

# ALEXANDER MIDDLE SCHOOL

## 2011-12 Student Handbook



## WELCOME TO ALEXANDER MIDDLE SCHOOL

*"In the middle -- kids come first."*

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**Welcome to the 2011-12 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 life-style 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.

### Alexander Middle School Promotes:

A safe learning environment

An interaction between family, community, and school

A basis for life-long learning

A balance of physical, intellectual, emotional, and social needs

The opportunities for students to reach their highest potential



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.

### 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 by phone. Your absent work may be picked up any time after 2:00 p.m. or may be sent home with a sibling. *(Your parent should specify.)*

When you return to school after an absence, you must provide the office with a written explanation of your absence signed by your parent/guardian. Please take care of this matter *before* first period.

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

### **Bicycles**

If you ride your bicycle to school, please observe all traffic laws. 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.)*

### **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, have your lunch card scanned.

- After you have finished eating, you are to go outside (*or go to the gym during inclement weather*) but only after being dismissed.

You are not allowed to leave the cafetorium with food unless you are attending a meeting or if you have a pass.

Your breakfast/lunch should be paid for before you eat. Please make sure your lunch account is up to date at all times. In the event that your account falls behind, the oldest sibling will receive a past-due notice. These notices are sent home every Thursday; however, your parent/guardian may check on your account by calling 886-8105, between 9:15 - 10 a.m., Monday through Friday. (*An additional handout regarding the lunch program can be found in the "first-day-of-school" folder.*)

### **Care of Personal Property**

You are responsible for your personal property. It is strongly recommended that large sums of money, cameras, and electronic devices be left at home. If you choose to bring such items, however, these items must remain in your *locked* locker throughout the school day. If it is necessary for you to bring a large sum of money to school, it is advised that you take it to the office while at school for safekeeping. 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**

You are not allowed to use a cell phone or communication device (*for any reason*) during the school day. If you choose to bring your cell phone to school, it must be turned off and kept in your locker. (*Policy 5518*)

### **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. If you are interested in co-curricular activities, then I encourage you to review the hand outs provided in the *"first-day-of-school" folder* or visit our school web site ([www.nekoosaschools.org](http://www.nekoosaschools.org)).

## **Discipline**

The Nekoosa Board of Education has approved the AMS Discipline Policy. *(A copy of this policy can be found in the "first-day-of-school" folder.)*

## **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.

## **Emergency Drills**

AMS will practice monthly emergency drills. These drills will include fire, severe weather/tornado and lockdown procedures. Regular emergency drills are required by law and are an important safety precaution. Members of the AMS staff will guide you through the appropriate emergency procedure.

## **Internet**

Internet access is regulated by an administrative rule. *(A copy of this policy can be found in the "first-day-of-school" folder.)*

### **Homework Online**

Homework is best communicated through the use of the student planner. However, assignment information can be found [Nekoosasd.net](http://Nekoosasd.net)

### **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.

### **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. When you occupy a locker anywhere in the building, it is understood that you assume all responsibility for its contents. Lockers are provided for your use and convenience but remain under the jurisdiction and control of any member of the AMS staff. Lockers will be inspected on a regular basis.

### **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. (See "*Cafetorium: Breakfast/Lunch*" above.)

### **Medication**

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.)* If you have medicine you need to take during the school day, please have your parent make arrangements with the office.

### **Nondiscrimination Policy**

The Nekoosa Joint School District is committed to providing equal educational opportunities for all students in the district. Therefore, it is the policy of the district that no person, on the basis of sex, race, religion, national origin, national ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or handicap may be denied admission to any school in the district or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, student services, recreational or other program or activity.

### **Passes**

You should only be in the halls at the beginning and close of school and while moving from one class to another. If you are in the halls during class time, you must have a pass. Running and shouting in the halls is NEVER permitted.

### **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 (5512), the Student Alcohol and Other Drug Use Policy (5530), and the Weapons Policy (5500 & administrative rule). *(A copy of these policies can be found in the "first-day-of-school" folder.)*

### **Promotion and Certification Requirements**

CASE (Caring About Student Education) (*A copy of these policies can be found in the "first-day-of-school" folder.*) defines the process to support student academic and behavioral intervention to ensure student success. Student grade promotion is explained in this policy.

### **Promotion Ceremony - 8<sup>th</sup> grade ceremony**

In order to be eligible to participate in promotion exercises, you must have passed the majority of the classes you participated in during your eighth grade year and be in good behavioral standing.

### **Report Cards**

You will receive a report card at the end of each quarter. You are urged to review your report card with your parent/guardian in a timely fashion.

### **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**

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.nekoosaschools.org](http://www.nekoosaschools.org) 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.

### **Student Assessment**

To measure student progress, students will be tested in accordance to State standards and District policy. Additional tests will be given to monitor student progress. If necessary, additional tests will be performed by pupil services to help meet student needs.

### **Telephone**

You may use the office phone (*with permission*) before school, after school, in between classes, or during lunch. A classroom phone may also be used (*with permission*) unless it is a long distance phone call.

### **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:

- Loss of book = *total cost of book*
- Missing cover or covers = *1/2 price of book*
- Missing or mutilated pages = *1/2 price of book*
- Breaking the book back = *1/2 price of book*
- Defacing or soiling book = *1/2 price of book*
- Permanently marking in book = *1/2 price of book*

The fine should be paid to the office.

### **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**

Visitors, particularly parents, are welcome at AMS. In order to properly monitor the safety of students and staff, each visitor must check-in at office. School personnel have the right to restrict access to classrooms. Students may not bring visitors to school without first obtaining written permission from the Principal.

## Cursive Alphabet

Aa Bb Cc Dd  
Ee Ff Gg Hh  
Ii Jj Kk  
Ll Mm Nn Oo  
Pp Qq Rr Ss  
Tt Uu Vv  
Ww Xx Yy Zz

[www.teacherspayteachers.com](http://www.teacherspayteachers.com)