



# Student and Family Handbook

Sun Prairie Area School District  
Sun Prairie, WI 53590

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

Patrick Marsh 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)

# PATRICK MARSH MIDDLE SCHOOL STUDENT AND FAMILY HANDBOOK

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Print Student Name

Grade

Our signatures indicate that we have read and understand the Student and Family Handbook.

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Student Signature

Date

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Parent/Guardian Signature

Date

Parent/Guardian Comments:

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If you have any questions or concerns, please feel free to call:

Mr. Corey Shefchik, Assistant Principal

834-7602

Mr. Clark Luessman, Principal

834-7601

**Students must return this page to their homeroom teacher.**

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# Patrick Marsh Middle School Frequently Called Phone Numbers

**Attendance Number is 834-7600 and Press 1**

Area	Staff	Phone #	E-mail Address	Room
Principal	Clark Luessman	834-7601	cjluess@spasd.k12.wi.us	100B
Assistant Principal/Athletic & Activities Coordinator	Corey Shefchik	834-7602	clshefc@spasd.k12.wi.us	100A
School Counselor	Tiffany Kvalheim	834-7608	tekvalh@spasd.k12.wi.us	101B
Principal's Secretary	Gina Wherley	834-7603	gawherl@spasd.k12.wi.us	100
Student Services Secretary	Nikki Zimbric	834-7604	nbzimbr@spasd.k12.wi.us	101
Health Care Assistant	Diane Zuravle	834-7606	dmzurav@spasd.k12.wi.us	100D
Kitchen - Head Cook	Karen Kasenow	834-7633	---	120
Fax Machine	---	834-7692	---	---

## Patrick Marsh Visitor Parking/Traffic Flow

Please observe all posted speed limits.

Please observe all parking and bus zone restrictions.

(Hard copy used)

# PATRICK MARSH MIDDLE SCHOOL

## DAILY CLASS SCHEDULE

6 <sup>th</sup> Grade		7 <sup>th</sup> Grade	
Period	Time	Period	Time
Homeroom	7:45 – 7:55	Homeroom	7:45 – 7:55
1	7:55 – 8:39	1	7:55 – 8:39
2	8:42 – 9:26	2	8:42 – 9:26
3	9:29 – 10:13	3	9:29 – 10:13
4	10:16 – 11:00	4	10:16 – 11:00
Lunch	11:03 – 11:35	5	11:03 – 11:47
5	11:38 – 12:22	Lunch	11:50 – 12:22
6	12:25 – 1:09	6	12:25 – 1:09
7	1:12 – 1:56	7	1:12 – 1:56
8	1:59 – 2:43	8	1:59 – 2:43

## 2 HOUR DELAY SCHEDULE

6 <sup>th</sup> Grade		7 <sup>th</sup> Grade	
Period	Time	Period	Time
Homeroom	9:45 – 10:00	Homeroom	9:45 – 10:00
1	10:00 – 10:29	1	10:00 – 10:29
2	10:32 – 11:01	2	10:32 – 11:01
3	11:04 – 11:36	3	11:04 – 11:36
Lunch	11:39 – 12:08	4	11:39 – 12:08
4	12:11 – 12:40	Lunch	12:11 – 12:40
5	12:43 – 1:12	5	12:43 – 1:12
6	1:15 – 1:44	6	1:15 – 1:44
7	1:47 – 2:16	7	1:47 – 2:16
8	2:19 – 2:43	8	2:19 – 2:43

# PATRICK MARSH MIDDLE SCHOOL MISSION STATEMENT

The mission of Patrick Marsh Middle School is to ensure a safe, caring environment that allows and inspires all students to be successful.

## BELIEFS

We believe that:

- All people want to learn and can learn but may do so in different ways and at different rates.
- All people have the right to be treated with respect and dignity.
- All people are creative and have special abilities.
- A safe environment is necessary for all.
- Open communication is essential to understanding.
- Challenge and support are necessary to reach potential.
- Providing an education is the responsibility of the entire community; learning is the responsibility of the individual.
- Student input is essential to a positive learning environment.
- Discipline should be fair and consistent for all.

# 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 lifelong learning for all students and staff members.

**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 4th Quarter/2nd 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

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 McClowry, 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

**PATRICK MARSH MIDDLE SCHOOL  
STAFF DIRECTORY**

<b>Staff</b>	<b>Extension</b>	<b>House/Subject</b>	<b>Room</b>	<b>E-Mail Address</b>
Luessman, Clark	7601	Principal	100B	cjluess@spasd.k12.wi.us
Shefchik, Corey	7602	Assistant Principal/Athletic & Activities Coordinator	100A	clshefc@spasd.k12.wi.us
Kvalheim, Tiffany	7608	School Counselor	101B	tekvalh@spasd.k12.wi.us
Wherley, Gina	7603	Principal's Secretary	100	gawherl@spasd.k12.wi.us
Zimbric, Nikki	7604	Student Services Secretary	101	nbzimb@spasd.k12.wi.us
Flynn, Dawn	7689	Attendance Secretary	100	dmflynn@spasd.k12.wi.us

Staff                      Extension      House/Subject              Room   E-Mail Address

## Patrick Marsh Middle School Expectations

What Students and Parents/ Guardians Can Expect From Us	What We Expect From Students	What We Expect From Parents/Guardians
You will be treated with respect and dignity every day and in every situation.	Conduct yourself responsibly and respectfully at all times. This means treating your classmates, teachers, parents/guardians and all others with the same respect and dignity that you expect and deserve.	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.	Work to the best of your ability each and every day. This includes regular attendance and completion of assignments and being active participants in your education. You are responsible for your own education.	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, how to avoid getting into those situations and how to act appropriately.	Be responsible for your actions and accept the consequences for inappropriate behavior.	Attend parent/guardian-teacher conferences and communicate with teachers and administrators 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.	Speak and dress in a manner that shows a sense of pride in yourself and your school. You are our best ambassadors. Hold your head high; be proud of yourself and of your school.	Attend your child's events, concerts and games. They want you there despite what they may say.
We will communicate with you regarding grades as well as social maturation.	Ask questions when you have them and speak your opinion in an appropriate manner.	Treat teachers and administrators with respect and dignity.
We will do everything in our power to make this a safe, welcoming environment.	Help make Patrick Marsh a safe, welcoming environment by not endangering others physically or otherwise.	Help us make this a safe, welcoming environment by being a visible presence.
We will enjoy these years with you.	Have a good time and enjoy these years in middle school.	Enjoy these 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 building 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 currently earning a "1" or "0" on the academic proficiency standards. 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.

A few changes will be made to the report card, beginning with the 2011-2012 school year. The grades given in the past were (1) Emerging, (2) Progressing, (3) Proficient, and (4) Advanced. Now students will receive (1) Needs improvement to meet proficiency, (2) Approaching proficiency, (3) Consistently meets proficiency, and (4) Consistently exceeds proficiency (see the chart below). The new system ensures the student has more opportunities to receive a "4." This provides the opportunity to align evidence of student learning to multiple standards across multiple subjects while providing parents with online information about how their child is progressing.

**Definitions of Proficiency Levels**

The Sun Prairie Area School District uses four proficiency levels to indicate student proficiency in achievement.

<b>4</b> Exceeding Standards	<b>3</b> Meeting Standards	<b>2</b> Approaching Standards	<b>1</b> Attempting Standards	<b>0</b> No Evidence
<b>Consistently exceeds proficiency</b>	<b>Consistently meets proficiency</b>	<b>Approaching proficiency</b>	<b>Needs improvement to meet proficiency</b>	<b>No Evidence</b>
Student: <ul style="list-style-type: none"> <li>• Demonstrates a deeper understanding of the standards</li> <li>• Evidence of learning extends to higher-level thinking strategies or creative connectedness</li> </ul>	Student: <ul style="list-style-type: none"> <li>• Demonstrates understanding of the standards</li> <li>• Evidence of the learning contains few or minor errors</li> </ul>	Student: <ul style="list-style-type: none"> <li>• Demonstrates basic understanding of the standards with gaps and errors</li> <li>• Evidence of learning is inconsistent or incomplete</li> </ul>	Student: <ul style="list-style-type: none"> <li>• Demonstrates unclear or minimal understanding of the standards</li> <li>• Evidence of learning is insignificant</li> </ul>	Student: <ul style="list-style-type: none"> <li>• No evidence to assess</li> </ul>

## Honor Rolls

**Academic Honor Roll** – Students can qualify for the academic honor roll by earning all “3’s” and/or “4’s” on the academic proficiency standards.

**Conduct Grade Criteria** – In the 6/7 buildings, students receive a conduct grade in addition to an academic grade for each class.

Conduct grades are assessed using the following criteria:

- 4 – Consistently Exceeds
- 3 – Consistently Meets
- 2 – Approaching
- 1 – Needs Improvement
- 0 – No Evidence

### 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.

**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 of 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; or
- Performance on state or local standardized achievement tests; or
- Performance on measurable outcomes as specified in a Goal Plan, developed by the members of the school CARE team

**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 Patrick Marsh 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** – Patrick Marsh 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. 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. 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 your child's teachers 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 student services office. Please allow enough time to collect this information. If this does not work for your schedule, please contact the student services office.

**Scheduled Tests** – Students are expected to take scheduled tests the day they return to school if they have not missed more than one class period in that subject.

**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 834-7600 and press 1. 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 your child's teachers well in advance of a planned 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 834-7600 and press 1 (leave message).** If we have not been notified of your child's absence by that time, the attendance secretary will attempt to contact you that school day at your home or work number. 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. It is unforeseen and cannot be planned."

## 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. [Exhibit JO-E(1)]

**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.

## Co-Curricular Opportunities

Opportunities for middle school age students to explore and be successful outside the classroom are very important to their development. The Patrick Marsh 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.

All students who wish to participate in co-curricular activities must:

- Not have any zeros on any of their academic proficiency standards. A grade check will be completed by coaches and advisors once at mid-season. Eligibility will be based on mid-quarter or end of quarter reports, whichever is closest to that grade check period. If students have any zeros, they will not be allowed to participate in a competition or event until the zero has been corrected. They may, however, continue to practice during this time.
- 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 or 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 Patrick Marsh Middle School, use or possess drugs, alcohol or tobacco. There is a zero tolerance policy for these illegal substances.
- Students who have accumulated two or more negative behavior points in the school-wide discipline program will not participate in any competition or activity until the negative points have been worked off. It is expected that detentions or negative points be dealt with first by the student, which means students are obligated to serve all after-school detentions prior to participation in a practice or activity.
- All athletes must sign the Grade 6-7 Middle Schools Athletics & Activities Eligibility and Code of Conduct in order to participate in co-curricular activities.

**Athletics** – The athletic & activities coordinator (assistant principal) 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. Although all athletics are competitive in the 7<sup>th</sup> grade, it is the Patrick Marsh Middle School philosophy 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 athletics must:

- Pay the athletic fee in the main office. One fee covers all sports.
- File a physical/permission card. This permit 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.

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.

School-sponsored competitive sports are not offered to 6<sup>th</sup> grade students.

**Clubs and Activities** – For an up-to-date list of clubs, please refer to our school website. 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. They are normally sponsored by the Student Council and are open to Patrick Marsh Middle School students who have zero discipline points.

**Student Council** – Eligible students are encouraged to run for election to the Student Council. Student involvement through the Patrick Marsh 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 Patrick Marsh.

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

## General Information

**After School** – Students are required to exit the building by 3:00 p.m. unless they are involved in an extra/co-curricular activity, serving a detention, or working with a teacher.

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

**Backpacks** – Students may bring backpacks to school. However, backpacks should be stored in student's locker during the school day. Backpacks are never allowed in the cafetorium during lunch.

**Before School** – Students are encouraged to arrive at school no earlier than 7:20 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. (See pg. 34 – Accessing School Board Policies and Procedures)

**Breakfast** – Breakfast is available for all students and is served daily in the cafetorium starting at 7:20 a.m. Students eligible for free or reduced lunch are also eligible for free or reduced breakfast.

Middle School students: \$1.20 per meal

Reduced breakfast: 30¢ per meal

**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.

**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 has always been a positive characteristic 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/Teacher)** – Parents/Guardians are encouraged to contact their child's teachers anytime. A list of staff and extension numbers is included in this book. 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. This ensures that all parties have the same information.

**Emergency Information** – Included in the materials for school registration is an Emergency Information Card. Information contained on this card is critical in the event of an emergency. Therefore, we ask that you fill out the card completely noting any special medical conditions or needs. Emergency Information Cards are kept in a confidential file at school and may be accessed by staff. Any changes in the information on this card must be directed to the building secretary, 834-7603, or sent in writing to the main office.

**End of Quarter Reward Trips** – To qualify for conduct honor roll field trips, these are the criteria which students must meet:

- have no "1's" for conduct in any class
- have no in-school or out-of-school suspensions during the quarter
- have no trancies during the quarter
- have zero discipline points
- no Learning Media Center (LMC) overdue books

**\*Should a student not qualify for an end of quarter trip, they will be required to stay in school. An educational day will occur and any students unexcused may be recorded as truant.**

**Fees** – Fees are charged to students participating in co-curricular and extracurricular activities. Some class projects or trips also require a fee. If any student has difficulty paying a fee because of financial constraints, contact the building principal.

**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, 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.

**Food** – Any food given out by a teacher must be consumed within that teacher's classroom. Any food taken from students in the hallway will be thrown away. Students not following this rule may be given one discipline point.

**Homework Hotline** – Assignments may be posted on the Patrick Marsh Middle School Homework Hotline at [www.sunprairie.k12.wi.us/schools/patrickmarsh/pm\\_homework.cfm](http://www.sunprairie.k12.wi.us/schools/patrickmarsh/pm_homework.cfm).

**Identification Card** – Students will be issued an identification card that also serves as their lunch card. This card should be carried by students during school hours and school-sponsored events. (See Lunch, pg. 19-20)

**Immunizations Requirements for 2011-2012 School Year** – Students are required to have the following immunizations according to Wisconsin state law:

Grade/Age	Number of Doses					
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.
- Overdue notices are sent to students periodically. If the student is still on the overdue list, he/she is ineligible for any end of quarter reward day 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. Illegal items or suspected illegal items will be turned over to law enforcement officials and other items will be returned to the student at a later time. The student and parent/guardian will be notified of items that have been removed from the locker and of their delivery to law enforcement officials and of their right to obtain other items removed from the locker. 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 near the cafeteria. 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 and supplement with a la carte items. An emphasis will be placed on wholesome and healthy snacks. The middle school student lunch price is \$2.20 per meal; reduced lunch is 40¢ per meal.

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 lost or missing ID cards 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, which will be used to cover administrative costs associated with replacing the card. 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.

**Lunchroom Behavior** – The lunch period is meant to provide students with a relaxing and enjoyable period of time to eat lunch and socialize. The same rules for our school apply in the lunchroom and on the playground. Failure to behave safely, responsibly and respectfully will result in noon privileges being removed and/or disciplinary action taken by school personnel. The following rules are specific to the cafetorium and are intended to make lunchtime as pleasant and efficient as possible.

- Students may sit at any table, but remain at that table until finished. No moving around the cafetorium.
- Students should be polite and courteous. Do not yell or throw things in the cafetorium.
- Students may not sit more than eight at a table.
- Before you are allowed to leave your table, you must clean your area.
- A lunchroom supervisor will dismiss you from your table. Do not leave until dismissed.
- All food and beverages must be consumed in the cafetorium.
- School lunch is to be consumed only by the person who purchased it. Federal regulations prohibit sharing lunch food.

**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 Organization** – Developing an active parent organization is a goal of the Patrick Marsh staff. During the course of this school year, you will receive information regarding opportunities for you to become involved in our parent organization. If you would like to volunteer your time, please go to the school website and locate the parent group link (PSTO).

**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.

Personal electronic devices are to be "silenced" and stored in lockers during school hours. Students who choose to bring a personal electronic device to school do so at their own risk to possible loss, theft, damage or liability. A student found violating this policy will surrender the personal electronic device and may be subject to disciplinary action. (Policy JFCK)

**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 the Heartland Community Church, 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 lunchtime. The school is not responsible for lost or stolen skateboards/in-line skates. Students are not allowed to wear skate shoes.

**Substitute Teachers** – Behavior of students is expected to be identical to that of their regular scheduled teacher. The classroom teacher will determine any behavioral consequences.

**Technology/Communication Resources Acceptable Use Policy** – Students at Patrick Marsh 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. When students enroll, 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)

**Telephones** – Student use of telephones is kept to a minimum. Also, we ask that parents/guardians limit requests to deliver messages to students. Classes will not be interrupted unless there is an emergency.

**Transferring/Withdrawing from School** – If your child is withdrawing from Patrick Marsh 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 Patrick Marsh Middle School. If you wish to visit your child's classroom while class is in session, please arrange your visit in advance through the principal's office. 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** – Patrick Marsh Middle School needs you! If you have the time, we have the need. If you are interested in volunteering, please call the teacher, the principal, or access the school website. 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

**Building C.A.R.E. (Children At-Risk in Education) Team** – The C.A.R.E. Team is a problem-solving group where teachers, student services staff, other staff, and parents/guardians meet to address an individual student's needs. The building team assists in:

- clarifying concerns about students
- brainstorming ideas to support students
- reviewing information and discussing options for working with students in regular education
- meeting with parents/guardians, teachers, and other support personnel about student needs
- coordinating the efforts of school staff in meeting student needs
- assisting with referrals for special education and Section 504 evaluations
- developing a Section 504 Educational Accommodation Plan as needed
- referring students to the Student Assistance Program as needed

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

**English Language Learners (ELL)** – 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. Patrick Marsh 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 834-6882 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** – Our counselor can provide much assistance in all school-related activities. The counselor can help work through personal challenges and also assist in building good school and study habits. The counselor also can provide information on scheduling, classes, career information, and goal setting.

**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 C.A.R.E. 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. For more information, contact the school principal or the talented and gifted resource teacher.

## Positive Behavioral Interventions and Supports (PBIS)

This program consists of a variety of proactive, school-wide and individualized strategies for achieving respectful, responsible and safe behaviors as well as academic success within our school community.

### **What does a PBIS school look like?**

In a PBIS school, expectations are positively and clearly posted. PBIS staff members teach, review, monitor and reinforce expectations to students. The matrix on the following page states school expectations that convey the characteristics that lead to success both in and out of school.

### **Above the Line Behavior**

Respectful, responsible and safe behaviors are expected from every student in all areas of the school.

### **Below the Line Behavior**

Disrespectful, irresponsible or unsafe behavior exhibited by any student that are most frequently dealt with by the classroom teacher.

### **Bottom Line Behavior**

Disrespectful, irresponsible or unsafe behavior that is intolerable and dealt with directly by a principal. Examples of these behaviors include harassment, threats, physical harm, vandalism, possession or use of illegal substances.

### **Fix It**

Timely strategies directly related to the misbehavior. School staff members use these strategies to encourage students to correct a "Below the Line" behavior. Examples include making up lost learning time, apologies, cleaning up after oneself.

## Patrick Marsh P<sup>3</sup> (Panther Pride Plan)

	All Academic Areas	Hallways	Cafeteria & Recess	Restrooms & Locker Rooms	Assembly Events & Field Trips	Buses
<b><i>BE RESPECTFUL</i></b>	<ul style="list-style-type: none"> <li>- Allow teachers to teach and students to learn</li> <li>- Take care of materials and equipment</li> </ul>	<ul style="list-style-type: none"> <li>- Use quiet voices</li> <li>- Keep hands, feet and materials to yourself</li> <li>- Apologize if you accidentally run into someone</li> </ul>	<ul style="list-style-type: none"> <li>- Wait your turn patiently</li> <li>- Practice polite table manners</li> <li>- Respect others and yourself</li> <li>- Display sportsmanship</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> <li>- Be a good representative of Patrick Marsh</li> </ul>	<ul style="list-style-type: none"> <li>- Sit in seat</li> <li>- Use quiet voice</li> </ul>
<b><i>BE RESPONSIBLE</i></b>	<ul style="list-style-type: none"> <li>- Follow classroom expectations</li> </ul>	<ul style="list-style-type: none"> <li>- Walk directly to destination</li> <li>- Use only your locker and keep it locked</li> <li>- Be on time to class</li> </ul>	<ul style="list-style-type: none"> <li>- Leave your area clean</li> <li>- Remember your student ID card</li> <li>- Seek an adult when needed</li> </ul>	<ul style="list-style-type: none"> <li>- Keep walls clean and graffiti free</li> <li>- Use restroom before school, between classes, and during breaks</li> <li>- Keep materials secured in a locker</li> </ul>	<ul style="list-style-type: none"> <li>- Listen attentively</li> <li>- Stay seated in your designated area</li> <li>- Turn in appropriate paperwork on time</li> </ul>	<ul style="list-style-type: none"> <li>- Keep areas clean and litter free</li> <li>- Follow directions</li> </ul>
<b><i>BE SAFE</i></b>	<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>- Always walk</li> <li>- Keep to the right hand side</li> <li>- Keep hands, feet and materials to yourself</li> </ul>	<ul style="list-style-type: none"> <li>- Stay in designated area until dismissed</li> <li>- Maintain a clean environment</li> <li>- Play safely</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>- Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>- Report dangerous situations to bus driver or principal</li> <li>- Keep body and materials to yourself</li> </ul>

### All Settings:

- Respect yourself, others and property
- Be on time
- Use appropriate language
- Follow dress code
- Use cell phones before and after school only

## Success Plan

We want Patrick Marsh Middle School to be the **BEST!** Our staff is committed to providing students with the best and most opportunities to learn and grow. Part of being an adolescent is learning acceptable behavior and limits. We view our discipline plan as one that promotes teaching and learning and affords students the chance to benefit from mistakes. We realize youngsters this age will make mistakes. Our role is to help them see their mistake, discuss other options, and move on.

The Patrick Marsh Middle School discipline policy is based on a point system. Students who behave are not assigned discipline points; students who do not behave may be assigned points. The number of points assigned will vary depending upon the level of the misbehavior or offense. See Levels I-IV Behavioral Responses.

Staff members complete a Discipline Referral and forward it to the administrator. The administrator then meets with the student and assigns points and consequences. Parents/Guardians are contacted when two or more discipline points are assigned. Students are given a copy of the Discipline Referral. Parents/Guardians will also be mailed a copy of the Discipline Referral if a suspension is assigned. Every time a student is assigned points, a consequence is assigned (conference, detention, in-school suspension, out-of-school suspension). Parents/Guardians may access their student's daily schedule, attendance, assignments, as well as report cards by accessing Infinite Campus located on the district website at [www.sunprairie.k12.wi.us](http://www.sunprairie.k12.wi.us).

One of the most positive aspects of this discipline system is the fact that **students can earn the points back and they begin with zero points at the beginning of each quarter.**

## Positive Points and Gaining Trust

It is expected that students show responsible citizenship at Patrick Marsh Middle School. However, mistakes are a part of maturing and points may be assigned. Students can decrease their point total and display responsible behavior by performing school service activities.

The points decreased are dependent upon the task completed and the length of time engaged in that activity (one point per 30 minutes of activity assigned).

**Goodwill Piggybank** - A student who has not received any points and displays good citizenship will be rewarded. An accumulation of credits can be deposited in the Goodwill Piggybank. Students who choose to earn credits may do so by contacting the principal or assistant principal.

## Consequences

Consequences may be based on accumulation of points. Multiple offenses may increase the point value.

1-3 pts.	A thirty-minute detention.
4-5 pts.	A sixty-minute detention.
6-9 pts.	A one-half to one full day in-school suspension.
10-13 pts.	A minimum of one full day in-school suspension. May include out-of-school suspension or alternative as deemed appropriate by the administration.
14-15 pts.	A minimum of two days in-school suspension. May include out-of-school suspension or alternative as deemed appropriate by the administration.
16 pts. or more	Principal's discretion

## Suspensions

At Patrick Marsh Middle School, we make every effort to keep students in school so they can continue to progress academically. 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.

# 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.*

<b>Infraction</b>	<b>Teacher Managed</b>
<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.*

Infraction	Administrator Managed
<b>Attendance Policy Violation/ Truancy (Unauthorized Absence from School or Class)</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>Bullying (1<sup>st</sup> offense)</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>Destruction of Property/ Vandalism (under \$100)</b>	The willful or malicious destruction of school system property or the property of others.
<b>Dress Code</b>	Non-conformity to established dress code.
<b>Failure to Report to Teacher-Assigned Detention</b>	Failure to report to teacher-assigned detention.
<b>Gross Disrespect</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>Inciting/Instigating Disruptions</b>	Inciting, instigating, or causing disruptions to the learning environment by repeating antagonistic comments, perpetuating conflict.
<b>Intimidation/Threats</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>Misconduct on School Bus or Other School Approved Transportation</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>Open Defiance</b>	Either verbal or non-verbal refusal to comply with school rules or directions from school staff that disrupts the educational environment.
<b>Physical Altercation</b>	Minor physical contact between two or more students that is harmful or disruptive, but is quickly de-escalated.
<b>Possession of Incendiary Device</b>	Possession of lighter, matches, etc. that could damage, cause fire in school.
<b>Profane, Obscene, or Abusive Language/Materials (2<sup>nd</sup> or subsequent offenses)</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>Repeated Misconduct of a Less Serious Nature</b>	Repeated misconduct which tends to disrupt an orderly school environment or extracurricular/co-curricular program or activity.
<b>Smoking and Other Use of Tobacco Products</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>Stealing (under \$50)</b>	Taking the property of another without permission of the person.
<b>Tardiness</b>	Fourth or succeeding late arrival unexcused to school or class.
<b>Other Serious Misconduct</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
- 1-10 points possible

### 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
- 10 or more points

### 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.

Infraction	Administrator Managed
<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

**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

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.

### **Administrative Guidelines, Policies, and Procedures Available Online:**

Administrative Guidelines for Animals in the Learning Environment  
Procedure DN-R, Food Service Program Fiscal Management Procedures  
Policy IGBJ, Response to Intervention  
Policy IIBGA, Technology and Communication Resources Use  
Procedure IIBGA-R, Technology and Communication Resources, Acceptable Use Procedure  
Policy IKE, Promotion Criteria for Grades 3-8  
Procedure IKE-R, Promotion Criteria for Grades 3-8  
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

# APPENDIX

## SECTION 504 OF REHABILITATION ACT OF 1973

Section 504 is the discrimination law that the Office of Civil Rights administers. This act prohibits discrimination against persons with disabilities.

These guidelines are designed to provide a formalized system for identifying students with disabilities as defined under Section 504 of the Rehabilitation Act of 1973, thus enabling each building CARE Team to ensure that all students' rights are protected.

The following is a clarification of key terms and concepts taken from the Rehabilitation Act of 1973, Section 504.

INTENT	Qualified handicapped individuals cannot be excluded from participation in school activities solely because of their disability. This includes, but is not limited to, extracurricular activities, vocational programs, or instructional courses.
QUALIFIED INDIVIDUAL WITH A DISABILITY	Section 504 broadens the definition of a disabled person as described in IDEA. A "qualified individual with a disability" under Section 504 is any person who (1) has a physical or mental impairment which substantially limits one or more major life activity (2) has a record of having such an impairment and (3) is regarded as having such an impairment.
PHYSICAL OR MENTAL IMPAIRMENT	It is important to note the breadth and scope of the term physical or mental impairment as included in the definition of Section 504. "Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory including speech organs, cardiovascular, reproductive, digestive, genito-urinary, lymphatic, and endocrine systems or any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, specific learning disability."
MAJOR LIFE ACTIVITIES	Major life activities include caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
RECORD OF IMPAIRMENT	Record of impairment may mean having a history of or being misclassified as having a mental or physical impairment that substantially limits one or more major life activities.
REGARDED AS HAVING AN IMPAIRMENT	Regarded as having an impairment refers to being treated differently by others because the individual is perceived as handicapped. This includes a person who has a disability but the disability does not substantially limit major life activities. It also includes an individual who does not have a disability but is treated as if he/she does.
QUALIFIED	A "qualified" handicapped person for public preschool, elementary, secondary, or adult education services is one who (1) is of an age during which non-disabled persons are provided such services (2) is of an age during which it is mandatory under state law to provide such services to handicapped persons or (3) is a resident of a state that is required to provide free and appropriate public education under IDEA.

Under Section 504 an educational agency cannot (1) discriminate on the basis of disability, (2) deny accommodations and modifications, (3) deny access to programs, facilities, or services, (4) provide a program or service that is not "equal," (5) provide a program or service which is not as effective as a program or service for students without disabilities, (6) provide a different or separate service unless it is necessary to provide an equal opportunity.

Determinations regarding Section 504 eligibility and the provision of appropriate services may not be based on administrative convenience, staff shortages, and/or financial constraints. Any eligibility decision regarding a particular student must be made on an individual basis.

The identification of students eligible for protection under Section 504 will be conducted at the building level with consultation and support from the central administration staff as appropriate.

Each school shall establish a Section 504 committee under the direction of an administrator (CARE Team). The committee's purpose shall be to process referrals for students suspected of being handicapped under Section 504.

### **Parent/Student Rights**

The following is a description of the rights granted by federal law to students with disabilities or handicaps. As a parent, you have the right to

1. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disability or handicapping condition;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
5. Have your child educated in facilities and receive services comparable to those provided non-handicapped students;
6. Have your child receive appropriate educational services and modifications if she/he is found to be eligible under the Education of the Handicapped Act (IDEA) or Section 504 of the Rehabilitation Act;
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;

10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, the parent(s)/guardian(s) will be notified within a reasonable time and advised of the right to a hearing;
14. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. Parent(s)/guardian(s) and the student may take part in the hearing and have an attorney represent you;
15. Ask for payment of reasonable attorney fees if you are successful on your claim;
16. File a local grievance.

The Executive Director of Student Services is responsible for assuring that the district complies with Section 504.

## Notice to Students Regarding Discrimination & Harassment

No student may be discriminated against or harassed based on any of the following personal characteristics: 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 disability.

"Discrimination" means an action like prejudice or stereotyping based on any of the personal characteristics listed above that harms any person or which limits anyone's chances or possible benefits.

"Harassment" means any speech or behavior based on any personal characteristic listed above that gets in the way of a student's learning or creates an uncomfortable situation. Harassment can occur many ways, for example, racial or religious insults, unwelcome touching, sexual comments, off-color jokes, or offensive remarks about any personal characteristic described above which cause discomfort, humiliation or interfere with learning.

If you are not sure about what these ideas mean, or whether something you know may possibly be discrimination or harassment, you should talk it over with one of the people listed below, or your parents, your school counselor, or another trusted adult.

Students who see or hear discrimination or harassment of others should tell the principal or any other person named below right away. You just tell them or use the School-Based Discrimination or Discriminatory Harassment Report Form. Any student who believes that he or she has been the target of discrimination or harassment should tell the principal or any other person named below as soon as possible. Again, you may do so by talking to them or using the School-Based Discrimination or Discriminatory Harassment Report Form.

The following are the middle school discrimination or harassment complaint managers:

<b><u>Patrick Marsh Middle School</u></b>	
Clark Luessman <i>Principal</i> 834-7601	Corey Shefchik <i>Assistant Principal/Athletic &amp; Activities Coordinator</i> 834-7602
Tiffany Kvalheim <i>School Counselor</i> 834-7608	
<b><u>Prairie View Middle School</u></b>	
Nancy Hery <i>Principal</i> 834-7801	Michelle Kelly <i>Assistant Principal/Athletic &amp; Activities Coordinator</i> 834-7802
Boyd Snyder <i>School Counselor</i> 834-7809	

If a principal or person listed above happens to be the one you think engaged in discrimination or harassment, your complaint should be given to one of the other persons or sent to the Office of the District Administrator, Sun Prairie Area School District, 501 S. Bird Street, Sun Prairie, WI 53590.

Copies of the school district's entire policy and procedures regarding Student Discrimination and Harassment (JB and JB-R) are available in this appendix, the school office and on the district website: [www.sunprairie.k12.wi.us](http://www.sunprairie.k12.wi.us).