

# WELCOME

This handbook has been prepared to help students as well as parents/guardians get acquainted with the rules and regulations of Colby Middle School. Read it carefully, and keep it to consult when there are questions about the rules and regulations that need to be followed at this school. (Any questions about rules and regulations contained in this handbook that seem unclear, please stop by the office and talk with the principal.) It is our hope that your education at Colby Middle School will be a pleasant and successful experience.

## ACADEMIC HONESTY

Cheating is defined as taking the work, words, ideas, and/or efforts of another and presenting it as one's own or providing one's own work to be presented as another's.

Cheating on any type of assignment will not be tolerated.

Teachers include a cheating policy with their grading/classroom expectations. See District Policy 449 for additional information.

## ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions or at any athletic event sponsored by the school must be reported **immediately** to the person in charge and to any other necessary authorities.

## AFTER SCHOOL DETENTION

Detentions will be held from 3:30 PM - 4:00 PM or 3:30 PM – 4:30 PM on Tuesdays *and* Thursdays unless there is no school. All students must leave the building immediately after detention.

A student wishing to be excused from an assigned detention must be excused by a building administrator **prior to missing the detention**.

Students assigned to detention shall arrange their own transportation. If a student is absent on the scheduled detention day, the student is required to serve their detention on the next scheduled day.

Students who skip after school detention or miss after school detention without an excuse from the principal will be assigned an extra detention for each detention missed. Students who do not show up for assigned detention may be subject to suspension that will require a parent-pupil-principal conference.

## Expectations for Detention:

1. Be prompt - 3:30 in supervisor's room
2. One monitored bathroom break
3. Dismissal at 4:00 or 4:30
4. No food or beverages
5. This is a quiet work time – not socialization. Reminder: detention is a consequence.
6. Permission is required to go to lockers
7. Cooperation and productivity is expected

For any time that a student does not follow the listed expectations, he/she will be required to make up that time in detention.

## AGENDA REPLACEMENT

Students who have lost or defaced their agendas will be required to replace them and will be assessed a fee of \$5.00 per agenda. Agendas are issued as textbooks or workbooks. Defaced agendas will be turned into the office.

## ATTENDANCE REGULATIONS

State Law under Articles 118.15, subsections 1-5 states: "Any person having a child who is between the ages of 6 and 18 years of age shall cause such a child to attend school regularly during the full period and hours."

A planned and/or anticipated absence as outlined in state law allows a parent or

guardian to excuse a child for up to ten days in a school year for any reason. The law requires the parent to excuse the child in **writing** prior to the absence.

### **What is truancy and habitual truancy?**

A student is considered truant if he/she is absent without an acceptable excuse for all or part of one or more days during which school is held. A student qualifies to be habitually truant when he/she is absent without an acceptable excuse all or part of five or more days in a school semester, s.118.16(1) (a) and (c), Wis. Stats.

It is important for all students to establish a positive attendance record. Absence from school, whether excused or unexcused, often has an adverse effect upon a student's academic progress. Learning takes place in many ways and places, and the best policy is to be in the right place at the right time. The learning atmosphere in a classroom is such that optimum conditions for education should result for the student. ***The exact situations, demonstrations, and activities can never be repeated for those pupils who miss a class or day of school.*** Substitute assignments for time missed will help, but keep in mind they are just that, substitute assignments. Each student at Colby Middle School should be in every class for which he/she is scheduled each day school is in session.

When a student must be absent for illness or other emergency reason, **parents should contact the office on the day of the absence or may send a signed note with the student on the day they return otherwise it will be an unexcused absence.**

Students returning during the day must check in at the office and receive an admit slip before returning to class.

***Excused absences*** will be for serious illness, court appearance, injury, medical

appointments, and death in the family, family emergencies (explained), and school sponsored trips or when **prior arrangements** have been made with the principal. An excused absence allows the student to make up missed assignments and/or class time. The student assumes responsibility for requesting and completing make-up assignments. **TRACS activity days are regularly scheduled school days and students are expected to be in attendance. Students will be marked unexcused unless they have an anticipated absence form or the above described excused absences.**

### ***Anticipated Absences***

Students knowing that they will miss school in the future should request an "anticipated absence form" in the school office at least one day in advance. A parental note or call will be required which states the reason for the anticipated absence. The student has the responsibility of clearing all assignments and obligations for each class **before** leaving for the requested days.

For each day of **excused absences**, students will be allowed the equivalent number of days for make-up work. Make-up work must be comparable to classroom assignments.

Students with unexcused absences or are suspended from school will be allowed to make up major tests, exams, and assignments according to board policy.

### **Arriving Late To School:**

Arriving late to school without an acceptable excuse or after too many absences will result in the following:

8:15-8:25-Tardy (Monday 9:15)

8:26-9:00- ½ hour detention (Monday 9:26)

9:00-Lunch-1 hour detention (Monday 10:00)  
After Lunch-3:30-2 hour detention

**Wisconsin Statutes (118.15) pertaining to school attendance are in effect in addition to the above items.**

## ***TARDINESS***

**A little late is too late!** If you arrive late to school or to class, your teacher will mark you tardy. If you have been detained in the office or by a teacher, ask the person who detained you to sign your agenda before going to your next class.

An excused tardy is one which constitutes a legitimate detention by a teacher, by office personnel, or from home verified by a parent's call, and approved by the principal. Students that receive 3 cumulative tardies, (i.e. 3-6-9-12) during a quarter will be placed on the proper step of the discipline code.

- 3= Warning
- 6 = ½ hour detention
- 12 = 1 hour of detention
- 18 = 2 hours of detention

## ***BACKPACKS***

Backpacks, Tote Bags or Purses will not be allowed to be taken into class rooms unless there are special circumstances and permission has been given.

## ***BUS RIDER'S RULES***

Students must be on time at the designated school bus stops and must wait until the bus comes to a complete stop before attempting to enter.

While on the bus, students must keep hands and heads inside the bus at all times. Remember that loud talking and laughing diverts the driver's attention and makes safe driving difficult. Horseplay is not permitted around or on the school bus.

- \* Do not throw anything out of the windows.

- \* Bus riders should never tamper with the bus.
- \* Do not leave books, lunches, or other articles on the bus.
- \* Bus riders are expected to be courteous to fellow pupils and to the driver.
- \* Be absolutely quiet when approaching a railroad crossing.

All busses to games or field trips are scheduled by the school and each bus is under the direction of a faculty member. All students are required to return to the school in their assigned bus unless arrangements have been made with a school administrator. Reasonable dress and conduct appropriate to the situation are expected.

Remember, the transportation to and from school is a privilege which can be terminated (per Attorney General Opinion - Date 10/17/74). Parents will be notified if there is misconduct on the bus. If such misconduct continues, a student's privilege to ride the bus may be suspended by school authorities.

# **DISCIPLINE**

## ***EXPECTATIONS***

We believe that the primary obligation for developing self-discipline, responsibility and respect for other people rests with the home and parents. Children who have developed these qualities usually progress well in school. The school is also concerned with the development of attitudes, habits and behavior, and must provide a proper climate for learning; therefore, it strives to work cooperatively with parents in the pupil's development. Teachers want all students to learn, but their efforts can be thwarted by disruptive students. When students do not follow the rules of proper conduct, the school has a responsibility to take action in the interest of those students and the other

students in the school. In order to meet this shared responsibility for the maintenance of good behavior:

#### **PARENTS SHOULD:**

Keep in regular communication with the school concerning their child's conduct and progress.

- \* Insure that their child is in daily attendance and promptly report and explain an absence or tardiness to the school.
- \* Assist their child in being healthy, well-groomed and clean.
- \* Bring to the attention of school authorities any problem or condition which affects their child and/or other children of the school community.
- \* Discuss report cards and work assignments with their child.
- \* Maintain up-to-date home, work and emergency telephone numbers at the school.

#### **STUDENTS SHOULD:**

- \* Attend all classes daily and be on time.
- \* Be prepared to come to class with appropriate working materials.
- \* Refrain from profane and inflammatory statements.
- \* Be respectful to all individuals and property.
- \* Conduct themselves in a safe and reasonable manner.
- \* Be well-groomed and clean.
- \* Be responsible for their own work.
- \* Abide by the rules and regulations set forth by the school and individual classroom teachers.
- \* Seek changes in an orderly and approved manner.

#### **EDUCATORS SHOULD:**

- \* Encourage the use of good guidance procedures.
- \* Maintain an atmosphere conducive to good behavior.

- \* Plan a flexible curriculum to meet the needs of all students.
- \* Promote effective training or discipline based upon fair and impartial treatment of all students.
- \* Develop a good working relationship among staff and students.
- \* Seek to involve students in the development of policy.
- \* Encourage parents to keep in regular communication with the school.
- \* Try to involve the entire community in order to improve the quality of life within the school and community.

#### **PURPOSE:**

To insure an atmosphere which is conducive to learning, it is necessary to balance carefully a student's individual rights with his or her responsibilities for good citizenship. The intended effect is to create and sustain an educational climate conducive to learning, to responsible and considerate behavior, and one in which the safety of students and all persons is assured.

#### ***DISCIPLINE POLICIES AND PROCEDURES:***

The development of responsible behavior and self-discipline among students occurs at two levels within a school. First, since the students spend the greatest amount of time during the school day in the classroom, the classroom teacher must assume the primary responsibility for gaining the respect and cooperation of the students so that an effective learning environment shall be maintained. All teachers will utilize the CMS Behavior Plan that is found in the student agenda. This list provides a set of clearly established and understood rules and consequence steps that all students and staff are expected to follow. Teachers will develop individual Classroom Behavior Plans, which include the rules of "Work", "Respect", and "Belong".

All students are expected to:

- ❖ **Work to the best of their abilities and not interfere with other students' work**
- ❖ **Respect staff, peers, property and themselves through words and actions**
- ❖ **Show they belong in school by attending school and class and by promoting to other students that they belong here at CMS, as well.**

A copy of the teacher's individual Classroom Behavior Plan will be distributed to the students at the beginning of each course and a copy of each teacher's Individual Behavior Plan will be posted in the classroom and kept on file in the office.

Secondly, disciplinary problems that are beyond the scope of the classroom teacher's responsibility and are referred to the office will be dealt with using the Administrative Discipline Plan, which is a carefully developed set of rules and consequences that ensure fair and consistent behavior. **(See Code of Classroom Conduct policy.)**

#### **Administrative Discipline Plan:**

##### **Step 1:**

- Meeting with teacher and principal
- Detention may be assigned
- Parent contacted by teacher or administrator

##### **Step 2:**

- Detention on Tuesday or Thursday from 3:30 PM to 4:30

##### **Step 3:**

- Same as Step 2 with a parent meeting to allow student back in school.
- Possible student contract

##### **Step 4:**

- One day in-school or out-of-school suspension.
- Referral to Guidance

##### **Step 5:**

- One to three days out-of-school suspension

- Parent conference with administrator and appropriate staff.
- Written student contract

##### **Step 6:**

- 5 day suspension from school
- Contract that places student on notice of possible expulsion

##### **Step 7:**

- Recommend expulsion hearing before the school board

Students with 3 detentions (tardy detentions do Not count), in-school suspensions, out-of-school suspensions or any combination in one quarter may be ineligible to attend the end of the quarter TRACS activity.

**\* Community service may be an option for any step at the discretion of the Administration.**

#### **Provisions for the use of the Administrative Discipline Plan:**

1. All teachers will maintain an individual Classroom Behavior Plan within their classrooms to handle any problems that occur within the classroom. As part of this Classroom Behavior Plan each teacher will incorporate provisions for notifying the parent(s) or guardian(s) when a problem exists within the classroom. Teachers who send students to the office on a discipline referral will contact the parent(s) or guardian(s) regarding the reason for the referral. If the discipline referral regards an offense of Step 3 or above on the Administrative Discipline Plan, the administration may arrange a parent conference to be held between 7:30 AM and 4:00 PM on the earliest possible date following the offense.
2. A disciplinary file will be initiated for each student referred to the administration, and a record of each violation will be maintained. Parents will be notified in writing of all violations of the Administrative Discipline Plan.

3. Once a student has been given after school detention he or she must serve that detention on the assigned date. If a student misses his/her assigned detention(s), they will be assigned an additional detention. Students will still be expected to serve their original detention(s).
4. All staff shall be responsible for seeking the assistance of counselors, teachers, school psychologist, social worker and other professionals to help students correct their behavior problems.

**DISCIPLINE INFRACTIONS  
AND CONSEQUENCES:  
THE DISCIPLINARY STEP  
WILL BE DETERMINED BY THE  
SEVERITY AND FREQUENCY  
OF THE OFFENSE**

**A. STUDENT ATTENDANCE**

**A-1 Truancy/Unexcused Absence:**

The act of being absent from school part or all of a school day without permission of parents or school administrators.

**A-2 Leaving Campus Without a Pass:**

The act of being absent from school without a pass.

**A-3 Tardiness:** The act of reporting late for school, class or other required activities without an acceptable excuse. Records will be kept by quarter.

**B. STUDENT/STUDENT RELATIONSHIPS**

**B-1 Threatening or Intimidating Acts:**

The act of verbally or by gesture threatening the well being, health or safety of any student on school property, or enroute to or from school.

**B-2. Physical Attack:** The act of physically assaulting, or in some manner attempting to injure any student on school property, or going to or from school (police may be contacted)

**B-3 Disrespect:** The act of insulting, calling derogatory names, using obscenity toward, dishonoring or, in other manner, abusing verbally or in writing any member of the student body.

**B-4 Shake Down:** The act of extorting things of value from a person in the school, under pressure of either implied or expressed threats. (Police may be contacted)

**B-5 Fighting:** The act of involving hostile bodily contact in or on school property, or going to or from school, including any activity under school sponsorship. (Police may be contacted)

**B-6 Scuffle:**

**B-7 Property Damage:** (restitution required through parental contact)

**B-8 Theft:** (restitution required through parental contact and referral to police when appropriate)

**B-9 Horseplay:** The act of tripping, shoving, misusing other students' property, cutting in lunch line, etc.

**C. STUDENT/STAFF RELATIONSHIPS**

**C-1 Insubordination:** The act of willfully failing to respond or carry out a reasonable request by authorized school personnel.

**C-2 Threatening or Intimidating Acts:**

The act of verbally or by gesture threatening the well-being, health or safety of any member of the school staff. (Police may be contacted)

**C-3 Physical Attack:** The act of physically assaulting any member of the school staff on school property or at any activity under school sponsorship. (Police shall be contacted)

**C-4 Disrespect:** The act of insulting, calling derogatory names, dishonoring, making gestures, or in other manner abusing verbally or in writing any member of the school staff.

**C-5 Disrespect for the Property of a Member of the School Staff:**

**C-5a Damage.** (Restitution required through parental contact)

**C-5b Theft.** (Police may be contacted)

**C-5c Major Theft/Damage.** (Restitution required/police may be contacted)

#### **D. SCHOOL PROPERTY**

**D-1 Vandalism:** The act of willfully destroying public property.

**D-1a Destruction.** The act of rendering property unusable. (Restitution required and referral to police)

**D-1b Defacing.** The act of damaging property requiring cleaning or repair. (Restitution required)

**D-1c Misuse of Printed Material.** The act of destroying or defacing magazines, books, or other printed material. (Restitution required)

**D-1d Misuse of Digital Material** The act of destroying, damaging or sabotaging digital material (ex. Loading computer viruses, erasing files of others, loading software, relocating files of others).

#### **D-2 Theft**

**D-2a Theft.** Not serious enough to report to police. (Restitution required)

**D-2b Major Theft.** Considerable enough to be reported to police. (Restitution required and referral to police)

**D-3 Abuse of School Grounds:** (restitution required and police may be contacted)

**D-4 Littering:**

**D-5 Misuse of Food:**

#### **E. PROTECTION OF THE PUBLIC SAFETY**

**E-1 Detonation of Firecrackers or Other Explosive Devices:** (referral to police)

#### **E-2 False Alarms:**

**E-2a** The act of initiating a fire alarm or initiating a warning of a fire or other catastrophe without just cause. (Referral to police)

**E-2b Bomb/Weapon Threat.** (Referral to police)

**E-3 Arson:** The act of willfully and maliciously burning or attempting to burn any part of any building or any property of the school or of its staff and students. (Referral to police)

**E-4 Possession of Weapons:** The act of having possession of a weapon. Possession includes lockers. (Referral to police)

#### **F. ALCOHOL, TOBACCO AND DRUGS**

##### **F-1 Alcohol and Drugs or Look-alike:**

**F-1a Possession:** Referral to police.

**F-1b Selling or Transmitting:** Referral to police for prosecution.

**F-1c Noticeably Under the Influence:** Referral to police.

**F-1d Observed Use:** Referral to police

##### **F-2 Tobacco:**

**F-2a Possession:** The tobacco substance will be confiscated and not returned to the student

**F-2b Use:** Referral to police for ordinance violation

#### **G. OTHER DISCIPLINARY INFRACTIONS**

**G-1 Repeated or Serious Classroom Disruption: Step - at the discretion of the administration**

**G-2 Disruption of Meeting or Assembly: Step - at the discretion of the administration**

**G-3 Cheating:** The act of stealing a test, tampering with grade book, copying work, etc.

**G-4 Forgery:** The act, written or spoken, of misrepresenting the truth (i.e. forged passes, parent signatures, false phone calls, misinformation to school personnel, etc.)

**G-5 Carrying electronic devices:** (Except for educational purposes.) (Confiscated to be returned to the student at the discretion of the administration)

**G-6 Being in an Unauthorized Area:**

**G-7 Being an Accessory to a School Violation:** (step assignment at the principal's discretion depending upon offense and level of involvement.)

**G-8 Abusive or Offensive Language:** The act of using such language in the presence of staff members and/or students, including written notes and published material, as well as oral.

**G-9 Necking, Embracing or Similar Improper and/or Disruptive Behavior:**

### **G-10 Inappropriate Dress and Attire:**

The act of wearing clothing that is a distraction in school or detrimental to the health, safety or reputation of the student or school (i.e. sunglasses, short shorts, bare midriff, headgear, indecent style of clothes, and inappropriate T-shirts). Shoes must be worn at all times. (The student will be sent home to change his or her attire)

### **H. HARASSMENT**

Harassment is unwanted behavior which interferes with life. It limits and denies the rights of students to study, work, and play in the school setting. Harassment makes people feel bad. Everyone has a right to not be harassed and the Colby staff feels strongly that all students should feel safe at school.

- Sexual harassment is unwelcome behavior of a sexual nature.
- Racial harassment is unwanted comments regarding a person's ethnic make-up.
- Verbal harassment is unwanted verbal comments which make a person feel bad or unsafe.
- Physical harassment is unwanted behavior of a physical nature.
- Intimidation is unwanted threats to cause harm.

What can you do about harassment?

1. Say, "stop!"
2. Tell someone! Talk to a teacher, counselor or administrator.
3. Keep records! Record what happened: date, times, places and witnesses.

Any form of harassment is wrong and will not be tolerated at Colby. Harassment complaints are investigated. **(Refer to the Harassment Policy)**

### **I. GANGS AND GANG-RELATED BEHAVIOR**

The School District of Colby will not tolerate gang-related behavior in the school, on

school property, on buses, or at school-sponsored events. Gang behavior creates an atmosphere where unlawful acts or violations of school regulations may occur. Such behavior intended to initiate, advocate or promote activities which threaten the safety or well-being of persons or property is harmful to the educational process and school environment and interferes with the mission of the school district.

A "gang" is an ongoing organized association of three or more persons, whether formal or informal, who have a common name or common signs, colors, or symbols, and members or associates who individually or collectively engage in, or have engaged in criminal activity.

The following gang-related behaviors are prohibited in school buildings, school buses and at school-sponsored activities.

1. The presence of jewelry, accessories, manner of grooming, or apparel which implies membership, affiliation or sympathy with a gang (Including but not limited to wallet chains)
2. Displaying gang markings or slogans on personal property or clothing
3. Uses of gang-related hand signs or signals
4. Possessing literature that indicates gang membership
5. Antisocial or criminal activities which disrupt school or school-sponsored activities
6. Committing a crime
7. Initiations, hazing and intimidation.

Violation of this policy will subject students to appropriate disciplinary action which may include.

***Any situation not specifically covered by the above policies will be dealt with on an individual basis and the penalty will be determined by the administration to fit the offense.***

### **DRESS AND APPEARANCE**



All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. Any type of attire which attracts undue attention to the wearer, and thus creates a disturbance in the school, is not acceptable. Pupils will be asked to remove or change clothing. Hats and caps are not to be worn as well as winter or bulky coats in the building during school hours except for special occasions that are approved by the administration. Bare midriffs and undergarments are not to be exposed. Dress that promotes the use of alcohol, tobacco, drugs, violence, or dress that has sexual suggestions or references are not to be worn to school. Ink and marker graffiti is not permitted on any body parts. The building administrators will determine the type of attire that is acceptable.

### *E-Mail/Internet*

Students may have access to the Internet and e-mail. See the policy that is attached concerning these rules and regulations. Students will not be able to access these accounts until the Acceptable Use Policy has been signed and returned to the LMC. Also to e-mail staff members, be sure to check our district home page at [www.colby.k12.wi.us](http://www.colby.k12.wi.us) and click on "District Directory" to get e-mail addresses of all staff members.

### *ELECTRONIC DEVICES*

No students shall be permitted to use electronic devices such as, but not limited to, cell phones, iPods, iPads, cameras, laser pointers on the school premises from 8:15am to 3:30 pm (or 9:15am to 3:30pm on Mondays). They should be stored in a locker or backpack during the school day. At the discretion of staff members, electronic devices may be confiscated if visible or if they go off in class or hallways. Cell phones or electronic devices will be confiscated if they are in use during the school day per School Board policy and Handbook rules. (Students may use a cell phone with

permission in the office.) The consequences are as follows:

**1<sup>st</sup> offense:** Phone or electronic device will be immediately confiscated by staff and may be picked up in the office at 3:30 by the student.

**2<sup>nd</sup> offense:** Phone or electronic device will be immediately confiscated by staff and may be picked up at 3:30 by the student. A 1/2-hour detention will be served. Student will have to drop off the phone in the office in the morning for two straight days and phone may be picked up at 3:30 by the student each day.

**3<sup>rd</sup> offense:** Phone or electronic device will be immediately confiscated by staff. A 1-hour detention will be served. Student will have to drop off the phone in the office in the morning for five straight school days and it may be picked up at 3:30 by the student each day.

**Any further offenses:** Phone call home to parents to decide future phone/electronic device plan, with the possibility of turning the phone in to the office for the remainder of the school year.

An exemption to this policy may be allowed for the use of possession of a cellular phone if the Board of Education's designee (building principal or district administrator) determines that the device is to be used for or is possessed for a medical, school, education, vocations, or other legitimate use and permission is granted by the designee.

### *EMERGENCY SCHOOL CLOSING*

Students and parents are asked not to call the school in case of an emergency school closing. Announcements of a school closing will be placed with the five radio stations listed:

Medford - WKEB – 99.3 FM  
 Wausau - WIFC - 95.5 FM  
 Eau Claire - WAXX - 104.5 FM  
 Wausau – WDEZ - 101.9 FM

Channel 7 – Wausau

Channel 9 – Wausau  
Channel 13 – Eau Claire

## ***ENTERING THE SCHOOL BUILDING BEFORE AND AFTER HOURS***

Middle School doors will open every morning at 7:45 am Tue-Fri and at 8:45 am on Mondays. Gates will be closed in the mornings until 8:00 am Tuesday thru Friday, and at 9:00 am on Mondays. **ALL STUDENTS SHOULD BE OUT OF THE BUILDING WITHIN 15 MINUTES AFTER SCHOOL IS CLOSED FOR THEY DAY UNLESS THEY ARE UNDER DIRECT SUPERVISION OF ONE OF THE FACULTY MEMBERS. *Students should not remain in the building past 3:45 PM unless under the supervision of a teacher or coach.***

## ***FACULTY PLANNING CENTER***

This area is off limits for students. If you need a teacher, come to the main office for assistance.

## ***FOOD AND BEVERAGE POLICY***

***No pop, sports drinks, etc., are allowed during school hours, including lunch. Water bottles will be the only exception.*** If you choose to provide a snack from home, healthy snacks, not candy, are recommended. If a student brings lunch from home, he/she can buy milk. ***Pop will not be allowed at lunch.***

## ***GUIDANCE SERVICES***

Guidance services are available for every student in the Colby School District. These services include assistance with education planning, interpretation of test scores, occupational information, career information, help with home, school and/or personal/ social concerns or any questions

the student may feel he/she would like to discuss with the counselor.

Students wishing to see a counselor should visit the guidance office and obtain a pass from the counselor.

Parents/guardians may also schedule appointments with the school counselor to discuss issues concerning their student's academic, personal, social, and emotional welfare.

## ***HEADGEAR***

No headgear will be allowed such as hats, hoods, sweatbands, scarves or sunglasses unless it is a special dress day or medical reason. This will be handled on an individual basis with each student.

## ***HOMEWORK***

The Colby Middle School faculty endorses homework as a practice that can enhance learning. Homework can help inform students of upcoming lessons. It can provide students with practice that provides needed review and reinforcement. Homework can provide students with opportunities to be creative and resourceful, allowing them to develop their own ideas related to a class topic and then to share those ideas with the class.

To ensure that homework best serves the educational needs of students, the faculty believes that homework assignments should be reasonable in magnitude, including both difficulty and extensiveness. Homework should reflect directly the activity, study, project, etc. that students are engaged in. All homework assignments should be checked for accuracy and quality, and teachers should give feedback on all assignments.

## ***HONOR ROLL***

Colby Schools wish to honor excellence in academic achievement. Students on nine-week honor roll for grades 6-12 will be listed in the area newspapers. To meet the

requirements for the B Honor Roll, a student must have a 3.000 or better GPA with no incompletes, D's or F's. For the A Honor Roll, a 3.667 or better with no incompletes, D's or F's.

***Any student who enters school after the end of the fifth week of the quarter will not receive a report card from this district until the following quarter.***

#### **Grade Point Average Conversion**

A =4.000	C =2.000
A- =3.666	C- =1.666
B+ =3.333	D+ =1.333
B =3.000	D =1.000
B- =2.666	D- =0.666
C+ =2.333	F =0.000

### ***ILLNESS DURING SCHOOL HOURS***

If a student becomes ill in school, he/she should report to the main office. The teacher in charge will notify the main office. Students must not leave the class or the building without authorization (this constitutes an unexcused absence). The office will notify the parent or guardian of the illness or injury, **STUDENTS SHOULD NOT TEXT/CALL THEIR OWN PARENT!! Please be sure emergency contact numbers are updated.**

### ***IN-SCHOOL PASSES***

If a student wishes to see a teacher, he/she must arrange for this in advance. The teacher must sign the student's agenda permitting him/her to be excused.

Teachers will not allow students to leave class without a pass or call from the main office. ***All students must have their agendas to be in the hall.***

### ***LMC POLICIES***

The LMC does have its own policies and procedures which students are expected to follow. This section will provide students

with the information required to familiarize themselves with the LMC's rules, services and policies.

#### **LMC Services**

The LMC hours are:

9:00 am- 3:45 pm on Mondays

8:00 am–3:45 pm Tuesday-Friday

#### **LMC Expectations**

1. Find a place to work quickly and quietly with a limit of 4 students per table.
2. Keep talking to a minimum.
3. You will be responsible for and will pay for any damages done to the LMC, its furnishings or library materials.
4. No food, drink, candy or gum may be brought into the LMC.
5. The LMC is not a hallway, it's a classroom. Go around it!
6. When browsing for books, return books to the place you found them on the shelf. Tip the book next to it down when you pull one out to keep track of where it belongs.
7. Having a book overdue may cause you to get a materials check or highlight and you may lose TRACS points.
8. Our library does not charge fines. You will be responsible for replacement cost if you lose or damage a library material.

#### **LMC Checkout Procedures**

1. You may take materials out of the library only after they are checked out at the circulation desk.
2. There is no limit on the number of books or other items you may check out unless a teacher has requested holds on books for class research or you have overdue materials.
3. If you are on the LMC overdue list, you may not check any materials out

of the LMC, but you may use materials in the LMC.

### **LMC Policies Regarding Personal and Property Rights**

Students who are noisy, who abuse privileges, or who prevent others from using LMC materials by keeping them beyond their due dates are limiting the rights of others. This will result in enforcement of the discipline policy posted in the LMC.

### **LOCKERS**

All lockers are the property of the school and are under its jurisdiction. Each student at Colby is assigned an individual locker, with the opportunity to rent a school combination lock. ***Only school combination locks will be permitted.*** Once assigned a locker, students will not be allowed to switch lockers unless approved by the office. Only school related articles may be stored in lockers. No alterations are to be made to these lockers. Items displayed in lockers may not include anything that promotes the use of alcohol, tobacco, drugs, violence or sexual suggestions or references. ***The school maintains the right to check any lockers at any time for the safety of all students.***

Do not leave items of value in your locker. The School District is not responsible for lost or stolen property. Fees will be assessed to students for locker damages.

### **LOITERING**

There will be no loitering on school property, which includes the parking lot. Also, no loitering on private property adjacent to the school. **FOLLOWING EVENING SCHOOL EVENTS, THE BUILDING WILL BE CLEARED WITHIN 15 MINUTES.**

### **LOST AND FOUND**

Students who find lost articles are asked to take them to the office. They can be claimed at the office within one week by the owner.

Keep your belongings under lock and key. The school is not responsible for lost or stolen articles.

### **MANDATED REPORTING LAW**

It is the policy of the Colby School District to comply with existing child abuse reporting laws. Section 11166 of the Penal Code requires any child care custodian (including but not limited to teachers, counselors, social workers, administrators) who has knowledge or observes a child (under the age of 18) in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse (including physical, emotional, sexual, neglect) to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible.

### **MEDICATIONS**

Students who need to take medications during the school day must have a medication form completed by the parent or guardian and a physician. **(forms available in the office)** Medications will be distributed by office personnel. **All medications and refills must be brought to the Colby Middle School office by a parent or guardian. This will ensure that no medication is transported by students.** Students may carry asthma/allergy rescue medications; however they must have a backup supply (inhaler, epi pen, etc.) in the office. This is necessary in the event of an emergency when the child is unable to communicate his/her medical needs.

### **MESSAGES**

Students will be called to the office to use the phone during the regular school day **only in an emergency.** Otherwise, a message will be taken and given to the student at the office's earliest convenience. Items not necessary for academic purposes will be held in the office until the end of the day.

## **PARENT CONFERENCES**

Parents are encouraged to call school (223-8869) or use our email addresses available on our school website any time they wish to make an appointment for a conference with teachers, counselors, or the principal. You may want to call your child's Summit Advisor to help coordinate a conference with more than one staff member. There are also scheduled conference days and/or evenings within our school calendar.

## **PERMISSION TO LEAVE THE SCHOOL BUILDING**

Passes will be issued if any student needs to leave school during the day. Passes will be issued only for those reasons that are considered excused. Students who are going to a medical appointment or dental appointment must bring back a slip from the doctor's office verifying the appointment. ***It is important that no student ever leave the building without a pass and signing out at the office.***

Students will be given a pass to leave the building only when the school is contacted by:

- A. Written note from a parent or guardian explaining the reason for leaving the building along with the date and time.
- B. Telephone request by a parent or guardian indicating a personal emergency.

## **POSTERS**

All posters or announcements to be displayed anywhere in the building including the bulletin boards must be approved by the principal's office.

## **PROGRESS REPORTS**

Teachers are required to notify parent/guardian when a student is failing a class. Colby Middle School no longer sends home paper progress reports. Grades are available on line at any time through parent

access at [www.colby.k12.wi.us](http://www.colby.k12.wi.us). If parents/guardians would like to set up parent access or if they have lost their access codes they may contact the office.

## **REHEARSALS AND PRACTICE REGULATIONS**

Because of the many school activities, it becomes necessary for some practices and rehearsals to be held in the evenings. Seldom will such activities run later than 10:00 p.m. **No practices will be held on Wednesdays.**

## **REMOVAL OF STUDENT FROM CLASSROOM**

(Refer to the Code of Classroom Conduct)

## **RULES FOR SCHOOL FUN NIGHT/PARTIES**

Middle School "Fun Nights" are held during the year and are sponsored by our school organizations. They are usually held from 6:30 – 8:30 p.m. Students are required to be in school on the day of the event and will register their time of arrival. If they must leave before the end of the event, they must have a written permission note from their parent, to sign out. Students will not be allowed back into the school building or event once they have left.

## **SCHOOL SPONSORED ACTIVITIES AWAY FROM SCHOOL/SCHOOL TRIPS**

Students who attend any school sponsored activity away from school must obey all rules and regulations established by the school and by the activity sponsor. Failure to comply with these rules and regulations may result in the student losing his/her privilege to attend school sponsored activities away from school for a one year period. No electronic devices are allowed during school hours. The decision for exclusion or

inclusion of these items on other school sponsored trips will be left to the discretion of the advisor(s) at each grade level. The school will not be responsible for lost/stolen items that are not permitted at school.

**The building administrator has the final decision on who is allowed to attend any school sponsored activity or trip.**

## ***STUDENT'S DUE PROCESS POLICY***

- A. Students will have the opportunity to be heard and respond to the evidence or the witnesses against him/her.
- B. Students will have an opportunity to show that the rules or laws being applied to him/her are unreasonable, arbitrary, or discriminatory.
- C. Students issued a suspension from school will be given a notice of the specific charge against him/her and an opportunity to give his/her side of the story in an informal or formal procedure.

## ***STUDENT RECORDS***

According to law parents have access to their minor child's records. Please contact the principal if you have questions regarding your child's records.

## ***TELEPHONE***

Students may not use the school telephone or extensions throughout the building. There is a phone available in the office for student use and students are allowed to use their cell phones in the office with permission.

## ***TEXTBOOKS***

All basic texts, including the agendas, are loaned to students for their use during the school year. Other supplies are paid for by the students. Textbooks are to be kept clean and handled carefully. Staff members may require textbooks to be covered. Fines will be assessed to students for damaged and missing textbooks. Any books found are to be taken to the main office.

## ***VISITORS***

***All visitors, including parents, are required to report to the main office upon entering the building to obtain a visitor badge.*** For security reasons, the doors are locked during the school day. You will need to be let in by office personnel by ringing the doorbell. If a student wishes to bring a visitor to school, the student should request a visitor's pass at least three days / one week in advance of the visit. Only middle school age students who are legally excused from their school and who are personal guests of Colby students may be brought as visitors to the school. Student visitors are expected to limit their visit to one day with prior approval of the principal. Visitors must follow all rules and regulations of Colby Middle School.

## ***WITHDRAWAL FROM SCHOOL PROCEDURES***

The procedure for transferring is as follows:

1. Inform office personnel of student withdrawal.
2. Obtain appropriate forms from the middle school office.
3. Have the forms filled out by teachers, return all school books and property and make sure all fees are paid.

Take completed forms to the principal's office for final clearance.

### **NOTICE OF NON-DISCRIMINATION**

The School District of Colby does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education program or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap.

The district encourages informal resolution of complaints under this policy. If any person believes that Colby School District or any part of the school organization has failed to follow the law and the rules of s.118.13, Wis. Stats., and PI 9, WI. Admin. Code, or in some way discriminates against pupils on the bases listed above, he/she may bring or send a complaint to the following address: Superintendent of Schools, 505 West Spence Street, Colby, WI 54421, telephone number 223-2301.