

Urban Middle School Student Handbook 2017-2018



MISSION



To provide all students with the necessary skills to become productive members of society, and to foster individual achievement in a safe, encouraging environment.

VISION

***Urban Middle School will have a learning environment where students demonstrate their proficiency on benchmarks at agreed upon levels. We will use data to appropriately adjust instruction and monitor student progress.**

***Urban Middle School will use a wide variety of instructional activities to meet the needs of our diverse population, while promoting leadership within the school community.**

***Working together, Urban Middle School will continuously support students, staff and parents in their efforts until they successfully achieve their goals.**

***Urban Middle School will use data appropriately, adjust instruction and monitor student progress.**

***Urban Middle School will celebrate success.**

SCHOOL HOURS

Doors will open daily at 7:30 AM. (If there is inclement weather in the morning, students will be allowed in at 7:15 AM and will stay in their designated hallway(s) until 7:30 AM. Classes begin at 7:40 AM and end at 3:00 PM except on Wednesdays when school ends at 1:45 PM. Do not arrive at school before 7:30 AM unless you have made arrangements to meet with one of your teachers or any other staff member. Students are to use the entrances in the front of the school each morning. The back door is for staff and is also our handicapped accessible entrance. At the end of the school day, students are expected to leave the school building and school grounds immediately, unless under the direct supervision of a teacher. Students should use the front doors or the exits on 13th and 12th streets to leave the building. The back center doors are not to be used. The alley is very busy after school and is not particularly safe to walk through. Please remember students that the time between 7:30 and 7:40 is available to you to organize yourself for the day. When you have all your materials organized, please report to your 1st hour class. You may visit with your friends in your classroom. This will ensure that everyone is prepared and ready to go at 7:40 AM.

STUDENT CODE OF CLASSROOM CONDUCT (School Board Policy 5500)

It is the policy of the District to establish and maintain a favorable learning environment for students and staff. Effective learning cannot take place in a class where student behavior interferes with the ability of the teacher to teach effectively or the ability of other students to participate in class learning activities.

Students shall be expected to abide by the code of classroom conduct adopted by the Board for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of classroom conduct or other District policies, rules, and expectations set forth in the Rights and Responsibilities Student Handbook is subject to removal from class and/or disciplinary action.

The District recognizes and accepts its responsibilities to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission.

ATTENDANCE POLICY AND PROCEDURES

Daily school attendance and promptness to classes are parent and student responsibilities. Under state statutes, the responsibility for young people to attend school is that of the parents; however, each student must share in that responsibility. Students who have good attendance generally receive higher grades, enjoy school more, and are much more employable after graduating from high school. There is a direct relationship between poor attendance and school failure. Therefore, all students are expected to attend school regularly and be to class on time.

Parents should contact the school each day their child is absent. All absences must be accounted for by a parent calling the school or sending a note with the student the next day he/she attends school.

After hours answering service is available to accommodate our families at 459-3678. All calls should be made by 9:00 am so that we may maintain accurate records. Students who are absent from school will not participate in evening activities or weekend activities, if the absence is on a Friday, without permission from Urban administration. According to the School Board Attendance Policies and the Wisconsin State Statutes regarding compulsory school attendance, we need to notify parents of their child's attendance. In order to accomplish this, we have the set policy in place:

Hierarchy of Attendance Interventions: UNEXCUSED ABSENCES IN A SCHOOL YEAR

Tier 1

May occur after 1 and 2 unexcused absences:

- _____ contract for unexcused absences completed with attendance secretary
- _____ parent contact by attendance secretary to find out reason for absence/tardy
- _____ after school detention and lunch detention

May occur after 3 unexcused absences:

- _____ parent contact made by counselor
- _____ student meeting with counselor
- _____ parent letter defining habitual truant, reviewing attendance policy sent by administrator

May occur after 4 unexcused absences:

- _____ parent contact or meeting by administrator or social worker
- _____ student meeting with administrator or social worker to complete a Student Watch Form

Tier 2

May occur after 5 unexcused absences:

- _____ follow-up meeting with student by administrator or social worker
- _____ review of cumulative file by counselor
- _____ possible schedule change
- _____ team collaborates to develop individualized interventions to help school engagement
- _____ parent letter requesting parent meeting
- _____ consideration for TAG (Truancy Abatement Group) if has minimum of 5 unx or 9 ex and parent permission

Tier 3

May occur after 6 unexcused absences:

- _____ school resource w/ administrator, or truancy officer is sent to pick student up (w/ police support if needed)
- _____ student documents own attendance
- _____ parent provided additional resources for school attendance
- _____ team collaborates to develop individualized interventions to help school engagement

May occur after 7 unexcused absences

- _____ parent meeting with administrator, student, school resource officer to discuss laws and school social worker to create reinforcement plan at home
- _____ school social worker-attendance case management

May occur after 8 unexcused absences:

- _____ social worker contacts parent and/or student to discuss attendance and provide resources if needed

May occur after 9 unexcused absences:

- _____ administrator/school resource officer contacts parent and/or student with reminder of consequences

May occur after 10 unexcused absences:

- _____ student and/or parent is issued a truancy ticket
- _____ a truancy referral will be filed

Hierarchy of Attendance Interventions: EXCUSED ABSENCES IN A SCHOOL YEAR

Tier 1

May occur at 1-4 excused absences:

- _____ parent contact made by teacher
- _____ student meeting with teacher

Tier 2

May occur after 5 excused absences:

- _____ parent letter sharing number of absences
- _____ student meeting with counselor, administrator, or social worker

May occur after 8 excused absences:

- _____ parent letter saying may require a doctor's excuse
- _____ parent contact by administrator

May occur after 9 excused absences:

- _____ student meeting with counselor, administrator, or social worker
- _____ consideration for TAG (Truancy Abatement Group) if has minimum of 5 unx or 9 ex and parent permission

Tier 3

May occur after 10 excused absences:

- _____ parent letter setting up attendance meeting
- _____ parent meeting with administrator and/or social worker to decide further action
- _____ consideration for attendance case management

*10 excused absences, a doctor's excuse will be required by administrator to excuse any absences for the remainder of the year or absences will turn to unexcused and this hierarchy will be applied

Hierarchy of Attendance Interventions: UNEXCUSED ABSENCES IN A SEMESTER

Tier 1

May occur after 1-2 unexcused absences:

- _____ parent contact by attendance secretary to find out reason for absence/tardy
- _____ contract for unexcused absences completed with attendance secretary

May occur after 2-3 unexcused absences:

- _____ parent contact made by counselor
- _____ student meeting with counselor
- _____ parent letter defining habitual truant, reviewing attendance policy sent by administrator

May occur after 3-4 unexcused absences:

- _____ review of cumulative file by counselor
- _____ parent contact or meeting by administrator or social worker
- _____ student meeting with administrator or social worker to complete a Student Watch Form
- _____ parent letter requesting parent meeting

Tier 2

May occur after 5 unexcused absences:

- _____ follow-up meeting with student by administrator or social worker
- _____ possible schedule change
- _____ team collaborates to develop individualized interventions to help school engagement
- _____ consideration for TAG (Truancy Abatement Group) if has minimum of 4 unx or parent permission
- _____ school resource w/ administrator, or truancy officer is sent to pick student up (w/ police support if needed)

Tier 3

May occur after 6 unexcused absences:

- _____ parent provided additional resources for school attendance
- _____ team collaborates to develop individualized interventions to help school engagement

May occur after 7 or more unexcused absences:

- _____ student and/or parent is issued a truancy ticket
- _____ a truancy referral will be filed

*5 excused absences, a doctor's excuse will be required by administrator to excuse any absences for the remainder of the semester or absences will turn to unexcused.

TARDY TO SCHOOL

Students arriving late to school (after 7:40 am) must always check-in for attendance in the student services office before reporting to lockers and classes. Oversleeping, missing the bus, and missing a ride do not excuse tardiness.

Because of this school's commitment to improving student achievement, we are concerned when a child misses part of a lesson for any reason. The process of education requires instruction that is based on skill building, class participation, learning experiences, and study. Frequent tardies and absences affect your child's learning opportunities.

We work very hard to ensure that your child receives the best education possible. We cannot do that if your child is not in school — on time, every day, when your child is healthy.

In order to ensure our students continued success, students who now arrive late to school at...

- **7:40 – 7:50 AM**
 - Considered tardy for school
 - First time they will given a warning by their 1st hour teacher
 - 2nd Tardy = 10 minutes after school with the teacher
 - 3rd Tardy = 20 minutes after school with the teacher
 - 4th Tardy = 30 minutes after school with the teacher
 - 5th Tardy or more = the teacher will write a major ODR for each tardy resulting in after school detention
- **7:50 – 8:00 AM**
 - Lunch Detention for that day
 - Time with teacher related to above points
- **Later than 8:00 AM**
 - After school detention
 - 2 lunch detentions that will begin on the day it is issued
- **Later than 8:15 AM**
 - It will be considered an unexcused absence for that period and each additional period
 - The student will also receive the same consequences for an 8:00 AM arrival

If a student consistently arrives late to school, a teacher, counselor, and/or administrator will be contacting you regarding the accumulated absences and a meeting will be arranged. If a student arrives to school late **7 or more** times in a quarter, he/she will be issued a **Saturday School**. (See p. 26-27 for more information) If no change occurs, we will move toward a truancy citation in accordance with our state and local laws.

Please make sure that your student attends school every day and is on time. Discuss this issue with your child, pointing out the importance of being in the classroom and ready to learn when school begins. Do not hesitate to contact us to assist you and your student in anyway to improve school attendance.

MAKE-UP COURSE WORK AND EXAMINATIONS (School Board Policy 5200)

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact his/her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

SKYWARD: In order to view students' assignments and missing work, please log into Skyward Family Access and search for teacher and class your son/daughter has for that semester. Log in information will be sent home in the first few weeks of school. Please remember to keep this information to keep track of your son/daughter's progress throughout the year. Skyward is also another great tool that will allow parents to communicate with their child's teacher throughout the year.

LEAVING THE BUILDING DURING THE DAY: If students need to leave school during the day, they must follow these procedures:

1. Bring a note signed by your parent/guardian to the attendance window stating the reason and time to leave.
2. Get a pass from the attendance window before school up until 8:00 a.m. After 8:00 a.m. go to Student Services Office.
3. Check in at the Student Services Office upon returning to school

If these procedures are not followed, the time missed from school may be considered an unexcused absence.

OUT OF TOWN

Sometimes during the school year a student may miss some classes because of family business (vacations, weddings, funerals, etc.). If a student or his/her parents know that the student is going to be out of town, it is the student's responsibility to see the attendance secretary and pick up a Request for Absence/Class Assignments form. The student should then take this form to his/her teachers and get homework in advance before leaving. This completed form must be returned to the Attendance secretary since this will act as the student's excuse. Keep in mind, extended leave for vacations during the school year may affect a student's overall performance. These days missed will count toward the students' total excused absences for the year.

STUDENT LOITERING AND MISBEHAVIOR POLICY

The Sheboygan Area School District has adopted a policy that will provide school consequences for student loitering and misbehavior in neighborhoods adjacent to secondary school buildings. For purposes of this policy, the word "loitering" is defined as: "To congregate, wander, stroll, stand, play, delay, linger aimlessly, or idle about within a school neighborhood area, either on foot or in or on any conveyance being driven or parked therein, without a lawful purpose for being present, unless accompanied by a parent, guardian, or other adult person having care, custody or control of the student. Loitering does not include direct movement through a school neighborhood area when traveling to and from school." Acts of student misconduct including vandalism, littering, disorderly conduct, underage smoking, and acts which are intended to threaten or intimidate citizens and any act violating Wisconsin statute or local ordinances will be subject to school disciplinary processes.

Students will be held accountable by all three middle schools for their actions within the following areas:

LOITERING

Loitering on any Sheboygan Area School District campus is not allowed.

- Non-students loitering on or about campus will be directed to leave.
- Loiterers not leaving after being asked will be reported to law Enforcement officials.
- License plate numbers of non-student cars loitering/stopping around school grounds will be recorded and provided to law enforcement officials.

DISORDERLY CONDUCT (School Board Policy 5520)

The Board of Education recognizes the right of each student to attend school for the purpose of receiving an education. The disruption of the educational program of the schools by disorder or any other purposeful activity will not be tolerated.

For purposes of this policy, disorder shall be any deliberate activity by an individual or a group, whether peaceful or violent, which is reasonably likely to disrupt the normal operation of the school.

The Board, having the responsibility for providing an educational program for the students of this District, shall have the authority to preserve order for the proper functioning of that program.

Students shall not be disturbed in the exercise of their constitutionally guaranteed rights to assemble peaceably and to express ideas and opinions, privately or publicly, provided that such exercise does not infringe on the rights of others and does not interfere with the operation of the schools.

PRIMARY SCHOOL NEIGHBORHOOD:

North Avenue between 12th and 13th Street; 12th Street from North Avenue to School Avenue; and 13th Street between North Avenue and School Avenue, including the roadway, median, municipal sidewalk, public right-of-way, and all privately owned property adjacent to the south side of North Avenue, the east side of 12th Street, and the west side of 13th Street.

TRANSPORTATION TO AND FROM SCHOOL

- Bikes are made for pedaling and they are a great way to get to school. However, bikes must be parked in the bike racks and locked up.
- Buses--it's simple--listen to the driver.
- Skateboards, scooters, roller skates, and roller blades are great fun when used in the proper places and at the proper times. If you ride a skateboard or scooter to school, as soon as you touch school property, you need to pick up your skateboard or scooter and walk to the building.

- If you bring shoes that have wheels on the bottom, you need to take out the wheels as soon as you get to school.

AFTER SCHOOL – DISMISSAL

Students should leave the building as soon as they are dismissed from Advisory or, if they have an after school obligation, as soon as that obligation is over. After leaving the building, students may wait for rides on 12th and 13th Street in the designated areas. If students walk home, students are expected to leave the grounds immediately. Students will not be allowed to wait inside and may be subject to loitering citation by the Sheboygan Police Department.

FOOD AND BEVERAGES OUTSIDE OF LUNCH

Students may be provided a snack break when their scheduled lunch time is late in the day. Students are to follow the guidelines set up by their team. Students are not to have open containers or drink from open containers in school unless under the supervision of a staff member. Open containers in the hallway or in a student locker will be confiscated and not returned to the student. Energy drinks of any kind are not allowed at school, on school property, or school events.

LUNCH

The lunch hour at Urban is closed. No students are allowed to leave the school grounds during the lunch hour. Students are either to bring a sack lunch or participate in the hot lunch program. Students must deposit money into their My School Bucks account and/or fill out an envelope outside the main office if they choose to deposit a check or cash. It will typically take 2-3 days for the change to occur in the students' lunch accounts. The following rules pertain to eating at Urban:

1. Keep your hands and feet to yourself
2. Follow adult directions
3. Take only what you will eat
4. Keep your area clean
5. Report safety issues or major spills to an adult
6. Use table manners
7. Follow the assigned noise limit
8. Stay in your seat
9. Eat your own food
10. Bring healthy food & drinks
11. Food & drink are to be consumed or thrown away

Students will still sit with their team, but there are no assigned seats to start the year. We will use a 3 point system that may result in your permanent removal from the lunch room for the semester.

(The lunchroom supervisor will contact an administrator regarding a possible point for the student)

1st warning/point = 1 week of lunch detention in your designated area

2nd warning/point = 1 month of lunch detention in your designated area, phone call, and a meeting with an administrator.

3rd warning/point = permanent removal from the lunchroom for the remainder of the semester. You will get your lunch and eat at a designated area outside of the lunchroom.

The following are possible reasons for losing a point:

- Throwing food
- Not following the lunch supervisors directions
- Refusing to clean up a mess whether it is your mess or not
- Not using the bathroom passes and/or not asking to get a drink
- Getting out of your seat to talk with other students
- Loud or obnoxious behavior
- Leaving the lunchroom with open containers

When students are excused from the cafeteria, they are to do so in a quiet and orderly manner. Students should go to their lockers and get necessary materials for their next classes. Plenty of time has been provided so tardiness should not occur. Energy drinks are not allowed.

Sheboygan Area School District serves meals under the National School Lunch Program. **To apply for the free or reduced price meals, households must fill out the application and return it to the school. Additional copies are available in the office.** The information provided on the application will be used for the purpose of determining eligibility and may be verified at any time

during the school year by school or other officials. Applications may be submitted at any time during the school year.

STUDENT IDENTIFICATION CARDS

All students and students new to Urban Middle School will receive a student identification card that can be used to purchase a lunch or to sign out a library book.

MEDICATION

Board of Education Policy 5330 states that medication will not be administered by school personnel unless written parental consent is given and the Physician Order for Medication Administration is on file with the school office. Parents are asked to call the school concerning details of the policy. All approved medications will be stored in the school office unless a Sheboygan County Medication Authorization Form is completed signed by a parent/guardian and medical practitioner stating that the student may carry and/or self-administer his/her medication at school (examples: asthma inhaler, EPI pen, insulin injections, etc.). In addition, a student health action plan will need to be completed by the student's parent/guardian that will be placed in a health binder that will remain in the health room.

HEALTH ROOM

If a student is injured or sick while participating in any school activity he/she should notify the supervisor immediately. The supervisor will determine if the student needs to go to the health room. Any first aid deemed necessary to meet immediate emergency concerns will be given. Parents will be contacted in regard to further medical treatment. Parents and students should understand that the school district is not liable for doctor, hospital, or ambulance bills resulting from an accident of any kind. In the event that a student is sick they may stay in the health room for 10 minutes. At that time the student will return to class or, with permission from parents, return home.

LOST AND FOUND

The lost and found area is located in the office. If you have lost an item or wish to turn one in for the owner to claim, every attempt should be made to get lost items back to the rightful owner. Everyone's cooperation is appreciated. If the items are not picked up by the end of the semester, they will be donated.

HALL PASSES

Students have 3 minutes to pass from one class to the next. It is sometimes necessary to leave your class to use the restroom or for some other purpose. All students must use the Student Planner they are given for permission to leave the classroom. Information will be recorded in a special area of your book which will allow you to leave the classroom. If you lose your Student Planner you can purchase a new one in the office for \$3.00. If you are found in the hallway without your Student Planner or other pass you will be instructed and expected to return to your classroom. Students are reminded to bring their student planner to every class each day. This tool is an excellent organizational tool to record assignments as well as use for hall passes.

TELEPHONES

A phone is available for student use after school. It is located at the attendance window outside the main office. In the case of illness or emergency during the school day students may request to use the phones in the classroom, office, or health room.

PERSONAL COMMUNICATION DEVICES (School Board Policy 5136)

Students may use personal communication devices (PCDs) before and after school, as long as they do not create a distraction, disruption, or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person without proper consent. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal and/or assistant principal.

1st offense = Results in the confiscation of the device for the remainder of the day.

2nd offense = Results in the confiscation of the device and the student is assigned detention in order to retrieve it.

3rd offense = Results in confiscation, phone call home, and three detentions that must be served before parents can retrieve the phone.

4th offense = Results in conference with parents which may result in denied access to any PCD on school grounds.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Students may use the school phone in Student Services to contact parents/guardians during the school day under circumstances approved by a staff member.

Students that have permission to use their personal mobile device or have one provided for them should be used for school-related purposes only. Acceptable uses of such a technological resource should be limited to activities that support learning and teaching.

1. Efforts to create games, network communications programs or any foreign program or software onto any school owned or personally owned mobile device is prohibited.
2. A student using a mobile device may not engage in creating, intentionally accessing, downloading, storing, printing, or transmitting images, graphics, sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing/bullying or considered to be harmful to staff or other peers.
3. Students who have been provided with a mobile device by a staff member may not intentionally or negligently damage it. Users may not knowingly or deliberately try to degrade or disrupt the mobile device's performance.
4. Students are prohibited from using another individual's mobile device. Users may not alter, execute or delete applications or any software on a school owned or privately owned mobile device.
5. Teachers shall supervise a student's use of the mobile device during instructional time.
6. Students given permission to use a mobile device must comply with individual classroom expectations and rules.
7. Students are expected to store their personal mobile device in their lockers when not being used for instructional or learning purposes.

Any violations of the above guidelines may lead to an immediate revocation of a student's authorization to use these mobile devices on school premises.

Headphones/Ear Buds

Headphones are only to be used in the classroom if the teacher has authorized it as part of their lesson. Students must place both cell phones and headphones in their lockers during the school day for safekeeping.

We do understand that some of the Bluetooth headphones are expensive. We ask that students use the cheaper wired ones so that they do not get damaged or lost. Because the headphones can become both a distraction and a reason to argue with teachers, they are to be left in their lockers unless they are needed for class.

Headphones that are confiscated will be given back to the student at the end of the day. If this becomes a pattern, the headphones will be confiscated and turned into the office. The office will make contact with your parents and ask that they come in to retrieve the items when they have time.

Urban Middle School Chromebook Matrix

	Chromebook Use
Be Respectful	<p>Use cameras/video tools appropriately and only with the permission of the teacher and those you are filming.</p> <p>Keep volume to an appropriate level (off when not in use).</p> <p>Downloads and content must follow all SASD & Urban Policies.</p> <p>Keep Chromebook case and ID card in original condition.</p> <p>Cooperate immediately with adults when asked to see your Chromebook.</p>
Be Responsible	<p>Bring your Chromebook to school fully charged everyday.</p> <p>Report missing, lost, or found Chromebooks to the library staff immediately.</p> <p>Leave charging set at home.</p> <p>Protect Chromebook from any exposures (liquid, food, weather, etc).</p> <p>Keep your Chromebook in the provided case at all times (including while cleaning).</p> <p>Only use a clean, soft, dry cloth to clean the Chromebook.</p> <p>Keep your Chromebook with you or in a designated safe place.</p> <p>You are the only user of your Chromebook during the school day.</p>
Be Safe	<p>Keep your passwords private.</p> <p>Follow all SASD & Urban Policies.</p> <p>Report any abusive or questionable subject matter to a staff member.</p>
Be Productive	<p>Close and put your Chromebook aside when directed by staff.</p> <p>Play music and games only when the teacher gives permission.</p> <p>Keep teacher apps/extensions installed.</p> <p>Social communication and radio apps are reserved for non-school hours.</p>

ELEVATOR

The elevator is to be used by students, staff, and visitors who are either temporarily or permanently unable to use the stairways.

RUNNING IN HALLWAYS AND STAIRWAYS

The halls, classrooms and stairs are not places to run. Students found running face the risk of injuring themselves and others. For the safety of everyone running will not be tolerated.

CLOTHING (School Board Policy 5511)

Apparel that is disruptive to the educational environment will not be worn at school or school activities.

General guidelines to follow to provide the best educational setting maintain good community relations and foster a healthy environment for students to develop good socialization skills include but not limited to:

- 1) Students will not be allowed to be barefoot, wear hats or caps in the building, wear coats or jackets during the day in class, detention, and after school activities.
- 2) Students are to leave outside coats, jackets and caps or hats in their lockers.
- 3) Hoods or any other headwear are to be removed as soon as possible upon entering the school building and will not be worn during class, lunch, detention or other school activities (dances, plays, etc.)
- 4) Wearing clothing with statements or pictures of questionable taste that disrupts the educational environment in any way will not be tolerated.
- 5) Students cannot wear or display bandannas in any manner on school property.
- 6) Professional sport jerseys or “muscle” shirts may be worn over a t-shirt.
- 7) **Shorts** must NOT be shorter than fingertip length (longest finger).
- 7) **Skirts/Dresses** must NOT be shorter than fingertip length (longest finger). **Dresses** need to have a 1-Inch strap over the shoulder and the back needs to be even with the armpits.
- 8) **Tops/Shirts** need to have a Neckline that is even with the armpits and a 1-inch strap over the shoulder. No Midriff! In addition, no men’s tank-style undershirts or cut-off shirts.
- 9) **Bra Straps** need to be secured under a 1-inch strap. Bras are not to be showing over the shoulder.
- 11) No clothing that disrupts the educational environment.

Keep it simple and remember the 5 B’s: No Bras, No Buns, No Busts, No Briefs, No Bellies.

If students choose not to follow these guidelines, they will need to change into more appropriate clothing. If the problem continues, parents may be contacted to help solve clothing problems.

VISITORS

If a middle school aged friend or relative is visiting the Sheboygan area and you want them to visit school, obtain permission from the office at least 24 hours in advance. Visitors will not be allowed to stay if 24 hour notice is not given. Only students who are middle school-aged and whose school is not in session, or are visiting Sheboygan on vacation may visit Urban Middle School. Generally a half-day visit will be approved. No visitors are permitted during the first 2 weeks or last 2 weeks of school.

SCHOOL COUNSELING

Urban Middle School takes pride in its school-counseling program. Services offered include individual counseling, educational, academic, career and group counseling. Counseling can be on a one-time basis or on going. In addition, the school counselor can assist in referrals to outside agencies. Students wishing to see a counselor should use the sign-up sheet in the Student Services office. Parents should feel free to call for appointments (459-3680) if they have any questions regarding their child.

SCHOOL RESOURCE OFFICER (SRO)

Officer Dana Fischer of the Sheboygan Police Department has been assigned as a School Resource Officer for Urban Middle School. The SRO is available to meet with students and address concerns they might have about the law. The SRO does not enforce school rules, but does enforce Sheboygan City Ordinances and state laws. The SRO's office is located on the first floor in the Student Services Office.

LOCKERS (School Board Policy 5771)

Each student is assigned a hall and PE locker which should be kept neat and orderly at all times. It is important that locker combinations not be given out to others and that lockers are locked when not in use.

Sharing lockers is not permitted. No one is permitted to use his/her locker during class periods without a pass from a teacher. Valuables should not be kept in your locker. Students who wish to have a locker combination changed must provide a valid reason for the request. Lockers and desks are owned and controlled by the school for the use and benefit of students. School officials have the right to inspect student lockers and desks.

In addition, school officials may conduct a search of individual lockers if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school. School officials may utilize the services of law enforcement to assist in determining if any illegal or controlled substances are located in an individual hall or PE locker. Items seen as materially disrupting the educational process may not be posted or displayed in student lockers. These items include, but are not limited to, sexually explicit, nude or partially nude photographs, drawings, cartoons and caricatures of male and female persons or depicting sexual activity; commonly profane or indecent words; items which promote the use of illegal drugs or controlled substances; items that contain gang affiliation, membership, graffiti or symbols; and other items which are disruptive to the school setting.

SEARCH AND SEIZURE (School Board Policy 5771)

The school administration has the responsibility to ensure that Urban Middle School is a safe school for all students and staff. Accordingly a limited search for dangerous or illegal items or illegal substances on the person of a student or in the student's hall or PE locker is a proper means of protecting the interest of safety without unreasonably interfering with the privacy rights of the student. School officials may conduct a search of a student or student's lockers when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating school rules or the law. Random searches may also be conducted to ensure the safety of our students.

FIRE, TORNADO, AND LOCKDOWN DRILLS

Monthly we are required to have a fire drill. Some of these drills may occur when students are between classes. If this happens, students should exit the building out of the nearest exit and locate their last period teacher outside. Each staff person outside has a map to show where teachers will be stationed. If you can't find your last period teacher, please ask another teacher for help. Tornado and Lockdown drills will also occur each year in an effort to prepare for an emergency if it were to ever happen. Students are alerted to these drills ahead of time to help alleviate any anxiety that can be associated with such drills.

BACKPACKS AND BOOKBAGS

Backpacks / book bags may be used to and from school. They must remain in your locker during the school day.

CLASSROOM AND SCHOOL DISCIPLINE

Students are expected to behave in such a manner as to ensure a favorable academic atmosphere and proper decorum when at school and when at school-related functions. Students who engage in behavior which is disruptive to the classroom and the educational environment are subject to discipline. Severe behaviors which will result in a student being immediately sent to the office include: physical attack on staff/student, possession of a weapon, verbal aggression or swearing at staff/student, possession of drugs or drug related items, smoking or use of tobacco, vandalism or damage to property. Students who refuse to leave an area or

go to the office will earn suspension. This includes when a student is sent to the office and he/she fails to report to the office. If an administrator is called to a classroom to remove a student who refuses to leave that student will earn suspension. Each teacher or team will have a discipline plan for his/her classroom. It will be developed and/or reviewed with you during the first days of school and periodically throughout the school year. In the event that a serious incident occurs, a disciplinary referral will be written by your teacher and sent to an administrator in the office. Consequences will depend on the seriousness and frequency of the problem. Consequences include, but are not limited to, a conference with the student, a phone call to the student's family, a conference with the student's family, "community service" within the school community, detention after school or during lunch, in-school suspension, out-of-school suspension, and expulsion.

DETENTION is supervised daily by faculty members in the Room 213 from 3:05PM to 3:35PM except on Wednesdays and/or other early release days throughout the school year.

Detention is a quiet time for a student after school as a consequence for misbehavior or attendance issues. Students who earn detention need to use the time to do homework or read. If a student is not following the behavior guidelines, they will be assigned more detentions or not given credit for the detention served.

Students are allowed to serve the detention with a classroom teacher so long as the teacher agrees and the teacher makes contact with administration to confirm the student was with them from 3:05PM to 3:35PM.

If a student does not show up to the detention, another detention will be added to their total number. If failure to show for detention becomes chronic, an ISS or OSS could be assigned.

The use of Chromebooks is **not permitted** during detention unless the detention supervisor approves the use for **schoolwork only**. IN-SCHOOL SUSPENSION (ISS) is a consequence that is served during the school day. A student assigned ISS will either spend the day in the office or in another teacher's classroom. The student will be provided with his/her work for the day and is expected to complete it before the end of the school day.

Upon completion of ISS the student is to leave school grounds immediately and may not participate in any after school or evening school activities.

OUT-OF-SCHOOL SUSPENSION (OSS) can be assigned for up to 5 days. When serving OSS students may not be on school grounds, attend, school evening activities, or attend regular classes until the suspension time expires.

EXPULSION will be recommended in cases of serious misbehavior or when a student has repeatedly violated school rules or disrupted the school environment. The power to expel belongs to the board of education and may be used at its discretion when the board finds a student guilty of repeated refusal or neglect of obey rules, or finds that a pupil knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made to destroy any school property by means of explosives, or finds that the pupil engaged in conduct which endangers the property, health, or safety of others at school or under the supervision of a school authority, or is satisfied that the interest of the school demands the pupil's expulsion. When expulsion is recommended by the administration the students will be suspended until the expulsion hearing and for no more than 15 consecutive school days.

DUE PROCESS RIGHTS (School Board Policy 5611)

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate Due Process is provided a student, the Board establishes the following guidelines:

A. **Students subject to suspension:**

The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the District Administrator. This conference will serve as the

opportunity for the student to respond to the charges against him/her. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.

B. Students subject to expulsion:

Prior to expelling a student, the Board must hold a hearing. A student and his/her parent must be given written notice of the intention to expel and the reasons therefor, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and his/her parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

SAFETY PROCEDURES BEFORE AND AFTER SCHOOL

- Dropping your child off near the crosswalks for ease of use and encouraging your child to always use the crosswalks
- Driving 15 mph along North Avenue when children are present.
- Not dropping off children or parking your vehicle on the school side of North Avenue.
- Not using the right lane in front of Urban to bypass the cars waiting at the stop sign – this creates a serious hazard.
- Driving with extreme caution on North 12 and 13th Streets and North Avenue – before, during and after school.

WORKING TOGETHER WE CAN MAKE URBAN MIDDLE SCHOOL A SAFE PLACE.

BEHAVIORS CREATING AN UNSAFE PHYSICAL ENVIRONMENT

WEAPONS (School Board Policy 5772)

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The District Administrator is authorized to establish instructional programs on weapons and reporting and dealing with violations of this policy.

The District Administrator will refer any student who violates this policy to the student's parents or guardians and may also make a referral to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel;
- B. items pre-approved by the District Administrator, the Board as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition will never be approved);
- C. theatrical props used in appropriate settings; and
- D. a lockback knife having a blade no longer than three (3) inches in length, a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

GANG RELATED ISSUES

The Sheboygan Area School District desires to keep district schools and students free from the threats or harmful influence of any groups or gangs which engage in drug use, criminal conduct, or disruptive behavior. The presence of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in such a group is prohibited. These sources of identification will be used to identify students affiliating themselves with a gang(s). Once gang affiliation identification is made, we will meet with the student(s) and contact their parents about any restrictions they have for dress/displays/behavior at school. Known symbols, signs, clothing associated with the gang will be prohibited at school for the student. These prohibitions will apply to individually identified students only, not the student body at large. Students who are not allowed to wear certain gang identifiers will earn progressive discipline if they choose to continue to display gang affiliation at school. Progressive discipline will result in one or more of the following consequences based upon the severity of the misconduct.

- Warning – Conference with student;
- Notification to home regarding violation of the policy
- Parent contact, either by letter or telephone call;
- Detention – In school;
- Suspension from school – One to three day suspension out of school;
- Referral to law enforcement officers or agencies and forfeiture or fine; and
- Recommendation of Expulsion – Violations could lead to expulsion.

Violations from one year to the next will be recorded and allowed to accumulate with each subsequent violation. When a student moves from one academic level to the next (e.g., middle to high school) all previous violations will remain in the student's record.

VIDEO MONITORING

The Sheboygan Area School District Board of Education, in conformance with its statutory duty and authority, will maintain safety, order, and discipline on school property at all times. As a general rule and subject to certain limitations, when students and members of the public are subject to personal observation by school officials, they are also subject to observation using video surveillance technology. This technology enhances the ability of school officials to protect the health, welfare, and safety of persons present at school. Video surveillance may not take place at any location on school premises where students or members of the public should have reasonable expectation of privacy. The school district will strictly adhere to all statutory and recognized constitutional or common law limitations on the use of video surveillance technology. Preliminary review of video recordings may be conducted by the building administrator, their designee, or employees or agents responsible for the technical operations of the system (for technical purposes only). Furthermore, review may be conducted by district administration for the purpose of enforcing school policies and rules as to specific students or others. Decisions regarding disciplinary actions shall be made by the building administrator in consultation with the Assistant Superintendent of the Department of Student and Instructional Services when the action pertains to a student. The isolated segment of the video recording that documents student or others misconduct may be viewed by the identified student(s) and/or his/her parent(s)/guardian(s), designated advocate(s), or others in the presence of a school administrator(s). Video image segments used for disciplinary purposes pertaining to students will be maintained by the Assistant Superintendent of the Department of Student Instructional Services as pupil records.

VERBAL OR WRITTEN THREATS

Students may not make verbal or written threats toward others. This may include but not be limited to talking about weapons, bombs, blowing things up, beating people up, etc. Students who have engaged in this type of behavior will be subject to school discipline which may include detention(s), ISS, OSS, and phone calls to parents. If deemed to be a serious threat, students may also be referred to the school resource officer.

ALCOHOL AND OTHER DRUG ABUSE - BOARD OF EDUCATION POLICY (5530)

The Sheboygan Area School District (SASD) recognizes assistance that students often need education, and support in their decisions not to use alcohol and other illegal drugs, including anabolic steroids and mind-altering drugs. The school system will provide education and assistance to any student displaying signs of alcohol and other illegal or mind-altering drug use. The SASD establishes the following guidelines with regard to education, assistance, support and discipline of students engaged in alcohol,

non-approved use of prescription, and mind-altering or other illegal drug use:

Upon a determination that a student is engaged in any of the following behaviors:

1. Using alcohol, non-approved prescription drugs, mind-altering drugs or other illegal drugs, on school property or at any school related activities or
2. Attending school or any school-related activity after using alcohol, non-approved prescription drugs, mind-altering drugs or other illegal drugs; or
3. Is in the possession of, and/or under the influence of alcohol, non-prescription drugs, mind-altering drugs or other illegal drugs, substances which are represented as alcohol, non-prescription drugs, mind-altering drugs or other illegal drugs, or nonalcoholic look alike beverages on school property or at a school related activities;

THE FOLLOWING DISCIPLINARY ACTION WILL BE TAKEN:

- A. notice to parent(s) or legal guardian(s) by the building administrator of the violation;
- B. the building administrator or his/her designee will refer the matter to the appropriate law enforcement agency; and police department referral
- C. if a first offense, the student will be suspended, out of school, for three days; or if a second offense, the student will be recommended to the Board of Education for expulsion; and participation by parent(s) or legal guardian(s) and student in a conference
- D. the student and parents or guardians will be given the opportunity to participate in the Student Assistance Program.
- E. irrespective of the guidelines set forth above, any student found to be exchanging, distributing, selling, giving away or possessing with the intent of exchanging, distributing, selling or giving away alcohol or any other illegal drug, intoxicant or a substance which is presented as alcohol or another illegal drug or other intoxicant or possession drug paraphernalia on school premises or while participating in or attending any school related activity, will be suspended for five days from school and recommended for expulsion. Alcohol and other drug abuse offenses are cumulative at all times during the enrollment of a student in the Sheboygan Area School District.

SELF-DISCLOSURE

Students who are under the influence of alcohol or other illegal drugs that identify themselves to the appropriate building AODA Coordinator prior to being charged with a first violation shall not be subject to the specified penalties or requirements in this rule. Self identification must be for the purpose of obtaining assistance and not to avoid sanctions. A student shall be provided with appropriate information, counseling, or other assistance as is deemed appropriate by the building administrator. Any subsequent violations will be considered a second violation and the student will be subjected to the specified consequences. A voluntary student self-referral will not relieve the student of responsibility for school-related misconduct other than use of alcohol and/or other illegal drugs.

TOBACCO-FREE ENVIRONMENT (School Board Policy 5512)

In order to provide a healthful environment for students, staff, and visitors there shall be no smoking or use of tobacco in any form, including electronic (e-cig), at any time in or on any school district property. Such prohibition includes school-related events and the use of school buildings by outside organizations. No student of any age shall possess cigarettes or any tobacco product. Students found possessing cigarettes or tobacco products are subject to penalties as outlined in state law or established municipal ordinances. Any student who possesses or uses cigarettes or tobacco products shall be subject to disciplinary measures determined by the school administration. All cigarettes or tobacco products will be confiscated by school personnel. Urban rules prohibit the possession of and/or use of any form of tobacco by any student on the school grounds or at any school activities. Violations of the smoking policy will follow these guidelines:

- A. For every smoking violation, whether possession of tobacco products or actual use of tobacco, will result in an administrator and student conference, parental notification by either letter or phone call, a referral to the Police Liaison Officer, and notification to the guidance counselor. Students will be encouraged to participate in a smoking cessation program.
- B. First violation-one day In-School Suspension.
- C. Second violation-one day Out of School Suspension and a conference with parent.
- D. Third violation -Student will be suspended out of school for two days and referred to the Director of Pupil Services for a parent and student conference as disciplinary meeting.
- E. Fourth violation -Student will be suspended out of school for five days and referred to the Sheboygan Area School District

Board of Education with a recommendation for expulsion from school.

F. Violations from one year to the next will be kept and allowed to accumulate and progress to the next step with each subsequent violation. When a student moves from one level to the next (i.e. middle to high school) all previous violations will be eliminated and the student will proceed to the next level with a clean slate. When a student transfers from one school to another at the same level, all violations will be retained.

A student who maintains a clear record (no violations for tobacco possession or use for one calendar year from the last violation) will be placed back one step on the four step plan.

ELECTRONIC DEVICES

The use of radios, CD/MP3/tape players, games, laser pointers is not allowed during the school day. Please leave these items at home. The school is not responsible for the loss or theft of these or other valuable items. A discipline referral will be written if a student is caught using electronic devices at school without permission.

HARASSMENT OF STUDENTS (School Board Policy 5517)

The Board of Education is committed to maintaining a positive learning environment that is free of any form of harassment or intimidation toward and between students. It is the policy of the Sheboygan Area School District that harassment will not be tolerated in any form and will take all necessary and appropriate action to prevent and eliminate harassment. This policy is applicable to the conduct of administrators, faculty and staff toward students as well as to the conduct of students toward each other. Harassment or intimidation may arise from a broad range of physical or verbal behavior. Student harassment means behavior towards students based, in whole or in part, on sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability which substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment.

- Verbal harassment includes comments, name calling, or other expressions which insult, degrade, or stereotype any person or group based on any factors outlined above.
- Physical harassment may include but is not limited to striking, shoving, kicking, throwing objects at, or otherwise subjecting another person to physical contact or attempting or threatening to do the same; or engaging in a course of conduct or repeatedly committing acts which intimidate, cause discomfort to, or humiliate another person or which interfere with the recipients academic performance.
- Sexual harassment is defined as unwelcome sexual advances, unwelcome physical contact of a sexual nature, unwelcome request for sexual favors and other verbal or physical conduct of a sexual nature when:

1. acceptance of such conduct is made, either explicitly or implicitly, a term or condition of an individual's status as a student;
2. acceptance or rejection of such conduct by an individual is used as a basis for enrollment rating, grading, or advancement of a student; or

3. such conduct has the purpose or effect of substantially interfering with an individual's academic progress or performance or creating an intimidating, hostile or offensive academic environment. Sexual harassment includes, but is not limited to the following:

- Graphic or suggestive comments or gestures of a sexual nature about an individual's dress or body;
- Unwelcome touching, stroking, patting or brushing against a person in an inappropriate or offensive manner;
- Sexually oriented verbal abuse or "kidding"; verbal abuse or kidding are defined as including, but are not limited to, commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless sexual-oriented comments, innuendoes, gestures or actions that offend others;
- Creating sexually-oriented graffiti, particularly when directed toward an identified individual;
- Unwelcome hugging or kissing;
- Snapping or pulling on elasticized bands on undergarments, pants, shorts, skirts, etc.
- A deliberate, repeated display of offensive sexually graphic materials which are not necessary for instruction purposes.
- Repeated demands or a request for dates or sexual favors after the individual says "no."

Students who believe they have been subjected to harassment or parents or guardians who believe that a student has been subjected to harassment should report the incident(s) to the building principal/designee. If a student or parent is not comfortable making a

complaint to the principal, the complaint may be made to a teacher, counselor, school social worker or school psychologist with the understanding that the complaint will be reported to administration for review and action.

BULLYING (School Board Policy 5517.01)

Bullying is repeated or planned harassment and/or attacks on others intending to cause harm or distress. This kind of behavior may be one or more of the following:

1. **Physical Intimidation:** the acts of using or threatening the use of violence to impose dominance over another.
2. **Emotional Intimidation:** the acts of using verbal or written insults, name calling, raised voices, gossip, rumors, or taunting to impose dominance over another.
3. **Resources Intimidation:** the act of using material to impose dominance over another.
4. **Relational Intimidation:** the act of threatening to withdraw or abandon someone to impose dominance over another.
5. **Cyber Intimidation:** the use of technology during school hours to facilitate all of the above or to allow for multiple bullies to attack anonymously imposing dominance over another.

Bullying behavior is prohibited in all schools, buildings, properties, educational environments as well as any school grounds or school buses. Students, who engage in any form of bullying behavior at school or at a school-sponsored activity, will be subject to disciplinary action. Further, any conduct that substantially interferes with a student's school progress or creates an intimidating or hostile school environment is prohibited. Consequences and sanctions for such actions, including retaliating against someone for reporting bullying behavior, may include but not limited to:

1. Referral to School Counselor(s)
2. Parent notification and/or conference
3. Detention
4. In-school and/or Out-of-School Suspension
5. Expulsion
6. Referral to School Liaison Officer or Law Enforcement Officials

Education, intervention, awareness and prevention shall exist for staff and students to ensure a learning environment free of bullying or intimidation toward and between students and staff. 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. Urban Middle School's Suspected Bullying Report Form will be used for written reporting. When a report is documented by a teacher, counselor, any other SASD employee, and/or parent, it may be reported to an administrator for review and action to be completed as soon as reasonably possible.

STUDENT RIGHTS

Pursuant to the Family Educational Rights and Privacy Act of 1974 and Wisconsin Statutes, Section 118.125 students are entitled to inspect and review those records, files, documents and other materials containing information directly related to them which are maintained by the Sheboygan Area School District. Students may challenge information contained in records which they consider inaccurate or misleading. Students may request that documents which they feel are inaccurate or misleading be removed from their file or amended. If this request is denied an appeal may be made to the Director of Pupil Services or the student may place a written explanation of his/her challenge in his/her file.

The following information may be made available to the public unless otherwise restricted by the student and/or the student's family. This restriction should be made in writing to the building principal each year.

1. Directory information on students or graduates for news release in the case of awards, recognition, honor roll, printed programs, or other public information materials will be released.
2. Directory information includes a student's name, picture, date and place of birth, dates of attendance, awards received, extracurricular activities, and the school most recently attended by the student. No information other than those items listed above will be released without specific written permission except as provided by law.

NON-DISCRIMINATION

The Sheboygan Area School District does not discriminate on the basis of age, handicap, marital or parental status, national origin, pregnancy, race, religion, sex, or sexual orientation. It is the student's right to free, equal and non-discriminatory treatment in regard to participation in any course in the curriculum, school-sponsored organization, extracurricular programs, occupational training, or any education program or activity operated by the school-without restrictions based on sex, race, religion, ethnic origin, economic status, handicap, or for any other reason except as provided by law or by requirements reasonably related to the purpose of the activity.

STUDENT AUDITORIUM BEHAVIORS

Below is a list of behaviors developed by the Urban Middle School Student Council in the Spring of 1996. All students attending assemblies at Urban Middle School are expected to exhibit these behaviors.

STUDENTS WILL:

- | | |
|---|--|
| 1. Keep hands & feet to yourself | 2. Follow adult directions |
| 3. Walk at all times | 4. Report to designated area & sit quietly |
| 5. Stay in your seat | 6. Report safety issues to an adult |
| 7. Follow designated noise limit | 8. Show enthusiasm with applause only |
| 9. Allow the speaker to be heard | 10. Participate when invited |
| 11. Actively listen | 12. Enter & exit quietly |
| 13. Leave belongings in classroom or locker during school day performances. | |

INTERNET USE

Parents or guardians must grant permission for students to use the Internet and to have their individual images and individual work published on the Internet. District rules for use of the Internet will be printed on the back of the permission form written in language appropriate to the grade level of the student. Students who sign the form agree that they have been informed of and agree to abide by the Internet rules of the Sheboygan Area School District. The parent or guardian's signature confirms that they understand that some materials on the Internet may be objectionable, but they accept parental responsibility for promoting acceptable Internet use and understand that the school will do its best to assure acceptable use. They also understand that their child may be held liable for violations of the rules of the Sheboygan Area School District. Violation of the rules may result in revocation of Internet privileges or other school disciplinary action and/or police referral if laws are violated.

SUPERVISION

All student Internet use on district-owned equipment will take place in a supervised setting. The School District will take all reasonable steps to assure authorized and appropriate use of School District Internet facilities. School District administration will review and implement systems regarding the security of School District Internet systems and the success of students in using the Internet.

Acceptable network use by district students includes:

1. Creation of projects using network resources in support of educational research;
2. Participation in interactive content that support educational research;
3. With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
4. Connection of personal electronic devices to the district network with permission of the building technologist/media specialist. Connection of any personal electronic device is subject to all guidelines in this document.
5. The student is responsible for both his/her behavior and communication while using the District internet resources by complying with posted site rules, District acceptable use, and existing Internet etiquette and laws.
6. Students are responsible for reporting the misuse of technology.

7. The student may only access the Internet by using their assigned network login and password. Use of another students' login and password is prohibited. **Students** may not allow other users to utilize their login and/or passwords.

Unacceptable network use by district students includes but is not limited to:

1. Use of another student's login and password;
2. Actions that may lead to personal gain, commercial solicitation and compensation of any kind, liability or cost incurred by the district;
3. Downloading, installation and use of games, audio files video files or other applications without permission or approval from a technology or media specialist;
4. Unauthorized modifications or vandalism of district owned technology;
5. Unauthorized access to district computers, networks, and information systems or attempting to gain access to restricted information on other or networks by using district resources.
6. The use of the Internet to harass other users or to transmit materials likely to be offensive or objectionable to recipients.
7. Information posted, sent or stored online that could endanger others. Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material.
8. Attaching unauthorized equipment to the district network.
9. Disruption of the district network supporting equipment or information available on it. Examples include, but not limited to, tampering with hardware or software, vandalizing data, introducing or using computer viruses, attempting to gain access to restricted information or networks, or violating copyright law.

PHYSICAL EDUCATION

For safety concerns of all students and their classmates, the SASD requires students to remove all jewelry for ALL activities. Jewelry includes necklaces, watches, bracelets, rings, sweat bands, and earrings (except post or studs). Students with any other piercing jewelry will be required to cover it up with tape. It is highly recommended that students keep all valuables locked in his/her locker. It is also required here at Urban that students do not chew gum during P.E. class.

PHYSICAL EDUCATION DRESS AND PARTICIPATION/EXPECTATIONS

Students are not required to purchase a Physical Education Uniform, however, students are required to bring/have a tee shirt/shorts/sweat pants/sweat shirts and athletic shoes for gym class, as well as any other appropriate "outside weather" clothing. Physical Education class cannot be clothing that was worn to school that day and must be clothing specifically for gym class.

The P.E. Department has uniforms that the student can borrow on occasion if he/she forgets his/her at home. Participation is the key factor in both skill development and grading. We expect everyone to participate in physical education activities unless a written excuse from the parents is presented to the teacher. This is only valid for two days. A physician's statement is required for a student to be excused for more than two consecutive days.

If a student refuses to participate and/or dress, a parent will be contacted by a phone call and/or a note will be sent home. If not dressing or non-participation becomes an ongoing occurrence, a plan of action will need to be developed to address the issue.

**URBAN
APPROVE
D**

Urban Middle School Dress Code

**NOT
URBAN
APPROVED**



Shorts must NOT be shorter than fingertip length (longest finger).

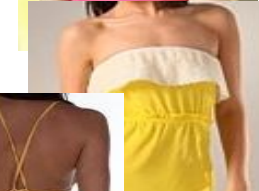
Skirts/Dresses must NOT be shorter than fingertip length (longest finger).

Tops need to have a Neckline that is even with the armpits and a 1-inch strap over the shoulder. **No Midriff!**

Bra Straps need to be secured under a 1-inch strap. Bras are not to be showing over the shoulder.

Dresses need to have a 1-Inch strap over the shoulder and the back needs to be even with the armpits.

Guys! No one wants to see your Underwear. (This goes for you too, Ladies!) In addition, no men's tank-style undershirts or cut-off shirts.



Keep it simple remember the 5 B's:
NO Bras NO Buns NO Busts NO Briefs NO Bellies

Code of Classroom Conduct
(Return to school within five school days)

Name of School _____

Student's Name _____

(Please Print Student Name)

Grade _____

Dear Parent/Guardian:

Students, parent(s)/guardian(s), teachers, counselors, administrators and our support staff all have important roles to play in our schools. With so many people working together, student behavior problems can occur from time to time. The Code of Classroom Conduct was established to assure that effective learning takes place in our schools. In addition, the Code of Classroom Conduct is outlined in the Rights and Responsibilities Handbook for Students. It is extremely important that both you and your child take time and read the Code of Classroom Conduct.

Since lifelong success depends in part on self-discipline it is critical that we provide every student an opportunity to learn in a positive, nurturing classroom environment. Your child deserves the most positive educational climate possible for his/her growth.

The Code of Classroom conduct allows teachers to remove students from class for specific behaviors outlined in the Code. Removal from class could also result in a student's alternative educational placement in school or an out-of-school suspension.

Your signature below indicates that you have received the Code of Classroom Conduct. We are asking that you sign the bottom portion of this letter and return it to school within five school days.

If you have any questions regarding this letter, please do not hesitate to contact your child's school principal.

My signature below confirms that I have received a copy of the Sheboygan Area School District's Rights and Responsibilities booklet, which outlines the Code of Classroom Conduct.

_____/_____
Parent/Guardian Signature Date

_____/_____
Student Signature Date

(Please Print Parent/Guardian Name)

August 12, 2017

Dear Parents,

Urban Middle School will once again offer "Urban Saturday School." This opportunity will serve as an alternative to In-School Suspension, as well as be an option for students who miss school to make up missing work.

"Urban Saturday School" will be held from **8:30 am - 10:30 am** at **North High School (Room 155)**, beginning on **September 24**. Urban staff will be present to welcome and monitor students attending. Our intention would be for this to serve as an alternative to In-School Suspension. "Urban Saturday School" will allow students to take "Ownership" of their actions while, at the same time, not having them miss any of their scheduled class time. Parents would still have the option of choosing other disciplinary options, knowing that it may require their child to miss class.

In addition to being a possible disciplinary consequence, we also would like to provide any student with the opportunity to make up tests, quizzes, or other work due to illness, vacations, or for any other reasons if the student chooses to attend.

The Urban Middle School Administrative Team believe that this alternative will better allow students to take responsibility for their actions, while at the same time, not miss vital classroom instruction. Administrators will discuss this option with you when contacting you regarding possible disciplinary action. At no time would your child be assigned to "Saturday School" without your permission. If you would prefer, other disciplinary consequences may be rendered in the place of a "Saturday School" assignment.

Below you will find the tentative schedule for "Saturday School" at **North High School**:

September 23
November 11
January 13 & 27
March 17
May 12

October 7 & 21
December 2 & 16
February 10 & 24
April 14 & 28

Thank you in advance for your support in helping us provide additional options for your child. Please contact Urban Middle School Assistant Principal, Mr. Mike Hendricks, with any questions that you may have regarding "Saturday School".

Ted Di Stefano
UMS Principal
(920) 459-3680

Mike Hendricks
UMS Assistant Principal
(920) 459-3680

Saturday School Procedures and Expectations 2017-18



SERVING DETENTIONS:

1. Students must be ready to learn and arrive on time.
 - a. Sign in at time of arrival and pick up work if necessary.
 - b. If late, turn away to make time up the next week.
2. Students must be respectful. If not, they are to be sent home and serve the following week.
3. Students are expected to complete make-up work and/or any missing work/assignments.
 - a. A folder will be provided separated by department with missing work that must be completed. Teachers will be asked to drop work off in folder or e-mail it to the supervisor.
 - b. Students must work independently without devices unless specified by the instructions on the assignment/make-up work to do otherwise.
 - c. Once completed, work must be turned in to the supervisor to place back in the folder.
 - d. **If there is no work, students are to do their independent reading.**
 - e. Before leaving, student is to complete self-reflection sheet and turn in.

MIDDLE SCHOOL A-B SCHEDULE 2017-18

SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
5 -- A	2 -- B	1 -- A	1 -- B	2 -- B	1 -- B	1 -- A	2 -- (EMD)	1 -- B	1 -- A
6 -- B	3 -- A	2 -- B	4 -- A	3 -- A	2 -- A	2 -- B	3 -- B	2 -- A	4 -- B
7 -- A	4 -- B	3 -- A	5 -- B	4 -- B	5 -- B	5 -- A	4 -- A	3 -- B	5 -- A
8 -- B	5 -- A	6 -- B	6 -- A	5 -- A	6 -- A	6 -- B	5 -- B	4 -- A	6 -- B
11 -- A	6 -- B	7 -- A	7 -- B	8 -- B	7 -- B	7 -- A	6 -- A	7 -- B	7 -- A
12 -- B	9 -- A	8 -- B	8 -- A	9 -- A	8 -- A	8 -- B	9 -- B	8 -- A	8 -- B (ER)
13 -- A	10 -- B	9 -- A	11 -- B	10 -- B	9 -- B	9 -- A	10 -- A	9 -- B	
14 -- B	11 -- A	10 -- B	12 -- A	11 -- A	12 -- A	12 -- B	11 -- B	10 -- A	
15 -- A	12 -- B	13 -- A	13 -- B	12 -- B	13 -- B	13 -- A	12 -- A	11 -- B	
18 -- B	13 -- A	14 -- B	14 -- A	15--Recess	14 -- A	14 -- B	13 -- B	14 -- A	
19 -- A	16 -- B	15 -- A	15 -- B	16 -- A	15 -- B	15 -- A	16 -- A	15 -- B	
20 -- B	17 -- A	16 -- B	18 -- A	17 -- B	16 -- (CO)	16 -- B	17 -- B	16 -- A	
21 -- A	18 -- B	17 -- (CO)	19 -- B	18 -- A	19 -- A	19 -- A	18 -- A	17 -- B	
22 -- B	19 -- A	20 -- A	20 -- A	19 --TNS	20 -- B	20 -- B	19 -- B	18 -- A	
25 -- A	20 -- B	21 -- B	21 -- B	22 -- B	21 -- A	21 -- A	20 -- A	21 -- B	
26 -- B	23 -- A	22 -- A (ER)	22 -- A (ER)	23 -- A	22 -- B	22 -- B	23 -- B	22 -- A	
27 -- A	24 -- B	23--Recess		24 -- B	23 -- A	23 -- A (ER)	24 -- A	23 -- B	
28 -- B	25 -- A	24--Recess		25 -- A	26 -- B		25 -- B	24 -- A	
29 -- A	26 -- B	27 -- B		26 -- B	27 -- A		26 -- A	25 -- (EMD)	
	27 -- Recess	28 -- A		29 -- A	28 -- B		27 -- B	28 -- Recess	
	30 -- A	29 -- B		30 -- B			30 -- A	29 -- B	
	31 -- B	30 -- A		31 -- A				30 -- A	
					CO=Conferences			31 -- B	
					ER=Early Release		EMD=Emergency Make-up Day		

