

# 2016-2017 Student/Parent Handbook



Rick Flaherty, Principal  
Aaron Lieberz, Assistant Principal  
Dan Hicks, Assistant Principal

Superior Middle School  
3626 Hammond Avenue  
Superior, Wisconsin 54880

*Information contained in this handbook is not all-inclusive and may be subject to change due to changes in state and local laws, board policy or individual circumstances.*

*Superior Middle School does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, race, color; creed; pregnancy; marital status; parental status; sexual orientation; or physical, mental, emotional, or economic activities.*



# School District of Superior

SUPERIOR MIDDLE SCHOOL

3626 Hammond Ave

Superior, WI 54880-4483

715-394-8740

Fax 715-395-8483

Attendance 715-394-8748



*"Provide all children with the relevant tools to develop a foundation for living, learning and working successfully."*

September, 2016

Dear Parents, Students and Families:

We are very excited this year to support student learning by providing a computer to every middle school student. This fabulous opportunity comes with responsibilities and challenges as well. Our staff is working to fully utilize technology for student learning. Additionally, students will be instructed in the appropriate use of technology at SMS. New to our middle school student handbook is a section that explains our procedures and policies in regards to student use of these computers and technology. Thank you for your support in our 1 to 1 endeavor and please call or stop in if you have questions so that we can best meet the needs of your children and our students.

The entire learning community is responsible for making SMS the best possible place to learn. At the middle school we emphasize the philosophy. As we to meet our job expectations as students and adults, we create the best environment for academic success. A positive climate is created by one another within the guiding and outside in the community. As ~~we~~ together and respect one another, a greater sense of is cultivated. We believe that every student and adult is important at Superior Middle School.

Have a wonderful 2016-17 school year!

Sincerely,

Rick Flaherty, Principal

Aaron Lieberz, Assistant Principal

Dan Hicks, Assistant Principal

## **Table of Contents**

[School Board Policies Reference List](#)

[Superior Middle School Directory](#)

[SCHOOL DAY SCHEDULE](#)

[Class Time Schedules for 2016-2017](#)

[Start of Day](#)

[End of Day](#)

[Emergency Closings and Delays](#)

[FAQ: FREQUENTLY ASKED QUESTIONS](#)

[REASONABLE ACCOMMODATION FOR DISABLED PERSONS](#)

[Possible Alternatives for Reasonable Accommodation](#)

[SECTION I - GENERAL INFORMATION](#)

[Police Liaison Program](#)

[School Counselors and Special Program Supports](#)

[Health Services](#)

[Injury and Illness](#)

[Visitors](#)

[Breakfast/Lunch/Dinner Program](#)

[Information, Policies and Conduct](#)

[Breakfast Program](#)

[Lunch Program](#)

[Dinner Program](#)

[Payment Options](#)

[Procedures for Students with Deficit / Negative Lunch Account Balances](#)

[Lockers](#)

[Locker Assignments, Locks and Responsibilities](#)

[Personal Items and Dress Code](#)

[Electronics, Cameras, Earbuds/Headphones, Cell Phones, iPods, etc.](#)

[Dress Code](#)

[Security Cameras](#)

[Gifts & Deliveries](#)

[Skateboarding, Roller Blades, Scooters, Bikes, Roller Shoes and other like items](#)

[Pets in School](#)

[Miscellaneous Topics](#)

[Hallway Conduct](#)

[Allergic Reactions](#)

[Student Use of Telephones](#)

[Valuables](#)

[Lost and Found](#)

[Public Display of Affection](#)

[Soliciting in School](#)

[Automated External Defibrillator \(AED\)](#)

[Street Crossing](#)

[Extra & Co-Curricular Activities](#)

[School Activity Eligibility](#)  
[Student Council](#)  
[Intramural Sports](#)  
[Archery](#)  
[Student Social Events](#)  
[Yearbook](#)  
[Eighth Grade Leadership](#)  
[Family, Career and Community Leaders of America \(FCCLA\)](#)  
[Forensics](#)  
[Field Trips](#)  
[Fundraising](#)  
[School Store](#)

[Library Media Center \(LMC\)](#)

## [SECTION II – ATTENDANCE AND TRUANCY](#)

[SMS Attendance Reporting Procedures and Policies](#)

[Calling in an Absence](#)

[Tardiness at the Start of the Day](#)

[Leaving the Building during School Hours](#)

[Messages to Students during School Hours](#)

[Homework Requests](#)

[Planned Absences \(i.e., family vacations\)](#)

[Physical Education Class – Excused Absences from P.E.](#)

[Make-up Coursework and Examinations](#)

[Excused Absences](#)

[Unexcused Absences](#)

[Change of Address/Phone Number/Emergency Contacts](#)

[Children of Divorced/Separated Parents](#)

[Withdrawing from Superior Middle School](#)

## [SECTION III – TRANSPORTATION](#)

[SMS Bus Procedures](#)

[Bus Changes](#)

[One-Time Transportation Variance](#)

[Long-Term Transportation Change Request](#)

[DISTRICT BUS CONDUCT](#)

[Prior to Loading \(on the road and at school\)](#)

[During the Trip](#)

[Leaving the Bus](#)

[Videotapes on School Buses](#)

[Penalties for Infractions](#)

## [SECTION IV – STUDENT](#)

[CONDUCT & DISCIPLINE](#)

[Student Conduct](#)

[Work/Respect/Belong](#)

[Behavior Lab](#)

[Office Visits for Office Discipline Referrals](#)

[First Referral](#)

[Second Referral](#)

[Third, Fourth, and Fifth Referrals](#)

[Six or more Office Discipline Referrals](#)

[Bottom Line / Intolerable / Illegal Behavior](#)

[Positive Behavior Interventions & Supports & Honor Level System](#)

[PBIS Procedures](#)

[Positive Behavior Interventions and Supports](#)

[Honor Level System](#)

[Football Rules for Spectators at NBC Spartan Sports Complex](#)

[SMS Rules](#)

[Rules for all Spectators](#)

## [SECTION V - TECHNOLOGY](#)

[Student Guidelines for Digital Tools](#)

[Statement of Purpose](#)

[Consequences of Unacceptable Use](#)

[Level 1 Behaviors:](#)

[Level 2 Behaviors:](#)

[Level 3 Behaviors:](#)

## [SECTION VI – EQUAL EDUCATION OPPORTUNITY](#)

### [AND ANTI-HARASSMENT](#)

[Sexual Harassment](#)

[Bullying](#)

[Section 504/ADA Complaint Procedure](#)

SCHOOL DISTRICT OF SUPERIOR  
2016-2017 School Calendar  
**REVISED**

August 18-19 & 22-23-24, 2016	New Professional Staff Training
August 30-31, 2016	Staff Development Days
<b>September 1, 2016</b>	<b>Classes begin for students</b>
September 5, 2016	Labor Day (holiday)
October 31, 2016	Designated parent-teacher conference day (no school for students)
November 1-2, 2016	Staff Development Days (no school for students)
November 23, 2016	Designated parent-teacher conference day (no school for students)
November 24-25, 2016	Thanksgiving Break
November 28, 2016	Classes resume
December 22-30, 2016	Winter Break
January 2, 2017	Classes resume
February 13-14, 2017	Staff Development Days (no school for students)
March 20-24, 2017	Spring Break
March 27, 2017	Classes resume
April 14, 2017	Designated parent-teacher conference day (no school for students)
April 17, 2017	Staff Development Days (no school for students)
May 29, 2017	Memorial Day (holiday)
June 3, 2017	Graduation
<b>June 6, 2017</b>	<b>School term ends for students and teachers</b>

Trimester End Dates

Trimester 1: December 2, 2016  
 Trimester 2: March 3, 2017  
 Trimester 3: June 6, 2017

2016-2017 Parent-Teacher Conferences

Thursday, October 6, 2016	3:30-8pm
Wednesday, October 12, 2016	3:30-8pm
Monday, March 9, 2017	3:30-8pm
Wednesday, March 15, 2017	3:30-8pm

# **STUDENT NONDISCRIMINATION POLICY**

The School District of Superior does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to age, sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability in any of its student programs and activities.

Discrimination is any behavior that prevents individuals from achieving their full human potential. Discrimination involves treating persons as members of a group rather than as individuals. Discrimination also includes sexual harassment, defined as unwanted behavior of a sexual nature that can be verbal, non-verbal, or physical.

Individuals with concerns relating to possible instances of discrimination are encouraged to contact employees of the district they regard as "safe adults" – teachers, school secretaries, counselors, principals, and administrators, to express their concerns. Individuals may also send a written complaint, using a form that is available at all schools and at the Administration Office, to Kaelene Arvidson-Hicks, 3025 Tower Avenue, Superior WI 54880, or to Attorney Stephen J. Olson, 1109 Tower Avenue, Superior WI 54880.

District policy 2260, Nondiscrimination and Access to Equal Educational Opportunity, and 5517, Student Anti-Harassment, are available at the Administration Office and at all district schools.

## **SCHOOL DISTRICT OF SUPERIOR MISSION STATEMENT**

---

Provide all children with the relevant tools to develop a foundation for living, learning and working successfully.

---

The School District of Superior is a learning community characterized by a responsive, child-centered philosophy that respects diversity and supports high expectations for the learning of all in a safe, sustainable environment.

- 
- The learning community includes students, staff, parents, Board and school partners;
  - Acknowledge and accommodate diverse needs of the learning community;
  - Create and sustain an environment that is accepting of differences;
  - Create and sustain an environment that encourages and nurtures growth in all members of the learning community.

- Planning and decisions will be based on research;
  - There will be continuous measurement of individual and group growth;
  - There will be clear communications surrounding child's needs;
  - Decisions will be child-driven;
  - There will be an appropriate educational plan for each child.
- 

- Assessment and evaluation will measure proficiency of learning, teaching and working;
  - A belief that all students are capable of achieving academic standards and community values;
  - High expectations include clear communication about expectations and results;
  - Information will be readily shared and easily accessed by all;
  - Actively seek information and use information to direct work and learning;
  - Seek feedback through self-assessment and use the feedback to continuously improve.
- 

- Focus on proper nutrition for all children;
- Buildings and grounds clean and well-maintained;
- Sense of belonging for all community;
- Support proper health care for all community members;
- Ownership – these are "our" children;
- Positive behaviors modeled by all;
- Respect for self, others and property;
- Pro-active crisis planning;
- Maintain a safe environment.
- Incorporate sustainable practices in all our activities.

**08-14-00 Adopted by Board of Education Revised 08-11-09**



# SCHOOL BOARD POLICIES REFERENCE LIST

The following policies might be of specific interest to parents. School board policies are used and referenced to create the SMS student handbook. A complete list of policies can be found using the district website and at [www.neola.com/superior-wi/](http://www.neola.com/superior-wi/).

Policy Name	Policy Number
Attendance	5200
Dress and Grooming	5511
Use of Tobacco	5512
Student Code of Classroom Conduct	5500
Student Anti-Harassment	5517
Bullying	5517.01
Disorderly Conduct	5520
Drug Prevention	5530
Student Discipline	5600
Due Process Rights	5611
Reporting of Student Progress	5420
Suspensions and Expulsions	5610
Electronic Equipment and Wireless Devices	5136
Absences for Religious Instruction	5223
Weapons	5772

# SUPERIOR MIDDLE SCHOOL DIRECTORY

## Superior Middle School Main Office

Rick Flaherty, Principal	715-394-8740 X 107
Aaron Lieberz, Asst. Principal	715-394-8740 X 117
Dan Hicks, Asst. Principal	715-394-8740 X 155
Delores Thormodsgard, Secretary/Treasurer	715-394-8740 X 103
Stephanie Evans, Attendance Secretary	715-394-8748 or 715-395-8740 X 105
Melissa Gondik – Discipline Secretary	715-394-8740 X 313
Scott Bruce, Counselor – Blue Wing	715-394-8740 X 116
Barb Matlack, Counselor – Green Wing	715-394-8740 X 217
Maryann Bonneville, Counselor – Red Wing	715-394-8740 X 114
Dawn O’Handley, School Psychologist	715-394-8740 X 108
John Heinen, Police Liaison Officer	715-394-8740 X 115
School Nurse	715-394-8755 X 110
Fax	715-395-8483

## SCHOOL DAY SCHEDULE

**Doors Open at 7:40 A.M.**

Early Arrival	Students who arrive to school before 7:40 are expected to wait quietly by either the Main Office doors or the Community Events Hallway (Gym Doors) until they are released to breakfast at 7:40.	
7:40 – 7:55	Breakfast/Activity Period. Students are required to be in the Cafeteria, Gym, Community Events Hallway or Library. <u>Students are not allowed to mingle in the hallways or on the wings before 7:55.</u>	
7:55 – 8:00	Passing Time to Homeroom/1st hour	
<b>6<sup>th</sup> Grade Lunch</b> 10:48 – 1:18	<b>7<sup>th</sup> Grade Lunch</b> 11:33 – 12:03	<b>8<sup>th</sup> Grade Lunch</b> 12:17 – 12:47
3:00	School Day Ends	
3:06	Buses Depart	
3:10	<b>Only students who are under the direct supervision of staff may be in the building after 3:10 PM.</b>	

## Class Time Schedules for 2016-2017

<b>6<sup>th</sup> Grade</b>	<b>7<sup>th</sup> Grade</b>
Period 1      8:00 - 8:54 (extra homeroom time)	Period 1      8:00 - 8:54 (extra homeroom time)
Period 2      8:58 - 9:47	Period 2      8:58 - 9:47
Period 3      9:51 - 10:40	Period 3 FAA   9:52 - 10:41
Period 4      10:43 - 10:48	Period 4 FAA   10:45 - 11:33
(drop off computers before lunch)	Lunch          11:33 - 12:03
Lunch          10:48 - 11:18	Period 5      12:08 - 12:57
Period 4      11:23 - 12:12	Period 6      1:01 - 1:51
Period 5      12:15 - 1:04	Period 7      1:55 - 2:46
Period 6 FAA   1:08 - 1:55	Homeroom     2:50 - 3:00 (period 1 students)
Period 7 FAA   1:59 - 2:46	
Homeroom     2:50 - 3:00 (period 1 students)	

<b>8<sup>th</sup> Grade</b>	<b>*Superior Middle School operates without bells.</b>
Homeroom     8:00 - 8:05 (period 7 students)	
Period 1 FAA   8:10 - 8:57	
Period 2 FAA   9:01 - 9:48	
Period 3        9:52 - 10:52	
Period 4        10:55 - 11:55	
Period 5        11:58 - 12:17	
Lunch          12:17 - 12:47	
Period 5        12:52 - 1:51	
Period 7        1:54 - 3:00 (extra homeroom time)	

## Start of Day

Students are not allowed in the building prior to 7:40 a.m. Students dropped off prior to 7:40 a.m. are expected to wait in either the Main or Community Events entrance doorways or outside.

## End of Day

Students will be expected to promptly leave the building and property unless they are involved in an adult supervised after-school activity, club, or event by 3:10 pm. Students will not be allowed to wander or loiter in the building. Students are to wait for their rides in the Main or Community Events entrance doorways or outside. School rules regarding student behavior expectations will be in effect for after-school activities as well as students waiting for rides.

## Emergency Closings and Delays

If the schools must be closed because of inclement weather or other conditions, the district will notify the following radio and television stations: KDAL, KRBR, KTCO, KKCB, WEBC, KLDJ, KUSZ, KQDS, KISS, KZIO, KBJR, and WDIO.

Parents and students are responsible for knowing about emergency closings and delays.

## FAQ: FREQUENTLY ASKED QUESTIONS

**Question:** Who do I call if my child is ill and cannot attend school?

**Answer:** Please call the Attendance Office at 715-394-8748. Leave a message clearly stating the student's name, grade, reason for absence, and identify who is leaving the message.

**Question:** What do I do if my child needs to be released early from school or arrives late to school as a result of an appointment?

**Answer:** Please send a note with your child. Students should bring the note to the Attendance Office on their way to homeroom to receive their pass to leave the building. Also, upon returning from any medical appointment, please have your child provide us with a copy of the signed physician appointment slip or signed school pass so the absence can be marked medically excused. Absences that are medically excused do not count against the student when determining truancy.

**Question:** My child is experiencing a problem in a specific class. Who do I call?

**Answer:** We always recommend that your first contact would be to the teacher involved. You can reach any teacher by calling 715-394-8740. If they are unable to speak to you, we invite you to leave them a voice mail message for them to call you at a more convenient time. Your child's teachers' email address can be accessed through our web site at [www.superior.k12.wi.us](http://www.superior.k12.wi.us) or through the PowerSchool Parent Portal. All staff email addresses are their first name (dot) last name (at) superior.k12.wi.us. If the problem

persists, we would ask that you call your child's wing counselor and then the principal. Their phone numbers are listed in our directory found on Page 6 of this handbook.

**Question:** How are report cards distributed?

Answer: Report cards will be sent home with the students approximately one week after the grading period ends. The final report card of the year will be mailed approximately one week after the school year ends. The trimester grading period dates are listed on the school calendar located at the beginning of this handbook.

**Question:** How does my child do things like: order a Yearbook... get involved in co-curricular activities... enroll in an intramural after school activity?

Answers: In many cases such as these, your child will hear about opportunities during the morning announcements and directed to the Main Office to pick up a flyer/registration form. These opportunities are also posted on our website in the Announcements section and on our Superior Middle School Facebook page. Flyers and registration forms are not sent home with each and every student. SMS Intramural Sports has their own section of the SMS website where registration forms will be posted.

**Question:** What if I have additional questions or concerns about school and my child?

Answer: Never hesitate to call a teacher, counselor, or an administrator at any time. Please refer to the school directory or staff listings, available on the Superior Middle School section of the School District website ([www.superior.k12.wi.us](http://www.superior.k12.wi.us)) for the appropriate email address or number.

**Question:** What if my child needs to ride a different bus or get off at a different bus stop?

Answer: Students that require a one-time change from their assigned route must bring a written request from a parent/guardian to the Main Office. A one-time variance form will be filled out for the student to give to the bus driver upon entering the bus. Bus drivers are not allowed to accept students without signed variance from the office.

**Only students who are eligible to ride a bus are allowed to receive a variance to ride another bus other than their own.** This also applies to students getting off at another bus stop. **Students will not be allowed to call and make last-minute same day arrangements to ride another bus.** We understand circumstances change unexpectedly; therefore exceptions will be made on a case-by-case basis.

# **REASONABLE ACCOMMODATION FOR DISABLED PERSONS**

The director of human resource, who is the ADA Compliance Officer, shall ensure that the following notice is made a part of each communication concerning a District activity to which the public is invited: "Upon request to the director of human resource, the District shall make reasonable accommodation including the provision of informational material in an alternative format for a disabled person to be able to participate in this activity."

## **Possible Alternatives for Reasonable Accommodation**

Hearing Impaired: A. providing a sign-language interpreter B. reimbursing the sign-language interpreter used by the requestor C. modifying the seating arrangements for those who can lip-read D. providing amplifiers to the p.a. system

Visually Impaired: A. providing a reader B. recording the activity for later review C. arranging special seating D. providing large-print copies of written documents Physically-Impaired: A. arranging for access to the activity B. providing a special location to accommodate assistance devices or equipment. Revised 3/01

## **SECTION I - GENERAL INFORMATION**

### **Police Liaison Program**

Our pro-active police liaison program is in place to help students understand “right and wrong” within the law. Part of the police liaison’s responsibilities include investigations and working with City and County agencies to provide solutions for students. In some situations, a student may be charged with violation of city and/or State law/ordinance. The police liaison officer can also assist parents and students who feel a law has been violated. Officer John Heinen can be reached at 715-394-8740 x 115 or 715-394-8755.

### **School Counselors and Special Program Supports**

Each wing is supported by a full-time School Counselor who can be reached at:

Scott Bruce, Counselor – Blue Wing	715-394-8740 x 116
Barb Matlack, Counselor – Green Wing	715-394-8740 x 217
Maryann Bonneville, Counselor – Red Wing	715-394-8740 x 114

Superior Middle School also has a full-time School Psychologist, Dawn O’Handley, who can be reached at 715-394-8740 x 108.

Additional behavioral support is offered through our Behavior Lab. Insight Teacher, Lauren Bonner, can be reached at 715-394-8740 x 164.

### **Health Services**

A full time nurse provides medical assistance, emergency medical treatment, and administers prescription drugs and all other medications to students in accordance with the District policy. Our school nurse can be reached at 715-394-8740 x 110 or 715-394-8757.

### **Injury and Illness**

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

A student who becomes injured or ill during the school day should request permission from the teacher to go to the Nurse’s Office. The School Nurse will assess the injury/illness to determine if the student can be treated and sent back to class. If the injury/illness is more than what was approved by the parent in the student’s emergency student data, the student’s parent/guardian will be called to determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

## Visitors

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to prevent any loss of instructional time.

Visitors access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the Principal regarding these restrictions.

Students may not bring visitors to school without first obtaining written permission from the principal.

## Breakfast/Lunch/Dinner Program

### Information, Policies and Conduct

Parents are encouraged to complete applications which may entitle their child to free or reduced breakfast and lunch prices. **Free and reduced lunch applications are available in the Main Office or at the Board Office, are due by October 5, 2015 and must be updated yearly.**

In general we ask that students conduct themselves in the cafeteria in the same manner they would at home and in any other public eating establishment. Politeness is the Golden Rule.

### Breakfast Program

Monday – Friday, school doors open at 7:40 a.m. **Breakfast is available at no cost to all students** from 7:40-8:00 a.m. **Students are not allowed to remove food or drink from the cafeteria unless directed to do so by an adult.**

Students are required to be in one of four places during this time:

- Breakfast in the cafeteria
- The library for quiet study/homework assistance/research
- The gym for organized recreation
- The community events hallway

Students who ride school buses will enter the school through one of two designated entrances in the rear of the school building and proceed directly to the cafeteria for breakfast. Students who walk to school, or are dropped off from personal vehicles, are asked to use the main entrance or the community events entrance and go directly to one of the four designated areas: Community Events Entrance, cafeteria, library/library computer lab, or gyms.



## Lunch Program

Welcome to the Food Court at Superior Middle School! Your choices are the variety of pre-made salads, sub sandwich bar, pizza, Anything On-A-Bun, and International Foods (the hot entrée of the day). The cost for one student lunch is \$2.50. Any additional items are charged a la carte and extra milk is \$.50. In addition to the entrée, a hot vegetable, fresh vegetable, fruit, dessert and milk is offered. Cash payments can be made directly to the school cashier, or parents can make payments by credit/debit card online. Visit [HearlandApps.com](http://HearlandApps.com) to set up your account. Food Service is no longer located at the main District Office. Meal Program Assistant Cheryl Strum can be contacted directly at 715-394-8917 or by seeing her at her office in the SMS Cafeteria. Additional ways to pay on your account include mailing your payment to 3025 Tower Ave or using the drop box out in front of the Board Office at 3025 Tower Ave. You can also pay with your credit card by calling 715-394-8707.

Students with negative balances will not be able to charge their lunch, and will need to pay for their lunch each day until they have a positive balance.

## Dinner Program

Dinner is available from 3:10-5:00 Monday – Friday and is free of charge to anyone 18 yrs. or younger. Adults can eat for \$3.15

### Food and Drink

Students must clean their table before they are dismissed. **Students are not allowed to remove food or drinks from the cafeteria. All food and drink must be consumed in the cafeteria** unless there are special circumstances such as classroom celebrations, testing, lunch detention, etc. Students are not allowed to walk around with food and drink of any kind. Students are allowed to have water bottles in their lockers and classrooms.

## Payment Options

The most convenient option is to make a payment on your student's meal account is online at [www.myschoolbucks.com](http://www.myschoolbucks.com). You can also visit the food service office or mail a check to 3025 Tower Avenue (Food Service Office). We accept cash, credit & debit cards or checks payable to School District of Superior Food Service. If you have any questions regarding your student's meal account please contact our office at [\(715\)394-8707](tel:7153948707) or email us at [foodservice@superior.k12.wi.us](mailto:foodservice@superior.k12.wi.us) .

## Procedures for Students with Deficit / Negative Lunch Account Balances

Students who pay for lunch will be allowed to charge (negative balance) two (2) lunches on their lunch account (\$5.00)

- After a student's account has reached the maximum charge limit the student will be offered an alternate meal of a cheese sandwich & milk.
- Parents will continue to receive negative balance emails on a weekly basis as well as phone calls alerting of the negative balance.
- Students who have negative balance accounts will not be permitted to purchase ala carte snack and beverage items.
- Students with a negative balance are still able to purchase a meal daily with cash but they are not allowed to charge meals.
- Students who are on free meal status with a negative balance are allowed a meal everyday but are not allowed to have any extra charges.
- LUNCH ACCOUNTS: Each student has their own lunch account. Lunch accounts should be prepaid. They are not to be used as a charge account; rather, much like a checking or debit account. Payment for lunch accounts can be made at the school, via mail, or, online. To pay online please use: [www.myschoolbucks.com](http://www.myschoolbucks.com)

The School District of Superior is pleased to announce the availability of applying for Free and Reduced Priced Meals online! The process is SAFE, SECURE, PRIVATE and AVAILABLE anytime, anywhere! Click on the image below to get started.



Jamie Wilson  
 School District of Superior  
 Director of Food Service  
 715-394-8700 ext. 142

## Lockers

### Locker Assignments, Locks and Responsibilities

Students will be assigned two lockers at the beginning of the school year: one full-length locker in their assigned wing and a smaller locker in the Physical Education locker room.

Lockers are the property of the School District of Superior. The principal or designee has the right to open and search the locker at any time and may be subject to a K-9 search. Contents found within a locker are the responsibility of the student assigned to the locker. Lockers are not to be decorated with balloons, ribbons, signs, etc. No stickers are allowed on the inside or outside of the lockers.

**School Master keyed combination locks are required.** Students must purchase a lock from the school treasurer in the Main Office for \$5.00. Locks purchased from any other source may be cut off during a locker search. Please keep the combinations of your locks private to ensure the safety and privacy of your belongings.

Students are strongly encouraged NOT to bring valuables and/or large amounts of money to school and store them in their lockers. The school is NOT responsible for items that are stolen from student lockers.

## **Personal Items and Dress Code**

### **Electronics, Earbuds/Headphones, Cell Phones, iPods, etc.**

Personal electronic equipment is allowed to be used by students before, during lunch and after school. The WiFi will be turned off between 8am and 3pm. Only District issued laptops will have access to WiFi during the school day. All other times of the day devices (including earbuds) should be shut off and kept in the student's pocket or locker. Examples of these items are cell phones, electronic games, iPods/headphones/earbuds, MP3 players, etc. Students may use personal e-reading devices - such as a Nook, Kindle, tablet or iPad for educational purposes with approval from their teacher. Expectations of appropriate cell phone use are reviewed and discussed with students by teachers and school staff. Students using or displaying prohibited personal electronic equipment in classrooms will be sent to the Main Office and will turn in their device to a principal. Electronic devices will then be returned at the end of the day. However, subsequent incidents of displaying or using electronic devices in a classroom can result in the need for a parent to come and pick up the item as well as lost privileges. Electronic devices are not allowed in the locker rooms.

### **Dress Code**

All SMS students are expected to be dressed appropriately for school, school activities and events. The School District of Superior respects the right of students to express themselves; however, that right is limited by the need to maintain a safe and orderly school environment and to respect the rights of all members of the school community. The school administration will have the final decision on any clothing issue in question.

SMS recognizes a student's individual appearance is mainly the responsibility of the student and parents. However, any article or manner of dress that may cause the educational process to be disrupted or presents a safety issue is not acceptable.

- NO clothing with slogans or advertisements pertaining to drugs, alcohol, tobacco, profanity, racial connotations, or sexual innuendos is allowed.
- NO hats, bandanas, hoods are allowed during the school day.
- NO exposed midriffs (belly); shirts must cover the midriff on all sides.
- NO strapless garments are allowed unless they are covered by a shirt, jacket or sweater.
- NO shirt exposing cleavage will be permitted. (A good guide is clothing should not be lower than a straight line between a student's armpits.)

- Straps such as those found on tank tops, muscle shirts or spaghetti straps must cover undergarments at ALL TIMES.
- All clothing must conceal undergarments. Shirts that reveal undergarments, due to transparency, length, or lack of coverage are NOT permitted.
- The length of skirts and dresses cannot be shorter than the length of one's fingertips when arms are at the sides. Shorts must cover the entire bottom (the buttocks).
- Students must wear footwear at all times. During classes such as art, technology education, physical education, and science, students may be required to change footwear and/or remove jewelry temporarily to address safety concerns.
- Any form of attire which is indicative of gang affiliation is prohibited.

A student with inappropriate dress will be asked to change to appropriate dress or he/she will be sent home. Flagrant abuse will result in additional disciplinary consequences.

**Policy plan for dealing with any of these issues:**

1. Teacher informs students of dress code violations and requests them to fix violation.
2. If a student refuses to fix violation, teacher sends the student to the administrator.
3. Change clothing of issue (if student has other clothes) or a call home for more clothes. If that doesn't work then,
4. Student uses clothes from the SMS Clothing Closet.
5. No compliance results in either ISS for the day or suspension according to administrator's decision.

**Security Cameras**

The school is equipped with security cameras. These cameras are located within the school and covering the school grounds. By law, students, parents and community members must be made aware that these cameras are recording all activity twenty-four hours per day.

**Gifts & Deliveries**

While it is fun to send balloons, flowers and other gifts to students, sending these items is discouraged. Due to allergy concerns and the disruption to the learning environment they must stay in the Main Office until the end of the day.

**Skateboarding, Roller Blades, Scooters, Bikes, Roller Shoes and other like items**

Scooters, bikes, roller blades, skateboards, and other like items will not be allowed for use in the building or on school grounds. Students must obtain their own locking mechanisms and use bike racks on the school grounds to keep items secure. The school district will not be held responsible for theft or vandalism. Roller blades, skateboards and other similar items must be carried into the school once the student is on school grounds and placed in the student's locker. Items too large for locker storage should be left at home.

**Pets in School**

Pets will not be allowed in the school unless prior approval has been given by the Principal.

## **Miscellaneous Topics**

### **Hallway Conduct**

Students are expected to WALK through the hallways, keeping their hands and feet to themselves. Running, jumping, pushing, hitting, and tripping are not appropriate hallway behaviors and will result in a referral or infraction if this behavior occurs.

### **Allergic Reactions**

Due to allergy concerns, body sprays, perfumes, and colognes are not to be sprayed in hallways or classrooms. Students should refrain from wearing excessive amounts of these items, too.

### **Student Use of Main Office Telephone**

Superior Middle School does have a telephone for student use available in the Main Office. There is no charge to use this phone. However, we ask that you make after school arrangements with your child before he/she leaves home in the morning (See section Messages to Students during School Hours). Students need to limit their time on the phone to two minutes.

### **Valuables**

Students are encouraged to NOT bring valuables or large sums of money to school. If a student does bring items of value or large sums of money to school, they are encouraged to leave them in the Main Office.

### **Lost and Found**

Lost and found articles of clothing will be located in the Cafetorium by the stage (exception – Phy. Ed. Department has their own Lost & Found). Unclaimed clothing items will be donated once a month to the Salvation Army or other charitable organizations. Lost items such as phones, glasses, jewelry, and other small items will be kept at the front desk in the Main Office.

### **Public Display of Affection**

Superior Middle School students will be expected to conduct themselves in a manner that respects the boundaries of all students. Public displays of affection such as kissing, hugging and holding hands will be discouraged while on school grounds.

### **Soliciting in School**

All sales or requests for funds for out-of-school organizations are against school regulations.

### **Automated External Defibrillator (AED)**

Superior Middle School has two Automated External Defibrillator's (AED's) available in the building. One is located in the Community Events Hallway near the Gyms and the other is located near the Library Media Center (LMC).

## **Street Crossing**

Superior Middle School encourages safe behavior on the way to and from school. **Students are expected to use the sidewalks when walking/riding their bike to and from school.** Students who cross Tower Avenue at 37<sup>th</sup> are expected to obey the lights and use the marked crossing lane. Individuals may be issued a ticket by the police department for inappropriate behavior in the roadway.

## **Extra & Co-Curricular Activities**

### **School Activity Eligibility**

We expect all students to adhere to all school policies. In the case where a student makes choices that result in consequences such as after-school detention, in-school suspension or out-of-school suspension, the student's team may recommend to the principals that a student not be allowed to participate in specific school activities. We will do our best to notify parents if this situation occurs. Three or more referrals during a grading period, any ISS, OSS, or attaining Honor Level 4 status may result in a student not being permitted to attend dances or extra-curricular field trips.

### **Student Council**

Student Council represents student thinking on matters affecting the student body. These students work to maintain good student-staff relationships, promote the development of positive school community relationships, and maintain school traditions and high standards of conduct. In brief, they advance the general welfare of the school. They also assist in organizing various school activities.

### **Intramural Sports**

Details are posted as intramurals are offered.

### **Archery**

The Archery team tryouts are in January.

### **Student Social Events**

School dances are scheduled throughout the year. Dances are sponsored by various clubs and groups. Our dances are well chaperoned by school staff as well as by parents (please consider volunteering). **ONLY** students registered at Superior Middle School are eligible to attend any school sponsored social events.

### **Yearbook**

Students work together with the yearbook advisor(s) to produce the yearbook.

### **Eighth Grade Leadership**

The 8<sup>th</sup> Grade Leadership group consists of 14 students whose mission is to foster a positive school climate, develop relationships with 6<sup>th</sup> grade students, assist in various activities and special

events throughout the school year, and develop and strengthen their leadership skills. Some of the activities leaders are involved in include WRB tours with 6<sup>th</sup> grade students on the first day of school, supervision during morning passing time, teambuilding activities with 6<sup>th</sup> grade students during homeroom, transition activities with 5<sup>th</sup> graders as they prepare for middle school, service learning projects that benefit the school learning community, and other special events throughout the school year.

Leaders were selected based on several criteria. First, they were required to fill out an application, complete a letter of intent, obtain a letter of recommendation, and interview before a panel of school staff and peers. Second, the selection committee looked at grades, attendance, and HLS (Honor Level) status to determine eligibility. And finally, leaders and their parents agreed to commit to summer training, afterschool meetings and other requirements throughout the school year. The selection process was rigorous but necessary in order to identify motivated and committed leaders who will have a positive impact of their school and community. Fourteen new students will be selected at the end of the school year for the following school year.

### **Family, Career and Community Leaders of America (FCCLA)**

This student organization helps youth assume their roles in society. Advisors work with members in areas of personal growth, family life, and community involvement.

### **Forensics**

Forensics are open to all students. One-act plays, solo-acting, story-telling and speech competition are some of the activities participants can expect.

### **Field Trips**

Students must have a signed District-required permission slip and updated emergency information in our student database to be eligible to participate in field trip opportunities. Permission slips (sent home at the beginning of the school year) must be signed by a parent/guardian and returned to their homeroom teacher as soon as possible. Details regarding specific field trips will be sent home when they are going to take place. Students without signed permission slips will not be allowed to accompany the group.

### **Fundraising**

We will limit the number of fund-raisers allowed during the school year. Money drives will not be encouraged unless there is justification for the purpose. Justified fundraisers will be allowed under the guidance of a faculty advisor and the approval of the principal. NO fundraiser will be approved that involves servitude of an individual.

### **School Store**

Students have access to the school store operated near the Main Office. Students are permitted to visit the store by grade level on set days of the week that will be announced. Hours will be posted on

the window of the store. General school supplies, novelties, and school apparel may be purchased at the store. School apparel orders occur at least twice a year.

### **Library Media Center (LMC)**

Our school library is guided by the Wisconsin Model Academic Standards for Information and Technology Literacy which sets content and performance standards in four areas: media and technology, information and inquiry, independent learning and the learning community.

In order to best serve our students, the library is open throughout the entire school day. Students not accompanied by a teacher must have a pass when coming from class to the library and sign in on the library log. Students use their student ID number to check out library materials.

Library materials are checked out for three weeks at a time and can be renewed unless another student is waiting for that item. No library fines are charged for overdue materials – students are expected to return materials on time as a courtesy to other library patrons. Overdue notices are sent to homerooms on a bi-weekly basis as a reminder to students who have not returned items when due. If a library item has been lost or damaged beyond repair, it is the student's responsibility to pay for the replacement cost of the item so a duplicate copy can be ordered for others to use. It is the library's policy to refund that replacement cost if the library item is later returned in good condition.



## SECTION II – ATTENDANCE AND TRUANCY

### SMS Attendance Reporting Procedures and Policies

#### Calling in an Absence

Parents/Guardians are asked to call the Attendance Secretary, Stephanie Evans, prior to 8:30 am to report a student's absence. **The Attendance Office number is: 715-394-8748.** When leaving your message, please clearly state the student's name, grade, reason for the absence, and identify who is leaving the message. Superior Middle School uses the Automated School Messenger calling system to report unverified absences to parents. This automated call goes out to parents at approximately 10:20 am to notify you that your child has been marked absent in homeroom if you have not called to report the absence. If you are unable to call, please send a note with your child to be presented to the Attendance Secretary upon his/her return to school.

#### Tardiness at the Start of the Day

Students are expected to be in their homeroom classes by 8:10 am. Students will be marked tardy (TD) in the student data management system if they are late for school and do not produce a note/have a parent call in their tardy to the Attendance Office. If the tardy is beyond the control of the student and the parent calls to report the tardy/sends a note prior to the student arriving at school, the tardy will be documented as Tardy Excused (TE) in the student data management system. **Students are required to sign in at the Attendance Office before they go to class.** Chronic tardy issues will be dealt with individually and may result in disciplinary or truancy action.

#### Leaving the Building during School Hours

When students need to leave the building during regular school hours for appointments or other reasons, **please send a note with your child on the day of the appointment to be brought to the Attendance Office** that has the time, date and reason for the student to be dismissed. The Attendance Office is located in the main hallway, Room B113. Students should stop in with their notes on their way to homeroom and a pass to leave the building will be given to them. Passes will be written for five minutes before they are being picked up to give them time to go to their locker, sign out, and meet their ride outside. While a note is preferred, you can also call the Attendance Office at 715-394-8748. **It is advised that if your student needs to leave before 10:00am that a note be sent instead of a phone call. Calls received before 10:00am may not be answered right away due a high volume of phone calls and students in the Attendance Office; therefore, delivery of the message cannot be guaranteed. Call the Main Office if you do not get an answer in the Attendance Office.** No student will be allowed to leave the building without parental contact. Whoever picks up the student to leave the building MUST be on either their emergency contact list or specified in a note approving alternate pick-up arrangements. **Students are required to sign out in the Attendance Office before 10:00am or the Main Office after 10:00am before they leave school.**

## Messages to Students during School Hours

Interrupting teachers while class is in session is discouraged. Please make any after school plans prior to the school day to help keep these interruptions to a minimum. We understand circumstances change unexpectedly; therefore exceptions will be made on a case-by-case basis. Should you need to contact your student during school hours, messages should be called in to the Main Office Receptionist at 715-394-8740 prior to 2:00pm. Every effort will be made to get the message to the student in a timely manner. A better option to get your child a message, if possible, is to text message them. They will get the message during their lunch when they are allowed to use their phones/electronic devices), or at the end of the school day when they are again allowed to turn on their cell phone.

## Homework Requests

**If a student is absent, it is advisable that the parent/guardian or student email their teachers directly to request homework.** All teachers' email addresses are their first name (dot) last name @superior.k12.wi.us. Please email the teachers early to allow them enough time to reply. The teacher will tell you if there is anything that you need to physically pick up from the school. Any homework sent to the main office will be ready for pick up after 3:00 pm on the table located just inside the Main Office. Homework will not automatically be collected for an absent student; it is the parent's responsibility to request that the collection be made.

## Planned Absences (i.e., family vacations)

If your family is planning a vacation, etc., notify the Attendance Office (by phone call or note) as soon as you know your student will be missing two or more days. Long term absences must be administratively excused by a principal. The student will receive a short/long term absence request form that will state the dates they will be absent and the date they will return. This form becomes a tool for the student to approach their teachers to collect homework for the time frame they will be gone. They will then bring this form home to show their parents that they talked to their teachers. A copy will be kept by the Attendance Office and the absence code that will be entered into the student data system will be ADE (Administrative Excused). If the absences are not pre-approved by a principal, the absences will be counted toward the five days a student is allowed per semester. If a family medical emergency/death occurs and the student has to be gone two or more days, they will be administratively excused.

## Physical Education Class – Excused Absences from P.E.

Physical education is required, by Wisconsin Law, of all students. Students are required to change into appropriate clothing and footwear for physical education classes as directed by their teacher. Showering is recommended, but not required. Students must provide their own towels. All students will be assigned a lock and locker. The PE locks will be returned at the end of the school year. Students, for health reasons, may be excused from physical education classes for 1-2 days with a written request from the parent/guardian. No student will be excused from their physical education class on a permanent basis or after the two (2) day written request from the parent without a

statement from a physician. This statement must be brought or faxed to the school nurse. FAX 715-395-8483

## **Make-up Coursework and Examinations**

### **Excused Absences**

A student whose absence from school was excused, except for an expelled student, shall be permitted to make-up course work and any quarterly, semester, or grading period examinations missed during the absences when they return to school. It is the student's responsibility to contact his/her teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

### **Unexcused Absences**

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

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

If make-up work has been assigned, it is the student's responsibility to contact his/her teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

## **Change of Address/Phone Number/Emergency Contacts**

Please notify the Attendance Secretary by calling 715-394-8748 regarding any change of address or phone numbers during the school year.

## **Children of Divorced/Separated Parents**

The District shall maintain neutrality between parents who are involved in an action affecting the family, unless otherwise directed by a court order. It is the responsibility of the parents to notify the school Attendance Office of any such court order. The parent enrolling a student in school shall be considered to be the custodial parent and that parent's residence shall be considered the student's residence for school purposes, unless a court order or other satisfactory documentation is presented which specifies otherwise.

The non-custodial parent of any student enrolled in a Superior Public School may receive all correspondence (i.e. report cards, notice of school activities, disciplinary reports, access to the PowerSchool Parent Portal, conference appointments or summaries or other student records) which is provided to the custodial parent, unless a copy of a court order stating otherwise has been given to the Records Secretary or school principal.

The non-custodial parent may also participate in all activities, including conferences. The school generally will conduct only one meeting for parents and both parents will be invited to participate; however, if separate conferences are desired this should be communicated with the student's homeroom teacher. A student enrolled in the district may be released from school to either the custodial parent or non-custodial parent, unless the custodial parent has presented a court order or other legally binding document which prohibits such a release.

If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations with the rights of the non-custodial parent. Without such notice, the school will assume that the student may be released into the care of either parent.

### **Withdrawing from Superior Middle School**

Parents wishing to withdraw their child from the Superior Middle School should contact our Records Secretary, Stephanie Evans, at 715-394-8748 to inform her of the drop. In order to drop a student from our school district, we need to receive a records request from the student's new school. Have the new school fax the request to 715-395-8483 Attn: Stephanie. Once this form is received all necessary records will be forwarded to the new school.

## SECTION III – TRANSPORTATION

### SMS Bus Procedures

Students who ride school buses to school will be dropped off in the rear of the building. Upon entering the building through one of two designated entrances, students will proceed directly to the Community Events Entrance, cafeteria, library/library computer lab, or gyms. Students are NOT allowed to loiter/mingle in the hallways. School buses depart from behind the school promptly at 3:07pm.

#### Bus Changes

If the family moves and requires a different transportation route please contact the transportation department at 715-394-8706. The school will not notify the Transportation Dept. for you when you call in a change of address.

#### One-Time Transportation Variance

Students that require a one-time change from their assigned route must bring a written request from a parent/guardian to the Main Office. A one-time variance form will be filled out for the student to give to the bus driver upon entering the bus. Bus drivers are not allowed to accept students without signed variance from the office.

**Only students who are eligible to ride a bus are allowed to receive a variance to ride another bus other than their own.** This also applies to students getting off at another bus stop. **Students will not be allowed to call and make last-minute same day arrangements to ride another bus.** We understand circumstances change unexpectedly; therefore exceptions will be made on a case-by-case basis.

#### Long-Term Transportation Change Request

Students that require any long-term (more than one day) variance from their assigned route must fill out the ` \_\_\_\_\_ (available from Main Office or the Transportation Dept. at the District Office.). Conditions for approval depend upon sufficient space on the bus or buses affected and that there is no change to the route of the affected bus or buses. The form needs to be filled out by the parent/guardian and returned to the Main Office for approval from the principal.

## **DISTRICT BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

### **Prior to Loading (on the road and at school)**

Each student shall:

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

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

### **During the Trip**

Each student shall:

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

### **Leaving the Bus**

Each student shall:

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

The driver will not discharge students at places other than their regular stop at home or at School unless s/he has proper authorization from School officials.

## **Videotapes on School Buses**

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

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with state and federal law.

## **Penalties for Infractions**

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus.

## SECTION IV – STUDENT CONDUCT & DISCIPLINE

### Student Conduct

#### Work/Respect/Belong

We have introduced three major components that create the framework for student and adult behavior expectations. These three elements are **WORK, RESPECT and BELONG**. Specifically, the expectations for these include the following:

<b>WORK</b>	<b>RESPECT</b>	<b>BELONG</b>
Responsible Engaged Perseverance	Integrity Kind Values self and others	Community Pride Acceptance

Key concepts in the Superior Middle School Student Management Plan

- We are responsible for our own behavior
- All behavior is an attempt to meet a basic need
- We can correct and learn from our mistakes

It is the responsibility of the staff at SMS to work with parents and students to plan and create a climate in which students are empowered to become responsible, respectful and self-directed learners.

It is the responsibility of the students at SMS as members of a learning community to meet the following expectations:

- Attend school regularly
- Make a conscientious effort in classroom work
- Follow all school rules and regulations

#### Behavior Lab

The Behavior Lab is located in the classroom of the LMC. Behavioral and academic interventions, including E2020, Gears, and Behavior Lab are available to students who require additional support. Students will work with our Insight Teacher to build skills such as social and self-awareness, anger-management, and social skills. In addition, students will receive support for homework and school work in a positive and safe environment.



## SUPERIOR MIDDLE SCHOOL BEHAVIOR EXPECTATIONS



	<b>WORK</b>	<b>RESPECT</b>	<b>BELONG</b>
	<b>Means</b>	<b>Means</b>	<b>Means</b>
	<ul style="list-style-type: none"> <li>● I will be responsible</li> <li>● I will be engaged</li> <li>● I will persevere</li> </ul>	<ul style="list-style-type: none"> <li>● I will show integrity</li> <li>● I will be kind</li> <li>● I will show value for myself &amp; others</li> </ul>	<ul style="list-style-type: none"> <li>● I am a part of this community</li> <li>● I have pride</li> <li>● I will show acceptance</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>● Come to class on time with all materials</li> <li>● Complete work to best of your ability</li> <li>● Ask questions when you are not sure</li> </ul>	<ul style="list-style-type: none"> <li>● Listen to adults and other classmates</li> <li>● Honor diversity</li> <li>● Take pride in school property</li> </ul>	<ul style="list-style-type: none"> <li>● Engage in the lesson discussions</li> <li>● Welcome ideas and thoughts from others</li> <li>● Honor other people's feelings</li> </ul>
<b>All settings and community ex: assembly, dance</b>	<ul style="list-style-type: none"> <li>● Follow directions</li> <li>● Be responsible for your own actions</li> </ul>	<ul style="list-style-type: none"> <li>● Use kind words</li> <li>● Keep hands and feet to yourself</li> <li>● Use good manners</li> </ul>	<ul style="list-style-type: none"> <li>● Participate</li> <li>● Cooperate</li> <li>● Include others</li> <li>● Report problems</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>● Walk between classes</li> <li>● Get to class in a timely manner</li> <li>● Stay on the right-hand side of the hallway</li> <li>● Keep the halls clean</li> </ul>	<ul style="list-style-type: none"> <li>● Use indoor voices</li> <li>● Keep hands and feet to self</li> <li>● Talk to others appropriately</li> <li>● Listen to adults</li> </ul>	<ul style="list-style-type: none"> <li>● Help others in need</li> <li>● Allow for others to pass</li> <li>● Greet others appropriately</li> </ul>
<b>Lunchroom</b>	<ul style="list-style-type: none"> <li>● Find seat quickly</li> <li>● Raise your hand for help</li> <li>● Dispose of food appropriately</li> <li>● Stack tray in an organized manner</li> <li>● Clean up any messes</li> </ul>	<ul style="list-style-type: none"> <li>● Remain in your seat until dismissed to get your lunch</li> <li>● Treat kitchen staff politely</li> <li>● Follow adult instructions</li> <li>● Use indoor voices</li> <li>● Use manners</li> </ul>	<ul style="list-style-type: none"> <li>● Treat your table mates and other students in the lunch room with respect</li> <li>● Be welcoming to all students</li> <li>● Take pride in behavior or actions</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>● Use toilets, sinks, and towels correctly</li> <li>● Wash your hands</li> <li>● Make sure area is clean</li> </ul>	<ul style="list-style-type: none"> <li>● Keep to yourself</li> <li>● Respect others' privacy</li> <li>● Flush</li> <li>● Soft voices</li> </ul>	<ul style="list-style-type: none"> <li>● Finish quickly and back to where you belong</li> <li>● Report problems</li> </ul>
<b>Before School/ Am Program</b>	<ul style="list-style-type: none"> <li>● Arrive after 7:40</li> <li>● Report to the Community Events hallway</li> </ul>	<ul style="list-style-type: none"> <li>● Keep hands and feet to yourself</li> <li>● Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>● Wait for dismissal</li> <li>● Include others</li> <li>● Report problems</li> </ul>
<b>After School</b>	<ul style="list-style-type: none"> <li>● Get everything ready</li> <li>● Walk in the hallways</li> <li>● Report to the ASP immediately</li> </ul>	<ul style="list-style-type: none"> <li>● Keep hands and feet to yourself</li> <li>● Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>● Stay with your group</li> <li>● Help others</li> <li>● Report problems</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>● Follow directions</li> <li>● Sit in your seat, face forward</li> <li>● Use your indoor voice</li> </ul>	<ul style="list-style-type: none"> <li>● Treat bus driver with respect</li> <li>● Use appropriate language</li> <li>● Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Help others</li> <li>● Report problems</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>● Ask for permission to go to the office</li> <li>● Do not bring friends</li> </ul>	<ul style="list-style-type: none"> <li>● Wait quietly until an adult can help you</li> <li>● Soft voices</li> <li>● Treat staff with respect</li> </ul>	<ul style="list-style-type: none"> <li>● Finish quickly and get back to where you belong</li> <li>● Report problems</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>● Follow directions</li> <li>● Ask questions politely</li> <li>● Focus on your work</li> </ul>	<ul style="list-style-type: none"> <li>● Treat all library staff with respect</li> <li>● Use your library voice</li> <li>● Treat all materials with respect</li> </ul>	<ul style="list-style-type: none"> <li>● Sign in &amp; out on library log</li> <li>● Return library materials on time</li> <li>● Use your library/lunch number to check out books</li> </ul>
<b>Laptops</b>	<ul style="list-style-type: none"> <li>● Listen carefully and follow directions</li> <li>● Ask for help politely</li> <li>● Stay focused</li> </ul>	<ul style="list-style-type: none"> <li>● Treat all staff with respect</li> <li>● Treat the computers with respect</li> <li>● Always transport in the case</li> <li>● Use the laptop for school appropriate activities</li> </ul>	<ul style="list-style-type: none"> <li>● Always use your assigned computer</li> <li>● Shutdown &amp; plug in at the end of the day</li> <li>● Report problems</li> </ul>

<b>Locker rooms</b>	<ul style="list-style-type: none"> <li>● Lock all valuables and belongings with a school lock at all times</li> <li>● Manage your time</li> <li>● Follow PE locker room rules</li> </ul>	<ul style="list-style-type: none"> <li>● Use appropriate language</li> <li>● Maintain personal space</li> <li>● Respect others' privacy &amp; property</li> </ul>	<ul style="list-style-type: none"> <li>● Keep it clean</li> <li>● Indoor voice</li> <li>● Follow all the school rules</li> </ul>
---------------------	--	---	--

## **Office Visits for Office Discipline Referrals (ODR)**

Students displaying more severe behavior will be sent to the Intervention Room with a referral (sample on Page 36) and will meet with an administrator. The consequence assigned will be based upon the severity of the behavior and parents may be notified. Below is a progression that will be referred to if regular referrals begin to amass for any given student:

### **Bottom Line / Intolerable / Illegal Behavior**

The following behaviors are Bottom Line / Intolerable / Illegal and cause a danger or threat to the learning environment:

- Repeated dress code violations
- Repeated disrespect
- Major/repeated disruptions
- Skipping/Truancy
- Stealing
- Repeated bullying
- Fighting
- Premeditated physical contact
- Verbal/physical intimidation
- Harassment (See continuum on page 28)
- Profanity (severe)
- Vandalism
- Defiance
- Prohibited substances & objects
- Weapons

Most of these behaviors are a violation of State Law and District Policy and may result in charges by the school police liaison officer. When a student demonstrates bottom line, intolerable or illegal behavior, the following may result:

- Receive a referral to see an administrator where a consequence will be given which will result in in-school suspension, out-of-school suspension, or Friday Night School based on the incident and severity.
- If out-of-school suspended, a re-entry conference with parent, counselor and administrator will be scheduled prior to the student's return. During the re-entry meeting, additional consequences may be considered.
- Bringing weapons or drugs into the Superior Middle School will result in a five day suspension and a pre-expulsion contract which both student and parents are required to sign. Weapons or

drugs brought on school grounds may also result in expulsion proceedings in accordance with School District of Superior policy.

Superior Middle School will be a safe and respectful learning environment for every student when we all work together to emphasize our common values. We appreciate your support and concern.

**Sample Office Discipline Referral Form 2016-2017**



SCHOOL DISTRICT OF SUPERIOR

Superior Middle School

Office Discipline Referral Form 2016-17

Work/Respect/Belong

Date:

Time:

Student:

Grade:

Behavior: (Choose A Behavior: Disruption, Disrespect, Defiance/Insubordination, Physical Aggression, Weapon, Fighting, Harassment, Bullying, Tardy, Drugs/Alcohol, Cheating, Vandalism, Theft, Tech Violation, Abusive Language, Other)

Teacher Name:

Teacher Interventions: (Choose interventions attempted: Cues, Behavior Lab, Hallway, Conference, Phone call home, Infraction, CICO, other)

Antecedent:

Describe the student's behavior:

Administrator Information/Actions

Date:

- Parent Contacted
- Left Message
- Spoke to Parent
- No Answer
- Other

Administrator Comments:

Electronic Administrator Signature:

Date:

## **Positive Behavior Interventions & Supports and Honor Level System**

Superior Middle School is a **PBIS** School. PBIS (Positive Behavior Interventions and Supports) is a school-wide system of support that defines, teaches, and supports appropriate student behavior in order to create a safe and positive learning environment. Expectations are taught to all students in all areas, from the classroom to the cafeteria using common language – Work, Respect, and Belong. When students struggle to meet school expectations interventions are provided to reteach those expectations and may also include parent meetings, restitution, or other corrective actions with an emphasis on support and teaching appropriate social behavior.

### **PBIS Procedures**

SMS teaches all students school-wide expectations which are Universal Level of Supports or Tier 1 Supports. Students meeting expectations are recognized by school staff through acknowledgements such as Spartan Tickets and Honor Level Days. In addition, there are many ways in which students are recognized for meeting behavior and academic expectations eg. Catch of the Quarter, Student vs Staff games, Positive Referrals, etc.

Tier 2 supports are more intensive interventions provided for students who have 3 or more Office Discipline Referrals (ODRs) or more than 5 Infractions. A team meeting will be held to assess classroom interventions and procedures to support student learning. Parents will be contacted and asked to attend.

Tier 3 supports are individualized interventions for students not responding to Tier 2 intervention. These students will be placed on a Behavior Plan/Contract. Plans will be reviewed by a school team including teachers, administrators, counselors and parents.

### **Honor Level System**

In addition to PBIS, SMS uses the Honor Level System which rewards students for positive behavior. Students are placed on an Honor Level based on the number of demerit points they have earned. Demerit points are accumulated when students fail to meet expectations in the classroom/hallways etc. and they receive an infraction. All students begin the year at All Star Level.

- The HL System also rewards Positive behaviors and expectations
- Students earn Honor Level Day activities based on their Honor Level
- = no infractions, Grades are C's or better, and no referrals
- = 0 demerit points - no infractions in the last 2 weeks/no referrals in the last quarter
- = 1-10 demerit points
- = 11-20 demerits
- = 21 or more demerits
- After 14 days without an infraction you go back to HL1!!
- What is an infraction and what are demerit points??
  - Infraction slips are earned for not following rules and procedures in class or in the hallways -
    - ❖ 1 point demerit - arrive on time to class

- ❖ 3 point demerit - Participate and work in class
- ❖ 5 point demerit - Respect
- ❖ 7 point demerit - Guest Teacher
- All Star status can be earned back!
  - Positive Behavior Referral - for students with 1-2 infractions for the quarter who have demonstrated positive behaviors!
  - Spartan Ticket Drawing
  - Saved Spartan Tickets

Updated 8/15/16

# **Football Rules for Spectators at NBC Spartan Sports Complex**

## **SMS Rules**

- All SMS students must sit in the SMS student section which is the north end of the bleachers next to the SHS section unless they are sitting with a parent or guardian.
- All school rules are enforced at SHS sporting events. School consequences may be assigned for inappropriate behavior.

## **Rules for all Spectators**

- Spectators are not allowed to bring in food, beverages or athletic equipment (balls) to the game.
- No pets are allowed at games unless they are service animals.
- Air horns are against WIAA rules and are not allowed at the game.
- Spectators must sit in bleachers or stand along fence on the blacktop paths unless using the bathroom or concessions.
- No Superior students are allowed on the visitor's side.
- Spectators must remain on paved surfaces.
- Spectators are not allowed to play football or tag during the game and must remain in the bleachers while the game is being played unless using the bathroom or concessions.
- Any student who leaves the game will not be allowed back in until the start of the third quarter unless they purchase another ticket. This includes students with passes.
- Please do not step or stand on bleacher benches.
- All school rules are enforced at SHS sporting events. Inappropriate behavior may result in school discipline and/or removal from event.
- All cheers must be positive and directed towards your team. Please be a good sport and represent our school and team in a positive manner at all times.
- Please pick up your garbage and throw it in appropriate container.
- Parents, we ask that you help monitor your children at our events.

Rev: 8/29/14 – Submitted by Ray Kosey, Assistant Principal and Activities Director of Superior High School.

## SECTION V - TECHNOLOGY

### Student Guidelines for Digital Tools

#### Statement of Purpose

The purpose of the School District of Superior computer network is to advance and promote teaching and learning and to provide access to a wide variety of educational resources. We are committed to providing a robust information technology environment to support our students and faculty in the pursuit of academic and instructional objectives. Students will have access to technology when they act in a responsible, efficient, courteous and legal manner.

Internet use is filtered and monitored while on the District's network. Acceptable uses of technology are devoted to activities that support teaching and learning. Students should be aware that the network and technology devices are the property of The School District of Superior and are subject to the same open record laws as other pertinent district communications.

1. [Acceptable Use](#) - At school, use of school technology and Internet is for education. Students may conduct research, learn, and communicate with others. Any use of school technology for illegal activity is prohibited.
2. Privileges - The use of school technology is a privilege. Students are monitored electronically while on the district's devices and networks. If a student uses school technology or the Internet in ways that are not appropriate, he or she may have privileges taken away.
3. Etiquette - Students will follow rules for appropriate behavior including:
  - Be polite in both private and public communications.
  - Use appropriate language.
  - When using information from a source, identify where the information was found.
  - Do not share account password information with others, and do not try to log on as someone else.
  - Do not try to see the folders, work, or files of others.
4. Online Safety - Please follow these rules about online safety.
  - Do not give out identifying information over the Internet.
  - Notify an adult immediately if you find information on the computer that makes you uncomfortable or nervous.
5. Privacy - Usernames, passwords and folders are to be used only by the authorized owner. Your information and records of what you viewed, received, and saved are not private. Teachers and technical staff may review files to be sure everyone is using computers responsibly.



6. Security - Security on any computer system is important. If a student is aware of a possible security breach or policy violation or breach of these guidelines, he/she must tell a teacher or principal. School personnel are in charge of Internet access.

7. Filtering – The District uses network software to filter or block material harmful to children as required by the Children’s Internet Protection Act. Students should not attempt to get around filters.

8. Copyright - All users will respect copyright laws and not plagiarize intellectual property found on the Internet. All sources will be properly cited.

9. Vandalism or Theft - Any vandalism or theft will result in the loss of privileges. Vandalism includes, but is not limited to:

- intentional physical damage to school technology devices
- damage to files that belong to others
- any attempts to bypass security settings

10. Consequences - Violations of any of these rules may result in a loss of access. There may also be disciplinary actions that your teacher or school principal determine are appropriate consequences to violating these guidelines.

The Student Guidelines for Digital Tools is a working document and may be amended.

### **Consequences of Unacceptable Use**

All those who use technology resources in the District must comply with the written policies covering their use as well as the spirit and intent of those policies.

Violations of these guidelines as determined by the School District staff, may result in loss of access.

By utilizing the district's network and devices the user agrees to follow this and all other district policies pertaining to digital technology.

### **Level 1 Behaviors:**

Level 1 involves misbehaviors by the student that interfere with orderly classroom procedures. Such misbehavior is usually handled by an individual staff member, but sometimes requires intervention. Examples of this behavior include, but are not limited to:

- Use of program or website other than what’s been assigned by teacher
- Food or beverage in computer labs or near computers / technology equipment in classrooms or library

- Use of equipment without permission
- Excessive use of storage capacity (especially for non-school related media such as music and video files)

There will be immediate intervention by the staff member who is supervising the student or who observes the misbehavior. The staff member will maintain a proper and accurate record of the offense and disciplinary action.

### **Level 2 Behaviors:**

Level 2 involves misbehavior that, because of its frequency or seriousness tends to disrupt the learning climate of the school. These infractions may require the intervention of an administrator. Examples of this behavior include, but are not limited to:

- Continuation of Level 1 misbehavior
- Physical manipulation of equipment (removal of keyboard keys, unplugging of cords or cables, moving of equipment)
- Posting of photos or video taken at school to websites without the permission of those visible
- Inappropriate use of a website or software program
- Logging in as another user
- Excessive use of printers
- Unnecessary emails to student or staff

The student will be referred to an administrator for appropriate disciplinary action. Disciplinary action will involve progressive loss of privileges and may also involve detention.

### **Level 3 Behaviors:**

Level 3 usually involves acts of a serious nature, but most frequently can be handled by the disciplinary system in the school. Corrective measures which the school should undertake depend on the extent of the school's resources for remediation of the situation in the best interest of all students. Examples of this behavior include, but are not limited to:

- Continuation of unmodified Level 2 misbehavior
- Harassment
- Theft
- Vandalizing, damaging or disabling school technology, debilitating or disabling computers, systems or networks through intentional misuse or overuse of electronic distribution or the spreading of viruses through inappropriate use.
- Accessing, uploading, downloading, transmitting, displaying or distributing obscene or sexually explicit material; transmitting obscene, abusive or sexually explicit language.

An administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. The administrator meets with the student about the student's misconduct and the resulting disciplinary action. A parent will be contacted. Disciplinary action will be at the discretion of administration and may include the following:

- Withdrawal of privileges
- Financial restitution
- In-school suspension
- Out-of-school suspension
- Police referral

Suspension of computer privileges may require a student to complete alternate assignments given by a teacher. If a teacher chooses to log a student into the computer during a suspension of privileges, that teacher is responsible for monitoring student use.

Links:

For the full School District of Superior Technology Policies please visit

<https://sites.google.com/a/cesa12.org/superior-tech-plan/home/policies>

This Student Guideline Document was modified from the Stone Bank AUP.

[http://www.stonebank.k12.wi.us/uploads/2/6/1/7/26177684/aup\\_all\\_students.pdf](http://www.stonebank.k12.wi.us/uploads/2/6/1/7/26177684/aup_all_students.pdf)

## Google Parent Letter

### Why are students getting Google Accounts?

In order to support digital instruction that is common in classes today, it has become apparent that students need an email account. To this end, the Superior School District has moved staff to Google Apps for Education (GAFE) and created accounts for students to enhance the way we use technology and share information within and beyond our school community.

Google was chosen as a platform for several reasons. As you will see below, having an account with Google opens many useful tools. Many staff and students already have personal Gmail accounts, so teaching them to use their GAFE accounts will be easy. GAFE is free, and because Wisconsin is a Google Apps for Education State, there are frequent training opportunities for teachers to become even better at integrating technology.

### What does Google Offer?

*Google Apps for Education* is a suite of online office tools made available to schools for free. *Google Apps for Education* includes:

**Gmail**--for email communication

**Google Drive**--allows creation of documents, presentations, spreadsheets and more. In addition it allows data storage in the cloud so students can access their files anywhere with an internet connection. Losing your homework just got a lot harder!

**Google Calendar**--for subscribing to district calendars, and/or keeping a personal "agenda" of due dates and other events

**Google Classroom**—to access classroom materials and assignments

Information about GAFE can be found here <http://www.google.com/enterprise/apps/education/benefits.htm>

### What should I be aware of?

- Unlike many other web services GAFE acknowledges its users as the owners of content they produce and store
- GAFE does not share any data or user information with any other party unlike other Google products such as Gmail.
- Your child will be provided an email address as part of the GAFE package.
- Students in grades K-8 can ONLY send or receive emails within the district's domain; that is emails ending with superior.k12.wi.us. Students in grades 9-10 will be able to email within our domain and with accounts ending in .edu to allow collaboration with educational sites. Student email accounts for grades 11 and 12 will be open.

GAFE terms of service can be read here. [http://www.google.com/apps/intl/en-GB/terms/education\\_terms.htm](http://www.google.com/apps/intl/en-GB/terms/education_terms.htm)

What rules and practices are in place to keep students safe?

Email messages sent from students using the provided email system are required to adhere to strict District policies. All email account users should be aware of the following:

Superior School District may monitor all inbound and outbound emails for viruses, profanity, offensive language, racist and sexual comments, virus hoaxes, chain-mail, and known spam mailers. You should not assume that your District GAFE account is private. Superior School District reserves the right to intercept, store, archive, delete, or view such emails for security purposes; and, where necessary, investigate inappropriate subject matter by the parties involved.

Student expectations include the following:

- Students will use this email account for the purpose outlined in the course expectations.
- Students will exhibit respect and courtesy at all times when using their email account.
- Students will understand that this email account can and will be monitored for inappropriate usage.

Any violation of the Acceptable Use Agreement will result in disciplinary action based on the policies of the school and district. These supplement the school district's Policy for Acceptable Use of Technology Resources as stated in each school's student handbooks.

Students will not use this email account to send or receive derogatory subject matter.

Students under age 13 ordinarily need parent permission to have email accounts. However, COPPA (Child Online Privacy Protection Act) allows schools to act as the parents' agent and approve *Google Apps for Education* accounts on their behalf. To be COPPA compliant, we have an opt out process. If you would like to discuss this, please contact Tate Haglund-Pagel (information below).

What if I have more questions?

We want you to be involved with your student's education. We encourage you to log into *Google Apps for Education* with your student to see what it's all about! If you wish to discuss how *Google Apps for Education* is used at our schools, please contact Tate Haglund-Pagel (information below).

For the full School District of Superior Technology Policies please visit [here](#).

Thank you,

**Tate Haglund-Pagel**

Instructional Technology Integration Coach

[Tate.haglund-pagel@superior.k12.wi.us](mailto:Tate.haglund-pagel@superior.k12.wi.us)

715 394 8700 Ext 139

## **School District of Superior 1 to 1 Initiative- 2016-17 Policies and Procedures Superior Middle School**

The laptop, power cords, and bag are the property of the School District of Superior. All users will follow this Policy and Procedure guide and the School District of Superior student handbook, other applicable policies and procedures, and acceptable use policies related to the use of these laptops.

The Superior Middle School 1-1 laptop initiative has been implemented as one element of making our district vision a reality. This initiative involves issuing a School District Leased laptop to each SMS student for use while they are students at SMS. **Laptops will not leave the Middle School.**

### **Acceptable Use**

The use of the School District of Superior's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the School District of Superior is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the School District of Superior. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any part of this policy, other applicable school district policies or procedures, or any local, state, or federal laws, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. All the policies and procedures of the School District of Superior will be applied to student infractions.

### **Superior School District's Responsibilities**

Provide a laptop in working order, and continue to maintain the laptop for the duration of the student use. Provide content filtering on all devices (district owned and user owned) using the school district's internet connection. The school district reserves the right to inspect the laptop in your use and/or review the internet history/keystrokes/files at any time without prior notification for any reason. The school district has the ability and right to monitor all activity on the school district network.

### Parent/Guardian Responsibilities

Talk with your child about risks, responsibilities and your expectations associated with using these laptops and the Internet. Discuss with them the proper care of the laptop, and their responsibility to take care of it during the school day. Monitor student's computer and internet use at home and use your own judgment regarding limiting their computer time away from school.

## Student Responsibilities

### **Academic Expectations**

- The 1-1 laptops must be picked up at the start of the student's day.
- The 1-1 laptops must be returned to that class and plugged in before leaving at the end of the day.
- Laptop use during the school day is at the discretion of the teacher or staff member supervising that setting.
- These laptops were purchased and issued for educational uses. All use of the 1-1 laptops will be school appropriate and in compliance with all school rules.
- The expectation is that students will only access and utilize sites, tools and sources that contain content that is appropriate for school, and will utilize production and communication tools for school appropriate purposes.

### **Safety and Security**

- The 1-1 laptop that was issued to you must be kept with you or in a secure location at all times.
- Before students leave school the laptops must be plugged into their charging station.
- If you leave your laptop in your locker the locker must be locked.
- Each 1-1 laptop is for use by the student it was issued to and no one else except staff in order to monitor the laptop's use.
- When working or communicating online use the strategies, tips, and tools you have learned in your laptop training and in Digital Literacy to protect your safety, the laptop, and your reputation.
- Your teachers, the library and IT staff, and school administrators have the right to access your computer, monitor its use and adjust your computer access privileges at all times. According to school and district policies students may lose the privilege of using a laptop based on severe or repeated behavior.
- If you observe bullying in any form or on any digital device including the laptop, report it immediately to a school counselor, administrator, police liaison officer or teacher.

### **Laptop Care**

- The laptops are covered under an accidental damage policy. Intentional damage is not covered.
- HP will not cover damage caused by someone trying to repair their own machine.
- Report any problem with the laptop to the SMS IT office at the first sign of any issue.
- You are required to carry your laptops in the school issued laptop bag.
- You are not allowed to add or remove any stickers or labels from the laptop.

- Students are encouraged to decorate their laptop bags to make them identifiable. Luggage tags, stickers or duct tape are recommended.
- The district recognizes that accidents happen and there may be incidental damage. The \$25 payment will be targeted to pay for the repairs needed from incidental damage. However, laptop loss and intentional damage will be the responsibility of the student and parent up to replacement cost of the laptop, which will be \$429.

### Student Activities Strictly Prohibited

- Actions violating any School District of Superior policy, procedure, or code or local, state, or federal law.
- Sending, accessing, uploading, downloading, possessing, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Attempts to buy, sell, obtain, misrepresent, copy, plagiarize any work other than your own.
- Using the School District of Superior's Internet or equipment for financial or commercial gain or illegal activities.
- Distributing anyone's (including your own) personal information for any reason over the Internet.
- Vandalism (any malicious intent or attempt to harm or destroy hardware, software, or data).

The School District of Superior utilizes Websense for content filtering while students are at school.

Technical questions relating to the 1-1 laptops should be directed to:

Penny Johnson  
SMS- IT Staff  
Penny.Johnson@Superior.k12.wi.us

Other questions relating to the 1-1 laptop initiative should be directed to:

Tate Haglund-Pagel  
Instructional Technology Coach  
[Tate.Haglund-Pagel@superior.k12.wi.us](mailto:Tate.Haglund-Pagel@superior.k12.wi.us)

### **Distribution of Laptops**

Several conditions must be met before the student will be issued a laptop.

- a) Student and parent/guardian attend SMS Laptop Policies/Expectations session or verify they have reviewed the Laptop Policies Presentation.
- b) Student and Parent review the Policy and Procedures guide and the Student and Parent Contract.



- c) Student and parent have submitted Student/Parent contract through InfoSnap
- d) Student turns in the non-refundable \$25 payment each year made out to Superior Middle School to the during laptop distribution.

## Superior Middle School 1 to 1 Initiative- 2016-17 Student Parent Contract

Superior Middle School is able to provide students the use of a laptop. The use of the laptop is a privilege and with this privilege comes responsibility. Students and parents will need to sign this contract and comply and agree to all of the following:

	Student Initials	Parent Initials
I have read and understand the <a href="#">1 to 1 Policies and Procedures</a> .		
I understand this laptop is the property of the <b>School District of Superior.</b>		
I understand that laptop loss and intentional damage will be the responsibility of the student and parent up to the replacement cost of the laptop <b>\$429</b>		
I will follow all school policies and laws governing appropriate use.		
I understand that I must keep this computer in a secured location at all times that I am not using this machine. I will not leave school without assuring my laptop is plugged in and secured.		
I understand that I am expected to pick up and drop off my laptop in homeroom each day.		
I understand that the care of this laptop is my responsibility. I must report the first sign of any damage or technical issue to the SMS Library.		
I understand that I must carry this laptop in the bag provided.		
I understand that I may not modify my laptop in any way.		

### Student Name

First Name	Last Name	Signature
Grade	Student ID#	Date

### Parent Name

First Name	Last Name	Signature
Phone Number	Date	

## Payment Information

Student Name	Student ID	Student Grade
--------------	------------	---------------

## Payment

- Cash
- Check

Check Number \_\_\_\_\_

- Online Payment

Online Confirmation # \_\_\_\_\_

- Pick up drop off(Laptop stays in the library overnight, Student has it during the day only)

\_\_\_\_\_

## **SECTION VI – EQUAL EDUCATION OPPORTUNITY AND ANTI-HARASSMENT**

It is the policy of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with appropriate educational services. Parents who have questions should contact Dr. Kathy Hinders at 394-8704.

Any person who believes that the school or any staff person has discriminated against them in violation of this policy may file a complaint. A formal complaint can be made in writing to a School Compliance officer: Kaelene Arvidson-Hicks, Nondiscrimination Officer, School District of Superior, 3025 Tower Avenue, Superior WI 54880

The complaint procedure is described in Board Policy 2260. The policy is available in the school office.

The complaint will be investigated and a written acknowledgement given to the complainant within forty-five (45) days of receipt of a written complaint and a determination of the complaint within ninety (90) days, unless the parties agree to an extension, or unless the complaint is within the procedures of Chapter 115 of the Wisconsin Statutes governing exceptional educational needs. Education Department General Administrative Regulations, commonly called EDGAR complaints, shall be referred directly to the State Superintendent. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

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

Harassment means behavior toward a student or group of students based, in whole or in part, on the their sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or any other characteristic protected under state, federal or local law, which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

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

## **Sexual Harassment**

Sexual harassment deserves special mention. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

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

Sexual harassment may include, but is not limited to:

- A. Unwelcome verbal harassment or abuse;
- B. Unwelcome pressure for sexual activity;

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

Sexual harassment examples include, but are not limited to:

- A. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- B. Rating a person's sexuality or attractiveness;
- C. Staring or leering at various parts of another person's body;
- D. Spreading rumors about a person's sexuality;
- E. Letters, notes, telephone calls or materials of a sexual nature; and
- F. Displaying pictures, calendars, cartoons or other materials with sexual content.

It is also the policy of the Superior School District that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

If you wish to report harassment, please contact the Nondiscrimination Officer listed above.

A copy of the school's Anti-Harassment Policy, including the reporting, investigation, and resolution procedures, is available in the school office.

## **Bullying**

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

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

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

### **Section 504/ADA Complaint Procedure**

Any person who believes that the Superior School District or any staff person has discriminated against them in violation of the District’s Section 504/ADA policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer listed below:

Dr. Kathy Hinders  
Director of Student Services/Special Education  
715-394-8700 (Phone)      715-394-8708 (Fax)  
3025 Tower Avenue      Superior WI 54880  
[kathy.hinders@superior.k12.wi.us](mailto:kathy.hinders@superior.k12.wi.us)

The complaint procedure is described in Board Policy 2260.01 and is available at <http://www.neola.com/superior-wi/>