

# ARCADIA MIDDLE SCHOOL HANDBOOK



**2018-2019 School Year**

**Grades 5-8**

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## School Nondiscrimination Policy

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The Arcadia School District is committed to equal opportunity for all students in the district.

It is the policy of the Arcadia School District, pursuant to S.118.13, WI. statute, and PI 9, that no person, on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap).

It shall be the responsibility of the District Administrator to examine existing policies and develop new policies where needed to ensure that the Arcadia School District does not discriminate pursuant to federal and state law. The District Administrator shall ensure that an employee is designated annually to receive complaints filed under S.118.13, WI. statutes, PI 9, WI. Admin. Code, Title IX, and Section 504. The employee shall assure adoption of a complaint procedure to resolve complaints alleging violation of these laws, assure that an evaluation of the district's compliance with S.118.13, WI. statutes are completed every five years under PI 9, WI. Admin. Code and submit form PI-1197 to the DPI annually.

## Introduction

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“Success is measured in terms of reaching your goals, dreams, and expectations. Your success is determined by hard work, persistence, and determination. If you are going to be a success in life it’s all up to you. It is your responsibility.”

– Will Horton–

Dear Student, Parent(s) or Guardian(s):

The purpose of this handbook is to provide you with information on Arcadia Middle School’s policies and procedures. The policies incorporated in the handbook will ensure a safe and positive school environment for all students, parents, and staff. For our school to be an effective middle school where all can learn and become successful, it is necessary for students to understand their rights and responsibilities in developing a positive school climate. The handbook will be reviewed and discussed during IE at the beginning of the school year. We ask that all parents and guardians review the handbook with their child.

If you have any questions regarding the handbook or other school issues, please contact the middle school office at 323-3315. Recommendations for handbook revisions will be reviewed and acted upon by the Arcadia School Board.

Mrs. Michele Butler

## AMS Faculty and Staff

Ballentine, Samantha .....	Algebra (HS)
Baize, Amy .....	Secretary
Bjorge, Kelly .....	SPED Paraprofessional
Bork, Areny .....	Math
Braunschweig, Tim .....	Physical Education
Butler, Michele .....	Principal
Byom, Jeff .....	Math
Frenette, Maureen .....	Social Studies
Grade, Scott.....	Tech Education (HS)
Gray, Jennifer .....	Health and Physical Education
Hackman, Amber .....	Foreign Language/Reading
Hurlburt, Julie .....	LMC Paraprofessional
Juarez, Jessica .....	ELL Paraprofessional
Kent, Trevor.....	Instrumental Music
Koch, Danielle.....	5th Grade
Koska, Christine .....	Custodian
Koska, Kevin.....	Custodian
Kramer, LuAnn.....	Science
Kramer,Daryl .....	Science (HS)
Krause, Carrie .....	English Language Arts
Krett, Carol .....	Food Service
Kube, Yvette .....	SPED Paraprofessional
LaFave, Ally.....	Science
LaFave, Rich.....	Social Studies
Leeson, Cathy .....	Speech/Language
Matchey ,Kris.....	Business Education
McMillen, Kristy.....	English Language Arts
Mickelson, Paulette .....	Food Service
Nilsesteun, Mary .....	School Counselor
Patzner, David .....	5th Grade
Patzner, Kim .....	SPED Para Professional
Peterson, John.....	Tech Education (HS)
Poppie, Ron .....	Social Studies
Pronschinske, Sue.....	SPED Paraprofessional
Putz, Jenna .....	English Language Learners
Ramirez, Carmen .....	Secretary/Interpreter
Rumpel, Carol.....	5th Grade
Schank, Steve.....	Agriscience (HS)
Schlosstein, Susie .....	Visual Arts
Schneider, Mandi .....	English Language Learners
Schock ,Lisa.....	Drama
Servais, Arlene.....	Paraprofessional
Siewert, Pam .....	Vocal Music
Sirny, Zach .....	Physical Education
Sonnentag, Lynn .....	Physical Education
Temp, Amber .....	Special Education
Teske,Kama .....	FACS (HS)
Thomas, Nancy .....	English Language Arts
Thomas, Randy .....	English/Reading
Updike, Derek.....	5th Grade
Veliz, Nelly .....	ELL Paraprofessional
Whalen, Kevin.....	Agriscience (HS)
Young, Jennifer .....	Special Education

## School Operations

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### School Attendance Policy

118.15 Compulsory School Attendance

118.16 Truancy and Habitual Truancy Penalty

Students need to be in attendance in all classes every day unless they have an excusable reason for their absence. Regular attendance is vital in maintaining a good scholastic record as statistics have proven that there is a high correlation between attendance and grades.

School attendance is a responsibility that is shared by student, parent, and school. All absences must have parental support to be counted as excused absences

### School Attendance Procedure

Regular and punctual attendance is essential to school success. Regular school attendance is an important part of middle school and sets the stage for high school success. Although the school desires every student to be regular in her/his attendance, it recognizes that a situation may arise which makes absence from school unavoidable. Parents are encouraged to consider your child's academic status prior to scheduling personal appointments and activities.

To notify the school of absence: (Policy 5230)

Parent or guardians please call the school before 9:00 a.m. on the attendance voice mail or a secretary will answer. Our voice mail is on 24 hours a day, every day. The phone number is 323-7500, extension 2129.

It is to be understood that if a student is absent from school, he/she shall not attend/participate in after school activities.

### Illness and School Activities

If a student is ill all or part of a school day they may not participate in afterschool activities, including practices, games, meets, and concerts. If students are too ill to attend school we also encourage parents to keep them home and not be spectators at any AMS event that occurs after school hours.

### Illness During the School Day

In the event that a student becomes ill during the day the school requires the student to go to the Middle School office or Nurse's office before calling home. The nurse will help make the decision on contacting a parent. Students should not call or text parents and request they call the school for the student to go home.

### Excused Absences

In the event that a student becomes ill during the day the school requires the student to go to the Middle School office or Nurse's office before calling home. The nurse will help make the decision on contacting a parent. Students should not call or text parents and request they call the school for the student to go home.

- Pupil illness
- Death in the family
- Family emergencies
- Designated religious holidays
- Medical/dental appointments - the physical health of students is important to school attendance. Medical excuses issued by a doctor are honored without exception. The student and parent are responsible for renewing any temporary or long-term excuse issued by a doctor.

- Prearranged absences- Students who know in advance that they will be absent from school for part of a day or days should stop in the office or have a parent call the office secretary for the Principal's approval.
- Weddings, graduations, confirmations, and trips with parents
- Court ordered and pre-arranged social service appointments

### **Unexcused Absences**

- Failure to be in an assigned class or study hall without administration/teacher permission.
- Missing more than fifteen minutes of class will be considered an absence.
- If a student arrives after 8:15 without an acceptable excuse it will be considered an unexcused class period.
- Leaving the school building during the school day - students are not permitted to leave the school grounds at any time without permission from the middle school office. If you must leave the building because of illness or any other emergency, you must sign out at the Middle School office. Failure to follow the proper procedure will be considered an unexcused absence.
- **Oversleeping is not an acceptable excuse**

**Note:** It will be at the discretion of the school administration to weigh other reasons for absence, in accordance with WI. State Law on School Attendance, as to whether the absence is excusable or unexcusable. Parents/Teachers will be notified of unexcusable absenteeism.

A letter will be sent to parents/guardians of any student who has 10 or more absences to develop strategies to improve student attendance.

After ten days of absences the school will request a meeting with the student and parents to address attendance issues.

Individual groups and organizations will establish criteria for students to be excused for school-sponsored activities. (Students should use discretion on missing school for these activities).

### **School Complaints or Concerns**

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

- Contact the person who you have a complaint about to discuss both sides of the story.
- If the problem still exists, contact the principal.
- If still unresolved, contact the superintendent.
- Finally, if unresolved, ask the superintendent to place the complaint on the following month's Board of Education agenda for further discussion.

### **School Emergency Information**

If a student becomes ill in school, she/he should report to the office; the administrator or the designee will decide what should be done. Students must not leave the building because of illness without authorization.

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed - the same conditions may also necessitate early dismissal. The following radio and TV stations will announce a closing, a delayed start, or an early dismissal:

Z-93, KAGE, KWNO, WAXX, WHTL, WKTY, WKBT-TV, and WEAU-TV



Reports in the morning will be between 6:00-8:00 a.m. We have an automated calling system that will notify each family of a school emergency or closing. Please make sure you have an updated phone number on file with the office secretary. If no report has been heard, it can be assumed that school will be in session. **PLEASE DO NOT CALL THE SCHOOL -TELEPHONE LINES MUST BE KEPT OPEN FOR EMERGENCIES.** When school is closed, extracurricular programs may be canceled. When school is dismissed after once open for the day, all extracurricular games, functions, and practices will be canceled.

Severe weather conditions and tornado warnings will be provided to the school over the P.A. system. Staff and students will be alerted. Students do not leave the building, but go to designated areas in the building. Fire drills at regular intervals are required by law and are an important safety precaution. Please use prescribed routes, as quickly as possible. Silence must be maintained in a fire drill so that verbal directions, which may be necessary, can be heard. Walk away from the building to a distance of about 50 feet. Regular safety drills will be practiced, including lockdowns with possible canine search

## Appointment Scheduling

Students are encouraged to schedule all appointments at a time other than during school hours. However, when the situation demands, the appointment should be made as early or late in the school day as possible. To obtain a pass for such a reason, bring a written note signed by your parent or guardian requesting permission to leave and stating the reason for leaving. When a parent arrives to pick up their child the student will be called out of class. You must **sign out** in the Middle School office before leaving. If you return the same day, you must **sign back in** at the office and get a pass back to class. ***Students are never to leave school without first obtaining permission from the office and signing out, no matter what the reason.***

## Lunch Accounts

The lunch accounts are on a computerized system and you will have a number that must be used whenever you purchase lunch or milk. You pre-pay an amount and the computer will adjust your account balance. Money can be deposited into your family lunch account in the middle school office. Students are to eat their meals in the lunchroom. Students are not permitted to drink beverages or eat lunch in the hallways. Students may keep lunch or a snack for an after school trip in their locker, however, partially eaten or consumed items, if found in lockers or hallway, will be discarded by school staff. **No open containers in lockers.**

## Lunchroom Expectations

Lunch expectations are as follows:

- Deposit all lunch garbage in wastebaskets.
- Return all trays and utensils to the collection area.
- Place left over milk and soup in appropriate container.
- Leave the table and floor around your place in a clean condition for others.
- All food and beverages stay in the cafeteria.
- Respectful behavior to lunch room staff.
- Running, overly loud talking/shouting, food throwing, misuse of trays and silverware will result in the following consequences. The principal may assign seats if students' behavior warrants such action.

Consequences

- 1<sup>st</sup> offense-verbal warning
- 2<sup>nd</sup> offense-1 lunch detention
- 3<sup>rd</sup> offense-lunch served in detention room or office for up to 10 school days

## Academics

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### MS Grading Scale

A+	97.5-100
A	92.5-97.49
A-	89.5-92.49
B+	86.5-89.49
B	82.5-86.49
B-	79.5-82.49
C+	76.5-79.49
C	72.5-76.49
C-	69.5-72.49
D+	66.5-69.49
D	62.5-66.49
D-	59.5-62.49
F	0-59.49

### Study Hall Expectations – Grades 6-8

- Students will be in their seats when the bell rings. Tardy policy will be enforced.
- Students are expected to use study hall time for completing coursework/studying/reading—sleeping is not allowed.
- Students will ask permission if they need to work in a small group for academic purposes—all other talking is prohibited.
- Students may not use electronic devices (iPods, MP3, cell phone) during study hall.

### Arcadia Middle School Academic Skill Recovery Program – Grades 6-8

There are major consequences for students who fail to master key academic skills during their middle school grades. The established learning objectives prepared through teachers' research and planning are essential for our students' success in middle school, high school and beyond. Research has demonstrated that high quality instruction during the middle school grades has a significant impact on future student learning. It has a tremendous impact on a student's first year of high school and their success. In short, what middle school students may perceive as little to no consequence for their classroom performance actually has a tremendous consequence on their future. The staff of Arcadia Middle School wants to ensure that students enter 9<sup>th</sup> grade with the skills needed to be successful. One part of this goal will be the Arcadia Middle School Academic Skill Recovery Program.

A student organizational system will be set up with all students in the middle school. HOPS (Homework Organization and Planning System) will be delivered through the homeroom period.

- Parents will be contacted weekly if their student is failing a core academic class.
- Every Tuesday he/she will be given the opportunity to stay after school to complete or redo missing assignments (or other assignments determined by the teacher).
- At the end of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarters, any student that has failed a core academic class will be invited to attend the Skills Recovery Program every Tuesday after school during the following quarter.
- At the end of the school year any students who have failed a core academic course for either first or second semester will be invited to attend summer school to have the opportunity to bring their grade up to a D-. Students will participate for the entire summer school session, even if work is completed early. Enrichment activities will be provided after coursework is done.
- If a student does not pass a core academic class for either a semester or a year, they will have to repeat the semester or year the next school year at the expense of an elective and/or an Explore.

## School Homework Expectations

### Students' Responsibilities:

- Homework is the responsibility of the student.
- Homework assignments should be written in the student's planner.
- Students should ensure that required materials are taken home. Completed homework should be returned to school when due.
- Students should allocate a time and place for homework, free from distractions.
- Homework should be completed by the student within the assigned timeframe.
- When a student misses a class, it is her/his responsibility to complete the work assigned.
- Students are responsible for work or tests missed the following day they are involved in co-curricular activities.
- Students/parents may request homework from the office before 10:00 a.m. if student is gone for more than one day.

### Parents' Responsibilities:

- Parents should demonstrate an interest in their children's homework and monitor their work habits.
- Parents should ensure that students have a time and place for homework, free from distractions.
- Parents are urged to attend information evenings and parent conferences in order to become aware of the homework and testing schedules in their children's courses.
- Parents should do more than periodically explain or review their child's homework by contacting the teacher to discuss their concerns, and ways to help their child.
- Utilize the Infinite Campus system and regularly check grades online.

### Teachers' Responsibilities:

- Teachers must be clear on homework assignments; make sure students have pre-requisite skills; vary and individualize the types of assignments.
- Teachers should grade homework and/or provide appropriate comments as much as time permits.
- Teachers should review homework in class and discuss problems or questions that students may have.
- Teachers will contact parents if students are not fulfilling their homework responsibilities.

Teachers are available before and after school to students for academic assistance. Students may attend these sessions voluntarily; however, teachers, administrators, or parents may insist on the student's presence. These times are meant to help students maintain a constant and acceptable level of achievement.

## Guidance

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The school counselor is available to discuss concerns with students regarding personal and academic issues. Students should obtain a pass in advance to meet with the counselor. Parents are also encouraged to contact the counselor if there are questions or concerns.

If you need to see the School Counselor make an appointment in the School Counselor's office which is located inside the library. If you have concerns about academics please contact the teacher, school counselor, or principal.

It is the goal of the Arcadia Middle School Counseling Department to provide the services and activities necessary for students in Grades 5-8 to be successful. Counseling in the personal/social, academic, and career areas are made available to all students in school. This information is relayed through individual, group, or classroom meetings. The role of the teachers, administrators, parents, and community members is seen as a vital link in assisting the School Counseling Department with its goals and are a built-in part of the delivery system.

## Academics

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### Academic Scheduling

Student schedules for students in grades 6-8 can be picked up at the registration day in August and will be handed out at the start of the second semester. Scheduling changes require written permission from parents or guardians and are completed on an individual basis in the middle school office.

### Academic Honesty

Arcadia Middle School students are expected to attend school ready to learn. It is also expected that student behavior will reflect the ability to discern right from wrong. The well being of the school community depends on each student accepting responsibility for personal conduct in both social and academic endeavors.

Academic honesty requires that students take responsibility for producing work that is reflective of the student's best effort. Academic dishonesty is evidence by cheating or plagiarism and involves any attempt by a student to show possession of knowledge and skills he/she does not possess. For purposes of this policy the following definitions are in effect:

#### Cheating is:

- Using dishonest, deceptive, or fraudulent means to obtain credit for academic work
- Using notes, aides, or the help of another student on tests in ways other than those expressly permitted by the teacher
- Looking at another student's tests or answers
- Talking to another student during a test or quiz
- Copying or allowing another student to copy from one's own test and other course work
- Tampering with an instructor's record of student grades/scores
- Unauthorized accessing, deleting, modifying, transferring or using any analog, or digital files/software/programs locally or by remote access.

#### Plagiarism is:

- Taking the specific substance of another person's work and creating or offering it as one's own work without giving credit to that source
- Not using quotation marks, indentation, and/or footnotes to denote material that has been directly quoted from another source
- Paraphrasing an author without giving credit

#### Consequences

**A teacher may choose to handle the academic dishonesty infraction or refer it to the building principal. If referred, the consequences can be anything from a failing grade and a note home to the parents to an "F" for the grading period and removal from class.**

### Middle School Students Taking High School Courses

Any middle school student taking a high school level class (Spanish, Gateway to Technology, Algebra, Advanced Science) must maintain a minimum grade of a C in that high school course at each quarterly grading period. Students who earn less than a C at any grading period may be removed from the course.

### Response to Intervention

RtI (Response to Intervention) is a thirty minute time during the school day where students may be assigned to a specific teacher to assist them with academic needs. Students will be assessed on a quarterly basis to determine how the RtI time can assist their academic learning.

## Personal Expectations

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### School Dress

Students are expected to dress appropriately for school and school-related activities. The limits that are imposed relate to health, safety, cleanliness, distraction, or indecency. Students have the responsibility for wearing safety or special purpose equipment whenever it is required. Shoes must be worn in and around the school at all times. Coats and headgear, including scarves and hoods are not to be worn by males or females in the school from 8:00 a.m. to 3:20 p.m. Clothing or gear depicting alcohol or other drugs, promoting their use, or clothing or gear with suggestive messages is not to be worn. Such items may be confiscated.

Students will be neat, clean, and modest in their dress. Short shorts (must be at least knuckle-length), short skirts/dresses (must be at least mid-thigh length), halter-tops, spaghetti strap tops, off the shoulder, etc. and other revealing clothing is not appropriate school dress. Shirts and tops must extend beyond the beltline, must cover the midriff, and must have shoulder covering of at least a three-finger width.

Consequences-Change into appropriate school clothing, cover with appropriate clothing, or turn inappropriate clothing inside out. If students do not comply with the above changes they will be asked to go home and change into appropriate school clothing. The second documented school dress offense will result in a detention.

### School Property

- Desks, lockers, books, and equipment loaned to students remain school property while in possession of the student. Such property is provided for the convenience of the student and shall be used only for authorized purposes. They may be opened and inspected by authorized school administrators or their designees at any time. (Policy 5771)
- Students are encouraged to leave valuable items at home.
- Students will be expected to reimburse the school district for damage to school property, or for the loss or theft of such property.
- Locks for Physical Education lockers will be provided to students upon request. Only school locks will be permitted on student locker doors.
- Students are responsible for reporting damage and/or theft of personal property to school officials and police department. Students have the responsibility to secure belongings to avoid theft.
- The district furnishes all textbooks. Students are to exercise care in using them and may be charged for lost or damaged books. Textbook covers are recommended. Instructors may require the textbooks to be covered. Failure to comply with this request can result in paying for damage to the textbook or detention
- The subject teacher will distribute all textbooks during the first week of school. The teacher will keep a record of the assignment of each textbook. The student must return the same textbook at the end of the year or pay for the replacement of the book, which ranges from \$10.00-\$150.00. It is important that the student write her/his name in every book received.

## School Climate – Expectations & Procedures

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Students are expected to act in a positive manner. Students have the right to attend school without the fear of physical threat, harm, or verbal abuse. The appearance and atmosphere of the school reflects your habits and attitudes.

Conduct and behavior toward any school personnel will be appropriate at all times. Students have the responsibility to refrain from conduct that does not respect the rights, dignity, and safety of all individuals. Behavior that disrupts the learning process will not be permitted.

Students have the responsibility to express their thoughts and feelings in a manner that does not offend, slander, or ridicule others. Any dress, appearance, or behavior, which causes a disruption of the educational process or presents health or safety concerns for the individual or others rights, will not be permitted. (See appropriate behavior for consequences.) Immediate disciplinary measures will be taken.

## Bullying and Harassment

Bullying and other forms of aggressive behavior will be handled according to school policy. Please refer to Arcadia School District Policy 5517.01. If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials. (Policy 5517) In most cases students are warned about bullying behavior on the first offense. Any occurrences after the warning may result in detentions, suspensions, or meeting with law enforcement. Since bullying can take many different forms, each case may be handled individually.

The following individuals serve as "Anti-Harassment Compliance Officers" for the District.

Title: Superintendent

Name: Louie Ferguson

Address (Building): 756 Raider Dr., Arcadia, WI 54612

E-mail address: [fergusonl@arcadia.k12.wi.us](mailto:fergusonl@arcadia.k12.wi.us)

Phone Number: 608-323-3315, ext. 3160

Title: School Board President

Name: Loren Wolfe

Address (Building): 756 Raider Dr., Arcadia, WI 54612

E-mail address: [wolfel@arcadia.k12.wi.us](mailto:wolfel@arcadia.k12.wi.us)

Phone Number: 608-626-3611

A Compliance Officer will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct.

The Compliance Officers are assigned to accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an investigation or the Compliance Officer will designate a specific individual to conduct such a process.

The Compliance Officer will prepare recommendations or will oversee the preparation of such recommendations by a designee for the District Administrator or, in the event the alleged harasser is the District Administrator, for the Board President. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) calendar days of learning of the incident.

**Anti-Harassment Policy 5517 can be found on the district website and a copy shall be made available upon request of parents, students, and other interested parties.**

## Repeated Refusal to Obey School Rules

Repeated refusal to obey school rules may result in loss of participating in co-curricular activities. This may include field trips or activities off school grounds. A behavior contract, which includes parental, student, staff, and administrative input, may also go into effect for repeated refusal to obey school rules.

## Disorderly Conduct

Using offensive, obscene, or abusive language, using language which is disrespectful or threatening to others, making obscene gestures to others or engaging in inappropriately boisterous and noisy conduct or fighting will result in disciplinary action. Any behaviors disruptive to the educational process can be considered disorderly conduct and referred to the police for citations.

### Middle School Behavior Policy

**Noon Detention:** A student that does not follow the expectations of the school or classrooms may receive a detention and/or other consequence(s) determined by the teacher or principal. This can result in a student being required to report to a designated room during lunch and recess. Detention may be assigned by and served with individual teachers or through the office. The first missed detention will result in a detention being added to the missed detention.

Detentions are given for poor or defiant attitude, inappropriate language, excessive talking, disobedience, disrespect, disrupting class, and other unacceptable behaviors.

Each Detention Notice will add 1 step.

STEP 1	Noon recess is lost for 1 <sup>st</sup> detention notice
STEP 2	Noon recess is lost for 2 <sup>nd</sup> detention notice
STEP 3	Noon recess is lost for 3 <sup>rd</sup> detention notice Parent or guardian may be informed
STEP 4	Noon recess is lost for 4 <sup>th</sup> detention notice Parent or guardian may be informed Meeting with Principal
STEP 5	Noon recess is lost for 5 <sup>th</sup> detention notice Parent or guardian will be informed that student is ineligible Possible meeting with Principal, Teacher, and Parent
STEP 6	Noon recess is lost for 5 days
STEP 7	Student may be suspended for 1-3 days (Student moves back to step 5 following suspension)

Depending in the severity of the behavior, a student may be suspended or removed from a class prior to STEP 7. Students may be referred to law enforcement authorities.

A Student accumulating 10 consecutive school days without a Detention Notice will move back one step.

**(ISS) In School Suspension:** Results in a student being removed from the regular school setting and placed in an isolated supervised area for quiet study. Students who are under suspension by administration are not permitted to participate or attend any school-sponsored activities either at school or away from school during the period of suspension. Students will turn in all work by the end of the day that is assigned for ISS. If a student misses a scheduled ISS, they will serve it the next day they return to school.

**(OSS) Out of School Suspension:** Results in a student being removed from the school premises. Students who are under suspension by administration are not permitted to participate or attend any school-sponsored activities either at school or away from school during the period of suspension.

**Expulsion:** Expulsion is used when a student must be removed from school premises and school programs for a time greater than a suspension will allow and results in a student being removed for a time determined by the school board.

Documentation of inappropriate behavior will become part of the student's school record and as such may be used in legal proceedings.

## Due Process Procedure

The parent of a suspended (out of school) minor must be given prompt notice of the suspension and the reason for the suspension. The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the Superintendent of Schools, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing from the student's records reference to the suspension. Reference to the suspension on the student's school record shall be removed if the Superintendent of Schools finds that:

1. The investigation/disciplinary procedures were not conducted in conformity with prescribed procedures.
2. The information relied on as part of the investigation/disciplinary procedures was not "sufficient" to justify the decision of the principal.
3. Information, which was not withheld by the student and which could have substantially affected the outcome of the investigation/disciplinary procedures, has since been discovered.
4. The sanction was disproportionate for the violation.

A suspended student shall not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete course work missed during the suspension period.

Status during appeal: The sanction that was rendered by the Principal (or designee) is in effect during the period of appeal.

## Attendance

Students are required to attend each scheduled class period and to be on time.

### Absenteeism Excused

- All missed assignments/tests may be made up and graded as per usual.
- A student will be given two days for each day absent to complete missed work.
- A failure will be recorded for any work that surpasses the time limitations.
- A letter will be sent to the student guardian after 10 absences in a semester.

### Absenteeism Unexcused

- All missed tests may be made up.
- Fifteen minutes or more absence from class that is unexcused will result in a detention being assigned.

## Truancy

The office will:

- Check attendance daily and determine which are unexcused.
- Notify parents/guardians by phone, personal contact, or by mail.
- Meet with the parents/guardians.
- Provide educational counseling.
- Provide evaluation for learning problems.
- Provide evaluation for social problems.
- File a Trempealeau County/Buffalo County Truancy Referral report.



## **Tardy to Class**

Students arriving late for 1<sup>st</sup> hour three times in a quarter will receive a noon detention. Each tardy after the third will result in a detention being assigned to the student.

Students receiving five or more tardies to 2<sup>nd</sup>-8<sup>th</sup> hours will be assigned a detention for the fifth tardy and any tardy occurring after that within the quarter.

## **Behavior**

*Also refer to Policy 5500*

Swearing and vulgar language is inappropriate in school. The use of obscenities will not be tolerated.

EATING and/or DRINKING outside of the cafeteria is not allowed. Open food or beverage containers in lockers, hallways, or classrooms will not be allowed. Food in lockers may be confiscated.

The use and or possession of squirt guns, water balloons, etc. is inappropriate in school and will not be permitted.

## **Cell Phones and Electronic Devices**

Cell phones are not to be used during regular school hours without permission. Cell phones should be turned off and kept locked in the student's locker during the school day.

Cell phones are not to be used in locker rooms and any areas where students may be changing. (Policy 5518)

Consequences: If a student refuses to hand over a cell phone that vibrates or rings or that they are using without permission they will receive a one day ISS. If the student violates the rule, but hands over the phone the student may pick up the phone in the office at the end of the day. The second violation will result in a parent having to come to school to pick up the phone.

- **CELL PHONES AND MP3 PLAYERS MAY BE USED PRIOR TO THE START OF SCHOOL AND AFTER THE DAY HAS ENDED.**
- **CELL PHONES SHOULD BE SHUT OFF AND REMAIN IN LOCKERS DURING THE SCHOOL DAY.**
- **CELL PHONES AND OTHER ELECTRONICS MAY ONLY BE USED DURING LUNCH AFTER STUDENTS ARE THROUGH THE SERVING LINE.**

## Discipline Procedures

Disrespect to staff members will be a minimum of one day ISS or OSS, and a possible referral for disorderly conduct.

	<b>1st Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Inappropriate Language</b>	Office detention	Office detention	Office detention or ISS
<b>Inappropriate school behavior. This means no physical contact. (Touching, tripping, holding hands, hugging, pushing, etc.)</b>	All offenses may result in a teacher warning or directly referred to the office for disciplinary action.	Anything from principal conference to ISS	Anything from principal conference to ISS
<b>Inappropriate devices</b>	Teacher warning and confiscation. Student may pick up device from office at end of the day.	Confiscation and parent picks up device at end of day	Office detention and parent must pick up device at end of day
<b>Classroom Disruptions (Cumulative)</b>	Principal conference, parent notification & sent to office	Principal conference, parent notification; one detention & sent to office	Principal conference, parent notification; 3-day suspension from class
<b>Insubordination-refusal to obey a reasonable request from staff members</b>	Office detention	Office detention	ISS
<b>Inappropriate Behavior</b>	Office detention	Office detention	ISS

Any major classroom disruptions or repeated disruptions may result in an immediate removal from class.

Immediate suspension and possible law enforcement referral may be the consequences for certain insubordination situations.

Since discipline issues can be unique situations, the administration has the right to change consequences as he or she believes is appropriate.

### Theft/Vandalism

Students who vandalize or willfully damage school property or personal property at school are subject to disciplinary action, as well as restitution for damage.

### All Offenses

Pay/fix/return and parent contact possible referral to law enforcement: Possible further disciplinary action to include OSS, ISS, detention, or possible expulsion

### Tobacco/Alcohol/Drug

Smoking, possession, or use of tobacco or look alike tobacco products is prohibited on school premises at any time or for any function in which the student body participates, including extracurricular bus transportation. Parents and law enforcement officials will be called if there is probable cause to search or if student is using or appears under the influence of tobacco/alcohol/drugs or look alike products. On occasion the school may have a random canine search or locker or parking lot searches to reduce the probability that students would bring illegal drugs to school and keep in their lockers or vehicles.

The use, possession, sale, or furnishing of alcohol, non-prescribed drugs, chemicals, or illegal substances or look alike products anywhere on school premises by a student at any time is prohibited. No student may appear at any school-sponsored function under the influence or have possession of alcohol, non-prescribed drugs, chemicals, or illegal substances or look alike products.

	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Tobacco</b>	1 day ISS or OSS with referral to law enforcement	2 day ISS or OSS with referral to law enforcement	3 day ISS or OSS with referral to law enforcement
<b>Alcohol/ Other Drugs</b>	3 day ISS or OSS With referral to law enforcement. Possible Expulsion.	5 day ISS or OSS with referral to law enforcement. Possible Expulsion.	Suspension Pending Expulsion

## Threatening Language/Physical Force

Students are not to use physical force or threatening language toward any person in school.

By School Board Policy 5772, no one shall possess a dangerous weapon on school property (before, during, or after school), on school buses, in school vehicles, or at school-sponsored activities. A dangerous or look-alike weapon is defined as any object by the manner in which it is used or intended to be used, or by its appearance as dangerous weapon, is capable of inflicting bodily harm, and/or of being used to threaten, frighten, or intimidate. In no case may ammunition or explosives in any form (i.e. firecrackers) be brought to school, on school buses, or to school-sponsored activities.

According to State Law, any person who knowingly possesses or goes armed with a dangerous weapon on school premises is guilty of a misdemeanor, or a felony, depending upon seriousness of the offense. All persons violating these policies shall be subject to penalties outlined in state law and suspended and/or expelled from school. Parents/guardians and law enforcement officials will be notified immediately in all cases. The school will provide or ensure that evaluation and counseling are available to students involved. Confiscated weapons must be turned over immediately and given to the proper authorities. NO employee shall be expected to act in a situation in which she/he feels threatened.

	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Physical Force</b>	Suspension or detentions, parent contact, and possible referral to law enforcement. This may also be a violation of the co-curricular code	Same as 1 <sup>st</sup> offense	Minimum one day suspension and referral to law enforcement
<b>Threatening Language/ Harassment</b>  Ref. Board Policy 5516-5517.01	Detention and parent contact	Office detention and parent contact	Suspension and possible referral to law enforcement
<b>Assault</b>	Three-day suspension, parent contact, referral to law enforcement. Co-curricular violation.	Suspension pending expulsion	Expulsion hearing
<b>Weapons/ Explosive</b>	Suspension, referral to law enforcement, possible expulsion	Suspension pending expulsion hearing referral to law enforcement	
<b>Bomb Threat</b>	Suspension pending expulsion, referral to law enforcement-Parent must accompany student for re-entry. Considered a felony offence – that remains on your record permanently.		

# Transportation

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## School Bus Expectations

Bus transportation is provided for qualified students to and from school. Bus transportation is also provided for away games, field trips, team participation, and other school activities.

- Be on time.
- Stay well off the road while waiting for the bus.
- Since safety is our prime concern, no misbehavior will be tolerated.
- All buses to games or field trips are scheduled by the school and each bus is under the direction of a faculty and/or adult supervisor. All students are required to return to school on their assigned bus, unless signed authorization has been given.

### Minor Violations:

- Physical Contact
- Inappropriate Language
- Out of Seat/Blocking Aisles
- Distracting Driver
- Unsafe Behavior (throwing objects, hanging out of windows, etc...)

### Major Violations:

- Assault/Fighting
- Vandalism
- Possession of a Weapon
- Possession or Use of Tobacco, Alcohol, or Illegal Substances (major violations may result in referral to law enforcement)

### Consequences for minor bus discipline violations:

1 <sup>st</sup> offense	Write up a Transportation Discipline Notice. Principal notifies parent/student.
2 <sup>nd</sup> offense	Write up a Transportation Discipline Notice. Student is assigned seat by driver. Principal notifies parent/student.
3 <sup>rd</sup> offense	Write up a Transportation Discipline Notice. May be suspended from bus riding privileges. Parent/student/bus driver/principal conference

Any offenses beyond three may result in loss of bus riding privileges up to but not exceeding the remainder of the school year. Major bus discipline violations and behavior determined to be severe enough or cause safety problems for other students may put a student on any consequence regardless of whether it was the first offense or not.

## Extra Curricular

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### Extracurricular Programs – Grades 6-8

AMS extracurricular programs enrich the curriculum of the school by making available a variety of activities in which a student can participate. It is possible for students to request any new club or activity if enough students are interested in it, a faculty sponsor available, and if space and facilities can be provided. All students are encouraged to participate in extracurricular activities which will enhance their school experience. Participants in athletics, clubs, and activities must adhere to high academic and behavioral standards as are set by the Athletic Code and through the by-laws of each group. These standards will encourage individual responsibility and teamwork that will have a life-long impact.

#### Athletic Opportunities

	FALL	WINTER	SPRING
<b>Girls</b>	Cross country Golf Volleyball	Basketball Gymnastics	Track
<b>Boys</b>	Cross country Football	Basketball Wrestling	Golf Track

#### Sportsmanship

The teams and visitors from other schools are our guests; we have invited them into our school. We may win or lose a game, but we should never lose our self-respect and the respect for others' rights. Good sportsmanship means:

- We will always practice courtesy to our guests.
- We will respect the officials of all contests.
- We will never cheer against anyone, -ridicule and personal challenges are out of line.
- We will be able to say "you beat me" not "we lost to you".
- Students and adults may be asked to leave an athletic contest by game and meet managers if they display poor sportsmanship.

#### Participation

Students that are absent from school may not participate in practice or events that day. Students that have a pre-arranged absence (funeral, doctor) may participate in their activity on the day of their absence.

#### Athletic Code

Please refer to the athletic code, posted on the district website, for more information regarding extra-curricular expectations.

## General Information

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### School Lost And Found

A lost and found service is located outside the middle school office. Students are requested to turn in any item found and are encouraged to check the lost and found for any lost articles.

### Medication

All prescription and non-prescription medication must be stored in the Nurse's Office. Dispensing of prescription medication by school personnel requires completion of a medication form, which is available in the office. This form requires both a doctor and a parent signature. Dispensing of non-prescription medication requires a signed parent permission form.

### School Insurance

The school district is no longer providing student accident insurance. Parents wishing to purchase additional coverage may pick up an application from the middle school office. Athletes will be required to be covered by a group insurance policy and should plan accordingly. If you have your own insurance, you simply need to bring the insurance card or copy of the policy to the office and sign the insurance waiver form.

### School Records and Release

A permanent copy of courses taken, grades earned, attendance, and other basic information is maintained. No one is allowed use of these records without the permission described in the "School Records Release Information" section. While you are in school, your records are available to the professional staff of the district. If the place of residence of a student changes during the course of the year, you should report this to the office and give your new address, phone number, and the effective date of such change.

### School Passes

To be in the hallways during class time, students must have a pass. If the student needs to leave his/her classroom, they need to ask the teacher to sign a pass in the planner that is provided at the start of the school year. The teacher who the student wants to see must sign a pass prior to the time it is needed. Students excused from class are required to carry their planner during class hours.

**Misuse of passes will result in loss of pass privileges.**

### Posting Information

The bulletin boards will be used for posting information pertaining to school affairs or others, designated by our activity advisors or principal. Any announcement or poster must be approved by the office.

### School Dances

School organizations will sponsor special dances after school starting at 4:00 pm and ending by 7:00 pm. Only students attending Arcadia Middle School may attend. Students will not be allowed to re-enter school dances after they have once left the building.

### Transportation Policy for Co-Curricular Events

Students are required to ride school provided transportation to and from all co-curricular activities. If there is a conflict the parent must call the building principal to arrange transportation. A parent may take their child home if they contact the advisor or coach in person after the event.

## **Access to Building**

Students may be in the building starting at 7:30am. Students not involved in after school activities or programs are expected to leave the building by 3:40pm

## **Physical Education – Grades 6-8**

Students in physical education classes must have change of clothes and tennis shoes for class. Locks and lockers will be provided to store clothing.

## **Use of Photographs, Videos, or Other Student Information**

Throughout the school year, students may have their pictures taken or be videotaped during activities at school. These pictures will periodically be placed on our school website. We will not place student names, pictures, or samples of student work or biographical information on a website if the student's parent or guardian does not want it to appear on the website. The Arcadia School District will need a written notice of parental or guardian disapproval if the school cannot use a child's picture to be posted on the Arcadia School District website.

## **PBIS Expectations**

*Positive Behavior Interventions & Supports* (PBIS) is a process for creating a safer and more effective school. It focuses on improving a school's ability to teach and support positive behavior of all students. PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all. PBIS is a team based, systematic approach in consistently teaching behavioral expectations throughout the school. It is based on a proactive model which teaches the behaviors, positively reinforces and recognizes students who are able to model these behaviors, and has systems in place to support students who have a difficult time or may present with more challenging behaviors. PBIS supports the safety and success of ALL students.

### **Goals**

- 1.) Promote a safe and caring school
- 2.) Encourage positive student behavior
- 3.) Create common language and consistent practices in managing behavior
- 4.) Increase academic achievement.



## Technology Use Guidelines for Students

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The Arcadia School District provides technology resources for students for educational purposes in line with the district's educational goals. Adherence to the following guidelines is required per board policy 7540.03 for continued access to the district's technological resources. Use or access to district technology resources is a privilege, not a right, and inappropriate use may result in the cancellation of that privilege. Students must take personal responsibility for their behavior while using district technology resources.

### Technology Resources

The School District of Arcadia's technology resources (herein referred to as district technology) is defined to include all aspects of the district's technology equipment and services. This includes but is not limited to devices, printers, wireless access, video conferencing and servers as well as email, Internet, software and web-based applications, student files and folders, and all other technology related equipment and services.

Personal technology devices may be permitted in accord with the school's handbook and district policies. Personal technology includes, but is not limited to, hardware (laptops, ipads, Chromebooks, cell phones, iPods, mp3 players, , etc) or software (music, games, etc.). The School District of Arcadia is not responsible for the performance, loss or damage of personal devices.

### Student Responsibilities

The following are the student expectations while utilizing district technology, whether on or off campus:

- Use district technology for school-related, educational purposes only.
- Never damage or modify district technology. Any unauthorized, deliberate action which attempts to damage or disrupt district technology (including the willful introduction of "viruses", spam or similar) is prohibited.
- Do not employ the district technology for commercial purposes (i.e. to make money) or to make purchases.
- Never download or install any hardware or software unless authorized.
- Do not intentionally waste resources. (i.e. printing unnecessary information or web-streaming).
- Use of district technology within the classroom must be supervised by adult staff.
- Copyright laws and restrictions must be followed at all times. Users should assume that material is copyrighted unless explicitly noted. Do not use district technology to copy or duplicate copyrighted software, videos, music, etc. Do not plagiarize Internet resources and present them as your own work.
- Cyber bullying in any form is prohibited DISTRICT POLICY ON BULLYING. This includes, but not limited to, hate mail, harassing messages, chain letters, jokes or comments that may be discriminatory or offensive to others.
- The use of web-based proxy servers is prohibited.
- The use of district technology for illegal purposes is prohibited.

### Safety

- Do not trespass in others' folders, works or files; do not use another person's password, user name, or identity.
- Students should take privacy precautions to protect their personal information from being accessed. Students should never reveal personally identifiable information including, but not limited to, your name, school, telephone number, address, e-mail address, or photos.

### Personal Devices

- Use of personal mobile technology devices is a privilege, not a right, and inappropriate use may result in the cancellation of that privilege.
- The use of personal technology devices is permitted so long as it does not interfere with educational or employment responsibilities, violate state or federal law, or board policies.

## **Personal Devices (continued)**

Personal technology devices MAY be used during non-instruction times and locations as approved and designated by the building administrator. The use of personal technology devices while on District property or while a student is engaged in school-sponsored activities must follow the student expectations in this agreement.

### **Discipline**

Each violation will be considered with respect to the circumstances within which it occurred. The following sanctions will apply:

1. Violations may result in a limited or immediate total loss of rights to the District's technology resources.
2. Additional disciplinary action may be determined at the building level in line with the Student Handbook and the District's Code of Conduct. This may include suspension and recommendation for expulsion.
3. Violations involving threats, theft or damage to equipment or other resources may be reported to law enforcement.

Penalties will be administered based on the severity and frequency of the offense. Students have the right to due process following District policy.

### **Disclaimer**

All content created, sent, accessed or downloaded using any part of the district's technology is subject to the rules stated in this agreement. School administration may monitor and investigate electronic incidents even if they happen after hours and outside of school. As the administrators and owner's of the district technology, including email, the school administration reserves the right, if needed, and at its discretion, to remotely access, open, examine and/or delete electronic media that may violate this agreement.

The School District of Arcadia does not have control of the information on the Internet or incoming email. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the School District of Arcadia. While the district's intent is to make district technology available for educational goals and objectives, account holders will have the ability to access other materials as well. At the School District of Arcadia, we expect students to obey the Technology Use Agreement when using district technology. Students found in violation of the agreement and policies will be disciplined.

In addition, the district account holders (students) are to take full responsibility for their access to district technology and internet. Use of any information obtained via district technology is at the student's own risk. The School District of Arcadia makes no warranties of any kind, whether expressed or implied, for the district technology it is providing; nor does it take responsibility for

1. The content of any advice or information received by an account holder
2. The costs, liability or damages incurred as a result of access to school district technology and Internet; these damages may include, but are not limited to: loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by student error or omission.

This agreement exists in concert with all other existing building and district rules, guidelines, policies and procedures. Specific items not covered here may be addressed by other building or district rules, guidelines, policies or procedures at the discretion of the building principal/designees.

## Bell Schedules

# 2018-2019 AMS BELL SCHEDULE

## Regular Bell Schedule

Period	Start time	End time	Mins.
1	8:00	8:44	44
Breakfast/ Raider Time (5th & 6th)	8:44 8:58	8:56 9:28	12 30
Raider Time/ Breakfast (7th & 8th)	8:46 9:16	9:16 9:28	30 12
2	9:31	10:13	42
3	10:16	11:00	44
4	11:03	11:47	44
Lunch (7th & 8th)	11:47	12:17	30
5 (5th & 6th)	11:50	12:34	44
Lunch (5th & 6th)	12:34	1:04	30
5 (7th & 8th)	12:20	1:04	44
6	1:07	1:51	44
7	1:54	2:38	44
8	2:41	3:25	44

## PLC Wednesday's

Period	Start time	End time	Mins.
1	8:00	8:38	38
Breakfast/ Raider Time (5th & 6th)	8:38 8:52	8:50 9:12	12 20
Raider Time/ Breakfast (7th & 8th)	8:40 9:00	9:00 9:12	20 12
2	9:15	9:51	36
3	9:54	10:32	38
4	10:35	11:13	38
Lunch (7th & 8th)	11:13	11:43	30
5 (5th & 6th)	11:16	11:54	38
Lunch (5th & 6th)	11:54	12:24	30
5 (7th & 8th)	11:46	12:24	38
6	12:27	1:05	38
7	1:08	1:46	38
8	1:49	2:27	38
PLC	2:30	3:45	75
Staff Meeting*	3:15	4:45	90

\*Staff meetings are once a month per building and shorten PLC time.

## 2 Hour Delay

Period	Start Time	End Time	Mins.
<b>No 1st or 2nd Hours</b>			
Breakfast	10:00	10:13	13
3	10:16	11:00	44
4	11:03	11:47	44
Lunch (7th & 8th)	11:47	12:17	30
5 (5th & 6th)	11:50	12:34	44
Lunch (5th & 6th)	12:34	1:04	30
5 (7th & 8th)	12:20	1:04	44
6	1:07	1:51	44
7	1:54	2:38	44
8	2:41	3:25	44

## School Board Policy

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All rules or guidelines not addressed in this handbook will be followed according to school board policy. Reference to the Arcadia School District policies can be found at [www.arcadia.k12.wi.us](http://www.arcadia.k12.wi.us)

The following policies need to be referenced in the handbook:

### Policy

Asbestos Abatement	Policy 8431.01
Student Drug Prevention	Policy 5530
Aggressive Behavior	Policy 5517.01
Student Code of Conduct	Policy 5500, 5511, 5600
Student Records	Policy 8330

FERPA-(Federal Education Rights and Privacy Act and Protection of Pupil Rights Amendment)-The district administrator of the Arcadia School District is the contact person for anyone who feels their rights under this amendment have been violated. The address and phone numbers is:

756 Raider Drive  
Arcadia, WI 54612  
(608) 323-3315

Civil Rights Compliant Officer-The district administrator is also the contact for our district if you have a complaint or concern in this area. The contact information is the same address and phone number as stated above.

## Signature Sheets

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Please sign and return the signature sheet (next page) to the Arcadia Middle School Office.

### Handbook Agreement

I, \_\_\_\_\_, ( print student name) have read and acknowledge receipt of the Arcadia Middle School Handbook for the school year 2017-18.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

### Technology Agreement

**I have received a copy of, read and understand** the School District of Arcadia’s “Technology Use Guidelines for Students”, a copy of which is available at [www.arcadia.k12.wi.us/technology/](http://www.arcadia.k12.wi.us/technology/). (included in AMS Handbook)

**I understand** that additional policies, rules, regulations, and/or guidelines may be added from time to time and that they become a part of this agreement.

**I understand** that building rules as stated in the building handbook supersede these Technology Use Guidelines for Students; Technology rules from the building handbooks are also available at [www.arcadia.k12.wi.us/technology/](http://www.arcadia.k12.wi.us/technology/).

**I understand** that this child may be disciplined for inappropriate or unacceptable use of technology.

**I understand** the School District of Arcadia does everything possible to filter and restrict access to inappropriate material and I understand that it is impossible for the School District of Arcadia to filter or restrict access to all inappropriate materials. I will not hold the District responsible for inappropriate or unacceptable materials this child may acquire while using the District’s technology.

**I understand** that inappropriate or illegal use of technology by this child could result in civil or criminal lawsuits.

**I hereby release** the District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from this child’s use of, or inability to use, the electronic network. This includes, but is not limited to, claims that may arise from the unauthorized use of the network components.

**As parent or guardian, with your signature, you do hereby consent to allow** for this child to access all components of the District’s technology which includes internet access, computer services, videoconferencing, computer and related equipment for educational purposes. It is understood that this child will be expected to firmly adhere to these policies, rules, regulations, and/or guidelines.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Name  
(printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Name  
(printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade