

SPOONER MIDDLE SCHOOL

'KIDS COME FIRST'

500 College Street
Spoonerville WI, 54801
715-635-2173

Handbook for Students and Their Parents
2011/2012

MRS. LYNNEA LAKE
Principal

**SPOONER MIDDLE SCHOOL
BUILDING MISSION STATEMENT**

The staff of Spooner Middle School is committed to providing an environment of learning and growth, which includes a program appropriate to the young adolescent's intellectual, emotional, physical, and aesthetic needs.

This agenda book belongs to:

Name _____

Address _____

City / State _____ **Zip** _____

Telephone _____ **Advisor** _____

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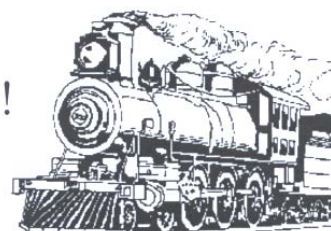
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Where Kids Come First!



500 College Street • Spooner, WI 54801 • (715) 635-2173

September 2011

Dear Students,

On behalf of the Spooner staff, we welcome you to middle school. The middle school handbook/planner is provided to you and your parents as a guide in your middle school experience. Throughout the school year there will be times when we will have to refer to the policies within the handbook as we make our decisions.

The policies contained within the handbook are school board policies. The school board ultimately has the final word.

Beyond the handbook however, you as an individual set your own course in your education. Use the organizer to chart your course, take good notes, write reminders and promote organization and self-discipline within yourself. Developing positive habits during middle school years is necessary for future success. “We are what we repeatedly do. Excellence therefore is not an act, but a habit” ~ Aristotle.

Take pride in your work and achievements during the 2011/12 school year. You won't regret it!

Sincerely,

Lynnea A. Lake
Middle School Principal

jp

7 TIPS FOR MAINTAINING A POSITIVE ATTITUDE

1. Learn healthy ways to manage your stress.
2. Think of challenges as opportunities to shine.
3. Look for the best in others – and yourself.
4. Eat right and get plenty of rest.
5. Focus on the joys in life and remember to laugh.
6. Keep things in perspective. Do what you can do, and let the rest go.
7. Take pride in your work and your achievements.

“The greatest discovery of my generation is that man can alter his life simply by altering his attitude of mind.”

~ William James

Spooner Middle School Values

Spooner Middle School is safe place where all students have the opportunity to learn.

Spooner students and staff are committed to fostering these middle school core values:

Compassion: To show kindness and caring for others.

Courage: To face difficult situations with confidence and determination

Honesty: To constantly seek and speak the truth.

Justice: To consider the perspective of others and to demonstrate the courage to be consistently fair.

Respect: To value self, others, and property.

Responsibility: To be accountable for your actions.

Work Ethic: To complete an assignment or chosen activity.

Middle School Staff 2011/2012

Grade 7 Core Team

Mr. Haughian 5-8 Boys

ENGLISH/LANGUAGE ARTS

Ms. Harding-5
Mr. Smith-6
Mr. Stewart-7
Mrs. Marienfeld-8

I.M.C. Mrs. Nowak 5-8
Mrs. Watkins

FAMILY AND CONSUMER EDUCATION (FACE)
Mrs. Walker-7,8

MATH

Ms. Butorac-5
Mrs. Thummel-6
Ms. Burns-7
Ms. Matthes-8

INDUSTRIAL TECHNOLOGY

Mr. Vogler-7,8

PIANO

Mrs. Smith

SCIENCE

Mrs. Ackerson-5
Mr. Asleson -6
Mrs. Gibson-7
Mr. Rohlik-8

SPECIAL LEARNING NEEDS

Mrs. Bassett
Mrs. Larsen
Mr. Meaux
Mrs. Weiberg

SOCIAL STUDIES

Mr. Rappel-5 (PM)
Ms. Richie-6
Mr. Rosenbush -7
Mrs. Marienfeld, Ms. Matthes-8
Mr. Rohlik-6 & 8

DIRECTOR SPECIAL ED

Mrs. Stevens

SCHOOL PSYCHOLOGIST

SPANISH

Mrs. Nelson-7,8

SCHOOL NURSE

ART Mrs. Campbell, 5-8

SECRETARIES

Mrs. Swan

BAND Dr. Aderman-6,7,8

TEACHER AIDES

Mrs. Huffer
Mrs. Kafura
Mrs. Kending

MUSIC Mr. Kunkel-5
Dr. Aderman-6
Mrs. Schultz-7,8

LUNCH/RECESS AIDES

Mrs. Melton

COMPUTER

Mrs. Walker-5
Mr. Haughian-6
Mr. Kunkel-7
Mrs. Ackerson-8

FOOD SERVICE

Mrs. Reijo, Food Service Director
Mrs. Miller, Supervisor
Mrs. Glessing
Mrs. Belter

HEALTH & AODA Mrs. Richie-Vergin-7,8

BUILDING & GROUNDS / CUSTODIAN

Mr. Markgren, Facility Manager
Mr. Barrett-AM
Mr. Seckora-PM

COUNSELOR Mrs. Winesburg, 5-8

PHYSICAL EDUCATION

Ms. Butkus 5-8 Girls

5 6 7 8

**BELL SCHEDULE
2011/2012**

Period	Time
Connections	8:20 - 8:45
1	8:48 - 9:36
2	9:39 - 10:27
3	10:30 - 11:18
4 (7 & 8)	11:21 - 12:07
Lunch - Grade 5/6	SEE BELOW
Lunch - Grade 7/8	SEE BELOW
4 (5 & 6)	12:10 - 12:58
5	1:01 - 1:49
6	1:52 - 2:40
7	2:43 - 3:31

LUNCH AND REC TIME:

Grade 6:	Lunch: 11:18 – 11:41 Rec Time: 11:43 – 12:07	
Grade 5:	Rec Time: 11:18 – 11:41 Lunch: 11:43 – 12:07	
Grade 8	Lunch: 12:12 - 12:34 Rec Time: 12:36 - 12:58	<u>Grade 7/8:</u> Switch Each Term T1 & 3 – Gr.8 First Lunch T3 & 4 – Gr.7 First Lunch
Grade 7	Rec Time: 12:12 - 12:34 Lunch 12:36 - 12:58	

t/sh/bs
5/13/09

SPOONER MIDDLE SCHOOL

Time Schedules
2011/2012

EARLY DISMISSAL SCHEDULE (Qtr. 1 & 3)...CORRECT (No Connection Period) 12:30 p.m. Dismissal

<u>Period:</u>	<u>Time:</u>	<u>Minutes</u>
1.	8:20- 8:48	28
2.	8:51- 9:19	28
3.	9:22- 9:50	28
4.	9:53-10:21	28
5.	10:24-10:52	28
6.	10:55-11:23	28
7 (7 & 8)..	11:26-11:56	30
7 (5 & 6)..	11:59-12:30	31



LUNCH AND REC TIME:

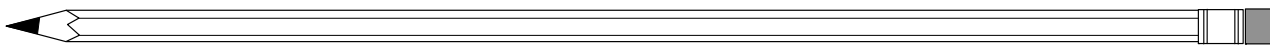
Grade 6	Lunch: 11:23 - 11:39	Rec: 11:40 – 11:56	(16 min)
Grade 5	Lunch: 11:40 – 11:56	Rec: 11:23 – 11:39	(16 min)
Grade 8	Lunch: 11:59 – 12:14	Rec: 12:15 – 12:30	(15 min)
Grade 7	Lunch: 12:15 – 12:30	Rec: 11:59 – 12:14	(15 min)

10:15 A.M. LATE START SCHEDULE:

<u>Period:</u>	<u>Time:</u>
1	10:20 - 10:51
2	10:54 - 11:30
3	11:33 - 12:09
4 (5/6)	12:49 - 1:25
4 (7/8)	12:12 - 12:48
Lunch 5/6	12:10 - 12:46
Lunch 7/8	12:48 - 1:25
5	1:28 - 2:04
6	2:07 - 2:43
7	2:46 - 3:31



(No Advisory Period)



DATES TO REMEMBER - 2011/2012:

EARLY DISMISSAL DATES:

Friday, September 23
 Friday, November 4
 Friday, January 20
 Friday, March 23

All at 12:30 p.m. Dismissal Time.....

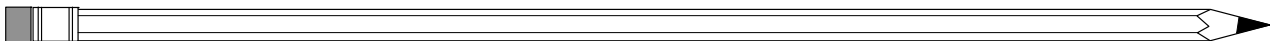


NINE-WEEK GRADING PERIOD:

	Qtr. Dates:	Week 5:	Mid-Terms Mailed Home:	Report Cards Out:
Qtr. 1	Sept. 6 - Nov. 4	Oct. 3	Oct. 4	Fri., Nov. 11
Qtr. 2	Nov. 8 - Jan. 20	Dec. 12	Dec. 13	Fri., Jan. 27
Qtr. 3	Jan. 24 – Mar. 28	Feb. 27	Feb. 28	Wed., April 4
Qtr. 4	Mar. 29 - June 5	April 30	May 1	Mailed Home..... Week of June 11

GRADING WINDOW OPEN DATES:

November 3-9; January 19-25; March 27-Apr.2; May 25-June 6;



I. ATTENDANCE POLICY

A. Philosophy

In accordance with state law, all children between ages 6 and 18 must attend school full time until the end of the term, quarter, or semester in which they become 18 years of age unless they have a legal excuse. Regular attendance and promptness are essentials of good performance on any job. Absence from school is the greatest single cause of poor achievement in school. If a pupil is not regular in attendance, her/his performance lags, she/he loses interest and tends to fall behind. The home and the school should take responsibility to assist young persons to develop good habits of attendance.

B. School Attendance Officer

For the purposes of this and Wis. Statute 118.16, building principals are designated as attendance officers for the Spooner School District.

C. Closed Campus

The Spooner Middle School has a closed campus philosophy. Students may not leave the middle school grounds between 8:20 a.m. and 3:31 p.m. without parental permission and notifying office personnel. If a student leaves and returns the same day during school hours, the student must check in at the office.

D. Administrative Procedure

1. Excused Absence

- a. An excused absence must be acceptable according to state guidelines: illness, doctor appointment, death in the family, religious observance, court appearances, extreme weather conditions, and emergency situations approved by the principal.
- b. The parent/guardian is encouraged to call school by 8:15 a.m. the day their child is absent from school to explain the reason for absence.
- c. All absences must be documented by a written explanation from a parent/guardian at the time the student returns to school.
- d. When a student has been absent a total of ten (10) days or less, an administrative review of the case will be held and will consider the following:
 1. Parent input - in person or by phone
 2. School input- academic, social, emotional
 3. Professional input- nurse or physician, dentist, etc.
- e. When necessary, an attendance notification letter will be sent to the students' parents/guardians and/or a parent conference will be requested to discuss the following options:
 1. Educational counseling
 2. Evaluation of the student to determine possible social problems
 3. Evaluation of the student to determine possible learning problems
 4. Medical input, i.e. doctor's excuse
- f. If attendance continues to be a problem, it will be pursued as outlined under SS.118.16 (5) by referral to the Washburn County District Attorney or Washburn County Human Services.

2. Unexcused Absence

- a. Unexcused Absence
 1. An absence is considered unexcused if it does not qualify as an excused or pre-arranged absence.
 2. The student and/or parents are subject to, but not limited to:
 - a. notification for truancy;
 - b. truancy is defined as unexcused absences for all or part of five or more days in a semester;
 - c. referral for evaluation;
 - d. noon make-up for tardies;
 - e. referral to Dept. of Social Services.

- b. When a student is absent a total of five (5) days or less (that are unexcused), an administrative review of the case will be held and will consider the following:
 - 1. Parent input-in person or by phone
 - 2. School input-academic, social, emotional
 - 3. Medical input-nurse or physician
- c. An attendance notification letter may be sent to the student's parents/guardians and/or a parent conference will be requested to discuss the following options:
 - 1. Educational counseling
 - 2. Evaluation of the student to determine possible social problems
 - 3. Evaluation of the student to determine possible learning problems
 - 4. Medical input, i.e. doctor's excuse
- d. If attendance continues to be a problem, it will be pursued as outlined under SS. 118.16(5) by referral to the Washburn County District Attorney or Washburn County Human Services.
- e. Skipping is considered an unexcused absence. Individual instances may be dealt with by disciplinary action as they occur.

3. Pre-Arranged Absence

- a. A pre-arranged absence is defined as a student being absent for other than an excused reason and having received approval in advance from the principal.
- b. Pre-arranged absences are typically extended family situations.
- c. Failure to make arrangements in advance will result in an unexcused absence.
- d. Upon receipt of pre-arranged absence form, the principal/designee will review academic achievement, behavioral, previous attendance records, and teacher make-up requirements.
- e. It is the student's responsibility to complete any missing work.
- f. Based upon the above, the determination will be made as to whether the absence is excused or unexcused.
- g. A copy of the form will be kept on file and a copy returned to the parents.

4. Admit Slips

- a. Upon returning to school from any absence, a note must be turned into the office with explanation and admit slip issued to student. Each teacher should initial the admit slip.

E. Extra Curricular Participation and Attendance

A student must be in school attending classes during the entire day in order to participate in a school activity UNLESS THE SCHOOL PRINCIPAL IS NOTIFIED IN ADVANCE AS TO EXTENUATING CIRCUMSTANCES THAT MIGHT PREVENT COMPLIANCE. A final determination as to whether a student will be allowed to participate in a school activity will be up to the discretion of the principal.

F. Inclement Weather

If the Superintendent of Schools finds it necessary to close our schools, you will be advised by the following radio stations or by Phone Master:



WCSW-AM 940-Shell Lake	WGMO-FM 95.3- Shell Lake	WJMC-AM 1240- Rice Lake
WJMC-FM 96.3- Rice Lake	WAQE-FM 97.7- Rice Lake	WHSM-AM 910- Hayward
WRLS-FM 92.3- Hayward		

G. Make-Up Work

- 1. Students with excused absences are entitled to make up work missed, and are responsible for doing so. *A student will have two days of make-up time for each day missed.*
- 2. For pre-arranged absences, the student is obligated to make arrangements with his/her teacher regarding make-up work.
- 3. Students suspended from school are allowed to make up work.
- 4. If requested, student's make-up work can be collected for home if a student is absent for 2 or more days.

H. School Hours: 8:20 a.m. - 3:31 p.m.

1. Hours are subject to adjustment to accommodate in-service, early release, etc.
2. The time periods before and after school are used by the teachers to prepare their lessons. We ask that you do not have your son/daughter arrive at school earlier than 8:00 a.m. If they must arrive prior to 8:00 a.m. they are required to remain in the Commons until 8:05 a.m.

I. Student Procedures**1. Excused/Unexcused Absences**

- a. Report to the office upon arriving. The student must present a written notification stating the reason for the absence/tardiness signed by a parent or guardian.
- b. The principal/designee will determine the type of absence and will issue an “admit” slip.
- c. The student should present this slip to each teacher every hour as an admit to class.
- d. In addition, the reverse side of the absence slip should be completed by the student outlining all work that was missed for each class period.

2. Pre-arranged Absences

- a. Arrangements for this type of absence must be made well in advance with the principal.
- b. A form, available in the office, must be filled out by parents/guardians, and signed by classroom teacher(s), and the principal.
- c. The principal will determine whether this absence is excused or unexcused based on grades, attendance, behavioral issues and arrangements with the classroom teacher(s) regarding make up work.

J. Teacher Responsibility

1. No student shall be permitted to class without an Admit slip.
2. Each teacher is required to provide students with information on missing assignments due to absence.

K. Tardiness to Class During the Day

Students may be assigned 15 minutes, during their recreation period, to make up loss of time for tardiness.

L. Breakfast Pass

Students who choose to eat breakfast in the middle school will have until 8:20 a.m. to finish. No student may enter class past 8:20 a.m. without receiving a tardy.

II. BUSING INFORMATION**A. Bus Rider Rules**

The school bus is an extension of the classroom and any problems on the bus will be dealt with accordingly. Students not complying with the following rules are subject to infractions, loss of bus-riding privileges and possible in-school suspension. All bus concerns will be handled by the building principal and communicated with the District Transportation Director.

Previous to Loading:

1. Be on time - keep buses on schedule.
2. Wait until the bus comes to a stop before attempting to enter it.
3. Do not move toward the bus at the school-loading zone until the bus has come to a complete stop.
4. No equipment will be allowed on the bus without special permission by principal. This includes, but is not limited to skate boards, ski equipment, sleeping bags, luggage, etc.



On the Bus:

1. Keep head, arms, and hands inside the windows.
2. Keep hands off and away from other passengers and their properties.
3. Be courteous - use no profane or obscene language.
4. Do not push, shove, or scuffle with another passenger.
5. Remain seated while bus is in motion.
6. Treat bus equipment as you would furniture in your own home.
7. Passengers cannot be discharged at places other than authorized stops, unless written authorization is obtained from the parent and school officials.
8. Do not throw anything inside the bus or out of the window.
9. Assist in keeping the bus free from unnecessary litter. Help keep it sanitary.
10. Only school authorized passenger can be permitted to ride.
11. Shouting, horseplay, and unnecessary loud talking will not be tolerated. Passengers will, at all times, be expected to conduct themselves in an orderly manner.
12. Eating or drinking will not be permitted on the bus.
13. Obey the driver's requests cheerfully.

After Leaving the Bus:

1. Cross the road when necessary, after getting off the bus, (at least ten feet in front of the bus), but only after looking to be sure that no traffic is approaching from either direction.
2. Help look after the safety and comfort of young riders.
3. Be alert to the danger signal from the driver.



**SPOONER AREA SCHOOL DISTRICT
Transportation Policy**

Minor Offense Examples of a minor offense will include but are not limited to:

- Being out of your seat.
- Eating on the bus.
- Chewing gum on the bus.
- Littering.
- Disrespect.
- Horseplay.
- Swearing.

Penalties for Minor Offense Infractions

1st Offense	Warning
2nd Offense	Warning
3rd Offense	One-Day Bus Suspension; meeting to be held with Transportation Director, Principal, Parent, and Bus Driver.
4th Offense	Three-Day Bus Suspension
5th Offense	Student will be suspended from bus riding privileges pending a hearing by the Transportation Committee to decide whether to suspend the student's bus riding privileges for the remainder of the year.

Major Offense: Examples of a Major Offense will include but are not limited to:

- Weapons
- Smoking/setting fires
- Fighting/hitting
- Disrespect toward driver
- Harassment.

Penalties for Major Offense Infractions:

1st Offense	Two-day bus suspension with meeting to be held with Transportation Director, Principal, Parent, and Bus Driver.
2nd Offense	Four-day bus suspension
3rd Offense	Six-day bus suspension
4th Offense	Student will be suspended from bus riding privileges pending a hearing by the Transportation Committee to decide if bus riding privileges are to be suspended for the remainder of the year.

III. STUDENT HEALTH AND SAFETY



A. School Wellness Nutrition and Physical Activity

Middle School students are active, energetic and enthusiastic learners. Through good nutrition and regular physical activity their entire learning environment is positively influenced. During the school day your student will participate in a number of activities that promote positive health. You can support these efforts by:

- Promoting good snack foods such as fruits, vegetables, and whole grains. Fiber rich foods are encouraged.
- Encouraging milk, water, and/or 100% fruit juices. Try to decrease intake of sweetened beverages.
- 60 minutes of physical activity a day is recommended.
- Promote physical activity at home while reducing screen time.
- Be aware of appropriate food portions for your student’s height and weight.
- Maintain a regular and consistent sleep schedule. 9-11 hours may be needed to prevent daytime sleepiness.

Our school nurse is available to answer any additional questions. District Policy #762 addresses nutrition and physical activity in greater detail. Please help your child establish lifetime health and sleep habits.

B. Description of Services During the School Day

Students who become ill, receive a minor injury, or need medication, are sent to the office by their teacher/supervisor. If necessary, another student or staff member accompanies them.

C. Emergency Drills

- Students are to move to their assigned area during a lock-down drill, fire, fire drill, tornado or tornado drill in an orderly manner.
- A fire is signaled by one long continuous blast.
- A tornado is signaled by short intermittent blasts.
- Students will remain silent during all emergency drills and follow any directions given by staff members and/or PA system.
- When students are evacuated from their classrooms all teachers should bring attendance roster to take roll after evacuation.

D. Hot Lunch Program/Breakfast Program

A student may bring his or her lunch from home or purchase lunch and/or milk or juice at school. The following prices are established for the 2011/2012 school year:

Hot Lunch:	Daily Ticket - \$ 2.30	Semester \$ 207.00
Breakfast:	Daily Ticket - \$ 1.30	Semester \$ 117.00
Milk:	Daily Ticket - \$.30	Semester \$ 27.00



E. Immunizations

1. State law requires that all children entering Wisconsin schools for the first time be immunized against Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Hepatitis B and Varicella (or disease). These requirements can be waived only if a properly signed health or religious exemption is filed with the school. In order for your child to enter school, this information must be completed and on file prior to admission to school. Children without proper immunization information on file will be excluded from school until records are up to date.
2. As required by Wisconsin Statute Chapter 252, the Washburn County Health Department monitors Washburn County’s immunization compliance. This includes the student population. We share immunization records with local clinics and use web-based immunization registries such as the Regional Early Childhood Immunization Network (RECIN) and Wisconsin Immunization Registry (WIR) to monitor immunization compliance.
3. Parents have the right to opt-out of the immunization registries on behalf of their child. If you choose not to have your child included in the registries, please contact the Washburn County Health Department at 715-635-4400.
4. A child who appears ill should remain at home. Parents of children who become ill in school will be notified and requested to transport the sick child. An emergency health form will be completed upon enrollment to inform the school of persons to be notified in an emergency when parents cannot be contacted. Also, parents are requested to inform the school of any health problems the

child has so an effective education program may be planned.

F. Injury / Illness

Designated care persons will assist in caring for the student. Injuries may be cleaned, band-aids or ice applied; sometimes the students are asked to just rest while under observation. Parents are called in most instances and usually come to pick the student up. If no car is available, but someone is home, a staff member may take the student home. If parents/alternates cannot be reached, the student is segregated from other students in a quiet room at school. If condition demands, the physician on the emergency card is contacted and the student may be transported to the hospital/emergency room by ambulance or designated person.



G. Insurance / School Injury

1. **Student Right:** Each student has a right to purchase student accident insurance through a plan sponsored by the Spooner Area School District. **Coverage options and information will be provided prior to the start of the school year.**
2. **Student Responsibility:** Students have the responsibility to report any injury incurred while:
 - attending regular school sessions
 - participating in school-sponsored extra-curricular activities
 - participating in school-sponsored interscholastic sports, and
 - traveling directly to and from school sessions, and while traveling to and from school-sponsored extra-curricular activities while under the supervision of a school employee.
3. **School Policy:** The Spooner Area School District will provide students with the option of purchasing voluntary student accident insurance through a third party vendor. An insurance claim form may be obtained from the middle school principal's office. The accident insurance plan covers only medical expenses not payable by other insurance. Therefore, you must file a claim against your family medical insurance coverage before submitting a claim against school-sponsored insurance. Additional information about voluntary student accident insurance can be obtained by contacting the business office at (715) 635-2171.
4. **Action:**
Obtain a claim form from the school. Obtain copies of all itemized bills and submit them to your family/group health coverage. After you have received a copy of the benefits paid, submit this information along with the bills and claim form to the District's student accident insurance company.

H. Medication Policy

It is the school's preference that all students' medications be administered by the parent at home. Should it be absolutely necessary for your child to take medication during the school day, administration of such medications is permissible **only** if the following procedures have been followed by the parent:

1. The parent shall obtain signed, written orders and instructions from the student's physician detailing the name of the medication, dosage, times to be given, and when medication is to be discontinued. Forms are available in the school offices.
2. The parent shall provide permission authorizing the school district personnel to carry out the physician's orders and instructions. Forms are available in the school offices.
3. Only limited quantities of medicine, **in containers labeled by the physician or pharmacist indicating any special storage requirements, should be brought to school by the parent.**
4. Medication forms for your doctor to complete, as well as medication forms for your completion, are available in the school offices. If you have not followed these steps, the school CANNOT administer medication to your child.

We solicit your help in doing your part to enforce the medication policies of the Spooner Area School District. If you have any questions, please contact the school nurse.

I. Head Lice

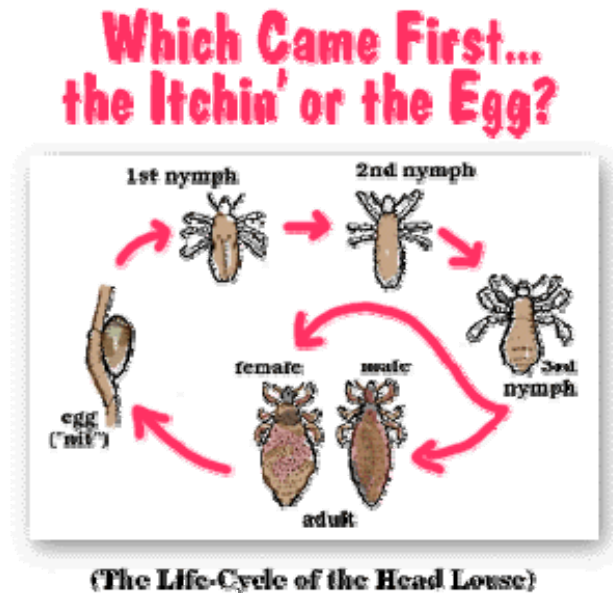
Schools don't get head lice; only people do!

Head lice are a nuisance. Anyone can be affected, but they are not caused by lack of cleanliness.

Head lice are an ongoing concern of many parents. Please read further so you know what to look for. Head lice are small insects 2-4 mm long with 6 legs, usually brown in color, live only on human heads, feed on human blood, do not live on animals, can't fly, jump, or hop.

Preventing Head Lice:

- Avoid head to head contact with people.
- Don't share combs, hair ties, helmets, "dress-up" clothes, brushes.
- Discourage children from playing with each other's hair.
- Keep long hair tied back or braided.
- Brush hair regularly with a close bristled www.HeadLice.Org



If you receive notice of head lice occurring in your child's classroom, you may want to check hair daily for the next 10 days. Part the hair and use bright light and a magnifying glass to check the nape of the neck, behind the ears, the scalp, and the base of ponytails. The life cycle of head lice is about three weeks. The eggs or nits are off-white and about the size of a grain of salt. The egg will be "glued" onto the hair unlike dandruff that brushes off the hair. The eggs hatch in about 7-10 days.

**** ONLY TREAT THOSE PEOPLE WHO HAVE HEAD LICE OR EGGS. ****

Head lice treatments contain chemicals which kill head lice. Ordinary shampoo or soap will not kill head lice. Follow treatment instructions for the head lice preparation you purchase at the pharmacy.

Egg/nit removal following the use of a head lice preparation is vital. The eggs/nits must be removed from the hair immediately to prevent them from hatching. We know the head lice preparation kills head lice but it does not always penetrate the shell of the egg/nit, so if they are not removed they may hatch. Metal nit combs or fingernails work better than plastic combs. A second treatment 7-10 days after the first treatment will also help kill any eggs that survived and hatched. Remove all eggs/nits immediately following treatment.

Clean brushes, combs, towels, sheets, and pillowcases with hot water and detergent. Vacuum the house. Avoid spray products. Remember to follow label directions on head lice preparations, as they may vary.

If children are found to have head lice in school, parents will be notified and expected to pick up their children. Following appropriate head lice treatment and egg removal, the child is expected to be back in school. Long absences for head lice problems are not acceptable. Resources are available to parents (such as Social Services, Public Health) if ongoing head lice problems interfere with school attendance.

More information regarding head lice can be obtained from our district nurse.

J. Severe Injury / Accident

Procedures to be followed in case of accidental injury and illness shall be:

1. Qualified person as designated shall administer aid to:
 - a. Restore and maintain open airway
 - b. Restore and maintain breathing
 - c. Promote adequate circulation
 - d. Stop severe bleeding
 - e. Treat for shock
2. Inform the principal or designee immediately

3. Contact the parents as soon as possible
4. Stay with the student until the parents or guardian assume responsibility
5. No internal or external medication should be given unless specifically prescribed
6. If, in the opinion of the principal or designee, the illness or injury requires immediate medical attention, an ambulance should be summoned.

K. Meningococcal Disease: Protect Your Child

Public health authorities recommend that teenagers and college-bound students be immunized against a potentially fatal bacterial infection called meningococcal disease, a type of meningitis.

The Centers for Disease Control and Prevention (CDC) and other leading medical organizations recommend routine meningococcal immunization for adolescents during the preadolescent doctor's visit (11- to 12-year-olds), adolescents at high school entry (15-year-olds) if they have not previously been immunized, and for college freshmen living in dormitories.

Meningococcal disease is a rare but potentially fatal bacterial infection that can cause severe swelling of the brain and spinal cord (meningitis) or a serious blood infection (meningococemia). Meningococcal disease strikes up to 3,000 Americans each year; nearly 30 percent of these cases are among teenagers and college students.

A meningococcal vaccine is available for use among persons aged 11 to 55 years, which provides protection against four of the five types of bacteria that cause meningococcal disease. Many parents are unaware of the dangers the disease poses to their children and that a vaccine is available that may help to prevent up to 83 percent of cases among teens and college students.

Immunization is the most effective way to prevent this very serious disease

About Meningococcal Disease

Meningococcal disease is often misdiagnosed as something less serious because early symptoms are similar to common viral illnesses. Symptoms of meningococcal disease may include high fever, severe headache, stiff neck, nausea, vomiting, sensitivity to light, confusion, exhaustion and/or a rash.

Meningococcal disease is spread through direct contact with respiratory and/or oral secretions from infected persons (for example, kissing or sharing drinking containers). It can develop and spread quickly throughout the body, so early diagnosis and treatment are very important. Even with immediate treatment, the disease can kill an otherwise healthy young person within hours of first symptoms. Of those who survive, up to 20 percent may endure permanent disabilities, including brain damage, deafness and limb amputations.

Lifestyle factors common among teenagers and college students are believed to put them at increased risk of contracting meningococcal disease. These lifestyle factors include crowded living situations (for example, dormitories, sleep-away camps), active or passive smoking and irregular sleeping habits. Teens should avoid sharing eating utensils and drinking out of the same container, since infections may spread through this type of close contact.

To learn more about meningococcal disease, vaccine information, and public health resources visit the following web sites.

- www.cdc.gov – This CDC website includes the CDC recommendations and information on the meningococcal vaccine.
- http://dhfs.wisconsin.gov/communicable/Communicable/factsheets/PDFfactsheets/Meningococcal_42072_05041.pdf - The Wisconsin Department of Health and Family Services communicable disease fact sheet
- <http://dhfs.wisconsin.gov/communicable/Communicable/factsheets/Meningococcal.htm> - Another Wisconsin Department of Health and Family Services communicable disease fact sheet
- <http://dhfs.wisconsin.gov/LocalHealth/index.htm> - A list of local Wisconsin public health departments and contact information.
- American Academy of Family Physicians, www.aafp.org
- American Academy of Pediatrics, www.aap.org
- Meningitis Foundation of America, www.musa.org
- National Meningitis Association, www.nmaus.org

Mental Health Crisis Line
 8:00 a.m. – 4:00 p.m. . 1-715-468-4747
 Monday-Friday
Washburn County Health & Human Services

 4:00 p.m. – 8:00 a.m. . 1-888-552-6642
 Monday-Friday
 Saturday-Sunday – 24-Hour Coverage
Northwest Counseling and Guidance Clinic

IV. GENERAL STUDENT PROCEDURES



A. Bicycles/Skateboards

All bicycles must be left in the racks provided. The bikes are not to be removed during the day. It is strongly recommended that all bicycles be locked. Use of skateboards are prohibited on school grounds.

B. Dress and Grooming (See also VI. Code of Conduct)

1. Student dress and grooming should reflect cleanliness, modesty, safety, and good taste.
2. Any type of attire which attracts unique attention to the wearer, and thus causes a disturbance in the school or a safety concern for the wearer, will not be acceptable. No hats or coats may be worn in the building.

C. Field Trips

1. Field trips are planned by the teacher and approved by the building principal. These trips are an integral part of the educational program and are supplemental to the teaching units.
2. You will be notified through the school, in writing, of pertinent information about any trip that the class is anticipating. A signed permission form will be requested of the parent or guardian to enable the student to participate.

D. Fund Raising For School and Non-School Purposes

A student may not solicit contributions, collect funds, distribute material, or sell any item(s) for any non-school purposes on school property, at school sponsored functions or on school transportation without permission of the principal. All fund-raising activities for school purposes must be approved by the Board of Education

E. Guidance Services

Guidance services are provided by the Spooner School District. These services include classroom developmental guidance activities, small group learning experiences, individual counseling and parent or teacher consultations. Contact the 5-8 counselor for more information or referrals.

F. Lockers

1. Each student in grade 5 through 8 will be assigned a locker. The school retains ownership and possessor control of school lockers and thus retains the right to search lockers at any time.
2. Periodic clean-up is scheduled for purposes of organizing or tidying. The principal/designee may search any locker if there is reason to suspect that drugs, tobacco, alcohol, weapons, missing property, etc. may be in a locker. Thus, it is recommended that only school-related materials be kept in the locker.
3. Pictures/decals are not to be taped on the outside. Inside the locker, pictures may be posted using magnets only if the persons are dressed in clothing that would be worn in a school building. Also, slogans with vulgar language may not be posted. Other inappropriate materials or items will be removed as necessary
4. Lockers will not be kept locked.



G. Lost and Found

Loss of books and other valuable items should be reported to your teachers. All articles, such as clothes, billfolds, money, pens, pencils, jewelry, etc. should be turned into the teacher in charge of the room in which you find the item. When reporting a lost item to the office be prepared to describe it. In the event you lose a school book, you will be issued another and charged for the book you lost. Always check the lost and found box located in Antholz Lobby.

H. Cafeteria

All students who purchase or bring their lunch must eat in the cafeteria. Rules which are important to observe are:

1. Stand in line quietly.
2. Sit where there is a vacancy - do not expect to sit at the same table or with the same people every day.
3. Make sure that all paper, bags, and all waste are placed in the containers for that purpose.
4. Talk in conversational tones.
5. Students are to remain in the cafeteria until they have been dismissed by the noon supervisor or teacher. Students may not go to the first floor or other parts of the building without permission. Failure to cooperate during noon hour may result in special provisions made for that particular student during the noon time.

I. Noon Time/Recreation Procedures

1. Students are asked to use the restrooms next to the cafeteria during lunchtime.
2. **NO STUDENT IS TO LEAVE THE MIDDLE SCHOOL GROUNDS WITHOUT PERMISSION.** A pass must be issued from the office if you must leave the school grounds.
3. Students are to remain in their assigned, supervised area during the rec time.
4. Students are expected to maintain appropriate behavior during rec time.

J. Office

The office at Spooner Middle School should be used as a resource for both students and parents. Accurate records of student progress in this school are also kept in this office. Your cooperation with the following reminders will aid in such efficiency.

1. Office telephone is available for student use during REC or with staff permission.
2. No students are permitted behind the work counter in the office.

K. Parents

1. Office personnel should be notified if a student is to leave at anytime during the day.
2. If there is need to have your son/daughter ride a different bus on an occasion, a note should be sent to the bus driver or the office.
3. When students ride fan/team buses or participate in evening activities, they should be picked up promptly at the end of the activity because of lack of supervision. Cooperation in this matter is vital.
4. Parent pick up at the end of the day is on College St. There is a parking lot available and students can leave the building on the east side or walk on the Oak St. sidewalk to this area. This is a much safer area to pick up your students and safety is our number one concern.

L. Personal Property



The Spooner Area School District is not responsible for the loss of any personal property. This includes items taken from student lockers or any other place provided for students. The person losing property should contact his/her own insurance or coverage. **REMINDER...**there are no locks on lockers.

M. School Library

The middle school has a central library under the supervision of a librarian. This service makes available to students and teachers up-to-date collections of books, films, and other audio visual aids. Parents are encouraged to foster appropriate values in the care and use of library materials. Lost and damaged materials are the financial responsibility of the student. Privileges may be withheld to encourage the return of materials when they are overdue.

N. School Pictures

Student school pictures will be taken in the early fall of the school year. Parents should plan on 5 to 6 weeks for delivery. Spring school pictures are also offered, but not mandatory.

O. School Psychologist

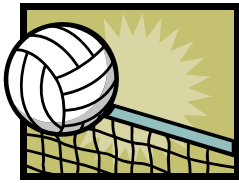
The school also employs a school psychologist who is in charge of individual testing and the evaluation of possible learning difficulties. A child may be referred to the psychologist for services by teachers, principals, or parents. Parents will be contacted before any services are provided by this department. Referrals are handled by a team of such specialists as psychologists, guidance counselors, principals, teachers, school nurses, physical education specialists, and other persons involved with your child.

P. Special Education

The special education department provides services for students with disabilities. In order for a student to qualify for special education he/she must meet the criteria set by the State of Wisconsin. Services are provided in the areas of: Cognitively Delayed, Visually Impaired, Hearing Impaired, Orthopedically Impaired, Other Health Impaired, Autism, Learning Disabled, Speech and Language, and Emotionally Disturbed. If you feel that your child might be in need of special education services, please contact the school guidance counselor.

Q. Student Activities

Participation in co-curricular activities is encouraged. Some of the activities offered are:



- | | | |
|-------------------------|---------------------------|--------------------|
| Volleyball | Football | |
| Cross Country | Basketball (boys & girls) | |
| Destination Imagination | Spelling Bee | |
| Homework Club | Forensics | |
| Books Across America | Wrestling | Reflections |
| Geography Bee | Track | After-School Clubs |
| Student Council | Lego League | Open Gym |



R. Teacher Advisee “Connection Time”

Spooner Middle School’s “Connection Time” is carried on for 25 minutes at the beginning of the day. During this 25 minutes students meet with their advisor group (usually about 15 students per group). The advisor group is a unit in which students and advisor can interrelate in a nonacademic manner. The student’s advisor is someone he/she can turn to with questions and concerns. Through our “Connection Time” we give middle school students a “home base”. The “Connection Time” is a strong, positive part of our day. We encourage students to work closely with their individual advisor and make this a meaningful experience.

S. Telephone Messages

PARENTS SHOULD AVOID CALLING TO GIVE PERSONAL MESSAGES UNLESS THEY ARE OF AN EMERGENCY NATURE. Students cannot be called from a class to receive a message unless it is a call of emergency. In the event of an emergency, the student will be found and notified immediately. Student cell phone use is not allowed during the school day unless for the use of instructional purposes. Teachers will make this determination. This begins at 8:05am and goes until 3:31pm. If a student cell phone is heard or in use it will be turned into the office. Students may claim at the end of the school day. Third offense: Parents will need to retrieve the cell phone in the middle school office.

T. Visitors

1. Any person other than Spooner Middle School students, staff, or Board of Education are considered visitors and must report to the office to pick up a “Visitor’s Pass” before going anywhere in the building.
2. Parents are urged to visit. We invite you to come while school is in session so you can observe typical school day routine.
3. Students are not allowed to bring visiting students, friends, relatives, etc. because of small rooms, limited space, and the distraction that this causes. Any unusual circumstances must be discussed with the building principal.

U. Student Bills

All students, grades 5-8, have a registration fee of \$5.00. Grades 6-7-8 also have class fee charges for various amounts, depending on the class. All fees should be paid at the Supply Office on the bottom floor of the high school at the beginning of each school year. Students will be unable to participate in any extra curricular activities until all fees are paid. If you have any questions regarding your bill, stop in the middle school office.

V. CLASSES AND GRADING INFORMATION

A. Assignment Notebook/Schedules

All students, grades 5-8, receive a student planner to assist them in keeping accurate information on classes. All teachers incorporate the student planner into their class requirements. The planner is a wonderful way to enhance home-school communication. Parents/guardians can communicate daily and directly with teachers and teachers with them. Parents/guardians should regularly check the student planner to insure students are keeping up with required work. Student planners are also available in the school store for all students and staff.

B. Parent/Teacher Conferences

All parents are encouraged to attend conferences. There will be four dates scheduled throughout the school year. Mid-term reports are sent to any student receiving a D or F at the mid-quarter time. Parents are encouraged to contact teachers at any time during the school year to discuss their student's progress.

C. Grading Scale

Below is the general grading curve employed by Spooner Middle School teachers. Those teachers deviating from this curve have a copy of their alternative curve in the principal's office.

Excellent	A	90-100
Good	B	80-89
Fair	C	70-79
Pass	D	60-69
Fail	F	0-59



D. Grading Symbols

The following symbols are used to report student progress at grade report time:

- A = Outstanding**
- B = Above Average**
- C = Average**
- D = Passing**
- F = Failure**
- I = Incomplete**
- E = Credit Earned**

E. Family Access

Family Access™ via the Web: From the convenience of home or work, Family Access allows parents/guardians access to their students' school information including attendance, class gradebooks, teacher email, lunch accounts, school bills and other important data. Family Access is easy to use and doesn't require extensive computer knowledge or experience, only an Internet connection. Parents wishing to sign up for Family Access need only contact the school office.

We're on the Web! Visit our website www.spooner.k12.wi.us for complete Spooner Area School District information, including the school calendar with school events, staff directories and contact information, lunch/breakfast menus and more!

Phone Messaging Service for Parents: If you would like to receive notification of school closings and delays by phone, via an automated phone messaging service, please contact the school office.

F. Homework

Middle level students should expect an increase in the amount of work they take home at night. This allows them to expand on the learning that took place during the day and more importantly involve other family members in their school work. Parents /guardians should expect homework. If students are bringing home no work, or an excessive amount, parents/guardians should contact teachers to discuss their child’s progress.

Teachers will generally provide time during class for students to work on assignments. This allows students to get answers to specific questions about the topic they are working on.

G. Student Recognition

It is the consensus of the middle school staff that at the middle level all students need encouragement to experience success. Success/Happy notes may be sent throughout the school year for academics, attendance and behavior recognition. In addition, students may be recognized in any of the following categories:

Academics	Attendance
<p style="text-align: center;"><u>GPA:</u></p> <p>“A” Honor Roll: 3.5 + “B” Honor Roll: 3.0</p>	<p>Students will be recognized for perfect attendance.</p> <p>This will be handled through the middle school office. Perfect Attendance Policy has changed from previous years. Recognition will be given to those students who have not been absent or tardy to school. This means that if any student is absent for <u>any</u> part of the school day, they will not qualify for Perfect Attendance.</p>

VI. BEHAVIORAL EXPECTATIONS

A. Cheating

Cheating is unacceptable behavior. Any student who cheats will be subject to appropriate disciplinary action.

B. Code of Conduct

1. Student Right: Each student has the right to determine personal dress within guidelines. Students have the right to attend school in an atmosphere conducive to learning.
2. Student Responsibility:
 - Students have the responsibility to dress appropriately for school
 - Students have the responsibility to wear safety or special purpose clothing or equipment whenever it is required.
 - Students have the responsibility to refrain from disruptive behavior which inhibits the learning process of others.
 - Length of skirts and shorts will follow the ‘finger tip’ rule.
3. School Policy:
 - Use of tobacco on school grounds or at any school sponsored activity will not be permitted.
 - No persons will be admitted to school activities under the influence of alcohol or drugs.
 - Intentional damage or disregard of school property will not be permitted.
 - The use of profane or vulgar language will not be permitted.
 - Students will be appropriately dressed at all times. Any clothing which depicts alcohol, the usage of alcohol, or the abuse of alcohol is prohibited. Clothing promoting tobacco products is also prohibited. The same standards apply to any other controlled substance. The student may be sent home to change such clothing.
 - Shirts which expose bare shoulders, revealing necklines, bare midriffs or extended armpit openings are not appropriate. Shirts which have offensive messages and/or language will not

be tolerated. Short shorts or skirts are not appropriate.

- Students must wear shoes at all times.
- Hats and hoods may not be worn inside the school building.
- Any undue display of affection on the school grounds or hallways will not be permitted.
- Students may not wear beepers to school. (Wis. Statutes 120.13; Board of Education Policy 443.3)

Action: Students violating this section shall be subject to, but not limited to:

- Conference with school officials
- Infractions issued
- Suspension
- Parental conference
- Expulsion
- If student is suspended or expelled from school, they are not allowed to attend any school function during the specified time.

C. Behavioral Accountability

The goal at Spooner Middle School is to incorporate a positive, meaningful approach to discipline that focuses on the following objectives:

1. Develop student ownership and accountability.
2. Support behavior change for individual students.
3. Improve and increase staff, student and parent communication and involvement.
4. Present an educative process in the discipline program.

Grade level teams have developed discipline plans, which are modified to meet student's developmental needs at each grade level. Additional information is provided at each grade level at the start of the school year. The following elements are common to each grade level:

1. 1. Respect yourself and others by following the rules.
 2. Accept responsibility for your mistakes.
 3. Fix the problems you cause.
 4. No excuses.
2. As a part of fixing the problem each student will be given the opportunity to participate in a corrective action plan. Students unwilling to participate in a corrective action plan will be assigned a detention or referral to the principal
3. Staff will engage parents early in the discipline process with a focus on preventing an escalation of unacceptable behaviors.
4. A clear and concise method of documentation will be implemented.
5. A consistent method of reinforcement for positive and negative behaviors will be established within each grade level team.
6. The building principal may be involved at any point in the process, depending on the severity of the behaviors exhibited or by request of the staff.

D. Gum, Games and Electronic Devices

Gum will be allowed at the discretion of the teacher. Students will be expected to follow classroom rules as they pertain to gum, candy, or other food products. Failure to follow these requirements may result in disciplinary procedures. For safety reasons, gum chewing is not permitted in classes like physical education, band, chorus, and other such classes as defined by the teacher.

Use of personal electronics will be made on an individual basis by teacher and principal. Skateboards are prohibited on school property. If a student cell phone is heard or in use it will be turned into the office. Students may claim at the end of the school day. Third offense: Parents will need to retrieve the cell phone in the middle school office.

E. Harassment

1. Student Right: Each student has a right to attend school without fear of harassment.
2. Student Responsibility: Students have the responsibility to refrain from conduct which is demeaning, derogatory, or threatening to an individual or group. Students have the responsibility to refrain from conduct that does not respect the rights, opinions, differences, and status of others.

3. **School Policy:** The Board of Education shall appoint a standing committee to review each case of harassment which is deemed serious enough by the District administrator involved for consideration.

Any individual who harassed another student, teacher, employee and/or contracted non-teaching employee of the Spooner Area School District may be brought before the Board of Education to face a hearing to determine whether or not the harasser shall be expelled or suspended from attendance for a period of time commensurate with the severity of the offense. (Wis.Statute, Board of Education Policy, 411.1.):

The district shall not tolerate harassment. Harassment shall consist of, but shall not be limited to:

1. The writing of and giving to an individual or group, directly or by mail, intermediary or by placement of such written material at any site or location where upon an individual or group may perceive or read derogatory, demeaning or threatening messages of a sexual or non-sexual nature. This shall include defacing school property for the purpose of placing the above mentioned messages;
 2. Sexual or non-sexual verbal abuse of a demeaning, derogatory or threatening nature directed at an individual or group. Harassment shall be deemed to take place if the harasser makes demeaning and derogatory remarks about a person's mental capacity, physical attributes, clothing, ethnic background or religion;
 3. Theft or damage/destruction of another's property or property under another person's control (e.g. school property such as text and library materials, athletic equipment); and
 4. Assault of a sexual or non-sexual nature, whether or not the assault is of major proportions.
4. **Action:** Students violating this section will be subject to, but not limited to:
 - a. Reprimand
 - b. Infraction
 - c. Suspension
 - d. Committee review
 - e. Expulsion
 - f. Referral to police department

F. Illegal Substances, Prescription Medication, and Non-Prescribed Drugs

1. **Student Right:**
Students have the right to be free of the influences or related problems associated with the use of alcohol, tobacco, non-prescribed drugs, chemicals, or illegal substances.
2. **Student Responsibility:**
Students have the responsibility of abstaining from the use or possession of alcohol, non-prescribed drugs, chemicals or illegal substances. Students have the responsibility of adhering to Wisconsin Statutes relating to alcohol, non-prescribed drugs, chemicals or illegal substances and Board of Education policy.
3. **School Policy:**
It is against school policy for anyone, students or staff, in school, on school grounds, or at school activities, to be under the influence of alcohol or other mood-altering drugs. Prescription medications are construed as exceptions to this policy, when used by the individual for whom they are prescribed, and in the manner prescribed. School rules, regulations, and state and federal laws pertaining to alcohol and other drugs will be vigorously enforced by school officials and law enforcement personnel. (Wis. Statute 118.257, Wis. Statute 125)
4. **Action:**
The use or possession of alcohol, non-prescribed drugs, chemicals, or illegal substances requires an automatic referral to the police department and notification of parents. Other action may include, but not be limited to:
 - Conference with student and parent
 - Suspension
 - Referral to school counselor
 - Referral to social services
 - Expulsion

G. Non-Hostile Environment (Profanity, Behavior, and Weapons)

1. Students have the right to attend school without fear of physical threat and harm, or verbal abuse.

2. Students have the responsibility to refrain from conduct that does not respect the rights, dignity, and safety of all individuals.
3. Students have the responsibility to express their thoughts and feelings in a manner that does not offend, slander, or ridicule others.
4. Inappropriate behavior, both physical and verbal, shall not be permitted in school or school-sponsored functions. Such behavior includes, but is not limited to:
 - verbal abuse or harassment
 - fighting or provoking
 - possession or use of any article as a weapon to threaten or injure others
 - possession or use of incendiary materials
 - disruptions and intimidation caused by gang symbols on materials, jewelry or clothing.
 - gang posturing which provokes an altercation or involvement in gang fighting or exchanging blows. (Wis. Statutes 941.235; 948.61; 947.01)
5. Students violating this section shall be subject to, but not limited to:
 - notification of parents
 - infraction
 - suspension
 - referral to law enforcement
 - referral to social services
 - for severe or repetitious acts: special placement or expulsion

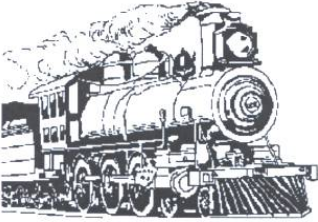
H. Peer Relations

Students are expected to maintain appropriate relationships with their peers in the school or at school sponsored activities. Expressions of affection which are inappropriate in a public setting are not in good taste and are not acceptable.

I. School Grounds

Students are asked to help care for the school grounds by not throwing litter and waste on the lawns. Defacing or abuse of school property or equipment will absolutely not be tolerated and may result in suspension, expulsion, or police action. There is to be no throwing of snowballs on the school grounds at any time.





Spooner Area School District

STATEMENT OF NONDISCRIMINATION

SPOONER AREA SCHOOL DISTRICT PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY

It is the policy of the Spooner Area School District that no person may be denied admission to any public school in this district or be denied participating in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, to learning disability or handicap as required by S118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

This district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, to address allegations of violations of the policy in the Spooner Area School District.

Any questions concerning this policy should be directed to:

Dr. Donald J. Haack
Spooner Area School District
801 County Hwy A
Spooner, WI 54801

Sincerely,

SPOONER AREA SCHOOL DISTRICT

Dr. Donald J. Haack
Superintendent of Schools

wp/son

JULY				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

AUGUST (0 STU/ 1 TEA DAYS)				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24 New St. Reg.	25 New St. Reg.	26
29 New Teachers Report	30 New Teachers Report	31 All Teachers Report		

SEPTEMBER (20 STU/22 TEA DAYS)				
M	T	W	Th	F
			1 No School P/T Conf	2 Teacher Inservice
5 No School	6 All Students Report	7	8	9
12	13	14	15	16
19 QSP Magazine Kick-Off	20	21	22	23 Early Release
26 Picture Day	27	28	29	30

(* SMS Open House - 9/1)

OCTOBER (21 STU/ 21 TEA DAYS)				
M	T	W	Th	F
3 Wk 5 of Qtr.1	4 Mid-Terms Mailed	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER (17 STU/ 19 TEA DAYS)				
M	T	W	Th	F
	1	2	3 *	4 Early * Release End Qtr 1
7 No School PTC *	8 * T2	9 *	10	11 SMS Report Cards
14	15	16	17	18
21 No School Furlough	22 No School Furlough	23 No School	24 No School	25 No School
28	29	30		

DECEMBER (16 STU/16 TEA DAYS)				
M	T	W	Th	F
			1	2
5	6	7	8	9
12 Wk.5 of Qtr.2	13 Mid-Terms Mailed	14	15	16
19	20	21	22	23 No School
26 No School	27 No School	28 No School	29 No School	30 No School

JANUARY (22 STU/ 22 TEA DAYS)				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19 *	20 Early Release * End Qtr 2
23 No School PTC *	24 * T3	25 *	26	27 SMS Report Cards
30	31			

FEBRUARY (20 STU/20 TEA DAYS)				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20 No School	21	22	23	24
27 Wk.6 of Qtr.3	28 Mid-Terms Mailed	29		

MARCH (21 STU/22 TEA DAYS)				
M	T	W	Th	F
			1	2
5	6	7	8	9
12 No School	13 Eve PTC	14	15	16
19	20 Eve PTC	21	22	23 Early Release
26	27 *	28 * End Qtr 3	29 *	30 * T4

APRIL (18 STU/18 TEA DAYS)				
M	T	W	Th	F
2 *	3	4 SMS Report Cards	5 No School	6 No School
9 No School	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30 Wk.5 of Qtr.4				

MAY (22 STU/23 TEA DAYS)				
M	T	W	Th	F
	1 Mid-Terms Mailed	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25 *
28 No School	29 *	30 *	31 *	

JUNE (3 STU/4 TEA DAYS)				
M	T	W	Th	F
				1 *
4 *	5 Last * Student Day	6 Last * Teacher Day	7	8
11 Report	12 Cards	13 Mailed	14 Home	15
18	19	20	21	22
25	26	27	28	29

P/T Conf. will be 3 full day (12-7:45) and 2 eve (3:45-7:30) sessions.
School year support staff furlough days will be Nov. 7 and Mar. 12.

Teaching staff will work a 2 1/2 hour Open House or equivalent
180 Student Days, 177 Instruction Days, 188 Teacher Days

Dismiss at 12:10 ES, 12:20 HS, 12:30 MS Early Dismissal days
(* = Grading Window Open)