

Wilson/Magellan Middle School

Family Handbook

Home of the Raiders



Raiders are Respectful, Responsible, and Safe

Wilson/Magellan Middle School
225 N. Badger Avenue
Appleton, WI 54914

Office Phone: (920) 832-6226
Attendance Line: (920) 832-6227

Wilson/Magellan Middle School

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BOARD OF EDUCATION-SCHOOL POLICIES

A complete listing of the Board of Education school policies can be found at the following link. http://www.aasd.k12.wi.us/district/board_of_education/school_policies

NONDISCRIMINATION STATEMENT

Board Approved Policy 411.2 and 411.2-Rule, June 2014

Policy: http://www.aasd.k12.wi.us/district/board_of_education/school_policies/400s

Notice: http://www.aasd.k12.wi.us/district/notices/student_nondiscrimination_statement/

Procedure:

http://www.aasd.k12.wi.us/UserFiles/Servers/Server_457520/File/District%20Leadership/Board%20of%20Education/Individual%20Policy%20PDF's/400s/411-2%20-Student%20Nondiscrimination.pdf

The Appleton Area School District does not discriminate against students on the basis of sex, race, color, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression or physical, cognitive, emotional or learning disability in its education programs or activities.



WELCOME TO SCHOOL!

Welcome to Wilson/Magellan Middle School and the Raider family. The Family Handbook has been prepared to help you learn about our school and your upcoming year. It is your guide to learning the “The Wilson Way”. Keep it and use it as a resource throughout the school year. It will answer questions about school expectations, policies, and practices. It is sort of a “how to succeed in middle school” manual. Don’t forget, however, that the entire Wilson/Magellan staff is more than happy to answer any questions that you might have.

Wilson/Magellan offers you a chance to grow academically, physically, socially, and emotionally. A wide variety of instructional programs and extracurricular activities have been designed to meet each individual student’s needs. This year, we will continue to focus our attention on improving student readiness to learn through “The Wilson Way”, our version of Positive Behavior Interventions and Supports (PBIS).

There are three main expectations at Wilson/Magellan: **respect, responsibility, and safety**. These three character traits are not only important for your success in school, but for your happiness and success in life as well. At Wilson/Magellan, we focus on **respect, responsibility, and safety**. How will we focus on respect and responsibility? First of all, we'll be spending time at the beginning of the year teaching all students the expectations in each area of the school. We will have posters throughout the school explaining what our expectations should look like in each area. These expectations will be reinforced throughout the year by all staff. We will also be celebrating examples of good behavior through our Raider Rewards program. When a student is caught being good, they may receive a “Raider Reward”. These rewards can be spent on a wide variety of rewards. More information can be found in the behavior portion of this handbook.

Together, the staff, families, and students of Wilson/Magellan challenge you to do your best every day. Take the challenge. Become an active, positive member of the Raider Community. We are looking forward to an enjoyable, challenging, and rewarding school year.

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Sincerely,

Mr. Werfal and Ms. Moreland

WILSON

RAIDERS

OUR VISION

Ensuring success for EVERY student

OUR MISSION

The Wilson School Community provides a safe, rigorous, and inclusive learning environment through our commitment to Equity, Respect, Creativity, Leadership, and Collaboration.

OUR COMMITMENTS

Equity – The Wilson School Community is committed to building our capacity, both collectively and individually, to respond to the unique needs of each student that we serve.

Respect – The Wilson School Community is committed to actively creating and promoting a safe, respectful, and supportive learning environment.

Creativity – The Wilson School Community is committed to seeking creative and innovative methods, programs, strategies, and resources to meet the ever-changing needs of our 21st century learners and educators.

Leadership – The Wilson School Community is committed to building leadership capacity within both our students and staff.

Collaboration – The Wilson School Community is committed to working collaboratively to solve problems, celebrate success, and promote a culture of achievement.



THE RAIDER COMMUNITY

The Wilson/Magellan Raider community has many members and you, the students, are the most important. By working together, great things can be accomplished which will benefit all members of our school community.

Wilson and Magellan teachers work together to assure that students are successful and engaged in their learning. Each student will experience a quality education as each teacher is **committed to high expectations for all students**. Teachers meet regularly to determine ways to assist all students in being successful learners. Wilson Middle School is also the site of the Magellan Charter School.

We offer programs that help to expand and extend your learning opportunities including: music (vocal, instrumental, and general), art, technology, family and consumer education, physical education, and world language (French, German, and Spanish). Support staff includes counselors, student services, a library media center specialist, school resource officer, office staff, engineers, food service staff, and administration.

Our Raider Administrators

Our administrative team is made up of the principal and the associate principal. Each administrator has different responsibilities. The administrators work with the staff in developing vision, programs, discipline, policies, and procedures. The principal, Mr. Werfal, is responsible for supervising all school personnel, overall building operations and continuous school improvement. The associate principal, Ms. Moreland, is responsible for attendance/truancy, student scheduling, athletic programs, and is also the Magellan Principal. The principal and associate principal can be reached by calling the general office number, 832-6226.

Counseling Support

If students have a problem or would just like to talk, they may request an appointment with the school counselor. Appointment slips are available in the office. Missing class should be avoided. **In addition, mediation services are also available through the school counseling office to work out conflicts in an appropriate manner.**

Wilson/Magellan Middle School's counselor is Ms. Crystal Schroeder. She is an important person to know. Ms. Schroeder can assist you in resolving a variety of issues related to school, learning, attitude, friends, and others. She can be reached at **997-1399, Ext. 7710**.

In addition to our regular counseling program, we have access to resources of the United Way's PATH mental health therapy program. Please contact Ms. Schroeder, Mr. Werfal, Ms. Moreland, or Mrs. Conway (our school social worker) if you think your child might benefit from these resources.

Raider School Resource Officer (SRO)

Sergeant Tooley is the assigned SRO Officer at Wilson Middle School. He is available to our school and several others in the area. Sergeant Tooley will be available to help students who have incurred a loss or destruction of property on or off campus. It is also recommended that students report to Sgt. Tooley if they have a problem involving or potentially involving the police. Sgt. Tooley will visit classes when invited. In addition, he will handle investigations and legal issues involving Wilson and Magellan students. Any parents wishing to speak with Sgt. Tooley about any problem are urged to call him direct, confidential line at **832-6092**.

Youth Advocate

The purpose of this position is to ensure a positive, safe, and culturally responsive school environment, improve the attendance of students in class and improve opportunities to learn for students who are not engaged in their learning. The Youth Advocate will use outreach strategies, restorative justice practices, mediation skills, and Culturally Responsive

Positive Behavioral Interventions and Supports (PBIS) to promote student engagement, positive behaviors and connectedness within the school community. The Wilson Youth Advocate is Alondra Sanchez, she can be reached by calling the general office number, 832-6226.Á

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Wilson/Magellan Parent Volunteers

The **Wilson/Magellan Parent Volunteers (WPV)** is the parent/community organization at Wilson Middle School. The purpose of WPV is to build and enhance better relationships and communication between parents, staff, and students by working toward greater parental involvement. By involving parents in the decision-making process, we hope to make better informed decisions as we continue to make our school a great place to learn and grow.

We invite **all** of Wilson/Magellan's community members to take an active interest in our school. We invite you to get involved. We need volunteers to assist noon hour supervisors and to serve as tutors, mentors, and community resource people. There are a variety of subcommittees that are part of the WPV, including fundraising and event concessions, teacher appreciation, and preparation for our eighth grade transition ceremony and celebration. If you want to be involved, call the school office at 832-6226.

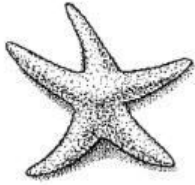
Additional Information for Parents

The following are suggestions provided by Jaclynn Tracey from her article "Mom, Dad, and the Move to Middle School". You are encouraged to read and to practice the following recommendations in order to continue your child's success in the middle school.

The following are five key characteristics of those whose children are successful in school:

1. Parents and kids talk to each other all the time.
2. Limits are placed on the behavior of all family members - not just the children - and these are clear and consistent.
3. Families have regular routines, especially at bed and meal times.
4. Adults value learning and strongly encourage homework and reading.
5. At the beginning of the school year, parents visit with teachers and make it clear that they expect their children to do well. They keep up their involvement and expectations throughout the year.

Parent support can be powerful! From a synthesis of research, these are five major areas in which parents can assist their children. By attending to all of the above, parents can provide a nurturing and supportive home environment for students that will promote sustained, healthy growth and development.



PROJECT STARFISH

...One Matters

ATTENTION: SPECIAL OPPORTUNITY FOR WILSON AND MAGELLAN MIDDLE SCHOOL STUDENTS

Many families today are facing economic challenges. We don't want that to be an obstacle for you to get involved at school and be a fully participating student. Project Starfish is a confidential program that can help you pay for things like:

Field trips

Club or program fees

Instrument rental

Foreign language camp

Sports fees and/or necessary shoes, gear, etc.

Athletic events

School dance fees

Yearbooks

Summer School

Bus passes

School supplies (calculators, jump drives, heart rate monitor straps, etc.)

Special apparel

Locker dividers & organizers

Hygiene/toiletry products

Project Starfish also offers the opportunity for any student to “pay it forward” with volunteer serve at their school. Giving back to their community provides students with valuable life lessons. Project Starfish forms are available in the office.

ACADEMICS

Focus on Learning

Learning must be the most important focus for all Wilson and Magellan students. Students have the responsibility and expectation to complete assignments and projects, fully participate in class in a productive manner, and prepare quality work samples. Each subject area is important to the overall development of students.

Learning, quality work, and participation are the expectation for all students. When a student requires assistance, resources are available in the school. The first line of communication needs to be with the classroom teacher, and the second line of communication is with your school counselor. We also have several programs to provide additional support to students, including before-and-after-school Boys and Girls Club programming. It is our shared goal that all students experience success.

AASD TRADITIONAL GRADING SCALE

The following is the grade scale being used by the Appleton Area School District's middle and high schools. The scale is a differentiated grading scale.

PERCENTAGE GRADE	LETTER GRADE	GRADE POINT
97-100	A+	4.0
93-96	A	4.0
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.0
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.0
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.0
60-62	D-	.67
0-59	F	0.0

**There are some courses that have transitioned to Standards Based Grading, those teachers will communicate their grading methods.

Homework

Homework is an important part of learning. It serves as practice and sharpens your skills for learning much like training for an athletic event. You should expect to do about one hour of homework and studying a night on average. If you find yourself spending much more than this on a regular basis, talk with your teachers or Ms. Schroeder to see if there is something that you can do to become more effective.

Physical Education (P.E.)

Physical education is required by state standards for all boys and girls in Wisconsin schools. P.E. is not an option. If the family doctor advises against taking part in physical education, it is necessary that a written excuse from the doctor be presented to the student's P.E. teacher.

Please secure the proper uniform (**refer to the supply list**) for use in P.E. class. Students are requested to have uniforms on the first day of school in order to be prepared for class activities. All equipment must be imprinted with student's name in ink or permanent marker. Students are to provide their own combination lock for the P.E. locker and remember to always lock your gym locker. Students also need to purchase a heart rate monitor strap for P.E. class. These straps are available in the office and will be used throughout high school, so please keep them in a safe place.

Library Media Center

The goal of the Library Media Center (LMC) is to provide materials and assistance to staff and students. The LMC provides materials that support and supplement the middle school curriculum, a literature collection that focuses on the interests and developmental needs of early adolescence and material on subjects of general interest to middle school students. Students will need their student ID cards to check out materials and students are responsible for materials checked out to them.



Mrs. Melanie Lofgren is our media specialist – 997-1399, Ext. 7714

Raider Recognition

We believe student accomplishments and successes should be recognized and celebrated. Our school has many opportunities for students to be involved and to earn recognition for their accomplishments. The athletic/sports, music, academic areas, and core team provide recognition opportunities for students throughout the school year. Individual and school-wide recognition will also take place through our “Wilson Way” program and our Raider Rewards for respectful and responsible behavior.

Resource Time

There are two 30 minute Resource periods throughout the day. We will use Resource in two different ways. Some students will have their Resource time added onto their Math and/or ELA class period to allow for additional instruction and work time. Others will have a structured work time where they can work on homework, study, or read.

Standardized Testing

In grade 8, the State of Wisconsin requires the administration of the FORWARD Exam. This test measures knowledge in reading, mathematics, language, science, and social studies with multiple choice and short answer questions. The test also samples student writing. In grade 7, the State of Wisconsin requires the administration of the FORWARD Exam, measuring knowledge in reading, writing and mathematics. These tests are given in the spring each year. We also test students using the Measure of Academic Progress (MAP) in the fall, winter, and spring of each year. The MAP allows us to identify and address individual student needs in addition to measuring growth over the year.

Wilson/Magellan Advisor Program

The middle years are filled with confusion, turbulence, and dramatic changes for young adolescents. In order to guide students through these transitional years, we have set aside time for students and staff to meet in small groups in a less formal and less academic setting. The goal of this program is to help each student:

Develop a meaningful relationship with a caring adult and peers

Develop social, emotional, organizational, and leadership skills.

Build community by exploring the following school-wide themes:

1. Relationships
2. Responsibility
3. Safety
4. Self Awareness

5. Diversity
6. Imagination
7. Community Service

ACTIVITIES AND ATHLETICS

Students are encouraged to take an active role in school activities. Research indicates that involved students have a higher achievement level. The following is a list of possible opportunities. Take the challenge and involve yourself at Wilson/Magellan.

Athletics

The Raider athletic program is available to all students as listed below:



Aug-Oct	Softball - Girls	7 th /8 th
Aug-Oct	Football - Boys	8 th
Aug-Oct	Cross Country - All	7 th /8 th
Aug-Oct	Volleyball - Girls	8 th
Oct-Dec	Basketball - Boys	7 th
Oct-Dec	Basketball - Boys	8 th
Jan-Mar	Basketball - Girls	7 th
Jan-Mar	Basketball - Girls	8 th
Jan-Mar	Wrestling	7 th /8 th
Mar-May	Track - All	7 th /8 th
Mar-May	Volleyball - Girls	7 th
Winter	Musical/Drama Production- All	7 th /8 th
Winter	Ski Club - All	7 th /8 th
Year	Yearbook - All	7 th /8 th
Year	Forensics - All	7 th /8 th
Year	Student Council - All	7 th /8 th

Note to All Students Participating in Sports: Students will *not* be allowed to play or practice a sport without a physical on file or the participation fee paid. A student physical must be on file in the school office or brought along to the first practice. Forms are available online or in the school office. A \$40.00 fee per activity with a \$120.00 student yearly cap, a \$160.00 family middle school cap, and a \$250.00 middle and high school family cap, is to be paid to the school office before participation in the sport begins. Please make sure that the student's name and sport is written in the "memo" on each check to insure that the payment is applied to the correct account.

Boys and Girls Club (Wilson Campus)

The Wilson Boys and Girls Club is open daily before and after school. This program is free to all students that attend Wilson/Magellan, however a short enrollment form is needed for students to participate. Before school Power Hour (homework help) is located in the library and intramurals run in the gym. Both begin at 6:50 AM. Students are asked to sign-in to club before 7:30 AM to participate in the morning. After-school students attending club will have time to work on homework and enjoy other academic activities. At 4:30 a snack is served and open areas and other programming begins. Students must be signed-in by 3:30 unless they are in another school related activity (sports, play, etc.). A variety of programs are offered through the club including career guidance, technology education, health and nutrition activities, interested based activities and social/recreational programming. Club closes at 6 PM. Late fees will apply to any students staying after 6 PM. The Club is closed for before and after school services on the first Friday of each month for staff

development. If you have any other questions about the Wilson/Magellan Boys and Girls Club you can visit our website or contact the unit director, Kristen Griswold, at 997-1399 ext. 7758.

Musical Concert Dates

Concerts are an integral part of the music curriculum. Members of the band, choir, and orchestra are required to attend as part of their course work. Each grade level chorus, band, and orchestra has concerts in both December and May. Solo Ensemble for vocal and instrumental students takes part in the spring. Specific dates for concerts will be in our school newsletters throughout the school year and posted on the school website.

Student Fees

School fees for students in grades seventh and eighth grade for the school year are:

7th/8th Graders: \$40.00

Special Fee Notes:

Athletes--\$40.00 per sport to a maximum of \$120.00 per year will be assessed to middle school athletes. There is a middle school cap of \$160.00 per family, and a family cap of \$250.00, which is joint middle and high school family cap.

Band & Orchestra Students who don't own their own instruments must pay a yearly rental fee **BEFORE** an instrument will be issued. The fee is payable through the instructor or with the online payment option through the parent portal.

Insurance: The WIAA insurance plan has been eliminated since most families carry their own insurance. However, if you desire an insurance plan, information is available and issued to your child during registration. **The plan is between the individual and the insurance company, not through school.**

ATTENDANCE

Attendance line - 832-6227

❖ Student Attendance Guidelines ~ Information Extracted from the Board Approved Policy Student Attendance and Truancy, #430 and 430-Rule, January 2016

Policy: http://www.aasd.k12.wi.us/district/board_of_education/school_policies/400s/

Information: <http://www.aasd.k12.wi.us/parents/attendance>

If students are absent, a parent must call the attendance number (832-6227) by 8:15 A.M. to report the absence and the reason for the absence. This line is available 24/7 and a message may be left at your convenience any time of the day or night. When reporting an absence, please specify the student's name, your name and relationship to the student, and the reason the student is unable to join us for the day. We must account for every student every day. It is necessary for us to know why students are not in school. Tardiness will not be excused unless there is an acceptable reason and a note or phone call from the parent/guardian.

Regular attendance is the law! Attending school each day makes it easier to keep from falling behind and becoming discouraged. Assignment requests may be made on the second day of an absence for absences of two or more days. **When requesting assignments, please call (832-6227) before 8:15 A.M.** This allows time to contact staff and coordinate assignments. **Homework will be available for pick-up between 3:20 PM-4:00 PM. You may also see outstanding assignments and email the teacher directly through the parent portal.**

You must see the attendance secretary, Mrs. Wilson, for an excused absence form if you are going to be absent for two or more days due to vacation, funeral, etc.

Truancy - Illegal absence from class or school (**skipping**) is a very serious violation of Wilson rules, as well as the law. Consistent and persistent, willful violation of the school attendance policy will result in required make-up time, in-school suspension, a visit to the Truancy and Runaway Assessment Center (TRAC), and possible legal action for Habitual Truancy, which is defined as missing either **part or all of 5 or more days on which school is held during a school semester.**

The law provides new dispositions to the court including the immediate or subsequent suspension of a driver's license upon its receipt by the student, an order for the student to participate in a counseling, community service, or supervised work program, or an order to remain home at all times except for attending school or religious worship (S. 118.163). **Regular school attendance is an important element for success and is the responsibility of parents/guardians and the students.**

Excessive excused absences will require a written doctor's excuse. Students who are absent from school with excused absences for 5 or more days during the semester are considered to have excessive absences. A written statement from a physician **MAY** be required in situations where a pattern of excessive excused absences from school occurred. Absences not accounted for in this manner will be considered unexcused.

Make-Up Work

Students will be expected to make up all written work missed while they are absent. Students will have the same number of days to complete assignments as they were out of school. If you are out of school two days, you have two days to complete missed assignments. Students must request make-up work from their teachers.

If a student is gone for more than several days, assignments may be found on the parent portal or requested through the office. This requires extra effort and coordination so whenever possible, please make the request before 8:15 a.m. and make arrangements for pick-up of the requested assignments between 3:20 and 4:00 PM. Parents and students may also email staff directly through the parent portal.

Medical/Dental Appointments

Students who have a medical or dental appointment during the school day must have written parental permission, signed by a parent, specifying the date and time when the student must leave the building. The student must show this permission slip to the classroom teacher at the appropriate time to report to the school office. In the school office, the permission slip must be presented, and the student signs out before leaving the building. Upon returning to school after an appointment, the student must sign in at the school office before returning to class.

Physical Exemption from School Activities

Periodically, students are unable to take part in normal school activities because of a temporary physical disability. This is most often true of exemptions from physical education class. However, it could also pertain to regular classroom activities. If the child only requires a ONE DAY exemption from activity, that may be done by the parent. Simply send a note with the child to give it to the teacher, and the teacher will make any necessary adjustment of activity.

If, however, the exemption from activities is to exceed one day, the student will need to obtain a medical exemption from the attending physician. The physician's note should state the activity from which the student is to be exempt and the length of the exemption. This note is then given to the appropriate teacher who will then sign it and return it to the office. This exemption is then placed in the student's cumulative folder. **There is no grade penalty connected with any properly excused exemption.**

Tardiness

If students are tardy to school, they must check in with the attendance secretary in the office. Tardiness to class will be handled by each teacher. Students are to plan their day so that they do not have to go to their locker between classes. Lateness to class can result in a referral. **All students are expected to be to school and class on time.**

COMMUNICATION

The communication link between home and school is achieved through notifications on the Wilson/Magellan MS website, Infinite Campus parent portal via voice, email, and text messages, and the Wilson/Magellan facebook page.

Infinite Campus Phone Messenger System

Wilson/Magellan uses the Infinite Campus School Messenger phone system to keep families informed on school events, report card dates, and other important information. If you receive an automated call or email from the system, we encourage you to listen to the message.

Conferences -- Conferences will be held in the fall and in the winter. The following are the dates and times scheduled for conferences:

Tuesday, October 9	4-7:30 PM
Thursday, October 11	4-7:30 PM
Monday, October 15	4-7:30 PM
Tuesday, February 19	By Appointment

Daily Announcements

Announcements will be made at various times throughout the day with an effort to minimize impact on instructional time. Display courtesy by quietly listening to all announcements. They are for your information.

Family Newsletters

The newsletter will indicate upcoming events, activities and WPV information and will be sent home electronically via email. Hard copies are available in the office and can be sent home upon request. They are also posted on the Wilson website.

Office Phones

The office telephone may be used for emergencies only and use during class time should be avoided.

Messages for Students

Student classes cannot be interrupted for messages. Messages for students need to be restricted to emergencies. Everyone's cooperation will be greatly appreciated.

Progress Reports

A full grading period will be eighteen (18) weeks (semester). A progress report will be available electronically on the parent portal for each student at the mid way point of the semester (quarter). These reports are an indication of the student's progress during the first nine weeks of the semester. Hard copies of the quarter progress reports are not printed, but if you would prefer a printed copy just call the office and they would be happy to print one for you. At the conclusion of the semester, the student will receive a hard copy of their official and final grade for the semester to take home.

Student Records

The Federal Family Educational Rights and Privacy Act (FERPA) requires school districts to provide annual notice of student and parent rights regarding student records; the existence of the Student Records policy (347) and where copies

can be obtained; and, of the opportunity to submit a written complaint to the Family Policy and Regulations Office of the U.S. Department of Education.

A parent/guardian, regardless of whether the parent/guardian has legal custody of the child, shall have access to a child's medical, dental, and education records unless the parent/guardian has been denied access to such records as outlined by State law. An adult student, or the parent/guardian of a minor student shall, upon request, be shown and provided with a copy of the student's progress records. If additional copies are requested, there will be a charge based on actual cost.

Please Keep in Touch Regarding Your Child

Parents who have a concern, question, or information concerning the academic progress and development of their child are encouraged to contact the teacher, team, guidance counselor, or assigned administrator. It is essential that we maintain a communication link between the home and the school. When a problem or question arises, you are encouraged to make an early contact with the school. Voicemail is available to each of the administrators and counselor. Your messages will be returned promptly. Parental use of the parent portal is encouraged.

DAILY SCHEDULE

Below is the general schedule of Wilson/Magellan. Teams will flex this time according to the learning and program needs of the team. All team members need to remain flexible. Whatever the schedule, **students are expected to be on time**. Students have the option to carry a backpack or they can take all necessary materials for morning classes, and then, get materials for afternoon classes following the lunch break.

Full Day Schedule

Boys and Girls Club	6:50 AM to 7:45 AM
Breakfast Program	7: 15 AM to 7:45 AM
Doors Open	7:43 AM

7th Grade Schedule

Encore Classes	7:50 AM to 9:14 AM
Core Classes	9:17 AM to 11:39 AM
Lunch/Closed Campus	11:42 AM to 12:12 PM
Encore Class	12:15 PM to 12:55 PM
Core Classes	12:58 PM to 3:20 PM
Dismissal	3:20 PM

8th Grade Schedule

Core Classes	7:50 AM to 9:40 AM
Encore Classes	9:43 AM to 11:06 AM
Lunch/Closed Campus	11:09 AM to 11:39 AM
Core Class	11:42 AM to 1:08 PM
Encore Class	1:11 PM to 1:51 PM
Core Class	1:54 PM to 3:20 PM
Dismissal	3:20 PM

Boys and Girls Club Activities at Wilson	3:30 – 6:00 PM
Athletic Programs	3:30 - 6:30 PM (dependent upon sport)

Students not in after-school programs must leave campus by 3:30 PM

About Your Schedule

For those not participating in before-school activities, school doors will open daily at 7:43 AM. We ask that students do **not** get in the habit of coming to school too early. Unless taking part in Boys and Girls Club activities, using the LMC, or attending the breakfast program, students are not supervised prior to 7:30 AM and should not be on campus.

In cases of extreme cold and/or inclement weather, students will be admitted into the building at 7:20 AM. Generally, the auditorium will be opened for a warm, dry place to gather prior to the bell. Doors will not be opened, even in inclement weather, more than 30 minutes before the bell.

Students who stay after school for special help, athletics, club activities, study help or disciplinary responsibilities are to leave as soon as the program is over. *Vt c p u r q t w k q p " p g g f u " u j q w f " d g " r r c p p g f " y k j " r c t g p u " k p " c f x c p e g " u q " v j c v ' j g " d w k f k p i " k u " e r g c t g f " c u " u q q p " c u ' r q u u k d r g .* **Again, all other students are to exit the building and leave school grounds by 3:30 PM.** Students are not to loiter in public alleys, on sidewalks, on private property, or businesses. We want to

maintain a positive relationship with the Wilson community. Any violation of this rule will result in disciplinary action. Please respect our neighbors.

Field Trips

The Wilson/Magellan staff members arrange several field trips for the students. In all of these instances, transportation must be arranged in advance. The student cost for the trip is calculated on the total cost of transportation and participation divided by the number of students planning on attending the trip. When a student is absent on the day of a scheduled trip for whatever reason, we still need the same number of busses and must pay the amount per bus. **It is, therefore, not possible for us to refund the transportation cost to absent students.**

If the student is offered an opportunity for a field trip, and the family is unable to afford the cost, an administrator or counselor should be contacted. No student will ever be denied a field trip experience for financial reasons. **Misbehavior on a field trip, depending on the severity of the misconduct, may result in loss of future field trip privileges.**

Students participating in district sponsored field trips are required to complete all class assignments that were missed while participating in the field trip.

Meals and Snacks

New for 2018/2019

Wilson Middle School is participating in the Community Eligibility Provision which will allow all of our students to enjoy a FREE breakfast and lunch!

Breakfast --The Way to Start the Day

Breakfast will be available and served in the multi-purpose room beginning the second full week of school. Breakfast is served 7:15 AM to 7:35 AM. When reporting to school for breakfast, students need to report directly to the multi-purpose room, entering through the multi-purpose room doors in the front of the building (Door R).

Breakfast In the Classroom

Our breakfast cart is a new approach to ensure children get a proper start to their day by enjoying a nutritious, well-balanced breakfast. With this program, students no longer have to race to school to get to the cafeteria before the first bell in order to get something to eat.

Breakfast is brought into the hallway just outside of the classrooms. During silent reading/work time, the students can grab a breakfast and eat at their desks in the company of their teacher, friends, and classmates—a setting that encourages them to eat a healthy breakfast. A breakfast cart loaded with healthy options will arrive at their classroom; if they would like a breakfast—they simply come up to the cart, give the designated adult their name or scan card, and grab a breakfast bag!

7th grade students are served breakfast around 9:15– 9:45am.

8th grade students are served breakfast between 1st and 2nd period around 8:45am.

This is not a mandatory program, it's just a new way of offering breakfast!

Every day we will offer a variety of breakfast bags, with 2 different fruits and 1% and skim white milk offered. Students can take the breakfast bag + 1 additional fruit + 1 milk for the cost of a breakfast!

Breakfast is FREE

Any student that eats in the cafeteria before school, and takes a second breakfast at the cart will be charged a la carte for the items. Breakfast entrée: \$1.15 + Juice: \$0.50 = \$1.65

The true value of a second chance breakfast isn't about the dollars. These are growing students! Some students aren't hungry in the morning, others just have a small meal at home before they leave, and by 9:15 in the morning their metabolisms are gearing up. We are providing an opportunity to give them a second chance at a healthy breakfast.

Lunch Options

Hot and cold lunch will be eaten in the multi-purpose room. Food and drinks are not allowed outside or in the hallways.

Students are responsible for cleaning their area. When students are finished they may choose to stay in the lunchroom, go outside (weather permitting), go to the LMC, or go to the gym. A pass will be needed for the LMC.

Passing time allows students to use the restrooms before lunch.

Wilson/Magellan is a closed campus and has a closed lunch. This means students cannot leave the school grounds without permission from the school office. This must be approved by the principal or associate principal.

Students opting to leave campus for lunch must complete a permission form with their parents and have it approved by the school office. The permission form is good for only the student and their parent. Taking guests home for lunch is not covered by the permission slip. The slip covers only lunchtime. Students participating in the off-campus lunch will need to sign out and in at the office. Any violation of the procedure will result in permission for off-campus being withdrawn.

Students may select a hot lunch. The menu will be posted and copies available in the pamphlet display outside the office.

Students may pack a lunch and supplement with ala carte items. The emphasis will be placed on wholesome and healthy snacks. Milk and other beverages will be available.

Snacks

Each team has snacks available to purchase throughout the day. Snacks may only be consumed with teacher permission. NO GUM anywhere in the building. Do not store open food or drink in a locker.

HEALTH AND INSURANCE

Health Room

If students are hurt or become ill, they need to get a pass from their teacher and report to the health room. The health room is intended for brief visits by students. Students return to class if they feel well enough to do so. If it is determined that the student needs to go home, a parent/guardian will be contacted to pick up the student. **Prior to leaving the building, the student must sign out in the school office. Students may not leave school without first being examined. The office or nurse will then contact the parent/guardian.**

In the event of an emergency, such as a broken bone, severe bleeding, etc., the parent/guardian will be notified as soon as possible, and the student will be transported to the hospital for treatment.

Insurance

AASD DOES NOT provide health or accident insurance for injuries incurred by students at school. Parents are encouraged to review their present health and accident insurance program to determine if the coverage is adequate. The school district does not provide supplemental accident insurance.

Wilson/Magellan Nurse – Jayme Shea – 997-1399, ext. 7718



Medication Procedures

If medication is required during the school day, whether it is a prescription medication or an over-the-counter medication, the following steps **must** be followed:

PRESCRIPTION MEDICATION

Parents and physician are to complete and sign a consent form giving the name of medication, dosage, how to be given (by mouth, eye drops, etc.) and how often the medication is to be given. This form gives school staff permission to dispense the medication. Forms are available in the office or on the district website. Completed forms are to be turned in to the office with the medication by the parent. Students may not transport prescription medication.

All prescription medication must be supplied in the original bottle labeled by the pharmacy indicating correct dosage and administration instructions. This information must match the information as stated on the parent/physician consent form. If changes in the dosage take place, there needs to be an updated parent/physician consent signed and on file in the office.

A dispensing log is completed and on file in the office for each medication and available upon request to parents and physician. All medication is to be kept in the office in a secure location. NOTE: Exceptions to this rule include Epi-Pens and inhalers with the appropriate documentation/signed consent. Students are not to keep medication in their locker, backpack, or on their person.

OVER-THE-COUNTER MEDICATION (NON-PRESCRIPTION)

Parents must complete and sign a consent form for the medication. Completed forms are to be turned into the office with the medication. Medication must be supplied in the original container with the student's name written on the container. No more than a ten-day supply may be kept at school. All medication is to be kept in the office in a secure location. Students are not to keep medication in their locker, backpack, or on their person.

SELF-MEDICATION

On a case-by-case basis, students may be allowed to carry and administer their own medications. This includes asthma inhalers and Epi-pens. A consent form must be completed and on file with the school office before self-carry of medication is approved.

TIPS

Ask your pharmacist for a second empty labeled container so that you will have a container for home and school. When you know your child will be on medication, discuss the hours of administration with your doctor. It may be possible to regulate the dosage so that medication can be given at home and not at school. If you have questions, please contact the school nurse and/or office.

Shots and Immunizations

The Wisconsin immunization law requires students enrolled in all schools to meet minimum requirements and to provide the school with the day, month, and year of each vaccine in writing. The school nurse works with the secretarial staff to maintain immunization records on each student in their permanent records. Students in 7th and 8th grades are required to have had 4 DTP/DTaP/DT/Td, 4 Polio, 2 MMR, 3 Hepatitis B, and 2 Varicella immunizations. (Varicella immunizations are not required if the student has had the chickenpox disease.)

If a child needs a vaccine, the doctor or a public health agency should be contacted to schedule an appointment prior to the beginning of school. Waivers are allowed for medical, religious, or personal conviction reasons.

If immunization requirements are not met, the school will notify the parent in writing of the legal obligation to update immunizations. The school office should be contacted for questions about immunizations. Thank you for your cooperation in this matter.

ORGANIZATION AND MATERIALS

Chromebooks

All students will be issued a Chromebook and should have it with them at all times unless a teacher has directed otherwise. All students must adhere to the AASD Technology requirements or their device will be confiscated.

Assignment Notebooks

A small number of Assignment Notebooks are available to students who need them based on teacher recommendation. If your assignment notebook is lost or stolen, you may purchase another assignment notebook for \$5.00.

Book Bags / Backpacks

Students may carry book bags/backpacks to class as long as they are not causing issues in the hallway or classrooms.

Reading Books

Students must have a book to read with them at all times. Students read daily during the Sustained Silent Reading (SSR) and during class if a student finishes early. The staff of Wilson/Magellan wants all students to be frequently and deeply involved in reading.

Cell Phones & Other Electronic Devices

All electronic devices other than Chromebooks must be kept in the students locker. The school assumes no responsibility for lost, damaged or stolen personal devices. Students violating this policy may have their device confiscated. Devices that are confiscated are required to be picked up by a parent or guardian.

ID Cards

Students will be issued a Wilson/Magellan ID card. This card will serve as a pass for printing, to school events such as dances and special activities, and will also be used as your library (LMC) card. It should be kept with you at all times. Replacement cards cost \$5.00.

Locker Assignments and Use

Lockers will be assigned at the beginning of the school year. Students are to take care of their lockers and to keep them locked at all times. *Fgeqt c v k p i " q h ' v j g ' l p u k f g " q h ' r q e n g t u ' o w w ' d g ' l p ' i q q f " v c u w g / p q ' r t q l e p k l f . ' r t q o q v k q p " q h ' c r e q j q r l q t " q v j g t " f t w i u " c p f " p q ' u g z w c r i ' b g u a c i g u ' c t g " c n q y g f O ' U w f g p w u ' c t g ' p q v ' i q ' u j c t g ' h q e n g t u ' q t ' r q e n g t ' e q o d l p c v k q p ' l q t " c p { ' t g c u a p 0*

C ' l w f g p v u ' h q e n g t ' b c { ' d g ' l p u r g e v f ' y k j ' q t ' y k j q w v ' e q p u g p v ' q h ' v j g ' l w f g p v ' l d p e g ' i j g ' h q e n g t u ' c t g ' h y p g f ' c p f ' e q p v t q n g f " d { ' Y h u q p 10 c i g n e p ' O l f f i g ' U e j q q r l ' h q t ' v j g ' w u g ' c p f ' d g p g h w ' q h ' v j g ' l w f g p v . Among the reasons for conducting locker searches would be suspicion of concealing alcohol, illicit drugs, disruptive material, dangerous weapons, contraband, or other items that pose a danger to health and safety. If school guidelines are violated, locker privileges will be withdrawn and the necessary disciplinary and legal consequences will result.

Locker clean-outs are held approximately once a month during resource time in order to minimize the number of locker doors that won't close and to help keep students organized.

Locks

Each student has two locks -- one for the main locker and one for the gym locker. *C i c k p . ' l w f g p w u ' i j q w f " p q v ' i j c t g ' v j g k t " e q o d l p c v k q p ' y k j ' l t k g p f u ' q t ' q v j g t ' l w f g p w u 0*

Unfortunately, as with all schools, we do have cases of theft from time-to-time. These usually occur when our students leave their locker unlocked or are careless with their belongings. Therefore, we request that students do not carry

significant amounts of money with them during the school day. We further request that students lock up their valuables if not worn on their person. If it is necessary to have a quantity of money during school hours, we will gladly check it in the office vault for the day. We cannot, however, be responsible for valuables of which we have no knowledge. It is recommended that all items be marked with the student's name. When textbooks are issued, the student should write his/her name in ink on the inside cover in the place designated. Students are responsible for lost or damaged books.

Misplaced Items

All found items are brought to the main office. Lost articles should be reported as soon as possible and found articles are to be handed into the office. This type of action can prevent misunderstandings. Several times a year, unclaimed items will be donated to community agencies.

Textbooks

Students are provided with textbooks for their classes as deemed necessary and appropriate. **A fine may be assessed at the end of the school year when, in the judgment of the issuing teacher, a textbook has been damaged beyond what is reasonably expected from normal use.** Students are required to cover their textbooks and care for them to avoid paying fines. **Students are responsible for the textbooks assigned to them.**

THE “WILSON WAY”:
OUR POSITIVE BEHAVIOR SYSTEM
(PBIS)

T c k f g t u ' c t g ' t g u r g e v h w n ' t g u r q p u k d i g . ' c p f ' u c h g #

Beginning with the 2009-2010 school year, Wilson and Magellan Middle Schools changed to the Positive Behavior Intervention and Support (PBIS) system for our behavior and discipline system. PBIS provides a wide range of proactive, systemic and individualized strategies for achieving important social and learning outcomes in safe and effective environments while preventing problem behavior with all students. All students will be taught what our school’s specific expectations are in each school setting. A matrix of these expectations can be found on the last page of this handbook and throughout the school. These expectations are explicitly taught to the students and reinforced throughout the year.

“Raider Rewards”, our system of positive behavior recognition will be used by all staff to highlight the behavior that we are encouraging. If students choose not to follow expectations, consequences will be given by either the reporting staff member or administration. Possible consequences may include re-teaching of the expected behavior, detention, and conference with student, parent contact, loss of privileges, conference with parent, in-school suspension, out-of-school suspension, or even expulsion.

More information on PBIS can be found at www.pbis.org and will soon be located on our district website. If you have additional questions or comments, please contact us. A description of many of our rules and expectations follows and are meant to supplement the behavior matrix.

Basic Rules and Expectations

Appropriate Language

Please use appropriate, respectful language -- profanity, swearing, put-downs, etc., are not accepted in the school workplace and will result in a referral.

Assembly Behavior

Proper audience behavior at assemblies includes being respectful, sitting up straight, keeping feet on the floor, and applauding at the appropriate time. All students are expected to sit quietly, listen attentively, and enter and leave the auditorium in an orderly manner.

Biking, Skateboarding, and Rollerblading

While we encourage students to be active, riding bikes, skateboarding and rollerblading are not allowed on campus. Once you cross onto school grounds, please walk your bike or carry your skateboard. Students are strongly encouraged to wear a bike helmet and must lock their bike on the rack.

Dress Code

Dress and grooming are personal matters but should be appropriate for the occasion. **How you dress has an effect on you, your school and community.** Neatness and cleanliness is expected. **Parents are asked to monitor clothing so it is not a distraction to a positive learning environment.**

The following is the AASD Board policy with regard to dress (Revised June 2015):

In an effort to keep the learning environment appropriate to a work setting, student dress must conform to the following minimum standards:

Headgear (including hoods) may not be worn in the school building
Jackets, coats and gloves may not be worn in the building during school hours
Students must wear appropriate footwear in and around school at all times
No pants can be worn below the waist (undergarments may not be visible)
Students may not wear scanty or revealing clothing. Examples may include but are not limited to: short skirts or revealing shorts, clothing that exposes midriffs or undergarments
No garments which advertise or promote alcohol, tobacco products, or other drugs may be worn
No attire or accessory which by its design, use, or intended use, could cause bodily harm, property damage, or intimidation to other persons, may be worn. Examples may include but are not limited to: chains, leather straps, pet collars and spikes
No gang-related attire is allowed
Body markings or tattoos that do not meet the above standards must be fully covered

Since styles change, the administration reserves the right to determine what is inappropriate for the learning environment.

Hallway Traffic

Students running or pushing in the halls face the risk of getting hurt and/or injuring others. The expectation is that everyone is to move about the building in an orderly manner so that everyone is safe, and the business of learning can carry on in an uninterrupted manner. Students should stay to the right and use caution, particularly when rounding corners or on the stairs.

Inappropriate Contact

Intimate behaviors, kissing, hand holding, etc. is not allowed. Please see our district and building policies for additional information regarding sexual harassment and other matters.

Off-Limit Areas

There are two parking lots. One located on the south end of the building on Washington Street, and one located on the north end of the building with an entrance off Mason Street. Students are to stay out of the parking lot due to the traffic flow and the danger to pedestrians. Parents are not to use the parking lot to drop off students in the morning or pick them up after school for safety reasons.

Passing Notes

Note writing is not allowed. Notes may be confiscated, and, as appropriate, parents notified. Messages containing profanity or sexual messages or drawings are considered sexual harassment in the school environment.

Security and Visitors

We want every visitor to feel welcome at Wilson/Magellan, but also need to ensure the safety of our students. All visitors to the building are to check-in and out of the office. No visitors are to be in the building without a visitor tag that has been signed out through the office. Any visitors without tags will be asked to report to the office. All visitors must enter through front door. **This is a district policy, which also applies to parents.**

School Office Behavior

The school office is a place of business. Students are to conduct themselves in an appropriate manner at all times. Failure to do so will be reviewed by administration for appropriate action.

Respect Our School

School needs to be clean and this is not just the job of the custodian. It is the responsibility of the entire school community. Everyone needs to do their part to keep our campus litter free. Damaging or taking property hurts all of us. Students will have to pay for any damage and may face disciplinary and legal consequences.

Serious Rule Violations

Unlawful Items

Alcoholic beverages, tobacco products, drugs, matches, lighters, pocket knives, firecrackers, squirt guns, guns, look-alike weapons (more information is located below), and other items which may cause needless disruption or create an unsafe environment are forbidden at all times. Possession and/or use of these items will result in ticketing/fines, legal action, suspension and/or potential school expulsion (AASD policy detailed in the policy section of this document *0Fwg'iq'lgxgtg'' o gflcrl'eqpfkqpu'lt'iqo g'lawf g'pwl'cpf'lawh'lawf g'pwl'b c{'p qv'dt lpi 'dt gc vj 'lt guj gpgt 'qt 'cgt quqrlrt qf wew'lkp vq'lj g'' dwlflpi '*j ckt urtc{.'rgtlwo g.'dqf{/urtc{'gve0''* Students should not spray perfume and/or deodorants in their street locker, in the halls or classrooms. Disciplinary action will be taken.

Violence and Intimidation

No one shall threaten -- verbally, non-verbally, or physically - the safety of another person through the use of intimidation or violence. Such conduct is prohibited on the school property, in the school facility, in a school vehicle, at any school sponsored function or while traveling to or from school.

Intimidation is defined as behavior or repeated acts, which cause fear, and physical or psychological discomfort, including, but not limited to: physical conduct, verbal or nonverbal threats, or gestures.

Violence is defined as aggressive behavior which subjects a person to unwanted physical contact, including, but not limited to: striking, shoving, or kicking. Caused, attempt to cause, or threatened to cause physical injury to another student is not permitted and will result in serious school and possible police consequences.

Weapons

No one, shall possess, use, threaten the use of, store, or have a look-alike weapon on school property, in a school facility, in a school vehicle or at any school-sponsored function.

A weapon is defined as any object that by its design, use or intended use, could cause bodily harm, property damage, or intimidate other persons. Weapons include, but are not limited to: firearms, whether loaded or unloaded and whether operational or not, look-alike weapons, knives, and martial arts equipment.

Items not designated as weapons will also be considered as weapons under this policy if they are used to: cause or with intent of causing bodily harm or property damage or to intimidate other persons. Such items include, but are not limited to: chains, pencils, belts, and sprays.

Sexual Harassment

Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, uninvited telephone calls or letters, and other verbal, visual, or physical conduct of a sexual nature. Sexual harassment also includes, but is not limited to; unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, unusually degrading words used to describe an individual, a display of sexually suggestive objects or pictures, sexually explicit or offensive jokes or physical assault.

Severe Disruption of the Learning Process

Students who disrupt the orderly operation of the school and/or the teaching/learning process of the classroom or willfully defy school personnel engaged in the performance of their duties will not be permitted. Continued severe disruption will result in serious school and possible police consequences.

APPLETON AREA SCHOOL DISTRICT POLICIES

For more AASD policies, go to our website at:

http://www.aasd.k12.wi.us/district/board_of_education/school_policies/

430 - STUDENT ATTENDANCE

The Appleton Area School District believes there is a positive relationship between school attendance and student success. It further believes that school attendance is a responsibility shared by students, parents, schools and community.

The District, in accordance with State law, requires that all students between six and eighteen years of age (and those students enrolled in 5-year-old kindergarten) attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the school term, quarter or semester of the school year in which the student becomes 18 years of age, unless they have an acceptable excuse, meet attendance exceptions outlined in state law, or have graduated from high school. Although not required by state law, students in 4-year-old kindergarten are expected to attend 4K programming on a regular basis and excused and unexcused absences will be determined based on the procedures described in this policy. It is the responsibility of each school's attendance officer to determine if an absence is excused, unexcused, or truant.

A student will be considered excused for school attendance if the student is considered temporarily not in proper physical or mental condition to attend school, but can be expected to return upon termination or abatement of the illness or condition. The school attendance officer may request that the parent/guardian obtain a written statement documenting the existing condition.

A student may be excused in writing by the parent/guardian prior to an absence occurring. Under this provision, absences through prior parent request cannot exceed 10 days in a school year.

A student who has reached the age of 16 years and meets criteria established in Wisconsin statutes may also be excused from school attendance to participate in programs leading to high school graduation or high school equivalency.

No student shall be denied credit in a course or subject solely because of an excused or unexcused absence.

Cross References:

At-Risk Plan 342.2

Graduation Requirements 345.6

Student Records 347

Student Nondiscrimination 411.2

Communicable Diseases 453.3

Legal References: Wisconsin Statutes 115.76, 118.125, 118.13, 118.14, 118.15, 118.153, 118.155, 118.16, 118.162, and 118.33

Adoption Date: June 26, 1993

Amended Dates: November 28, 2005, January 25, 2010, June 10, 2013, September 23, 2013, and February 9, 2015, January 25, 2016

STUDENT ATTENDANCE

Procedures

SCHOOL ATTENDANCE OFFICER

The building principal or designee shall serve as the school attendance officer for each school in the District. The school attendance officer shall be responsible for all matters relating to school attendance and truancy. The school attendance officer of each school shall determine daily which students enrolled in the school are absent from school and whether their absences are excused.

The school attendance officer or designee in each school shall inform the parent/guardian of a student's truancy and direct the parent/guardian to return the student to school no later than the next day on which school is in session or to provide an excuse for the student's absence. A parent/guardian may contact the student attendance officer to review the student's attendance record.

The school attendance officer or designee shall furnish student attendance information to designated agencies for purposes authorized by State law and in accordance with the Board of Education's (BOE) Student Records Policy. Building principals shall annually determine how many students enrolled in their schools were absent in the previous year and whether the absences were excused. This information will be submitted to the District administrator and subsequently submitted to the Department of Public Instruction (DPI).

STUDENT ABSENCES

The primary responsibility for regular school attendance of a student rests with the student's parent/guardian.

Excused Absences. All excused absences require that parent/guardian verification be provided to the school attendance officer or designee in advance of the absence or prior to re-admittance to school.

A parent/guardian may request that a student be excused from school attendance prior to an absence occurring. The request shall be made in writing or via phone contact with the school followed by a written request to the school. The student may be excused by the parent/guardian under this provision for not more than 10 days in the school year (The 10 days includes excused absences due to intermittent illnesses). Absences include but are not limited to the following:

- ⓂAppointments that cannot be scheduled outside of the school day.
- ⓂA court appearance or other legal procedure that requires the student's presence.
- ⓂA death in the immediate family or funerals for relatives or close friends.
- ⓂAttendance at special events of educational value such as college visits, job fairs, etc.

The Board of Education delegates discretion to administrators to grant excusals for an emergency in the family or unique circumstances that require the absence of the student because of family responsibilities not to exceed 20 school days.

The school attendance officer or designee is authorized to approve an excused absence for any student for the following reasons:

Evidence that the student is not in proper physical or mental condition to attend school. The District may request the parent/guardian to obtain a written statement from a physician, dentist, chiropractor, optometrist, or psychologist, or Christian Science practitioner residing in the State and listed in the Christian Science Journal as proof of the physical or mental condition of the student. Such excuse shall be in writing and shall state the period of time, which shall not exceed 30 school days. Absence beyond 30 school days require another written statement. It is suggested that a parent/guardian use the District document titled Medical Excuse Form.

An emergency in the family, unique circumstance or other crisis that requires the absence of the student because of family responsibilities not to exceed 20 school days.

Religious holidays.

A quarantine imposed by a public health officer or the Board of Education's Communicable Disease Policy.

A suspension from school (in-school or out-of-school suspensions).

Approved school activities during class time.

A student who serves as an election official if the student has a grade point average of 3.0 or higher.

Special circumstances that show good cause and which are approved by the school attendance officer or designee.

A student's truancy, discipline or school achievement problems, or disabilities as described in Wisconsin statute 115.76, may not be reason for the school attendance officer or designee to excuse a student from attending school.

TRUANCY

Truancy means any absence of part or all of one or more school days during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of Wisconsin State Statute 118.15.

Habitual Truancy

A student is considered a habitual truant if absent from school without an acceptable excuse for part or all of five or more days on which school is held during a semester.

Truancy Plan

Following are the procedures to be followed for notifying the parents or guardians of the unexcused absences of habitual truants under Wisconsin State Statute 118.16(2)(cr) and for meeting and conferring with such parents and guardians.

A. The school attendance officer:

Shall notify the parent or guardian of a student who is habitual truant, by first class, registered or certified mail, when the student initially becomes a habitual truant. The notice shall include all of the following:

1. A statement of the parent's or guardian's responsibility, under Wisconsin State Statute 118.15(1)(a), to cause the student to attend regularly.
2. A statement that the parent, guardian, or student may request program or curriculum modifications for the student under Wisconsin State Statute 118(1)(d) and that the student may be eligible for enrollment in a program for student at risk under Wisconsin State Statute 118.153(3).
3. A request that the parent or guardian meet with appropriate school personnel to discuss the student's truancy. The notice shall include the name of the school personnel with whom the parent or guardian should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place.
4. A statement of the penalties, under Wisconsin State Statute 118.15(5), that may be imposed on the parent or guardian if he or she fails to cause the student to attend school regularly as required under Wisconsin State Statute 118.15(1)(a).

The letter of notice, with explanation of rights and penalties, which is to be used is 431-Exhibit (1).

After the notice required above has been given, the parent or guardian of the habitual truant shall be notified of the habitual truant's unexcused absences (as provided in the plan under Wisconsin State Statute 118.162(4)(a)).

B. Plans and procedures for identifying truant students of all ages and returning them to school, including the identify of school personnel to whom a truant student shall be returned.

1. A parent, a guardian, or an adult student may request an excused absence from the principal or his/her designee.
2. Truant students shall be returned to the school principal or his/her designee.
3. The school principal or his/her designee shall be responsible for the administration of this Truancy Plan.

C. The District will comply fully with 118.16(2)(c)(cg), (4)(d), (5)(a). The district and Human Services agencies will consider offering the following services to solve the student's truancy problem:

Methods to increase and maintain public awareness of and involvement in responding to truancy within the District.

Publishing policies, procedures, articles, etc. on truancy in the school handbook and in the District newsletter.

Promoting active public relations campaigns stressing the importance of school attendance.

Encouraging positive reinforcers for good attendance.

Meeting with representatives of the business community to promote hiring policies, which require graduation from high school.

Collaborating with families, community partners, and agencies.

D. The immediate response to be made by school personnel when a truant student is returned to school.

1. A meeting be held with the parent or guardian or adult student to comply with 118.16(5)(a).

Consider options that may support the student's needs such as:

Attendance in another District school

Children At Risk Program (i.e., alternative programs)

Modification of academic program (i.e., mentoring, check in/out, social/academic intervention groups)

Work-study or work-training

Student Assistance Program (SAP)

Homebound instruction when student qualifies

Contracting with education services providers

2. Ensure compliance with 1.118.16 (5)(d) has occurred or make appropriate referral for such evaluation.

3. Document the above in the student's record.

E. The types of truancy cases to be referred to the District Attorney for the filing of information under Wisconsin State Statute 48.24 or prosecution under Wisconsin State Statute 118.15(5) and the time periods within which the District Attorney will respond to and take action on the referrals.

Referrals to Juvenile Court Intake:

Habitual truants for whom the District can document completion of activities under 118.16(5) and 118.16(2) (cg) and whose parents/guardians are not able to successfully return them to school will be referred to Juvenile Court Intake for the filing of information under s.48.24.

Referrals to the District Attorney for prosecution under s.118.15:

Habitual truants for whom the District can document completion of activities under 118.16(5) and whose parents/guardians fail to respond to the "notice of Habitual Truancy" letter will be referred to the District Attorney's office for prosecution under s.118.15. After receiving an investigative report, the District Attorney's office shall issue a criminal complaint or juvenile petition, or close the case with an explanation for not issuing, or refer the report back with specific rewritten recommendations for further investigation.

F. Methods to involve the truant student's parents or guardian in dealing with and solving the student's truancy problem.

Parent education programs for parents and truant
Family support groups
Family-based services
Consider other community resources

Open Enrolled Student-Habitual Truant

Before the District may prohibit a student open enrolled from another school district from attending the District in a succeeding semester or school year under 118.51(11), Stats., The District shall do all of the following:

1. Provide the following notifications to the parent and the student when the student enrolls in the District:
 - a. The Board of Education's Student Attendance Policy.
 - b. The open enrollment consequences of habitual truancy.
 - c. A clear explanation of what constitutes truancy, include what constitutes "part of the school day."
 - d. A description of the notifications, including the manner of delivery, a parent will receive when a student is absent, is truant, or is a habitually truant. Each notification shall inform the parent/guardian that the student's open enrollment may be terminated if the student is habitually truant.
 - e. How and where the parent/guardian can view the student's attendance record.
2. Each notification provided under 118.16(2), Stats., shall notify the parent/guardian or student of the consequences of habitual truancy on open enrollment.
3. Provide the parent/guardian and student with a list of all unexcused absences and trancies that resulted in the Board's proposed action to prohibit the student's attendance in a succeeding semester or school year.
4. Allow the parent/guardian or student to explain why they believe there was any error in marking an absence as truancy, using the process described in the Board's policy.

Virtual School Attendance

Wisconsin Compulsory School Attendance statutes and the Student Attendance Policy apply to students enrolled part or full-time in the District's virtual schools and/or classes. Attendance is monitored and recorded by the attendance officer or designee. The student handbook for each respective virtual school further delineates attendance and participation requirements.

Appeals to Open Enrollment Decisions Made Based on Habitual Truancy or Virtual Charter Student's Failure to Participate

A nonresident student's parent/guardian may appeal to the DPI a rejection of the student's full-time open enrollment in the District based on the student's habitual truancy or a transfer back to the resident school district based upon the failure to participate.

Tardiness

Guidelines and criteria previously described for determining if an absence is excused or unexcused apply to students who are tardy. A determination as to the classification of a tardy is the responsibility of the school attendance officer or designee. A pattern of tardiness on the part of any student shall be brought to the attention of the student's parent/guardian. If it appears that the student is negligent with being at school/class on time, appropriate disciplinary action shall be taken.

Depending upon the frequency and amount of school missed, tardiness may be classified as an unexcused absence and therefore reportable as truancy or habitual truancy. Guidelines regarding tardiness are established for each level in the District and communicated with students and parents/guardians through publications such as the Student Handbook.

Suspensions from School

Suspensions from school are excused absences. During a period of suspension, a student shall not be on the school campus or at any school activity. When a parent/guardian/legal custodian has a meeting with an administrator, the student may be present.

Students will be afforded opportunities to complete missed assignments and examinations. Guidelines for these opportunities are provided in the section titled “Make-up Assignments, Examinations, Grading and Credit.”

MAKE-UP ASSIGNMENTS, EXAMINATIONS, GRADING AND CREDIT

All students with excused and unexcused absences shall be given the opportunity to make up examinations and work missed in accordance with the guidelines outlined below. Credit in a course or subject shall not be denied solely because of a student's excused or unexcused absence from school. Districts are required to specify the conditions under which a student may be permitted to take examinations missed during absences. They are also required to specify conditions under which a suspended student will be permitted to complete coursework, and take any quarter, semester or grading period examinations. These District guidelines follow:

Excused Absences

Students who are absent from school for reasons that are determined to be excused by the school attendance officer or designee shall be given the opportunity to make up work missed when they return to school. It is the student's or parent's/guardian's responsibility to contact the teacher to make arrangements for making up work missed during an absence from school. The respective teacher shall identify make-up work.

If any question arises as to the appropriateness, feasibility of making up a particular assignment or timelines, the teacher shall discuss with the building principal the extent to which make-up work or substitute assignments are possible.

Students who are absent from school with the prior written permission of their parent/guardian are also required to make up work missed during the absence. The arrangements for making up coursework and examinations shall be the same as for other excused absences.

Examinations missed during an excused absence shall be taken within a reasonable time from the date of the absence. Students can be expected to complete an examination upon the day of their return, especially if it was a one or two day absence.

Unexcused Absences and Suspensions

All students with unexcused absences and suspensions shall be given the opportunity to make up work and examinations missed in accordance with the following guidelines:

Credit in a course or subject shall not be denied solely because of a student's unexcused absence or suspension from school.

Students with unexcused absences or suspensions occurring during the time of major examinations (quarter, semester, or grading period) shall be permitted to take such examinations if course credit is at risk. The examination make-up date shall be determined by the teacher with approval of the principal. Students in this circumstance may be expected to make up the exam on the day of return.

Students with unexcused absences or suspensions will be given one day to complete class work missed, examinations excepted, for each day or period of absence. If the work is not turned into the teacher within this established timeline, then the student may not receive credit for the work. Extensions to this timeline may be granted by the principal.

Students with unexcused absences or suspensions may be assigned a supervised, directed study program to make up assignments and take examinations

CONTAGIOUS DISEASE AND IMMUNIZATIONS

Students who have communicable diseases as defined by the Department of Public Health, and students who do not have their required immunizations or waivers for same may be excluded from school in accordance with state law and Board of Education policies. Students will not be permitted to return to school until medical clearance is provided.

Communicable Diseases that commonly are associated with school exclusion include rubeola (red measles), parotitis (mumps), varicella (chicken pox), pertussis (whooping cough), rubella (German measles) or Hepatitis. The presence of head lice, although not a communicable disease, may also result in exclusion from school.

RELIGIOUS INSTRUCTION

With the written permission of the parent/guardian, students may be absent from school for at least 60 minutes but not more than 180 minutes per week to obtain religious instruction outside the school during required school attendance. Permission to be absent may be withdrawn if the pupil does not attend the religious instruction.

EIGHTEEN YEAR OLD STUDENTS

When a student attains the age of eighteen years, the rights accorded to the parent/guardian transfer from the parent/guardian to the student. Students are no longer required by law to attend school. However, all students who choose to continue in school must follow all attendance policies. All written and verbal communication regarding attendance policy violations will continue to include the parent/guardian unless the adult student specifically requests their exclusion in writing to the principal.

STUDENT PARTICIPATION IN PROGRAM LEADING TO HIGH SCHOOL DIPLOMA (118.153)

Upon the student's request of the school board and with the written approval of the student's parent/guardian, any student who is 16 years of age or over and a student at-risk as defined by s. 118.153 may attend, in lieu of high school or on a part-time basis, a technical college that provides a program leading to the student's high school graduation.

Upon the student's request of the BOE and with the written approval of the student's parent/guardian, any student who is 17 years of age or over shall be excused from regular school attendance to attend a program leading to a high school equivalency diploma if the student began the program while placed in a secured correctional facility, a secured student caring institution, a secured detention facility, or a juvenile portion of a county jail.

MEDICAL EXCUSE FROM ATTENDING CLASSES

Students who have a medical reason to be excused from specific classes shall obtain a written statement from their physician. The statement shall include the reason for the request and the period of time the student is to be excused. It is suggested that the parent/guardian use the District document titled Medical Excuse Form. The statement shall include restricted activities, as well as any appropriate accommodations or alternative activities.

Attendance by the student through partial participation will be expected and encouraged. However, if the teacher, in consultation with the principal, believes that another educational setting in the school would be more appropriate during the class period, then the student may be reassigned.

The medical statement will be maintained in the student's behavioral file with a copy provided to the teacher.

Students in Grades 6 through 12 - Students who are excused by a physician for more than 10 school days in a quarter grading period may receive a Withdrawal, Incomplete, or grade that will be computed as part of the student's grade point average. Students who receive a Withdrawal will be required to retake the class if required for graduation. Students who receive an Incomplete will be required to complete the coursework within the designated timeline and subsequently receive a grade. The principal and teacher will determine which option will apply.

Principals have the authority to waive courses for seniors who have a medical condition and excuse that may prevent them from graduating. Other means to obtain the necessary credit(s) will be pursued prior to a waiver being granted.

HOMEBOUND INSTRUCTION FOR ABSENT STUDENTS

Students who are unable to attend school due to a persistent health condition that will result in 30 consecutive school days of absence, or frequent absences of a shorter duration that cumulatively will extend beyond 30 school days in a school semester may qualify for homebound instruction. Written verification by a physician using the District document titled

Medical Excuse Form will be required but does not guarantee homebound instruction. The homebound decision for a student with a disability shall be made by the IEP team and, for students without a disability, by the building principal in consultation with the school nurse and assistant superintendent of Student Services.

PHYSICAL EDUCATION AND STUDENTS WITH DISABILITIES

Students with a disability, as defined by IDEA or Section 504, that precludes them from participating in a regular physical education program may qualify for and receive a specially designed program. This decision will be made by the Individual Education Plan (IEP) or Building 504 Team.

PARENT/GUARDIAN RESPONSIBILITIES

It is the responsibility of the parent/guardian to ensure the student's regular school attendance. The parent/guardian is expected to provide a written explanation of a student's absence in advance of the absence or upon the student's return to school.

STUDENT RESPONSIBILITIES

Students are required to attend all classes unless they have obtained approval by the building principal or designee, or have parental permission as approved by the school attendance officer/designee.

It is the student's or parent's/guardian's responsibility to make appropriate arrangements with the teacher to make up all assignments, including examinations, in accordance with the previously noted guidelines.

TEACHER RESPONSIBILITIES

Teachers are responsible to submit attendance reports as required by each school attendance officer or designee.

Teachers are required to emphasize the importance of good attendance. They are to develop classroom procedures and grading requirements that reflect this policy. They also are not permitted to deny credit in a course or subject solely because of a student's absence from school.

APPEALS TO THIS POLICY

Appeals to administrative decisions pertaining to this policy shall initially be reviewed at the school by the principal. If the parent/guardian or student disagrees, the appropriate assistant superintendent of School Services should be contacted.

Cross References: **At-Risk Plan 342.2**
 Graduation Requirements 345.6
 Student Records 347
 Student Nondiscrimination 411.2
 Communicable Diseases 453.3

Legal References: **Wisconsin Statutes 115. 76, 118.125, 118.13, 118.14, 118.15, 118.153, 118.155, 118.16,**
 118.162, and 118.33

Adoption Date: **June 26, 1993**

Amended Dates: **November 28, 2005, January 25, 2010, June 10, 2013, September 23, 2013, and February 9,**
 2015, and January 25, 2016

HABITUAL TRUANCY

Sample Procedure and Notice Statement 430-Exhibit (1)

When a student becomes a “habitual truant” (absent without an acceptable excuse for part or all of five or more days on which school is held during a semester), the attendance officer or designee shall send, by first class, registered or certified mail, the following notice to the student’s parent or guardian.

Notice of Habitual Truancy

Date:
Student’s Name:
Date of Birth:

Wisconsin State Law, Section 118.15(1)(a), requires you have your student attend school regularly until graduation from high school, or until the end of the semester in which he/she turns 18 years of age, or until the/she is excused from attendance by the School Board. Your student (student name), has been determined by the school to be habitually truant according to Wisconsin State Law and the Appleton Municipal Code 10-42. Habitual truancy is absence without an acceptable excuse for part or all of five or more days on which school is being held per semester.

Wisconsin State Law, Section 118.15(1)(d), allows you to request certain changes in your student’s school program or curriculum. In addition, your student may be eligible for inclusion in the District’s Children At-Risk Program under Section 118.153(3).

To address the habitual truancy and avoid the issuance of a municipal citation, which requires an appearance in court by both you and your student, you will need to meet with an administrator. A meeting is set for (insert meeting date) at (insert meeting time) with (insert truancy meeting participants). If you can’t make this meeting, you must contact (insert contact information).

Enclosed are the following documents:

- Truancy meeting agenda
- Appleton Municipal Code 10-42
- Attendance summary for your student

Please bring these documents to the meeting on (insert meeting date) at (insert meeting time). If you fail to meet with us, a municipal citation may be issued to your student for a court appearance.

Please contact me if you have any questions.

Respectfully,

Signature
Title

Cc: Behavior File (green)
Police School Liaison
School Counselor

Enclosures: Truancy Meeting Agenda
Appleton Municipal Code 10-42
Attendance Summary

442 - STUDENT COMPLAINTS AND GRIEVANCES

Whenever a student alleges that he/she is aggrieved by reason of the application to him/her of any administrative rule, regulation or order, or of an order of any teacher, principal, or other administrative person in the school system, or whenever any student feels there are deficiencies in existence in the school system, such as, but not limited to, curricular content, educational facilities, teaching methods and the like, which require remedial action, the student or a parent on the student's behalf shall contact the building principal for direction in proceeding with a grievance or stating a complaint. If further information is necessary, the student should contact the Assistant Superintendent.

Cross References: **Educational Materials Selection, 361**
 Equal Educational Opportunities, 411

Adoption Date: **April 11, 1988**

STUDENT COMPLAINTS AND GRIEVANCES Procedures

The following procedure will serve as a guideline for handling student grievances:

Step 1:

If the complaint involved the action of a teacher, there shall be sincere attempt to work this out directly between the pupil and the teacher. The public school staff member involved shall make a special effort to be sure the pupil has had adequate opportunity to discuss the situation with him/her.

Step 2:

If the matter cannot be resolved at Step 1, the pupil shall reduce to writing the details of the situation. At the elementary level, the written record shall be submitted to the principal. At the secondary level, the written record shall be submitted to the principal. This written record shall be submitted to the associate principal for student services who may handle the matter or refer to the associate principal for curriculum and instruction. The associate principal who handles the grievance shall respond no later than ten days after receiving the written record. If no resolution can be achieved on Step 2, the student may proceed to Step 3. A written report of resolutions or recommendations will be sent to those involved and a copy filed in the pupil's cumulative folder by the administrator handling the complaint, if the student wishes.

Step 3:

The pupil shall present the written report of the complaint to the building principal. The principal will review the written report from the pupil, the written record completed by the assistant principal, and any other parties who are directly involved, and then will arrange a meeting of the pupil, his/her parents, and school personnel, to attempt to resolve the problem. Such a meeting will take place as soon as possible, within five school days following receipt of the written reports. Following this step, a written report by the principal shall be submitted to those involved, with a copy to the Superintendent within five school days after the meeting.

Step 4:

In the event that the aggrieved pupil is not satisfied after Step 3, he/she shall then make a written request to the principal for forwarding to the Superintendent for further consideration of the grievance. The Superintendent will arrange for a meeting with himself/herself or his/her representative, the pupil, his/her parents, and the staff members who may be involved as soon as it is possible and within five school days after receiving the written request.

Step 5:

The final appeal under this procedure, if the pupil is yet not satisfied, is to the Board of Education. The complaint or grievance shall be submitted in writing to the District office at the Administrative Center. The Board may arrange to hear

the complaint, consider the written reports, and render its decision in writing within four weeks of the receipt of the written request for Board review. If the Board decides to hear the matter, the date for the hearing shall be within 30 days of the receipt of the written request. The pupil may request either a closed or an open hearing. The decision of the Board of Education is final and the matter will be closed.

The Student Grievance Procedure shall annually be given to student via the student handbooks in the secondary schools, and shall be available to the parents of elementary aged students in the school offices.

Adoption Date: April 11, 1988

STUDENT SERVICES

The Department of Student Services provides a variety of assessment, counseling, and instructional services to the district's students. Through an integrated, building-based student services model, students receive services specific to their needs, interests, and abilities. Student services staff members work cooperatively with other individuals and groups to ensure that students receive a comprehensive educational program that enhances not only their academic achievement, but also their psychological, social, and physical well-being.

Programs and services available at the elementary, middle and/or high school levels include:

School Guidance and Counseling	School Social Workers
School Nursing and Health Services	School Psychologists
Alcohol and Other Drug Abuse Programs	School Age Parent Services
Pupil Discrimination Complaint Investigations (S.118.13)	

Exceptional Education Services:

Autism	Physical Therapy
Learning Disabilities	Other Health Impaired
Special Physical Education	Emotional Disabilities
Speech and Language	Traumatic Brain Injury
Cognitive Disabilities	Orthopedically Impaired
Occupational Therapy	Visually Impaired
Hearing Impaired	

Additional information regarding the above services, including eligibility and accessibility, should be directed to the school principal or the Department of Student Services at the Morgan Administration Building.

INFORMAL AGREEMENT TO RESERVE WEDNESDAY EVENINGS FOR FAMILY ACTIVITIES AND RELIGIOUS EDUCATION

As a commitment to community life, and in cooperation with community groups and religious educators, the Appleton Area School District makes every attempt not to schedule extracurricular events on Wednesday evenings. This is done so that students and families can be involved in non-school activities on Wednesday evenings. If you have questions regarding this, please contact our office.

