

**2024-2025**

**GORDON R. OLSON  
MIDDLE SCHOOL**

**STUDENT  
and  
FAMILY  
HANDBOOK**

**SCHOOL DISTRICT OF MAUSTON  
MAUSTON, WISCONSIN**

Updated August 2024

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# WELCOME TO OLSON MIDDLE SCHOOL

Olson Middle School is dedicated to providing a quality education for students in grades 6-8 in the School District of Mauston. The School District has provided wonderful facilities, talented professional staff, and a well-designed curriculum to ready students for both their future learning and adult lives. We aim to provide a structured, positive, caring, and safe learning environment for all students. Our goal is to help students reach their potential and become responsible, respectful and caring citizens. There are many opportunities available to our students in our curricular and co-curricular programs. With family support and involvement, we will be able to make our students' years here meaningful, productive, memorable, and FUN!

## OUR COMMITMENT

We are committed to meeting the social and academic needs of our students. Those needs have been identified as: Relationship (I want to connect to other people), Autonomy (I want to be independent), Competence (I want to experience success in what I do and feel like a worthwhile and significant person), and Fun (I want to have a good time).

One of the ways that we will meet the needs of our students is by following the philosophies and principles of "Positive Behavior Interventions & Supports (PBIS)." PBIS is a school-wide approach to discipline intended to create safer and more effective schools. PBIS is a systems approach to enhancing the capacity of schools to educate all children by developing research-based classroom and school-wide expectations. The process focuses on improving a school's ability to teach and support positive behavior for all students. With PBIS, instructional time is more effectively used for teaching, and the overall school environment is calm and more conducive to learning. PBIS allows the school and home to have open communication about what is expected in all areas of the school. Olson Middle School's behavioral expectations focus on the areas of **Respect, Responsibility, and Safety**. While the school assumes a leading role in the PBIS program, its success is dependent upon the support of parents/guardians, local business, and the surrounding community.

*In addition to the policies and procedures described throughout this Handbook, students and families should also read and be familiar with the information and policies in the School District of Mauston's Student Responsibilities Handbook, since both Handbooks apply.*

## **STUDENT RESPONSIBILITIES (Policy 5500)**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property, pride in one's work, achievement within the range of one's ability, and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Responsibilities Handbook. In addition, student conduct on internet-based social media outlets, such as Facebook, Twitter, MySpace, YouTube, etc. when such conduct forms a sufficient connection to school or staff, is governed by the Student Responsibilities Handbook. These handbooks shall include the following:

- A. specification of what constitutes dangerous, disruptive, or unruly behavior that interferes with the ability of the teacher to teach effectively, which therefore permits the teacher to remove the student from class;
- B. other student conduct that may be used by a teacher as a basis to remove a student from class; and
- C. procedures for notifying the parent of a student's removal and procedures for placement of a student that has been removed from class.

The Student Responsibilities Handbook, developed by a committee for that reason and consisting of parents, students, Board members, school administrators, teachers, student services professionals, and other appointed residents, and, once created, shall be reviewed by the Board and approved annually.

Removal of a student from a class that is consistent with the Student Responsibilities Handbook does not constitute a report under Policy 8462.01 - Threats of Violence. If the staff member believes in good faith that the threat represents a serious and imminent threat to the health or safety of students, staff, or others, and the threat is a threat of violence made in or targeted at a school, staff must still report such threats as described in Policy 8462.01 - Threats of Violence.

### **DISCIPLINARY PROCEDURES & PBIS**

Our discipline procedures follow the principles of PBIS and the classroom and school-wide expectations that have been developed. Olson Middle School really just has three rules: Be Respectful, Be Responsible, and Be Safe. Different settings within the school have a matrix that outlines the expectations under those three rules in each setting. For example, one matrix describes what it means to Be Respectful, Be Responsible, and Be Safe in the hallway while another matrix describes what it means to be those things in the Commons area. PBIS stresses the importance of learning proper behaviors, and any discipline issue is first viewed as a learning opportunity. This is not to say that improper behavior will not have consequences. Students will be treated fairly, which means that consequences will not always be equal or the same. However, consequences will be respectful, relevant, and realistic. Our ultimate goal is not to control students, but to teach students proper behavior, support them as they learn it, and recognize them when they do it.

With that said, there are behaviors which cannot be tolerated for the health and safety of those students and staff within our school community. The students and parents/guardians should be familiar with the District's "Student Responsibilities Handbook" which describes those behaviors and potential consequences for the behavior.

Bullying will not be tolerated. However, please understand that there is a difference between someone who is being rude vs. mean vs. a bully.

Rude = Inadvertently saying or doing something that hurts someone else.

Mean = Purposefully saying or doing something to hurt someone once (or maybe twice).

Bullying = Intentionally aggressive behavior, repeated over time, that involves an imbalance of power.

Harassment/bullying are defined as behavior intended to intimidate or humiliate another. Harassment/bullying behaviors are defined as, but are not limited to: physical, verbal, psychological and "cyber bullying".

### **DISCIPLINE DEFINITIONS:**

#### *TAKE-A-BREAK (TAB, TAKE-A-BREAK OUT & BACK (TAB-O)*

Students are given the opportunity to use Take-A-Break to regain control. TAB-In takes place within the teacher's classroom at the teacher's direction. Sometimes students will be asked to TAB-Out & Back when TAB-In has been unsuccessful in helping a student regain control. TAB-Out & Back occurs in another

teacher's classroom. Students will complete an "OMS Think Sheet" to help them reflect on their behavior and return to the classroom activities as soon as possible.

*EXTENDED TAKE-A-BREAK (TAB-E)*

Students may be assigned an extended TAB, rather than ISS, when teachers determine that more time than a normal TAB is necessary for students to be able to return appropriately to their regular classroom schedule. Students will complete an "OMS Think Sheet" to help them reflect on their behavior and return to the classroom activities as soon as possible.

*FIX-IT-PLAN*

When multiple TABS, TAB-O, or TAB-E have proven unsuccessful, a student will be assisted in completing a fix-it-plan which will include a parent/guardian contact.

*SOCIAL PROBATION*

Students may be placed on restriction of their social time, including passing time, lunch, recess, before school, and bus loading time. Generally, students on social probation are held in class until halls are cleared, or are escorted from place to place. They typically eat lunch with a teacher, or in the office.

*BEHAVIOR PLAN OR CONTRACT*

Students who have exhibited significant behavioral concerns may be placed on a behavior plan or be required to sign a contract that specifically details the expected behaviors, what help to expect from school personnel and consequences if the contract is broken.

*IN-SCHOOL SUSPENSION (ISS)*

ISS is the act of prohibiting a student from attending classes for a period of no more than three (3) school days. The student serves the suspension time in the school building, in an area specified by the administration, with appropriate supervision. Students in ISS will complete a Learning Activity relevant to the behavior or action causing the ISS, in addition to any regular class-work assignments.

Suspension Room Guidelines:

- 1) A student must remain quiet and be focused on school work or the Learning Activity at all times.
- 2) Lunch is eaten in the Suspension Room.
- 3) Supervised restroom breaks will be provided.
- 4) Failure to comply will result in additional consequences.

*OUT-OF-SCHOOL SUSPENSION (OSS)*

A suspension that must be served away from the school building and grounds, typically at home.

*PRE-EXPULSION*

An action taken by the District Administrator or designee, allowing the student a 2<sup>nd</sup> chance to continue school following a serious incident or behavior. Pre-expulsion is offered only ONE TIME per student.

*EXPULSION*

An action taken by the school board to prohibit an enrolled student from further attendance within the District. The student's return to school will be at the discretion of the Board of Education.

# ACADEMICS

The School District of Mauston has worked to establish consistent district guidelines for grading and assessing students based on educational research and best practice. The intent is to provide a framework for effective grading practices with the overall goal of supporting the learning process and encouraging student success. It should be noted that the quality of any grading guidelines and practices are directly dependent on the quality of formative and summative assessments used to measure learning. The guidelines are intended to articulate to all students, parents, and guardians, and to facilitate the implementation of a grading philosophy which is consistent with educational best practices and all other aspects of district teaching and learning practices.

Grades will measure an individual student's proficiency of content and standards.

## **Summative and Formative Assessments:**

How the results are used is what determines whether the assessment is formative or summative.

**Formative Assessment** – Assessment “for” and to “improve” learning.

The purpose of formative assessment is to enhance learning, not simply to assign grades. The focus should be on the process and the next steps for learning. Formative assessments are considered part of instruction and should be used to adapt teaching to meet students' needs as well as provide opportunities for students to self-assess and monitor their own work. Formative assessments should help teachers monitor their students' progress and modify instruction accordingly.

### **Examples of Formative Assessment (practice):**

Pretests / IPPs (Individual Profiles of Progress)  
Observations / Student Self-Assessment  
Feedback / Response during instruction / Homework / Skill Practice  
Checklists / Anecdotal Records  
Quiz / Skill Practice  
Running Records

### **How is formative assessment used?**

It is ongoing and frequent and delivers information during the instructional process before the summative assessment.

### **How is homework approached?**

Homework should supplement, support, and extend learning through home-related activities; therefore, it is considered a form of formative assessment. All homework should be connected to the learning targets, content, skills, and standards for the particular class in which it is assigned. Homework should be connected to what has already been taught. The purpose of homework is for practice, checking for understanding, pre-learning or processing learned content.

**Summative Assessment** – Assessment “of” or to “prove” learning.

The purpose of summative assessment is accountability as part of the grading process and should happen after instruction and ample amount of student practice. The focus is on the demonstration of learning.

Summative assessments are used as a means to determine, at a particular point in time, student learning as it relates to knowledge of targeted skills and standards as well as evidence of student achievement.

**Examples of Summative Assessments (accountability):**

Final Drafts, Portfolios

End of Unit Assessments, Quizzes

Culminating Projects, District Writing Assessment (1-8)

Performance Assessments, Chapter Tests

Labs (6-12)

**How are Summative Assessments Used?**

Summative assessment results are used to make some sort of judgment or measure the level of student, school or program success.

**Summative Assessments are REQUIRED:**

We believe that grades are only effective if the teacher has valid information from the students to use to assess their levels of learning. Therefore, it is encouraged that students complete all summative assessments to receive a grade for the class. Without adequate evidence, a teacher cannot provide a valid assessment of the student’s mastery of the content or standards, and the student cannot pass the class.

**Summative Requirements**

Students are highly encouraged to complete all assigned summative assessments. If a student fails to take or does not complete a summative assessment, then the student would receive an Incomplete for the class until the summative assessment is taken, which must be within a reasonable amount of time. If the summative assessment is not completed or taken at all, then the student will not earn any credit for that assessment which may have a negative impact on the student’s overall grade.

**Grade Weighting**

Summative - 70%

Formative - 30%

- At a minimum, 3 summative assessments must be given per grading period, with at least one summative assessment given prior to each mid-quarter report. A teacher may have more than 3 summative assessments per grading period, but must have at least 3.
- Teachers should be mindful of the weight they assign each summative assessment. Ideally, summative assessments should be weighted similarly.



## Grading Scale

Students will receive letter grades on their report cards using the district's grading scale.

Students' GPAs will be calculated at the end of each semester based on the grades they earn. Teachers may substitute a standards based report to parents instead of a traditional A-F grading system. That system will have defined progress indicators rather than traditional grades.

<b>Grade</b>		<b>Grade Points</b>		<b>Numeric Average</b>
A	=	4.0	=	93 – 100%
A-	=	3.75	=	90 – 92.99%
B+	=	3.5	=	87 – 89.99%
B	=	3.0	=	83 – 86.99%
B-	=	2.75	=	80 – 82.99%
C+	=	2.5	=	77 – 79.99%
C	=	2.0	=	73 – 76.99%
C-	=	1.75	=	70 – 72.99%
D+	=	1.50	=	67 – 69.99%
D	=	1.00	=	63 – 66.99%
D-	=	0.75	=	60 – 62.99%
F	=	0.0	=	0 – 59.99%
I	=	-0-	=	Incomplete Work
M	=	-0-	=	Medical Excuse
NG	=	-0-	=	No Grade

## Late Work

Organization and responsibility are very important in the learning process. Completing work on time is always an important part of student learning. If a student does have late work, the last day it can be turned in for full credit is the date of the regularly scheduled summative assessment for that unit, or at a later date as specified by the teacher.

## Retaking Assessments

- Students have the opportunity to retake all summative assessments, except final exams, for full credit.
- Students must make a legitimate attempt on the original assessment before being eligible for a retake.
- Retakes are a comparable assessment on skills not mastered from the original assessment. An entire retake can be given if a student does very poorly on the first assessment or parts can be retaken if the full assessment is not needed. The teacher will make this determination.
- Students can take one retake per summative assessment. The most recent assessment results will be reported. In a unique or unusual circumstance (i.e. a lower assessment score), an additional retake opportunity may be provided at the teacher's discretion.
- Teachers will prepare students for retakes by offering at least two different re-teaching opportunities at a time agreed upon by the teacher and student. Students may be asked to re-do or complete some of the formative work for additional practice as part of the reteaching process. Students must participate in at least one re-teaching opportunity before the retake. Corrections can be part of the re-teaching process but cannot constitute the retake or the entire re-teaching expectation.

- Retakes must be completed in a timely manner as indicated by the teacher, but no later than the next summative assessment, unless the teacher gives permission otherwise due to unforeseen circumstances. Teachers should plan retakes to allow for ample time to reteach and reassess.

### *HONOR ROLL*

Students earning a grade point average of 3.75 GPA (grade point average) or above will be placed on the “A Honor Roll.” Students earning a 3.00 GPA or above will be placed on the “B Honor Roll.” Names will be submitted to the newspaper at the end of each quarter grading period. However, students who have any grade with a D+ or below will not be eligible for the Honor Roll, regardless of their overall GPA.

### *MID-QUARTER PROGRESS REPORT*

All students will receive a mid-quarter progress report from all teachers. Parents will be notified as to the date the progress reports are sent home or available on Skyward Family Access. If you do not receive a report, contact the school immediately and one will be provided. All progress grades will be available through Skyward Family Access.

### *TEACHER-FAMILY CONFERENCES & FAMILY CONTACT ACTIVITIES*

Teacher-family conferences and/or activities will be scheduled during the year. It is the hope of the faculty and administration that parents/guardians visit the school on the days set aside for this purpose. We also invite parents/guardians to visit the school at any time during the school year. We do appreciate advance notice of such a visit in order to schedule the time to meet with the teacher during a planning period. Teachers will not miss classes for meetings unless arranged by the school principal or special education personnel.

### *COMMUNICATION WITH FAMILIES*

Good communication is important to ensure that students learn to follow school rules and become good citizens. Parent/Guardian support helps us provide a great learning environment for all OMS students and is very important. We definitely encourage parents/guardians to contact us with any questions or concerns. OMS staff have been asked to return all phone calls to parents as soon as practical. Please contact the Olson Middle School Principal if your request for a conference or a return phone call does not occur within one school day.

Skyward Family Access is available to all parents/guardians. You should have received information about your login and password. If you need this information, please contact the middle school office at (608)847-6603, ext. 3300.. Family Access allows parents/guardians to view attendance, grades and specific assignment scores, missing homework assignments, and disciplinary actions. Students are also able to access their own grades and should be encouraged to do so.

OMS also updates the school website regularly. Please visit often at [www.maustonschools.org](http://www.maustonschools.org). The School District of Mauston also has a Facebook and Instagram page. We’d love it if you “liked” us!

### *SCHOOL SUPPLIES*

Each grade level team produces a supply list. Supply lists are available on the OMS Website and Facebook Page, as well as at Mauston Area Businesses or in the office by request. Contact the school office directly if you are unable to afford the supplies required. We will make every effort to provide the supplies needed for your child.

### *PHYSICAL EDUCATION*

All students are required to take physical education. If students must be excused from Phy.Ed. for any length of time, a doctor’s excuse is necessary. School rules and regulations governing behavior, conduct, tardiness,

attendance, and dress also apply to physical education classes. In order to prevent injuries, “general horseplay” of any kind will not be tolerated in the locker rooms or elsewhere. Because many different types of activities are included in physical education, it is necessary for students to have loose-fitting clothing for maximum comfort, along with tennis shoes. Loose fitting shorts and T-shirts are acceptable. Shorts must be at least mid-thigh, and shirts must have sleeves. Sweatshirts and/or wind pants should be worn on cooler days for outside activities. Clothing worn for PE should be washed at least once a week. All students are required to provide a swimming suit and a towel if there is a swimming unit.

Students are provided locks for their lockers, through purchase or rental. A lock can be rented for \$5, which will be reimbursed at the end of the year when the lock is returned. Locks not returned become your property to use yearly thereafter. Lockers or locker combinations should not be shared with classmates. Do not leave lockers unlocked during the class period. If locker combinations are kept confidential, and locks are locked, there is no opportunity for someone to steal personal belongings.

## **SCHOOL DAY & ATTENDANCE**

### *STUDENT SCHOOL DAY*

Doors 1, 4, 5, and 8 will be opened at 7:45 a.m. for student access. Students who eat breakfast at school will be able to enter the building at 7:30 a.m. After 7:45 a.m., only Door 1 is accessible for admittance. Breakfast is served from 7:30 a.m. to 7:50 a.m. Students that do not ride the bus should not arrive on the school grounds before 7:45 a.m., unless they are going to eat breakfast at school. The school does not provide adult supervision on the playground area or other outside areas before or after school hours. School is dismissed at 3:20 p.m. daily. Buses typically leave for the evening route at approximately 3:30 p.m.

### *SCHOOL ATTENDANCE, TARDINESS, AND TRUANCY*

Students are required to report to school on time and attend school on a regular basis. Under Wisconsin Law, Statute 118.15 and 118.16, parents are responsible for their child’s attendance at school.

If no excuse (note or phone call) has been received by the office on the day of or on the day following an absence or tardy, an unexcused absence will be recorded.

Once students arrive on campus, they are not permitted to leave the grounds for any reason without a pass from the office. If a student needs to leave during the day, parents/guardians should send a note or call the office. Students must check in to the office when leaving or returning to school during the school day.

The guidelines in the Student Responsibilities Handbook will be followed as well as the District’s attendance policy (Policy 5200).

If a student is absent for more than ten (10) days in a school year, the building administration may notify the parent, guardian or legal custodian of the student that in order for any further absences to be considered excused, they must be validated with a professional note signed by a licensed physician or other licensed medical or health professional, a licensed mental health provider, a police officer, social worker, probation officer, lawyer or judge, or Christian Science Practitioner living and residing in this state, who is listed in the Christian Science Journal.

A student who is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester is considered habitually truant.

If a student misses part or all of five (5) or more days without an acceptable excuse in a school semester, a truancy referral may be made by the school against the student under §118.16(5) to the Department of Human Services or municipal court. A meeting with the Principal or a designee will be required.

### *EXCUSED ABSENCE MAKE-UP OF SCHOOL WORK*

Students returning from an excused absence will be given a make-up time equal to the length of the absence, plus one day to complete all work. The teacher may use additional time for the make-up of tests. Teachers may also allow more time under special circumstances at their discretion.

### *PLANNED ABSENCES*

As soon as possible, contact the school to tell us when and why your child will be absent. The office will give your child an Absence Approval Form to be completed by the student for signature by the student's teachers and parent/guardian. If a planned absence form is not completed the absence may be considered 'unexcused'. As much as possible, homework and class work should be completed in advance.

## **DAILY ROUTINE**

### *STUDENT PLANNERS*

Student planners are provided for each student at the start of the school year. The organized student should get into the practice of bringing the planner to each class and writing assigned work into the planner at the end of each class period. Planners will also be used as a hallway pass. **Replacement planners are \$3.00.**

### *BOOKS*

Textbooks are provided at no charge to students of the School District of Mauston. Students are not charged for normal use of books, but book covers should be used on books in order to protect the book and reduce fines for damage. Fines are based on the age and condition of the book and will be assessed at the end of the school year. Place the student name in the nameplate inside the front cover to help ensure the book is returned if it is lost.

### *STUDENT LOCKERS*

All lockers at OMS are the property of the School District of Mauston and are assigned to students to protect their school books and materials, coats, and other belongings necessary for school. Students are advised not to bring large sums of money, expensive jewelry, electronics, or other valuable articles to school. Keep lockers locked. A student should use only the locker that is assigned and not share with other students. In addition, locker combinations should not be shared with another person.

If a locker is damaged and needs repair, the student should notify the office so arrangements can be made for repair. The student may be temporarily reassigned to another locker.

The principal retains the right to inspect any locker or lockers as may be necessary. This right shall be exercised if and when, in the judgment of the principal, there may be reasonable suspicion to believe that a locker may be used to conceal items that endanger the health and safety of the school population.

### *LOST AND FOUND*

If a piece of clothing is found, it is placed in the lost and found located on a table in the hallway around the corner from the Office. Non-clothing items should be turned in or claimed at the middle school office. Lost clothing articles that are not claimed by the end of each semester will be given to charity or discarded.

### *CELL PHONES*

**Simply put...cell phones should be turned off and kept in student lockers during the day.**

Student use of electronic devices is permitted **before** 7:55 am and **after** 3:20 pm unless otherwise noted.

However, phones should not be used in the Commons during breakfast.

If parents/guardians need to contact students, contact the OMS Office and a message will be given to the student. Office phones are available for student use in emergencies or at the discretion of office personnel.

Please know that your child will be allowed to contact you from the office for an emergency or an illness or injury.

Being out of the classroom during class time does not allow a student to use their phone. If a teacher suspects a student is using the phone when given a pass to the restroom, the teacher can request that the phone remain on the teacher's desk while the student is gone from the room. NOTE - The use of cell phones or electronic devices to take photographs or to receive or transport video images is prohibited at all times in locker rooms, restrooms and other similar private areas that have an expectation of privacy. Since this is a state law, failure to follow this rule will result in the police being contacted.

Students who *use* cellphones in class or during lunch without staff permission will be asked to turn off the phone and hand it to a staff member. If a student refuses to hand it to a staff member, the Principal or Dean will be called to get the phone from the student. If the student refuses to give the phone to the Principal or Dean, a parent/guardian and/or law enforcement will be called to come to get the phone.

1st offense - phone kept in office until the end of the day (entered as a Minor)

2nd offense - phone kept in office until the end of the day and a phone call is made to parents by the teacher in whose classroom the student used the phone (entered as a Minor)

3rd offense and subsequent offenses - phone is kept in the office until parent/guardian picks the phone up, either Principal or Dean meets with parent/guardian and student (entered as a Major)

### *CANINE SEARCHES*

In order to maintain a safe, drug-free environment, canines that have been specifically trained to detect the odor of controlled substances will be used to search the buildings and grounds at the discretion of administration.

## **DRESS CODE**

Students should dress for public school as adults would dress for the workplace. Clothing should be clean, in good repair, and should not serve as a distraction from the learning process, violate the rights of others, or pose a health and/or safety risk to the student or others. Students are to dress appropriately for school activities. This responsibility is both the student's and the student's parents/guardians.

The student may be asked to modify their dress to be within the acceptable guidelines or may be given an appropriate substitute item of clothing. If the clothing cannot be modified at school, the parent will be contacted and asked to bring acceptable clothing to the school. The student will be held in the office until the parent arrives. If the parent is unable to come to school within a reasonable time, the student will continue learning in the office or other location.

***Please see the Student Responsibilities Handbook for specific guidelines for dress while at school.***

Please note: The Dress Code may be altered for special events sanctioned by the school.

## **STUDENT INCENTIVES**

### *INCENTIVE ACTIVITIES*

We encourage and recognize positive behavior with incentive activities. Teachers plan in-school or field trip activities intended to recognize students' positive academic and behavioral choices. In addition, each quarter, at least one recognition assembly will be held to recognize students for academic and/or behavioral excellence and club/organization or sport participation.

### *STUDENT GUESTS*

A student may request to have a friend or relative visit for a school day or come to an evening event (dance) with permission from the school principal or designee. Please request a Visitor Form from the office. A guest will be approved if the: written request is given to the principal at least two days in advance, request is not for more than one school day, visiting student is in sixth, seventh, or eighth grade, visiting student is not truant from his/her own school, and the OMS Student is in good standing as determined by the Principal and in good academic standing (no "F" grades).

The visiting student's conduct must meet the standards of the school's student/parent handbook. The host student's parent/guardian is responsible for the guest's behavior. If the guest's conduct is unacceptable, the host parent/guardian will be asked to take responsibility for the student and remove the student from school.

### *STUDENT VISITS TO OTHER SCHOOLS IN THE DISTRICT*

Students from the middle school are not allowed to go to Mauston High School, Grayside Elementary, West Side Elementary, Lyndon Station Elementary iLEAD or Lemonweir Academy, unless they are participating in a supervised activity, or have a pass issued by the school office. Students from other district schools are expected to do the same if they wish to come to Olson Middle School. If an older sibling is picking up a brother or sister after school, a pass should be obtained with a written note from the parent/guardian. Only the student named on the pass should go to wait in the appropriate area for the younger sibling.

### *SCHOOL ACTIVITY GUESTS*

A number of evening social activities may be planned for Olson Middle School students. A guest will be permitted if the guest request is completed. In addition, the following criteria must be met:

- request is made to the principal at least two days in advance.
- the guest is a sixth, seventh, or eighth grade student in his/her own school.
- sponsoring organization is allowing guests to the activity.

## **SCHOOL SERVICES**

### *NURSING SERVICES*

The school nurse identifies, assesses plans, intervenes, and evaluates student health concerns that impact student learning. Students with chronic health conditions are assisted to manage their health problems at school. **First aid** is administered by the school nurse or by staff supervised by the school nurse. Parents/Guardians are notified when follow-up care is required.

### *VISION SCREENING*

Vision screening is done for seventh grade students using guidelines recommended by Prevent Blindness Wisconsin. Notes are sent home with students regarding results. Referrals are made when indicated.

### *HEARING SCREENING*

Hearing screening is done for individual students on request of parent/guardian or teacher.

### *IMMUNIZATIONS*

Wisconsin State law requires all students to show proof of current and required immunizations or have a properly signed waiver form. Waiver forms are available in the school offices.

### *STUDENT HEALTH INFORMATION FORM*

Please fill it out carefully at the beginning of each school year, noting any special health conditions or medications needed at school, or taken at home. If there is a change in your child's physical or mental condition during the school year, please notify the nurse. It is also important for you to list your cell and work phone numbers and the phone numbers of two people who can serve as emergency contacts in the event that you cannot be reached.

### *MEDICATION POLICY*

Students are forbidden to bring prescription medicine on school premises. If a student is found with a prescription medication, the school nurse will hold the medication for the student until the end of the day when this medicine will be returned to a guardian/adult only. If it is required that the medication be taken or administered during the school day, the school nurse or a trained designee will supervise the administration or taking of that medication as required with a medication consent form signed by a licensed healthcare provider. Over-the-counter medications are also kept in the health office and follow similar guidelines.

The purpose of the medication policy is to assure the safety of all students. All medicine brought to school must include the following:

- a. Original, labeled container.
- b. Full name of student on container
- c. Instructions which include the following information: Name of student, Name of medication, Dose, Time to be given, Reason for need

### **NO MEDICATION will be given if the above criteria are not met.**

A prescriber's orders for routine medication administration must be renewed annually at the beginning of each new school year. Any changes during the school year require new orders from the prescriber. Students needing inhaled medication for asthma may carry their inhalers with them **IF** the above criteria have been met and the student can show responsible use of the medication. Any medications kept at school in the health office must be brought to school and retrieved from school by an adult at the end of the school year.

### *COUNSELING SERVICES*

The school counselor's primary role is to provide guidance for students and their families to ensure student academic, social, and emotional success. The counselor works with:

- Individual students for academic, social, family, or personal problems.
- Students in the classrooms to teach skills for school and personal success.
- Small groups of students that have similar needs.
- Students on behavior issues.
- Parents/Guardians, Students, and Teachers on planning for academic interventions.

The school counselor has to service the needs of a large number of students and will not be able to provide long-term professional therapy typically provided by psychiatrists, psychologists, and family therapists. These intensive counseling sessions for students of great need should be provided by the student's family. The school provides space for outside counseling agencies to come into the school to provide counseling services. Contact the school counselor for more information.

Students that need to see the counselor should do so during their free time unless a serious emergency arises. Students will seek a pass from the office or the counselor. The counselor will try to schedule students at a time when valuable class time will not be lost. If a student has a need determined by the counselor to require immediate attention, the counselor will have the right to remove the student from class, or write the student a pass to be given to the teacher.

### ***LIBRARY MEDIA CENTER and MAKER LAB***

Our school's library media center (LMC) is rich in print materials, including books, magazines, and reference materials, and technology including Windows and Mac computers, iPads, and robotics. Students are encouraged to use the LMC as a quiet space to read and work on assignments, and also as a space to explore the Makerspaces available, including the Lego Wall, Creation Station, the weekly Scrabble Challenge, and the K'Nex Korner.

Students are responsible for all materials they check out from the LMC. A student with an overdue item will not be permitted to check out any additional materials until the overdue item is returned or paid for. All fines due to damage to materials beyond reasonable wear and tear, and all lost materials must be paid for by the end of each school year.

## **ATHLETICS & ACTIVITIES**

### ***SCHOOL ATHLETICS***

Olson Middle School offers boys and girls cross-country, football, girls volleyball, boys & girls basketball, wrestling, and boys & girls track and field. The school adopted the Golden Eagle as our name and mascot. All school athletic opportunities are governed by the Olson Middle School Co-Curricular Code adopted by the Mauston Board of Education. Access to athletic events in the building occurs through the main entrance at the West parking lot (Door 1).

Restrooms in the lower level (at the ends of the stairwells and by the LMC) will be available for the public. The corridors will be open for athletes to get coats, books, etc. after games are over. Student spectators should not be in the hallways unless they are getting ready to leave the building. Student spectators may not stay after school to wait for the event to begin unless they are under the direct supervision of an OMS staff member, as there is no supervision until the event is scheduled to begin. Students should be in the gym while the game is in session unless purchasing concessions.

### ***WIAA PHYSICAL OR ALTERNATE YEAR CARD***

Athletes must complete a **WIAA physical card (year one), or an alternate year card (year two)**. Physical cards are completed and signed by your physician. Alternate year cards are signed by the parent and **must include** the date of the student's last physical. Parents and students must also read and sign the **Olson Middle School Co-Curricular Code of Conduct, the insurance waiver, and concussion forms**. The WIAA card and Co-Curricular Code must be completed before a student is allowed to actively participate in practice. Seven active practices are required in order to participate in competition.

### ***SPECTATOR BEHAVIOR***

We are a school recognized for being friendly and polite to our visiting fans, teams, referees & guests. Making unkind remarks and/or taunting another player, official, or guest is not acceptable behavior. Student or adult spectators that violate this guideline will be asked to leave the premises. Students may face disciplinary action or loss of privileges. Adults may be asked not to return to other school events. Police referrals may be made in extreme cases.

### ***ELIGIBILITY FOR INDIVIDUAL AND SMALL GROUP BAND AND CHOIR LESSONS***

Olson Middle School students enrolled in band and choir have the opportunity to receive individual and small group pull-out lessons. Students are scheduled for one fifteen minute lesson each scheduled interval. Students may need to be pulled out of class to go to the lesson. We want everyone to have the chance to become a better musician, but not at the cost of poor academic performance. Students that fail a nine-week



course or have received an “F” on a mid-term progress report will not be eligible for lessons. The student will be able to return to lessons when it can be verified in writing by the teacher giving the failing grade that the grade has been raised to passing. The student is responsible for all work/assignments in the academic courses. Being at a music lesson does not excuse a student from their classroom responsibilities. The responsibility rests with the student, assisted by the teacher and parent/guardian.

Students are expected to arrive at the lesson on time, and return to class on time. Passes will be used to send students to and from lessons.

#### *CURRICULUM FIELD TRIPS*

Regular school field trips, that are considered part of the school’s academic curriculum, will be attended by all students unless it is probable that the child would cause harm to themselves or others. Proper student behavior is expected. Permission forms for each field trip are required.

#### *ASSEMBLIES*

Assemblies will be held to enrich our curriculum, improve school safety and behavior, and to recognize students for their accomplishments. Students will sit with their teachers in designated locations for all school assemblies. We have been recognized by visiting performers and speakers as a school that shows good performance etiquette and respect. Continue to show visitors that Olson Middle School students have ‘class’.

#### *TRANSPORTATION TO AND FROM SCHOOL ACTIVITIES*

Make arrangements with your child for transportation home after home events and when they return to school from away events. Coaches will remain with players after games until they are picked up by a parent/guardian. Please be on time when picking up your child from school events. Please respect the family time of coaches and advisors that have put in a very long school day. When necessary to take your child home following an away event, please contact the coach for the appropriate form to complete. It is important that we know which students to expect on the bus for the ride home.

## **DISTRICT TRANSPORTATION**

**OMS EXPECTS THAT THE SCHOOL SOCIAL CONTRACT IS FOLLOWED ON THE BUS AS WELL AS AT SCHOOL!!**

#### *BUS TRANSPORTATION REQUEST*

Parents of new students and students that have moved to another address should contact **JEVCO Transit at (608)847-7493** to arrange for bus transportation. Bus transportation is available to district residents who are within the qualifying distance from the school. Contact the district transportation supervisor at the district office for exact details (847-5451, Ext. 6681).

The school district works closely with JEVCO Transit to provide safe and comfortable transportation for students. Your child is expected to closely follow the instructions for boarding, behavior during transport, and getting off of the bus. Bus drivers will refer students for disciplinary action that may include suspension of bus privileges.

#### *BUS LOADING*

- Guests are not allowed on the bus to ride home with others. Transportation of guests is the responsibility of the parent.

- Be on time at the designated school bus stop. Keep the bus on schedule.
- Stay off the road at all times while waiting for the bus. Riders must conduct themselves in a safe manner while waiting.
- Do not step into the roadway in anticipation of the bus stopping. Remain on the curb, at the bus stop, or on the roadside a safe distance from the approaching bus.
- Wait until the bus comes to a complete stop and the driver opens the door before leaving the roadside, curb, bus stop.

### *BUS CONDUCT*

- Keep hands and head inside the bus at all times.
- Throw garbage away in the proper containers. Help the bus driver keep the bus neat and clean.
- Enjoy conversations with others, but voices must be kept at a normal level. A chorus of loud voices is distracting to the driver.
- Treat the bus equipment as you would other school equipment. Damage to seats, etc. will be paid for by the offender.
- Bus riders should never tamper with the bus or any of its equipment.
- Take your belongings (books, lunch, backpacks, etc.) with you when you leave the bus.
- Keep books, packages, coats, and all other objects out of the aisles.
- Do not throw anything out of the bus window.
- Bus riders should remain seated while the bus is in motion.
- Horseplay is not permitted on or around the school bus.
- Bus riders are expected to be courteous to fellow riders, the bus driver, patrol officers, or driver's assistants.
- Absolute quiet is expected when approaching a railroad-crossing stop.
- In case of a road emergency, children are to remain in the bus.

### Exiting the bus:

- Cross the road at least ten feet in front of the bus after getting off, but only after looking to be sure that no traffic is approaching from either direction.
- Help look after the safety and comfort of smaller children.
- Be alert to the danger signal from the driver.
- The bus driver will not discharge riders at places other than the regular bus stop, at the home or at school, unless by proper authorization from the parent/guardian of the rider or the school official.

The health and safety of your child is jeopardized by student misconduct on the bus. The school district has taken steps to ensure all children have safe and enjoyable rides to and from school. The school and bus company have set high standards for student behavior. There are progressive consequences for repeated bus misconduct. Please encourage your child to be safe and respectful while traveling to and from school on school buses. We thank you in advance for helping us in the effort to keep our children safe and healthy.

### *TRAFFIC & PEDESTRIAN SAFETY*

All bus students are dropped near the main entrance of the school in the morning beginning at approximately 7:30 A.M.

Bus students board the buses placed in a continuous line to the main doors of Olson Middle School. Buses begin arriving approximately 3:10 p.m.

Do not park in the bus pick-up or drop-off zone.

Do not pull around stationary buses.

Do not pass moving buses in the school parking lot.

Do not drop your student off in the parking lot or allow him/her to exit your vehicle on the driver's side.

*Parents/Guardians will drop off their child in the east parking lot, Door 12, and pick up their children from the same location after school.*

Be alert to pedestrian traffic.

Do not wait in the west parking lot at dismissal for your child. Children should not cross the bus exit route or walk between buses to get to their ride home - again, this should be done in the east parking lot.

The crosswalk has a stop sign posted to allow all walking students a safe passage to the diagonal sidewalk that leads to the crossing guard located at Buttner Street and Grayside Avenue. This is the only place students may cross the frontage drive. Walking students should only cross Grayside Avenue at the crosswalk located at Buttner Street and Grayside Avenue.

### *BICYCLES*

Bicycle racks are located on school property. Bicycles are NOT to be ridden on school property. Instead, bicycles will be walked to the bike rack. Lock your bicycle to prevent theft. The school is not responsible for unauthorized use of bicycles by other students or the theft of a bicycle.

### *SKATEBOARDS*

Skateboards may not be ridden on school property. Students may not store skateboards in their locker. Skateboards must be checked in the main office at the beginning of the day. When students reach school asphalt, concrete, or the school walkway along Grayside Avenue, the skateboard will be carried.

## **OLSON MIDDLE SCHOOL POLICIES & PROCEDURES**

What follows is a summary of pertinent School Board Policies. For the full text, please see the specific Policy which is available online on the District's website.

### **Policy 5516 - STUDENT HAZING**

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

Hazing shall be defined for purposes of this policy 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.

Administrators, faculty members, and other employees of the District shall be alert to possible situations, circumstances, or events that might include hazing. 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 Superintendent. The individual informed of the situation shall immediately do the following:

- A. Write all information concerning the reported activity or planned activity received from the person reporting the incident to create a complete record of the initial contact with the administration.
- B. Determine if any potential criminal activity has occurred, and if so, contact law enforcement immediately.
- C. Determine whether the information received illustrates hazing behavior that is based on the student's or any group of students sex (including transgender 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 ("Protected Classes"). If the conduct reported appears to be based on one (1) or more Protected Class, the Administrator shall inform the District Compliance Officer and refer to Policy 5517 – Student Anti-Harassment and proceed accordingly.

- D. If the hazing or planned hazing does not appear to be based on any Protected Classes, then the Administrator shall proceed to conduct an investigation consistent with the procedures found in Policy 5517.01 - Bullying. If at any point, information surfaces indicating that hazing activity was based on one (1) or more Protected Class, the Administrator or designee conducting the investigation shall contact the Compliance Officer and consult Policy 5517 – Student Anti-harassment.

Students, administrators, faculty members, and other employees 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. Disciplinary action for staff members may be issued up to and including termination from employment. (See Policy 3139 – Staff Discipline or Policy 4139 – Staff Discipline).

### **Policy 5517 - STUDENT ANTI-HARASSMENT**

#### **Prohibited Harassment**

It is the policy of the Board to maintain an educational environment that is free from all forms of harassment. This commitment applies to all 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 Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board 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.

The Board will vigorously enforce its prohibition against harassment 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 Classes") and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students, including at a group of students, for any reason, even if not based on one (1) of the Protected Classes, through its policies on bullying (See Policy 5517.01 – Bullying).

The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps designed to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

#### **Policy 5517.01 - BULLYING** (in part)

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles

arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment. (See also Policy 3362.01 and Policy 4362.01 - Threatening Behavior Toward Staff Members)

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be 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. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability, or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

### **Policy 7540.03 - STUDENT RESPONSIBLE USE OF TECHNOLOGY AND INTERNET SAFETY**

(in part)

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides technology resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District technology resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District technology resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct. This policy governs students' use of District technology resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

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 including prejudicial or discriminatory attacks, and the like). Because its technology resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers. Users must not seek information on, obtain copies of, or modify files, other data, or passwords belonging to users, or misrepresent themselves on any network without authorization. Users must not use technology for political lobbying, partisan political activity, or to advance specific political ideas or agendas unless specifically authorized by the District. Users also must not install unauthorized software or connect unauthorized hardware to District systems.

Users have no right or expectation to privacy when using District technology resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection). The use of the District network is a privilege, not a right.

**NOTE:** All students and their parents/guardians must annually read and sign the **Acceptable Use Agreement**. Students that do not return their agreement will have their computer network privileges suspended. Computer network use would include **all** technology in the building.

#### VIDEO SURVEILLANCE

The Board of Education authorizes the use of video surveillance and electronic monitoring equipment at various sites throughout the District and on school buses. Please see Board Policy 7440.01 for more information.

#### PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY

It is the policy of the Mauston 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, co-curricular, 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, Wis. Statutes. 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. The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Mauston School District. Any questions concerning this policy should be directed to the District Administrator at 608-847-5451.

#### ***STUDENT RECORDS***

The middle school office keeps a complete record of information for each student. These records contain grades, evaluations, Individual Education Plans (IEP's) if appropriate, standardized test scores, courses taken, health records, and other pertinent information. The legal parents or guardians have a right to review the student's record at any time. The office will provide the record for you to examine, and make copies of information at a nominal cost per page.

Students who move within the district and change addresses or phone numbers should notify the office of these changes. It is necessary for the office to have a current address and telephone number of the parent/guardian and an alternative contact in case of an emergency.

#### ***MAILING OF SCHOOL INFORMATION***

**Divorced or separated parents/guardians** may both receive information from the school by request. The school will automatically send correspondence to the custodial parent/guardian or parent of primary placement without a request. We will send school correspondence to a 2<sup>nd</sup> Parent/Guardian by request.

#### ***STUDENT TRANSFER TO ANOTHER SCHOOL DISTRICT***

Contact the middle school to inform us of your intent to withdraw your child. Next, contact the new school for enrollment information. The new school will send a Request for Records form signed by you in order to obtain the student's records. We will maintain a student on our enrollment record until we receive a signed 'Request for Records' form from the new school district.

#### ***FOOD SERVICE***

Students will have at least one main entrée for each meal; occasionally, students will be given a choice of a second entrée. The cost of the meal is deducted from your family lunch account. Students are allowed to take a second meal, but will be charged for it. When your lunch account no longer has a positive balance, you will be notified informing you of your need to add to the account. Your child will need to bring a sack

lunch until the account has a positive balance. Contact the district office at 847-5451, extension 6686, to get information about your account, to set up an account, or if you have a change of address.

### ***VISITOR POLICY***

The Olson Middle School office hours are 7:30 a.m. to 4:00 p.m. All visitors must enter the building through the main entrance doors located off the west parking lot. Visitors will need to be approved for entry by the office staff. All persons going to building locations beyond the office will register in the office by providing a driver's license or other valid ID. A visitor's badge will be provided and must be worn at all times while in the building.

### ***VOLUNTEER POLICY***

All school volunteers must complete an application and submit to a criminal background check annually. This will apply to all volunteers whose service to the school brings them in regular contact with students, including chaperones and classroom volunteers. Applications are available at the middle school or district office, or on the school website.

### **PUBLIC NOTICE**

#### **School District of Mauston**

#### **Family Educational Rights and Privacy Act (FERPA)**

#### **Directory Information [2015]**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Mauston School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Mauston School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Mauston School District to include this type of information from your child's education records in certain school publications. *Examples include:*

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Mauston School District to disclose directory information from your child's education records without your prior written consent, you must notify the District **in writing**. If you have questions, please contact the Director of Student Services.