

2018-2019 STUDENT HANDBOOK



Support Your Schools, and Together, We Can Accomplish Anything!

**Tomahawk Middle School
1048 East King Road
Tomahawk, Wisconsin 54487**

To learn more about Tomahawk Middle School, or to contact staff, please explore our website.

www.tomahawk.k12.wi.us

OFFICE STAFF

Wendell Quesinberry, Principal(715) 453-5371 ext. 305

Dawn Huseby, Guidance Counselor(715) 453-5371 ext. 316

Deonn Graeber, Secretary(715) 453-5371 ext. 300

OFFICE HOURS

The Tomahawk Middle School Office will be open from 7:30 am-3:30 pm each weekday.
Summer office hours may vary.

Table of Contents

Welcome	4	Emergency Care	12
Non-discrimination Policy	4	Prescription Medications	12
School Board and Administration	4	Non-Prescription Medications	12
Middle School Philosophy	4	Passes	12
Abuse and Neglect Reporting	5	Physical Education Policies	12
Asbestos	5	Posted Information	13
Attendance Policy	6	Progress Reports	13
Attendance Procedures	6	Release of Students and Records	13
Bullying and Harassment	7	Rights and Responsibilities	13
Bus Transportation	7	Unacceptable Conduct	13
Closing of School Due to Weather	8	Prohibited Conduct	14
Code of Conduct	9	Disciplinary Response to	
Communication/Electronic Devices	9	Unacceptable Behavior	14
Dances	9	Communication of	
Deer Hunting	9	Unacceptable Behavior	15
Detention-Lunch	10	Academic Standards	15
Disclosure of Directory Information	10	Supervision – Before and After	
Dress Code Guidelines	10		
Drop Off/Pick Up Location	10		
Helpline Numbers/Resources	10	Tardiness	15
Indoor Quality Management Plan	10	Telephone – Calls from Parents	15
Internet Usage	11	Student Use of School Phones	15
Lockers	11	Testing Program	15
Items Left in Classrooms	11	Transferring to Another School	15
Lost and Found	11	Video Surveillance	15
Lunch Program	11	Visitors Policy	16
Lunch Time Rules	11	School Visitors – Students	16
Make-up Work	11		
Neighbors	11	Appendix A	17
Nurse	12	Appendix B	18

**Tomahawk Middle School
Bell Schedule for 2018-19
6th Grade**

Warning Bell	8:00	
1st Period	8:05	8:45
2nd Period (Core Block 1)	8:49	10:43
3rd Period	10:47	11:37
Lunch	11:37	12:07
4th Period	12:11	1:01
5th Period (Core Block 2)	1:05	2:59
Team Time	3:03	3:30

**Tomahawk Middle School
Bell Schedule 2018-19
7th Grade**

Warning Bell	8:00	
1st Period	8:05	8:45
2nd Period (Core Block 1)	8:49	10:43
3rd Period	10:47	11:37
4th Period	11:41	12:31
Lunch	12:31	1:01
5th Period (Core Block 2)	1:05	2:59
Team Time	3:03	3:30

**Tomahawk Middle School
Bell Schedule for 2018-19
8th Grade**

Warning Bell	8:00	
1st Hour	8:05	8:55
2nd Hour	8:59	9:49
3rd Hour	9:53	10:43
Lunch	10:43	11:13
4th Hour	11:17	12:07
5th Hour	12:11	1:01
6th Hour	1:05	1:55
7th Hour	1:59	2:49
Team Time	2:53	3:30

WELCOME TO TOMAHAWK MIDDLE SCHOOL!

This handbook has been prepared to help you better understand the guidelines and procedures here at TMS. Our goal is to provide you with all the information you need to have a successful school year. As you read this please keep in mind we understand the importance of the middle school years in successfully transitioning to the rigors of high school, and we look forward to working with all students and families in this process. Together we can successfully navigate any and all challenges!

We take pride in fostering a welcoming environment where all students can learn in a friendly and safe environment. We encourage parents and students to familiarize themselves with the information contained in this handbook and ask questions on areas that remain unclear.

Together, let's do our part to continue the fine tradition of excellence at Tomahawk Middle School!

Wendell Quesinberry, Principal

School District of Tomahawk Public Notification of Nondiscrimination Policy

It is the policy of the Tomahawk School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, public service recreational or other program or activity because of the person's sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap as required by S118.13, Wis. Stats. This policy also prohibits discriminations defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Right Act of 1964 (race, color and national origin) and Section 504 of the Rehabilitation Acts of 1973.

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available; however, to address allegations of violations of the policy in the Tomahawk School District.

Any questions concerning this policy should be directed to the building principal.

Wendell Quesinberry, Principal
Tomahawk Middle School
1048 East Kings Road (715) 453-5371 ext. 305

Guy Steckbauer, Principal
Tomahawk Elementary School
1048 East Kings Road (715) 453-2126 ext. 104

Ryan Huseby, Principal
Tomahawk Senior High School
1048 East Kings Road (715) 453-2106 ext. 206

SCHOOL BOARD

Cathy Meyer, President
Cathy Schmit, Vice President
Curtis Powell, Treasurer
Cherie Hafeman, Clerk
Kay Kissinger-Wolf
Cherie Krueger
Jeffrey Johnson
Dick Huseby
Deb Velleux

ADMINISTRATION

Terry Reynolds	District Administrator
Wendell Quesinberry	Principal
Ron Wilson	Athletic Director
Theresa Burzynski	District Curriculum /Instruction
Katherine Strong	Director of Pupil Services

SCHOOL DISTRICT OF TOMAHAWK MIDDLE SCHOOL PHILOSOPHY

The School District of Tomahawk believes that students in grades 6, 7, and 8 are at a time when they experience a great amount of change, not only physically, but socially, emotionally and intellectually. It is the desire of the District to form a middle school, comprised of grades 6, 7 and 8 to help students through this unique time period in their lives.

This middle school should be a unique place, a special place just for them. A place where learning is important, but so are the students. It should be a positive school climate, where it feels like a good place to be, where relationships are harmonious, and respect, warmth and caring is evident.

Further, it is the District's belief that a middle school should be a special place.....

- For children who are changing from childhood to adolescence.
- Where every child can experience success.
- Which helps students transition from the self-contained elementary classroom with the same teacher to departmentalized high school.
- Where teachers enjoy middle school children and prefer teaching in a middle school.
- Where the needs of students receive the most attention.
- Where children are not put down, ignored or fear physical or psychological harm.
- Of high expectations, high level curriculum, and a high level of support.
- Where cooperation is emphasized and competition is de-emphasized.
- Where young adolescents can explore a variety of interests.
- With a high level of parent and community involvement.

The District further believes that a middle school is not a place where children come to play and not to learn. It is just the opposite. The Middle School is a place that includes high expectations for students where they are expected to develop skills, demonstrate continual progress, and practice appropriate behavior.

It is important to understand that the needs of the students do come first; however, those needs are balanced with instruction in such a way that every child can experience growth and success while developing positive self-esteem. Therefore, the District believes a middle school is not:

- an absence of basics
- permissive discipline
- high tract knowledge offered to an elite few
- skill development through drill and worksheets
- the absence of academic departments
- a place where programs exclude students
- comparing students with each other for grading purposes
- a watered-down high school
- where students become a number
- where failure is accepted

Adopted by the Board of Education
July 9, 1991

ABUSE AND NEGLECT - EDUCATOR'S PERSPECTIVE

The following people are required by Wisconsin State Statute to report child abuse and neglect:

School Administrator, Speech - Language Pathologist,
School Teacher, Physical Therapist, School Counselor, and
School Nurse.

A person who is required to report shall immediately inform the Department of Social Services, the City Police Department or County Sheriff's Department of the facts and circumstances contributing to a suspicion of child abuse or neglect or a belief that abuse or neglect will occur.

Reporting your suspicions of child abuse or neglect to a school administrator or other staff member does not absolve the individual from the responsibility of reporting to the local Department of Social Services or to law enforcement.

Lincoln County Department of Social Services
1-800-666-3119 or
715-536-6200

Oneida County Department of Social Services
715-362-5695

Tomahawk Police Department 715-453-2121
Lincoln County Sheriff 715-536-6272
Oneida County Sheriff 715-369-6212

Abuse can be broken down into four different areas:

Physical Abuse

"Abuse" means any physical injury inflicted on a child by other than accidental means. Physical injury includes, but is not limited to lacerations, fractured bones, burns, internal injuries, severe or frequent bruising, or great bodily harm.

Sexual Abuse

Sexual Abuse includes sexual contact or intercourse, sexual exploitation of a child, permitting, allowing, or encouraging a child to commit prostitution, forced viewing or listening of sexual activity, exposing genitals or pubic area, or the sexual assault of a student by staff.

Emotional Abuse

Emotional damage (i.e., harm to a child's psychological or intellectual functioning) for which the child's parent, guardian, or legal custodian has neglected, refused or been unable for reasons other than poverty to obtain the necessary steps to relieve the symptoms.

Neglect

Failure, refusal or inability on the part of a parent, guardian, legal custodian or other person exercising temporary or permanent control over a child, for reasons other than poverty to provide necessary care, food, clothing, medical or dental care, or shelter so as to seriously endanger the physical health of a child.

ASBESTOS

2018-2019 SCHOOL YEAR NOTIFICATION

As a result of recent federal legislation (Asbestos Hazard Emergency Response Act – AHERA), each primary and secondary school in the nation is required to complete a stringent new inspection for asbestos and to develop a management plan for all asbestos containing building materials. The Tomahawk School District has a goal to be in full compliance with following the spirit and letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthy environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the Tomahawk School District were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, the Tomahawk School District has completed their 3-Year Re-inspection required by AHERA. Our district buildings, where asbestos-containing materials were found, are under repair and removal by Operations and Maintenance.

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. In addition, the law requires all buildings to be re-inspected three years after a management plan is in effect.

MacNeil Environmental, Inc. will accomplish this under contract.

Short-term workers (outside contractors – i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

The Tomahawk School District has a list of the location(s); type(s) of asbestos containing materials found in that school building and a description and time-table for their proper management. A copy of the Asbestos Management Plan is available for review in the High School Office. Copies are available at 25 cents per page. Questions related to the plan should be directed to MacNeil Environmental, Inc., Burnsville, Minnesota, at 800/232-5209, (617) or by contacting Mike DeBels at the Tomahawk School District at 715-453-2106.

ATTENDANCE POLICY

Regular and punctual attendance is one of the first essentials to school success. Frequent absence is one of the main causes of discouragement and failure in middle school. No student should be absent unless it is absolutely necessary. **Work once missed can never be made up in a completely satisfactory manner.** (Example: lectures, classroom discussion, lab work, and daily student - teacher interaction.) Regular school attendance is an important part of the middle school record. As we continue to grow our focus on academic and career planning (ACP), it's important to emphasize the significant role attendance plays in every career field. Employers routinely review and consider student attendance during their interviewing process. Attendance will be taken each period by all teachers.

During the time a student is absent from school due to illness, he/she shall not attend any activities as a participant or spectator.

ATTENDANCE PROCEDURES

Student Absences and Excuses

The responsibility for regular school attendance for a student rests upon the student's parent(s) or guardian(s).

School Attendance Officer

1. The principal or designee shall serve as the school attendance officer for each school in the district. The school attendance officer shall deal with all matters relating to school attendance and truancy.
2. **All excused absences require that a parent/guardian call the school office at 715-453-5371 between the hours of 7:00 and 8:30 AM reporting the child's absence and the reason for the absence.** If a child is absent from school and we have not received a call by 10:20 AM, an attempt will be made to contact the parent at home or on their cell phone to verify the absence. This is done as a safety precaution for the

child. A parent may request homework after their child is gone for two days. All homework requests must be made by 9:30 AM and picked up after 2:00 PM.

3. If a parent/guardian has not called the school, upon returning to school the student is to bring a written note including the following information: the child's name, date, reason for absence, and parent/guardian signature. Without a note or phone call, the absence will be unexcused.
4. Students may not be absent more than ten (10) days per school year.

Excused absences within the 10 day limit per year are:

- a. Parent's request for their child(ren) to participate in a family vacation. The intent of this statement is to provide opportunity for students to accompany their parent(s)/guardian on vacation, which cannot be scheduled when school is not in session. A parent/guardian shall be required to provide a written note of the pending absence to the building principal, or designee, prior to leaving on vacation.
- b. Illnesses verified by parent/guardian are considered excused within the 10 day limit per year.

Excused absences outside the 10 day limit per year are:

- a. Written medical excuses provided by a licensed physician, dentist, chiropractor, school nurse, optometrist, county health officer, and psychologist or Christian Science practitioner, are exempted and not counted toward the 10 day limit per year. An appointment card or note from the medical office should be turned into the Middle School Office upon returning to school.
 - b. Religious holiday.
 - c. A court appearance or other legal procedure which requires the attendance of the student. (The absence will only be excused for the time required for travel and appearance.)
 - d. School sponsored field trip or activities.
5. Students who are absent for 5 or more periods in one day will be considered absent for a full day. Students who are absent for 1 to 4 periods in the same day will be considered absent for one half day. **Students who leave school early for reasons of illness, appointments, or notes from home will be released only to their parent or legal guardian, unless prior arrangements have been made through the building principal. Students must check out in the office prior to leaving the building during the school day. Students arriving to school late or after an appointment must check in at the office prior to reporting to class.**
 6. **EXCESSIVE ABSENCES** - Parents/guardians shall be notified in writing when students have accumulated seven (7) absences.

7. Parents may be asked to furnish a medical excuse for any absences beyond ten (10) days (building administrators are to use their discretion). At this point parents will be required to meet with the school attendance officer to discuss the student's attendance record.

8. **HABITUAL TRUANCY** - "Habitual Truant" means a student who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a semester or 10 days during the school year. On the 3rd day of unexcused absence the 1st truancy notice will be sent. A police referral may be sent. A parent meeting will be requested. On the 5th day of unexcused absence a 2nd truancy notice will be sent. The student will be referred to law enforcement. A second parent meeting will be requested. At 7 days of unexcused absence a truancy referral will be sent to Lincoln County. Extenuating circumstances will be considered if submitted to the Administrator in writing.

An acceptable excuse is defined as a doctor's excuse, a notice of court appearance, a funeral notice for a close family relative, a pre-excused absence that is approved by building administration, or parental excuses within the 10 day legal limit as designated in state statute 118.15.

9. See example letter Appendix A.

10. MAKE-UP ASSIGNMENTS/EXAMINATIONS

Students who are absent also have an obligation to understand the material presented during their absence.

11. CO-CURRICULAR ACTIVITIES

Students must attend on a regular basis to participate in co-curricular activities. Students must attend all class periods the day of an activity unless excused by the principal or designee.

Perfect Attendance

Students will be recognized for perfect attendance at the end of the school year. Perfect attendance is based upon no absence from school during the school day for the entire school year. For example, if a student is gone from school for a short period of time for a medical appointment, they will not be eligible for perfect attendance. Official attendance records are kept in the office.

Unexcused Absence

An unexcused absence is an absence, which cannot, under state attendance laws, be considered justifiable and excusable (as specified above). All unexcused absences are recorded on the student's official grade transcript. The student is required to make up all class work missed. Excessive absence, both excused and unexcused will be referred to the principal's office for further action.

Excuses - Special

There may be times when it will be necessary for you to leave school early for such things as doctor appointments, dental

appointments, etc. You must have a special excuse from the office to be excused. Students must sign out in the office any time they leave the building during the school day.

A note must accompany all requests for special excuses from the parent indicating the reason for leaving early and the time you will be leaving. This request should be given to the office secretary **BEFORE CLASSES BEGIN**. You will then be issued a special excuse for the time indicated in the note.

BULLYING

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems. Bullying is unacceptable and will not be tolerated. Teaching and support staff must be alert to and aware of the signs of bullying and act promptly and firmly against it. Suspected bullying should be reported to staff so the incident can be dealt with immediately.

HARASSMENT

Examples of prohibited conduct include, but are not limited to, lewd or sexually suggestive comments; sexual flirtations, touching, advances or propositions; off-color language or jokes of a sexual nature; slurs and other verbal, graphic or physical conduct to an individual's gender; or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos or cartoons.

It is the policy of the School District of Tomahawk (Board Policy #5517.01) to provide a work and learning environment free from all forms of discrimination including incidents of sexual harassment or intimidation. No student shall be subjected to unsolicited and unwelcome sexual advances, requests for sexual favors or other sexual conduct, either verbal or physical. The School District will not tolerate any form of sexual harassment. Any employee, including a supervisory employee, who violates this policy, is subject to disciplinary action up to and including discharge. Disciplinary action against an employee shall be in accordance with applicable administrative rules and collective bargaining agreements. Any school board member who violates this policy is subject to disciplinary action up to and including censuring by the school board and/or removal from committee chairs or other committee assignments. Any student who violates this policy is subject to disciplinary action. To address allegations of violations of this policy, contact: Wendell Quesinberry, Principal, Tomahawk Middle School - 1048 E. Kings Road, Tomahawk, WI 54487, (715) 453-5371 ext. 305. Wis.Stats. 118.46(2)

BUS TRANSPORTATION

Parents, contractors, bus drivers and school officials working together can maintain good discipline for safe and effective service. Safety is our prime concern and your continued support in this matter is essential.

We all must keep in mind that school buses transport a most precious cargo – children! Distractions to the driver of the school bus could cause serious accidents. If the bus drivers have this great responsibility, they must also have the necessary authority, support, and respect to fulfill their jobs. Serious and repeated misbehavior reported by the driver must be dealt with promptly and effectively. Poor discipline on school buses creates a very serious safety problem. Because of this, misbehavior and failure to abide by the rules can result in a student losing their privilege of bus transportation.

Rules for School Bus Riders

1. Safety for our children while riding buses involves the bus drivers, teachers, parents, and students. Please discuss the following points with your child if he or she is a bus rider. This will serve to reinforce the directions given by the teachers and drivers.
2. Be on time for the bus, five minutes before your pick up time. Do your part to make sure that the bus stays on schedule. Behavior must be appropriate at the bus stop while waiting for the bus.
3. If you must cross the road to board the bus, be sure to obey any signals the driver may give you in crossing the road.
4. Sit down in your assigned seat immediately after boarding the bus and remain seated until you reach your destination.
5. While you are on the bus you are expected to obey the bus driver. Any directions he/she gives you are concerned with making sure your ride is a safe one. Any disturbing or unusual behavior is to be reported to the bus driver.
6. The use of profane language to the bus driver or others on the bus is prohibited, as is the throwing of objects.
7. Keep arms, hands and head inside the bus.
8. Keep the aisles clear.
9. Be absolutely quiet when approaching a railroad crossing.
10. Be alert to the instructions of the bus driver in the event of an emergency.
11. Always leave and board the bus in an orderly fashion. Please form a line when boarding the bus after school.
12. When getting off the bus at night, wait for the driver to give you the signal to cross the road if it is necessary, and then cross at least ten feet in front of the bus.
13. Students are expected to respect property. Any student caught vandalizing school buses will be referred to the building principals, and may also be referred to law enforcement authorities. Students will be responsible for reimbursing the district bus contractors for the cost of repairing the damage.
14. There will be no skateboards allowed on the bus. Bats that are entirely covered with foam are allowed. All balls brought onto the bus must be contained; i.e. kept in backpack, book bag.
15. Only authorized persons are allowed on the bus.

IF THE RULES ARE NOT OBSERVED, THE FOLLOWING ACTIONS WILL BE TAKEN:

1. Minor discipline cases will be handled by the driver, and may involve Bus Company personnel. The driver will make every effort to correct the problem, (talking to student, warning student, seat assignment change, etc.). All incidents reported by the driver will be documented and entered into the student's file.
2. If misbehavior continues, the bus company representative will become involved. The building principal and/or a Bus Company representative will meet with the student. A Bus Behavior Slip will be sent home for the parent to sign. Behavior slips must be signed by the parent and returned to the bus driver on the next school day.
3. Further misbehavior from the student will result in additional bus behavior slips issued; which may result in at least one day of suspension off of the bus. Parents will be notified prior to the bus suspension.
4. A third behavior slip may result in a 3-5 day bus suspension. A parent meeting may be requested before the student may continue to ride the bus.
5. Further and continued bus behavior slips may result in a referral to the School Board; and may result in a loss of transportation privileges.
6. Major infractions of bus rules (fighting, insubordination to the bus driver, etc.) may result in the above steps being eliminated and the student will automatically receive a written behavior slip and at least one day bus suspension.
7. This is merely a guide; each situation will be individually evaluated.

OTHER IMPORTANT BUS REMINDERS TO PARENTS:

All students enrolled in the Tomahawk School District are eligible to receive school bus transportation. Students ride the bus to which they are assigned. The district bus policy states that students must have a bus pass to get off at a stop that is not assigned to them. Bus passes may be issued for a different route and/or bus stop, only if it is on a consistent basis or it is for a one-time emergency situation. All bus passes are issued by the Tomahawk Bus Company. You may call them at: 715-453-3000. Bus drivers are not allowed to accept a note from a child requesting a change.

CLOSING SCHOOL DUE TO WEATHER

Should school not be open because of bad weather, such as severe snow or ice storms, notice of such closing will be given over the radio station WJJQ (92.5 FM) and TV stations WSAW – 7, WAOW – 9 and WJFW – 12. A Skylert phone message will call the student's primary phone number. All co-curricular activities scheduled on that day would also be canceled.

If it is necessary to close early when school is in session for the day, notice will be given over the same stations.

CODE OF CONDUCT - STUDENTS

The School District of Tomahawk has a legal duty to make its school as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment. This duty is enforced through the School District of Tomahawk's policy on suspension and expulsion, which provides procedures by which students may be removed from the school community either temporarily, or in the case of certain expulsions, permanently.

But equally important, the School District of Tomahawk owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who, for whatever reasons, are unwilling, unready, or unable to avail themselves the opportunity for an education. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity ("short term removal" or "temporary removal"). Such removal serves the multiple purposes of eliminating (or minimizing) the disruption, or reinforcing the School District of Tomahawk's strong commitment to an appropriate educational environment, and allowing a "cooling off" period for disciplinary or other reasons, short of suspension or expulsion.

In other circumstances, the student's conduct, or the best interest of the student and the other members of the class, may warrant longer-term removal from the class ("long term removal"). Long term removal may, but need not always, be for disciplinary purposes. As of August 1, 1999, a teacher employed by the School District of Tomahawk may temporarily remove a pupil from the teacher's class if the pupil violates the terms of the Code of Student Conduct (the "Code"). In addition, long term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time.

Removal from class under this Code does not prohibit the School District of Tomahawk from pursuing or implementing other disciplinary measures, including but not limited to detentions, suspensions or expulsion, for the conduct for which the student was removed.

The complete School District of Tomahawk Code of Student Conduct can be found in Board Policy 931.12.

COMMUNICATION/ELECTRONIC DEVICES

The Tomahawk School District recognizes the value that technology devices add to the educational experience. Therefore, the use of the personally-owned wireless electronic devices including laptops, net books, hand-held tablets, cell phones, etc., are permitted for student use when allowed by policy. Electronic devices may not be used for personal communication from 8:05 am – 3:30 pm except for passing time and lunch. Electronic devices may be used during the school day with prior approval by school personnel for

educational purposes. The school district will not be responsible for loss, damage, or theft of any electronic device brought to school. Field/co-curricular trips are included within the regular school day guidelines, but may be altered by guidelines established and approved by the advisor/coach and the administration.

Under no circumstances will video cameras, cell phones or other electronic video or recording devices be used in any area where the students, staff or public have a reasonable expectation of privacy, including restrooms, locker rooms, and health rooms.

Inappropriate student use of electronic devices during the school day raises issues with regard to instructional delivery, safety, privacy, or academic honesty. Such issues will be considered disruptions to the educational environment and will be subject to progressive behavioral interventions at the classroom and/or building level.

School administration does have the right to search the contents of confiscated electronic devices if reasonable cause is established. Parent/guardians will be contacted and possible law enforcement involvement may result due to devices containing inappropriate material (reference: Wisconsin State Statute 118.258).

DANCES

The Middle School Principal will approve the scheduling of dances. Dances are a privilege for TMS students to attend. This privilege may be denied to TMS students for disciplinary reasons. **TMS Students who are suspended are not allowed to attend the next scheduled middle school dance.** All TMS students are to be dropped off and picked up from the middle school student entrance (Door #4). TMS Students must be in attendance the day of the dance. Due to a variety of concerns, only registered students of Tomahawk Middle School are allowed to attend Tomahawk Middle School dances. School dances are not public events. For safety reasons, doors into Tomahawk Middle School will be locked shortly after the start of the dance. Please plan accordingly.

DEER HUNTING

Requirements for obtaining deer hunting permits:

1. A note from a parent or guardian indicating permission to be out of school to go deer hunting will need to be submitted to the Middle School Office along with proof of license.
2. All permits shall be issued by the principal prior to the season and no later than the 2nd Wednesday of November at 3:30 PM. Permits will be issued before school.
3. Prior to your absence, you must make arrangements with your teachers for completing any make-up work.
4. Any student with one or more failing grades on his/her first quarter report card **WILL NOT** be granted school deer hunting privileges.

DETENTION - LUNCH

1. Students are to report to the lunch detention room after class is dismissed.
2. Students on detention will do homework or read.
3. Disciplinary Detention Record will be mailed/emailed home.
4. Students may be assigned detentions by middle school staff during their assigned lunch period for misconduct or academic deficiency.
5. No more than two (2) detentions will be assigned at any one time for misconduct from a staff member. Parent/guardian should be contacted.

No excuses will be accepted for not being present at detention. Detentions will take precedence over co-curricular activities or any other school activity. The only exception will be for medical appointments or a legitimate reason set up in advance with the principal. Failure to serve will result in disciplinary action which may include in-school suspension or out of school suspension.

DISCLOSURE OF DIRECTORY INFORMATION

Directory information, which includes students' names, addresses, and telephone listings, can be disclosed to outside organizations upon their request. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the elementary and Secondary education Act of 1965 (ESEA) to provide military recruiters, upon request, with the names, addresses, and telephone listings of students unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Directory information may be disclosed upon request within thirty (30) days of published notice unless any parent, legal guardian or guardian ad litem, or eligible student informs the main office in writing each school year that all or part of the directory information may not be released without prior consent. The deadline for this school year is Friday, September 14, 2018.

If you wish to restrict your student's directory information, please do so by notifying the main office in writing on or before September 14, 2018.

DRESS CODE GUIDELINES

Appropriate dress outside of the school building or outside of school activities does not necessarily meet the standards of appropriate Tomahawk Middle School dress code guidelines. The following items will not be allowed in our school:

1. Wearing of hats, bandanas, hoods or similar headwear between the hours of 8:05 am and 3:30 pm on normal school days.
2. Wallet chains or chains which hang from clothing.
3. Wearing of indecent or inappropriate clothing that disrupts the educational atmosphere for both students and staff.

4. Wearing of clothing with inappropriate sexual references.
5. Wearing of clothing with drug/alcohol slogans or advertising.
6. Wearing of clothing that references violence or weapons inappropriate for a school setting.
7. Wearing of coats or jackets unless approved due to uncomfortable temperatures within the building.
8. Wearing of soiled (i.e. dirty/smelly) clothes.
9. Wearing of insignia, buttons, etc., which are derogatory to other persons, groups, etc.
10. Clothing articles that cause undue school maintenance problems, such as heavy boots that cause excessive floor marking, i.e. Heely shoes.
11. Carrying backpacks, shoulder bags, gym bags or purses during the school day.
12. Wearing of clothing which does not cover undergarments (boxer shorts, underwear, bra straps, etc.).
13. Wearing of clothing which inappropriately exposes sections of the body. (i.e. short shorts, or shirts that fail to cover the midriff)
14. Footwear must be worn at all times.

DROP OFF/PICK UP LOCATION

All students will use door #4 to enter the building before school, and exit the building after school. (see appendix B). Students who leave the building during school hours for appointments or due to illness will use door #2 after they sign out in the office. Parents/guardians or any other adult who has business at the school may enter through door #2 and must sign in at the Middle School Office. (see visitor policy pg. 15)

HELPLINE NUMBERS FOR RESOURCES IN SCHOOL AND THE COMMUNITY

Counselor—Dawn Huseby	
Tomahawk Middle School	715- 453-5371 ext. 316
School District Psychologist Christine Peterson	
Tomahawk Elementary School	715-453-2126 ext. 146
North Central Health Care - Tomahawk Branch	
Tomahawk Annex	715-453-5381
Family Resource Center	715-453-9969
Sacred Heart – St. Mary's Hospital Psychological Associates	
1044 Kabel Ave. Rhinelander	715-369-7969
Runaway and Family Treatment (RAFT)	
Office is in Wausau (Call collect)	715-848-7238
Lincoln County Social Services	
Merrill	1-800-666-3119
Oneida County Social Services	715-362-5695
Tomahawk Police Department	715-453-2121
National Child Abuse Hotline	1-800-4-A-Child

Indoor Environmental Quality Management Plan 2018-19 SCHOOL YEAR NOTIFICATION

In accordance with the 2009 Wisconsin Act 96, The School District of Tomahawk has adopted an Indoor Environmental Quality Management Plan. The School District maintains indoor

environmental quality (IEQ) with measures that include quality heating, ventilation and air conditioning (HVAC) systems, moisture control, integrated pest management, cleaning and maintenance schedules, appropriate materials selection, routine building inspections and appropriate training of staff. School buildings will be kept in good repair, suitably equipped and in safe and sanitary conditions that promote a positive learning environment.

The School District adheres to all state, federal and municipal building code guidelines and other mandates/rules/regulations when doing construction and/or renovation projects.

School District staff members play an important role in maintaining and improving environmental quality. Since the actions of staff members can affect the quality of the indoor environment in school buildings, employees are provided with information and training about IEQ as appropriate.

The School District encourages the prompt reporting and resolution of any and all IEQ concerns to provide a healthy and comfortable environment for students, staff and visitors. You can report any IEQ concerns or receive a copy of the Indoor Environmental Quality Plan by contacting Mike DeBels at the School District of Tomahawk at (715) 453-2106 ext. 207.

INTERNET USE

Internet and e-mail use are public (not private) and the school district has the right to access and monitor all computer use. Internet use is not a right, it is a privilege, which can be revoked. Students under the age of 18 must obtain parent permission to gain access to these resources. Failure to abide by the rules and regulations governing the use of networked information resources may lead to the loss of access, referral to the appropriate law enforcement agency, or other disciplinary action as may be determined to be appropriate.

LOCKERS

Lockers are assigned to all students. Lockers are expected to be locked at all times. **All lockers are considered part of school property and the administration of the school reserves the right to go through any student's locker if the need arises.** Students are assigned lockers and are not to move unless reassigned by the principal. Locker inspection will be held periodically. A fee of \$5.00 will be assessed to any student who requires a locker combination change.

ITEMS LEFT IN CLASSROOMS

Classrooms, and all items located within, are considered part of school property and the administration of the school reserves the right to go through items left in classrooms at any time. These items or items located within, may be searched and/or confiscated at any time. Student assigned storage areas located within classrooms are also considered school property and also may be searched at any time by school administration.

LOST AND FOUND

All lost articles are put on the lost and found table outside the middle school cafeteria where items will be kept throughout

the quarter. At the end of the quarter students will be notified to check the table for claiming items. All articles not claimed after a week will be given away to charity. If you lose something, check first in the lost and found. All valuable, smaller articles will be kept in the office.

LUNCH PROGRAM

School lunch is available daily for all children regardless of income. Families who feel they qualify for free or reduced priced lunch should fill out an application available from the School Office and return it as soon as possible. Only one application per family is necessary. There is a 30-day grace period for those students who qualified for free or reduced meals from the previous year. However, a new application must be filled out each year.

Lunch Accounts

Lunch money must be received in the School Office by 9:00 AM to be added to the account for that day. Money received after that time will not be credited until the next day. Students must have money in their account to purchase lunch or ala carte items. Students will not be allowed to charge food items. Payment in the form of a check to the Tomahawk School Lunch Program is appreciated and should be placed in an envelope with student name and amount of payment enclosed. If you have questions please call the Food Service Office at 453-5371, ext. 310.

LUNCH TIME RULES

1. Trays should be cleared as soon as you are finished eating.
2. Be courteous at all times.
3. No running.
4. No cutting in line.
5. No throwing food.
6. **All normal school rules are in full effect during lunch**
7. Participate in table washing rotation.

MAKE UP WORK

When a student returns to school after being absent, he/she assumes the responsibility for making up all work missed. If the absence is excused, the student shall complete make-up work according to the following:

One day absence	One (1) day
Two days absence	Two (2) days
Three days absence	Three (3) days
Four or more days absence	Four (4) days or special arrangements with the teacher.

NEIGHBORS

It's important that we honor the rights of our neighbors. Property adjoining and across from the school grounds, like all residential property, is private; therefore, littering and trespassing are illegal. Student's respect for private property rights reflects upon the Tomahawk Middle School and its students. Please don't be associated with any behavior that might make neighborhood residents disappointed with us.

NURSE

We have a nurse who will be in the school complex. The nurse will be available every day from 7:00 AM until approximately 3:00 PM.

Illness

Should your child become ill during the day, she/he must report to the middle school office with a signed pass from his/her teacher.

Emergency Care

In case of injury the following procedure will be followed:

1. Initial first aid treatment will be given to the student. The school nurse and principal will be notified.
2. An attempt will be made to get in touch with the child's parents by phone. If a parent cannot be reached:
 - a. The person listed as the emergency contact on your student's registration form will be called. If that person cannot be reached,
 - b. Your child will be taken to the doctor that is listed on their registration form, or to the hospital, and
 - c. The parent will be notified at the earliest possible time.

Prescription Medications

Prescription medications and doctor-prescribed medications will be accepted from MD's, podiatrists, optometrist, physician assistant or advanced practice nurse prescriber, and dentists. Medications must come to school in the bottle dispensed from the pharmacy. A signed authorization from the prescribing practitioner, co-signed by the parent must accompany the medication to school.

The prescription and pharmacy labeled bottle must include:

- a. Student name
- b. Practitioner name and address
- c. Medication name, dose, route and frequency
- d. Dates ordered and how long medication needs to be taken.

The practitioner must sign the Medication Authorization Consent form. The Medication Prescription forms can be obtained from the middle school office and from local doctors. All medications will be locked in the office. Students are not allowed to carry any medication with them except students who are asthmatics and require an inhaler, diabetics who require insulin, and students with severe allergic reactions who require epi pens. Each student's inhaler, epi pen, and insulin must have his/her name and doctor's name on the bottle and directions for use. All students must have on file in the nurse's office a Physician/Parent Medication Authorization Consent form filled out by the practitioner and parents in order to be allowed to carry the medication with the student during the school day. The building or school nurse may instruct office personnel to dispense medications.

Students requiring medications who must leave the school for field trips, athletics or other school functions will have their medications given to the teacher/school staff member in

charge of the event. It is the teacher's responsibility to notify the nurse, so that day's dose can be prepared to take along.

Teachers who have students taking medications in school will get written notification from the nurse. All information on the precautions, side effects and reasons for taking the medication will be provided.

Non-Prescription Medications

All over the counter medications will follow the same above rules as prescription medications with the exception that no doctor's signature is required. The medication must come in its original bottle with written instructions stating the child's name, medication name, amount to be given, time medication is to be given, and number of days the medication is to be given. The note must be signed and dated by the parent. No school employee will be allowed to take phone authorizations to dispense over the counter medications. All authorizations must be in writing.

School staff members are not permitted to give any medications to students unless directed by the building principal or school nurse.

PASSES

Hall Pass System

If a student wishes to visit a staff member who does not have a class, a pass prior to the desired visitation period should be secured from that staff member. In addition, students should have a written pass from their teacher to leave the classroom to go to their locker, bathroom or to the office. No student should be in the hallways during scheduled class time without a written pass.

PHYSICAL EDUCATION POLICIES

All Physical Education students will be **REQUIRED** to wear physical education clothing that is deemed appropriate for the safe participation in the PE activity as determined by the physical education staff. Acceptable clothing includes: athletic shorts, sweatpants, athletic t-shirt, sweatshirt, tennis shoes, and socks. Clothing that is **NOT** acceptable includes: tank tops, shirts that have more than the sleeves cut off, jeans, jean shorts, pajama bottoms, sandals/flip-flops, hiking boots, etc. Gym socks and gym shoes are to be worn for both inside and outside activities. Any other type of shoes **WILL NOT** be allowed and subsequently, the student will not receive full credit for that day. Physical Education clothing is the student's responsibility and should be taken home and washed at least once a week.

Locks & Lockers

Students need to furnish their own locks. Locks need to be removed by the student after class is finished each day. **Students should have valuables locked up at all times.** The school and teacher **will not** be responsible for anything lost or stolen, nor will the teacher hold or lock up any valuables. If

any valuables are stolen, report the theft to the instructor **IMMEDIATELY**.

Medical Excuses and Absences

A parent note will excuse a student from physical education for three consecutive days. After that, a medical excuse from a physician is required. One copy should be given to the school nurse, one copy to the student's physical education teacher, and the original should be filed in the student's cumulative folder in the office. Students excused for an extended medical leave should have a release form from a physician in order to return to all activities.

Swimming (Grade 6 only)

- The swimming portion of this class will be gender specific.
- Each time a student does not swim, the student will be downgraded.

POSTED INFORMATION (Posters etc.)

Anything posted in the middle school hallways, doorways, on bulletin boards or lockers must be approved by the principal before posting.

PROGRESS REPORTS

We make every effort to inform the parents of student's academic, behavioral, and social progress at Tomahawk Middle School. Parents may view their child's most current grades and sign-up for email alerts regarding grades, at any time through the district's Family Access portal located in the parents/parent links section of the www.tomahawk.k12.wi.us web page. Paper progress reports are sent home at the midway point of each quarter for all students. Additional reports may be sent by teachers at their discretion. We encourage parents to maintain contact with their child's/children's teachers by means of telephone, e-mail, or written correspondence in assignment notebooks. Contact the office for your user name and password for Family Access.

RELEASE OF STUDENTS AND RECORDS

Students being released from school are either released to their parents or guardians or are released by their permission.

In the case of parents who are separated or divorced, the school will send progress materials and other school-related information to the custodial parent. However, both custodial and non-custodial parents may discuss student progress with the educational staff, review student records, and receive copies of progress reports.

If the Court has issued orders that restrict the non-custodial parent from requesting grade reports, visiting the child or the child's teachers, or picking up the child at school, a copy of this report needs to be furnished to the principal by the custodial parent.

Release of students outside the scheduled times will only be allowed if permission is secured through the office, by the parent or guardian. The middle school has a closed campus.

This means that once students have been dropped off on school property by a parent/guardian or a bus, they are not to leave without parental permission.

RIGHTS AND RESPONSIBILITIES

Students have rights which are derived from the United States and Wisconsin Constitutions; local, state and federal laws; court decisions and School Board policies and rules. For every student right there is a corresponding responsibility. The relationship between rights and responsibilities is such that when the individual misuses or ignores the responsibility, the right is diminished or forfeited.

School discipline is designed to:

1. Maintain a condition or order within the building that will make for greater efficiency in serving the instructional aims and in preserving the public property.
2. Teach the student that liberty and freedom in any democratic community must always find its foundation in social restraint.
3. Equip the students with the right habits for proper living at the adult level.
4. Students are expected to behave in a manner consistent with standards of acceptable behavior.

Conduct of a student which endangers the property, health or safety of others or self, impedes the opportunity to learn, is unlawful or disrespectful, or violates school rules, will not be tolerated. Failure to abide by these policies will result in disciplinary action up to and including suspension or expulsion from school. Violation of these policies may also result in referral to law enforcement officials for prosecution under specific state or local laws.

Conduct that is unacceptable when students are at school or participating in school functions is stated below. Listed are those behaviors that are most common; the list is not all-inclusive.

1. **Unacceptable Conduct:**
 - a. **Endangering property, health or safety of others or himself/herself;**
 1. Fighting
 2. Physical harassment
 3. Verbal harassment
 4. Possession of knives, smoke & stink bombs, firearms, lighters, chains, spiked bracelets & necklaces, etc.
 5. Vandalism
 6. Throwing or propelling objects
 - b. **Impeding the opportunities for himself/herself and others to learn:**
 1. Loud talking
 2. Class disruption
 3. Lack of effort
 - c. **Unlawful behavior:**
 1. Possession of weapons, drugs, alcohol, look alike weapons, or substances, etc.
 2. Stealing

3. Extortion
4. Truancy
5. Gambling
6. Tobacco Use/Smoking

d. **Disrespect toward others:**

1. Disrespect toward other students and school employees.
2. Disrespectful attitude (e.g. unwillingness to put forward effort or follow directions).
3. Disrespectful behavior (e.g. indecent exposure)
4. Harassment (verbal and sexual)

Declaration of Policy #621.02

It is the policy of the School District of Tomahawk to provide a work and learning environment free from all forms of discrimination including incidents of sexual harassment or intimidation. No employee, school board member or student shall be subjected to unsolicited and unwelcome sexual advances, requests for sexual favors, or other sexual conduct, either verbal or physical. The School District will not tolerate any form of sexual harassment. Any employee, including a supervisor, who violates this policy, is subject to disciplinary action up to and including discharge. Disciplinary action against an employee shall be in accordance with applicable administrative rules and collective bargaining agreements. Any school board member who violates this policy is subject to disciplinary action up to and including censuring by the school board and/or removal from committee chairs or other committee assignments. Any student who violates this policy is subject to disciplinary action.

Prohibited Conduct

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work or learning environment.

Examples of prohibited conduct include, but are not limited to, lewd or sexually suggestive comments; sexual flirtations, touching, advances, or propositions; off-color language or jokes of a sexual nature; slurs and other verbal, graphic, or physical conduct to an individual's gender; or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos or cartoons.

e. **Hallway Etiquette**

Students should be in their classroom unless they have permission from a teacher or the office. In the hallway, students are asked to please:

1. Never run in the halls.

2. Keep to the right and move orderly when passing through the halls.
3. Middle school students are not allowed in the high school or elementary school except for school related business.

f. **Other**

1. Bicycles/snowmobiles are not to be used by anyone except the owner of the bicycle/snowmobile. They are not to be used during the school day. Snowmobiles must be parked in the appropriate designated area.
2. Once students arrive on school grounds they may not leave unless authorized by the middle school office. The office must be notified by the parent or guardian via note, phone or personal appearance.
3. Students are not to pass through the gym or the LMC.
4. Use of skateboards or roller blades is not allowed in school or on school grounds during the school day.
5. Students will be fined for damage done to the lockers to which they are assigned.
6. Students not telling the truth to school staff or administration will be subject to disciplinary action.
7. Students are not to wear hats, scarves, bandanas or other head coverings in the school building unless there is a medical reason.
8. Students are not to bring backpacks, knapsacks, etc. to the classroom.
9. Students will not sell any product in the school without prior approval by the principal.
10. No open beverages will be allowed in a student's locker.
11. Students caught cheating or plagiarizing will receive a "zero" for the assignment or test. The second offense of cheating or plagiarizing will be referred to the office for disciplinary action.

Cheat: To take an examination or turn in homework in a dishonest way, as by having improper access to answers or to violate rules or agreements.

Plagiarism: The unauthorized use of the language and thoughts of another author and the representation of them as one's own.

2. **Disciplinary Response to Unacceptable Behavior**

a. **One or more of the following discipline responses may be used for unacceptable student behavior. These are listed generally in order of degree from the least severe to the most severe.**

1. Teacher reprimand
2. Administrator reprimand
3. Administrator imposed task(s)
4. Restriction of privilege(s)

5. Confiscation
6. Denial of privilege(s)
7. Payment for damaged property
8. Teacher imposed detention
9. Administrator imposed detention
10. In-school suspension from class or school
11. Out-of-school suspension
12. Police referral
13. Expulsion

3. **Communication of Unacceptable Behavior**

One or more of the following procedures may be used to gather additional information, to determine a disciplinary response and to inform all concerned individuals of disciplinary action taken.

These procedures include:

1. Phone call or e-mail to parent
2. Letter to parent
3. Conferences involving any or all of the following: teacher, administrator, student, parent, and/or counselor
4. Referral to Special Education
5. Referral to Human Services
6. Referral to law enforcement agency
7. Referral to District Attorney
8. Hearing before the Superintendent of Schools
9. Hearing before the School Board.

ACADEMIC STANDARDS

The state of Wisconsin develops academic standards, and modifies these standards fairly regularly. We align our curriculum to these standards and identify the specific context in which the standards are taught. The standards provide the fundamental structure to our curriculum; the curriculum is further developed using district-determined goals and objectives. Teachers assess students' progress toward meeting the standards through classroom assessment. We are developing district assessments to further evaluate student learning.

Teachers are incorporating more writing by students to enable students to explain their thinking and for teachers to better assess student understanding. As part of their instruction and assessment, teachers use performance tasks requiring students to apply their knowledge and skills. Scoring guides are frequently used to provide students with information to guide their work.

Throughout the school year, the Tomahawk School District schedules early release days for students so teachers have the time to collaborate with their K-12 colleagues, time to discuss and write curriculum, and receive instruction to further enhance their teaching skills. The dates for these curriculum workshops will be found on the school calendar.

SUPERVISION - BEFORE AND AFTER SCHOOL

Students shall not be in the school building before 7:45 AM or after 3:45 PM unless under the direct supervision of a coach or staff member.

TARDINESS

Any student coming to school late will not be admitted to any class before he/she reports to the office and is checked in by the office staff. Missed time may be made up during lunch and/or after school. Tardiness is unexcused if a note or phone call is not received from the parent.

TELEPHONE - CALLS FROM PARENTS

The office is a busy place, so we kindly ask that requests for messages to be delivered to students only be made when absolutely necessary. **Please make all arrangements for bus transportation or rides with parents prior to the start of the school day whenever possible.**

STUDENT USE OF SCHOOL PHONES

In the event of an emergency or the need to conduct school business, students will be granted permission to use the telephone in the Middle School Office. Classroom telephones are not to be answered by students and should only be used to call out of the building with the permission and supervision of the classroom teacher.

TESTING PROGRAM

The testing program in the middle school is designed to aid the sixth, seventh and eighth grade students by giving them a better understanding of their strengths and weaknesses in various academic areas. The result of these tests will also enable the students to compare their academic achievement with students their age throughout Wisconsin or the United States. Students in grades 6 and 7 are tested in reading, language, and math. Students in 8th grade are tested in the areas of reading, language, math, science, and social studies.

TRANSFERRING TO ANOTHER SCHOOL

Students who leave our school system to transfer to another school in another city are requested to see the principal or guidance counselor on the last full day they attend school. They must have turned in all of their textbooks, library books, Chromebook, Chromebook charger, and paid any fees owed before leaving. A parent/guardian is required to sign the student's transfer form.

VIDEO SURVEILLANCE – Building and Grounds Management

The Board of Education has authorized installation of a video camera system at the Tomahawk School. This system will be used exclusively for the purpose of maintaining a safe and orderly educational environment, for identifying disciplinary issues, for minimizing theft and vandalism and for enforcing school policies and rules.

VISITOR'S POLICY

Tomahawk Middle School Visitor Protocol

When anyone other than a student comes to the Tomahawk Middle School, they are instructed to sign in in the visitor sign in binder. They write in the date, their name and tag number, the sign in time, and the reason they are visiting. They are given a lanyard with a Tomahawk Middle School Visitor Pass with a tag number on it. The tag number on the visitor's pass corresponds with the number they write next to their name when they sign in. They are asked to wear the lanyard around their neck while they are in the building. When they leave they write in the leave time and return their lanyard.

Any scheduled visitor should be announced to the building office staff. The office staff will call you when the visitor arrives. Plan an escort if possible. Non-scheduled visitors arriving will prompt a call from the building office to you in order to determine if the guest should be permitted to enter. You need to come to the office to meet them and validate their need to be in the school.

Bright yellow neck lanyards with ID badges will be worn by visitors. Badges will be numbered by building for easier identification

Talk to people who don't have a badge or look to be in the wrong area. Customer Service Approach.
Staff needs to be wearing ID badges.

SCHOOL VISITORS-STUDENTS

Student visitors will not be allowed to monitor classes.

APPENDIX A

Tomahawk Middle School
1048 E. Kings Rd.
Tomahawk, WI 54487
(715) 453-5371

1st Warning

To the Parent/Guardian of:

Student Name		
Street Address		
City	Sta	Zip Code

Run Date

Date	-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-
Atnd Date	P	P	P	P	P	P	P	P

Dear ,

Your child, , has been absent from school days during the 2017-2018 school year. The above details show the attendance records.

I am concerned about the number of absences accumulated by . Students are required to adhere to a 10 day limit regarding absences. To date he/she has been absent days.

All absences over the 10 day limit during the school year will be considered unexcused unless they meet the following School District Regulations:

1. Religious holiday.
2. Except as provided under pars. (b) to (d) and (g) and sub. (4), unless the child is excused under sub. (3) or has graduated from high school, any person having under control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public, private, or tribal school in which the child should be enrolled is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age.
3. Written medical excuses provided by a licensed physician, dentist, chiropractor, optometrist, county health officer, psychologist, or Christian Science practitioner, are exempted and not counted toward the 10 day limit per school year. (Students must bring back an appointment card from the medical office).
4. A death in the immediate family or funeral for close relatives.
5. A court appearance or other legal procedure which requires the attendance of the student. The absence will only be excused for the time required for travel and appearance.
6. School ordered suspensions.
7. Pre-arranged absence for deer hunting.
8. Released time for religious instruction.

The School District of Tomahawk stresses the importance for all student to maintain regular school attendance. Absence from school, either excused or unexcused, often has an adverse effect upon a student's academic progress. The learning atmosphere in a classroom is such that optimum conditions for education should result for the student. The classroom learning environment can never be duplicated in its entirety for those pupils who miss a class or entire day. This results in missed learning opportunities that cannot be regained.

School policy requires we notify parents/guardians when their child has accumulated 7 absences. I am also required to inform you that state law under Article 118.15 subsections 1-5 states: "any person having under their control a child who is between the ages of 6 and 18 years of age shall cause such child to attend school regularly during the full period of hours." Also according to this statute, "whoever violates this section may be fined not more than \$500 or imprisoned for not more than 30 days or both..."

The Tomahawk Middle School Student Handbook details the procedures for reporting student absences and conditions under which absences are excused.

I have enclosed 's individual attendance record for your reference. Please discuss this with him/her and help us resolve this situation.

Please sign and return one copy of the enclosed 1st Truancy Notice.

Thank you for your cooperation and any assistance you can provide.

Sincerely,

Wendell Quesinberry
Principal

Parent Signature _____

Date _____

APPENDIX B

