2016 – 2017

GORDON R. OLSON
MIDDLE SCHOOL

STUDENT
AND
PARENT
HANDBOOK

SCHOOL DISTRICT OF MAUSTON, WISCONSIN
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WELCOME TO OLSON MIDDLE SCHOOL
Olson Middle School is dedicated to providing a quality education for Mauston School District sixth, seventh and eighth grade students. The school district has provided wonderful facilities, talented professional staff, and a well-designed curriculum to ready students for their future schooling and adult lives. We aim to provide a structured, positive, caring, and safe learning environment for all students. Our goal is to help students reach their potential, and become responsible, respectful and caring citizens. There are many opportunities available to our students in our curricular and co-curricular programs. With parent support and involvement we will be able to make our students years here meaningful, productive, memorable, and FUN.

OUR COMMITMENT
We are committed to meeting the social and academic needs of our students. Those needs have been identified as: Relationship (I want to connect to other people), Autonomy (I want to be independent), Competence (I want to experience success in what I do and feel like a worthwhile, significant person), Fun (I want to have a good time).

We will meet the needs of our students by following the philosophies and principles of Developmental Designs® (DD). The 7 Principles of DD are:

1) Social learning is as important to success as academic learning. Students meet daily during a 25 minute Advisory, for the purpose of building community.
2) We learn best by constructing our own understanding through exploration, discovery, practice, and applying what we have learned, both socially and academically. Learning by doing and applying that knowledge to other classes is important for OMS students and staff.
3) The greatest cognitive growth occurs through social interactions within a supportive community. We use positive teamwork within different communities in the school including WEB, 8th Grade Leadership, and the group students are learning with at the time.
4) There is a set of personal/social skills that students need to learn and practice in order to be successful socially and academically: COOPERATION, ASSERTION, RESPONSIBILITY, EMPATHY, SELF-CONTROL.
5) Knowing the physical, emotional, social, and intellectual needs of the students we teach is as important as knowing the content we teach. We work diligently to build relationships to create a supportive community, in which we ASSUME NOTHING and TEACH EVERYTHING.
6) Trust among adults is a fundamental necessity for academic and social success in a learning community. Creating an atmosphere where students can trust the adults, which includes consistency in our beliefs, understanding that the day-to-day procedures do not look the same between teachers.
7) Goals are best achieved through incremental mastery of tasks. Students and teachers will be involved in goal-setting and working toward goal achievement throughout the year, both socially and academically. We utilize the PLAN-REFLECT-PLAN process for goal setting.

DISCIPLINARY PROCEDURES & DEVELOPMENTAL DESIGNS
Our discipline procedures follow the above principles. Understand this means differentiated discipline based on the needs of each individual student. Students will be treated fairly, which does not mean that consequences will be equal, or the same. Consequences will be Respectful, Relevant, and Realistic. Our ultimate goal is NOT to control students, but to teach students how to
attain self-control. There are multiple pathways to self-control, which we implement based on the student needs at the time.

Developmental Designs Pathways to Self-control

NOTICE
Pay attention to everyone, everywhere in the room. Notice the environment as a whole—it may need adjusting. Watch for subtle deteriorations in the routine or in timing.

REDIRECT
Remodel Routines
Nonverbal Cues
Redirecting Language
Separates
Take a Break (TAB)
Other Loss of Privilege
Fix it on the Spot
TAB Out and Back
Quick Problem-solving Conference
Behavior Room
Office

PROBLEM-SOLVE
TAB Out and Back
Quick Problem-solving Conference
Full Problem-solving Conference
Behavior Contract
Conflict Resolution
Problem-solving Meeting
Stop-and-Think Modeling
Meeting with Parents
Conspiracy of Caring
Reflecting Language

RETURN
TAB Out and Back
Quick Conference at the Door
Welcome Back
Reorienting

REPAIR
Fix What You Broke
Action Apology

Used with permission by The Origins Program.
With that said, there are NON-NEGOTIABLE behaviors, which cannot be tolerated for the health and safety of those students and staff within our school community.

**NON-NEGOTIABLE BEHAVIORS:**

<table>
<thead>
<tr>
<th>BEHAVIOR</th>
<th>MINIMUM CONSEQUENCE</th>
<th>ADDITIONAL ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referral From TAB-Out</td>
<td>TAB in Office</td>
<td>• SOCIAL PROBATION</td>
</tr>
<tr>
<td>Purposeful Disrespect</td>
<td>Class Period Suspension</td>
<td>• PARENT CONFERENCE</td>
</tr>
<tr>
<td>Severe and/or Continual Disruption</td>
<td>Remodel, Redirection, Practice</td>
<td>• BEHAVIOR PLAN OR CONTRACT</td>
</tr>
<tr>
<td>Harassment/Bullying</td>
<td>Principal and/or Counselor Student Conference</td>
<td>• POLICE REFERRAL</td>
</tr>
<tr>
<td>Fight, Assault, Battery</td>
<td>½ Day ISS</td>
<td>• PRE-EXPULSION</td>
</tr>
<tr>
<td>Possession, Use, or Distribution of Tobacco Products including e-cigarettes.</td>
<td>OSS – 1 Day, Referral to Police Department</td>
<td>• EXPULSION</td>
</tr>
<tr>
<td>Possession, Use, or Distribution of a Controlled Substance, Synthetic drugs, Drug Paraphernalia or Alcohol.</td>
<td>Out of -School Suspension – 5 Days, Referral to Police Department</td>
<td></td>
</tr>
<tr>
<td>Possession of a Weapon or a Look-Alike Weapon.</td>
<td>Out Of-School Suspension – 5 Days, Referral to Police Department</td>
<td></td>
</tr>
<tr>
<td>Theft, Vandalism, or tampering with security equipment.</td>
<td>½ Day ISS, Referral to Police Department</td>
<td></td>
</tr>
<tr>
<td>False Fire Alarm, Bomb Threat or Other Threats to School Safety</td>
<td>Out-of-School Suspension – 5 Days, Referral to Police Department</td>
<td></td>
</tr>
<tr>
<td>Non-Cooperative in an Investigation</td>
<td>1 Day OSS, Referral to Police Department</td>
<td></td>
</tr>
</tbody>
</table>

**SUSPENSION ROOM GUIDELINES**

1) Immediately begin doing assignments. A student must be working at all times.
2) Remain quiet and focused on school work.
3) Lunch is eaten in the Suspension Room.
4) Supervised restroom breaks will be provided.
5) Failure to comply will result in additional consequences.
6) If a student is assigned a certain number of days in the suspension room, that student must complete the time assigned. If the student is absent for any reason during his/her suspension time, he/she must continue to serve the suspension time when they return.
7) Learning Activities assigned as part of the ISS consequence, must be completed within days’ of the end of the ISS duration, or lunch/recess time will be required for completion of the activity.

**DISCIPLINE DEFINITIONS:**
Students are given the opportunity to use Take-A-Break to regain control. TAB-In takes place within the teacher’s classroom at the teacher’s direction. Sometimes students will be asked to TAB-Out & Back when TAB-In has been unsuccessful in helping a student regain control. TAB-Out & Back occurs in another teacher’s classroom.

EXTENDED TAKE-A-BREAK (TAB-E)
Students may be assigned an extended TAB, rather than ISS, when teachers determine that more time than a normal TAB is necessary for students to be able to return appropriately to their regular classroom schedule.

FIX-IT-PLAN
When multiple TABS, TAB-O, or TAB-E have proven unsuccessful, a student will be assisted in completing a fix-it-plan which will include a parent contact.

SOCIAL PROBATION
Students may be placed on restriction of their social time, including passing time, lunch, recess, before school, and bus loading time. Generally, students on social probation are held in class until halls are cleared, or are escorted from place to place. They typically eat lunch with a teacher, or in the office.

BEHAVIOR PLAN OR CONTRACT
Students who have exhibited significant behavioral concerns, may be placed on a behavior plan or be required to sign a contract that specifically details the expected behaviors, help to expect from school personnel, and consequences if the contract is broken.

IN-SCHOOL SUSPENSION (ISS)
The act of prohibiting a pupil from attending classes for a period of no more than three (3) school days. The pupil serves the suspension time in the school building in an area specified by the administration, with appropriate supervision. Students in ISS will complete a learning activity relevant to the behavior or action causing the ISS, in addition to any regular class-work assignments.

OUT-OF-SCHOOL SUSPENSION (OSS)
A suspension that must be served away from the school building and grounds, typically at home.

PRE-EXPULSION
An action taken by the District Administrator, allowing the student a 2nd chance to continue school following a serious incident or behavior. Pre-expulsion is offered only ONE TIME per student.

EXPULSION
An action taken by the school board to prohibit an enrolled pupil from further attendance within the District. The student's return to school will be at the discretion of the Board of Education.

ACADEMICS

GRADING SCALE
Students will receive letter grades on their report cards using the district’s grading scale.
Students GPA’s will be calculated quarterly based on the grades they earn. Teachers may substitute a standards based report to parents instead of a traditional A-F grading system. That system will have defined progress indicators rather than traditional grades.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
<th>Numeric Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>94 – 100%</td>
</tr>
<tr>
<td>A-</td>
<td>3.75</td>
<td>92 – 93%</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
<td>90 – 91%</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>84 – 89%</td>
</tr>
<tr>
<td>B-</td>
<td>2.75</td>
<td>82 – 83%</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
<td>80 – 81%</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>74 – 79%</td>
</tr>
<tr>
<td>C-</td>
<td>1.75</td>
<td>72 – 73%</td>
</tr>
<tr>
<td>D+</td>
<td>1.50</td>
<td>70 – 71%</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>65 – 69%</td>
</tr>
<tr>
<td>D-</td>
<td>0.75</td>
<td>63 – 64%</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>0 – 62%</td>
</tr>
<tr>
<td>I</td>
<td>-0-</td>
<td>Incomplete Work</td>
</tr>
<tr>
<td>M</td>
<td>-0-</td>
<td>Medical Excuse</td>
</tr>
<tr>
<td>NG</td>
<td>-0-</td>
<td>No Grade</td>
</tr>
</tbody>
</table>

**HONOR ROLL**

Students earning a grade point average of 3.75 GPA or above will be placed on the “A Honor Roll”. Students earning a 3.00 GPA or above will be placed on the “B Honor Roll”. Names will be submitted to “Star Times” and “The Messenger” at the end of each quarter grading period. However, students regardless of their GPA that have any grade with a D+ or below, will not be eligible for the Honor Roll.

**GRADING AND HOMEWORK**

Olson Middle School students may regularly receive homework. Classroom teachers will provide grading and homework policies to students at the start of the school year that are consistent with the Mauston Board of Education policy. A copy of the grading and homework practices will be kept by the school principal and will be available for parent review by request.

**MID-QUARTER PROGRESS REPORT**

All students will receive a mid-quarter progress report from all teachers. Parents will be notified as to the date the progress reports are sent home. If you do not receive a report, contact the school immediately and one will be provided. All progress grades are also available through Skyward Family Access. *Note: 6th Grade Encore are on a 7-week vs. 9-week rotation.

**PARENT-TEACHER CONFERENCES & PARENT CONTACT ACTIVITIES**

Parent-teacher conferences and/or activities will be scheduled during the year. It is the hope of the faculty and administration that parents visit the school on the days set aside for this purpose. We invite parents to visit the school at any time during the school year. We do appreciate advance notice of such a visit in order to schedule the time to meet with the teacher during a planning period. Teachers will not miss classes for meetings unless arranged by the school principal or special education personnel.

**COMMUNICATION WITH PARENTS**
Good communication is important to ensure that students learn to follow school rules and become good citizens. Parental support helps us provide a great learning environment for all OMS students and is very important. We definitely encourage parents to contact us with any questions or concerns. OMS staff have been instructed to return all phone calls to parents as soon as practical. **Please contact the Olson Middle School Principal if your request for a conference or a return phone call does not occur in a reasonable amount of time.**

Skyward Family Access is available to all parents. You should have received information at District-Wide Registration about your login and password. Family Access allows parents to view attendance, grades and specific assignment scores, missing homework assignments, and disciplinary actions. Students are also able to access their own grades, and should be encouraged to do so.

OMS also updates the school website regularly. Please visit often at [www.maustonschools.org](http://www.maustonschools.org). OMS also has a Facebook page. We’d love it if you “liked” us!

**SCHOOL SUPPLIES**

Each grade level team produces a supply list. Supply lists are available on the OMS Website and Facebook Page, as well as at Mauston Area Businesses (Festival Foods, K-Mart, Walgreens, and the Lake Delton & Tomah Wal-Marts) or in the office by request. Contact the school principal directly if you are unable to afford the supplies required. We will make every effort to provide the supplies needed for your child.

**PHYSICAL EDUCATION**

All students are required to take physical education. If students must be excused from Phy.Ed. for any length of time, a doctor’s excuse is necessary. School rules and regulations governing behavior, conduct, tardiness, attendance, and dress also apply to physical education classes. In order to prevent injuries, “general horseplay” of any kind will not be tolerated in the locker rooms or elsewhere. Because many different types of activities are included in physical education, it is necessary for students to have loose-fit clothing for maximum comfort along with tennis shoes. Loose fitting shorts and T-shirts are acceptable. Shorts must be at least mid-thigh, and shirts must have sleeves. Sweatshirts and/or wind pants should be worn on cooler days for outside activities. Gym clothing should be washed at least once every two weeks at a minimum. All students are required to provide a swimming suit and a towel for their swimming unit.

Students are provided locks for their lockers, through purchase or rental. A lock can be rented for $5, which will be reimbursed at the end of the year when the lock is returned. Locks not returned become your property to use yearly thereafter. Lockers or locker combinations should not be shared with classmates. Do not leave lockers unlocked during the class period. If locker combinations are kept confidential, and locks are locked, there is no opportunity for someone to steal personal belongings.

**SCHOOL DAY & ATTENDANCE**

**STUDENT SCHOOL DAY**

Door 1, Door 5 & Door 13 will be opened at 7:30 a.m. for student access until 8:00 a.m. After 8:00 a.m., only Door 1 is accessible for admittance. Breakfast is served from 7:30 a.m. to 7:55 a.m. Students that do not ride the bus should not arrive on the school grounds before 7:30 a.m. The commons and gym will be supervised from 7:30 a.m. to 7:55 a.m. The school does not provide adult supervision on the playground area or other outside areas before or after school hours. School is dismissed at 3:15 PM daily. Buses typically leave for the evening route at approximately 3:25 PM.
TRUANCY
Under Wisconsin Law, Statute 118, parents are responsible for their child’s attendance at school. Absences for full or partial days for reasons not approved by board policy will be considered unexcused. It is the parent’s responsibility to contact the school.

If no excuse (note or phone) has been received by the office on the day of or on the day following an absence, an unexcused absence will be recorded. By state law, Statute #118, a student is considered truant if five or more unexcused absences occur in a semester. A truancy referral will be filed following the 10th absence. Parents will receive a written notification of truancy from the principal or designee. Habitually truant students will be referred to the police department. The student and/or the parent may be cited and have a required court appointment. Students exceeding 10 excused absences in the year may also be considered truant.

SCHOOL ATTENDANCE
All students living within the boundaries of the Mauston School District who are under the age of 21 are entitled to a free public education through the twelfth grade. Students are expected to attend school on a regular basis. (State Statute 118.) Students will attend all classes, assemblies, and required meetings unless properly excused by the school administration. Students are required to report to school and classes on time and to remain on the school campus during regular school hours unless excused by a pass from the office.

Once students arrive on campus (including bus arrival) they are not permitted to leave the grounds for any reason without a pass from the office. The office will issue a pass for good reason. Parents should send a note or call the office. Get passes in the morning before school starts. Students must check-in to the office when returning to school during the school day. A return to class pass will be issued.

TARDY TO SCHOOL
Students are expected to be in the classroom at the start of the school day. If your child is late, provide a written note with the reason for being late and include your signature. Late students will be considered “unexcused tardy” unless the reason is approved by the principal or designee.

SCHOOL NOTIFICATION OF ABSENCE BY PARENT
Please contact the middle school by 9:00 a.m. the morning of the absence. The school attendance hotline number is 847–6603. Follow the prompts to access the attendance hotline. Parents may provide a written excuse giving the reason for the absence. The written excuse should be brought to the middle school office prior to the start of school the day the student returns. Without proper notification, the office will consider the absence unexcused. The school will require a note from a physician for illnesses more than three consecutive days or ten days in a semester.

We are required by law to ensure that all students attend school unless excused for reasons approved by the administration or by Board policy. We still need your call on the day of an absence by 9:00 a.m. and again at the end of the day. This ensures us that all students are safe at school or at home. You will be contacted by telephone after 9:00 a.m. if we do not hear from you. If we are unable to reach you, the absence is considered unexcused.

EXCUSED ABSENCES
Excused absences are granted for: personal illness, family illness, family emergencies, personal appointments with a healthcare or other professional, funerals, death in the family, religious holidays, court appearances, family trips, special events of an educational value, approved school activities, and special circumstances for good cause approved in advance by the principal. Parents
are allowed by State Statute to excuse their child for any reason for 10 school days in a school year. (Statute #118).

**EXCUSED ABSENCE MAKE-UP OF SCHOOL WORK**

Students returning from an excused absence will be given a make-up time equal to the length of the absence, plus one day to complete all work. The teacher may use additional time for the make-up of tests. Pre-Assigned work is due on the day the student returns. Teachers may also allow more time under special circumstances at their discretion.

**PLANNED ABSENCES**

State law allows a parent to excuse their child for up to ten days within the school year for any reasons. As soon as possible, call or write a note to tell us when and why your child will be absent. Planned absences require the student to make-up assigned work in advance. The office will give your child an Absence Approval Form to be completed by the student for signature by the student’s teachers and parent. If a planned absence form is not completed the absence may be considered ‘unexcused’. Homework and class work not completed in advance may be subject to the guidelines under ‘Makeup for Unexcused Absences’.

**MAKEUP FOR UNEXCUSED ABSENCES**

A student with an unexcused absence is not automatically entitled to make-up work that is missed. Class work may be made up only through the discretion and direction of the teacher. Unit, mid-term, and final exams are allowable for make-up, however scheduling for these exams is at the teacher discretion.

**DAILY ROUTINE**

A daily routine is established at the start of every school day. Students should follow this routine when they arrive to school each day. Students are expected to go to the commons or gym upon arrival to school each day. Students are supervised in the commons/gym area may or may not be permitted to go to lockers until the warning bell to start classes for the day.

**STUDENT PLANNERS**

Student planners are provided for each student at the start of the school year. The student will be required to write assigned work into the planner at the end of each class period. Planners will be used as a hallway pass. Replacement planners are $5.00.

**BOOKS**

Textbooks are provided at no charge to students of the School District of Mauston. Students are not charged for normal use of books. Due to the increasing cost of textbooks, book covers will be required on books in order to protect the book and reduce fines for damage. Nylon stretch book covers do not sufficiently protect the textbook. Paper book covers work best, and a brown paper bag works great. Fines are based on the age and condition of the book and will be assessed at the end of the school year. Place the student name in the nameplate inside the front cover to help ensure the book is returned if it is lost.

**STUDENT LOCKERS**

All lockers at OMS are the property of the School District of Mauston and are assigned to students to protect their school books and materials, coats, and other belongings necessary for school. Students are advised not to bring large sums of money, expensive jewelry, or other valuable articles
to school. Keep lockers locked. A student may use only the locker that is assigned. Lockers may not be shared. Sharing lockers may lead to the revocation of locker privileges.

If a locker is damaged and needs repair, the student should notify the office so arrangements can be made for repair. The student may be temporarily reassigned to another locker.

The locker combination assigned should not be shared with another person. Students will not be allowed to move to another locker because they did not keep their combination confidential.

Students whose hallway behavior or use of the locker interferes with the health, safety, or education of other students may have their locker privilege suspended or revoked. The student will be assigned a box or cupboard space in a teacher’s classroom. The locker may be returned if the student demonstrates appropriate behavior.

LOST AND FOUND
If a piece of clothing is found it is placed in the lost and found located by the beverage machines in the commons. Non-clothing items should be turned in or claimed at the middle school office. Lost clothing articles that are not claimed by the end of each semester will be given to charity.

CELL PHONES
A cell phone is not necessary and we would prefer that they be left at home. Please know students are not allowed to use cell phones from the time of their arrival in the building to bus dismissal, unless under the direction of a staff member and for a specific educational purpose. State law prohibits cell phone use in locker rooms and bathrooms. Cell phones will be kept in the student’s locker the entire day turned off. Students not following the cell phone guidelines will have their phone confiscated and kept in the office. It will be returned only to a parent. Repeated offenses may result in a parent conference.

PARENT PHONE CALLS TO STUDENTS DURING THE SCHOOL DAY
We do not disrupt a student’s learning to answer a phone call except in emergencies. We will take messages to be picked up by your child during passing time between classes or at the end of the day. Office phones are available for student use in emergencies or at the discretion of office personnel. Please know that your child WILL be allowed to contact you from the office for an emergency or an illness or injury.

DRESS CODE

Students should dress for public school as adults would dress for the work place. Clothing should be clean, in good repair, and should not serve as a distraction from the learning process, violate the rights of others, pose a health and/or safety risk to the student or others. Our guidelines are intended for the school environment and should not be interpreted as standards for the community at large.

Classroom teachers, support staff, and administration will assume responsibility for determining acceptable dress. Teachers and support staff will refer students to the office when necessary, typically by 9:00 a.m. The student will be asked to modify their dress to be within the acceptable guidelines or may be given an appropriate substitute item of clothing. If the clothing cannot be modified at school, the parent will be contacted and asked to bring acceptable clothing to the school. The student will be held in the office until the parent arrives. If the parent is unable to
come to school within a reasonable time, the student will continue learning in the office or other location.

1. Caps, scarves and other head coverings may not be worn by boys or girls inside the school, except for approved school special occasions.
2. Book bags, backpacks, purses, and large bags are to be kept in the student locker during the school day.
3. Sunglasses will not be worn inside the school building.
4. Writing, drawing, and marking the skin and or clothing is not acceptable.
5. Jewelry or other articles of clothing that have the potential to cause injury or damage to personal property may not be worn (chains, studded wrist bands/collars, safety pins, gauges, etc.).
6. Wearing articles of clothing or jewelry to signify belonging to a gang is not acceptable.
7. Clothing or accessories that promotes the use of drugs and/or alcohol, is sexually suggestive, promotes gang behavior, violence, includes vulgar language, or obscenity in language or vision or violates the school district’s policy of non-discrimination may not be worn.
8. Excessive loose fitting clothing is not acceptable school attire. Undergarments must be fully covered at all times.
9. Clothing normally worn as sleepwear may not be worn to school. Slippers are not acceptable school attire.
10. Pants and shirts must cover all undergarments (spaghetti strap blouses, belly shirts, boxers/shorts showing, open back shirts, or mesh shirts are not acceptable).
11. Pants should not be worn in a way that could cause personal injury or to show undergarments.
12. **Shirts, tops and blouses must have sleeves** and will be worn in such a way as to not expose mid-torso skin, or cleavage.
13. Shorts and skirts should not be worn in a way that is revealing or distracting (Guideline: shorts & skirts no shorter than mid-thigh). You may wear leggings underneath shorts or skirts that do not meet the mid-thigh guideline.
14. Students must wear shoes or sandals at all times. Slippers are not shoes.
15. Shoes that pose a health or safety risk to you or others, or cause damage to school are not acceptable. (Neelies, wheelies).
16. Boots normally worn to replace shoes when going outside, or boots worn over shoes will be removed when coming into the school building.

Please note: The Dress Code may be altered for special events sanctioned by the school.

**STUDENT INCENTIVES**

**INCENTIVE ACTIVITIES**
We encourage positive behavior with incentive activities. Teachers plan in-school or field trip activities intended to recognize students positive academic and behavioral choices. In addition, each quarter at least one recognition assembly will be held to recognize students for academic and/or behavioral excellence, attendance excellence club/organization or sport participation.

**STUDENT GUESTS**
A student may request to have a friend or relative visit for a school day or come to an evening event (dance) with permission from the school principal or designee. Please request a Visitor Form from the office. A guest will be approved if the:
• written request is given to the principal at least two days in advance (see form on the OMS Website).
• request is not for more than one school day.
• visiting student is in sixth, seventh, or eighth grade.
• visiting student is not truant from his/her own school.
• visiting student has not visited during the current school year.
• OMS Student is in good standing as determined by the Principal. OMS Student is in good academic standing (no “F” grades).
• Classroom teachers approve of the visitor.

The visiting student’s conduct must meet the standards of the school’s student/parent handbook. The host student’s parent is responsible for the guest’s behavior. If the guest’s conduct is unacceptable, the host parent will be asked to take responsibility for the student and remove the student from school.

STUDENT VISITS TO OTHER SCHOOLS IN THE DISTRICT
Students from the middle school are not allowed to go to Mauston High School, Grayside Elementary, West Side Elementary, or Lyndon Station Elementary, unless they are participating in a supervised activity, or have a pass issued by the school office. Students from other district schools are expected to do the same if they wish to come to Olson Middle School. If an older sibling is picking up a brother or sister after school, a pass should be obtained with a written note from the parent. Students should wait in the appropriate school area for the younger sibling.

SCHOOL ACTIVITY GUESTS
A number of evening social activities are planned for Olson Middle School students. A guest will be permitted if the guest request is completed (see the guest form on the OMS Website). In addition, the following criteria must be met:

• request is made to the principal at least two days in advance.
• the guest is a sixth, seventh, or eighth grade student in his/her own school.
• sponsoring organization is allowing guests to the activity.

SCHOOL SERVICES

NURSING SERVICES
The school nurse identifies, assesses plans, intervenes, and evaluates student health concerns that impact student learning. Students with chronic health conditions are assisted to manage their health problems at school. First aid is administered by the school nurse or by staff supervised by the school nurse. Parents are notified when follow-up care is required.

VISION SCREENING
Vision screening is done for seventh grade students using guidelines recommended by Prevent Blindness Wisconsin. Notes are sent home with students regarding results. Referrals are made when indicated.

HEARING SCREENING
Hearing screening is done for individual students on request of parent or teacher.

**IMMUNIZATIONS**
Wisconsin State law requires all students to show proof of immunization or have a properly signed waiver form. Waiver forms are available in the school offices.

Students in grades 6th, 7th, and 8th are required to have 4 DTP/DTap (pediatric diphtheria, tetanus and acellular pertussis), 4 Polio, 3 Hepatitis B, 2 MMR (measles, mumps, rubella), 2 Varicella (chickenpox – a history of chickenpox disease is also acceptable) and 1 Tdap (adolescent tetanus, diphtheria, and acellular pertussis).

**STUDENT HEALTH INFORMATION FORM**
Please fill it out carefully at the beginning of each school year, noting any special health conditions or medications needed at school, or taken at home. If there is a change in your child’s physical or mental condition during the school year, please notify the nurse. It is also important for you to list your cell and work phone numbers and the phone numbers of two people who can serve as emergency contacts in the event that you cannot be reached.

**MEDICATION POLICY**
Students are forbidden to bring prescription medicine on school premises. If a student is found with a prescription medication, the school nurse will hold the medication for the student until the end of the day when this medicine will be returned to a guardian/adult only. If it is required that the medication be taken or administered during the school day, the school nurse will supervise the administration or taking of that medication as required with a medication consent signed by a licensed health care provider. Over-the-counter medications are also kept in the health office and follow similar guidelines.

The purpose of the medication policy is to assure the safety of all students.

1. Prescription medication may only be given if the school has a written order from the prescriber (i.e. medical doctor, nurse practitioner, physician’s assistant, dentist, optometrist, and chiropractor).

2. Written parent permission is needed for both prescription and over-the-counter medications. Medication forms are available at school and local clinics.

3. All medicine sent to school must include the following:
   a. Original, labeled container.
   b. Full name of student on container
   c. Instructions which include the following information:
      i. Name of student
      ii. Name of medication
      iii. Dose
      iv. Time to be given
      v. Reason for need

**NO MEDICATION will be given if the above criteria are not met.**
A prescriber’s orders for routine medication administration must be renewed annually at the beginning of each new school year. Any changes during the school year require new orders from the prescriber. Students needing inhaled medication for asthma may carry their inhalers with them **IF** the above criteria have been met and the student can show responsible use of the medication. Any medications kept at school in the health office must be retrieved from school by an adult at the end of the school year.
COUNSELING SERVICES
The school counselor’s primary role is to provide guidance for students and their parents to ensure student academic, social, and emotional success. The counselor works with:

• individual students for academic, social, family, or personal problems.
• in the classrooms to teach all students skills for school and personal success.
• small groups of students that have similar needs.
• the student on behavior issues if needed.
• Parents, Students, and Teachers on planning for academic interventions.

The school counselor has to service the needs of a large number of students and will not be able to provide long-term professional therapy typically provided by psychiatrists, psychologists, and family therapists. These intensive counseling sessions for students of great need should be provided by the student’s family.

Students that need to see the counselor should do so during their free time unless a serious emergency arises. Students will seek a pass from the office or the counselor. The counselor will try to schedule students at a time when valuable class time will not be lost. If a student has a need determined by the counselor to require immediate attention, the counselor will have the right to remove the student from class, or write the student a pass to be given to the teacher.

LIBRARY & MEDIA CENTER
Our school has a library media center rich in print materials, audiovisual materials, and other technology and software. The use of the library media center is a privilege. A quiet atmosphere will be maintained for work on assignments, and for general materials selection and usage. Reference books, current issues of magazines and computer software CD-ROMs owned by the media center are to be used in the library media center. Books, back issues of magazines, videotapes, DVD’s, audiotapes, CD’s and other appropriate technology may be checked out. Magazines, video and audio materials are due in one week. Book due dates are set at the middle of the quarter and the end of the quarter. Four items at a time may be checked out from the library as long as a student has no overdue items.

Students are responsible for any materials they check out from the library media center. A student with an overdue item will not be permitted to check out any other materials until the overdue item is returned or paid for. All damage to materials beyond reasonable wear and tear, and all losses shall be made good to the satisfaction of the media specialist by the end of the school year.

Students who misbehave or misuse the LMC may be denied the privilege of using the LMC for a period of time to be determined by the library media specialist and or the principal. This time will depend on the nature of the incident and previous revocations of LMC privileges.

ATHLETICS & ACTIVITIES

SCHOOL ATHLETICS
Olson Middle School offers boys’ and girls’ cross-country, boys’ football, girls’ volleyball, boys’ & girls’ basketball, wrestling, and boys’ & girls’ track. The school’s adopted the Golden Eagle as our name and mascot. All school athletic opportunities are governed by the Wisconsin Interscholastic Athletic Association (WIAA), and the Olson Middle School Co-Curricular Code
adopted by the Mauston Board of Education. Access to athletic events occurs through the main entrance at the West parking lot (Door 1).

Restrooms in the lower level (at the ends of the stairwells and by the LMC) will be available for the public. Upper Seventh and Eighth grade corridors will be open for athletes to get coats, books, etc. after games are over. Student spectators should not be in the hallways unless they are getting ready to leave the building. Students spectators may not stay after school to wait for the event to begin unless they are under the direct supervision of an OMS staff member, as there is no supervision until the event is scheduled to begin. Students should be in the gym while the game is in session unless purchasing concessions.

**WIAA PHYSICAL OR ALTERNATE YEAR CARD**
Athletes must complete a **WIAA physical card (year one), or an alternate year card (year two)**. Physical cards are completed and signed by your physician. Alternate year cards are signed by the parent and must include the date of the student’s last physical. Parents and students must also read and sign the Olson Middle School Co-Curricular Code of Conduct, the insurance waiver, and head concussion forms. The WIAA card and Co-Curricular Code must be completed before a student is allowed to actively participate in practice. Seven active practices are required in order to participate in competition.

**SPECTATOR BEHAVIOR**
We are a school recognized for being friendly and polite to our visiting fans, teams, referees & guests. Do not make unkind remarks. Do not taunt visitors. Student or adult spectators that violate this guideline will be asked to leave the premises. Students may face disciplinary action or loss of privileges. Adults may be asked not to return to other school events. Police referrals may be made in extreme cases.

**ELIGIBILITY FOR INDIVIDUAL AND SMALL GROUP BAND AND CHOIR LESSONS**
Olson Middle School students enrolled in band and choir have the opportunity to receive individual and small group pull-out lessons. Students are scheduled for one fifteen minute lesson each scheduled interval. Students may need to be pulled out of class to go to the lesson. We want everyone to have the chance to become a better musician, but not at the cost of poor academic performance. Students that fail a nine-week course or have received an “F” on a mid-term progress report will not be eligible for lessons. The student will be able to return to lessons when it can be verified in writing by the teacher giving the failing grade that the grade has been raised to passing. The student is responsible for all work/assignments in the academic courses. Being at a music lesson does not excuse a student from their classroom responsibilities. The responsibility rests with the student, assisted by the teacher and parent.

Students are expected to arrive at the lesson on time, and return to class on time. Passes will be used to send students to and from lessons using a daily planner pass sheet.

**CURRICULUM FIELD TRIPS**
Regular school field trips, that are considered part of the school’s academic curriculum, will be attended by all students unless it is probable that the child would cause harm to themselves or others. Proper student behavior is expected. Permission forms for each field trip are required.

**ASSEMBLIES**
Assemblies will be held to enrich our curriculum, improve school safety and behavior, and to recognize students for their accomplishments. Students will sit with their teachers in designated
locations for all school assemblies. We have been recognized by visiting performers and speakers as a school that shows good performance etiquette and respect. Continue to show visitors that Olson Middle School students have ‘class’.

TRANSPORTATION TO AND FROM SCHOOL ACTIVITIES
Make arrangements with your child for transportation home after home events. Coaches will remain with players after games until they are picked up by their parents. Please be on time when picking up your child from school events. Please respect the family time of coaches and advisors that have put in a very long school day. When necessary to take your child home following an away event, please contact the coach for the appropriate form to complete. It is important that we know which students to expect on the bus for the ride home.

DISTRICT TRANSPORTATION

OMS EXPECTS THAT THE SCHOOL SOCIAL CONTRACT IS FOLLOWED ON THE BUS AS WELL AS AT SCHOOL!!

BUS TRANSPORTATION REQUEST
Parents of new students and students that have moved to another address should contact JEVCO Transit at 847–7493 to arrange for bus transportation. Bus transportation is available to district residents who are within the qualifying distance from the school. Contact the district transportation supervisor at the district office for exact details (847-5451, Ext. 6681).

The school district works closely with JEVCO Transit of Mauston to provide safe and comfortable transportation for bused students. Your child is expected to closely follow the instructions for boarding, behavior during transport, and getting off of the bus. Bus drivers will refer students for disciplinary action that may include suspension of bus privileges.

BUS LOADING
• Guests are not allowed on the bus to ride home with others. Transportation of guests is the responsibility of the parent.
• Be on time at the designated school bus stop. Keep the bus on schedule.
• Stay off the road at all times while waiting for the bus. Riders must conduct themselves in a safe manner while waiting.
• Do not step into the roadway in anticipation of the bus stopping. Remain on the curb, at the bus stop, or on the roadside a safe distance from the approaching bus.
• Wait until the bus comes to a complete stop and the driver opens the door before leaving the roadside, curb, bus stop.

BUS CONDUCT
• Keep hands and head inside the bus at all times.
• Do not litter. Help the bus driver keep the bus neat and clean.
• Enjoy conversations with your brothers, sisters, and friends, but voices must be kept at a normal level. A chorus of loud voices is distracting to a driver assigned to the health and safety of so many students.
• Treat the bus equipment as you would other school equipment. Damage to seats, etc. will be paid for by the offender.
• Bus riders should never tamper with the bus or any of its equipment.
• Do not leave books, lunches, or other articles on the bus.
• Keep books, packages, coats, and all other objects out of the aisles.
• Do not throw anything out of the bus window.
• Bus riders are not permitted to leave their seats while the bus is in motion.
• Horseplay is not permitted around or on the school bus.
• Bus riders are expected to be courteous to fellow pupils, the bus driver, patrol officers, or driver’s assistants.
• Absolute quiet is expected when approaching a railroad-crossing stop.
• In case of a road emergency, children are to remain in the bus.

Exiting the bus:
• Cross the road at least ten feet in front of the bus after getting off, but only after looking to be sure that no traffic is approaching from either direction.
• Help look after the safety and comfort of small children.
• Be alert to the danger signal from the driver.
• The bus driver will not discharge riders at places other than the regular bus stop, at the home or at school, unless by proper authorization from the parent of the rider or the school official.

The health and safety of your child is jeopardized by student misconduct on the bus. The school district has taken steps to ensure all children have safe and enjoyable rides to and from school. The school and bus company have set high standards for student behavior. The progressive consequences for repeated bus misconduct have been substantially increased. Please encourage your child to be safe and respectful while traveling to and from school on school buses. We thank you in advance for helping us in the effort to keep our children safe and healthy.

TRAFFIC & PEDESTRIAN SAFETY
• All bus students are dropped near the main entrance of the school in the morning beginning at approximately 7:30 A.M.
• Bus students board the buses placed in a continuous line to the main doors of Olson Middle School. Buses begin arriving approximately 3:10 p.m.
• Do not park in the bus pick-up or drop-off zone.
• Do not pull around stationary buses.
• Do not pass moving buses in the school parking lot.
• Do not drop your student off in the parking lot or allow him/her to exit your vehicle on the driver’s side.
• Parents will deliver their child in the East parking lot, Door 12, and pick up their children from the frontage drive on the north side of the middle school (adjacent to Grayside Avenue).
• Do not deliver students from the parking lot for any reason.
• Be alert to pedestrian traffic.
• Do not wait in the parking lot at dismissal for your child. Children should not cross the bus exit route or walk between buses to get to their ride home.

The crosswalk has a stop sign posted to allow all walking students a safe passage to the diagonal sidewalk that leads to the crossing guard located at Buttner Street and Grayside Avenue. This is the only place students may cross the frontage drive. Walking students may only cross Grayside Avenue at the crosswalk located at Buttner Street and Grayside Avenue.

BICYCLES
Bicycle racks are located on school property. Bicycles are NOT to be ridden on school property. Bicycles will be walked to the bike rack. Lock your bicycle to prevent theft. The school is not responsible for unauthorized use of bicycles by other students or the theft of a bicycle.
SKATEBOARDS
Skateboards may not be ridden on school property. Students may not store skateboards in their locker. Skateboards must be checked in the main office at the beginning of the day. When students reach school asphalt, concrete, or the school walkway along Grayside Avenue, the skateboard will be carried. Students that ride skateboards on campus will have their skateboards confiscated and held in the school office. The student’s parent may collect the skateboard in-person at any time. The skateboard will not be released to the student.

OLSON MIDDLE SCHOOL POLICIES
PROCEDURES

VIDEO SURVEILLANCE
The School Board has authorized installation of a video surveillance system within the School District of Mauston. This system will be used for the purpose of maintaining a safe and orderly educational environment, for identifying disciplinary issues, for minimizing theft, vandalism, bullying and harassment, and for enforcing school policies and rules including, but not limited to, truancy and tardiness issues. Please see Board Policy 731.2 for more information.

PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY
It is the policy of the Mauston School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, pupil service, recreational, or other program or activity because of the person’s sex, race, national origin, ancestry, creed, pregnancy, marital, or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, Wis. Statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973. The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Mauston School District. Any questions concerning this policy should be directed to the District Administrator at 608-847-5451.
PUBLIC NOTICE
School District of Mauston
Family Educational Rights and Privacy Act (FERPA)
Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Mauston School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Mauston School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Mauston School District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Mauston School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by September 5, 2014. If you have questions, please contact Michele Yates-Wickus, Director of Student Services, at 847-5451, Ext. 6602. Mauston School District has designated the following information as directory information:

- Student’s name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s SSN, in whole or in part, cannot be used for this purpose.)
It is the policy of the Mauston School District to provide a harassment free environment throughout our schools. All forms of harassment, including sexual and racial harassment, are unacceptable. An student who feels that he/she is being harassed should contact a staff member for guidance. Forms are available for documentation of a harassment complaint and can be received in the office.

Introduction

The School District of Mauston strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

The safety of children and their feeling of security should always be the top priority for this district. All threats should be reported to the administration for evaluation by professional staff.

Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:
1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.
(continued)

Procedure for Reporting/Retaliation

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to a school administrator.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to a building administrator or his/her designee.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school official receiving a report of bullying shall immediately notify the school district employee assigned to investigate the report. The following school district employees have been identified as the investigator: principals, assistant principals, police liaison officer, curriculum director, or the Superintendent of Schools.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for investigating reports of bullying

The person assigned by the district to conduct an investigation of the bullying report shall, within two school days, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.
Sanctions and supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.
Introduction

The School District of Mauston’s computer network and the internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the internet, commonly referred to as cyber bullying are unacceptable, and are viewed as a violation of this policy and the district’s acceptable computer use policy/procedures.

Malicious use of the district’s computer system to develop programs or to institute practices that harass other users or gain unauthorized access to any entity of the system and/or damage the components of any entity on the network is prohibited. Users are responsible for the appropriateness of the material transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

School and community members who believe they have been the victims of such misuses of technology, as described in this policy should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the building principal, district administrator or designee.

The administration shall fully investigate all reports of cyber bullying. This may also include contacting law enforcement.

In situations in which the cyber bullying originated from a non-school computer, but was 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 interrupts or severely impedes the day to day operations of the school. In addition, such conduct must also be in violation of publicized school policy.
(continued)

Such conduct includes, but is not limited to harassment, or making a threat off school grounds that is intended to endanger the health, safety or property of a district employee or school board member, or of others at school.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to law enforcement.

Legal References:

Section 118.46(2), Wis. Stats; Sections 111.31, 118.13, 118.195, 118.20, WI Stats., PI 9 – WI Admin. Code; Section 504 of the Rehabilitation Act of 1973, WI Statutes 948.51(2), 947.013, 947.0125; and Children’s Internet Protection Act as Amended in 2008.

Cross Reference:

443.8 – Bullying Policies; 443.1-443.7 (Student Conduct Policies)
363.2 – Student Access to Network Information Resources.

Approved: 8/2/2010

Reviewed: 

Modified:
**STUDENT ENROLLMENT INFORMATION SHEET**

It is vitally important that we have a completed Student Enrollment Information Sheet that has all current address, contact, and emergency information. These forms are available to all parents for the fall term during District-Wide Registration or in the office by request. If emergency information changes during the school year, please contact us immediately so our records are accurate. Parent/Guardians may also update information through *Family Access* in Skyward by accessing it through our district website.

**STUDENT RECORDS**

The middle school office keeps a complete record of information for each student. These records contain grades, evaluations, Individual Education Plans (IEP's) if appropriate, standardized test scores, courses taken, health records, and other pertinent information. The legal parents or guardians have a right to review the student’s record at any time. The office will provide the record for you to examine, and make copies of information at a nominal cost per page.

Students who move within the district and change addresses or phone numbers should notify the office of these changes. It is necessary for the office to have a current address and telephone number of the parent and an alternative contact in case of an emergency.

**COMPUTER NETWORK ACCEPTABLE USE AGREEMENT**

All students and their parents must read and sign the *Acceptable Use Agreement*. Students that do not return their agreement will have their computer network privileges suspended. Computer network use would include all technology in the building.

**OFFICE PHONE**

Students will be able to use the office phone with good reason on a *very limited* basis. The office receptionist will approve of the phone use. Emergency use of the phone to parents will always be granted to all students (Homework/gym clothes left at home, social activity planning after school, etc., are not emergencies).

**MAILING OF SCHOOL INFORMATION**

Divorced or separated parents may both receive information from the school by request. The school will automatically send correspondence to the custodial parent or parent of primary placement without a request. We will send school correspondence to a 2nd Parent/Guardian by request.

**STUDENT TRANSFER TO ANOTHER SCHOOL DISTRICT**

Contact the middle school to inform us of your intent to withdraw your child. Next, contact the new school for enrollment information. The new school will send a Request for Records form signed by you in order to obtain the student’s records. We will maintain a student on our enrollment record until we receive a signed ‘Request for Records’ form from the new school district.

A student that no longer attends our school will be considered unexcused each day unless we have regular contact with the parent. A student is considered truant if he/she is absent five or more days unexcused in a semester truancy referral will be filed following the 10th absence.

We need, at the very minimum, one day for the student to turn in loaned materials, clean their locker, etc. A transfer form (*Olson Middle School Transfer Form*) available at the middle school office will need to be signed authorizing the school to remove the student from the school’s enrollment. Your child will take the form to each of their teachers to have initialed after
all fees, loaned books, fines, etc. are returned and/or paid. When the form is complete it should be returned to the office. We will wait for the arrival of the ‘Request for Records’, then officially remove your child from Olson Middle School enrollment. Attendance will continue to be taken until that time.

**LOCKER INSPECTION**

The provision of lockers to pupils is a privilege granted by the Board of Education. The assignment of lockers to pupils is a responsibility of the principal or his/her designees. The principal retains the right to inspect any locker or lockers as may be necessary. This right shall be exercised if and when, in the judgment of the principal, there may be reasonable suspicion to believe that a locker may be used to conceal items that endanger the health and safety of the school population.

**SALE OF GOODS ON SCHOOL PROPERTY BY STUDENTS**

Students are not to sell products for school or non-school organizations to other students during the school day unless supervised by a teacher and with the permission of the school principal.

**FOOD SERVICE**

Students may choose main entrées or a salad for each meal. The cost of the meal is deducted from your family lunch account. Students are allowed to take a second meal. Two meals will be deducted for that day. When your lunch account no longer has a positive balance you will be sent a letter informing you of your need to add to the account. Your child will need to bring a sack lunch until the account has a positive balance. We will provide a peanut butter sandwich and milk for any student whose family account has a negative balance and does not have a sack lunch with them. Contact the district office at 847-5451, extension 6686, to get information about your account, to set up an account, or if you have a change of address.

**WELLNESS POLICY**

The School District of Mauston Board of Education approved a wellness plan for the District. Treats for students should be healthy foods. This plan is part of a state-wide effort to curb obesity in our young people. If you have questions about our wellness policy, please feel free to contact OMS office or the district office.

**VISITOR POLICY**

The Olson Middle School office and main doors are open at 7:30 a.m. and close at 4:00 p.m. All visitors must enter the building through the main entrance doors located off the west parking lot. After 8 a.m., visitors will need to be approved for entry by the office staff. The office staff member will electronically release the lock to allow the approved person to enter. All persons going to building locations beyond the office will register in the office. A visitor’s badge will be provided. Visitors must wear the visitor’s badge at all times while you are in the building.

**VOLUNTEER POLICY**

All school volunteers must complete an application and submit to a criminal background check annually. This will apply to all volunteers whose service to the school brings them in regular contact with students, including chaperones and classroom volunteers. Applications are available at the middle school or district office, or on the school website.

Mauston
PUBLIC NOTICE
School District of Mauston
Family Educational Rights and Privacy Act (FERPA)
Directory Information [2015]

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Mauston School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Mauston School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Mauston School District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Mauston School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by Friday, September 11, 2015. If you have questions, please contact Michele Yates-Wickus, Director of Student Services, at 847-5451, Ext. 6602. The Mauston School District has designated the following information as directory information:

- Student’s Name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID or other unique personal identifier used to communicate in electronic systems that cannot be used to access educational records without a PIN, password, etc. (A student’s SSN, in whole or in part,
cannot be used for this purpose.)