

# Chippewa Falls Middle School

## STUDENT HANDBOOK



### **Be Safe, Be Respectful, Be Productive and Be Responsible**

Through personal connections and a belief that all children can learn, we teach, support, and inspire students to achieve academic and personal success.

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# CFMS BELL SCHEDULE

<b>Breakfast (Optional)</b>	<b>8:05 - 8:23</b>
<b>Entrance</b>	<b>8:21</b>
<b>Period 1</b>	<b>8:26 - 9:21</b>
<b>Period 2</b>	<b>9:24 - 10:14</b>
<b>Period 3</b>	<b>10:17 - 11:07</b>
<b>6th Grade</b>	
<b>Period 4 - Lunch: 11:10 - 11:45</b> <b>Period 5: 11:48 - 12:38</b> <b>Period 6: 12:41 - 1:31</b>	
<b>7th Grade</b>	
<b>Period 4: 11:10 - 12:00</b> <b>Period 5 - Lunch: 12:03 - 12:38</b> <b>Period 6: 12:41 - 1:31</b>	
<b>8th Grade</b>	
<b>Period 4: 11:10 - 12:00</b> <b>Period 5: 12:03 - 12:53</b> <b>Period 6 - Lunch: 12:56 - 1:31</b>	
<b>Period 7</b>	<b>1:34 - 2:24</b>
<b>Period 8</b>	<b>2:27 - 3:17</b>
<b>Cardinal Time</b>	<b>3:20 - 3:50</b>

## **SCHOOL HOURS**

The school building is closed to the general student population until 8:05 a.m. If students have AM sports practice and practice finishes before 8:21, students should go to breakfast, or go outside to wait until the building opens at 8:21. All students not involved in after-school activities should leave the building as soon as school is dismissed. Students who ride the bus are to proceed to their bus immediately upon dismissal. Those who walk home or who are picked up should leave school grounds as soon as possible. The Reception Area office hours are from 7:30 a.m. to 4:15 p.m.

## **SNOW DAYS**

When weather conditions prevent school buses from operating, the local radio/TV stations will announce school cancellation or early closings, usually by 6:00 a.m. Text messages are also sent out to district families.

# **ACADEMIC INFORMATION**

## **ASSESSMENTS**

Assessments are administered during the year to all 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students. The results of achievement tests are available for students and guardians.

## **CLASS STUDY TIME**

Normally 10 to 15 minutes of daily class time will be given to the students for preparation of assigned work. There will be some work assigned that will need to be done outside of school. Most students work an average of 1-2 hours per night on school homework. Teachers have been asked to avoid assigning homework on Wednesday/due on Thursday. Wednesday is a night for light homework because a number of students are in community/religious education programs.

## **CLASS SCHEDULES/CHANGES**

Schedules are based on required academic classes, electives selected by students the preceding school year, and individual student educational needs. Students are asked to choose electives wisely as the number of class sections offered and the master schedule itself are based upon student requests. Guardians sign and approve these elective choices when students complete their Course Selection Sheets for the upcoming school year. Any changes must be made through a counselor. Changes require a written or verbal request from guardians and are handled on an individual basis. Class schedule changes are made in rare instances and only for sound educational reasons.

## **EXTRA HELP**

When students feel they need additional help to understand an assignment, they need to ask their teachers. It is up to the student to let the teacher know that extra help is needed.

## **PHYSICAL EDUCATION**

Physical Education is a requirement for all students. Students participate in ten units of Physical Education and two units of Health. Each unit lasts between 12 and 14 days.

### **All students in physical education are required to:**

Wear a school-issued physical education t-shirt with the student's first and last name clearly printed on the front of the shirt. Athletic shorts or pants and athletic shoes are also required, but are not provided by the school. Additional physical education shirts may be purchased from the PE staff for \$8.00. Students will need to bring their own swimsuits; a one-piece suit or tankini is required for girls.

**All students are required to ACTIVELY participate in ALL physical education units.\***

### **\*Exceptions:**

- Students that have DOCUMENTED MEDICAL RESTRICTIONS will be exempt from activity unless an alternate unit is available in which the student can safely participate.
- When necessary, guardians are expected to obtain a medical note for their child, which will remain on file with the school nurse.

- Guardians may excuse their child for up to 2 days by stating the reason for the excuse via a signed note, email, or phone call. As with academic classes, students are required to make up any missed skill or written tests

## **STUDENT GUIDELINES**

### **ACTIVITY FEES**

An activity fee for all students is established each year. The fee for all 6<sup>th</sup> grade students is \$42.00, which includes the school yearbook, a Phy Ed t-shirt and a technology fee. The fee for 7<sup>th</sup> and 8<sup>th</sup> grade students is \$35.00, which includes the school yearbook and technology fees. Yearbooks are held at the end of the year until all student fees and/or fines (includes athletic fees and fines that have been assessed) are paid for the current school year.

### **ADDRESS, EMAIL, OR PHONE CHANGES**

Guardians are asked to update address, email and phone number changes on the Infinite Campus Parent Portal as changes occur. If they do not have access to a computer, stations have been set-up at each school in the district for guardians to come in and use to make these changes. Accurate information is vital, especially if we need to contact guardians in case of an emergency.

### **SELLING ITEMS AT SCHOOL**

Students are not to sell items for themselves or any outside organization.

### **SHARED CUSTODY STUDENTS**

It is the intent of the Chippewa Falls Area Schools to provide information to all guardians of our students. In cases where guardians are legally separated, the school district will attempt to provide information to both guardians unless a court order limits or prohibits such communications. To implement this policy, we request custodial guardians provide us with names and addresses of non-custodial guardians. Non-custodial guardians may also contact the school directly to request information. Copies of progress and grade reports will then be sent to non-custodial guardians unless we are notified that they do not wish to receive them. Be sure to keep the office informed if custodial changes occur during the school year.

### **STUDENT VISITORS**

In order to maintain a productive learning environment, visitors are NOT allowed at the Middle School.

### **TEXTBOOKS · CHROMEBOOKS**

**Textbooks:** All textbooks and supplementary books are furnished by the public school system. They are the property of the school district. No fee will be charged. The student to whom the books were issued will pay for books that are lost, damaged, or destroyed. A list of the prices of all textbooks can be obtained in the front office. These prices are pro-rated, based on a five-year use cycle before the textbook is discarded. The cost of library books is also available per request.

**Chromebooks:** Students are responsible for the general care of the Chromebook, Chromebook charger, and Chromebook case (if applicable) they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be taken to the middle school library as soon as possible so that they can be repaired. See the CFMS Chromebook Policy Handbook for more information. ***Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance. Up to two accidental instances of damage a year will be covered without charge. Beyond two instances will result in repair costs being billed to the family.***

***Intentional damage to the Chromebook as verified by technology staff or administration, will result in immediate repair costs being assessed to the family and an office discipline referral will be completed in Infinite Campus. Examples of intentional damage include but are not limited to removing keys from the keyboard, opening the Chromebook too wide, breaking the hinges, or careless actions that cause damage. Charges will be billed in Infinite Campus.***

# **SOCIAL GUIDELINES/DISCIPLINE**

## **CODE OF CLASSROOM CONDUCT**

Teachers have the authority to assign appropriate consequences or remove a student from class if the student violates the school district's Code of Classroom Conduct or is dangerous, unruly, and disruptive or exhibits behavior that interferes with the ability of the teacher to teach effectively as spelled out in the Code of Conduct. Upon removal from class, the principal (or designee) is required to place the student in one of the following: an alternative education program, another class or appropriate place in the school, another instructional setting, or remain in the class from which the student was removed if it is deemed to be the best or only alternative.

## **COMPUTER/CHROMEBOOK/COMPUTER RELATED EQUIPMENT**

**Warning** If students, without authorization:

1. modify the system configuration (working in the system folder, control panels, etc., or the menu);
2. install, remove or modify software, audios or visuals;
3. rename, move or trash files, folders, etc.;
4. vandalize any computer hardware, equipment or furniture;

...the student will be subject to the Board of Education and the Middle School disciplinary sanctions and/or arrest, subject to Section 943.70.3 of the Wisconsin Criminal Code. These actions are either misdemeanors or felonies.

## **CELL PHONES**

Cell phones are to be turned off and not to be used during the school day (start of first period to end of last period). Your locker is the best and safest spot for this. Students found using their cell phone during the school day or students having a device go off either intentionally or unintentionally during the school day will have it confiscated and given back at the end of the school day. If a cell phone is confiscated more than twice, a parent or guardian will need to pick up the phone from school.

## **DRESS CODE**

Shoes must be worn at all times. Clothes must be worn in a way such that genitals, buttocks, and breasts are completely covered. Clothes that constitute a health or safety hazard or create a disruption to the learning environment of the school building are not permitted.

Guardians are asked to establish a proper dress code at home. Students may be asked to change if they come to school in inappropriate attire.

### **Students Cannot Wear:**

- Violent language or images.
- Images or language depicting drugs, alcohol, or nicotine/tobacco (or any illegal item or activity) or the use of the same.
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class.
- Bathing suits or visible underwear (Visible waistbands or straps on undergarments worn under other clothing are not a violation).
- Any headgear that obscures the face (except as a religious observance or medical reasons).
- Clothing accessories that may also be used as a weapon (i.e. chains, spikes, etc.).

Coats and head coverings, including hats, scarves, bandanas and hoodies are allowed provided that the following conditions are satisfied:

- Students' faces and ears are still visible.
- There is no adverse impact on others' visibility or line of sight (e.g., hats may not obstruct the view of other students in class).
- They are not used for academic dishonesty.
- They are not used to violate any other school rules, district policy, or handbook language.

Administrators, teachers, and/or departments have professional discretion to administer this policy and may have more specific requirements. For example, teachers may disallow coats, earbuds, and head coverings during tests and quizzes to protect academic integrity. In addition, physical education classes include different requirements, including, but not limited to, the use of appropriate footwear (athletic shoes) and swimwear (one-piece only, which may be covered by a t-shirt).

### **HARASSMENT/BULLYING**

Harassment is any type of unwelcome talk or actions that make a person feel bad, trapped, threatened, or confused. It can include any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Class that: places a student in reasonable fear of harm to his/her person or damage to his/her property; has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or has the effect of substantially disrupting the orderly operation of a school.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. Bullying can be physical, verbal, electronically transmitted, psychological (i.e. emotional abuse), through attacks on the property of another, or a combination of any of these. It includes but is not limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Bullying or harassment of any kind will not be tolerated. If a student is being bullied or harassed at school or if they witness another student being bullied or harassed, they should report it to a trusted adult. Bullying and harassment You can find the full Chippewa Falls Area Unified School District Policy 5517, which outlines Student Anti-Harassment (5517) and bullying (5517.01), on the district website under "Bylaws and Policies".

### **INTERNET ACCEPTABLE USE AGREEMENT**

Students at the Middle School may have use of the internet at school sites during school hours using established accounts and other supervised means. Each student permitted to use the internet shall do so under the supervision of faculty and staff and shall adhere to the guidelines established as appropriate by board policy. Student use of the Internet shall be viewed as a privilege, not a right. School use of the internet shall be for educational use consistent with educational objectives of the district and WiscNet policies and guidelines. Misuse of the internet may result in loss of access privileges, school disciplinary action, or legal consequences. All students and guardians are required to sign the electronic waiver form during the online registration process, which lists prohibited behaviors and possible consequences before students will have internet privileges.

### **PASSES FROM CLASSES**

Students will either be given a paper pass or a lanyard pass if they need to be in the hallway during a class time with teacher permission. The need for a pass should be a rare occurrence. Students should come to class prepared and should use passing times to take care of getting their items from lockers and using the restroom. Additionally, your teacher will have a sign out sheet to fill out in the classroom that requires you to check out and back in when you leave the room. Students must then carry the paper pass or lanyard pass with them so it is visible while they are in the halls during class.

### **SCHOOL RULES**

Students are expected to be responsible individuals. Behavior that causes harm to others, is dangerous, damages property, unruly, and/or disrupts the orderly operation of school is strictly prohibited. Listed below are examples of behavior that will lead to disciplinary action. Students should know the rules and the consequences for violating them. Rules that have the most immediate and severe consequences for violation include:

1. Use or possession of drugs, drug paraphernalia, alcohol or other controlled substances.
2. Use or possession of tobacco, nicotine, smoking products, or vaping devices/products while on school grounds or at school events.
3. Being under the influence of alcohol or other drugs
4. Stealing, vandalism, or careless use of property. (*Police referral may be made, and restitution may be required*)
5. Rude or insubordinate treatment of any staff member including use of profanity directed toward a staff member.
6. Refusing to follow reasonable directives of staff members.

7. Fighting, hitting, spitting on a student, causing or attempting to cause physical harm to others.
8. Sexual intimidation, harassment, as well as unsolicited physical contact or verbal abuse.
9. Bullying or harassment
10. Improper use of computers and/or computer-related equipment.
11. Chronic and/or severe disruption to the school.
12. Making a threat toward the school.
13. Possession of weapons
14. Gang activity
15. Any act that would be considered a serious crime (*felony*) if committed by an adult.

Students found in violation of the above rules may be suspended for up to five (5) school days and/or recommended for expulsion. Guardians will be notified; police referrals may also be made.

Students may be charged under Chapter 9 of the Municipal Code for the following: fighting, vandalism, swearing at staff members, use or possession of alcohol, drugs, or drug paraphernalia on school property, or use or possession of tobacco, nicotine, smoking products, or vaping devices/products on school property. Municipal fines of \$25.00 or more may be assessed or a referral to the Juvenile Justice System may be made.

**Other examples of prohibited conduct include, but are not limited to:**

1. Violations of academic integrity such as cheating, plagiarism, turning in work of others as one's own.
2. Truancy, tardiness, and unexcused absences.
3. Running, pushing, shoving others.
4. Writing or otherwise marking on persons, self or property with pens, pencils, markers, whiteout or similar utensils.
5. Throwing, spitting, shooting paper, water, food, or similar objects on school property. This includes snowballs.
6. Teasing, taunting, name-calling, or otherwise verbally abusing other students.
7. Excessive talking, shouting, laughing, noise making in classrooms or other supervised areas of the school.
8. Eating of food other than in the lunchroom or during approved activities.
9. Use of crude and profane language and gestures in the school.
10. Littering on school property.
11. Careless actions or horseplay that might cause harm to the health and safety of oneself and others.
12. Possession of firecrackers, cigarette lighters, matches, laser pens, etc. Such items will be confiscated.
13. Using skateboards, roller blades, scooters, etc. in the school or on school property.
14. Making a threat toward a person in the school.

The disciplinary actions taken for violation of these school rules will be applied in a manner appropriate to the offense, the individual student involved, and the circumstances. Severe and repetitive problems in the classroom can lead to suspension and possible removal from the class.

**USE OF ALCOHOL AND/OR CONTROLLED SUBSTANCES BY STUDENTS**

It is the policy of the Chippewa Falls Board of Education that the presence of any controlled substances or alcohol on the premises or at a school function off premises is totally unacceptable. It is equally unacceptable for a student to be on school premises or at a school function while under the influence of alcohol or other drugs. Use or possession of controlled substances on school grounds or at a school event is punishable to the severity of suspension or expulsion.

**WEAPONS/GANGS**

The Chippewa Falls Middle School promotes a safe, secure learning environment. The presence of weapons and/or gang activities has no place in our school. Copies of the complete board policies are available on the district web site.

In general:

1. No one shall have any kind of weapon on school grounds, on school buses, or at any school-sponsored function. No one shall use a weapon to threaten or to injure another person. A weapon is defined as any object that is designed or intended to cause bodily harm. A weapon is further defined as any object that is used to cause or where an attempt is made to cause bodily injury or damage property. In addition, no one shall have any kind of toy weapon or imitation weapon on school grounds, on school buses, or at any school-sponsored function.



2. The school district prohibits all gangs, gang-affiliations and gang-related activities in school buildings, school vehicles, school-related activities and school property at all times. A gang is defined as any identifiable group or club that exists without the sponsorship of the school or the sponsorship of any recognized adult community or civic organization and which engages in antisocial or criminal behavior activity. No one shall wear, possess, use, sell, distribute, or display any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are indicative of affiliation with a gang.
3. No one shall use gestures, handshakes, or greetings that show affiliation with a gang.
4. No one shall demonstrate or promote gang activity by speech or by soliciting others for gang membership or engage in intimidation, fighting, assaulting or threatening to assault others, or harassing others for the purpose of extorting money, personal belongings, or favors.

### **SPEAK UP SPEAK OUT (SUSO)**

SPEAK UP, SPEAK OUT is a reporting option that allows students to confidentially report tips on potential harm or criminal activities directed at school students, school employees, and schools. The SPEAK UP, SPEAK OUT Resource Center can respond confidentially and quickly to get help to you or to someone who is hurting or struggling. Tips can be submitted 24-hours-a-day, 7-days-a-week by telephone, mobile app, or via the [SPEAK UP, SPEAK OUT website](https://speakup.widoj.gov/). The phone number to report potential or criminal activity directed at students, school employees and/or schools is 1-800-697-8761. For more information, please visit the Speak Up, Speak Out website (<https://speakup.widoj.gov/>).

## **ATTENDANCE**

### **ABSENCES**

When students are absent, guardians must call the school attendance mailbox to report the absence. Calls should be made as early as possible, preferably on the day of the absence. The automated system will route the call to the proper location as selected by the parent. If, for some reason, guardians are unable to call school, the student must bring a note upon returning to school or the absence will be considered unexcused. Unexcused absences will be handled as truancy and may lead to a Juvenile Court referral.

**If your child is absent due to a medically related appointment/health condition, please request a verification slip from your medical professional and have your child bring it back to school or email it to school. The note must include the specific dates/times the student should be excused. That absence will then be reflected as “MED” in attendance and will NOT be counted as one of the ten absences a parent/guardian is allowed to make on behalf of their child as mandated by Wisconsin Attendance Laws.**

### **APPOINTMENTS: DISMISSAL FOR/RETURNING FROM**

Permission to leave school early will be granted for compelling reasons such as illness in the family, family emergencies, etc. Dental and doctor appointments should be arranged for times other than school hours as much as possible. If students must be excused for part of a day for an appointment, please call the attendance mailbox or send a note with your child to request a pass be issued.

In an effort to cut back on the number of classroom interruptions during the school day, our procedure is to have students pick up their own passes during the school day. The pass box is located in the grade level office and is organized alphabetically by last name to assist students with quickly retrieving their passes. The release time will be entered in Infinite Campus, which will assist teachers with knowing that a call has been received and the student needs to be dismissed during that class period.

If the student needs to walk or ride their bike home due to an early dismissal request, please indicate that on your voicemail message so the student can be released to leave on their own. Students returning to school from appointments will be issued a pass from the front office upon returning to school. When students leave for an appointment they should check out at the main office before leaving the building.

### **TARDINESS**

Students arriving at school late will be issued a tardy pass from the front office. Oversleeping and missing the bus are considered unexcused and will be handled as truancy. If students are tardy to class other than first hour, the teacher will address those tardies per school policy (three tardies = minor referral and/or detention).

### **MAKE-UP WORK**

Make-up work is the responsibility of the student. Upon returning to school, students must contact teachers for make-up work. The number of days given to make up the work is equal to the number of days absent. Students should refer to the Teacher Weekly Plans document and Google Classroom until reaching the three day threshold required to request homework be gathered for them. When the absence does reach three consecutive days, guardians may contact the grade level office to request assignments be gathered for the student to do at home. If the student is going out of town for an extended period of time, the student is responsible for requesting homework from their teachers. Guardians must notify the grade level office well in advance of the future absence to ensure teachers have adequate time to provide homework to the student.

## **STUDENT SERVICES**

### **ANNOUNCEMENTS**

Pertinent information is provided daily during the morning announcements. Bulletin boards are located throughout the school for additional general information. At times announcements may also be made through email. It is expected that students check their emails when directed for important announcements.

### **GUIDANCE SERVICES**

The counselors are available to assist students in numerous ways. Students may wish to see them to seek information, make schedule changes, receive assistance with any school-related matter, obtain information and assistance with career interests and planning, or to discuss any problems they may have. Passes to see the counselor must be obtained from the assigned counselor **before** class periods or during a class period with the teacher's approval. Students can fill out a request form in the grade level office between classes.

### **HEALTH**

The services of the school nurse are shared with other district schools.

- **Notable Health Concerns/Questions:** Please contact the school nurse if there is a health concern that school personnel need to know about (e.g. asthma, allergies, migraine headaches, vision or hearing problems, etc.)
- **Illness/Injury at School:** Students who are sick or injured **must get a pass from a teacher** to go to Health Services.
- **Medication:** Medication is dispensed in Health Services. A signed statement from guardians is required for over the counter medications. A signed statement from guardians and a physician is required to authorize the administration of prescription medication. Guardians must bring student medication to and from school. Guardians of students who take medication at school should obtain a copy of the school district's medication policy for specific details. A copy of the complete policy is available from the school nurse or on the district website. Over-the-counter and prescription medication should not be in the student's possession at school.
- **Immunization: State law requires all public/private school students to present written evidence of immunizations against certain diseases within 30 school days of admission. Middle School students are required to have:**

**4 DTap (Diphtheria-Tetanus-Pertussis)**  
**2 MMR (Measles, Mumps, Rubella)**  
**2 Varicella (or history of chickenpox)**

**4 OPV/IPV (Polio)**  
**3 HBV (Hepatitis B) required for all 7<sup>th</sup> & 8<sup>th</sup> graders**  
**Middle School Boosters Required: Tdap for incoming 6th Graders**

- **Screening:** Vision screening (grades 6-8 based on referral from parent/staff)

### **INSURANCE**

The school district does not insure students with primary coverage for health and/or accidents or their personal property. These areas are covered under most guardians' health and homeowners/renters insurance plans. If guardians do not have such coverage, they may wish to purchase insurance. The school offers "School Insurance" options during registration. These forms are available for the convenience of guardians and are viewed as private agreements between guardians and the company. The school does not endorse them.

## **LIBRARY MEDIA CENTER**

The Library Media Center (LMC), staffed by the Library Media Specialist and a library paraprofessional, provides students and school personnel with the resources they need to meet the district's mission of empowering and challenging all students to learn while preparing them for an ever-changing global society. These resources include books (fiction, Dewey, audiobooks, eBooks), magazines, online databases, computers (PC's, iPads, Chromebooks), and Makerspace equipment. Students are allowed three (3) materials at a time for three (3) weeks at a time, and may not be able to check out if they have any overdue items. Fines may be issued when library materials are damaged or lost.

## **LOCKERS**

Students are expected to use their own locker and not other lockers. **Students should not tell others their combination.** Lockers belong to the school and are not the property of students. The school reserves the right to inspect lockers and to check the contents at random at any time. Student lockers should have no decals or signs attached either inside or outside. It is also expected that students keep their lockers clean and periodically take contents home. **It is the student's individual responsibility to secure all personal belongings in their lockers. Students are responsible for all items in their lockers.** Valuables and money should not be brought to school and left in lockers. Lockers should be kept closed and properly locked. Students should not pre-set combinations when leaving their locker.

## **LOST AND FOUND**

All lost and found items should be turned in to the front office. Valuable articles will be kept in a special area and will be returned to the owner if identified.

## **LUNCH PROGRAM**

The Middle School is a closed campus; all students eat lunch at school. Students have a choice of hot entrees, a peanut butter and jelly sandwich, or the salad bar. Students may also bring their own lunches. At lunchtime, students take all materials to their lockers and then report to their designated lunchroom. All students remain in their designated lunchroom during the lunch period unless they have a pass.

The Chippewa Falls Area Unified School District uses Infinite Campus as our computerized system for purchasing lunches. Each student has an individual lunch account for purchasing breakfast, lunch or milk. Guardians can view purchases and make payments online through the Parent Portal. Payments can also be made at the board office or right at school.

In the event of a negative balance, students will receive a lunch consisting of a peanut butter and jelly sandwich and milk. Eligibility forms for free or reduced lunches are available at the front office or on the district website. Menus can be found on the district website. Lunch prices are subject to change. If you have any questions, please contact Kirsten Nesja at 715-726-2581.

### **School Lunch Cost**

Breakfast.....	\$.85
Single lunch (one meal).....	\$2.50
Milk (one milk).....	\$.35

### **Lunchroom Expectations for Breakfast and Lunch**

Students are asked to observe the following rules while in the lunchroom:

1. When your table is dismissed to get lunch, take a place at the end of the line. Stand quietly while waiting for your meal.
2. Keep voices at a conversational level.
3. Students are expected to clean up after themselves throughout the breakfast and lunch periods.
4. When finished eating, put all garbage in the containers specified. Return all silverware, dishes, and trays to the dishwasher's window. Do not take food or beverages from the lunchroom.
5. Return to your seat and remain seated until students are excused from the lunchroom. Students will be asked to clean up the area around the table before being excused.
6. Students not meeting lunchroom expectations may be required to sit at an assigned seat in the lunchroom or may be assigned to an alternate lunch location.

## **NONDISCRIMINATION POLICY**

It is the policy of the Chippewa Falls Area Unified School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s 118.13, WI Stats. This policy also prohibits discrimination as defined by Title IX of the education amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

### **DISTRICT MISSION STATEMENT AND EQUITY STATEMENT**

The Mission for the Chippewa Falls Area Unified School District, in partnership with the community, is committed to excellence, empowering, and challenging all students to learn while preparing them for an ever-changing global society.

Please [click here for the CFAUSD Equity Statement](#).

### **WITHDRAWAL FROM SCHOOL**

Guardians are asked to notify the grade level office in advance if their student will be withdrawing from school. We also request that students clean out both of their lockers (academic and phy-ed) and return their chromebook, charger, and case (if applicable) BEFORE they leave the school district. Students remain on CFMS rolls and are subject to truancy procedures until they are officially enrolled at their new school and we've received a records request from their new school.

### **BICYCLE RIDERS**

Students who ride bicycles to school are to use the racks provided. **Bikes should be securely locked at the bike rack near the PE entrance.**

### **BUS RIDERS**

Students who ride buses should observe the following rules:

1. Be at the bus stop 5 minutes before pick-up time.
2. Be careful when approaching bus stops; walk on the left toward oncoming traffic.
3. Go to your seat in the bus without disturbing others.
4. Remain seated while the bus is in motion. Keep your head, arms, and hands inside the bus.
5. Listen to the driver; obey promptly.
6. Help keep the bus clean and orderly.
7. Talk quietly.
8. Do not cause damage to the bus. The student responsible must pay damages.
9. Be courteous to fellow students and the driver.
10. Remain seated until the bus stops. When crossing the road, cross in front of the bus after making sure the road is clear and receiving the signal from the driver. While waiting for the bus at school, remain on the sidewalk. Do not crowd out into the parking lot.
11. Emergency doors are used only during emergencies. The bus driver decides when there is an emergency.
12. All student rerouting requests (previously called bus deviations) require a 24 hour notice and approval by the Chippewa Yellow Bus Company. This includes one time, or occasional rerouting requests. Please contact Chippewa Yellow Bus Company at 715-726-2454 for any student rerouting requests.

The above rules also apply on co-curricular bus trips. Chaperones will assist with carrying out regulations.

### **BUS CONDUCT**

Students are expected to follow school expectations while on the bus or at the bus stop. Students who fail to follow school expectations on the bus will receive consequences up to and including suspension of riding privileges. In cases of severe misconduct that endangers the safety of the bus occupants, immediate loss of riding privileges, pending a hearing before the Superintendent, can be expected.

## **EMERGENCY DRILLS**

### **FIRE DRILLS**

Fire drills are held at various times throughout the school year.

Follow directions explicitly:

1. Know which exit to use.
2. Walk quickly; do not run.
3. No talking.
4. First two students should hold the outside doors open.
5. Last person leaving the building or room closes the door.
6. Gather with your class for an attendance check with the teacher/supervisor.
7. Remain outside, well away from the building, until the bell is sounded three times. Keep driveways clear.

### **TORNADO ALERT**

Students are to follow directions given by teachers for specific areas of the building. General instructions are:

1. Move away from glass windows and doors.
2. Move near block walls and solid support areas of the building. See map in classroom for designated areas.
3. Sit on the floor facing the wall with your arms covering your head.
4. Get under a table or other supporting structure if possible.
5. Remain quiet so that you can hear intercom directions.

### **INTRUDER IN THE BUILDING DRILLS**

Will be conducted during the school year.

1. Students and staff in hallways should go into the nearest room.
2. Turn off lights.
3. Remain quiet.
4. Move away from the windows to a more unobservable (from the interior) area in the room.
5. Close any shades on doors and/or windows (interior is a priority over exterior).
6. Sit down on the floor if possible.
7. Do not open doors for anyone. Remain in this position until your room is personally cleared by a staff member or member of law enforcement.

# ACTIVITIES/ORGANIZATIONS

## CO-CURRICULAR ACTIVITIES

The Chippewa Falls Middle School offers a variety of activities for students throughout the year. Many activities meet before or after school. All students are encouraged to participate in at least one activity.

Education Station/Voyagers .....	All Year
Jazz Band.....	All Year
Student Council.....	All Year
Forensics.....	Winter
Talent Show.....	Spring
Family, Career, and Community Leaders.....	All Year
Show Choir.....	All Year
WEB Leaders.....	All Year

## SPORTS

Notices for sports activities (e.g. starting dates and pre-season meetings) are read during the morning announcements and posted on the school website. Students participating in athletics must have a physical card turned in before they can participate. The physical card is good for one school year. Cards are available from the athletic secretary at the front office or the grade level office.

Students should get physicals early and not wait until the season starts. Students and their guardians must also attend an activities code meeting and sign a middle school activities code before participating in any co-curricular activity program at the middle school. In order to participate in co-curricular activities at CFMS the activities code must be followed throughout the students middle school career. The middle school activities code can be found on the CFMS athletics and activities website for your reference. Additionally, any student participating in a contact sport must participate in ImPACT Testing before being eligible for that sport.

Wednesday evenings are scheduled for community and/or religious activities; therefore, the Board of Education has agreed that there will be no school-related activities, including sports, on that evening.

## APPROXIMATE STARTING DATES FOR SPORTS

Football.....	Grades 7, 8.....	Late August
Volleyball.....	Grades 7, 8.....	Early September
Cross Country.....	Grades 6, 7, 8.....	Early September
Boys Soccer.....	Grades 7, 8.....	Early September
Boys Basketball.....	Grades 7, 8.....	Early November
Girls Swimming.....	Grades 7, 8.....	Early November
Wrestling.....	Grades 6, 7, 8.....	Early January
Girls Basketball.....	Grades 7, 8.....	Mid-January
Boys Swimming.....	Grades 7, 8.....	Mid-January
Track.....	Grades 7, 8.....	Early April
Girls Soccer.....	Grades 7, 8.....	Early April

## **MIDDLE SCHOOL ADVANCEMENT POLICY (Board Policy 5410)**

The Chippewa Falls Area Unified School District shall promote a middle school student based on academic performance as evidenced primarily by the students reports of progress in attaining mastery of content and or Common Core State Scores, achievement and assessment data, scale score growth in the examination approved by the Wisconsin State Superintendent of School (as available), academic teaching team recommendations and other academic criteria as specified by the School Board. The academic teaching team recommendation shall be based upon the student's attainment of standards in current year subject areas, teacher recommendations from current and prior years, achievement data for prior years, degree of academic progress made throughout the year, other standardized test scores, successful participation in intervention programs, and other evidence of skills and knowledge. The Wisconsin Department of Public Instruction (DPI) shall determine scheduling of the administration and the number of opportunities a student shall have to take the state approved examination during the school year. Guardians are strongly encouraged to respond to the school's invitations to be involved in the advancement/retention decision-making process of their student(s).

- **Other Criteria**

Students enrolled in special education programs and students for whom 504 plans have been developed may be exempt from all or part of this policy. Promotion for these students is determined by their Individual Education Plan (IEP) for special education or their Individual Accommodation Plan for 504. Promotion decisions for transfer students for whom the state assessment results are not available shall be based on their current academic progress data, a review of previous academic progress, standardized test scores and teacher recommendations. The Superintendent of Schools shall be responsible for the general supervision and management of Policy 5410. The Superintendent of Schools or his/her designee shall determine whether a student has satisfied the criteria in this policy. The final decision on all promotion rests with the building principal, who may promote students who do not meet the promotion criteria spelled out in this policy. When considering promotion of such students, the principal shall use the Light's Retention Scale and take into consideration such things as teacher recommendations from current and prior years, achievement data for prior years, degree of academic progress made throughout the year, other standardized test scores, successful participation in intervention programs, and other evidence of skills and knowledge. Guardians shall be notified annually of the terms of this policy.

- **Appeal Process**

If a student is denied promotion, the student's guardians may appeal the decision. The student's guardians shall bring or send an intent to appeal to the Middle School Administration Office at the following address: 750 Tropicana Boulevard, Chippewa Falls, WI 54729. A complete description of the appeal process will be sent to the parent(s)/guardian(s) at that time.

## **ELASTIC CLAUSE**

The school and administration reserve the right to establish fair and reasonable rules and regulations for things requiring action that are not covered in the handbook and/or student behavior that may arise. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents. Matters omitted from the list should not be interpreted as limitations on the scope of the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students of Chippewa Falls Middle School. The policies and regulations within this handbook apply for all school-sponsored activities, including those held before or after school and those held away from Chippewa Falls Middle School.