

Ozaukee Middle School

2022-2023

Student Handbook

Office Hours 7:00am – 3:30pm
401 Highland Drive, Fredonia WI 53021
262-692-2463 / 262-692-2313 fax
www.nosd.edu

"The Northern Ozaukee School District does not discriminate on the basis of sex, race, color, national origin, ancestry, creed, religion, age, pregnancy, marital/parental status, sexual orientation, or physical, mental, emotional or learning disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups."(per NOSD policy)

***** Policies and procedures listed are subject to change without notice according to revise Board policy or State law. *****

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OMS MISSION, VISION, CORE VALUES & STRATEGIC GOALS MISSION (our core purpose)

MISSION

Educate young men and women to develop strong character and prepare them for the future

VISION (our future)

To pursue excellence at the Middle School level:

1. Educators and students will take personal ownership for all students' learning.
2. Educators will establish essential learning and instruction based on educational research and Best Practice.
3. Students will become knowledgeable, confident, and resourceful individuals.
4. Educators will provide students with an integrated curriculum and opportunity to explore curricula in depth.
5. Educators will provide a variety of opportunities for students, families, and community members to become invested in a school-wide community.

CORE VALUES (drives our words and actions)

RESPECT – Treat others as you want to be treated

RESPONSIBILITY – Take ownership of your actions

INTEGRITY – Live up to your word

CITIZENSHIP – Strive to improve our community and our school

HONESTY – Tell the truth

TEAMWORK – Help each other be successful

STRATEGIC GOALS (moves us toward our vision)

1. CULTURE OF INTEGRITY AND HIGH EXPECTATIONS -Students will develop a strong sense of character and self-discipline.
2. EFFICIENT AND EFFECTIVE USE OF RESOURCES-The district will provide technology resources to all students and assist in their appropriate use.
3. ACADEMIC EXCELLENCE-Teachers will continuously develop their curriculum to provide authentic, meaningful learning experiences that meet district, state and/or federal standards.
4. COMMUNITY AND SCHOOL PRIDE-Students, faculty, families and community members will help keep our facilities well maintained, safe, and up to date.

OMS AGENDA BOOKS

The agenda book is an organizational tool for our students. We appreciate it when parents/guardians check their student's agenda book for homework and late work reminders. If a parent needs to communicate with a teacher, they can also use the agenda book. Students may be expected to write all assignments and any infractions received in their agenda book. Students are given an agenda book on the first day of school. If another agenda book is needed, a fee of \$8 will be assessed.

OMS STUDENT ID's

Students will be issued a school identification card. The card is used to show the student is in good standing and can attend incentive activities, as well as dance. If another ID is needed, a \$5 fee will be assessed and certain privileges will be suspended until the new ID is received.

DAILY SCHEDULE

Please do not drop your child off before 7:00 am. Parents should exit the building (unless in a scheduled meeting) at 7:30 am so students and staff can begin classes and other duties.

Classes meet during the regular daily schedule from 7:30 am to 2:45 pm. Every Wednesday is an early release day, where students are excused at 1:55 pm. Co-curricular activities do not begin until 3:30 on early release days, since faculty and staff will be utilizing this time for professional development training. All students without supervision are required to exit the building and may return when supervision begins.

Regular	Schedule		Early Release
Period	Time	Period	Time
1	7:30 - 8:10	1	7:30 - 8:10
2	8:15 - 9:00	2	8:15 - 9:00
3	9:05 - 9:45	3	9:05 - 9:45
4	9:50 - 10:30	4	9:50 - 10:30
Recess	10:30 - 10:40	Recess	10:30 - 10:40
Lunch	10:40 - 11:00	Lunch	10:40 - 11:00
5	11:05 - 11:45	5	11:05 - 11:45
6	11:50 - 12:30	6	11:50 - 12:25
7	12:35 - 1:15	7	12:30 - 1:10
8	1:20 - 2:00	8	1:15 - 1:55
Homeroom	2:05 - 2:45		

***Note: Class schedule is subject to change*

EMERGENCY SITUATIONS (Refer to NOSD Policy)

It is the responsibility of the student(s) to listen carefully and follow any directions given by the adult in charge in an emergency situation. The emergency procedures are reviewed with students at the beginning of each school year. For a copy of the Northern Ozaukee School District – Crisis Response Handbook, contact the middle school office.

Fire: Exit the building in the prescribed manner from your location.

Tornado: Move to assigned safe prescribed locations in the building from your location.

Stay Put Response: Classroom doors are closed and locked. Classroom activities may continue as scheduled.

Lockdown: Classroom doors are locked, lights are off, and it is QUIET in each classroom.

Enhanced lockdown: Barricade the door and have something ready to throw. (include Lockdown)

FEES (Refer to NOSD Policy)

Fee Waiver requests must be presented in writing to the building principal. Extra-curricular (including athletics) Fee waiver requests in general will not be considered.

“THE WARRIOR WAY”

Ozaukee Middle School has simplified the District Character Traits into concise and easy to understand behavioral expectations for all students in various situations. The Warrior Way is our constant reminder to maintain positive interactions and continually strive to improve upon our behaviors.

We believe by focusing on these behaviors Ozaukee Middle School will be an ideal community for learning and growth. We encourage all stakeholders to join us in demonstrating the Warrior Way.

Be...	<i>RESPONSIBLE</i>	<i>RESPECTFUL</i>	<i>READY TO LEARN</i>
Classroom	Be on Time Be Prepared Turn in Assignments Obey Classroom Rules Obey Teacher Directives Leave Area Neat & Tidy	Be Attentive Appropriately Respond When Asked Engage in Class Activities Use Appropriate Language Keep Hands and Feet to Self	Do the Best by AREA to be <u>A</u> ctive <u>R</u> esponsive <u>E</u> ngaged <u>A</u> ppropriate Study for Assessment Complete Homework on Time
Hallways	Be in Assigned Area Be Timely Be Safe Keep Locker Area Clean	Keep to the Right Keep Moving Keep Hands and Feet to Self Use Appropriate Language	Be Timely Be Prompt
Cafeteria	Put Away Tray Clear Table Throw Trash Away	Wait in Line Use Appropriate Vocal Tone Keep Hands and Feet to Self	Choose Healthy Foods that will Provide Energy and Focus
Activities & Assemblies	Participate in a Positive Manner Take Own Belongings When Leaving	Show School Spirit Display Sportsmanship Give Speaker Undivided Attention Respond Appropriately	Sit in Designated Area Demonstrate Sportsmanship Be Attentive
Bus Parking Parking Lot	Be on Time Drive Safely Park in Designated Area Arrive Promptly for Bus Pickup	Watch for Pedestrians Follow Bus Driver Directions Remain in Assigned Bus Seat Keep Hands and Feet to Self	Know and Follow Bus Riders Rules Know and Follow Traffic Laws
Restroom	Be Timely Wash Hands Maintain an Electronics-Free Zone Maintain a Drug and Alcohol-Free Zone	Keep Area Neat, Tidy, and Free of Graffiti Place all Trash in Trash Cans Respect the Privacy of Others Use Appropriate Language	Proceed to Class as Quickly as Possible

*****Policies and procedures listed are subject to change without notice according to revised Board policy or State law. ****

ATTENDANCE

Reporting Absences

A parent/guardian must contact the middle school office (692-2463) when their child (ren) is absent from school. The contact must be made the day of the absence (a message can be left if calling outside of school hours). Contact beyond the day of the absence may cause your child (ren) unexcused absence. The reason for the absence should be stated as well as the expected duration of the absence. For absences three (3) days or longer, a doctor's excuse is required. For your child's safety, non-reported absences may be followed up by a call home.

Compulsory Attendance Laws - Students must be in school full time until the end of the semester they become 18, or until they have graduated.

School Attendance Officer - The principal or the principal's designee shall deal with all matters relating to school attendance as defined by Board Policy. The building principal or designee shall determine daily which pupils enrolled in the school are absent from school, and whether that absence is excused.

Excused Absences - Parents may excuse students for a maximum of five (5) absences each "semester" (two terms) for any reason. A student incurs an absence when he/she misses all or any part of a regularly scheduled school day. A partial day is defined as one class period. Neither school sponsored activities nor absences with professional documentation (note from doctor, dentist, etc.) are considered absences. Additional absences may be excused at the discretion of the administration. The student and parent will receive written notification that the student has reached three (3) and five (5) absences as a communication tool; any additional absences may be considered unexcused and will be dealt with under the school discipline policy and state truancy laws. Unexcused absences will deduct from the 5 per term.

Unexcused Absence - A detention will be issued for each unexcused period and is expected to be made up immediately upon the student's return to school. Students must be allowed to complete all major tests or projects missed during unexcused absences.

Anticipated Absence - When students know they will be absent for more than part of a day, they must:
Pick up an Advanced Absence form from the middle school office (also available on school website). Have teachers sign the Advanced Absence form for each hour they will be missing; Have the Advanced Absence form signed by a parent/guardian;
Turn in the completed Advanced Absence form to the office at least 48 hours prior to the absence;
Complete all make-up work as indicated by the teachers.

Habitual Truancy - It is defined as the student being absent from school without an acceptable excuse for part of or all of five (5) or more days on which school is held during a school semester (two terms). Fredonia Village Ordinance states: "No child enrolled in a school located within the Village shall be habitually truant". Students who are habitually truant are subject to citations with monetary fines as well as parent/guardians of the student for contributing to truancy. In addition, truancy will also bring school discipline. The Northern Ozaukee School District Truancy Plan requires parents or guardians to be notified of their child's habitual truancy.

Habitual Truancy (continued)

This notification must include the following:

- A statement of the parent's or guardian's responsibility to cause the child to attend school regularly.
- A request that the parent or guardian meet with the appropriate school personnel to discuss the child's truancy. The date for this meeting must be within five (5) school days after the notice is sent. This date may be extended for five (5) school days with the consent of the parent or guardian. If this meeting is not held within ten (10) school days after the notice is sent, the parent or guardian may be prosecuted for failing to cause the child to attend school regularly and municipal or juvenile court proceedings relating to the child may be initiated without this meeting.
- A statement of the penalties that may be imposed on the parent or guardian if they fail to cause the child to attend school regularly.

Tardiness - Tardiness interferes with instruction and student learning. Students are expected to be on time for classes. Attendance and tardy information becomes a part of a student's permanent record. Students that arrive late to school must report directly to the office to record attendance in school. Students arriving more than fifteen (15) minutes after the designated start time of school will be considered an unexcused absence from their first period class. Students arriving more than five (5) minutes late to all other scheduled class periods will be considered an unexcused absence from those classes (please refer to Unexcused Absences policy).

After three tardies in a term, all tardies will be considered unexcused and result in the appropriate Honor Level consequence.

When you are tardy you must have your agenda book signed before you go to class. If you are tardy between classes you should report directly to class. Your classroom teacher will decide on the validity of the reason for the delay. He/she may issue you an infraction for being late.

MEDICATION & HEALTH GUIDELINES

ILLNESS OR INJURY

Report all injuries to your teacher and the office. The following procedures are to be followed in the event you become ill or injured during the school day and are unable to attend your classes:

- Report to the office. If you have left your classroom, you must have a pass from the teacher, or he/she should call the office.
- Your parents will be informed of a serious illness or injury and absence from class when it occurs.

PRESCRIPTION MEDICATION

Prescription medications will be administered in school after the following guidelines have been met:

- Parents will arrange for medication to be administered at home if possible.
- Parents must hand-deliver prescribed medication to the school office. If personal delivery of medication by a parent is not possible, the prescription may be delivered by an adult designated by the parent. The medication will be counted by school staff in the presence of the delivering adult.
- Written consent by the prescribing practitioner and the parent must be on file. No prescription medication will be administered by school personnel unless the Authorization for Prescription

Medication form is completed with the following:

1. Name of medication
2. Dosage to be given
3. Time to be given (not morning or a.m., must have specific time such as 8:00 a.m.)
4. Signature of parent/guardian signature of prescribing practitioner
(Medication must be delivered in a pharmacy labeled container).
5. Labels must have the following information printed on the label:
6. Child's full name
7. Name of drug and dosage
8. Time to be given (not morning or a.m., must have specific time such as 8:00 a.m.)
9. Prescribing practitioner's name

Parents must arrange to pick up any remaining medication from school at the end of the year, or if a medication changes.

Parents must inform the school nurse or building principal of any changes in the student's condition, diagnosis, or change in medication. Herbal or alternative medications are generally not dispensed in school. However, they may be dispensed following the prescription medication guidelines.

OVER-THE-COUNTER MEDICATION

Over-the-counter (non-prescription) medication can be administered at school with OTC permission consent form on file with the school. Over-the-counter medication must be brought to school in its original manufacturer package and can only be administered in the recommended dosage. If dosing exceeds the recommended dosing then a health care practitioner's consent is required.

SELF-CARRY MEDICATION (Inhalers/Epi-pens)

Students in grades K-12 may self-carry independently if the Self Carry Medication Form is received from the prescribing practitioner and parent/guardian. The medication consent form must be completed indicating the student's level of independence. When a student is not deemed independent, the inhaler will be kept in a secure place by the classroom teacher/staff, taking into consideration the need for emergency access to the medication.

STUDENTS HEALTH GUIDELINES

Students should stay home when they have:

Fever – greater than 100.4° F. Return to school 24 hours after fever has resolved without the use of fever reducing medication (Tylenol, Ibuprofen). Vomiting and/or diarrhea – Return 24 hours after the last occurrence. Rash – with fever or that is open and draining. Contagious Disease ("strep" throat, impetigo, bacterial pink eye) - Return 24 hours after antibiotic treatment has started. Nuisance Diseases (head lice, scabies, ringworm) – Return after treatment has started.

If a child has a communicable disease/condition, the parent/guardian must notify the school office (nurse or secretary). After the child has been isolated or has received treatment for the necessary period of time (not less than 24 hours) they may return to school without any special permission from the health practitioner. In certain circumstances, the principal or designee, in consultation with the school nurse, may determine when a student who has been excused from school attendance may be readmitted.

Injuries – All injuries, even of a minor nature, must be reported to the office by the injured person or an adult supervisor as soon as possible, but not later than the end of the next regular school day.

IMMUNIZATION REQUIREMENTS

Wisconsin stats s.252.04 requires students through grade 12 to be immunized according to their age/grade requirements by the 30th day of the school year. Schools are required to keep student immunization records and review annually the immunization law. When a student does not meet the requirements of the law parents/guardians are notified by Legal Notice. If a student is unable to receive immunization for medical, religious or personal conviction reasons a waiver must be signed and given to the school.

Student Insurance Coverage – The school district does not provide student insurance coverage for accidents or injuries that occur during the school day. You may purchase individual coverage through the school for those injuries, or may use your family health insurance. No claims will be paid by the school district.

INTERVIEWS AND SEARCHES BY SCHOOL PERSONNEL (Refer to NOSD Policy)

Occasionally, administration may find it necessary to call the Police Department for assistance in handling a student who is out of control or has broken a law. Law enforcement may search your locker if they have a warrant or “reasonable suspicion” that you have unlawful items in your locker.

Police are permitted to interview you in school without your parent’s consent. However, law enforcement will inform them of the interview. You have the same rights you would have outside of the school.

You may remain silent if you so desire, but have the responsibility to cooperate with police.

An officer of the law may take you from the school only if the officer has a subpoena, a warrant for arrest, or an order for civil arrest. Administration may notify your parent(s)/guardian that you are being removed from school.

LOCKERS AND PROPERTY (Refer to NOSD Policy)

Lockers – A locker is assigned to each student at the beginning of each school year. Locks are issued when students enter middle school and will be collected at the end of the year for safe-keeping.

Do not share your combination with anyone, even your best friend. Do not share lockers, and make sure your lock is on all the time. Do not put your lock in your locker or set the combination to the last number.

Students who do not lock their lockers will receive an infraction: If you lose the lock a replacement lock will cost \$8.00. If valuable items must be brought to school, bring them to the office for safe-keeping. Any item that can be considered dangerous or may constitute a threat to the health and safety of students should not be brought into the school or put in any locker in the middle school building. The middle school administration reserves the right to open and search any locker at any time for these items. Students using personal locks will have the locks removed at any time according to the discretion of the administration.

Graffiti: It is a student’s responsibility to keep their locker clean. Tape is not allowed in lockers; magnets and sticky putty are suggested. Even if you are not responsible for writing on your locker, it is your responsibility to clean it off. Please report any vandalism to the middle office as soon as possible.

Locker Search by School Personnel: School lockers are the property of the Northern Ozaukee School District and are provided for the convenience of students. Students should not share lockers with friends and should not let others know their combinations. At no time does the Northern Ozaukee School District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. If your locker is damaged in any way during the school year, report this damage immediately to the office.

If damage is not reported, the student to whom the locker was assigned will be held accountable. Students should not put anything in their locker or carry anything in their possession that they would not want the police to know about. Discovery of illegal materials may result in suspension and/or referral to appropriate authorities.

DRESS AND GROOMING (Refer to NOSD Policy)

The school environment is not the appropriate place to be concerned about the latest “fashion” statements. The school environment is focused on learning. Therefore, some dress that is acceptable outside of school may not be appropriate for the school setting.

Clothing displaying messages that may be offensive or embarrassing (pictures/words of profanity, sexual references) to any student or staff member, is infringing on their right to a safe, comfortable environment conducive to learning, are prohibited. Shirts that advertise firearms, alcohol, tobacco, or any other drugs will not be allowed in school.

Students must be fully dressed at all times, including shoes. Additionally, undergarments must be covered. Garments that expose the midriff or bare shoulders, crop tops, tank tops and t-shirts with no sleeves, cut offs and extremely short shorts, are deemed inappropriate for a school environment. Pants that do not stay up on the waist and expose undergarments are not acceptable dress.

Any student dress that is disruptive to the educational environment or makes any school stakeholder uncomfortable, as determined by the administration and/or staff, will require students to remedy the clothing situation immediately. Failure to remedy the situation immediately will be considered insubordination with appropriate consequences including an out of school suspension.

If necessary, the student will be asked to go home to change attire and the time away from school will count as an unexcused absence. In addition, students will not be allowed to wear any head coverings during the school day including hats, bandanas, or hoods. Students are expected to wear footwear at all times.

ANTI-BULLYING POLICY, REPORTING

The NOSD Board of Education supports an educational environment that is free of harassment of any form. Students, employees and visitors are prohibited from engaging in any form of harassment or intimidation, either actual or threatened, toward students. It is the responsibility of administrators, staff members, and all students to prevent harassment from occurring.

Harassment means any action designed to insult, degrade, or stereotype any person or group because of sex, sexual orientation, race, national origin, ancestry, color, creed, religion, pregnancy, marital or parental status, or physical, mental, emotional or learning disability.

Procedure for reporting: Students who believe they have been subjected to harassment or any parent(s)/guardian(s) who believe their student has been subjected to harassment should report the incident(s) to the building principal/designee. Employees shall report observed incidents of harassment to the administration. Third party witnesses are strongly urged to report observed incidents of harassment to the administration. Every effort will be made, when requested, to maintain the confidentiality of witness identity unless the witness is requested to testify in a hearing.

STUDENT ANTI-HARASSMENT POLICY

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board. District Compliance Officers

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Characteristics that:

places a student in reasonable fear of harm to his/her person or damage to his/her property;
has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or has the effect of substantially disrupting the orderly operation of a school.

Reporting procedures are as follows:

1. Any student who believes s/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employee.
2. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or District Administrator.
3. Teachers, administrators, and other school officials who have knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the Compliance Officer and the building principal or District Administrator.
4. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employee.
5. The reporting party or complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
6. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal shall be advised to designate both a male and a female Complaint Coordinator for receiving reports of harassment prohibited by this policy. At least one (1) Complaint Coordinator or other individual shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

STUDENT MISCONDUCT

The school board has adopted policies about the conduct they expect from students and conduct they will not accept. Honor Level lists most of the acceptable behavior expected by the school board. You are expected to use appropriate language and not use gestures that are inappropriate. You are expected to act in a safe manner; come to school and class on time; and respect materials, other students, and adults. If your behavior prevents others from learning, consequences will occur through Honor Level or administrative action. If you behave in this way, the school board has given us the authority to remove you from class and decide on a different placement other than the regular class.

Any student at Ozaukee Middle School should feel safe and not harassed or intimidated. You are expected to act and speak respectfully to everyone. Racial comments, sexual comments, and/or drawings or gestures will not be tolerated. Hazing or humiliating, intimidating, or threatening another student emotionally or physically could result in a loss of privileges, suspension, law enforcement involvement, and/or a referral to the school board for disciplinary action. If you violate this rule, your parents and the proper authorities will be notified immediately.

PARENT-TEACHER CONFERENCES

Conferences are a mutual responsibility of the student, parent/guardian and teacher. When students, parents and teachers work together, the potential success of each individual student increases dramatically. Conferences will be scheduled during the school year, see calendar for specific dates. Parents and teachers are encouraged to have conferences as needed. Many times this may be in the form of a telephone call or through email. Parents should not hesitate to call or email the school (specifically the teacher) for information concerning student progress.

HONOR LEVEL

Honor Level - Honor Level is the expectations we have of responsible, courteous student behavior. In every situation, you have choices to make – to do what is right or not. Sometimes, students need a reminder or guidance to make the responsible choice. With Honor Level, you always have a chance to change inappropriate behavior. After 14 days from your latest infraction(s), you start with a “clean slate.” The first one-point organization infraction per trimester will not be entered into the system. Your infractions are recorded in a computer program.

The computer keeps track of the number and kind of infractions you receive and the consequences you owe. The system has four levels.

Honor Level One - Students have received no more than 2 infraction points in the last 14 calendar days. Honor Level One students may participate in all school privileges and incentives or other activities. Students must have attended school the day of the incentive to participate in it.

Honor Level Two- Students have up to 10 infraction points in the last 14 calendar days. Students on Honor Level Two have all of the regular privileges in school; however, may not participate in any of the incentive activities. They may attend regular school activities, extra-curricular events, field trips, and assemblies.

Honor Level Three - Students have accumulated between 11 and 20 infraction points in the last 14 calendar days. Students on Honor Level Three may not participate in extra-curricular activities including incentives or activity nights. If a student is on an athletic team, they may practice with the team, but not play in the game. They may or may not be allowed to attend field trips and assemblies, at the discretion of teachers.

Honor Level Four - Students have accumulated 21 infraction points in the last 14 calendar days. Students on Honor Level Four may not participate in extracurricular activities including incentives or activity nights. If a student is on an athletic team, they may not practice with the team or play in the game. They will not be allowed to attend field trips or assemblies.

HONOR LEVEL EXPECTATIONS

ORGANIZATION EXPECTATIONS – ONE POINT

- A. Arrive to school and class on time
- B. Come prepared to class
 - Materials, Homework
 - Reading book (SSR)
 - Agenda notebook
- C. Return materials from home
- D. Chromebook charged

SCHOOL AND CLASSROOM RULES – THREE POINTS

- E. Move and act in a safe manner while on the campus
- F. Follow directions and school and classroom rules
- G. Follow lunchtime / after school procedures and expectations
- H. Come to school and class on time (repeatedly tardy)

RESPECT, COURTESY & KINDNESS - FIVE POINTS

- I. Use appropriate language
- J. Treat property with respect
- K. Treat peers with respect, courtesy, and kindness
- L. Treat adults with respect, courtesy, and kindness
- M. Settle conflict appropriately
- N. Use electronic devices appropriately
- O. No Show After School / Detention / Recess

Honor Level is determined daily according to the student discipline record for the last 14 days. Students who have received an infraction will have their parents/guardians notified by the teacher and will be confirmed with the student the next school day. Students are also notified the day they return to Honor Level One. Students on Honor Level Three and Honor Level Four confer with the principal/designee to identify areas of concern and create a plan for improvement. Parents may be requested to participate in this meeting prior to the student 14 day reset period beginning.

If a student believes an infraction was given without cause, they may appeal it to the individual from whom it was given. They may do so on their own or with the principal. The infraction may be removed only by the person who issued it, or it will remain.

Progressive Stages of Consequences

This program uses several stages of consequences. As a student moves from level to level, the disciplinary action taken by the school becomes more serious. Students are responsible to report to the assigned consequence. If they fail to report to the assigned consequence, the student receives five points and is assigned the next level of consequence. Parents may request an Honor Level report at any time by contacting the middle school office.

Infraction	Consequence
First infraction	10- minute recess detention
Second infraction	15- minute lunch detention
Third infraction	Recess and Lunch detention
Fourth infraction	3 -Recess and Lunch detentions

Fifth infraction	1 day in-school suspension
Sixth infraction	2 days in-school suspension
Subsequent infractions	Administrative Action

Students, who report to lunch detentions, will bring their lunch with them. Students who have earned in-school suspensions must complete all of their assigned schoolwork for the day while they are in suspension unless directed otherwise by administration.

There may be instances where administrative action is necessary. In these cases, administrative action supersedes the Honor Level.

OMS ACTIVITY CODE

If you are in any activities at school, including school-sponsored sports, you must follow the activity code and consequences will carry over to the next school year.

Training Rules

No use or possession of tobacco/nicotine in any form. No use or possession of alcoholic beverages, athletic supplements, shakes, bars, performance drinks, look alike products or other non-prescription controlled substances.

General conduct in and out of school shall be such as to bring no discredit to the student, their parents, school, or team.

Students must travel to and from out-of-town contests with the team except by parent permission.

Students who are on Honor Level 3 are eligible to practice with the team but not to play in a game.

Students on Honor Level 4 may not practice with the team or play in the game. Students on Honor Level 3 or Honor Level 4 will not be allowed at after school activities including athletic events.

Violations

Training rule violations must be reported in writing to the principal, athletic director, or advisor within one month of the violation. The written report should indicate the nature, date, and time (if appropriate) of the violation, and should be signed by the person reporting the violation.

Information from law enforcement authorities shall be accepted at any time. The accuser shall be willing to appear before the accused if requested to do so by the athletic director or principal.

The principal, athletic director or advisor shall investigate any reported violation. Any investigation shall include an opportunity for the accused student to respond to the principal concerning the alleged charge prior to any disciplinary action.

The principal will determine whether the violation report warrants disciplinary action and will inform the student of any penalty assessed.

Penalties

Training rules 1 and 2, first offense: Two-game/activity suspension and, if involving alcohol or other drugs, enrollment in the SAIL (Secondary Alcohol Intervention Linkage) program is mandatory.

Training rules 3 and 4: Penalty for violation of rules 3 and 4 shall be determined by the head coach, advisor, principal, and the athletic director, and may include removal from the team or activity group.

Subsequent offense(s):

A second offense will result in doubling of the penalty listed under the first offense, plus participation in an AODA program or continuing support group.

A third offense will result in suspension from extracurricular activities for one full calendar year.

Attendance

In order to participate in a game or practice, an athlete must be in school during the entire school day, unless a medical excuse is provided. Any detentions or similar behavioral consequences must be served before participating in the extra - curricular activity for that given day.

Extra - Curricular Activity Council**Appeal Process**

The student and/or parent or legal guardian may file an appeal in writing within five (5) school days of the date of receipt of the notice of the consequences from the District. The building principal shall schedule an appeal hearing to be held as soon as practical. The appeal shall be heard by an appeals committee designated by the principal, which shall consist of three faculty members who do not represent the program(s) in which the student participates.

A ruling by the appeals committee shall be announced orally at the conclusion of the hearing, and confirmed in writing to the student and parent or legal guardian.

The student and/or parent or legal guardian may file an appeal in writing within five (5) school days of the appeals committee's decision to the District Administrator. The District Administrator will render a final decision within five (5) school days.

Scholastic Eligibility

Students have a responsibility to demonstrate proficiency as a student and as a member of the Ozaukee Middle School community.

Students must be at least at the Basic (terminology may change) grade level standards and have all assignments, tests, and projects completed in order to participate in extracurricular activities.

Exceptions can only be made if the teacher indicates in writing that enough effort is being made to warrant participation. The athletic director obtains teacher signatures directly from the teaching staff on a weekly basis. If this criteria is not met, the student forfeits his/her opportunity to participate in any of the sporting event games or extra - curricular activities for that given week; however, the student will be afforded the opportunity to continue practicing with the squad or group for that given week.

SCHOOL ACTIVITY NIGHTS

Student activity nights are set throughout the school year for students to enjoy. Sixth, seventh and eighth grade activity nights will be held from 5:00 to 7:00pm. Activities require teacher/staff and parent supervision. Activity nights may be scheduled two weeks in advance.

You may participate in the activity only if you have attended school the entire day. You must also be on Honor Level 1.

Only students from Ozaukee Middle School may attend these evenings unless written approval from the principal is given.

Student & Fan Expectations at Extracurricular Events

- Stay in the designated activity area. During athletic events, this is the gym.
- During activity nights, it may be the gym and/or designated rooms.
- Food and beverages are not allowed in the gym. Throw away your trash.
- Students may go to their lockers on the way out of the building on their way home.
- Once you have left the building, you are not permitted back in, and your parents/guardians will be called.
- Arrange a ride home immediately following the events: athletic events by 6:15p.m. and activity nights by 7:00pm.
- Speak respectfully, without vulgar language and unnecessary yelling and screaming.
- Use good sportsmanship. Support your team without criticizing the other team.
- Treat everyone with courtesy, respect and dignity.
- NO “horseplay” be safe and responsible.

Bullying, whether it is physical, sexual or verbal WILL NOT BE TOLERATED.

PERSONAL ELECTRONIC DEVICES (Refer to NOSD Policy)

Students may use electronic devices including, but not limited to, cell phones, iPod or MP3, etc. before school, after school, or with the permission of staff members. Parents, please refrain from texting and calling your child during the school day.

If you have an emergency please contact them through the school phone. Phone calls should be made in the OMS office with either personal device or school phone.

Each classroom has a designated place for electronic devices. Students should turn off and place technology where the teachers designate it as acceptable.

Students are not allowed to take pictures or videos of peers without permission from staff.

If the electronic device is used by a student without administrative and/or staff approval, the student will be asked to hand over the device to the administration and/or staff member and the device will be kept in the middle school office for the remainder of the school day for the first offense at which time it will be returned to the student at the end of the school day.

Students who use their cell phone to harass others will not be allowed to bring a phone to school.

If he/she violates this expectation, an out of school suspension will result in insubordination.

Upon the second offense, the device will be turned into the office and kept secured in the middle school office for up to 5 days at which time it will be returned to the student or it will be returned to the parent/guardian immediately if the parent/guardian personally comes to the school to pick it up.

In addition, the student may be assigned disciplinary consequences for insubordination.

A third offense will result in the electronic device being confiscated and kept in the middle school office and returned only to the parent/guardian.

In addition, the student may be required to turn his or her cell phone into the office immediately at the beginning of the school day for a time to be determined by the administration to be picked up at the end of the school day OR a written letter from the parent stating the student is no longer in possession of the phone during school hours over this time period.

In addition, students may be assigned disciplinary consequences as determined appropriate by the administration/designee.

Students are strongly encouraged to keep electronic devices in their locker, or home to avoid these consequences.

Failure to follow the cell phone policy will result in:

Confiscation of cell phones by staff. Staff will turn the phone over to administration as soon as possible.

Students refusing to turn over cell phones to staff or administration may be out of school suspended immediately for up to 3 school days.

The district will not be responsible for lost or broken phones.

These policies include any technology that may be used for texting

SCHOOL OWNED TECHNOLOGY (Refer to NOSD Policy)

Ozaukee Middle School has many pieces of technology available for student use. Some items such as student issued chromebook (with charging cord) and google suite are directly linked to an individual student. Students are responsible for all technology assigned to them.

Within the first two weeks students will be issued a chromebook (providing parent and student have signed and returned the chromebook agreement).

Some Responsibilities regarding student issued technology.

- Don't share your password with anyone
- Keep your chromebook charged and in good working order
- If technology is not working properly please turn in to help desk (located in OMS/OHS library)
- If damage occurs, let the office know immediately (damage will result in fines)
- If you forgot, lost or didn't charge your chromebook, there are loaners you can check out from the library.

****Students will not use technology to bully or harass.****

The Northern Ozaukee School District uses GoGuardian and IBoSS to monitor electronic history.

Disciplinary action will occur if a student is found to have inappropriately used the technology (ex. searches, youtube, email/messaging...)

Discipline Action may include:

1. 1-4 week technology probation
2. Loss of opportunity for home use
3. Loss of personal chromebook (library loaner available)
4. Paper Only - No technology available
5. Honor Level Infraction
6. Suspension
7. Expulsion

The Family is responsible for any lost or stolen devices. Parents and students are required to read and sign this policy before a student is issued a chromebook. More detailed information can be found in the Northern Ozaukee Acceptable Use Policy.

FOOD SERVICE

SCHOOL LUNCH PROGRAM (Per Board policy)

The Board of education has provided facilities for the preparation and sale of lunches for all of the schools. The school lunch program shall be available to all students of NOSD. The program will include the organization and facilities for students to bring a lunch or purchase a hot lunch through the state/federally supported lunch program. All food will be prepared and distributed from the central kitchen located in the cafeteria by Taher Food Service. In addition to serving as the main preparation kitchen for the district, it is the designated receiving station for all federal foods. Applications for free or reduced meals are provided by the district through the Department of Public Instruction rules and regulation

DEBIT BREAKFAST/LUNCH PROGRAM

The Northern Ozaukee School District uses a family-based debit account system. Family lunch account deposits are accepted and entered by the Food Service Department or may be made online on the NOSD website under the Food Service tab. Students that participate in the hot lunch program should follow these procedures:

- Payments can be placed in the deposit box, which is available outside the commons area. Be sure to have the student names and family name on the envelope that you turn in. Checks should be made payable to **Northern Ozaukee School District**
- A family will be permitted to deplete the breakfast/ lunch account to a negative \$5.00 balance.
- Peanut butter and jelly sandwiches will be offered to students whose balances are negative below an acceptable level.
- Any graduating seniors will have their food service balance transferred to another sibling if they attend a lower grade level. If the senior is the last school aged child in the family, a refund will be sent to the family if the food service balance is greater than \$5.00, a refund will not be provided unless requested and the funds will be deposited into an angel fund to help cover debts balances of families in need.
- If a student leaves the district, a request to refund the balance is required by the family to the district office.
- Families who are free or reduced, please note that if your child decides not to participate in the program and brings cold lunch, milk will cost \$.40 per carton. Please send money along that day or deposit money into the lunch account.

COMMUNICATION

Northern Ozaukee Middle School communicates the weekly bulletin through our MS Weekly Up-Date.

This is emailed through Skylert and posted on the website. It will provide information about the week to come as well as some community information.

The Northern Ozaukee Schools communicate through our website www.nosd.edu. The website contains a number of links to other useful electronic communication. Included on the website are the email addresses for all NOSD staff members.

Family Access enables parents/guardians to view their schedules, grades, report cards, attendance and family lunch account activity and balance. If more assistance is needed in the use of Family Access, contact the middle school secretary at 262-692-2463.

TELEPHONE COMMUNICATION

School secretaries answer the phone during the regular school day. Please inform the secretary if you would like to talk directly to a staff member or leave a message on voicemail. Messages may be left at any time of the day or night using voice mail. Phones in instructional areas do not ring when voice messages are being recorded.

GENERAL INFORMATION

ANNOUNCEMENTS

Daily announcements will be shared with students during morning announcements. Anyone who wishes to make school announcements regarding student activities must have the announcements approved, in writing, by the faculty advisor and principal before the announcement is posted.

PICTURES

Just a reminder if you do not want your child's photo, artwork or school project included in any school communication such as the website, Facebook or our weekly up-date, please contact the school secretary. To protect the privacy of all of our students, we do not include last names on posts or weekly updates.

INFORMATION FOR NON-CUSTODIAL PARENTS

Student report cards, school newsletters, and other school information will be provided to non-custodial parents upon request. Requests will be denied only if custodial parents provide legal documentation instructing the school not to release information.

INSURANCE (STUDENT)

The school district does not provide any type of health or accident insurance for injuries incurred by students at school. The school district does provide a student insurance program through an independent insurance carrier which can be purchased by parents or students. Students are not allowed to start any athletic practice until a parent signs the athletic insurance waiver form.

POSTERS AND SIGNS

Any notices to be posted must have authorization from the principal or his designee and be marked with the date of approval. Posters must be approved by the advisor responsible for the activity doing the advertising and are to be placed only on bulletin boards or tiled walls. Posters may not be placed on painted surfaces. Organizations putting up the posters shall be responsible for removing posters and tape in a timely manner.

SCHOOL CLOSINGS

In the case of inclement weather, you should receive an Alert Now automated phone call. Also check one of the following TV or radio stations for announcements of school closings:

Radio -WTMJ (620 AM), WOKY (920 AM), WISN (1130AM)

TV –WTMJ (CHANNEL 4), WISN (CHANNEL 12), WITI (CHANNEL 6)

Sometimes, severe weather requires that we close school before the normal time. In the case of inclement weather, you should tune into one of the above stations for announcements of school closings. We will follow the instructions given to us on the school closing form. Parents are asked to discuss these instructions with their children.

On a two-hour delayed start, students should arrive no earlier than fifteen minutes before classes begin. Staff also report later so there is no supervision for students prior to that time

SCHOOL HOURS AND SUPERVISION (Refer to NOSD Policy)

The schedule of hours for a normal school day for Ozaukee Middle School is 7:30 am to 2:45 pm.

Morning supervision begins at 7:15 am. After school students should leave the premises unless they have a purpose in staying on school grounds. School personnel supervise all after school activities.

Students should have a ride ready for pickup after practices and activities.

- Students should not hang around unsupervised.
- Students should not enter spaces that are unsupervised.
- If waiting for an activity or sport to start students will go to the after school club in the library or sit in the front foyer at the counters.

If behavior is disruptive and/or disrespectful students will no longer be allowed to wait unless approved by an administrator.

STAYING AFTER SCHOOL

There is No supervision after school, students will be expected to remain in the foyer to wait for parents/guardians pickup. You are expected to use appropriate behavior when waiting.

Students are not allowed in the halls, gyms or classrooms after school unless there is adult supervision at that time.

If you are a member of a sports team, you must wait in the foyer or go directly to practice, or leave the building until practice begins. If you are a fan, you must also leave the building until the game begins. With permission, you may stay after school for other activities or clubs, to hold meetings, or to assist teachers.

If you are staying after school for weight training or other activities or clubs, you must stay in that activity until 3:35 p.m. at which time you may return to the middle school to board the late buses.

LATE BUS PROCEDURE

You are encouraged to use the late bus as needed. In order to get a late bus pass, sign up in the appropriate office before 2:30 pm. The sign-up will include your name and your purpose for staying after school.

Only one student name is allowed per pass, otherwise the pass is VOID.

You are expected to use appropriate behavior when waiting for the bus (or ride) or lose the opportunity to stay later than 2:45 p.m.

VISITORS

It is our general policy not to allow children who are not enrolled in our schools to “visit” school with a friend or relative. Exceptions to this policy will be rare and must be cleared with the principal well before the intended visit.

Forms must be completed and returned to the school office at least 48 hours prior to the visit. Forms are available in the office.

No visitors will be permitted in the school building without a visitor pass obtained from an office. Any non-student loitering in the corridor will be directed to the office.

Parents visiting the school in order to see their children because of an emergency should report directly to the office rather than to their child's classroom.

TRANSPORTATION SERVICES (Refer to NOSD Policy)

Bus transportation is a privilege. You are expected to behave on the bus as you would in school.

Honor Level Infraction applies to bus conduct. You may also be suspended temporarily or permanently from using the bus depending on the number of bus reports.

Bus drivers shall submit written reports of all cases of misconduct to the building principal/designee. Your bus privileges may be suspended for up to three days per incident.

Repeated misconduct may result in longer suspensions or termination of bus privileges. It is understood that students suspended from bus transportation must still attend school and that parents/guardians have the responsibility to transport their students to and from school.

Students may be unexcused absence from school and be cited for truancy should they fail to report to school.

BUS CONDUCT RULES

1. Observe the same conduct as in the classroom.
2. Follow all directions given by the bus driver promptly and politely.
3. No eating or drinking allowed on the bus. Keep the bus clean; throw all garbage away.
4. Keep your head, hands, and feet inside the bus. Do not put anything outside the window.
5. Do not be destructive. Damage to the bus will be paid by the individual causing the damage.
6. Stay in your seat at all times and remain seated.
7. Loud talking, laughing, or actions that divert a driver's attention from the road are not permitted.
8. Profane or vulgar language is not permitted.
9. Smoking, use of tobacco products, or lighters is not permitted.
10. The bus driver is the authority on the bus and has the right to assign seats at any time.

If you plan to get off at a stop other than your designated stop, you must have a note from your parent/guardian giving you permission to do so. These arrangements must be made ahead of time. Calls home to make arrangements will not be allowed.

GRADE PROMOTION Grades 6th, 7th, and 8th

Ozaukee Middle School believes in preparing students to become upstanding citizens of the world, capable of dealing positively with the many challenges found in our society. It is because of this belief in quality and excellence that we have set high standards for all of our students socially, emotionally, ethically, and academically. The pupils promoted from eighth to ninth grade shall be governed by the standards and procedures set forth in Policy I4-C, "Grade Advancement and Graduation Standards Policy.

GRADE PLACEMENT, PROMOTION, AND RETENTION

All grade placement, retention, and acceleration is the responsibility of the building principal. Students, who do not at least receive a 2 on report card standards, will be assigned to summer school.

FIFTH AND EIGHTH GRADE ADVANCEMENT STANDARDS

To advance from fifth to sixth grade and from eighth to ninth grade, the student shall pass four core academic courses by meeting the grade level standards (language arts reading, mathematics, science, and social studies) or accumulate a minimum of eight points through an analysis of the student's academic performance using the academic criteria defined as follows.

ACADEMIC PERFORMANCE CRITERIA for Advancement Maximum Possible Points & Factor

Each final grade from a core academic course that is at least a 2 (Basic), equals one point.

Students who have not received a 2 or better for a standard by the end of the year will be assigned to summer school.

Eighth grade students will not be scheduled for high school class (es) until they have earned a 2 or better for all eighth grade core academic standards.

ASSESSMENT PERFORMANCE

The Northern Ozaukee School District also administers a valued academic progress screener to students in 5K through eighth grade. Students are assessed 2-3 times a year. Information gained from these tests are used to determine RtI placement and for classroom instruction.

The goal of the promotion standards is to encourage children to achieve at their maximum potential.

Therefore, students identified as special education and students classified with 504 and "at risk" needs, will have promotional standards based on their IEP (Individual Education Plan) /IAP (Individual Accommodation Plan).

PARENT/GUARDIAN OPT OUT (Refer to NOSD Policy)

A parent must submit a written request for student opt-out to the principal or the school board.

Per Wis. Stats. 118.30(2)(b)3., if the student is in grades 4, 8, and 9-11 the request must be granted.

However, if the student is not in the above mentioned grade levels, the decision to grant the request is at the discretion of the school board.

HALLWAY EXPECTATIONS

- Students are not to be in hallways while classes are in session.
- There should never be activity in the hallway that interferes with classes.

STUDENT CODE OF CLASSROOM CONDUCT (Refer to NOSD Policy)

Student Removal from Class - A teacher may remove a student from class for the following reason and will contact parents regarding the issue.

Dangerous, disruptive, or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively.

STUDENT SURVEYS (Refer to NOSD Policy)

The Board respects the privacy rights of parents and their children. No student shall be required to participate in any survey associated with a school program or the district's curriculum, or which is administered by a third party in the schools, if the survey includes one or more of the following items:

- Political affiliations or beliefs; Mental and psychological problems;
- Sexual behavior or attitudes; Illegal, anti-social, or self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom students have close family relationships
- Legally-recognized privileged or analogous relationships;
- Religious practices, affiliations, or beliefs;

Income, other than that required by law, to determine eligibility for participation in a program or for receiving financial assistance under such a program.

The building principal shall notify parents/guardians at the beginning of each school year of the specific or approximate dates during the school year or notify parents/guardians as soon as survey activities dates are scheduled involving their child. Parents/Guardians will have the right to inspect surveys upon request.

STUDENT CONDUCT AND DISCIPLINE (Refer to NOSD Policy)

Student Responsibilities

- Work each day to the best of my ability
- Respect myself, others, and property
- Take responsibility for my learning, words, actions, and inactions
- Consequences
- Teacher-Student Conference
- Teacher-Student Conference and Parent Contact
- Administration-Student Conference and Parent Contact

General Conduct of Students - Students are expected to conduct themselves in an orderly, courteous, dignified, and respectful manner at all times.

Students are expected to observe a standard of conduct and courtesy contributing to the welfare of themselves as well as others.

Respect for authority is a must including all adults within the school environment.

Voluntary or intentional conduct or behavior which creates an unsafe condition, or actual or probable injury to self or others, consistently disrupts the learning process, or shows disrespect of authority, policy, or rules, will result in the following actions:

1. Parental notification and probable suspension.
2. Second offense: Suspension and possible Board expulsion hearing.
3. Repeated offenses, indicating a lack of respect and/or concern for rules, may result in a Board expulsion hearing.

OZAUKEE MIDDLE SCHOOL
STAFF 2022-2023

<u>Name</u>	<u>Position</u>	<u>Ext</u>	<u>E-mail</u>
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Charlie Schwartz	Principal	301	cschwartz@nosd.edu
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Lynette Melin	District Psychologist	320	lmelin@nosd.edu
MaryAnn Mann	Speech & Language	225/OES	mmann@nosd.edu
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