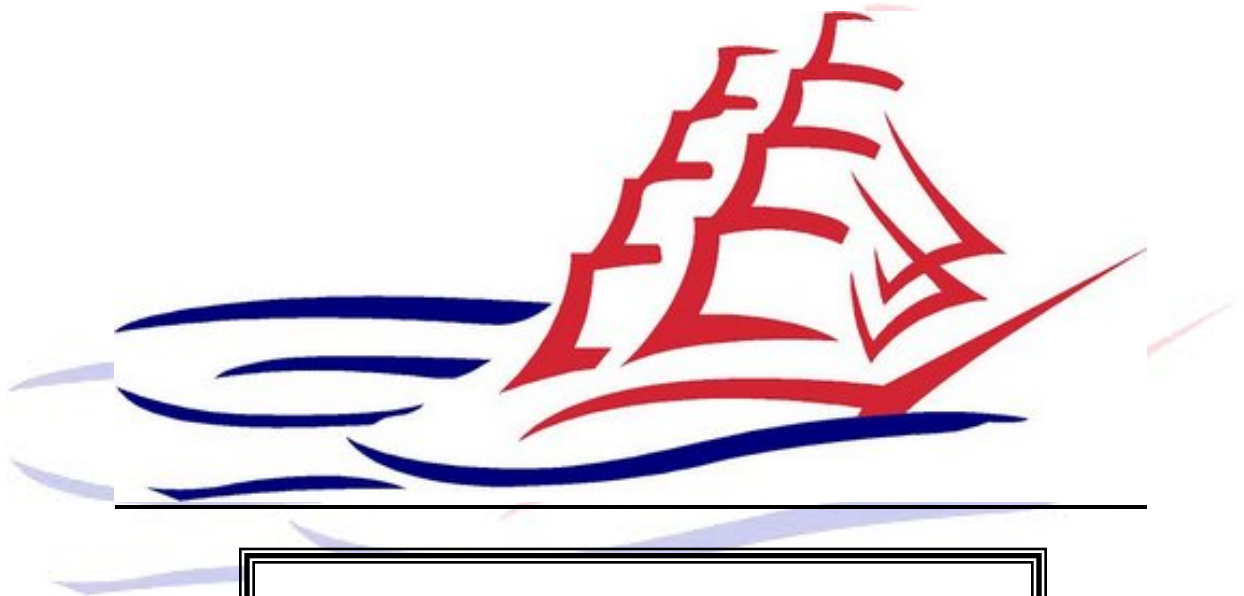


# *T. J. Walker Middle School*

## *Student Handbook*

**2016-2017**



***T. J. Walker Middle School***

***PBJS School***

***Be Respectful!***

***Be Responsible!***

***Be Safe!***

## **WELCOME**

Welcome, parents and students, to Thomas J. Walker Middle School as we head into a new school year!

The purpose of the handbook is to inform you about expectations, requirements, and responsibilities of students and parents in the middle school. Parents and students are encouraged to use this handbook as a reference guide and to review its contents to become knowledgeable about school policies and procedures.

Each student will also be assigned an assignment notebook, which is designed to help your youngster stay organized by keeping a written record of assignments, due dates, and calendars etc. It can also be used to facilitate communication between home and school, so please page through it often with your child.

Success in school is directly related to your efforts. Students, take time to become involved in co-curricular activities, communicate with your teachers, take pride in your work, and above all, make the most of the educational opportunities we offer. They will benefit you now and throughout the future.

## **PHILOSOPHY**

We, the students and staff of Thomas J. Walker Middle School, believe that school is a place to explore new and exciting things. Here, students have the opportunity to grow physically, emotionally, intellectually, morally, and socially under the guidance of their teachers and all other staff members. T. J. Walker Middle School is a place where every individual is treated with respect, and people are rewarded for trying new experiences.

We want to encourage an atmosphere of a “learning community” in our school. This means that **all of us** must exercise good judgment as we interact with each other. An important aspect of getting along with others is to have the skills and willingness to hold ourselves accountable when disagreements or conflicts arise. We must be responsible to acquire and internalize these skills if these are areas of lesser strengths. They are learned just like other school subjects and lessons in life. We must practice good social skills until they become a natural part of us, and as this happens, we can model and teach these to others. In this manner, a community of mutual respect and tolerance becomes the standard for our day-to-day task of educating everyone in our school.

## **MISSION STATEMENT**

*The School District of Sturgeon Bay, in partnership with the student, family, and community, will provide diverse educational opportunities for the development of informed, knowledgeable citizens and successful life-long learners.*

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## **NON-DISCRIMINATION POLICY**

It is the policy of the School District of Sturgeon Bay, pursuant to Wis. Stats. 118.13, and PI 9, that no person, on the basis of age, sex, race, national origin, ancestry, creed, religion pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability or handicap, may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other programs.

All vocational education programs follow the district’s policies of non-discrimination on the basis of the above-mentioned reasons. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

For a copy of the complaint procedure or any question or complaints concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of the above mentioned reasons, contact: Mr. Dan Tjernagel, Superintendent, School District of Sturgeon, Sturgeon Bay, WI 54235, phone 920-746-2801.

**Inquiries related to Section 504 of the Rehabilitation Act of 1972, which prohibits discrimination on the basis of handicap, should be directed to: Sharon Sanderson, School District of Sturgeon Bay, Sturgeon Bay, WI 54235, phone 920-746-2804**

## **NOTICE TO PARENTS**

As a parent of a student in the Sturgeon Bay School District you have the right to know the professional qualifications of the classroom teachers that instruct your child. Federal law allows you to ask for specific information about your child’s classroom teachers and requires that we respond in a timely manner when we are asked for such information. Please check our website for the qualifications of our teaching staff. You have the right to ask the building principal for the following information in regard to your child’s teachers:

- Whether the Wisconsin Department of Public Instruction has a licensed or qualified teacher for the grades and subjects he or she teaches.
- Whether the Wisconsin Department of Public Instruction has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher’s college major; whether the teacher has advanced degrees and the subject of the degrees.
- Whether any teachers’ assistants or similar paraprofessionals provide services to your child and, if they do, their qualifications.

## Sturgeon Bay Public Schools Board of Education

Jacob Schultz	Tina Jennerjohn(Clerk)	Chad Hougaard
Keith Miller(Vice-President)	John Hauser(President)	Beth Chisholm
Amy Stephens	Scott Alger	Teri Hooker(Treasurer)

## Sturgeon Bay Public Schools Administrators

Dan Tjernagel (746-2801)	District Administrator
Ann Smejkal (746-2818)	Elementary Principal
Mark Smullen (746-2803)	Middle School Principal
Robert Nickel (746-2802)	High School Principal
Sharon Sanderson (746-2804)	Director of Pupil Services
Tom Olsen (746-2805)	Business Manager
John Sullivan (746-5814)	Building & Grounds
Jenny Spude (746-3877)	Food Service Director
John Quaderer (818-0785)	Kobussen Bus Supervisor

## T. J. Walker Middle School Staff

Kay Abeyta	Special Education Aide
Heidi Bader (746-3875)	Counselor
Dena Barganz	Special Education Aide
Amanda Bennett (746-5735)	Family/Consumer Education
Patrick Blizel (746-3868)	Social Studies - 6
Char Brauer (746-2806)	Secretary
Amelia Canilho (746-5745)	Spanish Teacher
Gary Grahl (746-1827)	Counselor
Sally Guger (746-5738)	Art
Nora Hanks	ELL Aide
Melissa Haack (746-5739)	English Language Arts – 8
Jennifer Hanson (746-5728)	Computer Applications
Joanne Hathaway	Special Education Aide
Leslie Hill (746-5742)	Vocal/General Music
Kasee Jandrin (746-5769)	English Language Arts – 6
Debra Jeanquart (746-5744)	Mathematics – 6
Stacy Judas (746-5807)	Social Studies – 8
Jennifer Lasee (746-5773)	Science – 6 & 7
Lori Mellen (746-3862)	Library Aide
Linda Mirkes (746-5816)	Speech & Language
Robert Myers (746-5811)	School Psychologist
Sharon Nelson (746-5755)	Mathematics – 8
Brynn Orthober	Special Education Aide
Sue Piper (746-5819)	Special Education
Matt Propsom (746-5725)	Science – 6 & 8
Ann Quale (746-5761)	Social Studies - 7
John Rosenthal (746-5765)	Industrial Technology
Lauri Rosenthal (746-5766)	Instrumental Music
Jeanne Schopf (746-5924)	English Language Arts – 7
Holly Selle (746-3882)	Library Media Specialist
Craig Sigl (746-3897)	Mathematics - 7
Mark Smullen (746-2803)	Middle School Principal
Scott Steeb (746-2809)	Special Education
Terri Stoneman	Special Education Aide
Shannon Wautier (746-3881)	Special Education
Jody Wheat (746-3869)	Health/Physical Education

**Middle School Office: 746-2810**

## T. J. Walker Middle School School Calendar 2016-17

*This calendar is not updated during the year. Please visit our website for the most current information.*

Aug. 29	6 <sup>th</sup> Grade Orientation 6:30 PM
Aug. 30	Choir Picnic 5:00 – 7:00 PM
Aug. 31	Allied Arts Parent Meeting 6:00 PM
Aug. 31	8 <sup>th</sup> Grade Parent/Student DC Meeting 6:30 PM
Aug. 31	Open House 4:30–6:30 PM
Sept. 6	First Day of School
Sept. 14	School Pictures
Sept. 16	Choir Fun Night 6:00-9:00 PM
Sept. 23	MS Dance 7:00-9:00 PM
Sept. 30	LA/Art Day @ Crossroads
Oct. 7	Teacher In-Service/No Classes
Oct. 11	Parent Teacher Conferences 4:30-7:00 PM
Oct. 25	Fall Band Concert 7:00 PM
Oct. 26	Allied Arts trip to Milwaukee
Nov. 8	½ Day Teacher In-Service PM/End of 1 <sup>st</sup> Quarter
Nov. 15	Fall Choir Concert 7:00 PM
Nov. 24 & 25	Thanksgiving Break – No Classes
Dec. 3	Allied Arts Dress Rehearsal
Dec. 6	Senior Citizen Allied Arts Performance & Luncheon 10:30 AM
Dec. 9	Public Allied Arts Performance 7:00 PM
Dec. 20	Winter Band Concert 7:00 PM
Dec. 23	Last Day School before Winter Vacation
Jan. 3	Classes Resume
Jan. 20	½ Day Teacher In-Service PM/End of 2 <sup>nd</sup> Quarter
Feb. 4	Ski Brule Trip
Feb. 8 - 10	6 <sup>th</sup> Grade Science Field Trip to CWES
Feb. 18	7 <sup>th</sup> & 8 <sup>th</sup> Grade Band & Choir Solo/Ensemble Festival @ St. Bay
Feb. 24	Teacher In-Service/No Classes
Mar. 2	Term 3 Parent Teacher Conferences 4:30-7:00 PM
Mar. 3	Destination Imagination Regional @ Sturgeon Bay
Mar. 6 - 10	Spring Fever Week
Mar. 7	Door Co. Middle School Math Meet
Mar. 18	POPS Concert 4:00 PM
Mar. 24	½ Day Teacher In-Service PM/End of 3 <sup>rd</sup> Quarter
Mar. 25 – Apr. 2	Spring Break – No Classes
Apr. 14	Good Friday – No School
May 2	6 <sup>th</sup> Gr. Band & Choir Solo/Ensemble Festival 3:15 PM
May 5	Teacher In-Service/No Classes
May 10	Spring Choir Concert 7:00 PM
May 14 - 19	8 <sup>th</sup> Grade Washington DC Trip
May 15 - 18	5 <sup>th</sup> Grade Shadow Days
May 24	8 <sup>th</sup> Grade Field Trip to Point Beach Power Plant
May 25	Spring Band Concert 7:00 PM
May 26	All School Track Meet
May 29	Memorial Day – No Classes
June 5	8 <sup>th</sup> Grade Band Trip – Wisconsin Dells
June 7	8 <sup>th</sup> Grade Awards Ceremony & Picnic 10:00 AM
June 8	½ Day (11:55 release) (Last Day of School)

Revised 8/1/2016

## GENERAL INFORMATION

### Middle School Office

Office hours are between 7:30 a.m. and 4:00 p.m. Parents may call the middle school office at 746-2810 before and after our office hours to leave a voice mail message.

### Phone System

Your phone calls are extremely important to us. Due to the limitations of having only one secretary in the middle school office you may want to avoid delays by dialing the staff member's room/office directly. All classrooms may be dialed directly. Please see the staff directory on page 5 for a list of extension numbers.

### Parent Online Resources

Parents have electronic access to their child's grades and homework assignments by visiting our school's homepage on the district's website at [www.sturbay.k12.wi.us](http://www.sturbay.k12.wi.us). By visiting your child's Haiku account you will have access to homework assignments for all his/her classes. The *Power School Access* link will give you the ability to check your child's grades. In addition, online textbooks and other resources are available to use. Please make a point to utilize these web-based resources to keep abreast of your child's academic performance.

### Parent Newsletter

Generally, about once per month our parent newsletter, *The Link*, will be published and mailed to parents. This newsletter has important information about our school. Please watch for, and review it.

### Hot Lunch

Hot lunch is served at designated times between 12:34 p.m. and 1:07 p.m. in the commons. Sack lunches will also be eaten in the commons at that time.

#### Hot Lunch Prices

<i>Food Bar</i>	\$2.85
<i>Regular Lunch</i>	\$2.85
<i>Clipper Lunch</i>	\$2.85
<i>2<sup>nd</sup> Entrée</i>	\$1.60
<i>Extra Milk</i>	\$.35

Beverages and hot lunch can be purchased with the use of a computer lunch account. Cash will not be accepted. Deposits to this account may be done through the middle school office. Please refer to the lunch program letter issued at time of registration for more details regarding our school lunch and breakfast programs. Free and reduced applications must be filed at the beginning of each school year. We encourage all families who qualify for free and reduced lunch to apply because a number of our grants are based on the number of students on free or reduced lunch. Students on free or reduced lunch also receive free breakfast.

Students cannot individually, or as a student group, order carry-in food from restaurants unless this activity is sponsored and supervised by a staff member or parent and with prior approval of the principal. Soda and candy will not be sold during the school day and students should not bring these items in their sack lunch.

### Breakfast Program

Students have the opportunity to eat breakfast from 7:50 – 8:02a.m. They may use their food service account to purchase a complete breakfast for \$1.75 or individual ala carte items if authorized by their parents.

## **Daily Schedule**

Students should plan to arrive at school no earlier than 7:30 a.m. Our school hallways will not be open to students prior to 7:50 a.m. unless arrangements have been made with a staff member; however the gym will be open from 7:30 – 7:50 a.m. School is not responsible for the supervision of your child prior to that time. Below is the daily bell schedule of classes. Our day is divided into three main academic blocks (1, 2, & 3) which in turn are broken into (A, B, C).

<u>Daily Bell Schedule</u>	
Breakfast	7:50 – 8:02
Homeroom	8:05 – 8:13
Period 1A	8:15 – 8:56
Period 1B	8:58 – 9:39
Period 1C	9:41 – 10:22
Period 2A	10:27 – 11:08
Period 2B	11:10 – 11:51
Period 2C	11:53 – 12:34
Lunch	12:34 – 1:07
Period 3A	1:10 – 1:52
Period 3B	1:54 – 2:36
Period 3C	2:38 – 3:20

Students may not loiter in and around the building after school is dismissed unless students are under the direct supervision of a staff member.

## **Closed Campus**

We have a closed campus at the middle school. Students must remain at school during lunch unless their parent or guardian has submitted a written request to the principal for the student to go home only for lunch. Under no circumstances may students go to one another's homes or elsewhere during the lunch period. Permission may be revoked if tardiness or other school related problems occur.

## **Delivery/Picking-up Students**

Bus loading and unloading of students (both before and after school) is done in front of the high school. This driveway off of Michigan St. is off limits to cars during bus loading and unloading times.

Parents bringing students to school or picking them up at the end of the day may use the middle school driveway on 14<sup>th</sup> Avenue or the service road behind our high/middle school building. The service road allows traffic only one way so you must enter from 12th Avenue and exit on 14th Avenue. On dates when the busses need to pick up students for activities after school (i.e. sports events) parents are asked to pull out of the driveway to allow the busses access to the space in front of school.

## **Emergency Closings**

If it becomes necessary to close school due to inclement weather or other hazardous conditions, notification will be given over the local TV and radio stations as soon as possible.

## **Lost and Found Property**

Students who find items that don't belong to them should bring the item(s) to the office immediately.

Students who have lost an item should check with the school office. Students are urged to not bring valuables and large sums of money to school. If for some reason it is necessary for you to do so, the office will keep valuables for you and return them upon request.



### **Locker – Locker Searches**

Each student will be assigned a corridor locker for school use. It is each student's responsibility to close and lock his/her locker and to keep it neat and clean. Locker combinations should never be shared with other students. The school will accept no responsibility for lost articles. Trading lockers is not permitted. Proper care of school lockers is expected. No stickers, taping, or writing on lockers is permitted. Kicking or hitting lockers will not be tolerated. Coats and backpacks must be stored in your locker. The school reserves the right to inspect student lockers, which includes canine searches for drugs or other prohibited items, at any time as per Board Policy.

### **Bicycles**

Bicycles may be brought to school. Upon arrival at school, bicycles must be parked in the racks and must not be ridden on school grounds. Bicycles are private property. Vandalism, unauthorized use, and theft will be referred to law enforcement. The school is not responsible for bicycles brought to school.

### **Medications**

The office must dispense all medicines, including over-the-counter medication, when specific instructions and written permission have been received from parents and doctor. A medication authorization form must be on file in the office.

Prescription drugs must be delivered to school by the parent in the most current original container. Tylenol will be dispensed if written parental permission is on file.

### **Inhalers**

Under State Statute, asthmatic pupils may possess and use inhalers providing the following conditions are in place: (1) While in school, at a school-sponsored activity or under the supervision of a school authority, an asthmatic pupil may possess and use a metered dose inhaler or dry powder inhaler if all of the following are true:

(a) The pupil uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms.

(b) The pupil has the written approval of his/her physician and, if the pupil is a minor, the written approval of his/her parent or guardian.

(c) The pupil has provided the school principal with a copy of the approval or approvals under par. (b).

(2) No school district, school board or school district employee is civilly liable for damage to a pupil caused by a school district employee who prohibits a pupil from using an inhaler because of the employee's good faith belief that the requirements of sub.(1) had not been satisfied or who allows a pupil to use an inhaler because of the employee's good faith belief that the requirements of sub.(1) had been satisfied.

### **School Visitors**

All visitors, including parents and volunteers who visit the middle school must first stop in the office to register and be issued a visitor pass. All visitors must also sign out of the office and return their pass prior to leaving the school. We look forward to your visits.

### **Emergencies/Injuries/Illness**

A limited supply of first aid equipment is available in the office for minor cuts, slivers, etc. All injuries should be reported to the middle school office as soon after an accident as possible so first aid and/or corrective action can be taken.

Any student who becomes ill during school hours should report to the office. Permission to leave school will be granted after parents or guardians have been alerted and a means of getting home has been arranged.

In the event of any emergency, we will make a reasonable attempt to contact the parent or guardian. School personnel will assist the parent in making necessary arrangements. If a parent cannot be notified and the situation demands immediate action, the principal or other designated personnel will take the most appropriate means for handling the situation. This may include the use of an ambulance and the hospital emergency room.

Parents are reminded to notify the middle school office if changes to the emergency contact information, given at registration in August, changes during the school year.

If for some reason a student is to be treated differently than discussed above, (i.e. unusual physical problems, religious beliefs, etc.) the office must be notified in writing.

### **Insurance**

No general accident insurance is carried for students by the school district. Routine accidents, wherein there is no liability on the part of the school, are the responsibility of the parents. A low-cost insurance policy (on an individual basis) is available for any student to purchase at any time during the school year. Participation is optional, but should be considered by all families who do not have insurance coverage. This insurance covers accidents in school as well as in sports (except football).

### **Academic Program**

Each student's academic program is made up of both required and elective courses. These classes are chosen by the student with parent approval. We attempt to schedule students into electives they have chosen; however, we reserve the right to assign students into classes as determined by enrollment needs and course availability.

### **Report Cards**

The school year is divided into four grading periods. Two nine-week periods constitute a semester. Grades are assigned and report cards issued at the end of each nine weeks. The semester grade becomes part of your permanent academic record. Approximately one week after the end of each grading period, report cards will be mailed home.

### **Honor Roll**

The school maintains "A" (3.5 GPA) and "B" (3.0 GPA) honor rolls each semester as a means of encouraging and recognizing high scholastic achievement in all grades. To be eligible for honor roll status, students must not have any grades of "D" or "F" during the grading period.

### **BUG Roll**

Bringing Up Grades (BUG) Roll is sponsored by the Kiwanis Club in cooperation with McDonalds. Students are placed on the BUG Roll if they

1. Raise two grades at least one grade level
2. Have no failing grade
3. Have no grades drop from previous quarter.

*A BUG student remains on the BUG Roll by raising one grade the next quarter and meets #2 & #3.*

### **Physical Education**

Physical Education is required for all students by Wisconsin Law and Sturgeon Bay School Board Policy. A current medical excuse from a physician must be on file in the office before any student will be released from the physical education requirement. Single day excuses for not participating in physical education due to a temporary situation may be granted by the principal if the student has a written request from the parent or guardian. The excuse granted means that the student need not participate in activities for that day; however, he or she must attend the class. Participation in class activities is reflected in the student's grade.

Sturgeon Bay physical education uniforms will be required of all students. They may be purchased for a nominal fee in the school office. In addition, gym shoes (tennis, jogging, etc.), hair ties (girls), and towels will need to be provided. Students must have sweat tops and/or bottoms when the weather is colder. Names should be written on personal property to help prevent loss of items. Students may be required to shower after participation.

## **Special Services**

Guidance and counseling services are available to assist students, parents, and teachers with problems or concerns, interpret test, and assist with scheduling. Any parent or student should feel free to discuss problems and seek advice from the guidance staff.

The Sturgeon Bay Schools will provide a free and appropriate education for all students evidencing special educational needs according to Wisconsin State Statutes and Federal Laws. Children with (special educational needs) will be educated to the maximum extent possible with regular education students in the least restrictive environment. Inquiries regarding these services should be to the Director of Pupil Services at 746-2804 or the guidance counselor.

Additional specialists who are available to assist parents, students, and teachers are: a school psychologist, a speech-language therapist, a school social worker, a reading specialist and a gifted/talented resource teacher.

## **Library**

The Library is designed for study, research, exploring new materials, and for recreational reading. In this area you will find a variety of materials including newspapers, magazines, fiction and nonfiction books, reference books, online databases, and literally hundreds of materials which can be viewed or listened to for a classroom assignment or for your own personal interest. Individuals or small groups may quietly work on projects or view materials with permission from the staff. No computer games or MP3 players are allowed in the library unless they are part of an assigned class project.

Students may check out up to five items at one time and use the materials for three weeks. Overdue books and fines must be cleared for a student to retain the privilege of using our library.

## **Computer Access**

Middle school students can now use computers for accessing and exploring information on the Internet. In the interest of maintaining computer ethics, all students using the Internet for any purpose while at school must have a signed copy of the internet user policy on file. No personal email accounts may be accessed by students on school equipment. Computer games may only be played with teacher permission. Intentional misuse of computers or technology will jeopardize student access to such equipment and may be cause for disciplinary action.

## **Fire Drills/Disaster Alerts**

Wisconsin Law requires that all schools hold periodic drills to prepare for fire or disaster. Instructions for procedures will be provided by all classroom teachers and be posted in each room. Students should be aware that in the event of an actual fire or disaster, prescribed procedures might have to be altered. It is the joint responsibility of administration, staff, and students to be aware of emergency procedures in each classroom in the building. The best rule to use is common sense. Treat every drill as reality and move quickly and quietly to vacate the building by the most expedient route, or go to the designated area in the event of a disaster alert. Each school in our district also has a security plan for responding to high-risk/dangerous situations should one occur.

## **Evacuation Procedure**

Each school in our district has a plan in place to evacuate to another building if need be. In these incidences, initial notification to parents will be made over the radio if there is no plan to return to the school. Students will only be released to individuals listed on their emergency cards and they must have proof of identification.

## **School Socials**

The middle school schedules a number of social activities each year. These socials may include dances, class competitions, parties or club activities.

- Good behavior is expected.
- Activities generally end no later than 9:00 p.m.

- Once arriving at a dance, students must remain unless approval is given from parent/guardian.
- Transportation home from dances and other events should be prearranged and done in a timely manner.
- School dress code applies with the exception of: hats, skirts that are at least mid-thigh length, and yoga pants.
- Chaperones and staff are always assigned to each activity. Parents/guardians are invited to visit or chaperone.
- Information on activities will be included in the parent newsletter when possible.
- Students who bring guests from another school must complete a guest form found in the office and will assume responsibility for their guest. Students who are in frequent violation of middle school policies and conduct expectations may also be withheld from such privileges as deemed necessary by the principal.

### **Personal Celebrations**

Personal celebrations of any kind (i.e. birthdays, holidays, etc.) at school are disallowed by school district policy. This means that parents should not deliver, or have delivered, flowers, candy, balloons, or anything else to students at school. Please confine your recognition of student birthdays and holidays to non-school times and places.

### **Directory Data Distribution**

The laws of Wisconsin have changed to now allow school districts to release “Directory Data” of pupils. “Directory Data” means those pupil records which include the pupil’s name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, dates of attendance, photographs, awards received, and the name of the school most recently previously attended by the pupil.

The local Board of Education has a policy which does not allow this information to be given to commercial vendors and this policy will not change at this time. The new law does provide that any parent, legal guardian or guardian ad litem of any pupil may request that all or part of the directory data not be released without prior consent. It is the parent or guardian’s responsibility to inform the school immediately if they do not want the directory data released for any reason. Contact the school principal if you have any questions.

## **REQUIREMENTS AND EXPECTATIONS**

### **Attendance Regulations**

The laws of Sturgeon Bay, Door County, and Wisconsin require that all students must be in attendance during the days and hours that school is in session. Students are expected to attend every class and study period in which they are enrolled unless they have an acceptable excuse.

Presently, the only acceptable excuses for absences are:

- a. Illness or medical.
- b. Medical appointments.
- c. Death or illness in family.
- d. School field trips.
- e. Vacations or family functions.
- f. Emergencies.

All other absences are unexcused or subject to administrative discretion. State law allows parents to excuse their child for ten days for the above reasons (a-f) without having medical verification. Parents of students exceeding the ten excused absences without medical excuse will be required to obtain a medical excuse for future absences or the absences will be considered unexcused. Parents are encouraged to turn in all medical excuses to our office when their child visits the doctor because excused medical absences do not count toward the allowed ten days.

### **Absence Procedures**

When a student is absent from school for any reason, it is necessary for the parent to telephone the school’s attendance line by 9:00 a.m. on that day. This attendance line can be used 24 hours a day. Written notes from home are not acceptable. When the school is not notified of an absence, we consider it unexcused. The parent will then be notified regarding the absence.

A student must be in school by lunch (12:34 p.m.) if they want to attend or participate in after school activities that day, except in cases of family emergencies, excused preplanned absences, or a written medical release. Extended absences of more than three days due to illness will require a doctor's excuse.

**\*\* Students must report to the office when arriving or leaving school during the school day \*\***

### **Planned Absences**

Planned absences due to family travel or other circumstances must be approved in advance if the absence is for more than one school day. Parents can initiate the approval process by calling the office at least two days prior to the absence. A planned absence form must be picked up in the middle school office by the student. This form is to be signed by the student's parent or guardian, and each of the student's teachers and returned to the office for administrative approval.

### **Medical Appointments**

Pupils who must leave school for medical or dental appointments must bring a statement from home or an appointment slip from the doctor or dentist before they will be released from school. ***Dentist and doctor appointments should be scheduled after school or during study periods whenever possible.*** Students must bring back a slip from the doctor or dentist to verify they attended the appointment to receive a medical excuse. No student may leave school without parent consent and securing permission from the principal or school secretary (blue permit form signed by an authorized person). Students must show the blue slip to their teacher in order to be released. Students must always sign out in the office before leaving school and sign in upon returning.

### **Excessive Absenteeism**

There is a direct relationship between a student's attendance rate and his/her academic success. Under ordinary circumstances, students should not be excused from school unless it is absolutely necessary. We realize that illnesses and family concerns will arise occasionally, and we are always willing to discuss these if they become an attendance concern. The primary responsibility for control of school attendance rests with the parent/guardian. If a student's rate of absenteeism becomes excessive, a parent conference will be arranged to discuss possible interventions. Ultimately, a student may be referred to juvenile authorities for truancy and/or a parent issued a citation for contributing to his/her truancy.

### **Tardiness**

Students are expected to be on time for all classes. Teachers will mark students tardy. All tardiness will be treated as unexcused unless the reason is accepted by the principal. Students who are tardy to class because of being detained by a faculty member are to get a pass from that faculty member to go to their next class. If excessive tardiness occurs, the student will be assigned lunch detentions.

### **Dress and Grooming**

Sturgeon Bay students are expected to come to school looking clean, neat, and dressed in a manner, which is accepted as being in good taste. The Sturgeon Bay Board of Education has adopted a dress code, which is designed to recognize modern trends in teenage dress. It is also designed to exercise control over outlandish dress and grooming which may be distracting. ***Pupils who are in violation of this dress code will be asked to change into appropriate clothing. Additional consequences will be considered for repeat offenders.***

No clothing worn to school, including oversized trousers ("baggies") should present a safety hazard or be worn in such a manner that undergarments are visible. All trousers must be worn at waist level, regardless of the length of any shirt worn to cover the waist. All shirts or blouses must cover the midriff, have sleeves, and expose no cleavage. Pajamas are not considered appropriate for school.

Shorts or skirts may be worn to school. They must be of appropriate style and length shorts - mid thigh (extend past fingers when arms at one's side) and skirts – just above the knee. Skorts will be considered a skirt.

Leggings that are visible may be worn under shorts, skirts if they do not meet the length allowed. Students who wear shorts or skirts **will not** be excused from going outside for class activities or recess on colder days. Apparel that depicts or advertises alcohol, tobacco or drugs, and/or has slogans with vulgar, violent or sexually suggestive themes, or may signify gang affiliation is not acceptable in our school. Caps, hats of any kind, or bandannas are not to be worn in school.

### **Public Displays of Affection**

Public displays of affection, such as excessive hugging, kissing, and touching inappropriate places on the body, is not allowed in our school environment. Students failing to comply will be subject to disciplinary action.

### **Promotion and Retention of Students**

Teachers will not fail students if they are applying themselves to achieve their best. In general terms, this means completing assignments to the best of their ability, submitting all work on a timely basis, and demonstrating a reasonable degree of learning on exams and tests.

A parent/student conference will be arranged with the grade level teacher team for any student endanger of being retained. During the conference our retention policy will be reviewed and intervention plans developed. Summer school and after school study sessions may be required as a result of this conference.

### **Homework**

One of the major factors accounting for academic failures at any level is not doing assignments. In addition to not getting credit for homework, poor test scores usually accompany the problem, contributing to failing grades. Homework Policies will be communicated in writing by each teacher/teacher team. The policies will address what is considered late work and deductions for late work.

*In Case of Absence:* Assignments due on the day of a single absence are due upon return. Teachers may require long-term assignments (assigned for a week or more) be due on a specified date regardless of attendance. In such cases, students will need to have someone bring in the assignment for them if they are absent. The teacher will communicate this expectation in writing when the project is assigned. Assignments given on the day of a single absence will be due on the second day of return. Individual teachers may grant extensions at their discretion. Students who are absent for consecutive days are responsible for meeting with each teacher on the day of their return to determine due dates for assignments missed. Assignments not meeting these expectations are considered late and are subject to that teacher's late policy.

### **Study Table**

Students in 6<sup>th</sup> & 7<sup>th</sup> grade may be required to attend a grade level study table after school if they have a missing assignment in any required academic class that day. Students will only be required to stay as long as it takes to complete their late assignment(s). Students are also responsible for contacting their parents if they need to attend study table. Repeated failure to attend study table may result in a Saturday detention or an In School Suspension. Parents are responsible for making transportation arrangements and calling to excuse their child from study table. 7<sup>th</sup> grade students will transition from this study table requirement sometime during the school year in preparation for the 8<sup>th</sup> grade.

### **Pass To Play**

T. J. Walker Students must be passing all their classes in order to participate in or observe any extra-curricular activities taking place at school (i.e. dances, athletic events, intramurals, class trips, and in-school recreational activities/assemblies). Utilizing our electronic grading system, weekly lists will be generated of students who are ineligible for these activities due to failing grades. Once a student regains his/her passing status, s/he will be allowed to participate.

### **Items Prohibited In School**

Roller blades, wheelies, lighters, aerosol cans, laser pointers, fireworks, handheld games/videos, and other items considered a distraction to the learning environment are not allowed at school. Skateboards may be ridden to school but not on school grounds and must be kept in the office. Drugs, alcohol, weapons, and drug paraphernalia, (including all articles resembling such items, etc.), are cause for suspension and/or referral to police. State law prohibits digital cameras in locker rooms. Prohibited items such as these listed above will be confiscated.

### **Cell Phones, iPods, & Small Handheld Devices.**

Due to the increased distraction and theft of these electronic devices; cell phones, iPods, and other handheld devices/games must be shut off prior to homeroom and stored in one's locker. Cell Phones and other devices that are seen out of the locker during the school day or at lunch will be confiscated and given to the principal for pick-up after school.

1st Offense – Warning issued.

2nd Offense–Parent pick up.

3+ Offenses- Pay \$5 fine or serve an after school detention to get the item back.

\*Failure to turn over the device may lead to a Saturday detention.

Devices that meet future BYOD (bring your own device) standards may only be utilized for educational purposes (ie. Kindles). Exceptions may be made for specific class projects with teacher permission.

### **Tobacco-Free Environment**

State law declares the premises of all public schools be tobacco-free. Literally, that means no possession, smoking or chewing of any tobacco product on the school grounds, in school buildings, or at any school activities by anyone of any age. This includes the use of electric cigarettes.

### **Racial and Sexual Harassment**

Our school has a policy of zero tolerance in regards to any actions which disrupt the learning environment or threatens others. This includes, but is not limited to, racial or sexual harassment in any form. Racial slurs or implications, sexually suggestive comments, actions, or gestures toward others are in violation of school policy and the law. Consequently, behavior of this type will not be tolerated and complaints will be vigorously investigated. Please exercise good judgment and decision-making in this area.

### **Field Trip/Group Activities**

Periodically throughout the year various classes and/or grade levels will take field trips away from the school grounds. For those activities, parental permission slips must be signed and on file in the office prior to the student being released from school. In order for students to be eligible for any of these field trips or special activities, students must be in acceptable academic and conduct status. Students are reminded that during field trips they are participating in a school activity and all school rules apply. Students are expected to be on their best behavior on trips since they are representing our school.

### **End of Year Checkout**

Students who do not return all school property (library books, athletic equipment, padlocks, textbooks, etc.) will be notified and it is their responsibility to inform their parents or guardians. Students who return materials that show excessive wear or abuse beyond reason may also be assessed the prorated or full cost of the item(s).

### **School Property**

You, as a student, share the responsibility for our school remaining a clean, pleasant place to work. Materials and equipment are available for your careful and reasonable use. All textbooks should be covered with a suitable covering. Please take pride in your school!

### **Bus Transportation**

All students can behave appropriately and safely while riding on a school bus. Any student behavior, which impairs a driver's ability to do his/her job or prevents other students from having safe transportation, will not be tolerated. General school behavioral expectations apply on the bus and at the bus stop. Additional expectations include:

1. Follow directives given by the driver.
2. Sit facing forward.
3. Stand to exit only after the bus stops.
4. Speak in a normal voice & use appropriate words.
5. No eating or drinking.
6. Do not throw objects within or out of the bus.

Consequences for not meeting these expectations will be determined by Kobussen Bus based on the frequency, severity, and age of the student. Standard school consequences may apply including suspension from riding the bus and/or police or community agency referral.

### **Bullying**

The Sturgeon Bay School District strives to provide a safe, secure, and respectful learning environment for all students in school buildings, on school grounds, in school buses, and at school-sponsored activities. Bullying has a harmful social, physical, psychological, and academic impact on bullies, victims, and bystanders. Therefore, bullying behavior is prohibited at T. J. Walker and during all activities under school supervision.

By definition, bullying is deliberate or intentional behavior using words or actions intended to cause fear, intimidation, or harm. Bullying behavior can be:

- Physical (e.g., assault, hitting or punching, kicking, theft, or threatening behavior)
- Verbal (e.g., threatening or intimidating language, teasing or name-calling, or racist remarks)
- Indirect (e.g., spreading cruel rumors, intimidation through gestures, social exclusion, or sending insulting messages or pictures by mobile phone or using the Internet).

Any student or other concerned individual who is either a victim of the bullying or is aware of the bullying is encouraged to report the conduct to the principal or guidance counselor. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously, and a clear account of the incident will be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action. The principal and/or school counselor will address each reported case of bullying on an individual basis taking into account the social and emotional maturity of the students along with previous interventions regarding bullying behavior. Consequences may occur as stated in the next section titled "Discipline."

### **Discipline**

We have four common sense expectations for our students: respect yourself, respect other students, respect **all** staff members, and respect school property. These serve as our basic framework for all specific expectations, rules, and policies including:

1. All repeated tardiness
2. All verbal, physical, racial, and sexual harassment directed toward anyone
3. All dangerous, prohibited, and illegal items brought to school
4. All acts of disrespect or insubordination toward any staff member
5. All language deemed as inappropriate
6. All acts of theft, vandalism, and damage to the school, its property, or the property of others
7. All behavior which disrupts the learning environment or the emotional or physical safety of others



8. All loitering in unsupervised areas
9. All inappropriate gestures including those which may be gang related.

These guidelines, considered in conjunction with the severity of the infraction and the frequency in which the student has been referred to the principal for misconduct, will determine the consequence(s):

1. After school or lunch detention.
2. Student and/or parent/guardian conferences
3. Suspension or loss of participation privileges in school related activities and/or co-curriculars
4. Saturday detention
5. In-school suspension
6. Out of school suspension
7. Referral to agencies including law enforcement
8. Expulsion

In summary, each student is expected to abide by all the rules of the school, to obey the directions of the staff, to be courteous and respectful of everyone, and to observe good order in all school-sponsored activities. The School Board has also adopted a “Classroom Code of Conduct” along with a Bullying Policy as per state law. Board Policies can be found at our district website.

### **Co-Curricular Activities**

A program of co-curricular activities is available to students throughout the school year in the form of clubs and sporting programs. All middle school aged students in the Sturgeon Bay School District (including parochial and home school students) are eligible to participate in the athletic programs offered at T. J. Walker. The following co-curricular activities are available to students:

Football – grades 7, 8	Boys’ and Girls’ Basketball – grades 7, 8	Wrestling – grades 6, 7, 8
Volleyball – grades 7, 8	Boys’ and Girls’ Track – grades 6, 7, 8	Cross Country - grades 6, 7, 8
Battle of Books – grades 6, 7, 8	Destination Imagination – grades 6, 7, 8	Jazz Band – grades 7, 8
Student Council – grades 6, 7, 8	Yearbook – grades 6, 7, 8	Glee Club – grades 6, 7, 8

During the year various activities beyond the normal school day are initiated by student groups, teachers, and parents. Such activities must: be in accordance with School Board Policy, be approved by the principal, have an advisor, have an approved means to be funded, and be properly chaperoned. In the past these groups have included: Soccer, Chess Club, Dance Team, and Cheerleading.

The main goal of middle school athletics is the development of ideals, standards, character, learning one's strengths and weaknesses, sportsmanship, skill-development, enjoyment for the particular activity and the group involved, and understanding various types of people by working and playing together. The emphasis is not to be placed on winning. Each individual is expected to play a significant amount of time during each contest. Equal time is not guaranteed, as several variables factor into the decision. Cutting students from a sport is not allowed. On the next page are important policies and procedures regarding co-curricular activities.

**Co-Curricular Code:** Students are governed by a co-curricular code approved by the Board of Education - “Any student whose habits, and/or conduct, namely the use of alcoholic beverages, tobacco, drugs, profanity, acts of immorality, or other unacceptable conduct in or out of school may make him/her ineligible to represent the ideals, principles, and standards of the school. He/she shall be suspended from any practice and/or competition by the principal. The period of suspension shall be determined by the principal in accordance with school board policy. A signed co-curricular code must be on file in the school office prior to any involvement (practices and competitions) in the co-curricular program.

**Academic Eligibility:** T. J. Walker students must be passing all their classes in order to participate in practice or contests. Utilizing our electronic grading system, weekly lists will be generated of students who are ineligible for these activities due to failing grades. Once a student regains his/her passing status, s/he will be allowed to participate. Students who have a failing grade on the quarter report card will be ineligible to participate in practice or contests for two calendar weeks after the grades are posted.

**User Fees:** The Board of Education has approved charging user fees for all participants in athletics. Each athlete will be required to pay the fee before participating. Parents who qualify for free and reduced lunch may request to waive the participation fee by completing a Disclosure of Free and Reduced Price Information Agreement.

**Sportsmanship:** Athletics and other competitions provide an excellent avenue for developing a student’s character in the area of sportsmanship, leadership, commitment, and working with others. Parents are asked to support their child’s development in these areas by encouraging participation in co-curriculars and by attending their child’s contests. While attending events parents need to assist our school’s efforts to build character in our students by modeling appropriate sportsmanship. We ask that parents and students remain positive by shouting encouraging words rather than words that insult, demean or put-down players, coaches, and/ or officials.

**Athletic Insurance:** All students who participate in athletics must have some kind of insurance. All participants will be required to file a proof of insurance form signed by their parent. Coaches of all sports will not allow any student to participate in any practice or competition until this has been done.

**Physical Examinations:** All boys and girls participating in any organized athletic programs must have a physical examination by a licensed physician on file in the school office prior to any involvement (practice or competition) in the activity. Physical examinations are required every other year. Alternate year parent permission cards are required for years between physical examinations. Cards for physical examinations and alternate year permission are available from the activity advisor, coach, or athletic director.

**Transportation To/From Events:** When attending a school-sponsored function (i.e. sporting event, solo-ensemble, band festival, etc.) as part of a team or a group, in most instances students will be transported in district owned/approved vehicles to events unless the coach makes arrangements for parents to transport their student. Parents attending the event may sign-out their child to ride home with them. Arrangements to have their child ride home with another responsible adult must be done prior to the event in writing and have the principal’s approval.

**Cooperation with Churches:** The Board of Education recognizes the church as an important partner with the school in the overall development of our youth. Every effort shall be made to schedule school activities so they will interfere as little as possible with scheduled church events. As a general rule, Wednesday evenings and Sundays will remain, as much as possible, devoid of school activities; therefore, all practices will end by 5 PM on Wednesday with none on Sunday.

# **T. J. Walker Middle School Daily Schedule**

**Homeroom 8:05 – 8:13**

**Block 1 8:15 – 10:22**

<b>1A</b>	8:15 – 9:18	8:15 – 8:56
<b>1B</b>		8:58 – 9:39
<b>1C</b>	9:23 – 10:22	9:41 - 10:22

**Block 2 10:27 – 12:34**

<b>2A</b>	10:27–11:30	10:27 – 11:08
<b>2B</b>		11:10 – 11:51
<b>2C</b>	11:31–12:34	11:53 – 12:34

**LUNCH 12:34 – 1:07**

**Block 3 1:10 – 3:20**

<b>3A</b>	1:10 – 2:14	1:10 – 1:52
<b>3B</b>		1:54 – 2:36
<b>3C</b>	2:16 – 3:20	2:38 – 3:20

# **T. J. Walker Middle School Extended Homeroom Schedule**

## **Homeroom 8:05 – 8:22**

### **Block 1 8:24 – 10:28**

<b>1A</b>	8:24 – 9:25	8:24 – 9:04
<b>1B</b>		9:06 – 9:46
<b>1C</b>	9:27 – 10:28	9:48 – 10:28

### **Block 2 10:33 – 12:37**

<b>2A</b>	10:33–11:34	10:33 – 11:13
<b>2B</b>		11:15 – 11:55
<b>2C</b>	11:36–12:37	11:57 – 12:37

### **LUNCH 12:37 – 1:10**

### **Block 3 1:13 – 3:20**

<b>3A</b>	1:13 – 2:15	1:13 – 1:54
<b>3B</b>		1:56 – 2:37
<b>3C</b>	2:18 – 3:20	2:39 – 3:20

# **T. J. Walker Middle School 2 Hour Delay Schedule**

## **Block 1 10:05 – 11:39**

10:05 – 10:53	10:05 – 10:39
	10:40 – 11:09
10:55 – 11:39	11:10 - 11:39

## **LUNCH 11:39 – 12:12**

## **Block 2 12:15 – 1:45**

12:15–12:59	12:15 – 12:45
	12:46 – 1:15
1:01–1:45	1:16 – 1:45

## **Block 3 1:51 – 3:21**

1:51 – 2:35	1:51 – 2:20
	2:21 – 2:50
2:37 – 3:21	2:51 – 3:20

# **T. J. Walker Middle School Activity Daily Schedule**

**Homeroom 8:05 – 8:13**

**Block 1 8:15 – 10:10**

<b>1A</b>	8:15 – 9:11	8:15 – 8:52
<b>1B</b>		8:54 – 9:31
<b>1C</b>	9:14 – 10:10	9:33 – 10:10

**Block 2 10:15 – 12:10**

<b>2A</b>	10:15–11:11	10:15 – 10:52
<b>2B</b>		10:54 – 11:31
<b>2C</b>	11:14–12:10	11:33 – 12:10

**LUNCH 12:10 – 12:43**

**Block 3 12:46 – 2:41**

<b>3A</b>	12:46 – 1:43	12:46 – 1:23
<b>3B</b>		1:25 – 2:02
<b>3C</b>	1:45 – 2:41	2:04 – 2:41

**Activity Period 2:41 – 3:20**

# **T. J. Walker Middle School In-service Day Schedule**

## **Block 1 8:05 – 9:22**

8:05 – 8:45	8:05 – 8:32
	8:34 – 8:57
8:46 – 9:22	8:59 – 9:22

## **Block 2 9:26 – 10:39**

9:26–10:02	9:26 – 9:49
	9:51 – 10:14
10:03–10:39	10:16 – 10:39

## **Block 3 10:43 – 11:56**

10:43 – 11:19	10:43 – 11:06
	11:08 – 11:31
11:20 – 11:46	11:33 – 11:56