

Alexander Middle School
Central Wisconsin STEM Academy &
Njikuusra Community School

2017-18 Student Handbook



This agenda belongs to:

Name _____ Grade _____

WELCOME TO A.M.S.

Home to:

Alexander Middle School

Central Wisconsin STEM Academy &

Nijkuusra Community School

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**A Community that builds respectful Relationships, encourages Exploration,
and fosters rigorous Learning!**

Welcome to the 2017-18 school year! This notebook is designed to better acquaint you with the expectations of our school. You will find these expectations reasonable, and the planner should be a valuable resource for you throughout the school year.

Your middle school years will provide you with many new experiences. Teachers and staff members at A.M.S. are dedicated to assisting and guiding you in all facets of learning. All of our students are encouraged to become involved in healthy lifestyle choices. Students will have the opportunity to participate in a variety of athletics sponsored by Nekoosa Youth Athletics and a wide-assortment of club opportunities.

The expectations outlined below are not meant to be all inclusive, but rather a guide to help you have a successful middle school experience. You are expected to be familiar with the contents of the AMS Student Handbook.

Assignments & Activities

Assignments and Activities are linked from the school website.

Attendance: Student Absences and Excuses

You need to be in school every day that school is in session.

The office will **excuse** an absence for the following reasons only.

- A personal illness (*The office may require a medical excuse from a doctor.*)
- An illness in the family
- A death and/or funeral of a relative or friend
- The observance of a religious holiday
- A court appearance or legal procedure if you are required to attend
- A medical appointment
- A hunting/fishing trip with a parent/guardian (*Please let the office know in advance of the absence in exchange for a "pre-plan" sheet.*)
- A family vacation (*Again, please let the office know in advance of the absence in exchange for a "pre-plan" sheet.*)

An absence--for a reason not listed above--will be considered an **unexcused** absence.

Your parent/guardian must telephone the school before 9:00 a.m. on the day of the absence.

Your absent work will be sent home, but only if your parent/guardian makes this request. Your absent work may be picked up or may be sent home with a sibling. *(Your parent should specify.)* Please give ample time.

You are responsible for completing make-up work *(assignments and/or tests)*. You are allowed two days from the day you are absent to complete your make-up work. Your report card will reflect assignments and/or tests left undone.

Bicycles/Walkers

If you ride your bicycle or walk to school, please observe all traffic laws. Stay within the crosswalk at all times. You must park your bicycle in one of the bike racks. Remember to lock your bicycle! AMS does not carry insurance for personal property that is lost.

Bus Services

The Nekoosa Board of Education has developed a policy on bus riding responsibilities. *(A copy of this policy can be found in the "first-day-of-school" folder and on our website reference policy # 5610.04)*

Cafetorium: Breakfast/Lunch

Your behavior in the cafetorium should be based on courtesy, respect and cleanliness. When you leave your area, please pick up after yourself. At no time should food from the hot lunch program be shared with others.

- Once you are through the food line, you will enter your lunch I.D. #
- After you have finished eating and are dismissed, you are to go to recess.

You are not allowed to leave the cafetorium with food unless you are attending a meeting or if you have a pass. Please make sure your lunch account is up to date at all times. *(Additional information regarding the lunch program can be found on our district website under Community & Parents - district forms.)*

Care of Personal Property & Electronic Devices

You are responsible for your personal property. If it is necessary to bring an article of value it is advised that it remain in your locked locker when not in use, however, these items must remain in your locked locker throughout the school day. If you lose an article of value, stop in the office at once. AMS does not carry insurance for personal property that is lost. *(See "Lockers" below.)*

Cell Phones/Communication Devices

Students in grades 6-8 must have a STAR Card on their persons in order to have their electronic device on their persons at school unless directed by a teacher. Otherwise electronic devices must be turned off and put away in a locker. Students in grades 4 & 5 must have their electronic device turned off and put away during school hours. (Policy 5518 and 5136)

Co-Curricular Opportunities

The Nekoosa Youth Athletic Board sponsors athletic opportunities for students in grades 6-8. Non-athletic, co-curricular opportunities are sponsored by the Board of Education. *(A copy of these can be found in the "first-day-of-school folder" or on the district website.)*

Complaint Procedure

When you have a complaint, the first thing you need to do is to positively address the person who is disrespecting you. If after being assertive you find that you are continuing to be disrespected by the same person, or group of people, you need to go to the teacher in charge. If you believe the problem is ongoing, frequent, or severe, you may be being bullied or harassed. (Please refer to the handout in the beginning of the year folder.) You should then consult with your teacher to speak with the School Counselor, Associate Principal, or the Principal. If after meeting with these school personnel your problem persists, you are welcome to contact the Superintendent of Schools.

Dress Code

AMS takes pride in the appearance of all students. The general rule is to keep yourself well-groomed and neatly dressed at all times. Dress and/or a grooming style that disrupts the learning process or endangers the health and safety of others must be avoided.

The following dress code must be observed at all school functions:

- Any articles of clothing or accessories that display profanity, alcohol, drugs, violence, discriminatory messages, gang identification or sexually suggestive phrases may not be worn.
- Accessories that may cause injury to another student may not be worn.
- A shirt/blouse may not expose the midriff, and may not be excessively open at the neck and/or arms.
- Undergarments may not be visible.
- A hat may not be worn in school, except for special occasions as deemed appropriate by the office.

You may be sent home if your appearance does not meet the above-mentioned standards.

Eighth Grade Promotion!

At the end of the school year, AMS, CWSA, and Nijkuusra 8th grade students celebrate their years at the middle school by participating in an end of the year promotion ceremony. In order to participate in this special event, your child must meet academic and behavior expectations. Academic and behavior expectations will be monitored by the Student Assistant Team.

Emergency Drills

AMS will practice monthly emergency drills. These drills may include fire, severe weather/tornado and lockdown procedures. Regular emergency drills are required by law and are an important safety precaution.

Honor Roll

Students are recognized when they have achieved the following GPA: 3.5 - 4.0 = A Honors and 3.0 - 3.49 = B Honors.

Illness or Injury

If you are too ill to remain in class, inform your teacher and report to the office. You may be placed in the sick room or sent home if a parent/guardian can be reached.

If you become injured in a school related activity, report it to the person supervising the activity immediately.

Internet

Internet access is regulated by an administrative rule. (A copy of this policy can be found in the "first-day-of-school" folder and on our website under Board of Education - School Board Policies - Reference policy #7540)

Lockers

You are issued a locker/combination at the beginning of the school year. Your locker should be locked at all times. Please DO NOT give your combination to your friends. You are responsible for keeping your locker clean both inside and out. Lockers are provided for your use and convenience but remain under the jurisdiction and control of any member of the school staff. Lockers may be inspected.

Lost and Found

If you lose something belonging to you, be sure to check the Lost/Found area. If you lose or find a **valuable** item, please report it to the office immediately.

Lunch/Breakfast

AMS has a computerized lunch/breakfast program in place. Your parent/guardian may send the Nekoosa Schools Lunch/Breakfast Worksheet and payment along with you to school in a sealed envelope or mail them directly to AMS. Our district also offers E-Funds which allows fees to be paid online with a check, debit or credit card. (See "**Cafetorium: Breakfast/Lunch**" above.)

Medication

If you have medicine you need to take during the school day, please have your parent make arrangements with the office. The School District of Nekoosa has a policy for the distribution of medication. (A copy of this policy can be found in the "first-day-of-school" folder and on our website under district forms.)

Nondiscrimination Policy

The Nekoosa Public School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex or handicap.

Permission to Leave the Building

If you need to leave school before dismissal time, you should have a written note from your parent/guardian indicating the dismissal time, destination, and reason for leaving. This note should be given to the office before first period in exchange for a "*Leave School Permit*." Before you leave school grounds, your parent/guardian must sign you out in the office.

Policies: Student Code of Conduct, Alcohol & Drug Use, & Weapons

Violation of any of these policies may result in suspension, a hearing before the Board of Education for expulsion and/or a referral to the local law enforcement authorities. Please refrain from violating the Nekoosa Public Schools Student Code of Conduct (5500 & administrative rule), Tobacco Use (7434), the Student Alcohol and Other Drug Use Policy (5530), and the Weapons Policy (5772 & administrative rule). (A copy of these policies can be found in the "first-day-of-school" folder. An electronic version of all school policies can be found at nekoosasd.net under School Board.)

Report Cards

You will receive a report card after the end of each quarter.

Schedule Changes

A schedule change will only be made during the first two weeks of school. After the first two weeks, a schedule change will only be made in an *exceptional* case. The Principal and Guidance Counselor will make the final decision regarding a request for a schedule change.

School Nurse

AMS has the services of a nurse who visits our school on a weekly basis. If you have a reason to see her, make an appointment through the office.

School Property

You are responsible for the care of any school-owned equipment which has been assigned to you. If this equipment is lost or damaged, a fine may be assessed. This includes such items as books, tools, instruments, athletic equipment, etc.

Severe Weather - School Closing/Delay

In cases of severe weather, you will receive an automated notification to your primary phone number when school is closed. The announcement will also be posted at www.nekoosasd.net or may be heard on WFHR (AM 1320), WYTE (FM 96.7) radio, WAOW TV 9, or WSAU TV 7 between 6:00 and 7:00 a.m. If the decision is made for a two hour delay start, buses will run two hours later than normal and students should report to school two hours later than their normal start time. Lunch will be served as usual. Schools will be prepared for students' arrival 30 minutes before start times.

Student Assessment

Your progress will be tested in accordance with state standards and district policy. Additional tests will be given to monitor student progress. If necessary, additional tests may be performed by pupil services to help meet student needs.

Student Behavior Plan

An explanation of the AMS, CWSA, & NCS Behavior Plan and Philosophy can be found on our website.

Textbooks

You are responsible for each textbook issued to you. If there has been damage beyond the normal wear, you may be fined as follows:

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| • Loss of book = <i>total cost of book</i> | The fine should be paid to the office. |
| • Missing cover or covers = <i>1/2 price of book</i> | Breaking the book back = <i>1/2 price of book</i> |
| • Missing or mutilated pages = <i>1/2 price of book</i> | Permanently marking in book = <i>1/2 price of book</i> |
| | Defacing or soiling book = <i>1/2 price of book</i> |

Vandalism and Property Damage

If you destroy or vandalize school property, you may be required to pay for losses or damages. If you happen to damage something by accident, please report it to a member of the AMS staff immediately.

Visitors

You may not bring visitors to school without first obtaining written permission from the principal. Each visitor must check-in at the office to receive a visitor's pass. School personnel have the right to restrict access to classrooms.