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1. About Our School

MISSION

The mission of Spring Harbor Middle School, a magnet school with an emphasis on environmental science, is to develop the personal, social, and academic potential of all students. We will accomplish this through an interactive, integrated, multicultural curriculum. Spring Harbor’s small, caring atmosphere guided by shared involvement of students, parents, staff, and community promotes exploration and life long learning.

FOCUS

Parents, staff, and students will participate in a challenging core curriculum based on district standards and benchmark indicators using a project centered approach with a focus on environmental science.

Students at the school can expect to:
- Know their teachers and peers well because both the school population and class size will be small.
- Work on real life projects.
- Be actively involved in hands on learning.
- Integrate and extend their knowledge through critical and creative thinking.
- Regularly use technology to gather and analyze information and ideas.
- Demonstrate their learning through project displays, presentations, inferential and performance assessment.
- Participate in setting goals, planning and assessing their own learning.
- Participate responsibly in their own learning and contribute positively to their learning community.
- Find and solve problems.
- Acquire and apply information, knowledge, and skills from a wide variety of sources within and beyond the school.
- Use a variety of styles to acquire, demonstrate, and share their knowledge.
- Demonstrate through their projects the accomplishments of district Standards.

MIDDLE SCHOOL PHILOSOPHY AND GOALS

The middle school is designed for pupils who are making the transition from childhood to adolescence, from elementary school to high school. This period of transition is one of emotional stresses and strains and a wide variation among pupils in social, intellectual and physical development. As a transitional school, the middle school is designed to meet the unique growth and development needs and special interests of this age group. The middle school should create a learning environment that provides stability, promotes self-confidence, self worth, and is sensitive to the needs of each individual child.

The middle school should:
- Continue to develop and reinforce basic skills throughout the curriculum
- Continue to develop basic learning strategies with an emphasis on problem solving and decision making skills, and have opportunities to apply them;
- Expand the student’s knowledge base in content/concepts in all curriculum areas;
- Apply and extend independent learning skills unique to the student’s development level;
- Extend the student’s ability to transfer skills and challenge their social, intellectual and motor strengths;
- Identify, explore and develop the student’s interests and abilities.

Handbook information continues after the monthly calendars!
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- **Eid al-Adha**
- **End of 1st Qtr**
- **Beginning of 2nd Qtr**
- **NO SCHOOL Parent Teacher Conferences**
- **Birth of Baha’u’llah**
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**December 2011**

- Band Concert: 7:00pm
- Orchestra Concert: 7:00pm
- 6th Grade Museum: 5-6:30pm
- 1st/2nd hr

- Early Release: 1:37pm
- WINTER BREAK
- Hanukkah
- Kwanzaa
- Christmas Eve
- New Year’s Eve
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<td>21 Field Biology Club Trees for Tomorrow Ski/Snowboard</td>
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<td>School Closed Memorial Day</td>
<td>Ascension of Bah’u’llah</td>
<td>Washington D.C. Trip Parent/Student Meeting 7:00pm LMC</td>
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<td>6th &amp; 7th EARLY RELEASE 10:30 am Completion Ceremony 11:00 am 8th Grade dance at SHMS 1:30-3:00pm</td>
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<td>Class Field Trips</td>
<td>LAST DAY OF SCHOOL End of 4th Qtr EARLY RELEASE 9:05 am 6th &amp; 7th</td>
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II. Introduction

BOARD OF EDUCATION MEMBERS, 2011-12

Maya Cole  
1818 Keyes Ave  
(11)  
259-0549 (H)  
239-1484 (Other)  
mpcole@madison.k12.wi.us

James Howard,  
President  
2102 Brentwood  
Pkwy, (04)  
244-5278 (H)  
231-9376 (other)  
jhoward@madison.k12.wi.us

Ed Hughes, Clerk  
2226 Lakeland  
Ave (04)  
241-4854 (H)  
ejhughes@madison.k12.wi.us

Lucy Mathiak  
716 Orton Court  
(03)  
255-0939  
lmathiak@madison.k12.wi.us

Beth Moss, Treasurer  
2 Highgate Circle  
(17)  
833-3166  
bmoss@madison.k12.wi.us

Marjorie Passman, Vice  
President  
3118 Todd Drive  
(13)  
271-0645 (H)  
334-2043 (Other)  
mpassman@madison.k12.wi.us

Arlene Silveira  
5760 Barbara  
Drive (11)  
270-0435 (H)  
516-8981 (Other)  
asilveira@madison.k12.wi.us

Filippo Bulgarelli  
Student Representative

Meredith Paker, Alternate  
Student Representative

BOARD OF EDUCATION MISSION AND MMSD STRATEGIC PLAN

OUR MISSION

Our mission is to cultivate the potential in every student to thrive as a global citizen by inspiring a love of learning and civic engagement, by challenging and supporting every student to achieve academic excellence, and by embracing the full richness and diversity of our community

BELIEF STATEMENTS

1. We believe that excellent public education is necessary for ensuring a democratic society.
2. We believe in the abilities of every individual in our community and the value of their life experiences.
3. We believe in an inclusive community in which all have the right to contribute.
4. We believe we have a collective responsibility to create and sustain a safe environment that is respectful, engaging, vibrant and culturally responsive.
5. We believe that every individual can learn and will grow as a learner.
6. We believe in continuous improvement informed by critical evaluation and reflection.
7. We believe that resources are critical to education and we are responsible for their equitable and effective use.
8. We believe in culturally relevant education that provides the knowledge and skills to meet the global challenges and opportunities of the 21st Century.

PARAMETERS

1. The district’s highest priority is to create and sustain a learning environment that enables all students to maximize their potential.
2. All individuals are treated with dignity and respect.
3. Expectations are high and clear for all.
4. Community input is valued and actively sought.
5. Families, schools, businesses, organizations and communities work as partners.
6. Communication is timely and accessible.
7. Data informs decisions.
8. Decision-making processes are transparent.
9. The district’s culture is one of accountability for work, actions and results.
11. A culture of creativity and innovation is nurtured.
12. Leadership and collaboration are fostered at all levels.
13. Our practices are held to an environmentally ethical standard.

STRATEGIC OBJECTIVES

1. Student:
   We will ensure that all students reach their highest potential and we will eliminate achievement gaps where they exist. To do this, we will prepare every student for kindergarten, raise the bar for all students, create meaningful student-adult relationships, and provide student-centered programs and supports that lead to prepared graduates.

2. Curriculum:
   We will improve academic outcomes for all students and ensure student engagement and student support by strengthening comprehensive curriculum, instruction, and assessment systems in the District.

3. Staff:
   We will implement a formal system to support and inspire continuous development of effective teaching and leadership skills of all staff who serve to engage and support our diverse student body while furthering development of programs that target the recruitment and retention of staff members who reflect the cultural composition of our student body.

4. Resource/Capacity:
   We will rigorously evaluate programs, services and personnel through a collaborative, data-driven process to prioritize and allocate resources effectively and equitably, and vigorously pursue the resources necessary to achieve our mission.

5. Organization/Systems:
   We will promote, encourage, and maintain systems of practice that will create safe and productive learning and work environments and that will unify and strengthen our schools, programs, departments, and services as well as the district as a whole.
II. Introduction (cont.)

Welcome From Superintendent July, 2011

Dear Parents and Guardians,

Welcome to the 2011-12 school year. This time of the year is an exciting time for families and for our school district. More than anything, we hope your child is looking forward to the new school year. Our commitment as a school district must be to ensure we do all we can to welcome your child back to school and to make the school year a successful one for him/her. Working with you, we know we can make this happen.

Our mission as a school district is “to cultivate the potential in every student to thrive as a global citizen by inspiring a love of learning and civic engagement, by challenging and supporting every student to achieve academic excellence, and by embracing the full richness and diversity of our community.”

This mission is grounded in a belief that all of our students have vast potential to achieve great things. For us to be successful as a school district, we must do all we can to ensure your child develops well both as a learner and as a citizen of our democracy.

As a staff, we are dedicated to working with you to ensure these outcomes happen for your child. We know, though, our work is incomplete without you as partners. When we work together, greater things can happen for your child. As this new school year begins, let us recommit to making this happen.

The following are things that we can both do to help your child do well in school:

• Have high expectations for your child. When we believe children can do well, they more often than not, will.
• Support your child’s learning at home and at school. Our responsibility is to provide a quality learning experience for your child. Don’t underestimate the great things you are doing to help your child. Talk about school. Show support for what your child is learning. Ask your child what s/he learned in school and find ways to build on these experiences. Also, offer to help in any way you can with school work.
• Get to know each other. When we know each other and have a relationship in support of your child, great things can happen. The more your child sees us working together, the better. Part of this involves contacting each other when there are concerns.

We hope you have had a great summer and we truly look forward to the start of the new school year. If you have questions about your child’s education, contact your child’s teacher. If more help is needed, your child’s principal is available to assist you.

Thank you for the opportunity to serve your child. Let’s have a great school year!

Sincerely, Daniel A. Nerad, Ed.D., Superintendent of Schools

Welcome froM suPErintEndEnt
III. General Information

**ADD/DROP POLICY**

Once a student has chosen an elective subject for a year, he/she will be encouraged to continue for the entire year. Students must wait until the end of a quarter to drop the class. Parental and teacher permission will be required to drop the class. Exceptions to this waiting period will be handled through a conference arranged by counselors or the learning coordinator.

**AFTER SCHOOL ACTIVITIES**

The recreation program consists of clubs, parties, and special events. Clubs can be established by having students expressing an interest and locating a sponsor. The recreation counselor will help get a sponsor when needed. Some clubs that have been offered in the past are bowling, horseback riding, computer, paper football, hunter safety, skiing, boat safety, chess, and math team.

An after-school sports program includes such activities as touch football, floor hockey, basketball, volleyball, softball and track.

School parties are scheduled in advance with student committees and pto's responsible for the majority of the planning and work. Parties are chaperoned by staff members and/or parent volunteers.

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**ANIMALS AT SCHOOL**

The presence of animals in schools provides many opportunities for addressing academic standards and supporting the social/emotional growth of students. Animals are part of our natural environment and can be used effectively as teaching aids. The positive benefits of the human-animal bond are well established.

The presence of animals in schools may also pose a safety or health risk for some children when they are exposed to allergens that activate allergy and/or asthma symptoms. Other students may be afraid of animals and feel emotionally unsafe in their presence. The purpose of this policy is to allow animals in the classroom while providing for the health and safety of school staff, students, and animals. Animals will be removed from the classroom and/or the school when this cannot be achieved.

**ANIMALS ON SCHOOL PREMISES POLICY SUMMARY**

School Board Policy 4615 adopted on August 7, 2006
(Refer to www.mmsd.org for the entire Board Policy)

The purpose of the Animals on School Premises policy is to allow animals in the classroom while providing for the health and safety of school staff, students and animals. The policy identifies five (5) categories of animals and the procedures to be followed in order to bring animals on school premises. It specifies conditions under which animals must be removed from school premises.

<table>
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<tr>
<th>CATEGORY</th>
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<tr>
<td>Animals Used in Educational Presentations (single event)</td>
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<tr>
<td>Cold Blooded Animals Not Handled by Children (for 1 semester, renewable)</td>
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<tr>
<td>Classroom Animals (for 1 semester, renewable)</td>
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<tr>
<td>Animals Excluded from School or Classroom Use</td>
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<td>Animals Exempt from Compliance With Policy</td>
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<td>3. Obtain principal's signature of approval to proceed to next steps</td>
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<tr>
<td>4. Notify parents of proposed presence of animal (Parent consent not required; Appendix E given to parents upon enrollment)</td>
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<td>4. Send letter to parent and obtain parent consent (Appendix F)</td>
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- Staff member follows procedures for cleaning and disinfecting sinks, cages and surfaces

**ANIMALS EXEMPT FROM COMPLIANCE WITH POLICY**

- Trained & certified service animals supporting individuals with disabilities
- Animals used in K-8 Science Curriculum
- Invertebrates used in Grades 9-12 Science Curriculum

- Poisonous, venomous animals
- Family pets unless all policy requirements are met
ATTENDANCE

There is a powerful link between attendance and academic success in school. To give students the best opportunity to reach their potential both academically and socially, they must attend regularly. When students are tardy or absent, they miss out on valuable learning and social experiences that cannot be replaced.

Students are expected to attend school every day unless they are ill. A significant number of absences will require the school to initiate procedures outlined by Wisconsin State Statutes and school district policy regarding attendance. These procedures are outlined in this section.

The following attendance definitions and procedures apply to all Madison students, unless otherwise specified.

Excused Absences

The following absences can be excused as per Board of Education Policy:

A. Physically and/or emotionally unable to attend:
   A student may be legally excused from school if s/he is not physically or emotionally able to attend school. This includes:
   1. A pupil who is ill to the extent that he/she is not in proper physical or mental condition to attend school;
   2. Absences related to dentist, doctor, chiropractor, psychologist and other medical appointments that cannot be scheduled at any time other than school time. (Absences related to a student’s medical appointments should be arranged to fit the student’s school schedule whenever possible);
   3. Serious illness or medical condition of a member of the immediate family, when the student is definitely needed at home;
   4. Bereavement due to death in the immediate family;
   5. Inclement weather (Parent(s)/guardian(s) may choose to keep their children home during extreme weather conditions, when a concern for safety is a factor).

   When a student has more than 10 excused absences, a doctor/physician written excuse may be required.

B. Elective Officials:
   The following reason for absence is also allowed under state statute:
   1. Serving as an elected official/pollster (the student must have at least a 3.0 GPA or equivalent).

C. Planned Absences:
   Planned absences are absences in which any child shall be excused in writing for up to 10 days by his/her parent or guardian before the absence. A child excused pursuant to this provision shall complete any course work that was missed during the absence.

Absence Procedure/Reporting An Absence

On the evening before or morning of a student’s absence, parents or guardians are requested to call the attendance office at 204-1096. We have a safe arrival program and use a telephone tape recorder system to assist us. If the school does not receive a call before 9:15, the attendance secretary will call you at your home or place of work to confirm the excused absence of your child. The tape system will be turned on when the secretary leaves each day.

For each day a student is absent for reasons listed above, except C above, the following should occur:

1) The parent/guardian should call the school’s Attendance Line by 7:45 a.m. to explain the absence, or
2) If no contact is made on the day of the absence, upon returning to school, the student must bring a written excuse signed by the parent/guardian to the appropriate school secretary. The note must list the date(s) of the absence and explain the reasons. Excuses that are submitted late and do not contain exact dates, times and reasons for absence will not be honored and the absence(s) will be unexcused.
3) The principal will determine if the reason for the absence is excusable based on the student’s school schedule whenever possible.
4) The principal is responsible for confirming and determining whether the reasons for absences are valid. To that end, the Principal and/or student services staff may ask for documentation. Except as otherwise provided by law and/or Board Policy, if a parent/legial guardian fails to cooperate with a school’s request to provide specific information about an absence, and/or if the Principal believes the reason for the absence is not valid, the absence may be recorded as unexcused or changed from excused to unexcused. If a request of a parent is denied, the parent should be advised by the Principal of the probable consequence.

Homework Procedures for Extended Absences

Homework for students who are home ill for more than one day may be requested at the same time you report your child’s absence. The teachers will be notified and the homework assignments can be picked up in the school office on that day after 3:15 p.m. if the request is made by 9:00 a.m. that day.

Release from School for Appointments/Outside Permits

A student who needs to leave school for any reason during the school day should bring a note from a parent indicating the time to be excused and the reason for the excuse. The student should take this note to the main office between 8:15 and 8:25 a.m. and get an outside permit. The Madison Board of Education has a policy that students should be excused only upon the requests of parents. Every outside permit is to be signed by the person to whom the student goes, and the time of leaving to return to school should be indicated. When the student returns to school the signed outside permit should be returned to the middle school office before the pupil returns to class.

Pre-Approved Planned Absences Procedure

For planned absences under C, parent(s)/guardian(s) should make every effort to plan vacations, trips, medical appointments, dental and orthodontist appointments, and campus visits, etc., outside of the school calendar or outside of the school day. To do otherwise has an adverse effect on the student’s opportunity to learn. However, from time to time it is necessary for a student to be absent for reasons other than those listed above. Pre-approved planned absences should occur only for special circumstances and only after the student or parent has completed the procedure outlined below.

a. For all pre-apparoved planned absences, a Parent Request for a Planned Absence form must be completed and submitted to the student’s principal before the scheduled absence. This form can be obtained from the school’s office and requires the signatures of parent(s)/guardian(s), teacher(s) and the student’s principal.

b. The absence shall be included in the student’s permanent record.

c. Up to 10 days per school year is the maximum time period for which a parent/guardian can excuse a student from school attendance by excusing the student in writing before the absence.

d. Arrangements shall be made for the completion of schoolwork missed over the course of the absence(s).

Unexcused Absences

In accordance with Board Policy, a student’s absence will be recorded as unexcused when there is not good cause or recognized legal grounds for the absence as described above. In deciding whether to record an absence as excused or unexcused, the school principal is responsible for confirming and determining in some cases whether the reasons for absences are valid. To that end, the principal and/or student services staff may ask for documentation. Except as otherwise provided by law and/or Board Policy, if a parent/legal guardian fails to cooperate with a school’s request to provide specific information about an absence, and/or if the principal believes the reason for the absence is not valid, the absence may be recorded as unexcused or changed from excused to unexcused.
General Information (continued)

Habitual Truancy
When a student’s attendance meets the legal definition for habitual truancy, MMSD is required to initiate interventions that can include interviewing, conferencing, on-going monitoring of attendance, contracting and/or referral to Dane County Municipal or Juvenile Courts. These requirements are based on Wisconsin Statute 118.16 which defines an habitual truant as “a pupil who is absent without an acceptable excuse under sub. (4) and s. 118.15 for part or all of 5 or more days on which school is held during a school semester.”

In order to prevent students from becoming habitually truant, MMSD has developed a comprehensive attendance improvement approach. Students, and/or their parent(s)/guardian(s), are strongly encouraged to contact the student’s principal or a member of the school’s Student Services Team (Nurse, Social Worker, School Counselor, or Psychologist) as soon as attendance becomes a problem, and schedule a meeting to discuss the causes of the student’s attendance problems, and work together to find solutions that address these causes. When patterns of problematic attendance become evident, contact with the student and family can also be initiated by members of the school staff.

For those students that become identified as habitually truant, a number of interventions will be attempted including interviewing, reviewing attendance history and problem-solving. The parent/guardian and the student will be invited to attend a Habitual Truancy conference and a case coordinator will be assigned to further examine the obstacles to attendance for the student. The purpose of these interventions will be to identify the cause(s) of the attendance problems, develop an appropriate attendance improvement plan, and identify supports within the school and community that can assist the student and family.

All students who are classified as being habitually truant are in violation of Wisconsin law, and as such the student, and his/her parent(s)/guardian(s), may be required to appear in court. Depending upon the age of the student and circumstances related to the absences, the court may levy sanctions, and require that the parent/guardian cause the child to attend school. In addition, the court may require that the student receive counseling and/or perform community service.

Tardy
Students are expected to be on time for school at the start of the school day and for their classes throughout the school day. In addition to missed learning opportunities for the tardy student, tardiness to class or to school causes disruption to the learning environment for all students. For elementary school students, a half-day absence is recorded when students miss more than one hour of school but are in attendance for part of the day. Middle and high schools use various formulas to calculate absences, depending upon the length of the school’s class periods. Patterns of severe tardiness call for intervention by the teacher, the principal, and/or the school’s student services staff.

Questions about your school’s absence procedures can be directed to your school administrator(s). Last Revised June, 2011

Withdrawal
When a pupil wishes to withdraw from school, a parent should notify the middle school office several days in advance, so that the records may be properly closed and transferred to the new school. The student will be given a withdrawal report form from the office, which must be completed. The LMC media specialist must be notified of the withdrawal so the student may be cleared. All textbooks, musical instruments, and other educational materials must be returned to the teacher who issued them and each teacher should indicate on the withdrawal form that the record is clear.

Students and parents should be aware of the following specific policies regarding withdrawal from Spring Harbor Middle School:

1. Students wishing to return to Jefferson or Toki may do so only at the conclusion of a school year.
2. Students who move from the Memorial attendance area but remain within the school district may attend Spring Harbor through grade eight, but they must provide their own transportation. Students who move outside of the school district but wish to remain at Spring Harbor should contact the Registrar to discuss the Open Enrollment Policy.
3. Students who move from the Memorial area will attend the high school of the attendance area in which they reside.
4. Siblings of students who move from the Memorial area will not be eligible to attend Spring Harbor unless they live in the Memorial area.
5. Students who withdraw and later wish to return to Spring Harbor will be added to the waiting list on the date they make such a request.

Directory Information
Wisconsin law allows the District to disclose directory information about students unless parents/legal guardians desire that all or any part of this information not be released. If parents/legal guardians wish to have information about their child(ren) withheld they must complete the “Request to Withhold Directory Information” form for each child. This form is available in all school offices.

Directory Data/Information means those pupil records which include the pupil’s name, present address, telephone listing (unless the number is unlisted), date and place of birth, major field of study (e.g. 3rd grade elementary education at Leopold School), dates of attendance, dates of attendance, participation in officially recognized activities and sports, weights and heights of members of athletic teams, student’s photograph, the most recent previous school attended by the student, and degrees and awards received.

Census Verification
Parents/legal guardians are reminded of the importance of the Census Verification which is available on-line for all students information can be updated and verified prior to August enrollment dates. Information on this verification is very important, since it is the only way for school personnel to locate a student’s parent/legal guardian or alternative contact person in the case of illness or emergency.

Change Of Address/Phone
For your child’s safety, please inform the school whenever you have a phone or address change or if your alternative emergency contacts change. Please inform us if you will be temporarily out of town and your child will be staying with someone else.

Instructions for Family Information
The Madison Metropolitan School District believes that it is important for both parents/legal guardians to be informed about a student’s progress. If your child does not live with both parents/legal guardians, we strongly urge you to provide the names of all persons with legal rights to information to the school so that we can communicate with them.

Follow these instructions for the family information section:

1. If parents/legal guardians live apart, fill out both sides of the household form, indicating which household is the primary household. If the parent/legal guardians live apart be sure to list both households when filling out the online household information piece of the registration or enrollment form.
2. The primary household should be the household the student declares as primary household for enrollment purposes. The primary household is the household the student declares as primary household for enrollment purposes, this establishes the attendance area the student resides in.
3. The online registration and census form allow for additional contact people should to be added, if the student has a secondary household that information can also be added. If someone other than the parent has rights to records it needs to be indicated on the form:
   a. LEGAL CUSTODY OF THE STUDENT and/or
   b. LEGAL ACCESS TO THE STUDENT’S RECORDS.
4. In addition to the people with legal custody or legal access to records, you may include the names of other adults or other student with whom the student lives. Please indicate the relationship of each adult to the student.

FOR EXAMPLE, if each of the following applies in a family situation:
• Parents/legal guardians are divorced; Parent filling out form should include the other parent as a secondary address either household or mailing.
• Student lives with mother and stepfather, mother would have to sign rights to records for stepfather to have rights.

Student Records
**General Information (continued)**

All student records maintained by the Madison Metropolitan School District are confidential, as required by federal and state law.

Parents/legal guardians should be sure to read the brochure on student rights that children bring home during the first week of school. This brochure explains the rights of parents/legal guardians and eligible students to have access to student records.

Several types of educational records are maintained for MMSD students. They are:

1. “Behavioral records” means those pupil records which include psychological tests, personality evaluations, records of conversations, any written statement relating specifically to an individual pupil’s behavior, tests relating specifically to achievement or measurement of ability, the pupil’s physical health records other than his or her immunization records or any lead screening records required under s.254.162, law enforcement officers’ records obtained under s.48.396 (1) or 938.396 (1)(b)2 or (c)3 and any other pupil records that are not progress records.

2. “Progress records” means those pupil records which include the pupil’s grades, a statement of the courses the pupil has taken, the pupil’s attendance record, the pupil’s immunization records, any lead screening records required under s.254.162 and records of the pupil’s school extracurricular activities.

3. “Pupil physical health records” means those pupil records that include basic health information about a pupil, including the pupil’s immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil’s ability to participate in an education program, any lead screening records required under s.254.162, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to such test, and any other basic health information, as determined by the state superintendent.

4. “Pupil records” means all records relating to individual pupils maintained by a school but does not include notes or records maintained for personal use by a teacher or other person who is required by the state superintendent under s.115.28 (7) to hold a certificate, license or permit if such records and notes are not available to others, records necessary for, and available only to persons involved in, the psychological treatment of a pupil and law enforcement unit records.

Requests by parents/legal guardians to review student records must be submitted in writing to the building principal, who will help to arrange a time when parents/legal guardians can review the records which they wish to see.

Questions or concerns about access to student records should be addressed to the building principal.

**FEES**

**School Activity Fee Waiver**

To encourage all students to participate in all school activities regardless of the student’s financial situation, it is the policy of the Board of Education to waive the payment of part or all of student fees if the student or the student’s parent/guardian demonstrates an inability to pay such fees, and to notify students and parent/guardian of this fee waiver policy.

Student fees for the purpose of the waiver policy include fees for school day field trips and fees that are on the yearly student fee schedule, except for library and textbook fines.

Fee Waiver/Reduction request forms are available at all schools, and may be completed by the parent/guardian each school year in which a waiver or fee reduction is requested. If a fee waiver or reduction is granted, it shall be for the entire school year unless the student or the student’s parent/guardian subsequently demonstrates the ability to pay such fees.

**FIELD TRIPS**

Teachers frequently plan field trips and excursions to provide students with educational experiences, which are extensions of the classroom. These trips are essential to the educational program, and all students are expected to participate.

Parents/legal guardians will receive written notification in advance about field trips and should take care to sign all forms and send money to school if requested. Scholarship money is available if payment of field trip fees creates a hardship for a student’s family. In such cases parents/legal guardians should contact their child’s teacher or the school office.

Medications which are normally given to students during the school day will be given by school staff during field trips. No additional permission is required. If your child needs medication on an overnight or extended day field trip which is NOT regularly given at school, Board policy requires written parent permission and a written order from the health care practitioner. This includes over the counter, non-prescription medication. The medication permission forms are reviewed by the school nurse before the overnight or extended day field trip. Some medications (such as inhalers) may be self-administered but a school staff person will give most medications.

When riding a school bus as part of a field trip, students are expected to obey all rules governing school bus transportation (see “Bus Transportation”).

In the event that, based upon past actions, those in charge of a field trip have safety concerns about particular students, the student’s parents will be requested to accompany the student on future field trips. If the parent is unable to accompany the student, the school will attempt to locate another adult to accompany the student. Students who misbehave may also be assigned seating on the bus or during a performance. A daytime-only option will be available for all students about whom leaders have safety concerns on overnight trips.

Participation in Fun Days, Winterim, Year-End Field trips, and any other school day recreational trips is contingent upon good behavior. Students who are suspended from school or who receive excessive office referrals during the quarter in which the trip occurs will not be allowed to attend. Ski Club, Horseback Club, and other club activities will function under the guidelines of the Recreation Department and the requirements of the club advisor. Criteria for optional trips are developed by the leader of the individual trip who will publicize the opportunity and criteria and select the students who will participate.

Permission slips will be sent home well in advance of field trips. In order to participate, students must return the signed permission and fees. Students who return forms and fees by the due date are guaranteed a place on the field trip. Tickets must be purchased and buses arranged in advance and failure to meet the due date might mean that the student couldn’t attend due to lack of space at the event or on the bus.

Our PTSO provides financial assistance to any student who needs such assistance to attend a field trip. Parents should contact the learning coordinator to arrange such assistance.

**FOOD POLICY**

1. Food and beverages should be consumed only in the room or in the classroom when authorized by the teacher.
2. Gum chewing is allowed at the discretion of the teacher, dependent upon the activity in which the class is engaged.
3. Individual students may not sell food, candy, beverages or gum to other students.
Food & Nutrition

Breakfast and Lunch Program and Schedules
All students will eat lunch in the gym. Lunch period is 12:09 – 12:39 p.m.

Lunchroom procedures:
Students must eat in the gym.
Dismissal will be by tables. Everyone is encouraged to go outside, weather permitting. (If coats are necessary, they should be taken along to the lunch room.) No one will be excused from the lunch room to go to their locker.

Inappropriate behavior during the lunch period will result in lunchtime detention.

Playground procedures:
All students dismissed from the lunchrooms will remain on the playing field until afternoon classes resume.

Students are encouraged to play ball, bring a Frisbee or just visit with their friends. They will not be allowed to engage in any activities which could cause an injury to themselves or others.

Students are not allowed to leave the school grounds.

Students will not be allowed in the parking lot area or near the bike racks.

The lunch supervisor will signal the end of lunch hour.

Students are required to enter the building in an orderly fashion.

Students who eat at school have a choice of the Eatery Meal – which meets the USDA requirements for lunch or selections from our Ala Carte menu. The menu is posted weekly at various locations within the school.

Students may purchase their meals with cash or use their Student ID Card to access money previously deposited into their lunch accounts.

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The cost of the Eatery Meal is $2.90; reduced price is 40 cents. Ala Carte prices vary. Milk can be purchased for 50 cents. Periodically we will run specials for lunch. The price will be $2.80 on these days and will take the place of the Eatery Meal. There will be no charge for students receiving free lunches and the reduced price meal will remain at 40 cents. The Food Courts offer a variety of food selections and prices vary from $2.00 to $4.00. Breakfast will be $1.35 with milk being 50 cents.

For additional information, please visit our website at www.foodsvcweb.madison.k12.wi.us

Dear Parents & Guardians,

The MMSD Food & Nutrition Department welcomes you to the 2011-2012 school year. We are eager to provide your family with healthy and nutritious options for Breakfast and Lunch at all of our Elementary, Middle and High Schools. We strive to meet nutritional requirements as well as cater to the likes of young children. As your child progresses into Middle and High School, they will have more selections for their meal choices. All of our menus in the USDA Breakfast and USDA Lunch programs are designed to meet nutritional standards. Each menu is analyzed to ensure it meets 8 specific nutritional targets. Five different vitamins and minerals are analyzed as well as monitoring the fat content, providing no more than 30% of the calories from fat, while no more than 10% of the calories come from saturated fats. There are specific guidelines for calorie ranges for each of the different menus we offer. Meeting the above mentioned guidelines ensures that our meals provide students with one third of their dietary requirements for lunch and one fourth for breakfast. Studies have shown that eating balanced meals, in combination with physical activity, will help with child development. What better way to establish healthy eating patterns than as a participant of our meal programs!

Sincerely,
Your FAN Team

Our Food & Nutrition Program Serves...

Nutrition
Value
Quality
Safe Food
Convenience

Feeding Appetites for Learning

Food Safety
MMSD Food & Nutrition Department operates under regulations from the FDA Food Code, the State of Wisconsin Food Code and the Public Health Department. We are committed to providing safe food for our customers at every step of our process including standards for ordering, receiving, storage, preparation, cooking and serving. Each school and our central kitchen are inspected twice a school year by Public Health Madison Dane County.

All school sites as well as the Food Production Center operate under comprehensive written “School Food Safety” plans. Plans are based on the principals of HACCP (Hazard Analysis & Critical Control Points), a systematic preventive approach to food safety.

Our FAN Team includes a Quality Assurance Specialist to ensure that the 20,000 plus meals served daily are served safely. All of our staff receives initial and on-going training using the National Restaurant Association’s “ServSafe” Food Safety Course materials.

Breakfast Program
All schools in the Madison Metropolitan School District offer breakfast daily. Breakfast is served 15 ~ 20 minutes prior to the start of the school day. A school breakfast generally consists of milk, fresh fruit or 100% fruit juice, and an entrée that includes grains and/or a protein source. Families may qualify for free breakfast as determined by their financial situation. For more information, please see the section on Free & Reduced Meals.

Please note: USDA regulations require that we serve a complete meal. Individual items, such as milk, can not be provided free to supplement a meal from home.

Lunch Program
Lunch is available daily at all of the Madison Metropolitan Schools. Serving times vary per location. Lunches consist of a milk, entrée containing protein and whole grains, fruits and vegetables. Our Nutrition...
General Information (continued)

Team is constantly searching for different and healthy choices to offer our students. We are committed to offering meals that are both great tasting and nutritious. Families may qualify for free lunch as determined by their financial situation. For more information, please see the section on Free & Reduced Meals. Please note: USDA regulations require that we serve a complete meal. Individual items, such as milk, can not be provided free to supplement a meal from home.

Lunches To Go
Let us help with Field Trips with our ‘Lunches To Go’. Cold lunches are available and may be ordered ahead and sent to your child’s school. For more information, please go to our website and check out our Menus.

Free and Reduced Price Meal Information
The Madison Metropolitan School District participates in the National School Lunch and Breakfast Program. Your children may qualify for free meals or for reduced price meals.

To apply for Free and Reduced price meals please complete either:
- A paper application available at registration
- An online application at http://lunchapp.madison.k12.wi.us.

If you do not have access to a computer, they will be available at registration or Madison Public Libraries.

If you have other questions or need help, call (608) 204-4001. Office hours beginning August 18th are 7:00 am to 2:30 pm.

Meal Prices
USDA Breakfast
Reduced and Free No Charge
Elementary Full Pay $1.25
Middle School Full Pay $1.50
High School Full Pay $1.50
Adult at Elementary $1.55
Adult at MS & HS $1.65
USDA Lunch
Reduced .40
Elementary Full Pay $2.50
Middle School Full Pay $2.90
High School Full Pay $2.90+
Adult at Elementary $3.45
Adult at MS & HS $3.70+

Milk may be purchased for 50 cents.

Please note: USDA regulations require that we serve a complete meal. Individual items, such as milk, can not be provided free to supplement a meal from home.

Payment Options
MMSD Food & Nutrition Department has implemented an online payment option called MealPayPlus. Use www.MealPayPlus.com to check account balances online. Make payments to your students meal account. Monitor breakfast and lunch purchases. Receive email reminders when your student’s balance is low. You can even set up auto-replenish payments. You will need your child’s MMSD student ID number in order to set up a MealPayPlus account. If you do not know the account number for your child, please inquire at your child’s school, or call Food & Nutrition at 204-4001.

Please Visit Our Website
For more and up to date information, please visit our website. Our website can be found on the MMSD website or by entering www.foodsvcweb.madison.k12.wi.us
For information on serving times please check with your child’s school. At the Elementary Schools, the Breakfast menu is included with the Lunch menu that is sent home with your child from their school.

Gifts for Staff (Board Policy 8254A)
In accordance with Board of Education policy 8254A, staff members are not permitted to “accept or solicit for personal use a gift worth more than token value from a pupil or parent...[however,] the Superintendent may make exceptions in extenuating circumstances such as cases of bereavement, illness or death.” Because many children enjoy giving things to their teachers, the District suggests that gifts take the form of a book, tape or game for the classroom or Library Media Center. In this way, all students can benefit from gifts given to teachers and other staff members.

Guest Speakers
Occasionally, teachers invite guest speakers into their classrooms. Teachers planning to use outside resource personnel must clear this with the principal prior to their “guest” appearance. Guest speakers report to the main office upon arrival at school.
Help with a Concern

How to Get Help with a Concern

1. Classroom Concern
   - Call Teacher
   - Concern Resolved?
     - Yes
     - No

2. Schoolwide Concern
   - Call Principal
   - Concern Resolved?
     - Yes
     - No

3. Districtwide Concern
   - Call Appropriate Assistant Superintendent:
     - Elementary Schools
     - TBA 663-1632
     - Middle & High Schools
     - Joe Gothard 663-1633
     - Chief Learning Officer 663-1670

   - If you cannot determine whom to call, (Start Here)

   - Call Community Engagement/Public Information 663-1879

The Board of Education and the Superintendent expect that all concerns be treated with respect. All persons will be assisted by the best person to help them with their concerns, including parental concerns, regarding their children and their schools. The flowchart explains some general guidelines.

Not all concerns may be resolved exactly as all persons involved desire, but district staff will be open to considering all concerns and providing any assistance possible.

Questions/Concerns 1st Contact 2nd Contact 3rd Contact

<table>
<thead>
<tr>
<th>Questions/Concerns</th>
<th>1st Contact</th>
<th>2nd Contact</th>
<th>3rd Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concerns with a student’s academic progress in a particular class</td>
<td>Teacher of Class 204-1111</td>
<td>Counselor 204-1111</td>
<td>Principal 204-1102</td>
</tr>
<tr>
<td>Questions regarding student’s class schedule or class selection</td>
<td>Learning Coordinator 204-1104</td>
<td>Principal 204-1102</td>
<td></td>
</tr>
<tr>
<td>Concern with a grade student received</td>
<td>Teacher of the class 204-1111</td>
<td>Counselor 204-1111</td>
<td>Principal 204-1102</td>
</tr>
</tbody>
</table>

Whom Should I Contact?

As hard as we try, schools can be confusing places to parents/guardians and community members. In our ongoing effort to be more customer service oriented, the following chart has been prepared.

ID Cards

Student photo ID cards will be issued at registration. Students should carry these cards at all times. They are used for identification, checking our LMC materials, lunch purchases and parties. It is an important responsibility to maintain this card at all times. A student will find it difficult to access the LMC or lunchroom without his/her card. Replacement cards can be obtained at limited times for a fee of $2.00.

Locks/Lockers

Every student will be assigned a locker on the first day of school and will not be allowed to change his/her locker assignment without permission from his/her homeroom teacher. Students are expected to keep all classroom supplies and personal items in their lockers. Locker inspection will be held regularly. Students are urged to purchase a good quality combination lock to protect locker contents. The office sells locks and a record of those lock combinations is kept in the office. Neither lockers nor lock combinations should be shared. If you value your personal possessions, keep your locker locked!
General Information (continued)

Locker Inspections

1. The assignment of lockers to pupils is a responsibility of the PRINCIPAL or her/his designee.
   a. The PRINCIPAL and/or his/her designee retains the right to inspect any locker or lockers as may be necessary or appropriate. This right shall be exercised if and when, in the judgment of the PRINCIPAL, there may be reasonable suspicion to believe that a locker may be used to conceal anything illegal or evidence of a violation of school rules or Board Policy.
   b. Whenever practicable, a student shall be notified before or be present when her/his locker is being inspected.
   c. A pupil shall be required to open any personal belongings in a locker at the request of the PRINCIPAL.

2. This Policy and Procedure shall be duplicated in every published handbook or set of regulations for the conduct of pupils in the Madison Metropolitan School District.

BOE Policy 4132

Lost & Found

Every article found should be turned in to the middle school office immediately. Those who have lost articles should check there or the lost and found located outside of the gym.

Neighborhood

Our neighbors are proud of their lawns, homes and businesses. Respect other people and their property.

Be considerate of the adults and children you meet as you travel to and from school.

Parent/Legal Guardian Involvement (Board Policy 4500)

We welcome and encourage parents/legal guardians to visit their children’s school. However, when you come to school be sure to secure a visitor’s pass from the school office when you arrive. This allows us to keep your children safe as unauthorized persons or visitations are prohibited. Should unauthorized persons enter or remain on school premises, the principal or his/her representative may request assistance from the appropriate police department to remove such unauthorized persons.

Parents are welcome at all times but should register in the office before attending any class. If a student wishes to bring a visitor to school, the student must be aware of the following:

1. Request a visitor’s pass one day in advance of the visit by bringing a written notice from your parents. There will be no exception to this rule.
2. Students must obtain a visitor’s pass in the office and have it signed by each of his/her teachers on the day prior to the visit.
3. Student visitors must be legally excused from the school they attend.
4. The visitors must be of middle school age.
5. Unauthorized visitations are prohibited and the principal or his/her representative may request unauthorized visitors to leave the premises.

All middle schools have committees and PTO/PTA groups that provide opportunities for parents/legal guardians to participate actively in their children’s school. Through these activities parents/legal guardians can become better informed about, and can influence and gather community support for local school programs and policies.

Parent participation in the School Improvement Plan (SIP) process is encouraged. Through their involvement in SIP, parents contribute to the identification of school goals and the action plans for implementation.

Many parents/legal guardians share their talents and interests by assisting teachers with classroom projects and activities. Other parents/legal guardians provide leadership for enrichment programs to enhance the school’s curriculum.

The Board of Education also forms occasional task forces and/or committees to advise the District on specific issues. In recent years these groups have examined such school-related issues as racial integration, family change and space utilization. Citizens, parents/legal guardians and non-parents alike have shown their support by becoming involved in the schools as part of these advisory groups. Please contact 663-1659 for further information.

Research has shown that children whose parents/legal guardians are involved with the school are more likely to achieve and to feel good about their school experiences. MMSD elementary schools encourage parents/legal guardians to become involved in their children’s educational programs in whatever way is most comfortable and interesting for them. The most important way for parents/legal guardians to be involved with their child’s education is by spending time each day with their child and by reading to them.

Visitations to School or Classrooms (Board Policy 4005)

We welcome and encourage parents/legal guardians to visit their children’s school. However, when you come to school be sure to secure a visitor’s pass from the school office when you arrive. This allows us to keep your children safe as unauthorized persons or visitations are prohibited. Should unauthorized persons enter or remain on school premises, the principal or his/her representative may request assistance from the appropriate police department to remove such unauthorized persons.

Written reports are sent home at the end of the second quarter, third quarter, and at the end of the year. Written reports are sent home at the end of the second quarter, third quarter, and at the end of the year. Parents/legal guardians receive formal reports on their children’s progress four times during the school year. All elementary schools schedule parent/teacher conferences at the end of the first quarter to give parents/legal guardians and teachers an opportunity to share information about the child.

When parents are divorced or separated both parents/legal guardians have the right to receive information about their child’s school progress, unless the court has ruled otherwise. Please stop at the school office to confirm if duplicate information is needed.

It is vital that parents/legal guardians and teachers be in communication with each other frequently so that the child understands that everyone is working together. If you have any questions about your child’s progress or educational program, do not hesitate to call your child’s teacher or the school principal.

Report cards are issued approximately a week after the end of a quarter. All report cards will be mailed home. The quality of work, effort and work habits, attitudes toward learning, and cooperation in working with others are some of the factors, which will determine the student’s evaluation.

In addition to the quarterly reports, any teacher may send home a progress report for an individual student at any time. This report is sent to notify parents of exceptionally good or poor progress.
**Return from Discipline**

There are two forms of student discipline that involve an interruption of a student’s attendance at school; the first being an out-of-school suspension and the second being an expulsion. The District’s procedure for a student to return to school for each of those disciplinary interruptions includes a meeting involving the Principal, parent/guardian, and student. During the meeting those attending discuss strategies to enable the student to successfully re-engage with the school community. The specific procedures regarding out-of-school suspensions can be found in Board of Education Policy 4043 and for Expulsion, in Board of Education Policy 4045.

**Basic Expectations**

1. Be on time for class.
2. Pay attention and follow teacher instructions.
3. Bring notebooks, pen or pencil and other needed materials to class.
4. Be an active participant in the classroom. Listen carefully. Take part in class discussions.
5. Ask questions, especially if you don’t understand the discussion or if you have a problem.
6. Plan your work and schedule some time each day for homework. Be sure you understand the assignment before leaving class.
7. Take advantage of extra help opportunities.

**Student Expectations**

Beyond the rules expected of all middle schools by the Board of Education and the procedures identified for the effective functioning of our school, each school identifies its own rules to ensure a positive learning and working environment for the entire community. At the beginning of each school year, teachers and students will review our rules and will have the opportunity to be involved in the refining of these rules for Spring Harbor. We believe that students will have a much greater commitment to good behavior if they participate in a meaningful way in defining that behavior.

The following general rules will help us to begin the year with clear expectations and guide the creation of our more specific rules. A team of Spring Harbor Middle School staff met during the summer to identify universal expectations for student behavior. The Positive Behavior Support Team identifies the following expectations for student behavior throughout the building.

**These are our school-wide expectations:**

- Respect Everyone
- Respect Education
- Respect the Environment

<table>
<thead>
<tr>
<th>Respect</th>
<th>Hallway</th>
<th>Classroom</th>
<th>Cafeteria</th>
<th>Restrooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVERYONE</td>
<td>Body to self</td>
<td>Listen respectfully</td>
<td>Clean up after yourself</td>
<td>Be in your own space</td>
</tr>
<tr>
<td>Allow traffic to pass</td>
<td>Give best effort</td>
<td>Wait turning line</td>
<td>Stay on task</td>
<td></td>
</tr>
<tr>
<td>Appropriate voice and language</td>
<td>Work cooperatively</td>
<td>Quiet voice</td>
<td>Graffiti-free zone</td>
<td></td>
</tr>
<tr>
<td>Walk</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Education</th>
<th>Be quiet</th>
<th>Be in Right Place at the Right Time with the Right Materials</th>
<th>Follow Pass Procedures</th>
<th>Observe time limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avoid distracting students in class</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Listen and follow adult instructions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Environment</th>
<th>Pick up papers and other stray items</th>
<th>Treat all property with care</th>
<th>Recycle</th>
<th>Keep clean</th>
</tr>
</thead>
<tbody>
<tr>
<td>Love your locker</td>
<td>Pick up around area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leave promptly at the end of the day</td>
<td>Throw out trash before dismissal</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. We will show respect for others and ourselves through both our actions and our words.
2. We will conduct ourselves in a manner that produces an orderly environment.
3. We will act responsibly to maintain the physical and emotional safety of ourselves and of others.
4. We will respect our environment including personal and school property.
5. We will be in the right place at the right time, with the right materials, ready to participate.
6. We will resolve conflicts peacefully by asking for adult help if necessary and by using the conflict resolution program.

Other specific rules for Spring Harbor are as follows:

1. During class time students must have a pass to be in the hallway. If you need to see someone (for example, the counselor or principal), go to class first and get permission and a pass from your teacher.
2. Students may chew gum during lunch and passing time and in class when it does not disrupt the educational process. Candy, pop, food, etc. are allowed only before and after school and during lunch and only in the cafeteria or outside—not in the hallways or entryway.
3. Students not involved in a school activity MUST leave the school at 2:50. Students must be in a supervised activity by 2:50. If students are waiting for a ride they must be picked up by 2:50 OR go to a supervised activity. There should be no loitering in the front hallway.
4. Students using the Internet are advised that inappropriate use will result in loss of Internet privileges and may result in a suspension from school. Sites that are inappropriate, obscene, sexist, pornographic, violent, contain obscenities or inflammatory or abusive language, or which provide information on weapons or the construction of weapons are strictly forbidden from student use. Students are further advised that no material even of an acceptable nature can be printed without teacher permission. (See Internet Policy—School District found in this handbook)
SCHOOL DISCIPLINE PLAN

1. Prevention and quick intervention are key to our discipline plan. Staff is expected to be in the hallways between classes and before and after school.
2. Appropriate intervention is stressed. PBS is used to provide a common framework for staff.
3. A school climate is emphasized where all students feel they belong and that they can count on their teachers to always be there for them.
4. Appropriate classroom management and teaching techniques are stressed for all staff.
5. The Parent/Student handbook delineates the rules for the effectiveness of our school. The handbook is given to all families at registration and is reviewed with students by homeroom teachers during the first two weeks of school and throughout the year as needed.
6. The anti-harassment goal is included each year in our School Improvement Plan. Bullyproofing Program targets this area as well as PBS.
7. Continued classroom misbehavior will result in the student being sent to the office. A brief form with the reason for sending the student or a call on the intercom is necessary when sending a student to the office. Work should be sent with the student. The student will remain for the class period and will discuss the referral with the principal or the learning coordinator. The teacher will complete a Behavior Referral Form and will call the parent that day or evening. The teacher will assign an appropriate consequence, usually time at noon or after school working under the direction of that teacher.

SUSPENSIONS

A student is subject to suspension for up to five days when he/she demonstrates willful disobedience and disregard for the rules of the school. Suspension is a serious disciplinary measure, and a suspended student will be required to attend an administrative conference with his/her parents or guardian before being reinstated in school. While suspended, a student may not participate in any school activities or be on school grounds.

EXPULSION

For offenses that jeopardize the safety of other students or staff, the MMSD expulsion procedure allows the exclusion of a student for more than five days. Expulsion will be recommended in all cases for:
1. Bringing or possessing a weapon, using any objects as a weapon, or threatening to use any object as a weapon (pen knives are classified as weapons, as are any similar sharp object).
2. Possession of drugs with intent to deliver.
3. Unprovoked use of force against a staff member.
4. Multiple suspensions for aggressive behavior or fighting.

A student can only be reinstated upon recommendation of district administration.

SCHOOL SUPPLIES

Sixth Grade Supply List

- School Assignment Notebook (should be purchased at time of Fall Registration- $6.50)
- Pencils (lots, leave most of them in reserve): Have them sharpened! Some students like to have a mechanical pencil with their regular pencils.
- Hand-held pencil sharpener (to sharpen colored pencils)
- Ballpoint pens- 2 black or blue (erasable)
- Highlighter pens
- Colored pencils and magic markers
- Eraser/eraser caps
- Elmers glue
- Ruler (with metric and English markings)
- Scissors
- Glue sticks (3)
- Loose-leaf paper (wide lined) – (1 for Language Arts)
- Folders (6) with 2 pockets; one will go to Phy Ed: Students recommend getting solid colors that have pockets on the bottom. Solid colors can be easily color-coded for different classes. Bottom pockets keep papers better.
- Spiral notebooks (6) single subject, 70+ pages, wide lined): Do not purchase notebooks where the paper can easily be torn out.
- 2-inch, 3-ring binder for Math (two inch binder needed for math text and paper)
- 5 tab dividers for 3-ring binder
- Calculator: We recommend an inexpensive one. (TI 30X Solar or TI 30XIIs are used in seventh & eighth grade.)
- Kleenex- 2 boxes (one for first academic teacher and one for Homeroom teacher)
- 1 container of disinfecting wipes
- Protractor
- 2 black & white (7 ½ “ x 9 ¾”) composition notebook
- 1 box Ziploc baggies

Recommended Options
- Locker shelves
- Binder or Trapper Keeper with a zipper: Students like binders with more than one pocket.
- 3-ring pencil case: Students recommend one that has a zipper and is sturdy made.

Remember, students will need to replenish materials (e.g., pencils, spirals, folders, glue). Take advantage of the summer sales and be prepared.

Seventh Grade Supply List

1. School Assignment Notebook (to be purchased at school at time of Fall Registration $5.00)
2. 1-inch 3-ring binder purchased outside of school for Social Studies & Math textbook
3. 2-inch 3-ring binder for 7th & 8th grade Foreign Language--solid color w/ clear plastic pocket cover on front (1”: presentation binder:)
4. set colored markers
5. double-pocket 3-hole punched folder (for use in 3-ring binder)
6. Folders (1 for each academic class plus Phys. Ed. and foreign language) or accordion folder with all subjects together; Social Studies with 3 holes
7. Wide-lined loose-leaf paper
8. Lined spiral notebooks (1 with 3 holes for Social Studies, 1 for Language Arts, 1 for Math)
9. Quadriple (graph paper) spiral notebook for Science/Math
10. #2 pencils

SCHOOL PROVIDED SUPPLIES & EQUIPMENT

All books and instructional materials are the property of the Board of Education and the Madison Metropolitan School District. Students are expected to take proper care of them and return them in good condition. Students will be held responsible for damage beyond reasonable wear. The student to whom it was issued will pay for a lost book or material.
General Information (continued)

**Stolen Articles**
In the event of a stolen article, students should report to the middle school office to complete a theft report. Parents may also wish to contact the Madison Police at 255-2345.

**Student Services**

**Health Services**
Each school has a nurse and nurse’s assistant on staff who are available to perform a number of health-related services including: administration of medication during the school day, hearing and vision screening, reviewing immunization records, caring for sick or injured students, help with chronic illness management and assistance in finding health care. Feel free to contact the school nurse about any health concerns you may have about your child.

**Psychology**
Psychologists are available at all middle schools. Psychologists provide: individual and group support to help students solve problems, support for students concerned about grades or other issues, assistance when a crisis occurs at school or home, mental health assistance referrals and information about educational programs to meet the educational needs of students.

**School Counselors**
Counselors are available at all middle schools. Counselors help students with issues related to personal development, problem solving, and planning for their futures. They provide direction and guidance regarding academic, career and personal choices.

**Social Work**
Social work support is provided at all middle schools. Social workers help students in crisis or in conflict, give guidance in family/friend relationships, help students learn protective behaviors, keep track of student attendance concerns and provide referrals to outside community services.

The social worker is a liaison with community agencies and often provides leadership for student groups centering on social skill or family change needs.

**Telephone Use**
The school office telephone is for emergency use only. A pay telephone is available for students to make calls. As part of the growing responsibility of young people in middle school, students should be encouraged to make “after school” plans with parents and friends before leaving home in the morning. Parents are encouraged to follow the same guidelines. We are glad to convey important messages when absolutely necessary, but your child should get messages before leaving for school whenever possible.

**Transfers (Board Policy 4023)**

**Internal Transfers**
An internal transfer can be requested by parents to allow their student(s) to attend a MMSD school while not living in that school’s attendance area. If granted the student may continue to attend the school to which the transfer was granted and other MMSD schools in the normal progression without filing another Internal Transfer Application Form. Completed transfer form should be turned into a school or enrollment office. The transfer form can be filled out online at mmsdenroll.org. Appeals of the decision of the must be filed with the Assistant Superintendent in writing within ten days of the denial. The assistant superintendent shall make final determination of an appeal within ten days of the receipt of the appeal. For all students attending school on an internal transfer, the parents are responsible for transportation of the student.

**By change of residence:**

a. Upon a change of residence from one attendance area to another attendance area within the MMSD, including homeless families who establish a permanent residence during the school year, a pupil may enroll in his/her new school of residence immediately or
b. The parent may complete an Application For Student Internal Transfer Form requesting that the pupil remain at the school in which the pupil has been enrolled. Such requests shall automatically be granted.

**Internal transfer request by parents for the current school year:**

a. Parents requesting a transfer to have their student attend a school outside of their current MMSD attendance area. Each request will be considered on an individual basis. By change of residence:

b. In judging an internal transfer request, the enrollment office will use the following major criteria:
   1. Whether granting the internal transfer will exceed the pupil-teacher ratio and/or school/program capacity as defined and approved by the Board of Education for external transfers by using actual enrollment numbers and actual staffing positions.
   2. Options for special education students.

For criteria used for requesting a transfer on a priority basis, or criteria used for an Assistant Superintendent to grant a transfer based on specific circumstances, refer to instructions for completing the Internal Transfer Form or refer to board policy 4023.

**Internal transfer request of parents for the next school year:**

a. Parents requesting a transfer to have their student attend a school outside of their current MMSD attendance area. Each request will be considered on an individual basis.

b. Annual application for an Internal Transfer will be accepted for the next year beginning on the 1st Monday in February. Internal applications that are filed on or after the 1st Monday in February and before 4:00 p.m. on the 3rd Friday in March shall be given preference over applications filed under the Open Enrollment Policy.
In judging an internal transfer request, the Enrollment office will use the following major criteria:

1. Whether granting the internal transfer will exceed the pupil-teacher ratio and/or school/program capacity as defined and approved by the Board of Education for external transfers by using projected enrollment numbers and projected staffing positions.

2. Options for special education students.

For criteria used for requesting a transfer on a priority basis see the instructions for completing the Internal Transfer Form or refer to board policy 4023. If after giving priority as set forth, there are more internal transfer requests than the receiving school has space available, then a lottery will be held to determine who gets selected. If a student is not selected, the parent will be given the option to notify the Enrollment office to have their child added to the waiting list. Parents will be notified before the start of the school year if space becomes available.

**REVOCACTION OF AN INTERNAL TRANSFER**

A principal may revoke an internal transfer for reasons related to discipline, absenteism, tardiness, and/or academic performance of the student. If a transfer is revoked, the elementary student shall immediately be enrolled in his/her school of residence. For middle and high school students, the revocation becomes effective at the end of the term. If the transfer was granted under specific criteria by the Assistant Superintendent for the area involved. However, if an adult supervisor from the School District is on the bus, a student may be subject to discipline in accordance with the Student Conduct and Discipline Plan.

The Madison Metropolitan School District is concerned about the health, safety, and rights of your child. Please observe appropriate school bus riding practices with your child. Student behavior on the school bus and the driver’s management of the behavior are two key elements to a safe and enjoyable bus ride for all students. Your child’s bus may or may not be equipped with video monitoring equipment. The video camera is an aid used to monitor bus discipline. It does not replace the discipline policy, the driver’s authority, or the responsibility of the school officials. If you have any questions, including questions regarding the use of video equipment on board buses, please call the District’s Transportation Office at 663-5288 or 663-5287.

**BUS BEHAVIOR**

Most Spring Harbor students ride to school on buses. Good behavior is essential for the safety and comfort of all. Drivers are responsible for maintaining order and are expected to report incidents of misbehavior to the school. Students who misbehave on the buses may have their riding privileges revoked and could be subject to additional school discipline as well. A bus will be provided at 3:30 on Mondays. A late bus will also be provided on Tuesdays, Wednesdays, and Thursdays to allow students to stay for extra-curricular activities or academic help.

**BUS RULES**

1. Be on time.
2. Obey the driver.
3. Remain seated.
4. No screaming.
5. Keep head and hands inside the bus.
6. Respect one another and each other’s property.
7. Driver may assign seats.
8. Do not throw objects out of the windows.
9. Do not eat or drink on the bus unless given permission.

**VANDALISM AND PROPERTY DAMAGE**

Students who destroy or vandalize property will be required to pay for losses or damages. Students who willfully destroy school property may be suspended from school. If a student should happen to damage something by accident, it should be reported to a teacher or the office immediately. Students are encouraged to report to their teacher, the learning coordinator or the principal any vandalism they see.
IV. Health, Safety, Security

ACCIDENTS

Every accident in the school building, on the school grounds, or in after-school sports must be reported immediately to the person in charge and the school secretary. First aid will be given by the school nurse, physical education teacher, or other qualified person. A report of all accidents must be made by the school staff.

EMERGENCY SITUATIONS

Emergency Notification

In the event that an emergency situation (evacuation, lockdown), occurs at school, parents/legal guardians will be notified via the District’s telephone instant Messenger system. The District will send a telephone message with information regarding the system to the student’s emergency contact designees. Additional information and updates will also be available on the school’s website, as well as on the MMSD webpage (www.mmsd.org).

Fire drills - - Tornado Drills

Fire drills are conducted every month, and a tornado drill is conducted in the Spring.

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TORNADO DRILLS will be indicated by an alarm buzzer. Before a drill is held, the teacher will notify students of the group’s designated area of safety. When a drill is held follow these procedures:
1. Go to the designated area in an orderly fashion.
2. Absolutely no talking is allowed during the drill.
3. Leave books and supplies in room – do not take them with you.
4. An announcement or bell will signal the end of the drill.

FIRE DRILL -- At the sound of the fire alarm every person must leave the building. Exit directions for fire drills are posted in every room near the door. During the drills, two distinct lines, and only two are to be maintained on each stairway. All entrances should be cleared to make way for fire fighters in case of a real emergency. The following rules have been established for fire drills:
1. Cease work immediately upon the sound of the alarm.
2. Pass QUIETLY in an orderly manner, by rows if possible, out of the building.
3. Remain in distinct lines on the walks.
4. See that all entrances are cleared.
5. Close classroom doors.
6. An announcement or bell will signal the end of the drill.

Lock Down -- Every school will conduct a lock down drill each semester. Drills are conducted to prepare staff and students in the event of an emergency.

Safety Plans

Every classroom in all of our schools has an Emergency Procedures pamphlet, which provides directions on responding to a variety of emergencies that may be encountered at the school.

Safety and Security Committee -- Every school has a Safety and Security Committee, which meets during the year to address issues around safety and security. The committee is composed of parents, staff, and administrators at the elementary schools and students are also included at secondary schools.

Supervision of the Building and Grounds School grounds are supervised by school personnel fifteen minutes before classes begin in the morning and during the day when students are participating in scheduled school activities until school is officially dismissed. School personnel do not supervise playgrounds after classes are dismissed in the afternoon.

In accordance with Board of Education policy, the following shall not be allowed on school grounds:
1. Hardball or tackle football (except in approved areas and under proper supervision);
2. Throwing of stones, snowballs or other missiles;
3. Tripping, shoving, unwanted touching, fighting or other disturbances;
4. Thoughtless running or chasing through other activity areas;
5. Climbing on fences, buildings, ledges, fire escapes, downspouts, swinging gates, etc.;
6. Making snow or ice slides on walks;
7. All powered vehicles, including go-karts, powered bikes, mini-bikes, motorcycles, snowmobiles, etc.;
8. Dogs or other pets.

School Entrances/access

In order to ensure the security of our schools, entrance will be restricted to one main door, as well as to a handicapped entrance. Please check with your school for the appropriate designated entrances.

ILLNESS

Is Your Child Well Enough To Go To School?

It is not always easy to decide if your child is sick enough to stay home or well enough to be in school. Children who come to school are expected, with few exceptions, to participate fully in school activities. Here are some guidelines that might help in a parent’s decision-making:

1. Fever: A fever of 100 or higher is a sign of more serious illness that will probably go on to make a student uncomfortable and unable to function well in class. Your child should stay home until he/she is feeling better and fever free...
2. Vomiting, Diarrhea or Severe Nausea: These are symptoms that require a student to remain at home until a normal diet is tolerated the night before and the morning of school.
3. Infectious Diseases: Diseases such as impetigo, pink eye with thick drainage, and strep throat require a doctor’s health care provider examination and prescription for medication. Contacting the doctor and informing the school’s nurse is necessary. Once a medication has been started and the child is feeling well, he/she may return to school.
4. Students with chicken pox may return to school when all the scabs are completely dried and no new lesions are developing (usually 5-7 days).
5. Rashes: Rashes or patches of broken, itchy skin need to be examined by a doctor if they appear to be spreading or not improving.
6. Injuries: If a student has an injury that causes continuous discomfort, the student should not attend school until the condition is checked by a doctor health care provider or it improves. Injuries that interfere with class participation need a medical evaluation. If participation in physical education classes is not recommended, a doctor’s excuse is required.

MEDICATION

Medication Policy

1. Students who take daily or as needed medication at school must have the following in place with the school nurse before any medication can be given:
   - Written Order for Medication Administration from the prescriber
   - Parent/Guardian Medication/Procedure Consent Form
   - Medication provided in the original pharmacy labeled container supplied by the parent/guardian with the following information:
     a. Student’s full name;
     b. Name of the drug and dosage;
     c. Effective date;
     d. Directions;
     e. Time to be given; and
     f. Prescribing practitioner’s name.
2. Non-prescription (over the counter) medication must be supplied by the student’s parent/guardian in the original manufacturer’s package and the package must list the ingredients and recommended therapeutic dose in a legible format.
3. The student will take the medication at the designated time supervised by authorized school personnel.
4. Only limited quantities of any medication should be kept at school.
5. All medication administered at school will be stored in a locked cubicle, drawer, or other safe place.
6. Parents/legal guardians must notify the school when the drug is discontinued and/or the dosage or time is changed. If the medication is changed, a new order must be received from the practitioner.
7. No over-the-counter medication will be administered to students unless the above process has been completed.
8. New written permission from the prescriber and parent/legal guardian must be received each year for students who take medication on a long-term basis.

The practitioner Order for Medication Administration and the Parent/Guardian Medication/Procedure are both available on the district website: http://stusvcweb.madison.k12.wi.us/node/100

Expanded Health Services for Emergency Situations
All schools provide expanded emergency treatment for serious asthma problems and serious allergic reactions when the school nurse is in the building. This includes (1) nebulizer treatments for serious breathing problems and (2) injection of epinephrine for students who have serious allergic reactions. The goal is to initiate treatment before 911 responders arrive. Look for more information in your child’s school newsletter or talk with the school nurse. Information is also available on the school district’s website at http://stusvcweb.madison.k12.wi.us/node/102

Medical Insurance
The Madison Metropolitan School District does not carry student medical insurance. Parents/legal guardians are, therefore, responsible for medical expenses for pupils injured on school premises. Even with the best safety precautions, there is an element of risk to children during normal school activities such as recess and physical education. Parents/legal guardians are encouraged to consider the adequacy of their medical insurance.

Immunization Law
For the health and safety of all students, Wisconsin law requires that students in grades pre-kindergarten through 12 have at least minimum protection against certain communicable diseases. Required immunizations include:
- diphtheria-tetanus-pertussis vaccine (DTaP, DT, Td, Tdap),
- polio vaccine,
- measles-mumps-rubella (MMR) vaccine,
- Hepatitis B vaccine, and
- varicella vaccine or a history of chicken pox disease.

The age and grade specific requirements can be found at http://stusvcweb.madison.k12.wi.us/node/101
The vaccine doses required by state law are minimum requirements. Additional vaccines may be recommended for your child. Please check with your clinic or the public health department for complete recommendations. You can submit new immunization dates electronically by going to the MMSD website: http://stusvcweb.madison.k12.wi.us/node/101

After the 30th school day, the district is required to exclude elementary and middle school students who do not meet the minimum requirements as established by the State of Wisconsin.

The Wisconsin Immunization Registry (WIR) stores a child’s immunization records electronically in a secure system. The WIR is maintained by the Immunization Program of the Wisconsin Department of Health Services (DHS). When your child receives health care, your health care provider can access this information to (1) determine which, if any, immunizations are due at that time; and (2) update your child’s immunization records as needed. Parents and legal guardians can also access this information via the Internet. More information on parent access is at http://dhs.wi.gov/immunization/WIR.htm.

(Revised June 2011)
Health, Safety, Security (cont.)

**I. School Nutrition Education Goals**

Elementary Schools
- Yogurt in individual cups or tubes
- Frozen 100% juice pops
- Juices
  - Welches Fruit Chews
  - Betty Crocker Fruit Roll Ups, Fruit Snacks, Fruit by the Foot, Fruit Gushers
- Fruit Snacks
  - Fruit in individual cups (applesauce, pears, peaches, etc.)
  - Sun-Maid Raisins, and other dried fruits – prepackaged (except Eileen’s brand)

Fruits/Vegetables
- These ingredients are responsible for 90% of all food allergy reactions in children.
- Students are responsible for cleaning up after eating in classrooms.
- Checking manufacturer web sites may also provide helpful information.

**II. Physical Activity Goals**

Elementary Schools
- Increased emphasis in the curriculum on physical fitness and life time sports skills.

K-12
- Classrooms need for 30 minutes three times a week.

Nutrition goals
- Limit foods with minimal nutritional value; restrict fat and added sugar; increase fruit, vegetable and whole grain offerings.
- A la carte
  - Decrease to no more than 30% of total calories from fat by 9/1/2008.

Vending
- Elementary/Middle
  - No vending permitted.

Beverage Portion Size
- (Other than milk and water)
- Elementary: Up to 8 oz.

Snacks
- Elementary: List of suggested snacks will be developed annually. (List follows).
- Candy
  - Cannot be given or sold to students during the school day. After 9/1/2008, candy cannot be used as item for school fundraising

Candy/Food as Reward
- Cannot be used as a reward or manipulative.

Food Allergies
- No peanuts or peanut products provided by MMSD Food Services. Classroom projects should not contain peanuts, tree nuts or edible seeds.

All schools:
- Food containing peanuts or tree nuts should not be prepared at home or at school and served to students. General info on food allergens (milk, eggs, fish, shellfish, wheat, soy) should be included with food prepared at home and served to others at school.

Meat Times
- Breakfast: 10 minutes. Lunch: At least 30 minute break. Eat in a clean healthy environment.

Where Food Eaten
- Staff is encouraged to limit consumption of food in classrooms. Food can be eaten in classrooms as long as eaten on table or at a desk.
- Students are responsible for cleaning up after eating in classrooms.

Food at MSCR After School Programs, MSCR Summer Programs, MMSD Field Trips or MMSD Sponsored Events
- When MMSD provides food to students outside of Food Services program during the school day, during an after school or summer program or at school sponsored event, the food must adhere to nutritional standards listed above.

Pot Luck
- Sponsors of any events that are open to the public must contact the local health department before scheduling an event.
- State or MMSD School Sponsored Programs, MSCR Summer Programs, MSCR After School Food
- Food at MSCR After School Programs or at school sponsored event, the food must adhere to nutritional standards listed above.

Class parties or celebrations
- Are allowed. Principals are encouraged to limit the number of parties and celebrations that involve food and to promote non-food based parties and celebrations.

Classroom Food preparation
- Classes can prepare and eat food during class when it is directly related to the curriculum; no peanuts or nuts, and adhere to safe food handling practices.

Food safety
- Prepare food in accordance with School Potluck Food Safety Guidelines.

Sustainable food practices
- Are to be strongly encouraged.

Nutrition Education
- Education and marketing regarding nutrition and physical activity that supports students making healthful choices for food and beverage items.

MMSD Wellness Committee Recommended Snack List
- All snacks provided or offered may not be served at school. This includes snacks with almonds, Brazil nuts, cashews, hazelnuts, macadamias, pecans, pine nuts, pistachios, and any nuts or nut products on this list have been selected because, at this time, they do not contain peanuts or peanuts products and the fat content meets the standard set by the Board of Education Policy. The intention of this list is to provide guidance to parents about snacks that are peanut and nut free. Parents whose children have peanut or nut allergies should check product labels every time to be sure that the products are peanut and nut free. Free from cross contamination during processing and safe for their child to eat.

- Checking manufacturer web sites may also provide helpful information.

Food prepared at home to be served at school should be accompanied by a general list of ingredients and an ingredient label with a check mark. All ingredients are included: milk, eggs, fish, shellfish, wheat, soy. Along with peanuts and tree nuts, these ingredients are responsible for 90% of all food allergy reactions in children.

- Fruits/Vegetables
  - Fresh fruit (any such as oranges, apples, bananas, grapes, peaches, plums, peartrees, etc.)
  - Fresh vegetables
  - Fresh vegetables that have been thoroughly washed, with low fat dips
  - Corn Flakes

- Cheese crackers
  - Saltine Crackers
  - Corn Flakes
  - Rice Chex

- Honeymoon Snacks
  - Cheese crackers (like triscuits)
  - Cheese Crackers Original
  - Cheese Crackers (honey or cinnamon)

- Granola or granola bars
  - Shur Fine
  - Kellogg’s
  - Great Value (Wal-Mart)

- Bakery items
  - Ritz (original, whole wheat, roasted vegetable, honey butter, Sticks) Rizt Mini Smilin’
  - Ritz Crackers
  - Ritz (honey)
  - Nabisco Bug Bites Crackers

- Candy
  - Cheese Cracker
  - Cheese Grahams
  - Cheese Grahams

- Other
  - Small bagels (Lender’s and Thomas brand) with cream cheese (no nut types)
  - Popcorn (no or low fat, plain white with no added flavorings)
  - Cheese crackers (like triscuits)
  - Cheese Crackers Original
  - Cheese Crackers (honey or cinnamon)
  - Rice Chex
  - Cheese stick mix

- Please remember that in order to be candy and nut-free, these items are not acceptable as daily classroom snacks:
  - Peanut butter, nuts or other nut butters
  - Candy
  - Bakery items
  - Granola or granola bars
  - Cheese or other party snack mixes

*Please read labels carefully to make sure products are nut free. Some manufacturers have discontinued products that may have nuts or are produced on equipment also used for products with nuts.*

Updated June 2011
ALCOHOL & OTHER DRUG POLICY (BOARD POLICY 4235)

Board Policy 4235 provides that no student shall possess, consume, sell, give away or be under the influence of and dependency on alcohol and other drugs. No student shall possess, consume, sell, give away or be under the influence of alcohol and/or other drugs in the school, on school grounds, in motor vehicles used by the school, or at school-sponsored events or activities on or off school grounds.

The Madison Metropolitan School District shares with the community the responsibility to provide an optimal school environment for the intellectual, emotional, and physical development of its students and recognizes that alcohol and other drug use/abuse seriously affects that school environment. The Madison Metropolitan School District will join family and community efforts in providing necessary information, skills, role models, incentives, and experiences, which discourage alcohol and other drug abuse and dependency as well as discourage enabling behaviors in its schools, and will strive to make the school environment supportive to students who are experiencing problems related to alcohol and other drugs.

ADA/504


A person with a disability is someone who:
1. has a mental or physical impairment which substantially limits one or more major life activities (e.g., caring for one’s self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working); or
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

In order to fulfill its obligations under these laws, the Madison Metropolitan School District Board of Education and the Madison Metropolitan School District recognize a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the Madison Metropolitan School District.

If the parent or legal guardian disagrees with the determination made by the professional staff of the Madison Metropolitan School District, she/he has the right to file a complaint with the State of Wisconsin Department of Workforce Development, the City of Madison Equal Opportunity Department, or the Madison Metropolitan School District Board of Education and the Madison Metropolitan School District

If there are any questions, please contact:

ADA Coordinator - Level/Area Special Education Coordinators:
Ted Szalkowski - East/La Follette elementary schools
Joanne Grassman - Memorial/West elementary schools
Noelle Sapiro – Middle & high schools
MMSD
545 West Dayton Street
Madison, WI 53703-1995
608/663-8442

To file a complaint, contact: Affirmative Action Officer
Amos Anderson
MMSD

545 West Dayton Street
Madison, WI 53703-1995
608/663-1530
Fax: 608/204-0343 TTY: 608/204-0344
Email: acanderson@madison.k12.wi.us

ANTI-BULLYING POLICY

Schools must create a culture in which bullying is not tolerated. We must encourage students to take part in this culture by reporting known bullying and being helpful to classmates who are bullied.

We must support and assist the person being bullied, giving him/her tools to empower him/herself and overcome the negative effects of bullying and we must also intervene with the student who engages in bullying behavior to ensure the bullying behavior stops by (1) teaching new skills of communication and empathy, (2) communicating with parents and (3) providing appropriate, gradual discipline. Students, parents or guardians, and other persons who become aware of bullying incidents are encouraged to make a verbal or written report. Written reports may be made on the form entitled “Report of Bullying Incident” and submitted to any teacher, student services staff or administrator. This form can be found on the MMSD website or in the school office.

[For more detailed information, refer to: A Policy Guide for Families & Students of MMSD Secondary Schools.]

CHEATING & PLAGIARISM

Pursuant to the Student Conduct and Discipline Plan, a student charged with cheating, using, submitting, or attempting to obtain data or answers dishonestly, by deceit or by means other than those authorized by the teacher (Suspension Code 102) may be subject to discipline, including possible suspension for up to one day.

CONTROVERSIAL ISSUES (BOARD POLICY 3170)

Board Policy states that the study of and teaching of controversial issues shall be in an academic atmosphere as free as possible from bias and prejudice. In the teaching of controversial issues, a teacher must, among other things, respect and withhold the expression of his/her personal opinions unless asked by a direct question, develop a classroom atmosphere in which pupils feel free to express opinions and to challenge ideas; and choose suitable instructional materials presenting data on varying points of view on issues being discussed.

A citizen of the school community may register a protest with the Principal and request that he/she change the way in which a controversial issue is being handled.

DRESS CODE (BOARD POLICY 4211, 4600)

The Board of Education has the following policy regarding student behavior, dress and grooming:
1. Reasonable rules of conduct shall prohibit behavior which disrupts, hinders, or interferes with the education of other pupils and conduct which endangers the health, safety, or welfare of students, faculty, and staff.
2. The BOARD will support the action of any teacher, custodian, supervisor, or administrator which is necessary to prevent disruption of any function of the school system.
District Policies & Guidelines (cont.)

Pupils found to be guilty of such conduct shall be suspended by the PRINCIPAL and may be expelled by the BOARD. (See Student Code of Conduct – Suspension Code 107)

We are aware that there is a close relationship between dress and student attitude toward school and personal conduct. Students are to dress and groom themselves neatly in clothes that are suitable for school activities. Clothing or accessories that tend to be a costume or draw undue attention will not be allowed. The student will need to remove the offending item or go home to change if necessary.

1. Shoes must be worn at all times.
2. T-shirts or other clothing that carry profane or otherwise objectionable slogans or pictures are not permitted.
3. Students may not wear coats, windbreakers, jackets, caps, hats or sunglasses indoors. It may be necessary for students to wear a sweater or sweatshirt during cool weather.
4. Clothing that is too brief or revealing will not be allowed.
5. Clothing that might present a safety hazard will not be permitted.

Electronic Devices (Board Policy 4403)

Possession of a Personal Electronic Device

1. Pupils are permitted to possess a cellular phone, personal digital assistant, personal music/video/gameing device, camera, or other personal electronic device with communications functions, or the capability to capture/record voice or image information, (collectively within this Policy, “Device” or “Devices”), provided that the Device remains stored, powered off, and unused (1) throughout the entirety of the school’s educational day in a manner that is otherwise prohibited under Paragraph 1 of this Policy, with the following limitations:
   i. No exception to Paragraph 1 may be authorized under Sub-paragraph 4.c as applied to the use of any Device’s communications functions during the school’s educational day.
   ii. No exception to Paragraph 1 may be authorized under Sub-paragraph 4.c with respect to the possession or use of any Device in a school bathroom, locker room, or other dressing area at any time, and (3) at such other times as have been identified in advance by a school-issued policy, rule or directive. Such a Device shall be considered stored if it is outside of view and reasonably secured in a locker, backpack/purse, or pocket. Any headphone, ear piece, or similar equipment associated with a Device shall also be stored and not worn.
   2. Any pupil who possesses or uses a Device and/or associated equipment that is not stored, that is not powered off, or in a manner that violates this Board Policy or any other policy or school rule shall be subject to consequences, including but not necessarily limited to disciplinary action, required surrender of the Device, and/or potentially having his/her right to possess a Device at school further restricted by the school PRINCIPAL or his/her designee. In any case where a Device is confiscated by a school, the Device shall be returned to the pupil or to a parent/guardian at an appropriate time.
3. Pupils who possess a Device do so at their own risk to possible loss, damage or liability.
4. The following situations represent limited exceptions to Paragraphs 1 and 2 of this Policy:
   a. If a school PRINCIPAL or his/her designee determines that a Device was used appropriately by a pupil in an emergency situation, the school shall not discipline the pupil for such possession/use.
   b. An individual pupil, or parent or guardian on behalf of an individual pupil, may request permission in advance from the school’s PRINCIPAL or his/her designee to possess and use a Device for a medical, educational, or other legitimate purpose that the PRINCIPAL/designee determines is necessary for the pupil’s education. This shall include one-time permissions that are granted by a staff member with authority from the PRINCIPAL/designee to an individual pupil to make a specific telephone call or other specific communication.
   c. For an educational or other legitimate purpose, a PRINCIPAL or his/her designee may authorize in advance the limited use of a Device by pupils during the school’s educational day in a manner that is otherwise be prohibited under Paragraph 1 of this Policy, with the following limitations:
      i. No exception to Paragraph 1 may be authorized under Sub-paragraph 4.c as applied to the use of any Device’s communications functions during the school’s educational day.
      ii. No exception to Paragraph 1 may be authorized under Sub-paragraph 4.b or under Sub-paragraph 4.c with respect to the possession or use of any Device in a school bathroom, locker room, or other dressing area.
   d. The PRINCIPAL or his/her designee shall determine whether the possession and use of a Device is within the scope of any advance authorization.
   e. The school PRINCIPAL, an ASSISTANT SUPERINTENDENT, or the SUPERINTENDENT shall have discretion to prospectively revoke any prior authorization that operated as a limited exception to Paragraph 1 and Paragraph 2 of this Policy.
5. Pupils shall annually be provided with a copy of the rules that govern the possession and use of the Devices covered by this Policy.
6. Nothing within this Policy shall be construed to limit a pupil’s ability to use a Device in a manner that functions as assistive technology necessary for a pupil’s education and that is required under an Individualized Education Plan or a Section 504 agreement.

Guide to R-Rated Films

- Teachers are to show films only related to the curriculum.
- Teachers are to make every effort to show PG and PG-13 rated films.
- If teachers choose to show R-rated films, they must: 1) receive permission from the school principal and must show the relevance to the current unit/lesson; and 2) send a notice to parents with a signature line for their approval.
- If a parent does not wish their child to view the film, or if the approval is not returned, the student is to be moved to another area and given an alternative assignment.
- If the student is 18 years of age, he/she may sign the form themselves.

Promotion from 8th Grade

Beginning September 1, 2002, to be promoted from eighth grade, a student must have a 1.67 cumulative GPA during seventh and eighth grade in courses aligned to the 8th Grade Wisconsin Model Academic Standards in each of the core content areas (English/Language Arts, Mathematics, Science, Social Studies). For the purpose of this Policy, if a teacher or teachers give a student report card grades that meet the promotion standard that is set forth above, such report card grades are considered a formal teacher recommendation to promote the student.

If a student has less than a 1.67 cumulative GPA from 7th and 8th grade in any of the core content areas, the school shall review the student’s performance on the Wisconsin Knowledge and Concepts Examination (WKCE). If the student has a score of “basic” or above in each content area where the GPA was below 1.67, the student shall be promoted. Either the Reading or the Language Arts subtest score on the WKCE may be used in lieu of the student’s English/Language Arts GPA.

If a student does not meet the criteria relative to his/her report card grade point average or the WKCE, the student may be promoted if the student’s academic performance is such that he/she passes a District-approved District summer school program that the student takes between his/her 8th and 9th grade school years. The summer school program must be approved by the District as a program that is a learning opportunity for the purpose of the student meeting the District’s requirement(s).

If a student does not meet the criteria relative to the report card grade point average, the WKCE or the District’s summer school program, the student may, with District approval, (1) repeat the 8th grade school program, or (2) remain in 8th grade until the student attends and satisfies the District’s requirement(s) in a District program that has been approved by the District as a
District Policies & Guidelines (cont.)

learning opportunity for the purpose of the student meeting such requirement(s). If a student repeats the above-referenced 8th grade school program, and/or attends and satisfies the District’s requirement(s) in the above-referenced District program, a student shall be promoted to 9th grade. An 8th grade student who meets the District’s requirement(s) shall be promoted as soon as practicable.

 The general student promotion requirements apply to a student with disabilities who is eligible for services under the Individuals with Disabilities Education Act (IDEA) unless modified or alternative criteria are designated in the student’s Individualized Education Program (IEP) by appropriate team members. Students with disabilities who meet the requirements of their promotion criteria in the IEP as determined by each student’s individualized education program team will be promoted.

 If a decision to retain a student is made over the objections of the parent/guardian, the decision may be appealed to the Assistant Superintendent responsible for that level, whose decision shall be final.

Adopted 4/1/02

SMOKING

Smoking is a proven health hazard. Board Policy prohibits students from possessing any tobacco product or using tobacco. If a student is in possession of a tobacco product or uses tobacco he/she will be subject to discipline under the District’s Student Code of Conduct. (Rev. 12/2003)

STUDENT COMPUTER & INTERNET USE: POLICY, PROCEDURES & RULES