5. When using dialogue, indent for each new speaker.

E. Proofreading

1. Proofread your paper carefully before and after writing your final copy.
2. Using liquid paper, carefully correct any errors in spelling, punctuation, capitalization, etc.

F. General information

1. Use blue or black ink on white, lined, notebook-sized paper. (Spiral notebook paper is not acceptable.)
2. Write on one side of the page only.
3. Use cursive handwriting. (Neatness and legibility are very important.)
4. Put all pages in the proper order and staple with one staple in the upper left-hand corner.

G. Title page

1. Your teacher might ask you to write a title page.
2. Usually the following information is centered on the title page:

Title of report
Your name
Your teacher's name
Name of the course or subject
Date

Follow the guidelines set by your teacher if they are not the same as these guidelines

Classroom Code of Conduct

(School Board Policy #5500)

The Wauwatosa School District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe school environment, conducive to teaching and learning. Every member of the school community is expected to cooperate in this central mission. All staff members must use their training, experience, and authority to create schools and classes where effective learning occurs.

The District has a responsibility to its students, as a group and as individuals, to provide the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and interference from students who, for whatever reason, are unruly, disruptive, dangerous, or interfere with the teacher's ability to teach effectively.

Students have a responsibility to:

- Demonstrate respect for people, property, and the learning environment
- Come to school, and to every class, ready to learn
- Show kindness and courtesy to others by treating them with dignity
- Demonstrate effort by listening carefully and following instructions
- Make positive contributions to the school learning environment
- Follow all school rules

Parents should be aware of their children's activities, performance and behavior in school and are asked to cooperate and consult with the school to prevent or address problems.

A teacher employed by the District may temporarily remove a pupil from the teacher's class if the pupil violates the terms of this Classroom Code of Conduct. In addition, long-term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detention, suspension or expulsion, for the conduct for which the student was removed.

Definitions

For the purpose of this Code:

1. **"Classroom"** is defined as any class, meeting or activity, which students attend, or in which they participate while under the control or direction of school authorities.
2. **"Teacher"** is defined as a person holding a license or permit issued by the state superintendent whose employment by a school district requires that he or she hold that license or permit.
3. **"Teacher of the class"** means the regularly assigned teacher of the class, or any teacher assigned to teach, monitor, assist in or oversee the class. This definition includes, without limitation, any assigned substitute teacher, proctor, monitor, or group leader.

Reasons for Removal from Class

A student may be removed from class for conduct or behavior which:

- a) Violates the District's policies regarding suspension or expulsion;
- b) Violates the behavioral rules and expectations set forth in the student handbook of each school;

The expectations for student behavior as outlined in each school's student handbook will be explained and discussed with the students at the beginning of each school year. Administrators or their designee will review the handbook requirements with students. Parents and students will review, sign and return the contract in the student handbook.

- c) Is disruptive, dangerous, or unruly;
Behavior that is considered disruptive, dangerous, or unruly includes, but is not limited to:

- Distracting noises
 - Use of vulgar, abusive or inflammatory language
 - Bullying or threats
 - Inappropriate touching
 - Chronically talking out of turn
 - Defiance of and/or disrespect toward the teacher
 - Fighting or violence toward others
- d) Otherwise interferes with the ability of the teacher to teach effectively.
Behavior that otherwise interferes with the ability to teach effectively may include, but is not limited to:
- Acts which disrupt a classroom activity
 - Habitual tardiness
 - Refusal to comply with a direct request
 - Habitual refusal to engage in class activities

In addition, there may be grounds for removal for behavior, which does not necessarily violate the provisions of (a) through (d) above, but is inconsistent with basic classroom decorum. Such behavior may, in the determination of the teacher, warrant removal because of its interference with the ability of others to learn effectively.

Student Removal Procedures

A. Student Removal from Class and Due Process

1. The teacher will send the student to the building principal or designee and immediately inform him/her of the reason for the student's removal from class.
2. The office will be called and informed that a student is on the way to the office or designated area, or, if necessary, the student will be escorted.
3. The building administrator or designee shall inform the student of the reason(s) for the removal from class and any evidence against the student. In all cases, the student shall be given the opportunity to present his/her version of the situation.
4. If the building administrator or designee is not available immediately upon the student's arrival, the student shall wait in a designated area until the administrator or designee has been notified of the removal from class.

B. Parental Notification and Written Documentation

1. The teacher will notify the parent/guardian as soon as possible by telephone that the student has been removed from the classroom. The teacher shall keep written notes regarding unsuccessful attempts to contact the parent/guardian.
2. Within 24 hours of the student's removal, a teacher will complete a more detailed written explanation and forward it to the building administrator or designee. The teacher-written explanation, which includes reference to the portion of the code of conduct that was violated, shall serve as appropriate documentation of the incident and shall be kept on file.
3. The school will mail documentation to the parent within 3 school days of the removal.
4. If the student removed from a class is also subject to disciplinary action (i.e. suspension or expulsion) or removal to an alternative educational setting for the particular classroom conduct, the student's parent/guardian shall also be notified of the additional disciplinary action in accordance with legal policy requirements.

Alternate Placement Guidelines

- A. The building administrator or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:
- Another class in the school or another appropriate place in the 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
 - An alternative education program approved by the School Board
- B. When making placement decisions, the building administrator or designee shall consider the following factors:
- The reason the student was removed from class
 - The type of placement options available for students in that particular school and any limitations on such placements
 - The estimated length of time of placement
 - The student's individual needs and interests
 - The frequency of rules violations
 - The relationship of the placement to any disciplinary action
 - Severity of offence
 - Likelihood of students continuing to demonstrate inappropriate behaviors

This code recognizes that most student removals from a classroom setting will be for a short duration. Removals for repeated rules violations may lead to lengthier placement option consideration.

All placement decisions shall be made in accordance with the state and federal law and established school board policies. The principal or designee will consult with other appropriate school personnel as the principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian and the student will 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 when required by law.

Students with Disabilities

The code of conduct is applicable to all students. However, a student with a disability may be removed from class and placed in an alternative setting only to the extent allowed by state and federal laws and regulations and established school board policy.

The Classroom Code of Conduct adopted by the Board shall be published in student and staff handbooks and distributed annually.

The school district does not discriminate in the administration of disciplinary actions on the basis of sex, race, religion, ancestry, sexual orientation, national origin, pregnancy, marital or parental status, or physical, mental, emotional or learning disability.