

TOMAHAWK MIDDLE SCHOOL STUDENT HANDBOOK 2024-2025



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

www.tomahawk.k12.wi.us

OFFICE STAFF

Stacy Bolder, Principal (715) 453-5371 ext. 305
Cassie Cerny, Guidance Counselor (715) 453-5371 ext. 316
Melissa Nieman, Administrative Assistant (715) 453-5371 ext. 300
Wendell Quesinberry, District Administrator (715) 453-5555

OFFICE HOURS

The Tomahawk Middle School Office will be open from 7:15 am-3:45 pm each weekday.
Summer office hours may vary.

TABLE OF CONTENTS

Welcome
Mission & Vision of the School District of Tomahawk
Middle School Philosophy
School Board
Equal Education Opportunity/Anti-Harassment
Nondiscrimination on the Basis of Sex
Sexual Harassment
Bullying
Student Hazing
Section 504/ADA Complaint
Abuse and Neglect Reporting
School Day
Student Rights and Responsibilities
Student Well-Being
Injury and Illness

SECTION I - GENERAL INFORMATION

Enrolling in the School
Scheduling and Assignment
Transfer Out of the District
Early Dismissal
Student Accidents/Illness/Concussion/Sudden Cardiac Arrest
Nursing Services
Use of Prescribed Medications
Use of Nonprescribed Drug Products
CBD Products
Direct Contact Communicable Diseases
Students With Disabilities
Service Animals and Other Animals on School Property
Bilingual Students/English Learners
Student Records
Student Fees, Fines and Charges
Student Fund-Raising
Student Valuables and Lockers
Meal Service
Fire Drills, Tornado Drills, Lockdown Drills
Emergency Closings and Delays
Preparedness for Toxic and Asbestos Hazards
Visitors
Library Media Center
Student Sales
Use of Student Telephone
Telephone - Calls From Parents
Use of Cell Phones or Personal Communication Devices
Weapons
Advertising Outside Activities
Video Surveillance
Safety and Security
Supervision - Before and After School

Lunch Recess

SECTION II - ACADEMICS

Academic Standards

Academic and Career Planning

Field Trips

Promotion, Placement, and Retention

Academic Honesty

Student Technology Acceptable Use Policy

Student Assessment

Grade Reporting

Honor Roll

SECTION III - STUDENT ACTIVITIES

School Sponsored Clubs and Activities

School Sponsored Publications and Productions

Dances/School Socials

SECTION IV - STUDENT CONDUCT

Attendance

Student Attendance at School Events

Student Behavior

Prohibited Use or Possession of Intoxicants, Drugs, or Paraphernalia

Use of Tobacco/Nicotine Prohibited

Student Code of Classroom Conduct

Other Forms of Discipline

Suspension and Expulsion

Search and Seizure

Student Rights of Expression

Student Dress and Appearance

Care of Property/Lost and Found

Student Due Process Rights

SECTION V - TRANSPORTATION

Bus Transportation

Bus Conduct

Cameras on School Buses

Penalties for Bus Infractions

Parent Drop-Off/Pick-up Location

Alternate Forms of Transportation

APPENDICES

2024-25 School District Calendar

2023-24 Middle School A-Day/B-Day Calendar

Helpline Numbers/Resources

Parent Drop-Off/Pick-Up Location

Welcome to Tomahawk Middle School!

Our goal is to provide you with all the information you need to have a successful school year. This handbook has been prepared to help you better understand the guidelines and procedures at TMS. 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. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. 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 setting. We encourage parents and students to familiarize themselves with the information contained in this handbook and ask questions on areas that remain unclear. It summarizes many of the official policies and administrative guidelines of the Board and the School District. If any of the policies or administrative guidelines referenced herein is revised after June 30, 2024 the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the District's website.

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

Mission & Vision of the School District of Tomahawk

Vision:

Empowering all students to be socially responsible, life-long learners in an ever changing world.

Mission:

The School District of Tomahawk will become the district of choice, known for its high levels of student achievement, the excellence of its programs, and its sound stewardship.

- Student understanding will be fostered through a rigorous, coordinated curriculum that embraces global perspectives and best instructional practices, including relevant applications of current technologies.
- Meaningful relationships among students, staff and community members will be the foundation for student successes.
- Coordinated efforts between the school and community will effectively meet the social, emotional and academic needs of the whole child and every child.

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, composed 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 and respect, warmth and caring is evident.

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*

School Board

Ron Zimmerman, President
 Kay Kissinger-Wolf, Vice President
 David Long, Treasurer
 Deb Velleux, Clerk
 Lonny Calhoun
 Ann Swenty
 Dick Huseby
 Bob Skubal
 Shar Kirsch

Equal Education Opportunity/Anti-Harassment

It is the policy (*Board Policy 2260-Nondiscrimination and Access to Equal Educational Opportunity*) of the School District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as “Protected Characteristics”) or other protected characteristics as well as place of residence within School District boundaries, or social or economic background. Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact the Director of Pupil Services at (715) 453-2126 ext. 405.

It is also the policy (*Board Policy 5517-Student Anti-Harassment*) of the School District to maintain an educational environment that is free from all forms of harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the School District can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the School District.

The School District will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Any person who believes that the Tomahawk Middle School or any staff person has discriminated against them in violation of these policies may file a complaint. A formal complaint can be made in writing to a School District Compliance Officer listed below:

Sheri Woodall, Principal
Elementary School
(715) 453-2126
woodalls@myhatchets.org

Wendra Simonis, Pupil Services Director
School District of Tomahawk
(715) 453-2106
simonisw@myhatchets.org

Ryan Huseby, Principal
High School
(715) 453-2106
husebyr@myhatchets.org

Stacy Bolder, Principal
Middle School
(715) 453-5371
bolders@myhatchets.org

The complaint procedure is described in *Board Policy 2260-Nondiscrimination and Access to Equal Educational Opportunity* and *Policy 5517-Student Anti-Harassment*. The policies are available on the School District's website.

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed promptly. (What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence.)

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under *Board Policy 5517.01 - Bullying*, and not harassment under *Board Policy 5517-Student Anti-Harassment*, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

Under no circumstances will the School District threaten or retaliate against anyone who raises or files a complaint.

Our school is committed to an educational environment that is free of harassment of any form. Our school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment means behavior toward a student or group of students based, in whole or in part on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as "Protected Characteristics which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment also includes "hate speech" directed against a student-the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples of conduct that may constitute harassment include:

- A. graffiti containing offensive language;

- B. name calling, jokes or rumors;
- C. threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- D. notes or cartoons;
- E. slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- F. written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- G. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
- H. other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

Nondiscrimination on the Basis of Sex

The Board of the School District of Tomahawk does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The School District's Title IX Coordinator is:

Wendra Simonis
Pupil Services and Special Education Director/Title IX Coordinator
1048 E King Road
Tomahawk, WI 54487
(715) 453-2126 ext. 405
simonisw@myhatchets.org

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in *Board Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities*. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the School District will respond.

It is a violation of this policy for anyone to knowingly making false statements or knowingly submitting false information during the sex discrimination complaint process, including intentionally making a false report of sexual harassment, or submitting a false formal complaint. The School District will not tolerate such conduct, which is a violation of the Student Code of Conduct.

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or *Board Policy 2266-Nondiscrimination on the Basis of Sex in Education Programs or Activities*, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating

in an investigation, is a serious violation of *Board Policy 2266-Nondiscrimination on the Basis of Sex in Education Programs or Activities* that can result in the imposition of disciplinary sanctions, consequences, and/or other appropriate remedies.

All students, parents, and their representatives are advised to review Board Policy 2266-Nondiscrimination on the Basis of Sex in Education Programs or Activities for more information and detail regarding the School District's commitment to nondiscrimination on the basis of sex.

Sexual Harassment

Sexual harassment is prohibited in our school and at school-sponsored activities in accordance with *Board Policy 5517-Student Anti-Harassment*. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- C. conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status; or
- F. unwelcome behavior or words directed at an individual because of their sex or sexual orientation;

Sexual harassment examples include, but are not limited to:

- A. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- B. rating a person's sexuality or attractiveness;
- C. staring or leering at various parts of another person's body;
- D. spreading rumors about a person's sexuality;
- E. letters, notes, telephone calls or materials of a sexual nature;
- F. displaying pictures, calendars, cartoons or other materials with sexual content;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another; or
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

It is also the policy of the School District that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student. An inappropriate boundary invasion by a School District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment.

If you wish to report harassment, please contact the School District's Title IX Coordinator listed below:

Wendra Simonis
Pupil Services and Special Education Director/Title IX Coordinator
1048 E King Road
Tomahawk, WI 54487
(715) 453-2126 ext. 405
simonisw@myhatchet.org

Any person may report sexual discrimination, including sexual harassment, to the School District's Title IX Coordinator listed above, regardless of whether the person is the alleged victim of the reported conduct. The report may be made in person, by mail, by telephone, or by email. The report may be made at any time, including during non business hours.

A copy of the *Board Policy 2266 - Nondiscrimination of the Basis of Sex in Education Programs or Activities*, including the reporting, investigation, and resolution procedures, is available in the school office and on the School District's website. *Board Policy 5517 – Student Anti-Harassment*, as well as *Board Policy 2266*, both contain the complaint procedures and steps for investigating complaints under these policies.

Any person who is unsure about how to submit a complaint of discrimination, harassment, or sexual harassment is encouraged to immediately contact one of the listed Compliance Officers, the Title IX Coordinator, an administrator, or any trusted member of the staff for assistance in filing a complaint.

Retaliation against a person who files a complaint is prohibited by Board policy and Federal law. Any allegation of retaliation should be filed immediately with assurance that it will be taken seriously and fully investigated by the School District.

Bullying

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, the student should report it and allow the administration to determine the appropriate course of action. (*Board Policy 5517.01-Bullying*)

It is the responsibility of all students to assist in the reduction or elimination of bullying. Students should follow a three-tier approach to bullying:

- If you are doing it –stop.
- If you are having it done to you – report it to guidance and/or administration.
- If you know about it happening to someone else, take action by reporting it to guidance and/or administration.

Student Hazing

Hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. The Board prohibits all such activities at any time in school facilities, on school property, and at any School District-sponsored activity or event.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or to the District Administrator.

Students who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. (*Policy 5516-Student Hazing*)

Section 504/ADA Complaint

Any person who believes that the Tomahawk Middle School or any staff person has discriminated against them in violation of the *Board Policy 2260.01-Section 504/ADA Prohibition Against Discrimination Based on Disability* may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Sheri Woodall, Principal
Elementary School
(715) 453-2126
woodalls@myhatchets.org

Wendra Simonis, Pupil Services Director
School District of Tomahawk
(715) 453-2106
simonisw@myhatchets.org

Ryan Huseby, Principal
High School
(715) 453-2106
husebyr@myhatchets.org

Stacy Bolder, Principal
Middle School
(715) 453-5371
bolders@myhatchets.org

The complaint procedure is described in AG 2260.01A and AG 2260.01B are available on the School District's website.

Abuse and Neglect Reporting

All school staff are required by Wisconsin State Statute to report child abuse and neglect.

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.

School Day

The academic year calendar can be found on the District website and in the [Appendices section](#). The school day for TMS students begins at 8:00am and concludes at 3:15pm. Special schedules may be utilized for early release, late start, or special events.

Student Rights and Responsibilities

The rules and procedures of Tomahawk Middle School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules.

Disciplinary procedures will comply with the requirements of State and Federal law.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, U.S. mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals.

No student shall be required, as a part of the school program or the School District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the minor's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning: political affiliations or beliefs of the student or the student's parents; mental or psychological problems of the student or their family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or the student's parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program). (*Board Policy 2416-Student Privacy and Parental Access to Information*)

Students must arrive at school on time, prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the middle school office.

Student Well-Being

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, tornado, and emergency intruder drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, the student must notify a staff person immediately.

All students must have emergency medical information completed, signed by a parent or guardian, and filed in the school office. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

Injury and Illness

All injuries must be reported to a teacher or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. (*Board Policy 5340-Student Accidents/Illness/Concussion/Sudden Cardiac Arrest*)

SECTION I - GENERAL INFORMATION

Enrolling in the School

Wisconsin students generally enroll in the School District in which they live. However, the School District will release a resident student who is accepted as a student in another School District under that District's open enrollment program.

Students who are new to Tomahawk Middle School are required to enroll with their parents or legal guardian unless the student is eighteen (18) years old. When enrolling, the parents will need to bring:

- A. a birth certificate or similar document;
- B. custody papers from a court (if appropriate);
- C. proof of residency; and
- D. proof of immunizations and/or an appropriate waiver.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to complete the enrollment process.

Students enrolling from another school will have their courses and grades evaluated by the school counseling department. The office staff will assist parents in obtaining the official records from the previous school.

During the enrollment process, a parent (or adult student) may present information to the School District certifying that the parent (or adult student), their child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice. In such cases the School District shall use the address designated by the Department of Justice to serve as the student's address for enrollment purposes. The School District shall place a copy of any certification provided by the parent in the enrollment files.

Students experiencing homelessness who meet the Federal definition of homeless may enroll and will be under the direction of the Homeless Liaison with regard to enrollment procedures. (*Board Policy 5111.01 – Homeless Students*)

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures. (*Board Policy 5111.03 – Children and Youth in Foster Care*)

Scheduling and Assignment

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Office. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Transfer Out of the District

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.

Early Dismissal From School

No student will be allowed to leave school prior to dismissal time without a verbal or written request signed by the parent/guardian or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian. (*Policy 5200-Attendance and Policy 5230-Release*)

Student Accidents/Illness/Concussion/Sudden Cardiac Arrest

The School District believes that school personnel have certain responsibilities in case of accidents, illness, concussions, or sudden cardiac arrest that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports. (*Board Policy 5340-Student Accidents/Illness/Concussion & Sudden Cardiac Arrest*)

Nursing Services

The School District of Tomahawk provides nursing services. The nurse will be available every day from 7:45a.m. until approximately 3:15pm. Students who wish to see the Nurse must report to their scheduled class and obtain a pass from the Instructor to report to the office. Office staff will check the availability of the Nurse and provide the student with a pass to the Nurse's office. Students may not report to the Nurse without a pass from the Office. The Nurse will provide the student with a pass to return to their scheduled class or to return to the Office. If it is necessary for the student to go home, the Nurse or Office staff will make arrangements with the Parent/Guardian. The student must sign out in the Office prior to leaving the building.

Use of Prescribed Medications

In those circumstances where a student must take prescribed medication during the School day, the following guidelines of *Board Policy 5330-Administration of Medication/Emergency Care* are to be observed.

- A. Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form must be filed with the middle school office before the student will be allowed to begin taking any medication during school hours. The forms are available in the school office.
 - All medications to be administered during school hours must be registered with the nurse's office.
 - Medication that is brought to the nurse's office will be properly secured.
 - Medication may be conveyed to school directly by the parent.
 - For each prescribed medication, the container shall have a pharmacist's label with the following information:
 - student's name;
 - practitioner's name;
 - date;
 - pharmacy name and telephone;
 - name of medication;
 - prescribed dosage and frequency; and
 - special handling and storage directions.
 - Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person, except for school-approved emergency medications for allergies and/or reactions.
 - Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of a school year.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release. The 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.

Use of Nonprescribed Drug Products

Possession, administration, and use of nonprescription drug products shall be in accordance with *Board Policy 5330-Administration of Medication/Emergency Care*.

- Staff and volunteers will not be permitted to dispense non prescribed drug products to any student without written parental consent.

The Nonprescription Drug Product Request and Authorization Form must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours.

For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

The parents request to administer a nonprescription drug product shall contain the following information:

- A. student's name;
- B. date;
- C. name of medication;
- D. dosage and frequency;
- E. special handling and storage directions;
- F. authorization for trained and authorized school staff to administer the medication; and
- G. health care practitioner's note authorizing administering medication in a dosage that varies from the label's recommended dosage, if applicable.

If a student is found using or possessing a non prescribed drug product without parent authorization, the student will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

CBD Products

In accordance with *Board Policy 5330-Administration of Medication/Emergency Care*, students and parents are reminded of the following regulation regarding CBD product use, possession, and distribution on School District property or at school activities:

Lawful, Hemp-derived CBD products may be stored at school in a specific location, in its original packaging and allowed for self-administered use under the supervision of school staff and subject to appropriate physician's certificate and parent/guardian documentation.

Direct Contact Communicable Diseases

In the case of direct contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have their status reviewed

by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion. (*Board Policy 8453-Direct Contact Communicable Diseases*)

Direct contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health Services.

As required by Federal and State law, parents may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Students With Disabilities

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability (*Board Policy 2260.01-Section 504/ADA Prohibition Against Discrimination Based on Disability*). This protection applies not just to the student, but to all individuals who have access to the School District's programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More importantly, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact the Director of Pupil Services at (715) 453-2126 ext. 405. (*Board Policy 2460-Programs for Students with Disabilities*)

The School District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

Service Animals and Other Animals on School Property

Students, parents, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and Board Policy 8390-Animals on School District Property. Other animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities as approved by the principal.

- An emotional support animal is not granted the same access to school buildings and classrooms, as service animals. The School District is not required to grant students' requests that they be permitted to bring an emotional support animal to classes or on school grounds for any purpose.
- Therapy dogs which meet the certification and documentation requirements in *Board Policy 8390-Animals on District Property* may be allowed limited access to the schools to perform their educational purpose as determined by the District Administrator.

Bilingual Students/English Learners

The School District recognizes that there may be students enrolled whose primary language is not English. The School District provides appropriate identification and transition services for bilingual students and English Learners (ELs). The purpose of these services is to develop English language skills that will enable the students to function successfully and complete the School District's required curriculum. (*Board Policy 2260.02-Services for Bilingual Students/English Learners*)

To inquire about programs and services for bilingual students and/or English Learners, a parent

should contact the Director of Pupil Services, at (715) 453-2126 ext. 407.

Student Records

The origination and maintenance of appropriate student records are essential to the effective operation of the School District and meeting the educational interests of students. The rights and responsibilities of students, parents and the School District with respect to student records are governed by State and Federal law (*Board Policy 8330-Student Records*). Many student records are kept by teachers, counselors, and administrative staff. There are two (2) basic kinds of student records - directory data and confidential records.

Directory data can be given to any person or organization when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory data is specified in *Board Policy 8330-Student Records* and includes a student's name, address, telephone number, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, name of school most recently previously attended, and degrees and awards received. Directory data also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a School District's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

If parents and eligible students do not submit such written notification to the School District, directory data may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the School District's website. The directory data used will be properly verified and approved by the District Administrator.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parent(s) consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, consult the *Board's Policy 8330 - Student Records*.

Parents and students are reminded of: 1) their rights to inspect, review and obtain copies of students records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the School District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parents;
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or their parents; or

- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the Director of Pupil Services to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

Student Fees, Fines and Charges

Fees will be charged for co-curricular activities and School District requirements. Students using school property and equipment can be fined for excessive wear and abuse. (*Board Policy 6152-Student Fees, Fines, and Charges*) Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Students must pay fees within the deadlines established. All cases of indicated financial assistance should be directed to school administration. The fine will be used to pay for the damage, not to make a profit.

Although fees and fines must be paid in full, we understand that in certain, limited circumstances, full and immediate payment of this fee may place a financial burden on families. In lieu of these circumstances, a payment plan can be put in place for your child. Be aware of fee payment deadlines. Ask the middle school office for more information.

Student Fund-Raising

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines (*Board Policy 5830-Student Fund-Raising*). The following general rules will apply to all fundraisers.

- Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- A student will not be allowed to participate in a fund-raising activity for a group in which the student is not a member without the approval of the student's teacher or counselor.
- No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- House-to-house canvassing by any student is not allowed for any fundraising activity.
- If the fundraising activity will involve students under age twelve (12) such students' parents

must provide written permission for the student to participate in the fundraising activity. Any student under nine (9) years of age, or each group containing one (1) or more students under nine (9) years of age, must be physically accompanied by a parent or a person at least sixteen (16) years of age.

- Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent students from overextending themselves to the point of potential harm.
- No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.
- Fundraising by students on behalf of school-related organizations whose funds are not managed by the School District may be permitted on school grounds by the District Administrator.

Student Valuables and Lockers

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

Personal belongings should be stored in your assigned school locker. The locker is to be used solely and exclusively for the storage of outer garments, footwear, and school related materials and no student should use the locker for any other purpose. You are expected to stay in the locker you are assigned to unless you are given permission to change lockers by the office. **KEEP YOUR LOCKERS LOCKED** in the hallway and locker rooms. **It is the student's responsibility to ensure that their personal belongings and school property are secured in school lockers.** It is strongly encouraged to have a combination lock for physical education and athletic events. Locks can be rented from your PE teacher if needed. Students will be responsible for upkeep and cleanliness of their assigned lockers. No permanent stickers will be allowed on or in the lockers. A cleaning cost will be assessed to students if lockers do not meet inspection requirements.

Meal Service

The school participates in the National School Lunch Program and makes lunches available to students for a fee. (*Board Policy 8500-Food Services*) The school lunch program is the responsibility of Taher Food Services. Lunch accounts are managed by Taher and additional information regarding the program and account balances can be found on Skyward Family Access.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. (*Board Policy 8531-Free and Reduced-Price Meals*) Extra applications can be obtained in the school office.

The following nondiscrimination statement applies to all programs administered by the School District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies this institution is prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language), should contact the responsible State or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027 the USDA Program Discrimination Complaint Form found online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to the USDA by:

1. **Mail:** U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. **Fax:** (833) 256-1665 or (202) 690-7442; or
3. **E-mail:** Program.Intake@usda.gov.

This institution is an equal opportunity provider.

Fire Drills, Tornado Drills, Lockdown Drills

The school has a comprehensive School Safety Plan (*Board Policy 8420-School Safety*) that includes specifications for fire drills, tornado drills, and lockdown drills.

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Lock down drills in which the students are restricted to the interior of the school building and the building secured may occur during the school year.

Emergency Closings and Delays

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will use the following notification process:

Information will be communicated electronically through Skylert email and/or automated phone call. The use of School District social media and website alerts will be used when appropriate. Information will be communicated on local TV stations and WJJQ as permitted. Parents and students are responsible for knowing about emergency closings and delays. (*Board Policy 8220-School Day/School Closure*)

Preparedness for Toxic and Asbestos Hazards

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the School District office upon request. (*Policy 8431-Preparedness for Toxic Hazards and Policy 8431.01-Asbestos Management*)

Visitors

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of

students and staff, each visitor must report to the office upon entering the school to register and obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal and/or law enforcement.

If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time. Visitors' access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the middle school office regarding these procedures. Students may not bring visitors to school.

(Policy 7440-Facility Security and Policy 9150-School Visitors)

In accordance with 120.13(35), Wis. Stats., the District Administrator has the authority to establish conditions for entering or remaining in a School District building, prohibit the entry of any person to a school of this School District, or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, administrators are authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Library Media Center

The purpose of the Library Media Center is to support the middle school curriculum with a wide variety of materials including books, videotapes, periodicals, and the Internet. To encourage reading for pleasure, as well as for curricular classes, the LMC has a wide range of books both fiction and nonfiction. Students are encouraged to use the LMC for research, study and collaboration. Students are expected to follow LMC expectations and procedures to maintain the privilege of utilizing the space. Students will be accountable for all overdue and lost materials.

Requests for reconsideration of school library materials shall be processed in accordance with *Board Policy 2522-Library Media Centers*.

Student Sales

No student is permitted to sell any item or service in school without the approval of the school. Violation of this rule may lead to disciplinary action.

Use of Office Student Telephone

Due to student cell phone use policies during the school day, students may use the telephone located in the middle school office with permission. Classroom phones may not be used by students.

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.**

Use of Cell Phones or Personal Communication Devices

TMS students are required to keep all non-school issued electronic devices in their lockers at all times during the school day. **Electronic devices may not be used for personal communication during the school day. Students may only use their personal device before the school begins at 8:00am and after school concludes at 3:15pm.** 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.

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

approved by the classroom teacher or the building principal.

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

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

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

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

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

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

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

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. (*Board Policy 5136-Personal Communication Devices*)

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

Weapons

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the School District for the purpose of school activities approved and authorized by the School District including, but not limited to, property leased, owned, or contracted for by the School District, a school-sponsored event, or in a School District vehicle, to the extent permitted by law without the permission of the District Administrator.

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

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

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

Policy exceptions include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers.
- B. items pre-approved by a principal, as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved);
- C. theatrical props used in appropriate settings; and
- D. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

This policy will be published annually in all School District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

Advertising Outside Activities

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours advance notice is required to ensure that the Principal has the opportunity to review the announcement or posting. (Board Policy 9700-Relations with Non-School Affiliated Groups)

Video Surveillance

The Board has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. (*Board Policy 7440.01-Video Surveillance and Electronic Monitoring*)

Safety and Security

The safety of our students requires the following precautions that are conducted in accordance with *Board Policy 7440-Facility Security* and the School Safety Plan:

- All visitors must enter through the designated visitor entrance and report to the School office when they arrive at School.
- All visitors are given and required to wear a visitor pass while they are in the building.
- All visitors are expected to sign out prior to departing the building.
- The staff is expected to question people in the building whom they do not recognize and who are not wearing a visitor pass, and to question people who are "hanging around" the building after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- All outside doors, except the main entrance, are locked during the School day.
- Portions of the building that will not be needed after the regular school days are closed off.
- Students are expected to carry identification cards with them at all times in school or on school property.
- All School District employees are to wear photo-identification badges while on School District property.

Reporting of unlawful possession drugs, weapons and other safety threats

The safety and well-being of all students and staff is the number one priority of all individuals involved with the School District of Tomahawk and Tomahawk Middle School. School Safety is the responsibility of everyone. Students must feel comfortable to report the witnessing of possession of illegal items or the rumor of threats to the safety of others. **If you See Something, Say Something.** Students take the following steps to report illegal activity:

- Discuss the situation privately with a staff member.
- Report the activity to the Guidance Department, Administration, or School Resource Officer (law enforcement)
- Discuss the situation with a parent/guardian and have the parent/guardian contact school administration or guidance.
- Call anonymous hotlines: Crime Stoppers (715-536-3726) or Speak up (1-866-SPEAK-UP)

If students unknowingly or unwillingly come into possession of an illegal item they should immediately report and turn over the item to administration. Doing so will not result in punitive consequences if the student was not involved or responsible for the illegal activity.

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. **Middle school students using the weight room must report directly to the fitness room after school and exit the building when finished.**

Lunch Recess

All students will be sent outdoors at lunch recess. Students need to be responsible for making sure they wear the appropriate clothing for going outside each day and bring these items with them to lunch.

- **40 degrees & above (w/wind chill) - STUDENT DISCRETION**
- **20-40 degrees (w/wind chill) - Recommend COAT or SWEATSHIRT**
SHORTS are not recommended with temps 32 degrees or below
- **0-20 degrees (w/wind chill) - Recommend COAT**
- **Below 0 (w/wind chill) - INDOORS**

SECTION II - ACADEMICS

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, district assessments, and state assessments.

Academic and Career Planning

Academic and career planning services, including individualized support and access to software tools and staff assistance, is provided to students in grades 6 to 12. The mission of academic and career planning is to provide a comprehensive plan, which will be developed and maintained by a student, that includes the student's academic, career, personal, and social goals and the means by which the student will achieve those goals both before and after high school graduation. (*Board Policy 2411-School Counseling and Academic and Career Planning*)

Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. (*Board Policy 2340-District Sponsored Trips*)

Attendance rules, the Student Code of Conduct and the Search and Seizure policy apply to all field trips.

Promotion, Placement, and Retention

Board Policy 5410 – Promotion, Placement, and Retention and related guidelines provide the framework for promotion, placement, and retention decisions.

Promotion to the next grade or level is based on the following criteria:

A. Student Score on State Assessment

- a. Student receives a score of basic or above on three or more of the five subtests (reading, language arts, mathematics, science, social studies) that comprise the state assessment.

B. Student's Academic Performance

- a. Student obtains a passing grade or above in each of the four core areas (language arts, mathematics, science, social studies) for three out of the four quarters.

OR

C. Teacher Recommendations

- a. If a student fails to meet the criteria as stated above, securing a consensus recommendation from the grade level advancement committee for promotion will be required. The grade level advancement committee will consist of the core teachers,

counselor, and principal. Teacher recommendations shall attest to the student's knowledge and skill level and shall be in writing. Teacher recommendations shall be based solely on student academic performance.

OR

D. Other Academic Criteria

Refer to *Board Policy 5410* for more detailed information.

Academic Honesty

Honesty and integrity are expected at all times. Students are prohibited from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in all its forms.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work. Also, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Students who engage in cheating or academic dishonesty will be subject to disciplinary consequences. (*Board Policy 5505 – Academic Honesty*)

Student Technology Acceptable Use Policy

Students are encouraged to use the school's technology resources for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Unauthorized or inappropriate use, including any violation of the School District's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the School's rules, and civil or criminal liability. Smooth operation of the School's network relies upon users adhering to the School District's policies and administrative guidelines. Prior to accessing the Internet at School, students are required to confirm their agreement to abide by the terms and conditions of the Student Technology Acceptable Use and Safety Agreement each year.

Violation of the Student Technology Acceptable Use and Safety Agreement may result in disciplinary consequences up to and including expulsion from the School District, civil liability and/or referral to law enforcement.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Use of School District technology resources to engage in "cyberbullying" is prohibited. "Cyberbullying" involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others."

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive

- up the victim's cell phone bill;
- 3. using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students or school staff;
- 4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct. (*Board Policy 7540.03-Student Technology Acceptable Use and Safety*)

Students shall not access social media for personal use from the School District's network but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Student Assessment

To measure student progress, students will be tested in accordance with State standards and School District policy. (*Board Policy 2623-Student Assessment*)

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. 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.

Classroom tests will be used to assess student progress and assign course grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the school counseling staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation.

Grade Reporting

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. Quarterly grading reports are generated at 9 week intervals to monitor and communicate student learning progress and are sent via mail.

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.

Student's grades are also available with a username and password Skyward Parent and Student Access

Letter grades are used to indicate a level or progress.

A	(90-100%)
B	(80-89%)
C	(70-79%)

- D (60-69%)
- F (0-59%)-Failing

Honor Roll

The Middle School Honor Roll is intended to give recognition to students that have attained noteworthy scholastic achievements at each quarter term.

Platinum	4.00
Gold	3.50 - 3.999
Silver	3.00 - 3.499

SECTION III - STUDENT ACTIVITIES

School Sponsored Clubs and Activities

Students have the opportunity to broaden their learning through curricular-related activities. The school has many student groups that are approved by the Board. For a current list of student groups contact the Activities Director or reference the Co-Curricular Code of Conduct.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

For a current list of extracurricular activities contact the Activities Director or reference the Co-Curricular Code of Conduct.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. (*Board Policy 2430-District Sponsored Clubs and Activities*)

School Sponsored Publications and Productions

The Board sponsors student publications and productions as a means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society. (*Board Policy 5730-Equal Access for Non District-Sponsored Clubs and Activities*)

Dances/School Socials

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 #2). 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.

SECTION IV - STUDENT CONDUCT

Attendance

Families play a key role in getting their children to school every day. Frequent absence is one of the main causes of discouragement and failure in school. Students who are not in class miss material that is taught, lose the opportunity to ask and listen to questions and do work in the class with the help of their teacher. This often will lead to students falling behind and becoming discouraged and possibly failing in school. We urge that no student be absent unless it is absolutely necessary. Not only is regular school attendance required by law, it is a very important ingredient that goes into success at school. Research has found that regular attendance is a key ingredient for success in school. Being

absent only 2 days every month is missing 10% of the school year!

The School District requires all students to attend school regularly in accordance with the laws of Wisconsin and *Board Policy 5200-Attendance*. Being at school every day is key for your child to stay engaged, successful and on track to graduate. Our primary concern is the impact on your student's academic achievement. Absences can be a sign that a student is losing interest in school, struggling with school work, or dealing with personal issues. By 6th grade, absenteeism is one of the signs that a student may drop out of high school. The longer students are away from school, peers and teachers, the more difficult it is for them to feel like they belong to the school community. We are also encouraging good habits and life skills for student's futures in the workplace.

Make school attendance a priority and do the following:

- Talk about the importance of showing up to school every day, make that the expectation.
- Help your child maintain daily routines, such as finishing homework, turning off electronic devices, and getting a good night's sleep.
- When possible, try not to schedule dental and medical appointments during the school day.
- Don't let your child stay home unless truly sick. Complaints of headaches, fatigue, or stomach aches may be signs of anxiety which can subside one at school.
- Help your pre-teen stay engaged. Find out if your child feels engaged in his classes and feels comfortable with other students. Talk to teachers if you notice sudden changes in behavior.
- Stay on top of academic progress and seek help from teachers if necessary. Make sure teachers know how to contact you.
- Know your child's social contacts and interactions on social media.
- Encourage meaningful after school activities, including sports and clubs.
- Contact us. Our staff, including your child's teachers, school counselor, and principal are here to help you and your child.

Compulsory Student Attendance

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school is in session. All students must attend until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in *Policy 5200-Attendance*. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Attendance Procedures

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.

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.

Excused Absences

A student shall be excused from school for the following reasons:

Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds the number of parent excused days available, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty [30] days.

Obtaining Religious Instruction

Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by school administration. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction. See Board Policy 5223-Absences for Religious Instruction for further details.

Permission of Parent or Guardian

The student may be excused by their parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside the school day
2. to attend the funeral
3. legal proceedings that require the student's presence
4. college visits
5. job fairs
6. vacations

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the student's teacher(s) to make necessary arrangements.

Religious Holiday

The student wishes to observe a religious holiday consistent with the student's creed or belief.

Suspension or Expulsion

The student has been suspended or expelled.

Virtual Access

The student is unable to access virtual instruction programming due to a temporary disruption in the student's access to necessary technological systems (i.e. internet outage, computer failure, software malfunction, etc.) as communicated by the student's parent.

A student may be excused from school, as determined by the School Attendance Officer, for the following reasons:

- A. Quarantine

Quarantine of the student's home by a public health officer.

- B. Illness of an Immediate Family Member
The illness of an immediate family member.
- C. Emergency
An emergency that requires the student to be absent because of family responsibilities or other appropriate reasons.
- D. Work at Home Due to Absence of Parents
To work at home due to the absence of the student's parents. Absences under this section shall not exceed five (5) days nor be granted to any student younger than sixteen (16) years of age.

Truancy

A student will be considered truant if he or she is absent part or all of one or more days from school during which the School Attendance Officer, Principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student will also be considered truant if he or the student has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute. (118.15, Wis. Stats.)

“Habitual truant” means the student is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester. Wisconsin Statute 118.16(a).

When a student is truant, the School Attendance Officer shall ensure that all applicable provisions of the School District's Truancy Plan are carried out. Citations may be issued by the Tomahawk Police Department to students who are truant from school.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The Principal will determine on a case-by-case basis the appropriate methods to deal with unexcused absences.

It is the student's responsibility to clear up any discrepancies in attendance. It is the responsibility of the parent/guardian to provide reasons for student absences and the school's responsibility to determine if the absence is excused or unexcused.

Administrative action to address unexcused absences shall be in accord with due process as defined in *Board Policy 5611-Due Process Rights*, the Student Code of Conduct, and other applicable Board Policies.

Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As an agent for the education of the children of this School District, the Board shall require that the school be notified in advance of such absences by written (including email) and/or personal (phone or face-to-face) request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the Building Principal or Associate Principal.

No student who has a medical disability which may be incapacitating may be released without a

person to accompany the student.

No student shall be released to anyone who is not authorized such custody by the parents.

Students Leaving School During the School Day

In order for a student to leave the building during the school day, a parent/guardian must first contact the school office prior to a student leaving their assigned location. Students are to sign-out in the school office prior to leaving school for any reason other than a school sponsored activity. ***Calls during the school day to arrange for leaving must be made from the middle school office phone with permission.**

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the Principal and with the knowledge and approval of the student's parents.

No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the Principal.

Release of Students to Authorized Persons

If only one (1) parent is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parent shall provide the school with a copy of the Court order. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany the student.

No student shall be released to anyone who is not authorized by a parent with authority to do so.

Make-Up Course Work and Examinations

Excused Absences

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

Unexcused Absences

Credit in a course or subject shall not be denied solely because of a student's unexcused absence from school.

A student whose absence from school was unexcused shall be permitted to make-up course work and quarterly, semester or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up.

Subject to the immediately preceding two paragraphs, credit may, but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the student has satisfied consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by the Principal and the respective teachers.

If make-up work is allowed, it is the student's responsibility to contact their teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign

substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the Principal based upon extenuating circumstances.

Tardiness

Students who are not in their assigned location class when classes begin at 8:00am are considered tardy. All students who are tardy to school must report to the school office to sign in. When a teacher detains a student after class, they shall issue a late pass for the student's next class. Individual teachers will enforce disciplinary procedures for tardies. Repeated tardiness will result in referral to the office and further disciplinary action.

Deer Hunting

If a student wishes to have their deer hunting absences exempt from the 10 allowed parent excused days work with the school office staff to complete the following requirements:

1. A note from parent or guardian indicating permission to be out of school to go deer hunting.
2. Hunting license.
3. Special prearranged form signed by all of the student's teachers indicating current grades.

In addition, the following requirements apply:

- a. Arrangements must be made for make-up work in advance of the day(s) to be missed. Make-up work must be completed within one week from the time missed for deer hunting.
- b. Any student with one (1) "F" on their first grade report will not be granted school day hunting privileges.
- c. The student is to be in school or hunting during the time the permit is in effect.

Students who do not comply with all of the above regulations are subject to unexcused absence and/or truancy proceedings for those days missed while hunting. Requests for special excuses to hunt must be made before 3:45pm on Wednesday prior to hunting season.

Student Attendance at School Events

The school encourages students to attend as many school events held after school as possible, as long as such attendance does not interfere with the student's school work and home activities. Enthusiastic spectators help to build School spirit and encourage those students who are participating in the event. (*Board Policy 5855-Student Attendance at School Events*)

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event.

- The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.
- The school will continue to provide adequate supervision for all students who are participants in a school-sponsored activity.

Student Behavior

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

- abide by Federal, State, and local laws as well as the rules of the school;

- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, sex, sexual orientation, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family and in the school.

Lunchroom Expectations:

- Students are expected to report to lunch by the end of the 4 minute passing period.
- Be courteous at all times.
- No running.
- No cutting in line.
- No throwing food.
- **All normal school rules are in effect during lunch.**
- Talking and visiting within the above limitations is permitted and acceptable. However, we encourage students to refrain from loud and boisterous conduct, which would be disrupting normal business proceedings in nearby classrooms.
- Students are expected to use good table manners and clean up after themselves when finished.
- Trays should be cleared as soon as you are finished eating.
- Participate in table washing rotation.

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.

Prohibited Use or Possession of Intoxicants, Drugs, or Paraphernalia

The administration and staff recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, our school strives to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- all derivatives of hemp, including Delta-8-THC, Delta-9-THC, Delta-10-THC, Delta-11-THC, THC-O, and all other forms that cause psychosis; in all forms of delivery (i.e. inhalation, ingestion, injection, etc.) except those permitted by the school in accordance with Board Policy 5330;
- all chemicals which release toxic vapors;
- all alcoholic beverages;
- any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- "look-alikes;"
- essential oils and oil like products that may be mistaken for a drug;
- anabolic steroids;
- any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike and any

drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines. (*Board Policy 5530-Student Use or Possession Of Intoxicants, Drugs, or Paraphernalia*)

Use of Tobacco/Nicotine Prohibited

The Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco and nicotine use for both users and non-users, particularly in connection with second hand smoke, are well-established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

It shall be a violation of School District policy for any student of the School District to possess, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, at any time on school property or at off-campus, school-sponsored events. (*Board Policy 5512-Use of Tobacco and Nicotine by Students*)

The use of other products containing nicotine, such as nicotine patches and nicotine gum is also prohibited except when a student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with *Policy 5330-Administration of Medication/Emergency Care*.

Students who fail to abide by the policy will be subject to the following consequences:

- The first violation by a student of the no tobacco use policy results in a one to a three-day suspension and referral to legal authorities.
- The second violation results in a two to a five-day suspension and referral to legal authorities.
- The third violation results in a two to a five-day suspension and referral to legal authorities.
- The fourth violation may result in a suspension and referral to the school board for expulsion.

Student Code of Classroom Conduct

The school is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the school and their classroom teachers.

Such rules of behavior include a prohibition on knowingly making false statements or knowingly submitting false information during a sex discrimination complaint process, including intentionally making a false report of sexual harassment, or submitting a false formal complaint. Providing false information is a violation of the Student Code of Conduct.

To ensure adherence to these expectations and principles, the Board has adopted a Code of Classroom Conduct, which applies to all students. (*Board Policy 5500-Student Code of Classroom Conduct*)

Grounds for Removal of a Student from Class

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time at the discretion of the Principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the school from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- A. would result in suspension or expulsion under the Board's policies and procedures;
- B. violates the behavioral rules and expectations of the school;
- C. is dangerous, disruptive or unruly. Such behavior includes, but is not limited to, the following:
 - 1. possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom;
 - 2. being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy;
 - 3. behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment;
 - 4. arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations;
 - 5. disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations;
 - 6. pushing, striking, or other inappropriate physical contact with a student or staff member;
 - 7. interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means;
 - 8. using dress or appearance in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder;
 - 9. restricting another person's freedom to properly utilize classroom facilities or equipment;
 - 10. repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions;
 - 11. throwing objects in the classroom;
 - 12. repeated disruptions or violations of classroom rules, or excessive or disruptive talking;
 - 13. behavior that causes the teacher or other students fear of physical or psychological harm;
 - 14. willful damage to or theft of school property or the property of others; or
 - 15. repeated use of profanity.
- D. interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:
 - 1. repeated reporting to class without bringing necessary materials to participate in class activities; or
 - 2. possession of personal property by school rules or otherwise disruptive to the teaching and learning of others.
- E. shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior; or
- F. is inconsistent with class decorum and the ability of others to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

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 could include:

1. Phone call or email 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

Other Forms of Discipline

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

When a student has inappropriate behavior we would like to use this as a learning opportunity. Students will discuss why the actions occurred and process with a staff member on how to avoid that choice in the future. Staff may ask the student to participate in a restorative practice to assist in teaching the proper behavior and repair relationships with others.

Continued student misbehavior will result in consequences for their actions. Consequences may be individualized and based on each situation. Meeting with the school counselor may be required as well to see if there are any other underlying issues causing the frustrations and misbehavior. The more serious and more frequent the offenses, the longer and more severe consequences will be.

Informal Discipline

Informal discipline takes place within the school. Examples include:

- Conference between the student and teacher, student and counselor, or student and administration.
- Detention and/or other corrective discipline.
- Notification of parent/guardian by phone and/or letter.
- Parent conference with a teacher, principal or other administrator
- Change of seating or location;
- Lunch-time detention
- In-school restriction;

Detentions

Detentions may be given for the following reasons:

1. Tardiness to school or in between classes.
2. Unexcused absence.
3. Misconduct in the study hall, library, classroom, hallways, in any school-related activity and on the school grounds.

Only the assigning staff member or administrator may excuse the student from serving his/her detention. Detentions will be assigned to be served prior to the start of the school day, after school, or lunchtime. Students who are assigned detention and fail to appear will be reported to the office. If the student is unable to serve detention at the designated time they are to report to the office to make arrangements for serving at another time. **Detention takes precedence over all other school lunchtime activities.** Failure to serve detention by a reasonable deadline may result in the student being suspended and further disciplinary action.

Suspension and Expulsion

Board Policy 5610-Suspension and Expulsion authorizes the use of suspension and/or expulsion as

follows:

A. Suspension

1. Duration and Grounds for Suspension

The Principal or a person designated by the Principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:

- a. Noncompliance with school or Board rules;
- b. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- d. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
- e. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or Board member of the School District in which the student is enrolled.
- f. Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The District Administrator, or any Principal or teacher designated by the District Administrator, shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to “school days.” Thus, a suspension period does not include weekend days or vacation days.

2. Suspension Procedure

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain their conduct.

The Principal, within their discretion, may also inform the student’s parents or guardian of the reason for the proposed suspension prior to suspending the student.

3. Notice of Suspension

The parent or guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Oral notice may also be given to the student’s parent or guardian; however, it will be confirmed in writing.

4. Sending a Student Home on the day of the Suspension

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the Principal shall attempt to contact the student’s parent or guardian to request that the parent/guardian pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school’s supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

5. Opportunity to Complete School Work

A suspended student shall not be denied the opportunity to complete coursework or take any assessments missed during the suspension period. Procedures and timelines

will be at the discretion of the teacher.

6. Reference to the Suspension in the Student's Record

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of student records.

The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with an Administrator, who shall be someone other than a Principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.

Reference to the suspension in the student's school record shall be removed if the administrator finds that: the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension.

The administrator shall make a finding within fifteen (15) days of the conference.

B. Expulsion

1. Grounds for Expulsion

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

- Repeatedly refused or neglected to obey the rules established by the School District;
- Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
- Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or Board member of the School District in which the student is enrolled; or
- Was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

2. Expulsion for Bringing a Firearm to School

The Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

3. Expulsion Hearing

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and

their parent(s) or guardian(s) if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent or guardian may be represented at the hearing by counsel.

4. Expulsion Order

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

5. Student Records

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of student records.

Discipline of Students With Disabilities

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

Search and Seizure

Search of a student and their possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board, if there is a reasonable suspicion that the student is in violation of law or school rules. (*Board Policy 5771-Search and Seizure*) A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The School District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official.

All computers located in classrooms, labs, and offices of the School District are the School District's property and are to be used by students, where appropriate, for educational purposes. The School District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the School District's computer system, network, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the School District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the School District retains the right to access information in spite of a password. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the School District, but may be conducted by law enforcement officials, if deemed necessary.

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever a staff member or chaperone has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the student refuses to take the test, the Principal will

inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with this handbook.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. (*Board Policy 5771-Search and Seizure*)

Students Rights of Expression

Our school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent, or vulgar;
 - 2. advertises any product or service not permitted to minors by law;
 - 3. intends to be insulting or harassing;
 - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event; or
 - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the appropriate staff member twenty-four (24) hours prior to display.

Distribution or display by any student of prohibited nonschool-sponsored material or in violation of the school's approval process will be halted, and the student(s) involved will be subject to disciplinary action.

Student Dress and Appearance

Students' standard of dress and appearance should be a positive reflection of themselves and compatible with an effective learning environment. Dress and appearance should promote respect, responsibility, safety and honesty. The school recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The school will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

The school has established grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes.

Accordingly, the school prohibits student dress or appearance practices that:

- A. present a hazard to the health or safety of the student or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- B. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;

- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving their own educational objectives because of blocked vision or restricted movement.

The following examples are prohibited:

1. Wearing hats, bandannas, hoods or similar headwear between the hours of 8:00am and 3:15pm on normal school days.
2. Wallet chains or chains which hang from clothing.
3. Wearing coats or jackets unless approved due to uncomfortable temperature within the building.
4. Students without footwear.
5. Wearing unapproved face covering or paint that conceals identity.
6. Carrying backpacks, shoulder bags, gym bags or purses during the school day.

Students who are representing our school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, bands/choirs, and other such groups. (*Board Policy 5511-Dress and Grooming*)

Students will be asked to change their dress or appearance if it is disruptive or of an unhealthy/unsafe nature. Students who refuse to change their appearance or dress should be sent to the office. A second or repeated violation of this policy may result in disciplinary action.

Care of Property/Lost and Found

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

The Board authorizes the imposition of fines for the loss, damage, or destruction of School District-owned, borrowed or leased equipment, computing devices, school records, apparatus, musical instruments, library materials, textbooks, and for damage to School District buildings or facilities. Therefore, if a student damages or losses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct, and may be referred to law enforcement. (*Board Policy 5513-Care of District Property*)

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.

Student Due Process Rights

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

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

A. Students subject to suspension:

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

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

B. Students subject to expulsion:

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

SECTION V - TRANSPORTATION

Bus Transportation

To/From School

Bus transportation is provided for all eligible students. The bus schedule and route is available by contacting the Tomahawk Bus Company at (715) 453-3000.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Tomahawk Bus Company.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the Tomahawk Bus Company stating the reason for the request and the duration of the change, and the bus company approves (*Board Policy 8600-Transportation*).

Field Trips

Students participating in an approved field trip must have a "parent/guardian" permission form on file in the office prior to participation in this activity. All students participating in field trips must ride the bus to and from the activity.

Co-Curricular Activities

All students participating in co-curricular activities must ride the bus to and from the activity/ contest. Students may ride home with their parents only if the parent completes the Transportation Liability Waiver form located in the High School office or on Skyward. Parents taking their child home from an activity/contest must sign out with the coach before leaving the event. The student must ride home with his/her parents, not parents of friends, relatives, siblings, etc.. The administration may make an exception to this rule if unusual circumstances are communicated by the parent.

Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Previous to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone;
- stay off the road at all times while walking to and waiting for the bus;
- line up single file off the roadway to enter;
- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing a highway until the bus driver signals it is safe;

- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the trip

Each student shall:

- remain seated while the bus is in motion;
- keep head, hands, arms, and legs inside the bus at all times;
- not litter in the bus or throw anything from the bus;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other bus riders;
- not eat, play games or play cards, etc.;
- not tamper with the bus or any of its equipment.

Leaving the bus

Each student shall:

- remain seated until the bus has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from Tomahawk Bus Company.

Cameras On School Buses

The Board has authorized the installation of cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and their actions were recorded on the bus camera, the recording will be submitted to the Principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with State and Federal law. (*Board Policy 8600-Transportation*)

Penalties for Bus Infractions

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus. The following are examples of actions that may 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.

Parent Drop-Off/Pick-Up Location

All students will use door #4 to enter the building before school, and exit the building after school. ([map](#)). Students who leave the building during school hours for appointments or due to illness will use door #2 after they sign out in the Middle School 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. ([Visitor Procedures](#))

Alternate Forms of Transportation

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. Use of skateboards or roller blades is not allowed in school or on school grounds during the school day.

2024-25 School District Calendar

2024-2025 School Calendar School District of Tomahawk

July 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2024

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

START OF SCHOOL

STAFF FULL IN-SERVICE DAYS:

August 13 & 14 New
Teacher Orientation
August 19, 20, 21, 22, 23, 26, 27, 28, 29

School Make-up dates (If necessary):

February 14 & 17, April 21, June 9

Updated: 01/09/2024

Calendar Templates by Vertex42.com

SEPTEMBER

2nd Labor Day (NO STUDENTS/STAFF)
3rd First day of School(grades PK-6, & 9 Only)
13th 1 PM Early Release for Fall Ride

OCTOBER

11th High School Grading Period 1 ends
31st Middle School Quarter 1 ends

NOVEMBER

1st Staff In- service day (NO STUDENTS)
4th NO SCHOOL STUDENTS/STAFF
5th - 8th Virtual Parent/Teacher Conferences
7th In-Person Parent/Teacher Conferences 4 - 7 pm
22nd High School Grading Period 2 ends
22nd End of 1st Elementary Trimester
25th-29th Thanksgiving Break (NO STUDENTS/STAFF)

DECEMBER

23rd-31st Winter Break (NO STUDENTS/STAFF)

JANUARY

1st NO SCHOOL STUDENTS/STAFF
16th 6-12 Semester 1 ends
17th Staff In- service day (NO STUDENTS)

FEBRUARY

10th - 13th Virtual Parent/Teacher Conferences
13th In-Person Parent/Teacher conferences 4 - 7 pm
14th NO SCHOOL STUDENTS/STAFF
17th NO SCHOOL STUDENTS/STAFF

MARCH

5th End of 2nd Trimester - Elementary
7th High School Grading Period 4 ends
21st Middle School Quarter 3 ends
24th-28th Spring Break (NO STUDENTS/STAFF)

APRIL

18th NO SCHOOL STUDENTS/STAFF
21st Staff In-service day (NO STUDENTS)
25th High School Grading Period 5 Ends

MAY

23rd High School Graduation 7:00 p.m.
26th Memorial Day (NO STUDENTS/STAFF)

JUNE

6th Last day - Release at 1:00 p.m.
9th Teacher in-service 8:00-1:00 - (NO STUDENTS)

173 Total Student Contact Days

189 Total Teacher Work Days

2 Professional Teacher work days
scheduled with Building
Principal

School

Start & End Times:

- ◆ TES 8:10 – 3:10
- ◆ TMS 8:00 – 3:15
- ◆ THS 8:00 – 3:15

January 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

CALENDAR KEY

- End of 6 Week Grading Period
- End of 9 Week Grading Period
- End of Elementary Trimester
- Teacher In-service-All Day
- No School Students & Staff
- First and Last Days
- P.M. P/T Conf.
- Virtual P/T Conf.
- High School Graduation
- Early Release

Middle School A-Day/B-Day Calendar

2024-25 Middle School A-Day/B-Day Calendar

August 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4A	5B	6A	7
8	9B	10A	11B	12A	13B	14
15	16A	17B	18A	19B	20A	21
22	23B	24A	25B	26A	27B	28
29	30A					

October 2024						
Su	Mo	Tu	We	Th	Fr	Sa
		1B	2A	3B	4A	5
6	7B	8A	9B	10A	11B	12
13	14A	15B	16A	17B	18A	19
20	21B	22A	23B	24A	25B	26
27	28A	29B	30A	31B		

November 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5A	6B	7A	8B	9
10	11A	12B	13A	14B	15A	16
17	18B	19A	20B	21A	22B	23
24	25	26	27	28	29	30

December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2A	3B	4A	5B	6A	7
8	9B	10A	11B	12A	13B	14
15	16A	17B	18A	19B	20A	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2B	3A	4
5	6B	7A	8B	9A	10B	11
12	13A	14B	15A	16B	17	18
19	20A	21B	22A	23B	24A	25
26	27B	28A	29B	30A	31B	

February 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3A	4B	5A	6B	7A	8
9	10B	11A	12B	13A	14	15
16	17	18B	19A	20B	21A	22
23	24B	25A	26B	27A	28B	

March 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3A	4B	5A	6B	7A	8
9	10B	11A	12B	13A	14B	15
16	17A	18B	19A	20B	21A	22
23	24	25	26	27	28	29
30	31B					

April 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1A	2B	3A	4B	5
6	7A	8B	9A	10B	11A	12
13	14B	15A	16B	17A	18	19
20	21	22B	23A	24B	25A	26
27	28B	29A	30B			

May 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				1A	2B	3
4	5A	6B	7A	8B	9A	10
11	12B	13A	14B	15A	16B	17
18	19A	20B	21A	22B	23A	24
25	26	27B	28A	29B	30A	31

June 2025						
Su	Mo	Tu	We	Th	Fr	Sa
1	2B	3A	4B	5A	6B	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

6th grade only

First & Last Days of School

No School for TMS

Last Day of Quarter/Semester

Helpline Numbers for School & Community Resources

Organization	Contact	Number
School Counselor	Cassie Cerny	715-453-5371 ext. 316
School District Psychologist	Tim Seiter	715-453-2126 ext. 146
North Central Health Care - Tomahawk		715-453-5381
Family Resource Center		715-453-9969
Sacred Heart – St. Mary’s Hospital Psychological Associates		715-369-7969
Runaway and Family Treatment (RAFT) *Office is in Wausau*		715-848-7238
Lincoln County Social Services		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
National Suicide Prevention Lifeline		1-800-2783-8255

Parent Drop-Off/Pick-Up Location

