MISSION STATEMENT
All students will learn at a high level.

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Sexual Harassment
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Academic Information

STANLEY-BOYD SCHOOLS 2019-2020 CALENDAR

AUGUST Student days = 0 Teacher days = 5

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12 **NT**	13 **NT**	14	15	16
19	20 **PD**	21 **PD**	22	23
26	27 **PD**	28 **PD**	29 **PD**	**30**

SEPTEMBER Student days = 20 Teacher days = 20

Mon	Tue	Wed	Thu	Fri
2 **No School Labor Day**	3	4	5	**6**
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER Student days = 22 Teacher days = 23

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21 **NS** **1/2 PD 1/2 PT**	22	23 **PT PK-12 4:30-7:30**	24	25
28	29	30	31	

NOVEMBER Student days = 18 Teacher days = 18

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25 End Term 1	26	27 Thanks **No School**	28 Giving **No School**	29 Vacation **No School**

DECEMBER Student days = 15 Teacher days = 15

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23 **No School**	24 **Holiday**	25 **Vacation**	26 **No School**	27 **No School**
30 **No School**	31 **No School**			

JANUARY Student days = 21 Teacher days = 22

Mon	Tue	Wed	Thu	Fri
		1 **NS**	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27 **PD**	28	29	30	31

FEBRUARY Student days = 20 Teacher days = 20

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27 **PT** **PK-5 4:15-8:15**	28

MARCH Student days = 17 Teacher days = 17

Mon	Tue	Wed	Thu	Fri
2	3	4	5 End of Term 2	6
9 NS	10 Spring	11 Break	12 NS	13 NS
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL Student days = 20 Teacher days = 21

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10 Good Friday - **NS**
13 **PD**	14	15	16	**17**
20	21	22	23	24
27	28	29	30	

MAY Student days = 20 Teacher days = 20

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25 **No School Memorial Day**	26	27	28	29

JUNE Student days = 5 Teacher days = 7

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5 **Students Last Day - ER End of 3rd Tri**
8 **PD**	9 **PD**	**10**	11	**12**

Student Days 178 **Teacher Days 188**

PD	Teacher Professional Development
PT	Parent Teacher Conferences
NS	No School
NT	New Teacher Orientation
ER	Early Release 12:50:pm;

bell schedule

HIGH SCHOOL & MIDDLE SCHOOL

HS Regular Schedule

Period	Time	Min.
1	8:15 - 9:20	65
2/NB	9:20 - 9:32	12
3	9:32 - 10:37	65
4	10:41 - 11:46	65
5 Lunch	11:46 - 12:46	60
6	12:46 - 1:51	65
7	1:55 - 3:00	65
8 Resource	3:04 - 3:30	26

MS Regular Schedule

Core	Time	Min.
1 (8 Exp.)	8:15 - 9:20	65
2/NB	9:20 - 9:32	12
3 (6 Exp.)	9:32 - 10:37	65
4 (7 Exp.)	10:41 - 11:46	65
5 I.E.	11:52 - 12:25	33
Lunch I/E	11:46 - 12:20 12:25 - 12:57	32
6 band/ choir/target	1:00 - 1:51	51
7	1:55 - 3:00	65
8 Resource	3:04 - 3:30	26

HS Early Dismissal

Period	Time	Min.
1	8:15 - 9:00	45
2 NB	9:00 - 9:14	14
3	9:17 - 10:02	45
4	10:07 - 10:52	45
6	10:57-11:42	45
5 Lunch	11:42-12:12	30
7	12:15-12:50	35

MS Early Dismissal

Core	Time	Min.
1 (8 Exp.)	8:15-9:00	45
2	9:00-9:14	14
3 (6 Exp.)	9:17-10:02	45
4 (7 Exp.)	10:07-10:52	45
5	10:57-11:42	45
6 Lunch	11:42-12:12	30
7	12:15-12:50	35

STAFF DIRECTORY 2019 - 2020

High/Middle School Administration

NAME	POSITION	EXT. NO.
Tanya Mahr	HS Principal	157
Greg Burzynski	Success Coordinator	124
Melissa Holmes	Admin. Assistant	105
Liz Mertens	Admin. Assistant	104

High/Middle School Special Services

NAME	POSITION	EXT. NO.
Tabitha Behling	Librarian	154
Jamie Ceranski	MS Counselor	194
Tyler Kopplin	HS Counselor	150
Patrick Marion	Director of Online Learning	149
Travis Schindler	AD/Business Ed.	143

District Office

NAME	POSITION	EXT. NO.
Jeff Koenig	District Administrator	181
Renee Mahal	Admin. Assistant	101
Sue Kiraly	Bookkeeper	112
Jodi Shilts	Payroll/Purchasing Clerk	102
Krystle Bacha	Psychologist/Director of Special Education	113

NAME	POSITION	EXT. NO.
Dave Ludy	Director of PLC and Instruction Middle School Principal	111
Wendy Hazuga	Special Ed./Lunch Accts.	108
Tim Troyer	Buildings and Grounds Supervisor	230
Deb Zais	Food Service	119
Max Link	Transportation Supervisor	233

High/Middle School Faculty

NAME	POSITION	EXT. NO.
Terri Allen	Math	164
Bob Allen	Special Education	205
Rainy Antolak	Science	184
Ali Becker	Physical Education	122
Ashley Blaeser	Science	120
Nicole Boie	Math	109
Bridget Brenner	Special Education	152
Jordan Donnerbauer	Agriculture	155
Nancy Edwards	Title One	197
Karen Eslinger	Business Ed.	132
Alison Felmlee	Language Arts	109
Troy Gago	Special Education	220
Kim Goettl	Art	126
Kristie Gustafson	Math	176
Randy Gustafson	Math	175
Joe Haines	Social Studies	157
Polly Hoffmann	Science	137
Sara Kallstrom	Language Arts	146
Samantha Kobs	Language Arts	163

NAME	POSITION	EXT. NO.
Erika Koenig	Math	121
Jerry Lingen	Technology Ed.	125
Nick Mahr	Math	139
Savannah Markee	Special Education	141
Mary McIntire	Science	138
Jan Mickelson	Vocal Music	127
Erin Plombon	Special Education	179
Amy Randall	Spanish	172
Carla Rubenzer	Language Arts	190
Bob Seidl	Social Studies	148
Savannah Shaurette	Language Arts	129
Holly Simmons	Science/Social Studies	161
Kayleigh Steinmetz	Language Arts	147
Dominic Sturm	Social Studies	213
Ryan Sturm	Physical Education	168
Kari Thorpe	Family & Consumer Ed.	134
Joan Verbeten	Science/Social Studies	160
Devon Wenndt	Band	128
Karley Wiensch	Special Education	152

ATTENDANCE:

The first component of the privilege system involves attendance. Students will be allowed **10 incidences** total to be absent from school during the school year…for any reason. Student attendance will be tracked on a period by period basis, but each time you miss (for any amount of time) it will count towards your 10 total incidences. Students will be excused for any reason, up to the equivalent of 10 incidences throughout the school year, provided the school office is notified by the student's parent/guardian of the reason of the student's absence no later than the day after the student's return to school from the absence. i.e.: *Student is absent on Monday and returns to school on Tuesday… notification must be received in the office by the end of the day on Wednesday.*

- All students must be enrolled and in attendance on the Stanley-Boyd campus for all 5 academic periods per term.
- Notification can be made by phone, written note or email by the student's parent/guardian.
- If notification is not made within this timeframe, the student will be recorded as truant.

1. As stated above, students will be allowed 10 incidences to be absent from school for any reason. The following absences will not be counted towards the "ten" allowed incidences:
   a) Hospitalization [note is required from doctor/medical practitioner];
   b) Doctor's orders to not attend school [note is required from doctor/medical practitioner];
   c) School-sponsored field trips and activities [absence must be approved by student's teachers];
   d) Religious observance [note must be received by the office prior to the absence];
   e) Legal requirements to appear in court [note required from clerk of court, lawyer, social worker, etc.].

2. In addition, once a student exceeds the 10 incidences, any further absence will be recorded as truant for the remainder of the school year. Exceptions to this will be for absences due to:
   a) Hospitalization [note is required from doctor/medical practitioner];
   b) Doctor's orders to not attend school [note is required from doctor/medical practitioner];
   c) School-sponsored field trips and activities [absence must be approved by student's teachers];
   d) Religious observance [note must be received by the office prior to the absence];
   e) Legal requirements to appear in court [note required from a lawyer, social worker, clerk of court, etc.].

Notes:

1. An incidence is missing school for any amount of time for any reason, except the 5 reasons stated above.

2. In addition to contacting the main middle/high school office, parents are strongly encouraged to also contact the Counseling Office any time a student is hospitalized, injured, or otherwise under the care of a physician or other health care professional and/or is absent from school for five [5] consecutive days or more due to illness, injury of if under the care of a health care professional. Communication of this type will provide the school personnel with the information we may need to provide special assistance, counseling or transitioning services.

3. Students with a medical appointment having verification will be given a half day medical excused absence and are expected to be in school the remainder of the day unless the school is provided with medical verification that a full days' absence is necessary or the parent uses a parent excused absence of which there are only 10.

UNEXCUSED ABSENCE AND TRUANCY:

1. **An Unexcused Absence** occurs when:
   a) the school office is notified by the student's parent/guardian of the reason of the student's absence more than two days after student's return to school from the absence, or;
   b) the student has exceeded 10 incidences, and the current incidence is not one of the types listed previously as not counting toward the 10 allowable.

2. **Truancy** is defined as any absence of part or all of one or more school days during which the school has not been notified of the legal cause of such absence by the parent(s)/guardian(s) of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law as referenced above in Wisconsin State Statutes 118.15 and 118.16 (1) [c]. Parents/guardians shall be notified when a student has an unexcused absence[s]. Notices shall be made by personal contact, mail or telephone of which a written record is kept. Notice by personal contact or telephone shall be attempted prior to notice by mail. A nonresident district may terminate a pupil's open enrollment in the succeeding semester or school year if the pupil is habitually truant during any trimester in the current school year. Habitual Truant means a pupil who is absent from school without an acceptable excuse for part of all or 5 or more days on which school is held during a semester.

3. **Habitual Truancy** is defined by State Statute 118.16 as any student who is absent from school without an acceptable excuse for part or all of five days during which school is held during a term.

Note: *It should be noted that implicit in the definitions of unexcused and truant is the understanding that while all truancies are unexcused absences, not all unexcused absences are truancies. The principal or designee will determine on an individual basis whether an unexcused absence is to be regarded as truancy.*

TARDIES:

Tardiness disrupts both the orderly progress of the class and the daily progress of the student.

- Students arriving to class without a pass after the scheduled start of the class period will be recorded as tardy.
- First hour tardies will count as an incidence towards truancy.
- Students who are late to 1st Period are required to report to the office before going to class. Students are to report directly to their assigned class at any other time of the day.

REPORTING AN ABSENCE TO BE EXCUSED:

1. We strongly encourage parents/guardians to contact the school office by 9:00 am of a student's absence so we are aware that the student will not be in school that day. Contacting the office later than the day after the student's return to school from the absence will result in the absence to be considered as unexcused.
   i.e.: *Student is absent on Monday and returns to school on Tuesday… notification must be received in the office by the end of the day on Wednesday.*
   a) Notification can be made by phone, written note or email by the student's parent/guardian.
   b) If notification is not made within this timeframe, the student will be recorded as truant.

***Note**: *The Attendance Phone Line is available 24 hours to receive phone calls: 644-5534. Press 4 to leave a message for grades 6-12.*

PARENTAL NOTIFICATION PROCEDURE:

1. Parents/guardians will be informed of school attendance policy and state statute regarding compulsory attendance and penalties for truancy.

2. A meeting may be scheduled for parents/guardians, principal and student to meet and discuss reasons for absence[s] and the district policy regarding habitual truancy.

EXCESSIVE ABSENCES

Parent(s)/guardian(s) shall be notified in writing when a student has reached the 10 day limit and informed that any further absences will be truant, unless the absence is the result of any of the reasons as previously outlined.

CONSEQUENCES FOR UNEXCUSED/TRUANT ABSENCES:

Students who are determined to be truant will be referred for a truancy citation in accordance to the local truancy ordinance and/or referred to the department of social services in accordance to the county truancy ordinance.

ATTENDANCE REQUIREMENTS FOR CO-CURRICULAR PARTICIPATION:

1. An unexcused absence of any kind during the day will cause a student to be ineligible to practice, perform, or compete that same day.
2. A student who misses any part of class during 4th, 5th, 6th, 7th or 8th period will be ineligible to practice, perform, or compete on that same day. Exceptions to this will be medical or legal appointments, school-related trips or events, or as pre-approved by the Athletic Director and/or Building Principal.
   a) Students absent during this time for legal appointments must bring a note from a lawyer, social worker, or the clerk of court indicating the appointment was required.
   b) Students absent during this time for medical appointments must provide a note including a statement clearing the student to participate for that day.
3. A student must be present the day after a sporting event. Exceptions are the same as above.
4. Situations not covered here will be handled on a case-by-case basis by the Athletic Director and/or Building Principal.

PASSES:

Passes which excuse students to leave the school grounds are to be issued ONLY by the OFFICE. Teachers are not to give permission or to write passes for students to leave the school grounds.

A teacher who signs a student's *pass* allowing him/her to be in the hallways must assume the responsibility for the conduct of that student. [Students must recognize that abuse of this privilege will result in their being denied the privilege of future passes from teachers.]
Students must have their *pass* with them and properly signed by a teacher if in the hallways during class.

LEAVING THE BUILDING:

1. Students must check out through the office in order to receive permission to leave the school building for any reason during school hours. Unless previous arrangements have been made, permission must then be obtained from the student's parent/guardian [or a person listed on the student's emergency form] that the student may leave.

2. Any student who leaves the school building with the proper permission and who is expected to return to school before the end of the day [i.e. during lunch, for a local appointment, etc.] but finds s/he is unable to do so, must notify the school office immediately. If a parent/guardian is not able to make this contact, the student him/herself can make the call. Should a phone call not be received, any absence will be recorded as unexcused.
   a) If the student makes the call to inform the school that s/he will not be returning as expected, a note from a parent/guardian is required to be turned in to the office upon the student's return to school.
   b) If the call is made by the parent/guardian, no subsequent note is needed.

3. Students leaving school during the school day with proper permission and who are not expected to return to school the same day do not need to provide any further contact or documentation, unless requested by the school office.

PERFECT ATTENDANCE:

A student will be eligible for a perfect attendance award at the end of the school year provided s/he has been in attendance every day that school was in session. This also means a student cannot be recorded as tardy to any class. Exceptions are:

1. Absences due to school approved activities or field trips.

ORIOLE PRIDE EXPECTATIONS:

The Stanley-Boyd Positive Behaviors and Interventions Support (PBIS) team has come up with Oriole Pride Expectations for students in grades K-8. We have expectations that all students need to abide by. We call them our three "Be's":

BE SAFE—BE RESPECTFUL—BE RESPONSIBLE:

It is our goal to make the understanding of the Oriole Pride Expectations clear and easy for all children. What you will find in the building-wide expectation matrix (see opposing page) is what each of these expectations actually looks like in the various places in the school and on the grounds. In a very positive manner, the matrix tells children what to do and how to behave in order to abide by these expectations in various areas of the school, such as the hallways, playground, and lunchroom. The building matrix will be posted in each classroom and in areas around the school.

Please take the time to go over and review this matrix with your child(ren). It might be a great idea to post the matrix in your home and refer to the three "Be's."

This year, each classroom will also have a matrix for different classroom activities, such as small group activities and independent seatwork. Time will be spent learning these expectations with the teacher. We want to see the positive behaviors in our classrooms that the children have learned.

COOL TOOLS:

One of the most important parts of our 3 Be's is that all behavioral skills and expectations are taught directly to all the students. By doing it this way, children know exactly what is expected of them and how they are to behave. Our "Kick-Off" program on the first day of school will be used to teach the expectations to all students. They will be taught Cool Tools that will impact our lunchroom, hallways, bathrooms, playground, busses, assemblies, and arrival/dismissal times. The Cool Tools will be used continuously throughout the year to reiterate what behaviors we expect from our students.

THE OFFICE DISCIPLINE REFERRAL (ODR):

Even with teaching children our expectations, offering reminders for the expected behavior, and giving positive reinforcement, unfortunately, some children will still misbehave. For those instances, the Stanley-Boyd PBIS team has designed the ODR form. This form will help all of us be more consistent in how we report, track, and respond to student behavior.

TICKETS:

Staff will be handling our tickets as part of out acknowledgement to students who show they are following the expectations. The tickets will be put into a drawing at monthly PBIS celebrations. As a parent, periodically ask your child if they have earned a ticket, and what expectation they were following when they were given the ticket.

Stanley-Boyd Middle School Behavior Chart

TEACHER MANAGED BEHAVIORS	OFFICE MANAGED BEHAVIORS
Minor	**Major**
-**Defiance/Non-Compliance**: Student engages in brief or low-intensity failure to respond to adult requests. -**Disruption**: Student engages in low intensity behavior that interrupts learning. -**Lying**: Student delivers message or action that is untrue. -**Dress Code Violation**: Student wears clothing that is near, but not within, the dress code guidelines defined by the school/district. -**Inappropriate Language**: Student uses minor swearing, name calls, teases or uses other disruptive language. -**Irresponsible**: Student is not prepared for learning due to incomplete homework, missing supplies, or not being to class on time. -**Physical Contact**: Student engages in non-serious, but inappropriate physical contact. -**Cell Phone Use**: Any use of the cell phone during the school day. -**Property misuse**: Student does not handle property in the way it was intended to be used. -**Tardy**: Student arrives at class after the bell (or signal that class has started). -**Technology Violation**: Student engages in non -serious but inappropriate use of technology -**Other**: Students engages in any other minor problem behaviors that do not fall within the above categories.	-**Property Damage**: Student participates in an activity that results in the destruction or disfigurement of property. -**Abusive Language**: Student delivers verbal messages that include swearing, slurs, or threats. -**Major Disruption**: Student engages in behavior causing an interruption in a class or activity (i.e. sustained talking, yelling, horseplay, out-of-seat behavior, noise with materials…) -**Fighting/Physical Aggression**: Student engages in actions involving physical contact or misuse of objects where injury may occur. -**Defiance**: Student intentionally ignores staff delivered directive or knowingly breaks a school rule ***after being redirected.*** -**Stealing**: Student intentionally takes another person's property -**Harassment/Bullying**: Student verbally or physically antagonizes another person through behavior including: intimidation, threats, obscene gestures, pictures or written notes. -**Inappropriate Materials**: Student is in possession of items that are illegal, dangerous or otherwise inappropriate for school. -**Cheating**: Student knowingly copies another student's work, or knowingly allows another student to copy their work.

STANLEY-BOYD MS ORIOLE PRIDE BEHAVIORS

	Hallways	Lunchroom	Playground	Bathroom	Drills	Library
BE SAFE	‣ Walk forward and on the right ‣ Hands/ Feet/Materials to self ‣ Sign out with planner	‣ Sit on seats with feet on floor ‣ Follow flow of traffic ‣ Walk to and from the lunchroom	‣ Use equipment properly ‣ Keep hands and feet to yourself	‣ Use toilets, stalls, sinks, and urinals properly	‣ Stay with your group ‣ Leave school in appropriate manner ‣ Walk Quietly	‣ Use furniture properly
BE RESPECTFUL	‣ Soft voices ‣ Whisper Greetings	‣ Eat only <u>YOUR</u> food ‣ Soft voices ‣ Use good manners	‣ Play fairly and by school rules ‣ Use kind words	‣ Give privacy to others ‣ Use soft voices ‣ Flush toilets	‣ Listen to teacher in charge	‣ Use quiet voices ‣ Keep hands to self
BE RESPONSIBLE	‣ Keep your locker clean and locked ‣ Walk directly to your destination ‣ Carry your signed pass in the hallway	‣ Food stays in lunchroom ‣ Help keep the lunchroom clean ‣ Empty our tray properly	‣ Get permission to go inside ‣ Return all equipment ‣ Enter school quickly when bell rings	‣ Keep bathroom clean ‣ Use "just enough" paper ‣ Be quick	‣ Stand in straight line with class	‣ Place unwanted materials back ‣ Check out materials before leaving ‣ Return materials on time

OTHER TYPES OF CONDUCT NOWT ALLOWED IN SCHOOL:

- Gambling of all types is prohibited.
- Non-gambling card playing on school property is allowed during school hours only during lunch and in the lunchroom.
- Backpacks, duffle bags, etc. must remain in student lockers during school hours.
- Color water bottles are not allowed. Must have clear water bottles with water in them (clear) only.
- Electronic or digital devices; including, but not limited to cell phones, pagers, iPods, radios, cameras, CD players are not to be used during the school day. See section below entitled, ["**Electronic Communication Devices**"]
  - Observed use will result in confiscation as outlined under electronic communication devices.
  - Separate expectations may be applied to such things as trips or school activities off of school property at the discretion of the supervisor of that activity.
  - SBHS is not responsible for any lost or stolen items.
- Public Displays of Affection [PDA] are not allowed (no hand-holding).
- Skateboards and in-line skates are not to be used on school property, unless as a part of an approved school activity.
- **Squirt guns or water balloons are not allowed on school property at any time.**
- Laser pointers are not allowed on school property [including buses].

1st violations of any of the above will result in a conference with the principal. Subsequent violations and resulting consequences will be at the discretion of the principal or his/her designee. Prohibited items may be confiscated.

DRESS AND ATTIRE:

- Hats [all types of head covering], sunglasses and coats must remain in student lockers during school hours, and will only be permitted to be worn during the school day as permitted by the building principal or his/her designee.
  - ✓ Light jackets, sweatshirts, sweaters, etc. are permissible on cool days.
- Clothing or jewelry that is considered obscene, or contains sexually suggestive wording or graphics, or that exhibit wording or graphics that relate to alcohol, tobacco, drugs or other illegal substances is prohibited.
- Specific types of clothing considered as inappropriate for school includes, but is not limited to: excessively "torn" pants, short-short skirts or shorts; any garment that "rides" low enough or is short enough so as to allow for the exposure of one's midsection; spaghetti string, backless or strapless tops; any type of clothing that allows for the exposure of one's undergarments. This would also include any other type of clothing that would be deemed as indecent and/or otherwise inappropriate to be worn to school.
  - ✓ As a general rule of thumb, any sleeveless top must have at least 1" of material between the neck and shoulder hems.

The appropriateness of dress will be left to the discretion of the building principal and staff. Students may be asked to change clothes or to leave the building. Any other clothing and/or grooming which distracts or is disruptive to the educational process or which causes health or safety problems is prohibited. Repeated violations may result in a detention and/or suspension and/or referral for expulsion.

ELECTRONIC COMMUNICATION DEVICES:

Per Wisconsin State Statute 118.258(1), each school board may adopt rules prohibiting a pupil from using or possessing an electronic communication device while on premises owned or rented by or under the control of a public school. This includes, but is not limited to pagers, cell phones, or any type of two-way radio.

Building administrators or their designee[s] may allow for the use or possession of such devices if it is

determined that the device's use will be for a medical, school, educational, vocational, or other legitimate purpose. Any student given such permission may be required to have written evidence of such permission when in possession of the device on school property as de-scribed above.
If found not to have permission, consequences will be as follows:
1st offence: Loss of the remainder of the day.
2nd offence: Loss of the day and next day.
3rd offence: Loss for the day and night a parent must pick the phone up.

CHROMEBOOK RULES:

Stanley-Boyd School District will provide our full-time students with a Chromebook laptop to access relevant information and resources at anytime during the day, from anywhere in the building. This allows students the opportunity to develop the skills of: problem solving, critical thinking, communication and technological literacy, and will prepare them for success in the ever-changing world and future.

- Chromebooks are for educational purposes as referenced in the "Student Acceptable Use of Technology" policy that must be on file for each student.
- The Chromebook, hardware and software remain the property of SBSD.
- **Chromebooks will remain at school.**

STUDENT ACCEPTABLE USE POLICY:

The following is a listing of prohibited behaviors when using the District network, in conjunction with the Student Acceptable Use policy which may be obtained from the school office.

1. Playing games;
2. Unauthorized connection to/use of message boards, chat rooms or personal email;
3. Providing your name, address or phone number [or that of another person];
4. Use of another person's password, or changing another person's password;
5. Downloading, creation, or displaying any offensive pictures and/or messages;
6. Violation of copyright laws;
7. Use of computer for non-educational purposes while others are waiting to use the network for class work and/or research;
8. Use of the internet for commercial purposes.

VIOLATIONS OF THE ACCEPTABLE USE POLICY MAY RESULT IN THE FOLLOWING:

1. Revocation of Internet or e-mail privileges.
2. Student discipline including suspension or expulsion.
3. Criminal sanctions under Wis. Stat. 947.0125 for threatening, abusive, or intimidating messages sent to another person through e-mail or other computerized communication system.
4. Criminal sanctions under Wis. Stat. 943.70 for offenses against computer data and programs, including copying, modifying, accessing, destroying, or disclosing restricted access codes to unauthorized persons, of data, computer programs, or supporting documentation.

Any warnings or applied penalties will be documented. Penalties will be based on severity and/or frequency of the offense. Students have the right to due process which follows school district policy.

SUSPENSION:

The building principal or designee may suspend a pupil not more than five (5) school days. Prior to any suspension, the pupil shall be advised of the reason for the proposed suspension. The parent or guardian of the suspended student shall be given prompt notice of the suspension and the reason for that action. The suspension may be served in school or out of school at the discretion of the principal or his/her designee. A suspended pupil shall not be denied the opportunity to make up work missed during the

suspension period. A student may be suspended from school for:

1. A violation of rules.
2. Conduct while either at or not at school or under or not under the supervision of a school authority which endangers the property, health or safety of others at school or under the supervision of a school authority.
3. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives.
4. Conduct while not at school or not under the supervision of a school authority which endangers the property, health or safety of any employee or school board member of the school district in which the student is enrolled.
5. Possession of a firearm while at school or while under the supervision of a school authority.

Attempt to contact parents by phone will be made whenever a student is suspended.
Written notification will follow any such action.

EXPULSION:

In accordance with State Statute 119.25 & 120.13- [Powers of School Board], The School Board may expel a student from school for:

1. Repeated refusal or neglect to obey school rules or school board rules. [10 discipline referrals will automatically be considered as repeated refusal. A pre-expulsion meeting with be held with parents and student.]
2. Conduct while either at or not at school or under or not under the supervision of a school authority which endangers the property, health or safety of others at school or under the supervision of a school authority.
3. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives.
4. Conduct while not at school or not under the supervision of a school authority which endangers the property, health or safety of any employee or school board member of the school district in which the student is enrolled.
5. Repeatedly engaging in conduct while at school or while under the supervision of a school authority that disrupts the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and such conduct does not constitute grounds for expulsion under [1] through [4] above; and [this reason only applies to students 16 years of age or older] is satisfied that the interest of the school demands the student's expulsion.

ADDITIONAL NOTES REGARDING EXPULSION:

- The school board has the authority to expel a student from school for a period of not less than one year for possessing a firearm while at school or while under the supervision of a school authority.
- Expulsion procedures outlined by state law shall be followed.

STUDENT SUSPENSION AND ATTENDANCE AT/OR PARTICIPATION IN A SHOOL SPONSORED EVENT:

Students who are suspended from school for disciplinary or other reasons are not allowed to attend or participate in any school sponsored event during the time of suspension. Unless otherwise noted, the term of suspension begins immediately at the conclusion of the school day that the student is informed of the suspension and extends until the start of school day on the first day the student is allowed to return to school.

Example: Student is informed on Thursday that she/he is suspended from school for Friday. That student is <u>not to be on school property</u> for any reason from the end of school on Thursday until the beginning of school on Monday. [In the event a student is required to leave school before the end of the school day, the term of suspension begins immediately].

ELECTRONIC SMOKING DEVICES:

Electronic smoking devices, vaping, vape juice or any similar products or paraphernalia are prohibited on school grounds. All like items will be treated similarly to tobacco regardless of nicotine content.

STUDENT ELIGIBILITY FOR SCHOOL-RELATED TRIPS AND NON CO-CURRICULAR ACTIVITIES - (FIELD TRIP, DANCES, ETC.):

1. Any student who has returned from a suspension from school within 5 school days of such things as a field or class trip, dance/party [including Homecoming and Prom] or any other similar school-related trip or non co-curricular activity is ineligible to participate in any such trip or activity.
2. Any student who has been referred for a pre-expulsion hearing will not be allowed to participate in any trips, dances or any similar activities [including Homecoming and Prom] for twelve weeks.
3. For any trip which will cause students to miss classes, a list of students going on that trip will be distributed to staff. Any teacher has the right to request that a student not participate in the trip if the student has a record of excessive absences and/or is currently failing that teacher's class.
4. It is the responsibility of the faculty advisor in charge of the dance/trip/event to check student eligibility with the school office.

BACKPACKS: Students are not allowed to carry a backpack to class. Keep them in your locker.

LOCKERS:

Lockers are provided for the convenience of the student and are to be used solely and exclusively for the storage of outer-garments, book bags, footwear and any other school-related materials. Lockers are not to be used for any other purpose. Students will be responsible for any writing or other types of vandalism on or in his/her locker and will be expected to keep the locker neat and orderly. The cost to repair any damage or to perform maintenance beyond what is ordinary will be assessed to the student.

SEARCH POLICY:

[Locker, Student, Vehicle]

In an effort to protect the health and welfare of its students, the Stanley-Boyd School District reserves the right to search vehicles parked on school property and lockers assigned to students. Such searches may include the use of canine units. In addition, any individual designated by this policy may conduct a search of a student's purse, duffel bag or similar articles if the search is based on reasonable suspicion that the student has dangerous or illegal items or substance in his/her possession. "Pat-down" searches of a student's person will only be conducted by law enforcement personnel. Strip searches are illegal and will not be conducted by School District personnel.

Lockers are the property of the School District and may be searched at any time by the building administrator or his/her designee without prior notice to, or consent of, the student(s) and/or parent(s)/ guardian(s). Any unauthorized item found in the locker may be removed. Likewise, student parking on school property is a privilege. As such, vehicles parked on school property are subject to search at any time by the building administrator or his/her designee. Any unauthorized item found in a vehicle may be removed.

This policy also authorizes the use of trained canine units on school property. This is to include, but not be limited to, the exploratory sniffing of the outside of lockers, vehicles parked on school property and any other area of/on school property deemed appropriate and at the discretion of the building administrator in conjunction with the District Administrator. The use of canine units may occur with or without notice.

The use of canine units to search student vehicles on school property is the responsibility of the local Police Department or other designated law enforcement.

DANCES:

The following are general rules what will apply to all parties and dances held for students at SBMS:

1. The doors of the school will be closed 1 hour after the event starts.
2. If you leave after the doors are closed, you will not be allowed to re-enter.
3. There will be no admittance after the doors close unless special permission has been obtained in writing through the office prior to 3:30pm on the day of the activity.
4. Only SBMS students are allowed to participate in school dances unless and agreement is made with the principal.

All school regulations are in effect at school dances **(Including dress code).** All dances and parties will be chaperoned by at least two teachers including club or class advisors.

VISITORS:

1. All visitors must stop in the office for a visitor's pass or for permission to be in the building.
2. Parents and/or guardians are encouraged to visit school at any time after receiving a visitor's pass or permission from the school office.
3. Alumni and/or students from other schools will not be authorized to visit the school during school hours, unless prior authorization from the building principal is received. As a general rule, visitors of this type will only be given permission to visit the school during school hours under extenuating circumstances.

STUDENT LUNCH/FINES:

1. In order to obtain a lunch, students must have a positive balance in their lunch account. Lunch money can either be mailed to the school or dropped off in the any office or paid online. Monies paid before 9:30 am are posted that day, monies received after that time will not be credited until the following morning. Students who want a second lunch are charged the adult price. If an account is empty, there will be no charging.
2. Textbook Fines:

DAMAGED BOOKS: (Adjust as necessary for age and condition when issued.)

Broken Binding	$1.00 Up to cost of book
Writing in Book	$1.00 Up to cost of book
Soiled Book	$1.00 Up to cost of book

A broken or missing cover is treated as lost book.

The above guidelines are based on the severity of damage and adjusted for the age and condition of the textbook when issued to the student.

Lost books or books damaged beyond use are fined a pro-rated, full replacement cost.

Cost pro-rated for age:
New – 1 Year Old 100%
1-2 Years Old 80%
3-5 Years Old 60%5 Years or Older $5.00 Minimum

STUDENT COUNCIL :

This organization is the student governing body in the high school/middle school. The purpose of such an organization is to represent the student views and concerns regarding their rights and responsibilities, to establish good communication between the administration and the students, to promote and develop more school spirit and loyalty, to keep the pupil-faculty relationship at its best, to stimulate the American ideals of self-government and democratic citizenship, and to strive to ensure the welfare of the school. Throughout the year, the council holds many activities donating the profits to many worthwhile school causes.

EMERGENCY PROCEDURES:

- **Fire:** Practice evacuations will occur throughout the school year at unexpected times. They are performed so that students and staff are properly prepared for evacuating the building in the event of a real fire emergency. Students will be aware of the exit rule for each room in which they have classes. Rules are posted in each room.
- **Tornado:** In the event the National Weather Service issues a tornado warning for the Stanley-Boyd area, an announcement will be made over the PA for all students and staff to move to their designated shelter area. At least one practice situation will occur each school year. Students will be aware of the exit rule for each room in which they have classes. Rules are posted in each room.

- **Lockdown/Evacuation:** District policy will be implemented any time information is received by the administration of a potential threat to student safety. At least one simulation will occur each school year so that students and staff are acquainted with appropriate procedures. Parents are encouraged to inform the school office at the beginning of the school year [by completing a form] whom is to be called to pick up their children in the event an evacuation results from a perceived threat.

INSURANCE:

The school does have a supplemental insurance for all school-related accidents which occur while in school or participating for the school. All accidents are to be reported to the building principal as soon as possible after the accident occurs. The insurance carrier has a $250.00 deductible amount per accident. This insurance is **just** a supplemental type insurance, which implies that your family insurance carrier must pick up most bills, that amount that is **not** picked up by your family insurance will be picked up by the school carrier minus the deductible amount.

SCHOOL CLOSINGS:

School closing due to snowstorms, other weather conditions, or other unusual circumstances will be announced on local television stations.

TO RECEIVE TEXT AND EMAIL MESSAGES FROM MR. KOENIG:

Stanley-Boyd Area Schools is now set up with remind. Remind is a free, safe, easy-to-use communication tool that helps schools connect instantly with students and parents.
With Remind, we are able to send text messages without ever having to know phone numbers (or even sharing our personal phone numbers). Best of all, there is no cost to use Remind. (*standard text messaging rates apply to those receiving messages, based off each individual's messaging plan and cell phone carrier, bet there are no added costs).* Some examples of texts you would receive through Remind-
School closings/delays, upcoming events, etc.

***Text messages:**
Send the text to **(262) 910-3588**
Message should say: **@stanleybo**

Email messages:
Send an email to **stanleybo@mail.remind.com**
To unsubscribe, reply with 'unsubscribe' in the subject line.

TRANSPORTATION POLICY:

The behavior of students in school buses is a concern of everyone working with pupil transportation. Maintaining open and adequate channels of communication is essential if discipline problems are to be understood and solved.

Transportation to and from school is a privilege. This relates to the authority of school boards to enforce regulations governing pupil conduct.

The rule is well established by many cases that school authorities may govern the conduct of pupils while off the school grounds and out of school hours. A Board of Education may discipline a pupil for any act, no matter where or when it is committed, provided that the act tends immediately and directly to destroy the discipline and impair the efficiency of the school.

Transportation to and from school is a privilege when can be terminated [per Attorney General's Opinion, dated 10-17-74.] Parents will be notified if there is a misconduct by their son or daughter on the bus. If such conduct is continued, the student's privilege to ride the bus may be suspended by school authorities.
Only students of the district and persons authorized in writing by a school administrator may ride the bus to and/or from school or a school sponsored activity.

REGULATIONS FOR STUDENT TRANSPORTATION AT ANY TIME BY THE SCHOOL DISTRICT:

1. Prior to Loading [on the road and at school]
   a. Be at designated school bus stop five [5] minutes before scheduled pick-up time. Buses will not wait. Students shall not damage in any way property in the vicinity of the school bus.
   b. Stay off the road while waiting for the bus.
   c. Wait until the bus comes to a complete stop before attempting to board the bus. Line up in an orderly single file manner. Do not rush to get on the bus. Do not take advantage of younger children in order to get a seat.
   d. If there is no sidewalk or path, it is recommended that you walk to the side of the road facing traffic to get to the bus stop.
   e. Use handrails and watch your step when boarding the bus.
   f. Do not cross road to pick-up stop until the bus had stopped, flashing red lights are on, and the bus driver gives signal to cross.
   g. Not to get off at a different place.

2. While on Bus
   a. All riders shall remain seated when the bus is in motion.
   b. Keep head, hands, and arms inside the bus.
   c. All riders remain in the seats assigned to them.
   d. Scuttling, fighting, drinking, smoking or obscene language is forbidden.
   e. Do not litter the bus with food or other debris.
   f. The rider and their parents will be liable for damage to the bus other than ordinary wear and tear.
   g. Never tamper with the bus or any of its equipment.
   h. Don't leave books, lunches, or other articles on the bus.
   i. Keep books, packages coats, and all other objects out of the aisle at all times. No animals of any type are not allowed on buses at any time.
   j. Remain on the bus in case of road emergency, unless directed otherwise by the bus driver.
   k. Keep absolutely quiet when approaching a railroad crossing.
   l. Always be courteous to fellow students, the bus driver and passersby.
   m. The drivers are responsible for controlling the bus riders. Their directions must be obeyed promptly at all times
   n. If you ride to an event on the bus you must ride home on the bus unless written permission from parent is presented to principal – a signed and turned over to supervisor or coach.

3. After Leaving the Bus
   a. Cross the road at least ten [10] feet in front of the bus but only after checking to be sure that no traffic is approaching and after receiving a signal from the driver.
   b. Help look after the safety and comfort of small children.
   c. Be alert and obey any danger signal from the driver.
   d. Riders are not permitted to leave the bus at other than their regular stop unless a written request of a parent has been approved in advance by an appropriate school administrator, bus supervisor or driver.

The following actions may result in an immediate loss of riding privileges:

1. Deliberate destruction of school property or personal property of riders.
2. Striking or hitting a bus driver or school official.
3. Use of profane language to driver or others on the bus.
4. Smoking or vaping on the bus.
5. Any act which in the opinion of the bus driver or bus supervisor and/or school officials endangers the safety of others.
6. Insubordination or disrespectful actions to bus personnel.

7.

Infraction Procedures:

1. Drivers are required to notify the bus supervisor in writing of any bus rider rule infraction. The bus supervisor shall inform the principal of all alleged infractions.
2. A second infraction of bus rider rules may result in a suspension of riding privileges of as long as three days.
3. Repeated refusal or neglect to obey the bus rider rules may result in a total suspension of bus privileges.
4. No suspension of bus riding privileges shall be valid unless made in accordance with this procedure

Policies regarding Student Sexual Harassment; Tobacco, Alcohol and Other Drugs; are available upon request at the Stanley-Boyd Area School District Office.

Bullying policy can be found on our district's web page under the State Mandated Policies drop down tab. A hard copy of it can be obtained in the MS/HS office.

It is the responsibility of each student enrolled at Stanley-Boyd Middle School to review the Stanley-Boyd Student/Parent Guidebook with his/her parent or guardian. It is the responsibility of the parent or guardian to read this guidebook.

Additional copies of the guidebook portion of the Planner are available at no cost in the school office.

Receiving this handbook implies acceptance of the terms within as wells as acceptance of the terms of the co-curricular code if you are a participant of such an activity. Copies of the co-curricular code are available from your coach, advisor, or office.

Nothing herein shall prevent the Principal, at his/her discretion, from imposing discipline deemed necessary for rules violations.

-Home of the Orioles-