



# Student and Parent Handbook

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Sun Prairie Area School District  
Sun Prairie, WI 53590

[www.sunprairie.k12.wi.us](http://www.sunprairie.k12.wi.us)

Cardinal Heights Upper Middle School

2011-2012

If a student or parent/guardian would prefer to have this information translated into Spanish, please contact us at 834-6655.

Si un estudiante, padre ó guardian prefiere tener esta información traducida en Español, por favor contactenos en el 834-6655.

\* \* \* \* \*

If a student or parent/guardian would prefer to have this information translated into Hmong, please contact us at 318-8087.

Yog tus me nyuam lub xiv los yog niam thiab txiv/tus neeg muaj cai saib xyuas tus me nyuam xav tau qhov ntawv ntawm no ua lus Hmoob, thov hais rau peb paub rau ntawm 318-8087.

#### **STATEMENT OF NONDISCRIMINATION**

No student may be discriminated against in any school programs, activities or in facilities usage because of the student's sex, color, religion, profession or demonstration of belief or non-belief, race, national origin, ancestry, creed, pregnancy, marital or parental status, homelessness status, sexual orientation or physical, mental, emotional or learning disability. Harassment is a form of discrimination and shall not be tolerated in the district. It is the responsibility of administrators, staff members and all students to ensure that student discrimination or harassment does not occur. (SPASD Policy JB)

## ACKNOWLEDGEMENT AGREEMENT

### 2011-2012 Cardinal Heights Upper Middle School Student and Family Handbook

This handbook is given to every student to ensure that rules, policies, procedures, and expectations for behavior have been made available. Parents/Guardians are asked to review this handbook with their student(s). Please call Cardinal Heights Upper Middle School if you have questions or concerns regarding the content.

"I understand I am responsible for knowing and abiding by the contents of the 2011-2012 Cardinal Heights Upper Middle School Student and Family Handbook and I understand that School Board policies are available at Cardinal Heights Upper Middle School, District Office, and on the District's website, [www.sunprairie.k12.wi.us](http://www.sunprairie.k12.wi.us)."

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Grade

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



Cardinal Heights Students and Parents:

I am pleased and excited to welcome you to Cardinal Heights Upper Middle School (UMS). We feel we have created a student-centered school that has high expectations for all students and is a welcoming and safe learning environment. In the words of one of our staff members, "We have built something special."

One of the driving forces behind the creation of the UMS is the importance of 8<sup>th</sup> and 9<sup>th</sup> grades. Studies show that this is an incredibly important age and transition time for adolescents. We have structured our school around the needs of the students and know that when our students move on, they will be ready for the rigors of High School and life to come.

Cardinal Heights UMS is a Positive Behavior Interventions and Supports (PBIS) school and an important piece of that is the Cardinal CORE. The CORE stands for Community, Ownership, Respect, and Ensure safety. These are our core values and expectations for every person in our building. Over the course of the year, we will talk a lot about the CORE and what it means. We will also have a recognition and celebration plan for those who follow the CORE.

At Cardinal Heights we believe in the importance of making positive connections. My challenge to all students this year is to find a way to get connected to the school. Students will have the opportunity to connect to the school with a wide variety of clubs, activities, and athletic offerings.

Best wishes for a great 2011-2012 school year. Let's make it a great year. Go Cardinals!

Sincerely,

Ryan Ruggles  
Cardinal Heights Upper Middle School Principal

Learning ❖ Growing ❖ Succeeding ❖ Every Person ❖ Every Day

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# Cardinal Heights Upper Middle School Daily Class Schedule

9 <sup>th</sup> Grade			8 <sup>th</sup> Grade		
Period	Regular Day 45 minute classes Four days per week	Homeroom/Cardinal Connect Day Tuesdays 40 minute classes One day per week	Period	Regular Day 45 minute classes Four days per week	Homeroom/Cardinal Connect Day Tuesdays 40 minute classes One day per week
1	7:55 – 8:42	7:55 – 8:35	1	7:55 – 8:42	7:55 – 8:35
2	8:46 – 9:31	8:39 – 9:19	2	8:46 – 9:31	8:39 – 9:19
3	9:35 – 10:20	9:23 – 10:03	3	9:35 – 10:20	9:23 – 10:03
4	10:24 – 11:09	10:07 – 10:47	4	10:24 – 11:09	10:07 – 10:47
Lunch	11:09 – 11:43	10:47 – 11:21	5	11:13 - 11:58	10:51 – 11:31
5	11:43 – 12:28	11:21 – 12:01	Lunch	11:58 - 12:32	11:31 – 12:05
6	12:32 – 1:17	12:05 – 12:45	6	12:32 – 1:17	12:05 – 12:45
7	1:21 – 2:06	12:49 – 1:29	7	1:21 – 2:06	12:49 – 1:29
8	2:10 – 2:55	1:32 – 2:13	8	2:10 – 2:55	1:32 – 2:13
Cardinal Connect		2:19 – 2:55	Cardinal Connect		2:19 – 2:55

## 2 Hour Delay Schedule

9 <sup>th</sup> Grade		8 <sup>th</sup> Grade	
Period	Time	Period	Time
1	10:00 – 10:32	1	10:00 – 10:32
2	10:36 – 11:06	2	10:36 – 11:06
3	11:10 – 11:40	3	11:10 – 11:40
4	11:44 – 12:13	4	11:44 – 12:13
5	12:17 – 12:47	Lunch	12:13 – 12:47
Lunch	12:47 – 1:21	5	12:47 – 1:17
6	1:21 – 1:49	6	1:21 – 1:49
7	1:53 – 2:22	7	1:53 – 2:22
8	2:26 – 2:55	8	2:26 – 2:55

\*No Cardinal Connect Day would be held on a 2 hour delay day.

## Cardinal Heights Upper Middle School Mission Statement

### Learning, Growing, Succeeding: Every Person, Every Day

- We **learn** by working together as a team.
- We **grow** as positive contributors to our global community.
- We **succeed** when expectations are high.
- We benefit when **every person** is valued and challenged.
- We connect to our school **every day**.

## Sun Prairie Area School District Mission Statement

To maximize each student's learning by:

- Partnering with parents, community & businesses;
- Implementing rigorous, multi-cultural curriculum focused on essential learning;
- Ensuring best practices in instruction & assessment;
- Using data to drive instructional decision-making;
- Incorporating students' diverse performance styles, cultural knowledge, and prior experiences to make learning relevant and effective;
- Building relationships to ensure the connectedness of every student and family; and
- Inspiring life-long learning for all students and staff members.

## Cardinal Heights Upper Middle School Frequently Called Phone Numbers

Area	Staff	Phone #	Email Address
Principal	Ryan Ruggles	318-8001	rkruggl@spasd.k12.wi.us
Assistant Principals	Jason Widiker (A-K) Liz Merrick (L-Z)	318-8009 318-8013	jawidik@spasd.k12.wi.us eamerri@spasd.k12.wi.us
School Counselors	Carrie Garlough (A-G) Rick Hudson (H-O) Keith Medema (P-Z)	318-8123 318-8093 318-8125	cagarlo@spasd.k12.wi.us rkhudso@spasd.k12.wi.us kamedem@spasd.k12.wi.us
Principal's Secretary	Nora Smith	318-8004	nbsmith@spasd.k12.wi.us
Student Services Secretary	Deb Garczynski	318-8120	dlgarcz@spasd.k12.wi.us
Health Care Assistant	Barb Aughey	318-8006	bcaughe@spasd.k12.wi.us
Attendance Secretary	Cindy Schmitz	318-8019	csschmi@spasd.k12.wi.us
Fax Machine	---	(608) 318-8192	---

## SUN PRAIRIE AREA SCHOOL DISTRICT 2011-2012 SCHOOL YEAR CALENDAR

Thurs. ....	Sept. 1 .....	First Day of School - 1/2 Day Elementary dismissal 11:35 a.m. Middle School dismissal 11:15 a.m. Upper Middle School dismissal 11:25 a.m. High School dismissal 11:40 a.m.
Fri. ....	Sept. 2 .....	First Full Day of School
Mon. ....	Sept. 5 .....	Labor Day - No School
Thurs. ....	Oct. 27 .....	No School
Fri. ....	Oct. 28 .....	No School
Fri. ....	Nov. 4 .....	Last Day of 1st Quarter
Mon. ....	Nov. 7 .....	No School
Mon. ....	Nov. 14 .....	Parent/Teacher Conferences - No School
Wed. ....	Nov. 23 .....	No School
Thurs. ....	Nov. 24 .....	Thanksgiving Holiday - No School
Fri. ....	Nov. 25 .....	No School
Thurs. ....	Dec. 22 .....	Last Day of School before Winter Break
Mon. ....	Jan. 2 .....	First Day Back from Winter Break
Mon. ....	Jan. 16 .....	Martin Luther King Day - No School
Thurs. ....	Jan. 19 .....	Last Day of 2nd Quarter/1st Semester
Fri. ....	Jan. 20 .....	No School
Fri. ....	Feb. 24 .....	No School
Mon. ....	Feb. 27 .....	Parent/Teacher Conferences - No School
Fri. ....	Mar. 30 .....	Last Day of 3rd Quarter
Mon. ....	Apr. 2 .....	First Day of Spring Break
Mon. ....	Apr. 9 .....	First Day Back from Spring Break
Mon. ....	May 28 .....	Memorial Day - No School
Fri. ....	June 8 .....	Last Day of School - 1/2 Day
.....	.....	End of 4 <sup>th</sup> Quarter/2 <sup>nd</sup> Semester Elementary dismissal 11:35 a.m. Middle School dismissal 11:15 a.m. Upper Middle School dismissal 11:25 a.m. High School dismissal 11:40 a.m.

# SUN PRAIRIE AREA SCHOOL DISTRICT

501 S. Bird Street, Sun Prairie, WI 53590  
(608) 834-6500 [www.sunprairie.k12.wi.us](http://www.sunprairie.k12.wi.us)

SCHOOL BOARD MEMBERS		
<b>John Whalen, President</b>	834-3340	jewhale@spasd.k12.wi.us
<b>John Welke, Vice President</b>	825-7960	jmwelke@spasd.k12.wi.us
<b>Jim McCourt, Treasurer</b>	834-6113	jrmccou@spasd.k12.wi.us
<b>Jill Camber Davidson, Clerk</b>	834-0172	jacambe@spasd.k12.wi.us
<b>Terry Shimek, Deputy Clerk</b>	837-3222	twshime@spasd.k12.wi.us
<b>Caren Diedrich</b>	825-6473	crdiedr@spasd.k12.wi.us
<b>Tom Weber</b>	235-0963	tweber@spasd.k12.wi.us

DISTRICT ADMINISTRATIVE STAFF	
<b>Tim Culver, District Administrator,</b> 834-6501 tculver@spasd.k12.wi.us	Superintendent, Board Relations, Government and Community Relations
<b>Phil Frei, Deputy District Administrator,</b> 834-6510 pfrei@spasd.k12.wi.us	Business & Financial Matters, Open Enrollment, Donations to District
<b>Alice Murphy, Assistant District Administrator of Instructional Programs,</b> 834-6516 aamurph@spasd.k12.wi.us	Curriculum, Instructional Programs, Specific Learning Programs, Enrollment, Instructional Technology, Summer School, Grants and Entitlements, At-Risk Programs, Sun Prairie Four Kids (SP4K) Program
<b>Jennifer Apodaca, Executive Director of Student Services,</b> 834-6520 jjapoda@spasd.k12.wi.us	Special Education Programs, Early Entrance, Transition Services, Section 504, Counseling Programs, At-Risk Programs
<b>Annette Mikula, Executive Director of Human Resources,</b> 834-6551 amikula@spasd.k12.wi.us	Personnel, Teacher Licensure, Substitute Staff

SUPPORT SERVICES STAFF	
<b>Tom Brooks, Buildings &amp; Grounds Supervisor,</b> 834-6567	Building Facilities, Construction, Facility Rental Scheduling
<b>Debra Brown, District Health Nurse,</b> 834-6583	Health Services, Immunization Requirements
<b>Rhonda Page, Business Services Manager,</b> 834-6512	Transportation
<b>Renee Sloten-Beauchamp, Director of School Nutrition,</b> 834-6527	Breakfast & Lunch Programs

EDUCATIONAL SERVICES STAFF	
<b>Michael Mades, Supervisor of District Technology,</b> 834-6509	Computer Technology, Hardware & Software Purchasing
<b>Jim McCowry, High School Athletics and Activities Director,</b> 834-6713	Athletic Scheduling and Coaches, Supervision of Co-curricular and Extra-curricular Activities
<b>Marggie Banker, Instructional Program Manager: Resource Development,</b> 834-6521	Grant Development and Management, Community Outreach, New Program Development
<b>Kris Mueller, Instructional Program Manager: Assessment &amp; Accountability,</b> 834-6531	District Assessments, Data Management, Grading, Research and Reporting
<b>Nancy Nikolay, Instructional Program Manager: Staff Development,</b> 834-6506	Staff Development, Teacher Mentor Program, Grades K-5 Literacy, Grades K-5 Math
<b>Karyn Stocks-Glover, Instructional Program Manager: Learning Support,</b> 834-6572	English as a Second Language, Reading Resource, Talented and Gifted, Title I, Grades 6-12 Math, Grades 6-12 Reading
<b>Rebecca Penticoff, Student Services Program Manager-Elementary,</b> 834-7421	Early Childhood, Eastside and Northside Elementary Special Education Programs
<b>Jan Chynoweth, Student Services Program Manager-Elementary,</b> 834-7560	Westside Elementary Special Education Program
<b>Katrina Krych, Student Services Program Manager-Elementary,</b> 834-7907	Horizon and Royal Oaks Elementary Special Education Programs
<b>Cynthia Moore, Student Services Program Manager-Elementary,</b> 834-7707	C.H. Bird and Creekside Elementary Special Education Programs
<b>Kayla Gauwitz, Student Services Program Manager-Middle School &amp; Prairie Phoenix Academy,</b> 834-7656	Patrick Marsh Middle School, Prairie View Middle School and Prairie Phoenix Academy Special Education Programs
<b>Student Services Program Manager-Upper Middle School &amp; High School,</b> 834-6708	Cardinal Heights Upper Middle School and High School Special Education Programs

## Cardinal Heights Upper Middle School Expectations

What Students and Parents/Guardians Can Expect From Us	What We Expect From Parents/Guardians
You will be treated with respect and dignity every day and in every situation.	Provide a home environment that nurtures and encourages academic, social, emotional and behavioral growth.
We will be student-centered first and foremost. Our efforts will be directed toward providing you with opportunities to learn, grow and be successful.	Spend time with your child talking about school and working on homework projects and assignments.
We will inform you when your child is not acting appropriately. We will talk with your child about how to avoid getting into such situations and how to act appropriately.	Attend parent/guardian-teacher conferences and communicate with teachers, administrators, and school counselors when you have questions regarding academic progress.
We will challenge you academically through a diverse curriculum, technology innovation and by using many different learning styles.	Attend your child's events, meetings, concerts, and games. They want you there despite what they may say.
We will communicate with you regarding grades as well as social maturation.	Treat all school and district staff with respect and dignity.
We will do everything in our power to make this a safe, welcoming environment.	Help us make this a safe, welcoming environment by being a visible presence.
We will enjoy these years with you.	Enjoy these upper middle school years.

## Academic Progress

### Curriculum Review by Parents/Guardians

The curriculum in the Sun Prairie Area School District is designed to provide students with a balanced and well-rounded education. We also recognize the right of parents/guardians to inspect instructional materials and to deny their child's participation in certain curricular activities. The School Board also recognizes that reasonable accommodations with regard to academic requirements may have to be made from time to time because of a student's sincerely held religious beliefs. Please contact your principal with specific requests. (Policy IFF and IND)

### Purpose for Grading

*To communicate information on standards-based achievement and work habits in order to promote individual growth.*

### Grades/Progress Reports

Teachers will provide parents/guardians with information regarding your child's academic progress. Typically, these are sent during the fifth week of every quarter. Progress reports will be sent to parents/guardians if your child is failing or is not working up to their ability and is in danger of failing. If you have not received a progress report and have questions regarding your child's progress, you are encouraged to contact the individual teacher and obtain grade information.

A grade report will be given at the completion of each quarter of the school year. The report will indicate both academic progress and conduct in class. Grade reports may be accompanied by a more extensive report, by the teacher, clearly showing why your child received that mark.

Parents/Guardians are encouraged to check the Infinite Campus **Parent Portal** regularly to review their child's grades and attendance. The Parent Portal is located at: <https://campus.spasd.k12.wi.us/campus/portal/sunprairie.jsp?>

### Grade Scale

Students will receive a grade of A-F or no grade if the teacher and counselor make this recommendation for a dropped course. The following grade symbols are used in recording student achievement. Students can qualify for the academic honor roll by earning a grade point average of 3.2 on a 4.0 scale.

Letter A	Outstanding work and achievement. Grade point 4.0	93-100%
Letter A-	Grade point 3.7	90-92%
Letter B+	Grade point 3.3	87-89%
Letter B	Above average work and achievement. Grade point 3.0	83-86%
Letter B-	Grade point 2.7	80-82%
Letter C+	Grade point 2.3	77-79%
Letter C	Average work and achievement. Grade point 2.0	73-76%
Letter C-	Grade point 1.7	70-72%
Letter D+	Grade point 1.3	67-69%
Letter D	Below average work and achievement. Grade point 1.0	63-66%
Letter D-	Grade point .7	60-62%
F	Work and achievement so poor that credit for the course cannot be given. No credit - No grade points.	
Inc	Incomplete. Work necessary for success in course has not been completed. Grade will become an "F" if not completed within two (2) weeks of the end of a quarter or semester, unless mitigating circumstances exist.	
ME	Given to students who are temporarily excused for medical reasons.	

### Grade Point Average (GPA) – 9<sup>th</sup> Grade

Students earn the following letter grades and corresponding grade points per credit: A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, D- = .7 or F = 0, Inc (incomplete) = 0, or ME (medical excuse) = 0. The following is an example of how a Grade Point Average (GPA) is calculated at the end of each semester by multiplying the course credit by grade points (e.g. .5 X 2.0 = 1.0 grade points earned).

<u>Class</u>	<u>Credit</u>	<u>Grade</u>	<u>Grade Points Earned</u>
Physical Education	0.5	C	1.0
English	0.5	B	1.5
Biology	0.5	A	2.0
Traffic Safety	0.25	D	0.25
Algebra	0.5	B	1.5
French	0.5	C	1.0
History	<u>0.5</u>	A	<u>2.0</u>
<b>Totals</b>	<b>3.25</b>		<b>9.25</b>

The GPA is calculated by dividing the total grade points earned by the total number of credits - 9.25 divided by 3.25. The GPA in this example is 2.846.

### Academic Awards – 9<sup>th</sup> Grade

Freshmen begin building their official high school transcript during their 9<sup>th</sup> grade school year. Beginning their sophomore year, students receive academic awards for consistently demonstrating academic excellence. The award levels and earning of points is explained below. Students may earn one award at each level and be recognized during their sophomore, junior, and senior year. A ceremony is held for students and their families to honor student academic accomplishments.

<u>Academic Award System</u>		
<u>Level</u>	<u>Award</u>	<u>Point Accumulation</u>
1	Certificate	9
2	Chenille Letter	12
3	Third Level Plaque	18
4	Highest Academic Recognition Award	21

Points are awarded each semester as shown:

<u>Semester Grade Point Average</u>	<u>Points</u>
3.75-4.0	3
3.25-3.74	2
3.0-3.24	1

### Conduct Grade Criteria

At Cardinal Heights, students receive a conduct grade in addition to an academic grade for each class. Conduct grades are assessed using the following criteria:

- 4 - Advanced
- 3 - Proficient
- 2 - Basic
- 1 - Minimal

### **RESPONSIBILITY**

- 4 - Never late and always prepared to learn
- 3 - One unexcused tardy and/or prepared to learn most of the time
- 2 - Two unexcused tardies and/or prepared to learn some of the time
- 1 - Often tardy and/or fails to bring necessary materials

### **WORK COMPLETION**

- 4 - All assignments are complete and handed in on time.
- 3 - Most assignments are complete and handed in on time.
- 2 - Some assignments are complete and handed in on time.
- 1 - Few assignments are complete and handed in on time.

### **PARTICIPATION**

- 4 - Student is a leader and enriches classroom activities and discussions.
- 3 - Student is actively engaged in classroom activities and discussions.
- 2 - Student, when prompted, participates in classroom activities and discussions.
- 1 - Student rarely participates in classroom activities and discussions.

### **MUTUAL RESPECT**

- 4 - Student is always respectful and listens to others.
- 3 - Student is respectful and listens to others most of the time.
- 2 - Student is respectful some of the time.
- 1 - Student is rarely respectful.

### **Incomplete Grades**

Incomplete grades are indicated by an "Inc" on report cards. "Inc" may be assigned by the teacher due to (but not limited to) prolonged illness, excused absences, or extenuating circumstances. Students receiving an "Inc" are given two calendar weeks to make up any incomplete work. Grades will be assigned at the end of that two-week period. Students who fail to show evidence of learning will receive an "F." The administration reserves the right to determine what constitutes an "Inc" for each individual case.

### **Promotion Requirements**

The Sun Prairie Area School District promotes students when they are academically ready to do so. A student will be promoted to the next grade level if the student demonstrates proficient skills and knowledge in math and reading. The school district believes in the importance of successfully preparing students in all subject areas. However, since reading and math skills are fundamental to all learning, the student must qualify for promotion based on achievement demonstrated on the indicators for math and reading. (Policy IKE, Procedure IKE-R)

The student will be provided several opportunities to demonstrate their proficiency:

- Performance as reported on the student's report card
- Performance on state or local standardized achievement tests
- Performance on measurable outcomes as specified in a Goal Plan

### **Scheduling**

All scheduling is run through the Student Services Office. In order to make class changes, a student must do so within the first five days of the semester with documented parent/guardian permission and based on course availability.

## Attendance

The staff at Cardinal Heights Upper Middle School believes regular attendance at school is critical to student success and achievement. The State of Wisconsin also recognizes this fact as there is a statute requiring students to be in school (Wis. Stats. 118.5/Procedure JE-R).

### Closed Campus

Cardinal Heights Upper Middle School is a closed campus. Students may leave school only with permission from a parent/guardian and only for excused activities.

### Make-Up Work

A student returning to school after an excused absence is responsible for making up all work missed. There will be **two days** to make up work missed for each day absent without a penalty. This is not to exceed one week. Previously assigned long-term projects are due upon return to school. If unusual circumstances warrant a longer time to complete make-up work, arrangements may be made with the teacher and/or Assistant Principal. When a student is absent from class because of another school learning activity (field trip), she/he is considered excused and will be given one day to make up work missed for a school-sponsored learning activity. Please contact the attendance office well in advance of a planned trip.

### Obtaining Homework for an Absent Student

You may request homework when you report your child's absence. Homework can be picked up by 3:30 p.m. in the main office. Please allow enough time to collect this information. If this does not work for your schedule, please contact the main office to make other arrangements.

### School Tardies

Students arriving late to school should report to the attendance office to check in and to receive a pass to class. If there is a legitimate reason for the tardiness, please send a note with your child or call the attendance office that day at **318-8020**. Parents/Guardians may excuse their child *no more than 10 times* per school year. Medical documentation will be required after 10 tardies. Oversleeping is not considered a legitimate excuse for being late to school. Unexcused tardies are addressed in the Behavioral Responses section.

### Student Trips or Vacations

While a vacation can be educationally profitable, please consider the following when making your decision:

- It is impossible to make up the classroom presentations missed.
- Since many of the assignments and follow-up reading presentations are a part of each day's classes, it is not always possible to furnish all materials in advance.
- Your child will not have the advantage of teacher direction.
- Missed instruction could affect grades and attitude.
- The pace of learning may be slowed for the entire class when many students are absent.

In short, there is no real substitute for being in class. Please contact the attendance office well in advance of a planned trip. Students should pick up an extended absence form in the main office for an extended absence. This form is to be signed by parents/guardians and teachers and returned to the attendance office prior to the trip. (Policy JE)

### Truancy

Absence from school without a legitimate excuse is considered truancy, which could result in truancy papers being filed with the municipal court. Refer to the Behavioral Responses and Policy JE.

### What To Do if Your Child is Absent

If your child is absent from school, we ask that you call the attendance line by 9:00 a.m. on the day of your child's absence. **The attendance line is available 24 hours a day at 318-8020.** If we have not been notified of your child's absence by that time, the school will attempt to contact you that school day at your home or work number. If you do not excuse your child within 10 days of the absence, you will need to speak to an administrator. We understand that your child may be absent from school for any of the following: illness; health care appointments (for the time necessary for appointment only); required court appearances; religious observances; quarantine imposed by public health officer; emergency defined as "a sudden unexpected situation, which is beyond the control of the student's family and has the need of immediate action to be taken. An emergency is unforeseen and cannot be planned."

## Co-Curricular Opportunities

Opportunities for upper middle school age students to explore and be successful outside the classroom are very important to their development. The Cardinal Heights Upper Middle School co-curricular programs include athletics, Student Council, clubs, plays, and musical performances. Learning and achievement opportunities not found in classroom activities can be found in co-curriculars.

### 8<sup>th</sup> Grade Athletics/Activities

The athletic & activities coordinators (assistant principals) and coaches want to work closely with you and your child to make all school-sponsored athletic experiences successful and rewarding. The athletic program emphasizes cooperation, skill building, and success for all. Cardinal Heights Upper Middle School philosophy is to ensure students have fun and learn lifelong skills, such as teamwork. Opportunities for athletic participation include cross-country, track, basketball, volleyball, and wrestling.

Students wishing to participate in 8<sup>th</sup> grade athletics must:

- Pay the athletic fee in the main office. One fee covers all sports for the 8<sup>th</sup> grade only.
- File a physical/permission card. This card gives permission for participation from you and a licensed practitioner (physician assistant or nurse practitioner working under a licensed practitioner). It is the responsibility of the coach and athletic & activities coordinator to ensure all students participating have turned in a completed exam card. One exam card covers all sports.
- Follow the Grade 8 Upper Middle School Athletics & Activities Eligibility and Code of Conduct which is available online and at registration.

Students who are dropped from one squad for disciplinary reasons are not eligible to compete in another sport during that season. Each coach may have specific requirements for their sport. These requirements will be explained to you. If you have questions, contact the coach, athletic & activities coordinator, or building administrator.

**All students who wish to participate in 8<sup>th</sup> grade co-curricular activities must:**

- Maintain a passing average with no failing grades. Scholastic eligibility is determined at each grading period and at two-week intervals during the season. If your child fails to meet eligibility requirements for two successive grade checks, she/he will be dropped from participation for that season. The coaches or activity supervisors conduct the grade check.
- Attend school the day of the activity. Your child will not practice or participate in a co-curricular activity on a school day when she/he was absent for any part or all of the day of the event. An "excused" absence for an appointment that day would be an exception to this rule.
- Not have been truant, served in-school suspension (ISS) or out-of-school suspension (OSS) time. Suspensions will prohibit your child from participating in the next scheduled event.
- Not exhibit inappropriate behavior while representing Cardinal Heights Upper Middle School, use or possess drugs, alcohol or tobacco. There is a zero tolerance policy for these illegal substances.
- All athletes must sign the Athletics & Activities Eligibility and Code of Conduct in order to participate in co-curricular activities.
- During the 4<sup>th</sup> quarter of a student-athlete's 8<sup>th</sup> grade year, any failing quarter grades would result in the student-athlete being ineligible for the beginning of the Fall sport season. (Information below from Sun Prairie High School Extra-Curricular Rules and Regulations Handbook)

For Fall sports, the minimum ineligibility period shall be the lesser of the following (includes grade levels 9-12):

1. Twenty-one consecutive calendar days beginning with the date of earliest competition/performance.
2. One-third of the maximum number of games/meets/performances allowed (rounded up if one-third results in a fraction).

Students may erase ineligibility for grades by retaking and passing the failed course during summer school if that particular class is offered.

### **9<sup>th</sup> Grade Athletics/Activities**

The athletic director/athletic & activities coordinators (assistant principals) and coaches want to work closely with you and your child to make all school-sponsored athletic and extra-curricular experiences successful and rewarding. The 9<sup>th</sup> grade athletic program is based on the WIAA rules and regulations and the Sun Prairie High School Extra-Curricular Rules and Regulations Handbook. The handbook is available in the main office and will be signed by all extra-curricular participants prior to participating. This includes clubs and sports.

### **Clubs and Activities**

A variety of clubs and activities are available for student involvement. The following is a list of some clubs and activities presently available:

Art, Chess, DECA, Drama/Theatre, Gaming, Cardinal Connect, Intramurals, Junior National Honor Society, Multi-Cultural, Musical, Newspaper, Skills USA, Strength and Conditioning, Student Council, Student Recognition/Positive Culture, Yearbook, Washington, D.C. Trip.

In addition, the music department offers several outstanding performance opportunities throughout the year. You will be provided with more information as the events occur. Contact the band, chorus, or orchestra instructor for further information.

### **Socials**

Socials provide an opportunity for students to enjoy a school-sponsored recreational event. There may be academic or behavioral requirements to attend.

### **Student Council**

Eligible students are encouraged to run for election to the Student Council. Student involvement through the Cardinal Heights Upper Middle School Student Council is an opportunity and responsibility for students who wish to take an active role in suggesting and conducting activities, ideas, and changes for the students at Cardinal Heights Upper Middle School.

**The offering of co-curricular activities is subject to change.**

## Cyber-Bullying/Using Technology Safely

Cyber-bullying is defined as bullying that involves the use of digital technologies, including but not limited to email, cell phones, text messages, instant messages, chat rooms, and social websites. Cyber-bullying that occurs outside of school, but disrupts the school environment, may result in disciplinary actions. Examples of cyber-bullying include:

- Sending hurtful, rude, or mean text messages to others
- Spreading rumors or lies about others by email or on social networks
- Creating websites, videos or social media profiles that embarrass, humiliate, or make fun of others

Bullying online is very different from face-to-face bullying because messages and images can be:

- Sent 24 hours a day, 7 days a week, 365 days a year
- Shared to a very wide audience
- Sent anonymously

### **What Can Parents Do to Promote Safe Access to Technology and Prevent Cyber-Bullying?**

1. Keep the computer in a common area of the home. Do not allow it in your child's bedroom. Monitor their online usage including cell phone data plans.
2. Learn how various social networking websites work. Become familiar with Facebook and Twitter. Ask your child if they will show you their profile page. Know that your child may have multiple Facebook pages.
3. Talk regularly and specifically with your child about online issues. Let them know they can come to you for help if anything is inappropriate, upsetting, or dangerous.
4. Build trust with your child. Set time limits, explain your reasons for them, and discuss rules for online safety and Internet use. Ask your child to contribute to establishing the rules; then they'll be more inclined to follow them.
5. Tell your child not to respond to any cyber-bullying threats or comments online. However, do not delete any of the messages. Instead, print out all the messages, including the email addresses or online screen names of the cyber-bully. You will need the messages to verify and prove there is cyber-bullying.
6. Don't overreact by blaming your child. If they are being bullied, be supportive and understanding. Find out how long the bullying has been going on and ensure that you'll work together to find a solution. Let your child know they are not to blame for being bullied.
7. Don't underreact by telling your child to "shrug it off" or just deal with the bullying. The emotional pain of being bullied is very real and can have long-lasting effects. Don't tease them about it or respond with a "kids will be kids" attitude.
8. Don't threaten to take away your child's computer if they come to you with a problem. This only forces kids to be more secretive.
9. Talk to your school counselor so they can keep an eye out for bullying during the school day.
10. If there are threats of physical violence or the bullying continues to escalate, get law enforcement involved.

### **What Can Kids Do About Cyber-Bullying?**

1. Don't respond to any online or text messages sent by cyber-bullies.
2. Don't be an accomplice by forwarding any of the messages to other kids.
3. Save and print out all the messages as proof and evidence of cyber-bullying.
4. If you are being bullied, tell an adult immediately to get help solving the problem.

Resources and information taken from:

<http://www.stopbullying.gov/>

<http://www.parents.com/kids/problems/bullying/18-tips-to-stop-cyberbullying/>

Please reference Sun Prairie School Board Policy JBA - Bullying, Cyber-Bullying, and Hazing in the Appendix.

## General Information

### After School

Students are required to exit the building by 3:10 p.m. unless they are involved in an extra/co-curricular activity or under the supervision of a teacher or staff member.

### Assignment Notebook/Daily Planners

Each student is given an assignment notebook/daily planner. Students are encouraged to write down all assignments as well as other information about their academic and social schedule. This assignment notebook/daily planner should be checked nightly by the parent/guardian to ensure your child is completing homework and getting assignments in on time. The assignment notebook/daily planner is an effective way to encourage home-school communication. If your child loses her/his assignment notebook/daily planner, a replacement should be obtained from the main office.

### Backpacks

Students may bring backpacks to school. However, backpack use during the school day is prohibited, including lunch hours. Backpacks should be placed in student lockers during the day.

### Before School

Students are encouraged to arrive at school no earlier than 7:30 a.m. Students are to remain in designated areas of the building and grounds until the first bell sounds. Students assume the responsibility for appropriate behavior before, during, and after school.

### Bikes

Students are allowed and encouraged to ride bikes to school. Students are to park bikes only in the bike racks provided at the building. Please park bikes with the front wheel in the rack so as to make room for all bikes. Riding bikes on the sidewalks near entrances presents a safety hazard and is not allowed. The school district is not responsible for the replacement of bikes that are lost, damaged or stolen.

### Board Policies

Copies of any School Board policies can be obtained at every school district building. Copies will be made available upon request. You may also access them online at [www.sunprairie.k12.wi.us](http://www.sunprairie.k12.wi.us).

### Breakfast

Breakfast is available for all students and is served daily in the cafeteria 7:30-7:51 a.m. Students eligible for free or reduced lunch are also eligible for free or reduced breakfast.

### Bullying, Cyber-Bullying, and Hazing

All types of bullying, cyber-bullying, and hazing are prohibited. "Bullying" is defined as systematically or persistently inflicting physical hurt or psychological distress on one or more students. "Cyber-bullying" is defined as bullying that involves the use of digital technologies, including but not limited to email, cell phones, text messages, instant messages, chat rooms, and social websites. "Hazing" is defined as any intentional or reckless act which endangers the physical health or safety of a student, or is meant to induce pain or humiliation, or that results in property damage or theft and is directed against another student or students for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, class, club or team sponsored or supported by a school or the school district regardless of students' willingness to participate. (Policy JBA).

### Bus Evacuation Drills

Each yellow school bus carrying public or parochial pupils will hold two emergency evacuation drills during the school year. Such drills will follow guidelines which are developed jointly by the district and the contractor. One evacuation drill will be held prior to the last day of October and another drill will be held prior to the last day of April in accordance with the Wisconsin Handbook for School Bus Drivers.

### Bus Routes

The school district and the bus company develop bus routes to provide the most efficient service possible. Changes in routes may occur from year-to-year as the need for service changes. Questions about routes and related information can be directed to Kobussen Buses at 825-8700. School rules apply while riding the bus.

### Busing

Riding the bus is a privilege. Students who break any school or bus rule while riding the bus are subject to disciplinary action. Students are to ride on their assigned bus. Students who are not bus riders may not ride the bus with other

students. It is important that parents/guardians make personal arrangements for transportation of students who wish to visit a friend's home.

A student's parent/guardian is responsible for their child's safety before they board the bus to school and after they get off the bus on the return trip. (Policy EE)

**Clothing/Grooming**

Pride in personal appearance and self-respect have always been positive characteristics of our students. Clothes that are offensive or sloppy, expose the body/undergarments, constitute a health or safety hazard, promote or symbolize gang affiliation, cause undue attention, or are a distraction to others, are not acceptable. Examples of such clothing include tank tops, cropped tops, spaghetti strap tops, head coverings (bandanas, hats, visors and the like), sunglasses, short shorts, biking shorts or excessively torn clothing. All outerwear must be placed in lockers and not worn in the school building. Clothing that promotes alcohol, drugs, tobacco or contains sexual reference is strictly forbidden. Students who wear clothing that is unacceptable will be asked to change out of the offensive clothing into acceptable clothing (this may include gym clothing). Note: This list is not intended to be all-inclusive.

**Conferences (Parent/Guardian-Teacher)**

Parents/Guardians are encouraged to contact their child's teachers anytime. A list of staff and extension numbers will be mailed out at the beginning of school and is available on the Cardinal Heights Upper Middle School website. It is better to initiate a conference early rather than to wait until a problem has become progressively worse.

Conferences can be arranged with the individual teacher, the entire team, or with the counselor. We strongly encourage your child to attend conferences with you to ensure all parties have the same information.

**Fees**

Fees are charged to students participating in co-curricular, extra-curricular activities, and some courses. Some class projects or trips also require a fee. If any student has difficulty paying a fee because of financial constraints, contact the building secretary to apply for a fee waiver.

**Fines**

Students are held responsible for the condition of materials on loan to them from the school. This includes, but is not limited to, such items as textbooks, laptops, computers, instruments, uniforms, and athletic equipment. Additional fees may be assessed for materials checked out but not returned to the Learning Media Center (LMC) when due. Students who destroy or otherwise vandalize school property will be responsible for complete restitution to the District for any and all charges associated with this action.

**Identification (ID) Card**

Students will be issued an identification card that also serves as their lunch card and library card. This card should be carried by students during school hours and school-sponsored events. Students will also receive lanyards. A replacement ID card will be issued at a cost of \$5.00. Any student who does not have their ID should report to the office for a temporary ID (sticker). All students are required to wear their ID for the entire month of September and to have it with them for the rest of the school year.

**Immunization Requirements for 2011-2012 School Year**

Students are required to have the following immunizations according to Wisconsin state law:

<b>Grade/Age</b>	<b>Number of Doses</b>					
Pre K (2-4 years)	4 DTP/DTaP/DT <sup>2</sup>	3 Polio	1 MMR <sup>5</sup>	3 Hep B	1 Varicella <sup>6</sup>	
Grades K-3	4 DTP/DTaP/DT/Td <sup>1</sup>	4 Polio <sup>4</sup>	2 MMR <sup>5</sup>	3 Hep B	2 Varicella <sup>6</sup>	
Grades 4-5	4 DTP/DTaP/DT/Td <sup>2</sup>	4 Polio <sup>4</sup>	2 MMR <sup>5</sup>	3 Hep B	1 Varicella <sup>6</sup>	
Grades 6-9	4 DTP/DTaP/DT/Td <sup>2</sup>	4 Polio <sup>4</sup>	2 MMR <sup>5</sup>	3 Hep B	2 Varicella <sup>6</sup>	1 Tdap <sup>3</sup>
Grades 10-11	4 DTP/DTaP/DT/Td <sup>2</sup>	4 Polio <sup>4</sup>	2 MMR <sup>5</sup>	3 Hep B	1 Varicella <sup>6</sup>	1 Tdap <sup>3</sup>
Grade 12	4 DTP/DTaP/DT/Td <sup>2</sup>	4 Polio <sup>4</sup>	2 MMR <sup>5</sup>	3 Hep B	2 Varicella <sup>6</sup>	1 Tdap <sup>3</sup>

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> dose) to be compliant. (Note: A dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable.)
2. DTP/DTaP/DT/Td vaccine for students entering Pre K and grades 1-12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: A dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable.)
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades K-12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: A dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable.)
5. The first dose of MMR vaccine must have been received on or after the first birthday. (Note: A dose 4 days or less before the 1<sup>st</sup> birthday is also acceptable.)
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

### Infinite Campus

Parents/Guardians may access their child's daily schedule, attendance, assignments, and grade for each course by accessing Infinite Campus located on the district website at [www.sunprairie.k12.wi.us](http://www.sunprairie.k12.wi.us) >For Parents & Families >Infinite Campus Portal. Upon request, a User Name and Password will be sent to parents/guardians.

### Latex Allergies

No balloons or balloon bouquets with **LATEX** balloons will be allowed in the school setting. Latex balloons and balloon dust pose a problem for students with a latex allergy. Mylar balloons do not pose a threat and can be used as an alternative. Deliveries are kept at the office and not delivered to classrooms.

### Learning Media Center (LMC) Procedures

- Books are checked out to students for two weeks. Replacement costs for lost or damaged materials will be charged.
- Students must use their ID to check out LMC materials.
- Overdue notices are sent to students. If the student is on the overdue list, he/she is ineligible for any incentive activities.
- Student use of the LMC will not be limited because of overdue/lost materials.

### Locker Decorations

Lockers may be decorated inside as long as the locker is not damaged and the decoration is judged to be appropriate by staff.

### Lockers

Lockers are provided by the school and are to be used solely for storing outdoor apparel and school-related materials. The locker is school property and is assigned with the understanding that school officials have the right to open and inspect the locker at any time without notification. Items may be removed from the locker by school officials and can be held **without** liability to the school. For security reasons, students may not exchange or use other lockers. Tampering with locks is not allowed. The school is not responsible for items lost because of locks not closed properly. Locker combinations should remain confidential. (Policy JFH)

### Lost and Found

The lost and found is located in the main office. We encourage you to have personal items identified by name to help reduce loss.

### Lunch

Students may purchase a school lunch. The menu will be posted monthly and is subject to change. Students are also welcome to pack a lunch. An emphasis will be placed on wholesome and healthy snacks.

The Sun Prairie Area School District provides meals at no charge or reduced rates **to those students who are eligible under the USDA federal guidelines**. Application forms for these meals are available in the school office or on the district website, [www.sunprairie.k12.wi.us](http://www.sunprairie.k12.wi.us), School Nutrition link.

If a student has been determined by a licensed physician to have a disability and the disability would prevent the student from eating a regular school meal, the school will provide substitutions in foods when supported by a medical statement signed by a licensed physician. Before any special diet or food or food texture modifications will be made, a diet order form must be completed, signed by a licensed physician and the student's parent/guardian. The medical statement must specify the medical disability and the required food omissions and substitutions. The school nutrition representative cannot make substitutions unless they are specified in the medical statement.

The school nutrition program uses an automated meal accounting system to record breakfast, lunch, and a la carte meal payments and to monitor all food transactions. The system functions as a debit system. This system requires parents/guardians to PREPAY money into an established account. Prepayment envelopes are available at the school office or the school nutrition office located at the School District Office. Sufficient funds need to be in the student's individual account to serve the student a meal or purchase items from the a la carte line. Account balances may be checked and/or prepayments made using a credit or debit card via the Internet at [www.MyLunchMoney.com](http://www.MyLunchMoney.com).

A peanut butter sandwich and a carton of milk will be provided for a maximum of two days, for a charge of 75¢, if parents/guardians fail to provide a lunch for their child. After two days, the school social worker will be contacted for assistance in resolving each situation.

Secondary students must immediately report a lost or missing ID card to the school nutrition department. The AMAS identification number will be inactivated upon such notification. The District will not be held responsible for any charges made to accounts where a card is not reported lost or missing within 24 hours of the loss. A replacement ID card will be issued at a cost of \$5.00. Temporary lunch passes are available to students who request one after reporting a lost card. The temporary pass is good for one lunch or one breakfast only. Students will not be permitted to purchase extra portions or additional milk with a temporary pass. (Procedure DN-R) All lunch money envelopes are to be given directly to the school nutrition staff.

### **Medications**

Students who are responsible may carry their own non-prescription medication and self medicate. However, if you request that the health care assistant administer any medication, a special form needs to be completed and signed by the parent/guardian. The non-prescription medication form does not require a physician signature.

It is the policy of the Sun Prairie Area School District that whenever a student should have prescription medication administered by personnel at school, written authorization must be provided by the parent/guardian and a written order from the prescribing physician or other licensed practitioner. The following information is to be clearly labeled on the bottle by the pharmacy.

1. Student's full name
2. Name and dosage of the drug
3. Time to be given
4. Physician's name

For long-term medicine, do not send more than one month's supply to school. The health care assistant will administer your child's medication as prescribed by the physician. On occasion, the school principal will authorize a trained staff member to administer the medication (i.e. field trips, emergency situations where the health care assistant is involved, etc.).

If you have any questions about your child's medications or health concerns, please contact the health care assistant or the district health nurse. [JHCD, JHCD-R, JHCD-E(1), JHCD-E(1A)]

### **Parent/Guardian Contact Information**

It is very important that the school has an up-to-date address, telephone number and email address on file for each parent/guardian. The school office needs to have current:

- Home address
- Home, work and mobile telephone numbers
- Email addresses

Please let the school office know right away if this contact information changes at any time during the school year. If you have students at several schools, you only need to contact one school and the changes can be made for all members of your family.

The district has an electronic communication system that can be used to alert families with general information as well as to quickly communicate in the event of an emergency. This system can be used to report:

- Unexcused absences
- Low or negative lunch account balance
- Upcoming school events related to the student's grade, class or school
- Late start or school closing
- Information updates during and follow up to emergency situations

### **Parent/Guardian Custodial Court Order**

We want to keep parents/guardians informed and follow Wisconsin Statutes that support both parent/guardians' rights to receive information about their child. If there are special visitation or custody rights in place for your child that limits one parent/guardian's right to that information, the school office will need to have a copy of that court order.

### **Parent Organization**

The Cardinal Parents is an active and important part of our school. During the course of this school year, you will receive information regarding opportunities for you to become involved in our parent organization. Meetings are typically the third Monday of the month, held at the Cardinal Heights LMC beginning at 6:30 p.m. If you would like to volunteer your time, please contact the principal at 318-8001.

### **Personal Electronic Devices**

Students' use of personal electronic devices during the instructional day can be disruptive to the learning environment. "Personal electronic devices" are defined as personally owned cellular telephones, personal digital assistants, personal media devices, electronic games, digital cameras, or any other electronic device with communications functions and/or the capability to capture, record, transmit and/or play back voice or image information. (Policy JFCK) This includes MP3 players and iPods.

Students may use electronic devices before and after school, during passing periods, and at lunch as long as the device is used appropriately. This means that students are on time to class, does not use the cell phone to harass or bully, and in general, does not use the device in any way that would disrupt the learning environment for themselves or others. This is a privilege and may be revoked for certain students.

Electronic devices are prohibited in all classroom settings unless the teacher approves the use.

### **Safety - Universal Expectations for Lab Classes**

Safety is the first priority for teachers and students in classrooms where labs take place. To ensure a safe classroom, students will receive instruction on classroom safety outlining student expectations and appropriate procedures.

1. Listen to and follow the teacher's instructions.
2. Protect eyes, face, hands and body with appropriate safety equipment during laboratory work.
3. Conduct yourself in a responsible manner at all times.
4. Abide by all safety regulations.

After the safety instruction, students and parents/guardians will be asked to indicate that they have read and agree to follow the safety rules.

### **School Closing/Emergency**

In case of emergency evacuation during the school day, the students will be housed with their teachers at Prairie Phoenix Academy, 160 South Street, their designated safe area. They will remain there until it is safe for them to return to their classrooms and daily schedule. In the event that school cannot resume, the parents/guardians will be notified of the emergency situation and the pick up site. The Blackboard Connect notification system will also be activated to inform families with all pertinent information and necessary instructions. Bus services will continue as normal.

### **School Closing/Weather**

If school is closed, delayed, or releasing early due to severe weather, you may log-on to the district website, [www.sunprairie.k12.wi.us](http://www.sunprairie.k12.wi.us); listen to a local radio station or tune into one of the Madison television stations for an announcement. You may also access school closing information through the district's voice mail system by dialing 834-6688, Ext. 2561. Families will also be notified through the Blackboard Connect notification system. Phone calls, emails, and text messages will be sent directly to parents/guardians at the time the decision is made.

### **Skateboards/In-line Skates**

Students may not ride skateboards/in-line skates on school property. They may not ride them in the building or around entrances; they must store them in lockers and may not ride them during lunch time. The school is not responsible for lost or stolen skateboards/in-line skates. Students are not allowed to wear skateshoes ("Heelies") on school property.

### **Tardy to Class**

Each teacher determines their own tardy policy with progressive consequences including parent/guardian contact. Students who are tardy to class will receive a variety of consequences from the classroom teacher including lunch detentions. Habitual tardiness will result in progressive school discipline via the administration.

### Technology/Communication Resources Acceptable Use Policy

Students at Cardinal Heights Upper Middle School have access to technology and communication resources. It is expected that students will use these tools for educational purposes. Students found to be misusing these tools may have those privileges removed. School disciplinary actions will be taken at the discretion of the school administrator. **Parents/Guardians will sign a permission form to allow the student access to technology and communication resources.** This form remains valid until the parent/guardian withdraws permission in writing. (IIBGA, IIBGA-R, IIBGA-F)

### Transferring/Withdrawing from School

If your child is withdrawing from Cardinal Heights Upper Middle School to transfer to another school, please have him or her do the following:

1. Notify the student services office two weeks (or as soon as possible) prior to moving.
2. Obtain a withdrawal form from the student services secretary or counselor.
3. Return all books and school property to the appropriate teachers.
4. Pay all fines and fees.
5. Have teachers sign the checkout form and return it to the student services office.

### Visitors

Parents/Guardians are always welcome and encouraged to visit Cardinal Heights Upper Middle School. If you wish to visit your child's classroom while class is in session, please arrange your visit through the principal's office, at least 24 hours in advance. To help maintain school security, we ask that all visitors report to the main office to sign-in and pick up a visitor tag. School-age friends and relatives may not visit during the school day.

### Volunteers

Volunteers are required to have a criminal background check. Volunteers will be approved for a three year time period.

### Wellness

The Sun Prairie Area School District has a wellness policy that promotes life-long wellness behaviors, and links healthy nutrition and exercise to students' overall physical well-being. Healthy eating behaviors and regular physical activity are essential for students to achieve their full academic and life potential. The District encourages parents/guardians to provide healthy snacks and treats for student celebrations and other events. (Policy JHK, Procedure JHK-R)

## Student/Parent Support Services

### **CARE (Children At-Risk in Education) Team**

The CARE Team is a problem-solving group where teachers, student services staff, other staff, and parents meet to address an individual student's needs.

Parents/Guardians can refer their concerns by phone contacts or in writing to their child's teacher, building principal, school counselor, school social worker, school psychologist, or the Executive Director of Student Services. Referrals are reviewed by the CARE Coordinator and assigned to a lead person to follow the student's progress. Parents/Guardians will be notified if your child is referred to the CARE Team and are encouraged to attend any meeting relating to their child. (Policy IGBJ)

### **English Language Learners (ELL/ESL) Teachers**

Students whose native language is not English are offered English as a Second Language (ESL) help. English language learners are immersed in the English language throughout their school day. ESL teachers give students extra help with learning English and academic vocabulary. For more information, contact the school principal or the ESL teacher.

### **Outreach Teacher**

The outreach teacher provides timely intervention for the students who have been identified to participate in the program with academic, social and behavior support to promote student engagement and learning success.

### **Police Liaison Officer**

A police liaison officer from the Sun Prairie Police Department is assigned to the Sun Prairie Schools. Cardinal Heights Upper Middle School is a part of the larger Sun Prairie community and should help students become aware of the important role police officers play in their lives - protecting, safeguarding, and providing community service. You are encouraged to contact the police liaison officer when you have questions related to their work. Since the officer will be traveling between schools, reaching the officer directly may be difficult. To leave a phone message for the police liaison officer you can call 318-8011 or 837-7336, the non-emergency number of the Sun Prairie Police Department.

### **Reading Specialist**

A reading specialist helps identify strengths and weaknesses in academic areas and provides specialized instruction for some students. The reading specialist works closely with teachers in directing activities that increase students' reading and writing abilities.

### **School Counselor**

School counselors support students in the areas of academic, personal/social and career development. Service is provided to students through guidance curriculum, individual student planning (career information and scheduling), responsive services (crisis intervention, brief individual and group counseling) and system support (consultation and collaboration).

### **School Psychologist**

The school psychologist consults with teachers and parents/guardians on student issues related to academic, social, emotional, behavioral or mental health. They evaluate and screen students who have been recommended by the CARE Team.

### **School Social Worker**

The school social worker consults with teachers and parents/guardians on student issues related to academic, social, emotional, behavioral or mental health. The school social worker also acts as a liaison between home, school and community services.

### **Talented and Gifted (TAG) Program**

Talented and gifted resource teachers support classroom teachers in providing differentiated and enrichment opportunities to meet the individual needs of talented and gifted students. In addition, some identified students receive individual or small group instruction outside of the regular classroom. Further, TAG will coordinate assessments as needed. For more information, contact the school principal or the talented and gifted resource teacher.

### **Youth Advocate**

The youth advocate identifies and assists students who are regularly truant or otherwise disengaged from school. The youth advocate acts as a role model, resource, and support person for students; provides crisis intervention and conflict resolution assistance to teachers, students, and family members; participates in teacher-student, parent-student, and student-student mediation as indicated or requested; identifies student needs and makes referrals to community agencies and/or to student services as indicated; maintains daily communication with school administration relative to potential safety or security concerns; and promotes safety and security by monitoring activities in the school building and on school grounds.

# The Cardinal CORE

	<b>All Settings</b> <i>(including campus &amp; bus)</i>	<b>All Academic Areas</b>	<b>Hallways and Doorways</b>	<b>Cafeteria</b>	<b>Restrooms</b>	<b>Assemblies and Events</b>
<b>Community</b>	<ul style="list-style-type: none"> <li>- Accept and respect differences in people</li> <li>- Support and encourage each other</li> <li>- Promote school spirit</li> <li>- Promote healthy behaviors</li> </ul>	<ul style="list-style-type: none"> <li>- Model positive behavior</li> <li>- Be an active learner</li> <li>- Keep your learning environment clean</li> <li>- Respect diversity</li> </ul>	<ul style="list-style-type: none"> <li>- Keep movement flowing</li> <li>- Walk on right hand side of hallways</li> <li>- Keep doorways open</li> </ul>	<ul style="list-style-type: none"> <li>- Leave it better than you found it</li> <li>- Recycle</li> <li>- Make room for everyone</li> <li>- Sit with someone who is eating alone</li> </ul>	<ul style="list-style-type: none"> <li>- Report any facility issues</li> </ul>	<ul style="list-style-type: none"> <li>- Be a good representative of the UMS!!</li> <li>- Help create an environment where everyone can enjoy the event</li> <li>- Care for event sites</li> </ul>
<b>Ownership</b>	<ul style="list-style-type: none"> <li>- Be prepared and on time</li> <li>- Follow directions</li> <li>- Keep areas clean</li> <li>- Take action to correct mistakes</li> </ul>	<ul style="list-style-type: none"> <li>- Take charge of your learning</li> <li>- Follow classroom expectations</li> </ul>	<ul style="list-style-type: none"> <li>- Walk directly to destination</li> <li>- Always have a pass</li> <li>- Use only your locker and keep it locked</li> </ul>	<ul style="list-style-type: none"> <li>- Leave your area clean</li> <li>- Remember your student ID card</li> <li>- Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>- Keep walls clean and graffiti free</li> <li>- Use before school, in-between classes, and during breaks</li> </ul>	<ul style="list-style-type: none"> <li>- Listen attentively</li> <li>- Stay seated as appropriate</li> <li>- Stay in designated area</li> <li>- Turn in appropriate paperwork on time</li> </ul>
<b>Respect</b>	<ul style="list-style-type: none"> <li>- Use appropriate language and voice</li> <li>- Use good manners</li> <li>- Express appreciation</li> <li>- Follow dress code</li> </ul>	<ul style="list-style-type: none"> <li>- Allow teachers to teach and students to learn</li> <li>- Take care of materials and equipment</li> <li>- Give your best effort at all times</li> </ul>	<ul style="list-style-type: none"> <li>- Use quiet voices</li> <li>- Keep hands and feet to yourself</li> <li>- Apologize if you accidentally run into someone</li> </ul>	<ul style="list-style-type: none"> <li>- Wait for your turn patiently</li> <li>- Practice polite table manners</li> </ul>	<ul style="list-style-type: none"> <li>- Observe privacy of others</li> <li>- Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>- Listen attentively</li> <li>- Clap at appropriate times</li> <li>- Support and encourage all participants</li> </ul>
<b>Ensure Safety</b>	<ul style="list-style-type: none"> <li>- Immediately report dangerous situations</li> <li>- Remain in designated areas</li> <li>- Keep hands and feet to self</li> <li>- Walk at all times</li> <li>- Follow drug free policy</li> </ul>	<ul style="list-style-type: none"> <li>- Follow classroom safety guidelines</li> <li>- Use all equipment and supplies as intended</li> </ul>	<ul style="list-style-type: none"> <li>- Avoid physical contact with ceiling tiles, exit signs, security cameras, door jams/closers, lockers, etc.</li> </ul>	<ul style="list-style-type: none"> <li>- Wash hands</li> <li>- Stay in designated area until dismissed</li> </ul>	<ul style="list-style-type: none"> <li>- Wash hands</li> <li>- Use facilities for intended purposes</li> </ul>	<ul style="list-style-type: none"> <li>- Enter and exit in an orderly fashion</li> <li>- Follow event guidelines</li> <li>- Be mindful of directions</li> </ul>

<p style="text-align: center;"><b>Tier One/Universal Misconduct that Requires Classroom Supports</b></p>	<p style="text-align: center;"><b>Tier Two Misconduct that Requires Collaborative Team Response</b></p>	<p style="text-align: center;"><b>Tier Three Serious Offenses Requiring Administrative Action</b></p>
<p><b>Preventive Plans</b></p> <ul style="list-style-type: none"> <li>• Reinforce School Universal Expectations</li> <li>• Identify, teach and reinforce behavioral expectations, rules and social skills</li> <li>• Actively supervise, monitor and provide feedback on behavior in all areas of the school</li> <li>• Use firm, fair, corrective, consistent disciplinary techniques</li> <li>• Identify resources in school, local district, and in the community</li> </ul> <p><b>Examples of School-Related Misconduct</b></p> <ul style="list-style-type: none"> <li>• Classroom disruption, (e.g., speaking out, out of seat)</li> <li>• Occasional tardiness</li> <li>• Poor team work/incomplete work</li> <li>• Harassing other students</li> <li>• Inappropriate clothing for school</li> <li>• Non-compliance with rules</li> </ul> <p><b>Examples of Consequences</b></p> <ul style="list-style-type: none"> <li>• Use time-out, loss of privileges or points consistently and non-emotionally assigned</li> <li>• With the student, develop a contract with explicit expectations for behavior and consequences</li> <li>• Give student an opportunity to “fix” the problem, and contribute back to the classroom environment</li> <li>• Call parents/guardians and alert them about behavior, eliciting their partnership</li> </ul> <p><b>Examples of School Response</b></p> <ul style="list-style-type: none"> <li>• Re-teach group expectations, routines, and strategies; modify grouping patterns</li> <li>• Use systematic, positive reinforcement for students when they act appropriately</li> <li>• Use mentoring strategies; assign a mentor</li> <li>• Use check in/check out for students</li> <li>• Utilize peer tutoring/counseling</li> <li>• Determine the function of the student’s behavior and teach replacement behavior</li> </ul>	<p><b>Preventive Plans</b></p> <ul style="list-style-type: none"> <li>• Work as a team, coordinating services</li> <li>• Collaborate with parent/caregiver(s)</li> <li>• Develop a school-based mentoring program</li> <li>• Access school, district, and community resources</li> </ul> <p><b>Examples of School-Related Misconduct</b></p> <ul style="list-style-type: none"> <li>• Fighting</li> <li>• Excessive tardiness/ongoing defiance</li> <li>• Engaging in habitual profanity or vulgarity</li> <li>• Being under the influence of alcohol or drugs</li> <li>• Vandalism/Graffiti/Theft</li> <li>• Bullying, harassment, sexual harassment</li> <li>• Truancy</li> <li>• Repeated violations of Tier One misconduct</li> </ul> <p><b>Examples of Consequences</b></p> <ul style="list-style-type: none"> <li>• Assign detention or in-school suspension</li> <li>• Involve student in the development of individual behavior support plan to change behavior</li> <li>• Enlist parent participation in a consistent response plan (e.g., daily signed behavior report)</li> <li>• Clean up/make restitution</li> <li>• Loss of privileges</li> <li>• Assign an out-of-school suspension</li> <li>• Refer to law enforcement/Possible arrest</li> </ul> <p><b>Examples of School Response</b></p> <ul style="list-style-type: none"> <li>• Convene a student CARE Team</li> <li>• Parent/Guardian conference</li> <li>• Use debriefing forms to address misconduct</li> <li>• Refer to community agencies</li> <li>• Use check in/check out for students</li> <li>• Provide groups that address conflict resolution training, anger management, etc.</li> <li>• Encourage enrichment activities (after school clubs)</li> <li>• Assign alternatives to suspension, including in-school suspension or detention</li> </ul>	<p><b>Intervention Plans</b></p> <ul style="list-style-type: none"> <li>• Identify crisis intervention plan and procedures</li> <li>• Identify emergency resources</li> <li>• Use resources in school, district, and community</li> <li>• Work as a team, coordinating services</li> <li>• Collaborate with parent/caregiver(s)</li> </ul> <p><b>Examples of School-Related Misconduct</b></p> <ul style="list-style-type: none"> <li>• Possessing, selling, or furnishing a firearm</li> <li>• Possessing and/or brandishing a dangerous object</li> <li>• Possessing, selling and/or distributing drugs</li> <li>• Threats to school (e.g., bomb threat)</li> <li>• Sexual assault</li> <li>• Battery</li> <li>• Robbery, extortion</li> </ul> <p><b>Examples of Consequences</b></p> <ul style="list-style-type: none"> <li>• Assign out-of-school suspension</li> <li>• Expulsion</li> <li>• Refer to law enforcement/Possible arrest</li> </ul> <p><b>Examples of School Response</b></p> <ul style="list-style-type: none"> <li>• Conduct investigation, interview all witnesses</li> <li>• Consult with District Office administration</li> <li>• Refer to law enforcement</li> <li>• Conduct parent/guardian conference/pre-suspension conference</li> <li>• Review suspension and expulsion guidelines for specifics regarding mandatory actions</li> <li>• Conduct student re-admittance meeting</li> <li>• Review teacher-student-parent interaction history</li> <li>• Review social adjustment history</li> <li>• Review special education status</li> <li>• Consult with community agencies (e.g., probation, Mental Health Centers, Children’s Services)</li> </ul>

# Level I – Behavioral Responses

Level I offenses are minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program or approved transportation. *All disciplinary actions are subject to administrative discretion.*

Infraction	Teacher Managed
<b><i>Cheating/Lying/Forgery</i></b>	<p>Willful or deliberate unauthorized use of the work of another person for academic purposes, or unauthorized use of notes or other material in the completion of an academic assignment or test. In addition to disciplinary responses, the student may receive no credit for the assignment, test, or exam at the discretion of the teacher.</p> <p>Intentionally providing false or misleading information to, or withholding valid information from a school employee.</p> <p>The making of a false or misleading written communication to a school staff member with either the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member.</p>
<b><i>Classroom Disruption (Brief/Minor)</i></b>	Conduct or behavior that interferes with or disrupts the teaching/learning process.
<b><i>Electronic Devices</i></b>	Student use of electronic paging or two-way communication devices (i.e. pagers, cell phones) is prohibited during classroom instruction and passing time, except as specifically authorized by a district employee. Electronic devices are to be “silenced” during school hours.
<b><i>Horseplay</i></b>	Conduct or behavior that does not cause injury but interferes with or disrupts the orderly process of the school environment, a school function, or extracurricular/co-curricular activity.
<b><i>Insubordination (1<sup>st</sup> or 2<sup>nd</sup> offense)</i></b>	Refusal or failure to comply with a direction in a classroom setting that minimally disrupts.
<b><i>Minor Disrespect</i></b>	Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. This may include, but is not limited to, teasing, name calling, gossiping, spreading or starting rumors, and purposely embarrassing or humiliating another student.
<b><i>Profane or Obscene Language/Materials (1<sup>st</sup> offense)</i></b>	The use of either oral or written language, electronic messages, computers, gestures, objects, or pictures which are disrespectful or socially unacceptable and which tend to disrupt the school environment, a school function, or an extracurricular/co-curricular activity. Severity of the offense could move this to a Level II right away.
<b><i>Tardiness</i></b>	Unexcused late arrival to school or class. After 3 tardies to a class, this infraction moves to a Level II.
<b><i>Other</i></b>	Any other minor act of misconduct which interferes with the orderly operation of the classroom, the school program, a school function or activity, an extracurricular/co-curricular program, or approved transportation.

## Possible Consequences

- Parental contact recommended
- Verbal reprimand
- Withdrawal of privileges
- Classroom detention (Parent contact mandatory)
- After-school detention (Parent contact mandatory)

## Positive Behavior Supports may include:

- Counseling and re-direction
- Peer Mediation
- Return of property, payment for same, or restitution for damages
- Behavior plan/contract
- Student Assistance Program
- Check in, Check out
- Mentor/Mentee Program
- Referral to Truancy Board

## Level II – Behavioral Responses

Intermediate acts of misconduct that are more serious or disruptive examples of the offenses in Level I. Level II also includes repeated acts of misconduct from Level I and acts directed against people or property that do not seriously endanger the health or safety of others. *All disciplinary actions are subject to administrative discretion.*

<b>Infraction</b>	<b>Administrator Managed</b>
<b><i>Attendance Policy Violation/ Truancy (Unauthorized Absence from School or Class)</i></b>	Violation of the state attendance laws or school district policy relating to compulsory attendance. Students must attend school or classes as required. (Policy JE)
<b><i>Bullying (1<sup>st</sup> offense)</i></b>	Aggressive, intimidating or threatening behavior that is directed toward another person on school property or off school grounds if it adversely impacts the educational environment at school for students or staff. This may include, but is not limited to, name calling with profanity, purposeful exclusion, slander, cyber-bullying, and verbal cruelty. (Policy JBA)
<b><i>Destruction of Property/ Vandalism (under \$100)</i></b>	The willful or malicious destruction of school system property or the property of others.
<b><i>Dress Code</i></b>	Non-conformity to established dress code.
<b><i>Failure to Report to Teacher-Assigned Detention</i></b>	Failure to report to teacher-assigned detention.
<b><i>Gross Disrespect</i></b>	Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. (More serious than Level I)
<b><i>Inciting/Instigating Disruptions</i></b>	Inciting, instigating, or causing disruptions to the learning environment by repeating antagonistic comments, perpetuating conflict.
<b><i>Intimidation/Threats</i></b>	The verbal or physical threat to do harm or violence to another student(s) or to the property of another person. This includes posturing and other pre-fight behavior.
<b><i>Misconduct on School Bus or Other School Approved Transportation</i></b>	Repeated or serious misconduct which interferes with the orderly, safe, and expeditious transportation of students or other authorized riders. (Policy EE, Procedure EE-R)
<b><i>Open Defiance</i></b>	Either verbal or non-verbal refusal to comply with school rules or directions from school staff that disrupts the educational environment.
<b><i>Physical Altercation</i></b>	Minor physical contact between two or more students that is harmful or disruptive, but is quickly de-escalated.
<b><i>Possession of Incendiary Device</i></b>	Possession of lighter, matches, etc. that could damage, cause fire in school.
<b><i>Profane, Obscene, or Abusive Language/Materials (2<sup>nd</sup> or subsequent offenses)</i></b>	Any profane, obscene, or abusive language/materials directed at a staff member, or the 2 <sup>nd</sup> or subsequent offense of either oral or written language, electronic messages, computers, gestures, objects, or pictures which are disrespectful or socially unacceptable and which tend to disrupt the school environment, a school function, or an extracurricular/co-curricular activity.
<b><i>Repeated Misconduct of a Less Serious Nature</i></b>	Repeated misconduct which tends to disrupt an orderly school environment or extracurricular/co-curricular program or activity.
<b><i>Smoking and Other Use of Tobacco Products</i></b>	The possession, use, distribution, or sale of tobacco products on school system property, at a school function, or extracurricular/co-curricular activity. (Policy KGB, Procedure KGB-R)
<b><i>Stealing (under \$50)</i></b>	Taking the property of another without permission of the person.
<b><i>Tardiness</i></b>	Fourth or succeeding late arrival unexcused to school or class.
<b><i>Other Serious Misconduct</i></b>	Any other intermediate act of misconduct or any more serious, harmful, or disruptive example of any of the offenses described in Level I.

### **Possible Consequences**

- Mandatory parental contact
- Detention(s)
- In-school suspension (1/2 day-5 days)
- Suspension from bus (1-5 days)
- Possible police contact
- Out-of-school suspension (1-3 days) with parent/student re-admit meeting

### **Positive Behavior Supports may include:**

- Counseling and re-direction
- Peer Mediation
- Return of property, payment for same, or restitution for damages
- Student Assistance Program
- Behavior plan/contract
- Mentor/Mentee Program
- Re-admit meeting after a suspension

## Level III – Behavioral Responses

Level III infractions are major acts of misconduct. They include repeated misconduct acts from Level II; serious disruptions of school order; threats to the health, safety, and property of others; and other acts of serious misconduct. *All disciplinary actions are subject to administrative discretion.*

Infraction	Administrator Managed
<b>Battery</b>	When one student physically attacks another student with the intent to do bodily harm.
<b>Bullying (2<sup>nd</sup> offense or more)</b>	Repeated aggressive, intimidating or threatening behavior that is directed toward another person on school property or off school grounds if it adversely impacts the educational environment at school for students or staff. This may include, but is not limited to, name calling with profanity, purposeful exclusion, slander, cyber-bullying, and verbal cruelty. (Policy JBA)
<b>Criminal Trespass</b>	Students may not unlawfully enter or attempt entry into a building or other structure with the intent to commit a crime. To be guilty of criminal trespass, it is not necessary that force be used in gaining entry or that property loss occurs.
<b>Destruction of Property/ Vandalism (over \$100)</b>	The willful or malicious destruction of school system property or the property of others.
<b>Disorderly Conduct</b>	Any other major act of misconduct which seriously disrupts the orderly operation of the school program.
<b>Fighting</b>	Physical contact between two or more students, which is harmful or disruptive. (More serious than physical altercation.) <i>Note: Self-defense is described as an action taken to block an attack by another person or to shield yourself from being hit by another person. Retaliating by hitting a person back is not self-defense and will be considered as fighting.</i>
<b>Gang-Related Activity</b>	Students may not engage in any activities or behaviors intended to encourage or facilitate gang or gang-related activities or purposes. For purposes of this rule, 'gang' is defined as a group using common identifying signs, symbols and/or colors demonstrating their common purpose to engage in criminal, violent or anti-social activity. Such forms might include but are not limited to graffiti, tattoos, slashed eyebrows, emblems, symbolism, hand signs and hand shakes, slang, jewelry, discussions and/or clothing that encourages gang-related activity. Students may not recruit or aid in the recruitment of gang members; may not wear or display any clothing or accessories which indicate membership in or affiliation with any gang; may not threaten or intimidate students, school personnel, or others lawfully on school premises. The principal or designee shall have final authority in determining if a violation had occurred. Enforcement of this rule is necessary for the safety and protection of the school environment. Gang-related apparel worn at school draws attention away from the school's learning environment and directs it toward thoughts of aggression, violence, and criminal behavior.
<b>Gross Insubordination/ Repeated Defiance</b>	Willful refusal to submit to or comply with authority; exhibiting contempt or open resistance to a direct order or repeated verbal or non-verbal refusal to comply with school rules or directions from school staff.
<b>Harassment, Discriminatory</b>	(Physical, Verbal or Psychological) – Students may not engage in any physical or verbal conduct or communication that creates an intimidating, hostile, or offensive educational or work environment based on another person's sex, color, religion, profession or demonstration of belief or non-belief, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. (Policy JB)
<b>Harassment, Nondiscriminatory</b>	(Physical, Verbal or Psychological) – Students may not bully, haze, attack, tease or repeatedly annoy another student or group of students or other persons in such a way that it creates an intimidating or hostile educational or work environment. (Policy JB)
<b>Possession of Contraband Material</b>	Possession and/or distribution of materials or items on school grounds, other than weapons or firearms, which are forbidden. Examples include pepper spray, mace, sharp objects, etc.
<b>Repeated Misconduct of a More Serious Nature</b>	Repeated misconduct which tends to substantially disrupt the orderly conduct of school, a school function, or extracurricular/co-curricular activity.
<b>Stealing (\$50 to \$300)</b>	Taking the property of another without permission of the person.
<b>Threats</b>	A threat to cause physical harm to another person.

### Possible Consequences

- Mandatory parental contact
- In-school suspension (3-5 days)
- Out-of-school suspension from school (1-5 days)
- Suspension from bus (1-10 days)
- Expulsion from bus (for bus-related offenses)
- Possible police contact
- Temporary or permanent removal from participation in extracurricular/co-curricular program or activity

### Positive Behavior Supports may include:

- Counseling and re-direction
- Peer Mediation
- Return of property, payment for same, or restitution for damages
- Programming
- Behavior plan/contract
- Re-admit meeting after a suspension
- Check and Connect

## Level IV – Behavioral Responses

Level IV acts of misconduct are the most serious. Any Level IV act is grounds for expulsion and will result in a mandatory 5-day out-of-school suspension with consideration for a recommendation for expulsion. A pre-expulsion hearing will be held with the District Administrator within 5 days of the referral. *All disciplinary actions are subject to administrative discretion.*

If a student commits an offense or offenses that are serious enough to warrant expulsion, parents/guardians will be referred to School Board Procedure JG-R. Expulsion from school means being removed from school for a very long period of time, possibly until the age of 21. Rights and privileges of attending class and other school functions are removed by School Board action.

<b>Infraction</b>	<b>Administrator Managed</b>
<b>Alcohol</b>	Students are prohibited from the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. (Policy JFCH)
<b>Arson (Mandatory referral to an appropriate agency)</b>	Students may not intentionally damage or attempt to damage any school or personal property by fire or incendiary device. Firecrackers, fireworks, and matches are included in this category if they are factors in a damaging fire.
<b>Battery</b>	An actual or intentional touching or striking of a school employee, volunteer, or student against his/her will or intentionally causing bodily harm to an individual.
<b>Bomb Threats</b>	Any communication which has the effect of threatening an explosion to do malicious, destructive, or bodily harm to school system property at a school function or extracurricular/co-curricular activity, or to the person in or on that property or attending the function. This includes preparing, possessing, or igniting explosives, including unauthorized fireworks, on school system property or at a school function or extracurricular/co-curricular activity.
<b>Drugs</b>	The possession, use, or being under the influence of illegal or illicit drugs, or any other substance capable of modifying mood or behavior or the possession or use of any substance represented to be of said nature. (Policy JFCH) The possession of drug paraphernalia is also included. This includes prescription drugs not prescribed to the possessor or user.
<b>False Fire Alarm</b>	The willful and/or malicious activation of a fire alarm system or the willful and/or malicious reporting of a false fire.
<b>Firearms</b>	The possession, use, or control of any firearm (operable or inoperable, loaded or unloaded) including, but not limited to, zip, pistol, revolver, rifle, or shot gun and/or destructive devices.
<b>Other Weapons</b>	Any student who possesses, uses, simulates use of, or stores a weapon or a look-alike weapon or explosive on school property, on school buses, or at any school-related event shall be suspended for 1-15 days and referred for expulsion. (Policy JFCJ, Procedure JFCJ-R)
<b>Repeated Misconduct of a More Serious Nature</b>	Repeated misconduct which tends to substantially disrupt the orderly conduct of a school, school function, or extracurricular/co-curricular program or activity. Recommendations for expulsion relative to repeated misconduct must be based on documented referrals and a variety of intervention strategies.
<b>Sexual Offenses</b>	Any willful and/or deliberate act, behavior, or conduct intended to instill fear/humiliation in another person and/or result in sexual gratification for the aggressor, or any acts, lewd or lascivious in nature; any unsolicited sexual proposal or offensive touching of another person; or any act of indecent exposure, including streaking.
<b>Other</b>	Any other intentional or wanton act which significantly harms or poses a realistic threat of serious harm to oneself or another person and/or which is clearly beyond the bounds of acceptable and tolerable student conduct in the community. This may include hate crimes, use of pepper spray or mace.

### Consequences

- Mandatory parental contact
- Mandatory District Administrator contact
- Possible Executive Director of Student Services contact
- Mandatory police contact
- Possible referral to alternative program/school
- Mandatory 5-day suspension from school with consideration of a recommendation for expulsion
- Referral to appropriate agency mandatory for arson
- Referral to substance abuse program for first time drug or alcohol violations
- Re-admit meeting after a suspension

## Suspensions

At Cardinal Heights Upper Middle School, we make every effort to keep students in school so they can continue to progress academically. Most student misconduct is addressed within the classroom, with the teacher determining the necessary resolutions. More serious misbehavior or repeated misconduct will result in more serious consequences. Students who are assigned in-school suspension (ISS) will be assigned to the ISS room. The ISS room is a highly structured environment supervised by a staff member. This provides the opportunity to continue schoolwork without disruptions. Students who repeatedly exhaust or refuse to comply with the in-school suspension process or display severe and dangerous behaviors will be suspended out-of-school and possibly referred for other interventions.

A student assigned an out-of-school suspension (OSS) is sent home for a period of time, usually one to five days. The length of the suspension could be extended if a notice of an expulsion is provided to the District Administrator. The student is not permitted to attend school functions or to be on any school property during the time of suspension. It is the student and parent/guardian's responsibility to obtain his/her assignments from the teachers and to return the completed work.

The principal or assistant principal may suspend students for no more than five school days, unless an expulsion notice has been sent. If a notice of expulsion has been sent, students may be suspended for no more than a total of 15 consecutive school days.

## Student Information

### Student Records

The Sun Prairie Area School District maintains student records for each student attending school in the District. State and federal laws require that the maintenance of such records assure confidentiality.

### Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education.

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental and psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
7. Religious practices, affiliations or beliefs of the student or student's parent.
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The District will directly notify parents and eligible students on an annual basis of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

**All material in this handbook is subject to change based on changes in School Board policy, state and local laws, and individual circumstances. The material included in this handbook is not all-inclusive and can be expanded.**

## **Policies and Procedures in the Appendix:**

Section 504 of Rehabilitation Act of 1973

Policy BDDI, Public Concerns and Complaints

Procedure BDDI-R, Procedures for Handling Public Concerns and Complaints

Policy EE, Transportation Services

Procedure EE-R, Transportation Services

Policy IFF, Parent Rights and Educational Programs/Activities

Policy IIBGA, Technology and Communication Resources Use

Procedure IIBGA-R, Technology and Communication Resources, Acceptable Use Procedure

IIBGA-F, Student Internet Use Consent Form

Policy IND, Accommodating a Student's Beliefs

Policy JB, Student Discrimination and Harassment

Procedure JB-R, Student Discrimination and Harassment Complaint Procedures

Notice to Students Regarding Discrimination & Harassment

JB-F(1), School-Based Discrimination or Discriminatory Harassment Report Form

Policy JBA, Bullying, Cyber-Bullying, and Hazing

Policy JE, Attendance, Student

Procedure JE-R, Attendance Procedures, Student

Policy JFCE, Code of Classroom Conduct

Procedure JFCE-R, Code of Classroom Conduct Procedures

Policy JFCH, Alcohol and Other Drug Use by Students

Policy JFCJ, Weapons in School

Procedure JFCJ-R, Weapons in School

Policy JFCK, Possession of Personal Electronic Devices

Policy JFH, Searches of Property

Policy JFHA, Cameras, Surveillance

Policy JHK, Wellness

Procedure JHK-R, Wellness Policy Implementation

Policy JO, Student Records

Exhibit JO-E(1), Student Records Notice

JO-F(2), Directory Information Declaration Form

## Accessing School Board Policies and Procedures

If you wish to access policies using the Internet, go to the district website at [www.sunprairie.k12.wi.us](http://www.sunprairie.k12.wi.us).  
On the left-hand side of the page under Our District, click on "Policies and Procedures."  
Click on the second item, "Click here for a list of Policies and Procedures by Category on Board Docs."  
Click on the "Policies" tab.  
Scroll down and click on the policy or procedure.

To search for a policy or procedure:  
Click on the first item, "Click here to search Policies and Procedures on Board Docs."  
Change Search type to Policies.  
Type in a search word in the Containing box and press Enter.  
Click on the policy or procedure.

Upon request, a policy or procedure can be obtained at the School District Office, 501 S. Bird Street, or at individual school offices.

### Policies and Procedures Available Online:

Procedure DN-R, Food Service Program Fiscal Management Procedures  
Policy IGBJ, Response to Intervention  
Policy IKE, Promotion Criteria for Grades 3-8  
Procedure IKE-R, Promotion Criteria for Grades 3-8  
Policy IKF, Graduation Requirements  
Procedure IKF-R, Graduation Requirements (For Students Entering 9<sup>th</sup> Grade in the Fall of 2011 or Later)  
Procedure JFCH-R, Disciplinary Procedures for Alcohol or Other Drug Policy Violations by Students  
Policy JG, Discipline, Suspensions, and Expulsions of Students  
Procedure JG-R, Considering Student Expulsions  
Policy JHCD, Administering Medication to Students  
Procedure JHCD-R, Procedure for Administering Prescription/Non-Prescription Medication  
Exhibit JHCD-E(1), Prescription Medication Administration Consent Form  
Exhibit JHCD-E(1A), Non-Prescription (Over the Counter) Medication Administration Consent Form  
Procedure JO-R, Guidelines for the Maintenance and Confidentiality of Student Records  
Policy KGB, Tobacco Use on School Premises  
Procedure KGB-R, Tobacco Use on School Premises Procedures