



HAYWARD MIDDLE SCHOOL
STUDENT HANDBOOK

"WIN THE DAY!"

"WHAT'S YOUR PLAN?"

TABLE OF CONTENTS

WELCOME – Hugh Duffy	1	STUDENT CONDUCT (continued)	
CORE VALUES	2	Drugs (Non-Prescribed, Including Alcohol)	11
ATTENDANCE		Gang Activity	12
Attendance	2	Harassment	12
10 Day Limit	3	Racism/Discrimination	12
Truancy	3	SCHOLASTIC INFORMATION	
Habitual Truancy	3	Hayward Middle School Course Offerings	13
Truancy Consequences	3	Support Services	14
Excused Absence/Tardy	4	Guidance Program	14
Make-up Work	4	Grading Scale	14
Unexcused Absence/Tardy	4	Homeless Policy	14
Unexcused Absence Consequences	4	Honor Roll	15
Pre-Arranged Absences	4	Promotion/Retention Procedure	15
BUS CONDUCT		Special Education Services	16
Bus Regulations	5	S.A.S. Students Accepting Success	16
Bus Cameras	5	Student Assistance Program	16
Severe Clause	6	Student At-Risk Program	16
Bus Pass	6	Student Council	16
STUDENT CONDUCT		Student Records and Release of Records	16
Discipline	6	Destruction of Student Records	17
Philosophy	6	Study Habits	17
School Wide Assertive Discipline Policy	6	GENERAL INFORMATION	
District Discipline Policy	7	Accidents	17
Zero Tolerance	7	Announcements	18
Classroom Assertive Discipline Plan	7	Cases Not Covered By Specific Regulations	18
Severe Clause	8	Backpacks/Purses	18
Out of Class Assertive Discipline Plan	8	Bicycles	18
Hallway Rules	8	Care of the Campus	18
Lunchroom Assertive Discipline Plan	8	Closed Campus	18
A.L.A.C. Procedures	9	Computers, Software, Use of	18
Excessive Detentions	9	Display of Affection	18
Expulsion Clause	9	Dress and Personal Appearance	19
Academic Honesty/Integrity	10	Electronic Equipment	19
Extra-Curricular Events	10	Fees	19
Dances	10	Field Trips	19
Dangerous Items	11	Fire Drills	20
(Other) Disruptive Items	11	Handbook/Assignment Notebooks	20
GENERAL INFORMATION (continued)		Hat and Coat Policy	20
Food and Beverage	20	Immunizations	20
Hall Passes	20	Library Media Center	20

Lice	21
Lockers	21
Lost Property	22
Lunch Accounts	22
Medication to Students	22
Nutrition Breaks	22
Parent/Teacher Conferences	23
Physical Education	23
Exemption from Physical Education	23
Picking Up Child	23
Restricted Areas	23
Safety Codes	24
Search and Seizure	24
School Closing/Delayed Openings	24
Skateboards/Roller Blades	24
Student Insurance	24
Substitutes	25
Telephone	25
Tornado Drill	25
Visitors	25
Yearbooks	25

MISCELLANEOUS

Policies	25
Pupil Non-Discrimination Complaint Procedures	26
Non-Discrimination Policy	26
Intranet/Internet Guidelines	230
Student Consent and Parent Denial	31
Publishing Guidelines	32-33



Dear HMS Students,

Welcome!

I hope you all have had a relaxing and enjoyable summer spending countless hours with family and friends enjoying the great outdoors. With the end of summer comes the start of the school year. There is nothing quite like the beginning of a new year, the excitement of seeing old friends, meeting your new teachers, and preparing for the challenges that lie ahead. This is your opportunity to prepare yourself to work hard, set clear goals, and demonstrate responsible and respectful behavior.

Our school motto again this year is "Win The Day!" This motto will represent the student's and staff's willingness to come to school everyday with a great deal of enthusiasm and pride! Having a positive attitude and being enthusiastic is a life skill that is needed for success in life. Hayward Middle School will provide each and every student the necessary tools to reach their potential. It is the student's responsibility to wake up every morning with a great attitude and commit themselves to having a great deal of enthusiasm when walking through the doors of H.M.S. Come to school ready to "Win The Day!."

It is with great pride that we offer a broad curriculum and a climate fostering positive academic, social, emotional and physical growth to the HMS community of students. We encourage good attendance, feeling that it is crucial for a student to be in school on a consistent basis to work towards his or her greatest potential.

We request that you review this handbook with your parents, remembering that you are ultimately responsible to know what is expected of you as a citizen of the Hayward Middle School. If you have any questions or concerns, please feel free to contact the HMS office at **715-638-9401**.

Through hard work and a positive attitude you will all be given the opportunity to be successful. Be proud of what you do. If you fail, try again. If you succeed, celebrate your success and work hard accomplishing your next goal. Have a great school year.

"Win The Day!"

Sincerely,

Hugh Duffy

Hugh Duffy

Principal

Hayward Middle School

Hayward Community School District

Core Values

- RESPECT** To value self, others, property, and diversity.
- RESPONSIBILITY** . . To be accountable for your actions towards yourself, others and community.
- HONESTY** To consistently seek and speak the truth.
- COMPASSION** To show care and kindness for others.
- FAIRNESS** Treating people equally and making decisions without favoritism or prejudice.
- CITIZENSHIP** Becoming a productive and contributing member of society.

Building a World of Good

A copy of Wisconsin Board Policies and State Statutes is available in the Superintendent's Office.

STUDENT/PARENT HANDBOOK

COMPULSORY SCHOOL ATTENDANCE

ATTENDANCE

Regular attendance at school is required by Wisconsin State Law but is also the key in the development of the child. Regular attendance at school has been shown to have many impacts on individuals - academic growth, knowledge, self-esteem, friendship and self-reliance.

We ask that when a student is absent from school that a parent/guardian call the school office at 634-2619, ext. 9401 before 8:30 a.m. and inform the school of the student's name, grade and the reason for his/her absence.

A student who has been absent from or tardy to school must report to the office with a written excuse signed by his/her parent or guardian indicating the date(s) and reason for the absence or tardiness. Students are expected to submit an excuse on the day they return. Any excuse submitted later than one week will not be considered. Compulsory school attendance is covered by State Statute 118.15 which states that any person having under control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age, unless the child is excused under sub. (3) or has graduated from high school.

LIMIT OF 10 DAYS EXCUSED ABSENCES

State law cites that students are to be in school all day for every hour. Excused absences include: illness, funerals, religious holidays, medical or dental appointments and personal reasons that can not be scheduled for outside the school day. Oversleeping or ride problems are not excused under personal reasons.

Parents have the right to excuse 10 absences under **excused** absences and an additional 10 absences that can be excused as **pre-arranged** absences. A pre-arranged absence form must be filled out in advance of the absence in order to qualify for this excused absence. **Medically** excused absences do not count towards the parent's 10 excused absences. **A slip from the medical provider's office confirming attendance at the appointment or medical absence must be submitted to the school for a medical absence.**

TRUANCY

Any absence for part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, the pupil will be considered to be truant from school and subject to the consequences of a truant. This also means intermittent attendance carried on for the purpose of defeating the intent of Wisconsin Compulsory School Attendance State Statute 118.15.

HABITUAL TRUANCY

A student is considered by law to be a habitual truant when he/she has been absent from school without an acceptable excuse for part or all of **five (5) days** on which school is held during a school semester.

CONSEQUENCES

Students who are identified to be habitual truants shall be reported to the juvenile court office. Prior to the juvenile court referral, the school shall take the following steps to notify the parents/guardians in an attempt to correct the problem first.

1. **SECOND UNEXCUSED ABSENCE** - A **first notice** letter is sent to parents with a copy of this policy and a copy of the state statute. This notice shall list the dates the student is recorded as being truant. Parents should call the school immediately if they have any questions.
2. **THIRD UNEXCUSED ABSENCE** - A **second notice** letter is sent to parents with a copy of this policy and a copy of the state statute. This notice shall list the dates of truancy recorded. This letter will invite the parents to schedule a conference to discuss strategies to improve their child's attendance. If the scheduled appointment is not feasible, parents are asked to call the assistant principal.
3. **FOURTH UNEXCUSED ABSENCE** - A call will be placed to the Truancy Officer requesting a follow up on the absence.
4. **FIFTH UNEXCUSED ABSENCE** - At this step the student qualifies as a habitual truant. However, prior to the **third notice** being sent, the school shall:
 - a) Provide an opportunity for educational counseling to the child to determine whether a change in the child's curriculum would resolve the child's truancy and have considered curriculum modifications under State Statute 118.15 (1) (d).
 - b) Evaluate the child to determine whether learning problems may be a cause of the child's truancy and, if so, take steps to overcome the learning problem.
 - c) Conduct an evaluation to determine whether social problems may be a cause of the child's truancy and, if so, take appropriate action or make appropriate referrals.

If it is determined that a student's needs are being met but he/she is still a habitual truant, a certified letter stating dates of truancy shall be sent to the juvenile court office and the parents. The letter to the juvenile court office shall include copies of the first and second notices mailed to the parents.

EXCUSED ABSENCE/TARDY

An absence or tardy which parents are aware of and which school officials judge to have occurred because of an appropriate reason, include, but are not limited to:

1. Illness or injury
2. Medical or dental appointments
3. Death in the immediate family; subsequent funeral
4. Marriage in the immediate family
5. Participation in a school-sponsored event
6. No bus transportation, unless due to loss of riding privileges or missing the bus
7. Local extreme weather situations
8. Religious meeting or church attendance
9. Court attendance or court imposed consequences
10. Family emergency: Parents need to **call the school office each day** the student is needed at home and explain the emergency. If the student knows in advance of the situation, the student should complete a pre-arranged absence form.

MAKE-UP WORK FOR EXCUSED ABSENCES

If work is incomplete due to illness or other reasons accepted by the teacher or administrator, a student

will normally have the same number of school days absent, plus one school day more, in which to make up the work assigned during their absence. Work missed in an activity class, such as band, choir, or physical education, may be impossible to make up. If extenuating circumstances exist, the administration shall make the determination.

UNEXCUSED ABSENCE/TARDY

An absence or tardy which school officials judge to have occurred because of inappropriate reason,

regardless of parental approval, include, but not limited to:

1. Oversleeping
2. Truancy
3. Shopping trips, beauty appointments, haircuts, music concerts, etc.
4. Transportation problems, such as missing the bus (if operating on schedule), or a car breakdown (where bus service is available to transport student)
5. Hospital visits to see relatives or friends, unless pre-approved
6. Attendance at school sponsored events during the school day, unless participating (example: track meets, baseball games, field day, etc.)

UNEXCUSED ABSENCES - CONSEQUENCES

1. Truancy recorded.
2. Students will receive zero credit on daily work (homework, quizzes). Students shall be allowed to make up any exams or final tests.
3. Students with unexcused absences may be required to report to After School Detention or Saturday In-School Detention. Transportation to and from this detention will be the responsibility of the parent.

PRE-ARRANGED ABSENCES

Defined as an absence which parents have requested in advance. **Parents may excuse their children**

from school before the absence for all or part of ten days during the school year. Notification for the absence in writing or by personal contact must be received before the absence occurs. The following procedure must be used to have a pre-arranged absence excused:

1. A parental request for a pupil's absence must be presented in the office.
2. Student must obtain the pre-arranged absence form.
3. Have all teachers initial the form.
4. **Student has work completed to be turned in upon their return to school.**

BUS CONDUCT

BUS REGULATIONS

All students are potential bus riders. Since buses are an extension of the classroom, students are expected to conduct themselves accordingly. The Wisconsin Department of Public Instruction and your school administration recommend the regulations listed below.

Rules

1. Rider must be seated in assigned seat.
2. Follow directions issued by the bus driver.
3. Keep hands, feet and all other objects to yourself.
4. No student will participate in any action or activity that endangers the health, safety or welfare of any rider on the bus.

Procedure for Handling Disciplinary Problems

Violations of school bus rules will be handled as follows:

First Offense: Official warning/conference with student; copy of report sent to parent.

Second Offense: 1-3 day suspension of riding privileges; phone call to parent, copy of report sent to parent.

Third Offense: 3 day riding suspension; phone call to parent; conference with parent, school official, driver and student may be required.

Fourth Offense: 3-5 day riding suspension; pre-expulsion conference/report sent to parent (conference may result in the decision to recommend expulsion of the student from the bus at this step).

Fifth Offense: 3-5 day riding suspension with extension, pending notice of bus expulsion hearing, per State Statute 120.13(1).

Each report shall be reviewed on a case by case basis taking the following criteria into consideration:

1. Prior history of bus discipline.
2. Frequency of violations.
3. Length of positive behavior between violations.
4. Seriousness of reported violation.

BUS CAMERAS

In an effort to increase bus safety, video cameras may be installed and operational on any bus at any time and may be reviewed by authorized personnel to assist with the enforcement of bus rules.

SEVERE CLAUSE

In cases involving serious misconduct, the student involved may be suspended or expelled from bus riding privileges in accordance with the due process procedure outlined in Wisconsin Statute 120.13(1) without the necessity of following the policies set forth in steps 1 through 5 above.

Conduct causing the implementation of this severe clause could include but is not limited to the following:

1. Fighting.
2. Display or use of weapons.
3. Destruction of property.
4. Use and/or possession of alcohol, tobacco or other illegal substance.
5. Gross insubordination.
6. Use of profanity toward the bus driver.

NOTE: Wisconsin Law 118.15 requires that a student attend school regularly during the full period of hours of a normal day. A bus riding suspension **does not** eliminate a student's obligation to attend school. **The parent/guardian will be responsible for the student's transportation both to and from school during the riding suspension. Failure to attend school shall result in an unexcused absence.**

BUS PASS

Students needing a bus pass need to present a note from a parent/guardian to the office in the morning.

Middle School students must board the bus in front of the Middle School and must remain on board until designated stop. Middle School students **may not** walk to the High School to board the bus.

STUDENT CONDUCT

DISCIPLINE

The ultimate goal of appropriate discipline is to help students develop self-control, self-respect, and respect for the people and property around them. Students must learn to follow the school rules if the school is to operate well. When rules are broken or the conduct of a student is unacceptable, appropriate disciplinary action will be taken ranging from reprimand, detention, and loss of privileges, to suspension and expulsion.

PHILOSOPHY

We believe that every student has a right to learn and every teacher has a right to teach in a safe facility free from disruption, disrespect, abuse, intimidation, aggression and violence. Any student attempting to interrupt this process will be disciplined swiftly, firmly and fairly according to the established assertive discipline program outlined below.

SCHOOL WIDE DISCIPLINE POLICY

In an effort to minimize the educational distractions while maximizing a safe and orderly building environment for each child, the following discipline policy has been established and implemented.

This is a result of the staff and administration working together to target the most effective means of achieving desirable student discipline on a school wide basis.

DISTRICT DISCIPLINE POLICY

This discipline policy is designed to ensure a safe and productive learning environment for all students.

In order for it to be as effective as possible it requires fair and consistent implementation, follow through, and support by the administration, staff and most importantly, the parents. Parents are strongly encouraged to study this policy, ask questions and get involved.

Referral to the Principal/Assistant Principal for disciplinary action will be handled as follows:

Category One - detention or in-school suspension. Level One offenses include, but are not limited to: profanity, repeated tardiness, unexcused absences, failure to follow school rules, behavior which stops the class from functioning, and any other referrals that may be deemed Level One.

Category Two - suspension out of school for up to five consecutive days and may include a pre-expulsion

meeting with the appropriate school representatives. Level Two offenses include, but are not limited to: four or more trancies, four or more tardies, profanity directed toward school personnel in a disrespectful way, threats/intimidation, tobacco use/possession, physical confrontation, harassment/discrimination, possession of dangerous items, theft and/or destruction of property (in addition the student will make restitution), and repeated failure and/or neglect to follow rules.

Category Three - immediate suspension out of school followed by a hearing to consider expulsion from the

Hayward Community School District. Level Three offenses include, but are not limited to: possession of firearms, use of an object as a weapon, using an object as a weapon to convey a threat or to intimidate a person, possession/use/distribution of illegal or illicit drugs including alcohol, repeated failure and/or neglect to follow school rules, bomb threats, endangering property, health, or safety of others, and tobacco use/possession. In cases of tobacco use/possession, use/possession/distribution of illegal and/or illicit drugs including alcohol,

and when otherwise appropriate a referral will be made to the Hayward Police.

Parents, teachers, counselors, administrators, and any other resource people that can be of assistance will

be called upon to meet as necessary to review student behavior to try to prevent any student from being in jeopardy of suspension or expulsion. Parent/school communication is vital for the success of students.

If you have a question or concern, please call the school immediately.

ZERO TOLERANCE

The Hayward Community Schools operate on a zero tolerance policy regarding student misbehavior and illegal activities. What this means is that the school district will not tolerate

nor accept student actions that violate school rules, Board of Education policy and/or State or Federal laws.

Any student involved will be dealt with by school officials according to the policies of the Board of Education.

CLASSROOM DISCIPLINE PLAN

Each classroom teacher has established his/her own classroom discipline plan. Each plan includes a list of basic rules to be followed, a progressive set of negative consequences for students who choose not to follow the rules, and a list of rewards for students who follow the rules.

EXAMPLES OF CLASSROOM CONSEQUENCES

Classroom Negative Consequences May Include:

First offense: Warning by staff member.

Second offense: Specified corrective action by staff member (examples: change seats, time out, writing exercise, etc.)

Third offense: Student sent to assistant principal, disciplinary referral completed by teacher and submitted to office.

SEVERE CLAUSE

In all disciplinary cases, staff members have the authority to bypass these steps and refer a student immediately to the office, if in their discretion, the negative behavior warrants such action. (i.e. extreme disrespect, fighting, dangerous behavior, tobacco possession/use, etc.)

OUT-OF-CLASS DISCIPLINE PLAN

It is the student's responsibility to maintain an acceptable level of behavior anytime while on school premises. This includes maintaining self-discipline when passing through the halls, going to and from buses, or while entering and leaving the building for any other reason.

All staff members are instructed and empowered to enforce the following consequences for students who choose to break the rules listed below.

Hallway Rules

1. Follow directions the first time given.
2. Students will remain in their assigned areas.
3. Students must have a pass in their possession when in the hall during class time.
4. Students will not misuse, write on, or damage school's or another person's property.
5. Students will not use vulgar language.
6. Students are expected to keep their hands, feet and other objects to themselves.

LUNCHROOM DISCIPLINE PLAN (GRADES 6,7,8)

Lunchroom supervisors will determine seat assignments.

The following rules will be enforced in the lunchroom:

1. Students shall follow directions the first time given.
2. The teacher of the class immediately prior to lunch period may escort students to the cafeteria.
3. Students shall be dismissed by table into the lunch line and to their next class.
4. Students shall deposit their trays and utensils in the proper locations and put trash into the receptacles.
5. Students shall return to their seats and make sure their personal lunch eating area is clean.
6. Students shall keep their hands, feet, and other objects to themselves.

EXAMPLES OF LUNCHROOM CONSEQUENCES

Lunchroom Negative Consequences May Include:

- First offense:** Verbal warning
Second offense: Assigned lunchroom seat for five days
Third offense: Isolated eating inside the lunchroom for ten days; parent/guardian notification
Fourth offense: Severe: Send to assistant principal

REWARDS: To be determined by the lunchroom supervisors.

A.L.A.C. Alternative Learning Academic Center

The A.L.A.C. program will support the H.M.S. philosophy that each student is provided the opportunity to be successful in all aspects of their middle school career. The A.L.A.C. program will provide students with another opportunity to change their behavior and continue their attendance at school.

A.L.A.C. Procedures

1. A student is removed from class by a staff member and sent to the office. It is determined by administration that the student will serve time in the A.L.A.C. room.
2. A student assigned to A.L.A.C. is to complete a Work It Out Sheet. After they have been completed, the student is to complete any work from their assigning teacher, and then any other homework they might have. Work It Out Sheets are to be done in complete sentences and must directly address the problem, which caused the assignment to A.L.A.C.
3. The student must obtain a parent/guardian signature on the Work It Out Sheets and return them to the assigning teacher.
4. The student is to present the completed, signed, Work It Out Sheets to the assigning classroom teacher before school begins the next day; allowing enough time to get the teacher's signature, take the completed sheets to the A.L.A.C. room, and report to class on time. Teachers will not sign Work It Out Sheets lacking a parent's signature and under no circumstances will a student be allowed to interrupt a class to submit Work It Out Sheets for a teacher's approval.
5. The student is to remain in the A.L.A.C. room for the assigned period of time.
6. If a student fails to return the Work It Out Sheets, properly completed, before 8:10 a.m. it will be considered insubordinations. Further disciplinary action, increased A.L.A.C. time or suspension from school could result.
7. Disruptive behavior while in A.L.A.C., or failure to cooperate with the A.L.A.C. supervisor will result in further disciplinary action or suspension from school. Any unserved time in A.L.A.C. will be completed upon the student's return to school.

9

EXPULSION CLAUSE

The school administration is empowered with the authority to recommend a student for expulsion after the student's repeated refusal to obey school rules or after the student has engaged in a rule violation serious enough or unsafe enough to bypass the routine discipline steps normally followed.

ACADEMIC HONESTY/INTEGRITY

Fundamental to the principle of independent learning are the requirements of honesty and integrity in the performance of academic assignments, both in the classroom and outside. In an effective educational program each student must accept the responsibility for his/her own education. When one attends Hayward Middle School, he/she is required to accept this responsibility with the understanding that one who submits work which is not his/her own violates this requirement and forfeits the opportunity to receive credit for that work.

This section specifically prohibits a number of actions. These focus on plagiarism and on academic dishonesty in the taking of examinations, the writing of papers, the completion of daily assignments, and the use of the same work in more than one course. This list of examples covers the more common violations but it is not intended to be all-inclusive.

Examinations: Any student giving or receiving assistance during an examination or quiz violates this section.

Plagiarism: Any form of plagiarism violates the Academic Honesty Principle. Plagiarism is defined as the submission or presentation of work, in any form, that is not a student's own, without acknowledgment of the source.

Use of the same work in more than one course: Submission of the same work in more than one course without the prior approval of all teachers responsible for the courses violates the Academic Honesty Principle.

The faculty recognizes its obligations:

- a. To provide continuing guidance as to what constitutes academic honesty.
- b. To promote procedures and circumstances which will reinforce the principle of academic honesty.
- c. To review constantly the effective operation of this principle.

The administration shall undertake:

- a. To publish and interpret the rules of Academic Honesty to the student body each year.
- b. To adjudicate reported violations according to established procedures.
- c. To review constantly the effective operation of this principle and, if necessary, make

EXTRA CURRICULAR EVENTS

Students will be expected to maintain these standards of conduct at all school sponsored, after school events and activities. Failure to do so will result in the student being penalized and/or removed from the event and losing his/her privilege to attend future functions.

DANCES

Throughout the school year, various dances will be held for students to attend. Attendance at the dance is a privilege and that privilege can be revoked to any student as part of disciplinary actions.

10

The following are the rules for attendance at a dance:

1. The student must be a student of the Hayward Middle School.
2. The student must be in attendance at school on the date of the dance.
3. Students receiving an out of school suspension since the last dance may not attend the dance.
4. Students who receive 1 or more in-school suspensions since the last dance may not attend the dance.
5. Students who receive one or more assigned A.L.A.C. referrals since the last dance may not attend the dance.
6. The student cannot be expelled, on neutral site or home schooled.
7. The student cannot be on any special discipline plan.
8. The student cannot be subject to recent disciplinary action that resulted in admission to the dance to be revoked. This will be decided by HMS Administration.

While in attendance at the dance, the students will have the following expectations of behavior:

1. The student will follow and obey all directions and requests of the dance supervisors.
2. The student will follow all school rules, including dress code requirements.
3. The students will follow the special dance rules of:
 - a. Remain in designated areas
 - b. If you leave the dance, you may not return
 - c. Cannot bring anything to the dance
 - d. No illegal or unlawful activities

These same rules and expectations will apply to the 8th grade dance.

DANGEROUS ITEMS

Absolutely no firecrackers, firearms, military devices, knives or other weapons are to be brought to school, transported on school buses, retained in student lockers, stored in classrooms, worked on in mechanical shops or otherwise kept within the confines of the school. Students who violate this rule will be subject to disciplinary action including, but not limited to, suspension, expulsion and referral to law enforcement.

(OTHER) DISRUPTIVE ITEMS

Any articles which interfere in any way with school procedures, disrupt instruction, or become hazards to the safety and well-being of others will not be allowed. Such items include: cell phones, water pistols, chains, electronic devices, two-way radios, pagers, laser pointers, collector items, cards, etc. as per Board Policy 443.6. If brought to school such items will be impounded and returned only to a parent. If such items are impounded a second time at school, it will be destroyed and disposed.

DRUGS (NON-PRESCRIBED AND INCLUDING ALCOHOL)

The use, possession or sale of alcohol, non-prescribed drugs, chemicals or illegal substances (including tobacco) on school premises or at a school function is prohibited.

No student may appear at school or school-sponsored functions while under the influence or in possession of alcohol, non-prescribed drugs, chemicals or illegal substances.

On reasonable suspicion, school officials will search for alcohol or illegal substances. When a student is

found to be in possession of or under the influence of such substances there will be an automatic referral to the Police Department and notification of parents. Other action may include, but is not limited to, citation, suspension, referral for evaluation/treatment, special assistance, and exclusion from participation in activities and/or expulsion.

GANG ACTIVITY

Gang related activity will not be tolerated. This includes all levels of activity such as writing graffiti, sign language, clothing, threatening behavior, etc. Students engaging in gang related behavior will be subject to disciplinary action including, but not limited to, detention, suspension, referral to law enforcement, and recommendation for expulsion.

BULLYING/HARASSMENT

The Board of Education supports a school/work environment that is safe, comfortable, and free from harassment. Therefore, harassment participation in any form is considered inappropriate and/or illegal for all students and staff.

Harassment may include, but is not limited to, an unwanted or unwelcome, **deliberate or repeated** unsolicited comments, gestures, graphic materials, physical contacts or solicitation of favors based upon one's group membership. Such conduct has the purpose or effect of substantially interfering with a student or staff member's performance or creates an intimidating, hostile or offensive school/work environment.

Whoever, with intent to harass or intimidate another person, does any of the following, is subject to a Class B forfeiture:

- a. Strikes, shoves, kicks or otherwise subjects the person to physical contact or attempts to do the same.
- b. Engages in a course of conduct or repeatedly commits acts which harass or intimidate the person and which serve no legitimate purpose.

This is covered by Wisconsin State Statute 947.013.

Students who feel they have been harassed in any way should see the assistant principal to review the incident(s) and to file a complaint.

RACISM/DISCRIMINATION

Racism is a very serious issue. All staff are expected to report any known acts of racism. Students engaging in racist or discriminatory conduct shall be disciplined in a strict and consistent manner. The same shall be true for students submitting false reports of racism or discrimination. These penalties may include, but are not limited to, detention, suspension, referral to law enforcement, recommendation for expulsion.

SCHOLASTIC INFORMATION

HAYWARD MIDDLE SCHOOL COURSE OFFERINGS

6th Grade:

Required Core Classes:

Language Arts
Mathematics
Social Science
Earth Science

Related Arts Classes:

Physical Education
General Music
Careers
Technology Education
Art
Computer Keyboarding
Quest-Skills for Adolescents
Ojibwa Language and Culture
Band
Choir

Co-curricular activities available for 6th graders: Student Council, Yearbook Staff,

Forensics, Intramural Basketball, Intramural Volleyball, Wrestling,
Cross Country Skiing, Circle of Friends.

7th Grade**Required Core Classes:**

Reading
 English
 Pre-Algebra
 Geography
 Biological Science

Related Arts Classes:

Physical Education
 Computer Keyboarding
 Human Growth & Development
 Technology Education
 Art
 General Music
 Ojibwa Language and Culture
 Band
 Choir

Co-curricular activities available for 7th graders: Student Council, National Junior Honor Society, Yearbook Staff, Forensics, Basketball, Intramural Football, Intramural Volleyball, Track, Wrestling, Cross Country and Cross Country Skiing, Circle of Friends.

8th Grade**Required Core Classes:**

Reading
 English
 Pre-Algebra or Algebra I
 World History I
 Physical Science

Related Arts Classes:

Physical Education
 Careers
 Discovery
 Technical Education
 Art
 Exploring Spanish
 Ojibwa Language/Culture
 Band
 Choir
 Computer Applications

Co-curricular activities available for 8th graders: Student Council, Yearbook Staff, Forensics, Basketball, Intramural Football, Intramural Volleyball, Hayward Composite Mountain Bike, Track, Wrestling, Cross Country and Cross Country Skiing.

Students wishing to change or add classes must submit a parent note to the office no later than two weeks after the start of each quarterly grading period. At that time, each request will be reviewed and changes to a student's schedule may be made.

A high school credit will be given for students taking Algebra I, providing the students receive a 73% or higher. The grade received will be recorded on his/her permanent high school transcript but will not affect class rank. The purpose of receiving this credit is to provide more opportunities at the high school level for high academic credit options, advanced classes and electives.

SUPPORT SERVICES FOR GRADES 6, 7, & 8

Title I (Reading and/or Math)

Grade Level Tutoring
 Student Assistance Program (S.A.P.)
 Students Accepting Success (SAS)
 Peer Tutoring
 Guidance Services

GUIDANCE PROGRAM

Middle School guidance activities provide for a systematic delivery of counseling services which are accessible to all middle school students through individual, small and large group counseling and through collaboration with parents, teachers and school board and community based agencies. The counselor delivers a guidance curriculum in the classroom throughout the school year. This curriculum supports the District's Core Values of respect, responsibility, honesty, compassion, fairness, and citizenship.

GRADING SCALE:

The following grading system is used at the Hayward Middle School:

A = 93 - 100%	B = 83 - 86%	C = 73 - 76%	D = 63 - 66%
A- = 90 - 92%	B- = 80 - 82%	C- = 70 - 72%	D- = 60 - 62%
B+ = 87 - 89%	C+ = 77 - 79%	D+ = 67 - 69%	F = below 60%

An incomplete means that the work must be made up before a grade can be issued.

HOMELESS POLICY

It is the policy of the Hayward Community School District to ensure that homeless children and youth are provided with equal access to educational programs, have an opportunity to meet the same challenging state academic achievement standards and are not segregated on the basis of their homeless status, and to establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

Each homeless child or youth shall be provided comparable services offered to other students in the school, such as:

- Preschool programs
- Transportation services
- Special education programs and services
- Programs for “at-risk” students
- Programs for gifted and talented students
- School nutrition programs
- Title I services
- After-school programs

For more information on the Hayward Community School District’s services for homeless children and youth, please contact the Comprehensive School Health Coordinator at: 715-634-2619.

PROMOTION/RETENTION PROCEDURE - Grades 6, 7, & 8

In general, students will progress annually and shall be placed at the grade level in which they are best adjusted academically, socially and emotionally. The educational program shall provide for the continuous progress of students from grade to grade. If, due to various circumstances, a student fails to achieve at a level suitable for promotion, retention may be the result.

In order for the student to advance from sixth grade to seventh grade, from seventh grade to eighth grade,

and from eighth grade to ninth grade, the student must meet at least two of the following criteria:

- Score proficient or above on the reading and math components of the grade level standardized test and basic or above on the remaining components.
- Have an average score of 2.8 on grade level district assessments in each of the four core areas.
- Have a GPA of 2.0 or above in each of the core areas for the current year of attendance.
- Have a written recommendation from the grade level team attesting to the student’s readiness for the next higher grade.

If the minimum standards outlined are not met, the following will/may occur:

1. Any student failing three (3) core subjects will have his/her situation reviewed. Any extenuating circumstances will be considered and reviewed by each grade level's interdisciplinary team. Alternative education placement, or promotion/retention will be allowed only upon recommendation of this team and with the final approval of the building principal.

Decisions for retaining a student or enrolling a student in an alternative school placement in the Hayward Middle School will be made only after careful review and consideration of each individual case.

1. At the end of the first quarter a list of students failing two or more subjects will be submitted to the guidance counselor.
2. At the end of the fourteen (14) weeks, classroom teachers will submit a list of those students who they feel are in danger of being considered for retention based on previously identified criteria.
3. The principal will notify parents that retention is being considered and request a conference.
4. A retention conference will be scheduled and include the interdisciplinary team, counselor(s), parent(s), and other appropriate support staff. The following factors will be discussed:
 - a. Performance of student in current classes.
 - b. Apparent effort of student to perform at expectancy level.
 - c. Results of testing, if available.
 - d. Physical and/or social development of the student.

- e. Development of an Individual Education Plan (I.E.P.) for the student, in order to increase the chances of promotion.
5. The principal will send a letter to the parent/guardian updating them as to the status of the student at the conclusion of the third grading period.
6. Parents of the identified student will be encouraged to attend the spring parent/teacher conference as a means of updating progress of the student.

15

7. At the end of the fourth quarter the conference group, identified in Step #4, minus the parent, will make a recommendation regarding promotion or retention.
8. At the end of the fourth quarter the principal will notify the parent of the final decision by letter.
9. If the parent fails to agree with the decision, a conference may be held, at which time the principal reserves the right to uphold or modify the final decision.
10. Documentation of the final decision will be attached to the records already placed in the student's file.

SPECIAL EDUCATION (E.E.N.) SERVICES

Hayward Community School District provides a full range of special education programs and related services for any child ages 3-21 whose parent/guardian resides in the Hayward School District. Students are not required to attend Hayward Schools in order to use these services. The instructional programs address disabilities such as emotional disturbance, learning disability, cognitive disability, autism, visual impairment, auditory impairment, orthopedic impairment, traumatic brain injury, early childhood developmental delays and speech/language disability. The related services may include, but are not limited to, screening, evaluation, instruction, transportation, and other related services as defined by law. In order to access these programs and services contact your child's school counselor or the district director of Pupil Services at 634-2619, ext. 9010.

S.A.S. (STUDENTS ACCEPTING SUCCESS)

Hayward Middle School takes great pride in providing all students an opportunity to be successful. Our S.A.S. program provides students the extra time and assistance they need to accurately complete their assigned work. S.A.S. is not a punishment; it is a way to provide students the extra time they need to successfully complete their work.

Students who are receiving below a D or an F and/or missing 68% of assignments in any of their core classes will be on the S.A.S. list. Students will be able to get off the S.A.S. list when their work is completed and their teachers sign them off the list.

Students who are on the S.A.S. list will be encouraged to participate in the following S.A.S. programs: morning study lab, lunch study lab and after school study lab.

STUDENT ASSISTANCE PROGRAM

Hayward Community Schools provides a program of education, assistance and support for students affected by their own or other drug and/or alcohol related problems. The Student Assistance Program offers voluntary small group participation led by AODA trained staff members. The program is designed to address personal concerns that affect the student's ability to function in school. Referrals may be made by self-referral, parents, teachers or concerned persons to a guidance counselor or the AODA Program Coordinator. Notification letters are sent to all parents/guardians of students wishing to be part of a SAP group. SAP groups offered include: Prevention, Concerned Persons, Insight, Aftercare, and Tobacco-free.

STUDENT AT RISK PROGRAM

The Hayward Community School District offers prevention and intervention services for children at risk of not graduating from high school in compliance with Wisconsin Statute 118.153. Students meeting "at risk" criteria are eligible for these services.

STUDENT COUNCIL

The Student Council at HMS is an

organization through which the students may express their opinions, assist in administration of the school, and participate in the management of school enterprises. The Council tries to promote leadership, initiative, and self-control among its members.

STUDENT RECORDS AND RELEASE OF RECORDS

A permanent cumulative record is established for each student who attends or has ever attended a Hayward Community School. This cumulative record is confidential and consists of:

1. "Progress records" which are an objective record of classes/courses taken, attendance, extra curricular activities and grades the student has achieved.
2. "Behavioral records" which include psychological tests, statements concerning the child's behavior,

measurements of the child's ability or achievement, physical health records and subjective evaluations of the student's performance.

The information in the cumulative record is primarily for the use of teachers, counselors, and other professional school staff. The records will be released when the student transfers to another school, upon written request of that school. Records are available for review by the parent/guardian in the presence of a staff member upon written request. A parent, legal guardian, or 18 year old student may obtain a copy of any portion of the student records upon written request and consistent with Wisconsin law. A copy of the district's records policy and a list of locations of all students' records are available from the building principal. These locations may include but are not limited to:

1. School office
2. Nurse's office
3. Director of Pupil Services office
4. Guidance office

DESTRUCTION OF STUDENT RECORDS

A student's cumulative record consists of two types of records, namely progress and behavioral. All "Behavioral Records" will be destroyed one year after the child leaves the district, i.e. graduates or moves. Parents may receive a copy of these records upon written request. All "Progress Records" will be destroyed five years after the child leaves the district, i.e. graduates or moves. Parents may receive a copy of these records upon written request.

STUDY HABITS

Study habits are essential for a productive learning experience and positive personal growth. School is really a full time job. You must schedule a specific time and place for your work and do it regularly if you are to gain the most benefit from your school attendance. The following may be helpful:

1. Have a definite time and place for your studies.
2. Find a comfortable, well-ventilated place with suitable light.
3. Avoid the presence of TV, radios, and C.D. players, or any other possible distractions.
4. Have only those items at hand which are necessary to your work.
5. Secure adequate sleep, exercise and recreation, but keep everything in balance.
6. Study when you are fresh, not when everything else has made you tired.
7. Review a little each day as well as doing your current work. Don't try to learn everything at once. Frequent, shorter periods of study will help you retain the information better.
8. Remember that all work missed during absences must be made up. Failure to do this will result in loss of information, which is important to your total knowledge. See your teachers as soon as you return to school and arrange to meet with them at a time when you may discuss how to go about your "make-up" work.
9. It is difficult to suggest a definite time allotment for studying and homework. The amount assigned each night differs from one time to another and from one class to another. Make a study plan so that you may allow enough time for all of your work. Make certain that you keep up with all of your work every day. Please do not put it off until tomorrow.

GENERAL INFORMATION

ACCIDENTS

When an accident occurs in school, on school grounds or at any school-sponsored activity that requires first aid or the services of the school nurse or a doctor, it must be reported at once to the teacher or coach in charge. The person in charge shall complete the accident report form and forward this form to the principal's office.

17

ANNOUNCEMENTS

Announcements are read at 8:15 a.m. and again at 3:10 p.m. Pay careful attention to these messages.

Organizations and/or individuals must submit their announcements to the office a day prior to the time the activity will be taking place. **Delivery of messages received after 2:35 p.m. can not be guaranteed.**

CASES NOT COVERED BY SPECIFIC REGULATIONS

It is understood that the rules, regulations and expectations are not all-inclusive. The administration shall take such action as is necessary to insure the discipline and orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school regardless of the existence or nonexistence of a rule covering the offense.

BACKPACKS/PURSES

Students may bring their backpack/purse back and forth to school. Upon arrival at school, students must place their backpack/purse in their locker. Students will not be allowed to carry their backpacks/purses with them throughout the day. At the end of the day, students are encouraged to stop at their locker and retrieve their backpack/purse and other items that they may need to take home.

BICYCLES

Bicycles are to be parked and locked in the racks provided.

CARE OF THE CAMPUS

Each student is asked to help keep the school and its grounds looking neat and clean. All people in the school should put waste and unwanted items in containers provided. The building and furnishings should be kept clean and unmarred. Any damage to the school building and its contents should be reported immediately to a teacher, administrator, or custodian.

CELL PHONES

Students are not allowed to use cell phones during the school day, they should be turned off and remain in their locker.

CLOSED CAMPUS

A closed campus will be in effect for all students. A closed campus means students will remain on the designated school grounds from the time they arrive at school in the morning until their departure in the afternoon. Students who ride the bus are considered to be on school grounds from the time they enter the bus in the morning until they exit the bus after school in the afternoon.

COMPUTERS, SOFTWARE, USE OF

Hayward Middle School is fortunate to have many computers throughout the building for use in student instruction. Many of these computers are available for student use throughout the school year. Students are reminded that this equipment must be respected and treated with care. Students are to follow all rules regarding computer usage as explained by their teachers. The students may not engage in any illegal activities on the computers. **STUDENTS MAY NOT BRING SOFTWARE FROM HOME AND USE IT ON SCHOOL EQUIPMENT.** Students will face disciplinary actions if they are caught or found to have violated this rule.

DISPLAY OF AFFECTION

Public display of affection is inappropriate behavior in school. Such behavior as holding hands, embracing, hugging and/or kissing in school is offensive to other students and faculty and is in poor taste. **Students who are reported to the administrative staff for this behavior may be subjected to disciplinary action.**

18

DRESS AND PERSONAL APPEARANCE

Students will be required to dress appropriately for school in order to maintain good decorum and a favorable academic atmosphere, both which require a healthy, safe, decent, non-disruptive, non-offensive and non-distracting environment. An individual's dress and personal appearance should reflect sensitivity to and a respect for others.

The subject of student attire and grooming is determined to be a personal matter between the student and his/her parent or guardian. However, in those instances in which the safety or the health and welfare of the students is jeopardized, educational distraction becomes a factor or damage to school property is involved, the Principal shall determine the suitability of the attire and grooming.

When, in the opinion of any faculty member, a student's dress and/or appearance is inappropriate, the faculty member will direct the student to the administration. The Principal or Assistant Principal will direct the student to change his/her clothing if any of the following conditions exist:

1. There is reasonable chance of substantial disruption.
2. The item is pervasively vulgar.
3. The item is harmful to self or others
4. The item distracts from the learning process.
5. The item is an undesirable influence upon other students.
6. The item is inappropriate to the maintenance of good decorum.
7. Skirts, shorts and skorts (a skirt-shorts combination) must reach or extend below the fingertips of a student's hand.
8. All pants must be worn at the waist: no sagging or low-riding.
9. Undershirts and tank tops must be worn with another cover-up shirt. Shoulders, backs, chests and midriffs must be covered.
10. Headgear (examples: hats, caps, scarves, hoods, bandana's) may not be worn in the building.

Students who violate this rule will be subject to, but not limited to, the following actions: conference with school officials and possible exclusion from the classes for the day, parental conference, suspension, expulsion.

Failure to wear appropriate safety or protective devices when required will result in action to ensure the safety of the student.

ELECTRONIC EQUIPMENT

Any type of music contraption is allowed on school property only when teacher authorization is given.

These items must be kept in the student's locker or the office on the days they are to be used at school. Students are cautioned not to bring valuables to school with them. **The school is not responsible for lost or damaged property (including items left in the office).**

FIELD TRIPS

Off campus field trips that are coordinated with the curriculum serve as a valuable education device for stimulating, creating and holding student interest. Field trips are an extension of school, therefore, school rules apply. Students will behave and act accordingly and will represent the Hayward Community Schools appropriately. Each staff member involved in out-of-the-district trips will ask for an approval slip signed by parents. This approval slip will indicate the basic itinerary and the time schedule of the field trip.

19

FIRE DRILLS

In all cases, **walk** rapidly and quietly to the designated exits. Remain with your class or group when assembled, at least 100 feet from the building. A fire drill is serious business. Falsely activating a fire alarm is punishable by law. All violators will be prosecuted.

FOOD AND BEVERAGES

Food and beverages may be consumed only in the cafetorium. **No soda/energy**

drinks will be allowed during any time. Students bringing lunches or snacks are not permitted

to bring soda/energy drinks. Each teacher on an individual basis will determine gum chewing. The teacher will determine consumption of food and beverages in classrooms. **Open containers will not be permitted in the hallways or lockers at any time.**

HALL PASSES

Students will receive a color-coded pass from their teacher authorizing them to be in the halls during class time. The number of passes in each classroom will be limited.

HAT AND COAT POLICY

To assist in minimizing our educational distractions and maximizing our building safety, students are required to leave their hats and coats in their lockers during all regular school hours, with the exception of noon hour when outside activities are taking place.

IMMUNIZATIONS

Students are required by Wisconsin State Law to be immunized against certain contagious

diseases. The school is required by said law to enforce the immunization requirements. The school seeks the cooperation of parents in ensuring that their child is properly immunized before they attend school.

Any student not meeting state mandated immunization requirements can be excluded from the

school for up to 10 days. A student entering the Hayward Community School District has a full school year, plus 30 days into his/her second year to meet the requirements, before exclusion would occur.

During the first year legal notices are sent out at state mandated intervals to all parents/guardians of noncompliant students. After three (3) notices, if the student is still not compliant with required immunizations, that student's name is sent to the District Attorney for possible legal action. If for some reason a student returns their second year and has still not met the first year requirements, a notice will go to the parent/guardian on the 15th school day and if still not compliant by the 30th school day, that student will be excluded from school.

Parents/guardians do have the option of signing a waiver on immunizations for religious, medical or personal convictions.

LIBRARY MEDIA CENTER (LMC)

The LMC is available for student use throughout the school year. Students are encouraged to make use of the facility throughout their time at the Middle School and to be responsible users of its services. Generally speaking, the LMC is open to student use at 7:45 a.m. each school day and will close for the day at 3:30 p.m. Students may speak with the Media Specialist if they need to make special arrangements for a class or project. Students are also reminded that the teachers at Hayward Middle

School make use of the LMC on a regular basis and that when the LMC is in use for a class, visitors should not disrupt the class in session.

The following are rules and expectations for the LMC:

1. The LMC will be open for students **before school** to return or check out material **ONLY**.
2. Students may have only **two** books in their possession at any given time, including reference books (encyclopedias, etc.).
3. Students may come to the LMC during Homeroom. They must have a pass from their homeroom teacher. Each student must sign in at the Media Specialist desk. Once students are in the LMC they should study and **NOT** ask to go to the office, locker, bathroom, etc.
4. Magazines and reference materials can be checked out of the LMC during in-house for overnight use. These materials must be returned to the LMC the following morning before first period.
5. There are CD-ROM electronic indexes available for student research in the LMC. Printing is allowed with these restrictions: only for class assignments and no more than two to three pages.
6. Use of the computers will be allowed with the following:
 - Good behavior is essential! Computer use is a privilege.
 - No irresponsible students allowed.
 - This is expensive equipment - proper use at all times.
 - No computer software brought in from home.
 - No illegal activity allowed.
7. If any books or materials checked out of the LMC by or in a student's name have been lost or destroyed, that student will be charged the full replacement cost of that item.
8. If a student loses the date due card, that student will be charged a cost of \$1.00 payable before the end of the school year.

LICE

If a student is found to have pediculosis, infested with lice, nits or eggs, his/her parent/guardian will be asked to come to school, pick him/her up and take him/her home immediately. The student may not return to school until such time as he/she has been properly treated with an approved medicine application and has had the nits and eggs combed thoroughly from his/her hair. Upon return to school, a student must be checked and receive approval from the school nurse before he/she can return to class.

LOCKERS

The lockers belong to the school and are provided for your convenience. Each student will be assigned a locker to ensure maximum security of personal belongings. **Students should NOT give out their locker combinations to anyone. Locker combinations will NOT be changed throughout the year.** Any student sharing another person's locker will receive disciplinary action from the office. Periodic inspections and clean outs may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. As per district policy:

The school provides a locker for convenience of the student to be used solely and exclusively for the storage of outer garments, footwear, and school-related materials. No student shall use the locker for any other purpose.

The locker assigned to a student is the property of the School District. At no time does the District relinquish its exclusive control of such lockers. A locker may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. The search may be conducted by the district administrator, a building principal, an assistant principal, a police officer, or a school employee designated by the district administrator or building principal.

Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent(s)/guardian of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The adult student or parent/guardian of a minor student shall be notified of items removed from the locker and turned over to law enforcement officials.

LOST PROPERTY

Lost property is to be taken to the office when found. It will be returned to the owner or stored in the office.

At the end of each quarter, any unclaimed property will be disposed of. Take close care of your valuables.

LUNCH ACCOUNTS

Students may put money into their lunch account daily from 7:45 to 8:15 a.m. in the cafetorium and during Homeroom. When the balance reaches \$7.00 or less the family will receive a phone call reminding them to bring in a payment.

Negative Balances: If the family's account balance becomes negative, the parents will receive a computer

generated phone call and letter. If the negative balance is more than \$20.00, the student(s) will not be able to eat the full lunch and will be provided with a peanut butter sandwich and a half-pint of milk. There will be a charge of \$.50 for this lunch and that amount will be charged to the family account. The student(s) may call the parent to bring them either a cold lunch or money for the lunch account.

MEDICATION TO STUDENTS

Medication shall be administered by authorized school personnel after the **Parent Medication Consent and Physician Order for Medication Administration forms have been filled out, signed and returned to the school nurse or authorized personnel.**

Medication given at school **must be in a pharmacy-labeled bottle** with the following information:

- a. Student's full name
- b. Name of the drug and dosage
- c. Time to be given
- d. Physician's name
- e. Date prescription filled.

The student will take medication at the designated time, administered by the authorized personnel. **It is the responsibility of the student, not the school personnel, to get his/her medication at the prescribed time.**

Only limited quantities of any medication are to be kept at school. No medication will be kept at school over the summer break. Medication shall be kept in a locked drawer or cabinet. Any changes in medication dose or schedule are made only by the physician. New forms must be completed and filed at the school office.

An accurate and confidential written system of record keeping shall be established for each student receiving medication in school. It shall include the medication name, dose and time given. The initials of the personnel administering the medication will also be recorded.

Aspirin and Tylenol will **NOT** be stocked for students or given to students by any school personnel.

Students are not allowed to bring their own medicine to school. A parent or responsible adult must bring it in.

Thank you for your cooperation with this matter. The policy is in place to ensure the safety of all students.

NUTRITION BREAKS: Nutrition breaks for students may be scheduled at the discretion of the teaching teams.

22

PARENT/TEACHER CONFERENCES

Parents may make appointments for individual conferences with teachers, counselors, or the Principal by telephoning the Middle School office at 634-2619, ext.9401. Parent-Teacher Conferences are scheduled for the year. See the district calendar for dates.

PHYSICAL EDUCATION

All students are required to participate in physical education classes. **All students are required to have a set of separate physical education clothing that they are to change into for class.** Students that do not change into their physical education uniform will receive a warning and parent notification before being referred to the office. **Students who choose not to dress for physical education class will be considered to be in violation of school rules and subject to disciplinary action.**

EXEMPTION FROM PHYSICAL EDUCATION

The school will honor a note from parent/guardian requesting that a student not participate in physical education class due to an illness or injury. This request will be acceptable for **one day only** of physical education participation. If a health problem or injury is serious enough to keep the student from participation for more than one day, a doctor's note is required stating the length of time the student is to be exempted. This will be placed on file in the office and a copy given to the student to present to the Physical Education instructor.

PICKING UP CHILD

Parents and/or family members and/or designated adults must report, **in person**, to the office when requesting to pick up their children. Children will not be released to anybody other than a parent/guardian, unless previously authorized by administration.

RESTRICTED AREAS

Students are reminded that there are areas of the building and grounds of Hayward Middle School that students are not allowed to be present. Students are not to be in the parking area behind the building before, during or after school unless for transportation reasons. Students should leave the school building after dismissal unless involved with a school activity.

The property surrounding the building complex is private property and students are not to be on it unless they have received specific permission from the owner. Students observed and caught on this property can be referred to law enforcement and charged with trespassing. If in doubt about the property boundary, ask your teacher.

Middle School students are not allowed in other district buildings unless they have received permission from the appropriate building administrator or are under the direct supervision of a staff member attending a specific function within those buildings. (This does not refer to after school co-curricular activities.)

23

SAFETY CODES

The Hayward School District uses the Emergency Procedure: A.L.I.C.E. to evacuate or lock down classrooms should a crisis situation occur. Periodic drills will be conducted throughout the school year to familiarize students with procedures.

Students are reminded that calling in a bomb threat is a Class E felony, a federal offense, with serious consequences.

SEARCH AND SEIZURE

Desks, lockers, books and equipment loaned to students remain school property while in the possession of the student. Such property is provided for the convenience of the student and shall be used only for authorized school purposes.

Students will be expected to exercise discretion in bringing personal items to school, recognizing that any personal items in their lockers or desks or on their person, which constitutes evidence of an illegal act or school rule violation, shall be subject to search and seizure.

Searches conducted by school personnel shall be considered reasonable provided the following criteria are met:

1. The administration has the right to search all student desks, lockers, books and other equipment loaned to students for purposes of cleanliness, finding missing library books and other school equipment or maintaining the integrity and safety of the school environment.
2. The Principal, Assistant Principal, or their designee, shall be authorized to search a student's person, locker, desk or personal property, such as purses, handbags, book bags, coats or other items in the student's possession, when there is a reasonable belief that a student is in possession of items which are contrary to law or school regulations.
3. Any unauthorized item that is found in searches shall be subject to seizure. The items may be given to the parent or guardian of the student, returned to its rightful owner, or forwarded to law enforcement officials as the circumstances may warrant.

SCHOOL CLOSINGS/DELAYED OPENINGS

Students will be informed by radio and online at: www.hayward.k12.wi.us

if school is to be closed due to extreme or hazardous weather

conditions. Occasionally there may be a delayed opening or early closing because of weather conditions. This will also be announced on the radio.

WRSL-FM - 92.3

WHSM-FM - 101.1 AM - 910

WOJB-FM - 88.9

SKATEBOARDS/ROLLER BLADES

Skateboards and roller blades may be carefully stored in student lockers. This equipment will not be used on school property. This includes the school building, school sidewalks, and parking lots. Failure to follow these guidelines will terminate the privilege of storing this equipment at school.

STUDENT INSURANCE

*The school district does not provide any insurance coverage for students. Student insurance coverage is available through the school. A packet will be given to each student on the first day of classes. Purchase

SUBSTITUTES

Our school is fortunate to have capable people to help us whenever regular teachers are absent. Students are to be polite, courteous, helpful and considerate to substitute teachers whose impression of our school will be carried into the community and surrounding communities. Substitutes are employees of our school and should be treated with respect.

TELEPHONE

Telephone calls by students are to be made in the office, during specified times.

Telephone calls can be made only before or after school, unless granted permission by school personnel. **The office phones are not for general use.** . Students making false 911 calls will be suspended and could be fined.

TORNADO DRILL

A tornado drill will be held at least once a year during a designated Tornado Awareness Week in conjunction with weather and emergency agencies. Students should learn the evacuation procedure for each classroom they go to everyday.

VISITORS

All visitors must report to the office for a Visitor's Pass. Student visitors **are not allowed** to attend classes at the Middle School.

YEARBOOKS

Orders are taken for the Middle School Yearbook in the fall for spring distribution. The book is edited by the HMS student/faculty staff, and contains individual pictures of students, teachers, and staff. Photographs of extra-curricular activities and other school events and organizations are also included.

STUDENT TRANSFER / WITHDRAW PROCESS

Students who are transferring or withdrawing from Hayward Middle School must have their parent/guardian complete the necessary paperwork before the student leaves. This paperwork can be obtained from the middle school office.

MISCELLANEOUS

POLICIES

Parents and community members may view all Hayward Community School Board Policies. You can find the policies by going to our district website at www.hayward.k12.wi.us, click on District, Board of Education, Board Docs, Policies and then select Policy Manual.

PUPIL NON-DISCRIMINATION COMPLAINT PROCEDURES

If any person believes that the Hayward Community School District or any part of the school organization has failed to follow the law and rules of S.118.13 Wisconsin Statute, or in some way discriminates against pupils on the basis of sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability, he/she may bring or send a complaint to the District Administrator, Hayward Community School District, P.O. Box 860, 15930 W. Fifth Street, Hayward, WI 54843.

Step 1: A written statement of the complaint shall be prepared by the complainant and be signed. This complaint shall be presented to the district employee designated to receive complaints. That employee shall send written acknowledgment of receipt of the complaint within 45 days.

Step 2: A written determination of the complaint shall be made by the Board within 90 days of receipt of the complaint unless the parties agree to an extension of time. Appeals under 20 USC s.1415 and ch.115, Wisconsin Statute, relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedure authorized by ch.115, sub ch. V,

Wisconsin Statute. Complaints under 20 USC 1231e3 and 34CFR ss.76.780-76782, commonly referred to as EDGAR complaints, that the state or a sub grantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent.

Step 3: If a complainant wishes to appeal a negative determination by the Board, he/she has the right to appeal the decision to the state superintendent within 30 days of the Board's decision. In addition, the complainant may appeal directly to the state superintendent if the Board has not provided written acknowledgment within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to the State Superintendent, Wisconsin Department Public Instruction, 125 S. Webster Street, P.O. Box 7841, Madison, Wisconsin 53707.

Step 4: Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 300 S. Wacker Dr., 8th Floor, Chicago, IL 60606.

NON-DISCRIMINATION POLICY

It is the policy of the Hayward Community School District, pursuant to s.118.13, Wisconsin Statute and PI 9, that no person, on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap 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 any other program.

The school board policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act of 1973 (handicap), and Americans with Disabilities Act of 1990 (disability).

HAYWARD COMMUNITY SCHOOL DISTRICT

INTRANET/INTERNET GUIDELINES

INTRODUCTION

The Intranet/Internet is a means of connecting millions of computers all over the world. Through this medium students and staff have access to a wide variety of resources. As policy #363.2 states: The Hayward Community School District is providing access to the Intranet/Internet, at no cost to students and staff, as a means to support the curriculum and learning opportunities for all. Students and staff may use the Intranet/Internet at school in accordance with the established rules and guidelines.

RATIONALE

The reasons for using the Intranet/Internet as an instructional resource are:

- Access global resources
- Broaden research capabilities by using appropriate materials.
- Broaden problem-solving and decision-making abilities.
- Gain employability skills needed for the 21st century.

CONDITIONS AND GUIDELINES FOR USE

The purpose of Intranet/Internet access is to facilitate communication in support of research and education, by providing access to unique resources and an opportunity for collaborative work. To become eligible as a user and to retain such eligibility, use of the Intranet/Internet must be in support of and be consistent with the educational objectives of the HCSD. Access to the Intranet/Internet is made possible through an appropriate provider to be designated by the HCSD in its sole discretion. Before any person shall be allowed to gain access to and use the Intranet/Internet under the auspices of the HCSD it is imperative that a full understanding of all rules pertaining thereto be obtained. To this effect then, the user acknowledges his/her receipt of, review of, understanding of and agreement to the School District's rules for use of the Intranet/Internet system, unless the attached agreement is implemented. Any violation of the rules shall subject the user to the most appropriate form of discipline under this agreement. Furthermore, the HCSD reserves the right, from time to time, to amend these rules. In such event, copies of the same shall be distributed to each user.

PRINTING GUIDELINES

1. According to the Internet Policy there is no printing of an entire article from the Internet. Always preview before printing and only print the number of pages you need. (You can copy and paste the portion needed or take hand notes.)
2. No printing from Encyclopedia – except visuals. The company places credit on visuals when printed. (Taking notes is part of the learning process.)
3. Students cannot print multiple pages. If the printing does not work the first time ask for help. (Some students click print 3, 5, 7 times – very wasteful)
4. No personal printing of pictures or letters.
5. No Color printing unless given permission.
6. Always check that all required information is on the page, use the Spell Check, and proofread. It's a good idea to have a teacher look at it before printing. (Many have one misspelled word, forget name, etc. and then want to print again and again.)
7. No printing of maps or clothing if the assignment says to hand draw. There are many maps and pictures in books, encyclopedia, etc.

USER EXPECTATIONS

All users should be aware that the inappropriate use of electronic information resources could be a violation of local, state, and federal laws. Violations can lead to prosecution. Unacceptable uses of the system may result in the suspension or revocation of Intranet/Internet use and/or appropriate disciplinary actions up to and including detention, suspension, and/or expulsion. As the use of the Intranet/Internet is a privilege and not a right, the user will be held responsible for her/his actions using the Intranet/Internet. When using the district's access to the Intranet/Internet using school equipment or on student owned equipment, users are expected to abide by the guidelines established by the HCSD, which include generally accepted rules of network etiquette (netiquette). These include (but are not limited to) the following:

1) Acceptable Use

Responsible users:

- May use the Intranet/Internet for legal educationally appropriate activities.
- Will use polite and non-abusive educationally appropriate language.
- Will respect and uphold copyright laws and all other applicable laws or regulations regarding the use of text, pictures, videos and all other digital media.
- Will respect the rights and privacy of others.
- Will follow all regulations posted in the computer lab, library media center, and classrooms where Intranet/Internet access is available.
- Will follow the directions given by the administration, faculty, or staff.
- Will provide credit for anything obtained from Intranet/Internet.
- Will download materials only for educational use and in accordance with all copyright rules and regulations.

2) Unacceptable Use

Responsible users:

- Shall NOT post hurtful, embarrassing, threatening, intimidating, offensive or inappropriate text, images or video of themselves or others, using the Internet, mobile phone or other electronic devices in an attempt to harass or stalk others, ostracize others from their peers, attack or defame other's reputation, manipulate their actions, hack into other students' files or assume their identity.

NOTE: Disciplinary action will be taken if the technologies used are outside the regular

oversight of the school district (before or after school hours) but are intended to have an

adverse effect on the safety and well being of a student while in school.

- Shall NOT change any computer files that do not belong to the user.
- Shall NOT use an account other than their own or misrepresent their identity; share or disclose personal and/or confidential information about themselves and/or others.
- Shall NOT create and/or intentionally distribute a computer malware over the network.
- Shall NOT deliberately or willfully cause damage to computer equipment or assist others in doing the same and/or use the network in such a way that they would disrupt the use of the network by other users.
- Shall NOT deliberately access materials that are inconsistent with the school's code of conduct or district's educational goals or show others how to do the same.

3) Privacy Not Guaranteed

Users are NOT to reveal their personal addresses or telephone numbers, or the addresses or telephone numbers of other students or staff members. Electronic mail (e-mail) is not to be assumed to be private, nor is any other digital posting. Persons who operate the system have access to all e-mail and digital information posted on the district server.

4) Monitoring

The district uses monitoring software and remote desktop tools on every computer in the district. Activity shall be recorded as a matter of normal operations. This log will store a list of activities that are conducted on that computer and may be used for hardware/software troubleshooting/maintenance work or disciplinary action. Any appropriate search of specific electronic files, communications, or activity will be initiated by administration. The HCSD reserves the right to review any material obtained by users from the Intranet/Internet and to make determinations on whether specific uses of the Intranet/Internet are appropriate.

5) Harassment/Cyber Bullying

All forms of harassment in cyberspace commonly referred to as cyber bullying are unacceptable and viewed as a violation of this policy. Cyber bullying includes but is not limited to the following misuses of technology: harassment, teasing, intimidating, threatening, or terrorizing another person or group of people by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs or any other messages via cyberspace. For purposes of this policy, "cyberspace" is defined as a global domain within the information environment consisting of the interdependent network of information technology infrastructures, including the Internet, telecommunications networks, computer systems, and embedded processors and controllers.

In situations in which cyber bullying originated off school property or from a non-school computer or telecommunication device, but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly impedes the day to day operations of a school. Such conduct includes, but is not limited to, harassment, bullying or making a threat off school grounds through cyberspace that is intended to endanger the health, safety or property of others at school

6) Encounter of Inappropriate Material

Even though HCSD, by law has a filter system, it is impossible for the School District to control all materials to be found on the global Intranet/Internet network. Users may discover inappropriate material. Inappropriate material, for purposes of this agreement and the intent that access to the Intranet/Internet shall be for the purpose of furthering the curriculum and learning opportunities for students and staff, shall include but not be limited to what is generally described as obscene, pornographic, prurient, or violent materials, harmful to minors, lacking educational merit or socially redeeming value. In addition, users may have access to materials that are illegal, defamatory, inaccurate or otherwise objectionable. The HCSD firmly believes that the educational value of information and the interaction available on this worldwide network outweigh the risks that users may procure materials that are not consistent with the educational goals of the School District. It is the HCSD's objective to support students in a responsible use of this vast reservoir of information.

7) Reliability

Hayward Schools makes no warranties of any kind, whether express or implied, for the service it is providing. HCSD will not be responsible for any damages. This includes, but is not limited to, the loss of data resulting from delays, non-deliveries, inaccurate deliveries, or service interruptions caused by HCSD own negligence or errors or omissions. Use of any information obtained via HCSD is at your own risk. Because of its inability to police use of the information on the Intranet/Internet and/or prevent access to inappropriate materials, the HCSD can assume no responsibility for either the accuracy or quality or acceptability of information obtained through its services.

8) Privileges

User of the Intranet/Internet is a privilege, not a right. Inappropriate use, including but not limited to a violation of terms of the District Policies and rules, procedures, state, or federal law, may result in curtailment or cancellation of the privilege, detention, suspension, and/or expulsion. The system's administrative team may suspend or close an account at any time as required. The administration, faculty, and staff of HCSD may also request that a user account be denied, revoked, or suspended. Student and staff whose accounts are denied, suspended or revoked may submit a written appeal to the building administrator. Under this agreement the HCSD reserves the right to determine the appropriateness of the use made by an individual user at all times and further reserves the right to deny, revoke or suspend the Intranet/Internet use privileges of any given user at any time as based upon the District's determination of inappropriate use. Under no circumstances shall any user be entitled to any expectation that his/her privilege of use shall not be suspended or revoked without first being provided with an opportunity to be heard or to rectify his/her inappropriate conduct.

9) Procedures for Processing Alleged Internet/Intranet and Digital Communication Technology Infractions

Each building will establish a procedure for processing infractions and publish them.

10) Policy, Rule and guideline Changes

Any policy or rule changes on the Intranet/Internet will be posted on the Hayward Community School website.

Students must turn in the Student Consent and Parent Consent/Denial Form in order to use the internet at school. This form must be signed by student and parent/guardian.

(A copy of this form is on page 31).

HAYWARD COMMUNITY SCHOOL DISTRICT
 INTRANET / INTERNET PARENT DENIAL FORM

363.2 EXHIBIT

The Hayward Community School District (HCSD) does not have control of information on the Internet. As a result, the information which students and staff have access to may include materials that are illegal, defamatory, inaccurate, or potentially objectionable. While it is the intent of the HCSD to make Internet access available to further its educational goals, students and staff may have the ability to access other materials as well. To ensure an understanding of this, all students and staff who access the Internet via technology provided through the HCSD are annually asked to review the guidelines.

The HCSD also recognizes that the parent(s) or guardian(s) of minors are responsible for setting and conveying the standards that their child should follow. Since, students may have access to material which is beyond the District's control, a parent or guardian can sign an annual parental denial requesting that her/his child not have individual access to the Internet. Teachers will provide alternative activities or resources for assignments, which require individual access of the Internet.

Any Hayward Community School District student has the use of the Internet. After reading the terms and conditions for use of HCSD Intranet/Internet Acceptable Use Policy and Procedures, please fill out the following contract COMPLETELY and legibly. The signature of a parent or guardian is required for students currently under the age of 18. The student must also sign.

Students Name _____ Grade _____

PLEASE check and sign:

_____ No I DO NOT want my child to use the Internet

(I FURTHER UNDERSTAND THAT BY THE EXECUTION OF THIS AGREEMENT, MY CHILD WILL NOT BE PROVIDED WITH ACCESS TO THE INTERNET).

_____ _____
 Student signature Parent/Guardian

 Date

This agreement must be signed yearly and returned to school for filing.

PUBLISHING GUIDELINES

MISSIONS OF THE WEB SERVER

The District Website has three major purposes:

- 1. To support the academic mission of the Hayward Community School District by providing a medium for teaching, learning and research, and by providing access to a wide variety of electronic

scholarly resources.

2. To serve as a region-wide information system for the community, offering ready access to a broad range of information from and about our school district.
3. To provide a gateway to the same information -- and to the community -- for visitors from beyond the district.

REQUESTING PERMISSION TO BE INCLUDED ON THE DISTRICT WEB SITE

The Hayward Community Schools Board of Education sets all Policies and Rules associated with the Hayward Community School Website. The District Technology Committee has established appropriate use guidelines that must be followed. A flow chart delineating the process, guidelines and permission forms are attached.

WEB PUBLISHING GUIDELINES

WEB PAGE COMPATIBILITY – In order to provide for Web Page compatibility, publishers who submit

pages for inclusion on the District site must use software that is compatible with Macromedia Dreamweaver. Parent Access pages must be completed utilizing EdLine software.

CONTENT RESPONSIBILITY – Web publishers are responsible for the content of the pages they publish

and are expected to abide by the highest standards of quality and responsibility. Additionally, all publishers should comply with established publishing policies and guidelines.

CONCENTRATE ON ORIGINAL WORK – Readers are looking for information on your school, department

or organization. The most valuable contribution you can make to your readers is to publish original work. Collections of pointers to the work of others, while a service that can be valuable, are not a substitute for publishing your own documents and materials.

TAKE ADVANTAGE OF THE WORK OF OTHERS – Cooperation and coordination are two prevailing

principles among Web publishers on this campus and throughout the world. Rather than duplicating the work of others, take advantage of it. Incorporate links to the work of others into your own pages, when appropriate. Reducing redundancy lets you concentrate on original offerings.

REVIEW YOUR PAGES – Publishing on the Web is just that – publishing. And just like paper publishing,

your Web pages should follow the normal procedures of proper review and approval before you publish them.

PREVIEW YOUR PAGES – Before you put your pages up for the world to see, take a look at them locally in

your browser. This way you can make sure your pages look as you expect them to. Announce your pages to increase exposure to your pages; publishers are encouraged to send announcements on their important additions.

KEEP PAGES UP TO DATE – Web publishing is not a one-time task. You should keep all pages up to date.

In many ways, you will find updating Web pages quicker and more convenient than updating paper publications.

DESIGN PAGES FOR ADA COMPLIANCE – Pages must be usable by those using screen readers.

Therefore, do not create pages with graphic-only content or graphic-only navigation. All graphics must have alt. tags. All graphic navigation bars and buttons must have text alternatives on the page. Avoid creating a second set of text based pages. Instead, integrate graphics and text on the same page.

32

SIGN ALL PAGES – Place a standard signature at the bottom of all major pages. This signature should contain the date of last update, organization name, E-mail address for comments, a link to Web Central and links to other appropriate pages.

MAKE THE BEST USE OF YOUR HOME PAGE – Your home page is the most valuable portion of your Web collection. Do not waste your home page space on introductory paragraphs of information that users will read only one time and subsequently ignore. History and introductory text are important and should be a part of every home page, but shrink it to a link labeled “Introduction” or “About.”

FOLLOW A SIMPLE AND CONSISTENT DESIGN – Complex designs can confuse users, so keep it simple. Also, a consistent design will let your readers concentrate on content, without having to waste time figuring out how to maneuver your layout.

DON'T CREATE GRATUITOUS GRAPHICS – Graphics are one reason for the interest in the Web by both publishers and readers. Definitely include graphics. The Web version of a document should contain the same graphics the printed version does. However, do not overuse graphics. Blinking text and other decorations are only distractions that get in the reader's way. Background colors and textures are strongly discouraged, because of additional download time. If you cannot avoid backgrounds, think very carefully about the colors and textures you choose and the effect of those colors and textures on the readability of the text. And read the 21p6 colors of Netscape.



MISCELLANEOUS^{notes}

