



WASHINGTON MIDDLE SCHOOL

102 S. Washington Street
Oconto Falls, WI 54154
Phone: 920-848-4463
FAX: 920-848-4453

Principal: Ms. Landreman
Assistant Principal: Mr. Dunks

Washington Middle School Website:
<https://ofpanthers.com/schools/washington-middle-school/>

Oconto Falls School District Athletic Events & Activities Calendar:
<https://www.northeasternconferencewi.org/public/genie/376/school/1343/>

This handbook belongs to:

Name _____

Address _____

Phone _____ PASS Advisor _____

BUILDING-WIDE EXPECTATIONS AT WASHINGTON SCHOOL

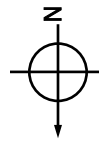
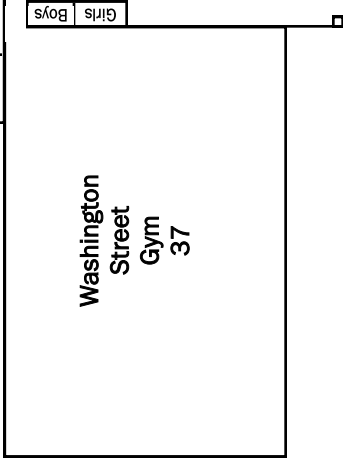
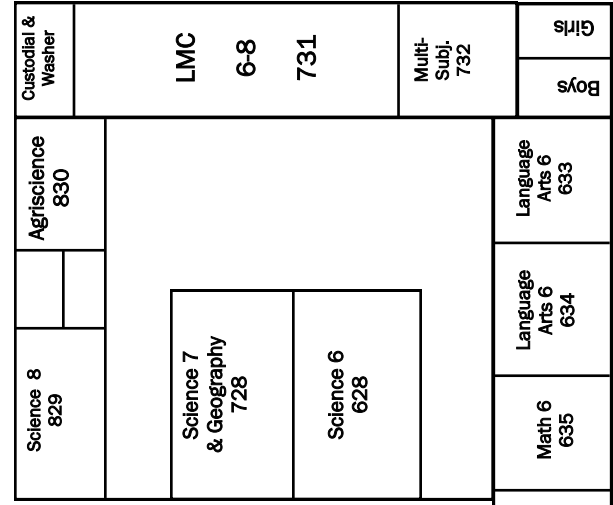
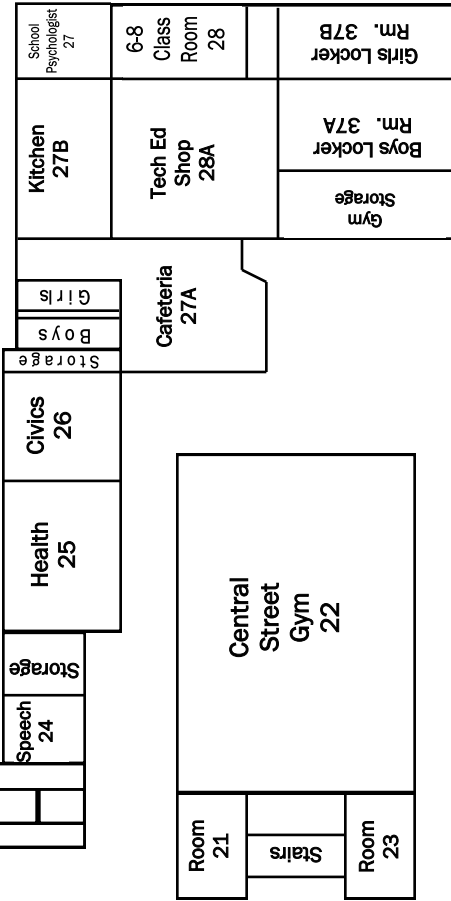
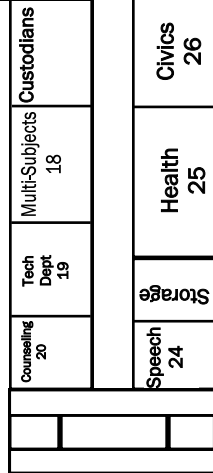
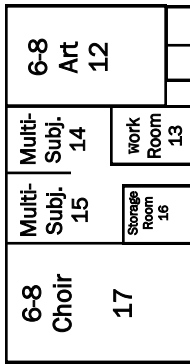
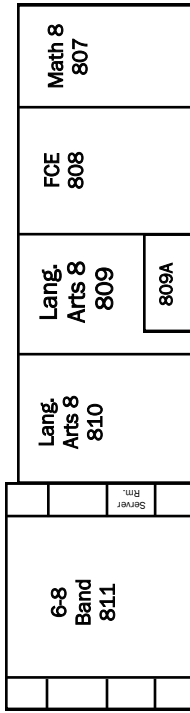
1. Be Respectful.
2. Be Responsible.
3. Be Safe.
4. Be Kind.
5. Be a Learner.
6. Be a Listener.



Be a Panther!

WASHINGTON MIDDLE SCHOOL

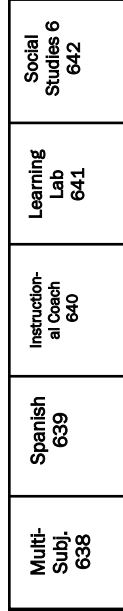
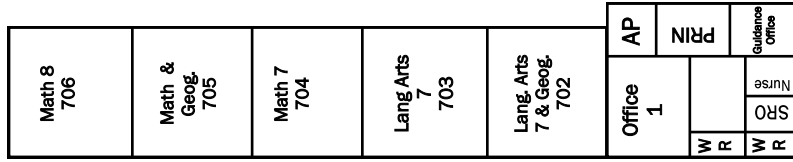
ADAMS STREET



CENTRAL STREET

UNION AVENUE

WASHINGTON STREET



WASHINGTON MIDDLE SCHOOL STAFF

Ms. Landreman, Principal
Mr. Dunks, Assistant Principal

GRADE EIGHT

Mrs. Schwantes	Lang. Arts
Miss O'Neil	Math
New	Math & Science
Ms. Buerosse	Lang. Arts & Science
Mrs. Van Enkevort	Civics & Science
Mrs. Beyerl	Multi-subjects
New	Multi-subjects

GRADE SEVEN

Ms. Dawson	Lang. Arts
Mr. Tesch	Math & Geog.
Mrs. Maederer	Lang. Arts & Geog.
Miss Miller	Math
Mrs. Nickels	Science & Geog.
Mr. Mrozinski	Multi-subject

GRADE SIX

Mrs. Rowland	Lang. Arts
Mrs. Bradley	Lang. Arts
Mrs. Trochil	Math
Ms. Flannery	Math
Mrs. Woelffer	Science
Mr. Bebeau	Social Studies
Mr. Jahnke	Multi-subject

INSTRUCTIONAL COACH

Dr. Angus

SPANISH

Miss Stephani

AGRISCIENCE

Mrs. Markhardt

ART

Mr. Behrendt

HEALTH

Mrs. Umentum

BAND

Mr. Seelig

MUSIC/CHORUS

New

TECHNICAL ED

Mr. Grulkowski

PHYSICAL ED

Mr. Trochil

LMC - Library

Mrs. Stuiber	Media Specialist
Miss Olson	Library Paraprofessional

PARAPROFESSIONALS

Mrs. Blazek
Ms. Norgelos
Ms. Rathsack
Mrs. Schindel
Mrs. Schroeder
Mrs. Starry

MAINTENANCE/CUSTODIANS

Mr. Bristol
Mrs. Marquardt
Mrs. Kesler

PLAYGROUND AIDES

FOOD SERVICE

Mrs. Roselund
Mrs. Sikowski
Mrs. Magnin

SECRETARIES

Mrs. Kofoid
Mrs. Yashinsky

GUIDANCE

Mrs. Schneider

NURSE

Mrs. Donart

SPEECH

Mrs. Loew

SCHOOL PSYCHOLOGIST

Mr. Johnson

Dear Parents/Guardians:

The staff at WMS extends a warm welcome to you and your family. The goal of our school is to provide a safe, healthy, and positive educational environment in which every student can be successful. Educational excellence requires the commitment and collaboration of everyone - students, parents, teachers, administrators, and community. We encourage your involvement in your child's education. Your support and encouragement is crucial in helping our young adults to be the best that they can be and we look forward to working on your team.

This student handbook (agenda) is published so that parents/guardians and students have a ready reference to information which is necessary to understand the daily operation of our school. It is essential that parents/guardians read the information contained in this handbook. Your concerted efforts will help reduce misunderstandings and miscommunications throughout the school year.

Individually, we make an important contribution, but *"Together We Make a Difference."* Should you have any questions or concerns, please contact Washington Middle School at 920-848-4463.

Sincerely,

The WMS Staff

2022-2023
REGULAR TIME SCHEDULE

1st Bell	7:45
Warning Bell	7:56
Hour 1	8:00 - 8:40
2	8:43 - 9:23
3	9:26 - 10:06
4	10:09 - 10:49
5	Lunch 10:52 - 11:32
6	Lunch 11:35 - 12:15
7	Lunch 12:18 - 12:58
8	1:02 - 1:31
9	1:34 - 2:14
10	2:17 - 2:59
11	3:02 - 3:16
Bus Departs	3:20

Note: Students will not be permitted in the building until the 7:45 bell. During the winter months students that arrive early will be permitted to wait in the cafeteria or entrances until the first bell.

EARLY RELEASE SCHEDULE

1st Bell	7:45
Warning Bell	7:56
Hour 1	8:00 - 8:28
2	8:30 - 8:58
3	9:00 - 9:28
4	9:30 - 9:58
9	10:00 - 10:28
10	10:30 - 10:58
5	Lunch 11:00 - 11:35
6	Lunch 11:37 - 12:12
7	Lunch 12:14 - 12:49
8	12:51 - 1:16
Bus Departs	1:20

LATE START SCHEDULE

1st Bell	9:45
Warning Bell	9:56
Hour 3	10:00 - 10:31
4	10:33 - 11:04
5	Lunch 11:06 - 11:44
6	Lunch 11:46 - 12:24
7	Lunch 12:26 - 1:04
1	1:06 - 1:37
2	1:39 - 2:10
9	2:12 - 2:43
10	2:45 - 3:16
Bus Departs	3:20

PARENT INFORMATION

STUDENT HANDBOOK (AGENDA)

For the convenience of parents, students, and staff, this student handbook, commonly called an “agenda” is provided to the students at the start of the school year. The purpose of this agenda is to help students to be organized with assignments and other important items, to serve as a communication device for parents and teachers, to use as a hall pass, and to reiterate and emphasize policies that commonly come into question at the middle school level. For ease of the reader, the policy number is written after each brief summary of the policy. Policies can and do change. For a more in-depth view of the policy, visit <https://go.boarddocs.com/wi/ofpsd/Board.nsf/Public>. Though the handbook is issued to the student, it is considered school property. Students that purposely deface/destroy this agenda will be required to purchase a replacement at a cost of \$10.00.

SECURITY CAMERAS

The use of video surveillance and electronic monitoring systems are in use throughout the Oconto Falls School District, Washington Middle School, and on school buses. At WMS all doors will be locked before school and during normal school hours, 8:00 a.m. - 3:16 p.m. The only access to the building is through the “camera monitored” office entrance on Washington Street. To gain entrance, visitors must push the button on the wall (to the right of the main doors), identify themselves and one of the secretaries will “buzz” them in (unlock the **left-hand** door so they can open it). Visitors during regular school hours will need to sign in at the office and get a visitor’s pass before being allowed access to hallways or classrooms. *Thank you for your cooperation and understanding.* (po7440.01)

EMERGENCY INFORMATION

Emergency information will be **required** in online registration. Please be sure to update this information as necessary. We cannot overemphasize the importance of the school’s need to contact a parent/guardian or a designated alternate contact in the case of an emergency. Thank you for helping us to keep your child safe. (po5341)

DIVORCED/LEGALLY SEPARATED PARENTS

Parents that have been granted primary placement of their children must provide the school with a copy of the court order. In the absence of a court document, the school will presume that their children can be release into the care of either parent. (po5230)

ILLNESS OR INJURY AT SCHOOL

If a student is injured or becomes ill at school, **he/she is to report to his/her teacher** and ask for permission to come to the office. If necessary, we will try to contact the student’s parents. All students who are injured or become ill must check out through the office before

leaving school. **PARENTS, it is necessary that we know where to reach you at all times.** (po5340)

NON-PRESCRIPTION DRUGS

Wisconsin law allows the school to administer non-prescription drugs to students *if the drugs are provided by the parent in the manufacturer's original container as described in Wisconsin Act 160 (no baggies or single bubble packs) and consent is given in writing. The packaging must identify the ingredients and recommended dosage in a legible format.* School personnel cannot distribute Tylenol, ibuprofen, etc. if this procedure has not been followed. **NOTE:** As in previous years, all forms of medication must be administered through the school office. **TIP:** Only send non-prescription drugs when necessary and use small bottles if possible because of limited storage space. (po5330)



STUDENT FEES, FINES, CHARGES

The Board may levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials used in the course of instruction. A charge shall not exceed the combined cost of the materials used, freight/handling charges, and nominal add-on for loss. When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred. (po6152)

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held twice per year. Notices will go out to the parents via the "Washington Post" giving the dates and times when parents may meet with teachers. After receiving report cards, parents may speak to any or all teachers, counselors, and principal. (po9250)

Parents are to schedule any extra conferences in advance at times convenient for both the teacher and parent. Conferences will be scheduled at such times that they do not interrupt or interfere with a teacher's class. Call 920-848-4463 to set up a conference.

PARENT COMMUNICATION

Course information, including coursework & student grades, will be posted in Schoology. Parents are urged to remain up-to-date by accessing Schoology with their parent login. As parent communication is important in the success of students, Washington Middle School staff expects a high level of communication from parents. *It is important for students to understand that we are all on the same team.* That being said, please remember that teaching students is our top priority. Responding to parents is very important to us but it may take time to respond because we are busy working with students in the classroom. We will do our best to respond in a reasonable timeframe. (po9250)

SKYLERT NOTIFICATIONS

Skylert is a districtwide notification system that allows our schools to provide families with instant

communications via telephone/cell phone, email, and/or text message. In a school-wide emergency, this notification system will allow us to update parents immediately with information relevant to the emergency. Throughout the school year, important school-related messages will be dispensed as needed. During the winter months, we use **Skylert** to notify families in the district of a weather-related, two-hour delay or cancelation of school. *It is important for each family to keep their contact numbers and email addresses updated so this system can work efficiently.* During online registration parents must make sure they have approved all messages to be sent to them via Skylert. If they do not check the boxes, they will block our messages and never know that they did not receive them. (po9250)

CLOSING SCHOOL

In the event of unusually bad weather or an unpredicted emergency, it may be necessary to close the school. This information will be broadcast on your local television and radio stations. Families will also receive a message via Skylert. (po8220)

STUDENT SAFETY

The Oconto Falls School District and Washington Middle School are continually working on creating protocols and conducting drills that will protect your children while at school. (po8420)

FIRE ALARMS AND DRILLS

Fire drills at regular intervals are required by State Law and are important safety precautions. When the fire alarm sounds:

- 1 Students should leave in a quick, quiet, orderly manner.
- 2 Windows are closed, lights are turned off, and doors closed, but not set to lock.
- 3 Teachers are last to leave the room.
- 4 Once outside the building, teachers will see that all students under their supervision are accounted for and remain together. (po8420)

NOTE: *If the building is deemed unsafe for return, students and staff will proceed to an alternate location.*



TORNADO PROCEDURES

If a certain combination of weather conditions exist that could possibly cause a tornado, a **tornado watch** is issued. This means that school will continue as normal, and the radio will be monitored for further developments. When a tornado is sighted, a **tornado warning** is issued and everyone should seek shelter immediately. A civil defense warning siren will sound, and an announcement will be made on the loud speaker indicating the need to seek appropriate shelter. Each teacher will have an established tornado emergency procedure for exiting the classroom. Students will move to a safe location. (po8420)

INTRUDER DRILLS

Washington Middle School conducts regular intruder drills, empowering students to know that they have options if an intruder would enter the school. We follow the ALICE protocol: **A** - Alert, **L** - Lockdown, **I** - Inform, **C** - Counter, **E** - Evaluate. (po8420)

LEAVING SCHOOL GROUNDS

After arriving on school grounds (7:45 a.m.), a student is **not allowed to leave school grounds without permission**. All students must be signed out by a parent/guardian through the main office. *When the parent arrives, we will then contact the student to be released from class.* Time in class is important; every minute counts! (po5200)

CLOSED NOON HOUR

Students may not leave school grounds to eat lunch at their own home or any other location off school grounds except with written parental permission, supervision of an adult, and approval by the principal. (po5200)

SCHOOL GROUNDS AFTER HOURS

Students are to leave the school grounds after school is dismissed. They should not return unless they are participating in school-sponsored events.

LUNCH PROGRAM

All purchases for meals are done through our automated food service program. Family accounts are set up for each family in the district. Parents/guardians deposit money into their family accounts to pay for meals purchased by all their children attending district schools. At Washington Middle School, students access their lunch accounts by entering their Personal Identification Numbers using a keypad as they go through the lunch line. This PIN, along with their picture, assures purchases are deducted from the correct family account. If you have questions about the lunch program, contact the food service secretary at 920-848-4466, ext. 3. (po8500)

PHONE USE & MESSAGES

Parents and students are asked that **personal messages and after school plans be arranged before coming to school**. In an effort to promote independence, along with student responsibility, students will not be permitted to use the phone unless it is considered to be an emergency. We urge you as parents to support this request by not interrupting your child during the day for personal messages. Your family schedule may be busy, but imagine ours trying to manage the social calendar for nearly 400 students! We appreciate your understanding.

Note: Cell phone usage will be restricted in accordance with the current School Board Policy (po5136). (See page 8)

WMS Newsletter

"Washington Post" is a monthly electronic newsletter that is emailed to each family which contains information about upcoming events and other important communications. This newsletter is also available on our website (ofpanthers.com/schools/washington-middle-school/) (po9250)

VOLUNTEERS

Volunteers make a difference in our school! They assist in a variety of activities. Parents wishing to volunteer can contact the WMS office to complete the volunteer form. Non-parent family members or other members of the community who wish to volunteer must also complete the volunteer form available in the school office. **For the safety and security of our students, background checks will be made on volunteers before they are assigned**

duties. (po8120)

CHROMEBOOKS

Chromebooks are valuable educational tools that can be used to enhance student learning. Chromebooks are considered school property and all board policies relating to district property apply to Chromebooks. Students will receive a Chromebook at the beginning of the year and are responsible for general care and maintenance of their device. Following these guidelines will help to ensure that the device is usable as an educational tool at all times:

- Chromebooks shall remain in their cases at all times.
- Students are responsible for bringing their Chromebooks to school fully charged each day.
- The physical appearances of Chromebooks, cases, and accessories should not be customized in any way.
- Chromebooks should never be left unsupervised.
- Chromebooks should never be left in automotive vehicles or places of extreme temperatures for long periods of time.
- Students should not lean, sit, step, or apply heavy pressure on a Chromebook.
- Students should clean the Chromebook and its case frequently.
- Students should not store any items between the screen and the keyboard.
- Students should not share passwords or allow others to use their device as they are responsible for the device at all times.

Chromebook Repair Structure:

- 1st Accidental Breakage: \$0
- 2nd Accidental Breakage: \$60 (maximum)
- 3rd Accidental Breakage: \$299
- Broken Screen: Automatic \$100
- Non-return of the device: \$299 and the device will be disabled.

School administration will determine accidental vs. negligent damage. (po7540.03)

INTERNET POLICY

All students and their parents will sign on the *OFSD Parental Consent Form* during online registration. The use of the District's Technology resources, including the Internet, is a privilege, not a right, and users should take personal responsibility for their behavior. It is expected that students and their parents will conduct their activities under the provisions of this policy. (po7540.03)

PHYSICAL EDUCATION EXCUSES

State Law mandates that Physical Education Class is required as part of the standard school curriculum. **The only valid excuse for a child to miss PE is a medical excuse signed by a doctor.** If a student is unable to participate or if participation is restricted for medical reasons, an excuse from a doctor must be on file in the office. An alternative plan will be developed by the teacher for those students. (po8510)



EXTRA-CURRICULAR ACTIVITIES

In order to participate in an extra-curricular activity or practice, a student must be in school that day. If a student has an excused absence for a partial day, the principal must approve their participation in after-school activities. Please see the co-curricular code for further guidelines regarding athletics. (po2430)

ATTENDANCE

All students are expected to attend school daily and to be on time for class in order to attain maximum benefit from classroom instruction. Good attendance develops punctuality, self-discipline, and responsibility. Students who have good attendance generally achieve higher grades, enjoy school more, and are considered more desirable employees. The responsibility for attendance at school rests on the parent/guardian and the student.

Pre-excused Absences: If a child will not be in school and has a written note from a parent/guardian indicating that they will be out of school prior to their absence, students will receive a “pre-excused form” from the office. Students are then required to take the form to each of their teachers notifying them of their impending absence. If a student does not get a signature from each teacher, it is an indication that the teacher feels the absence will negatively affect his/her academic performance and the absence will not be excused.

Unplanned Absences: If the absence is unexpected, parents/guardians should call the attendance answering machine and leave a message as soon as they realize their student is going to be absent. Our attendance answering machine can be reached 24 hours a day by calling 920-848-4463, ext. 1. The phone call helps us to account for students each day. Wisconsin State Statute 118 allows for 5 excused absences per semester from a parent phone call. Any absence beyond 5 days per semester or 10 days per year without a doctor’s excuse is considered unexcused. Penalties for failing to comply with state law may be, but are not limited to, a referral to the Oconto Falls Police Department or Oconto County Juvenile Intake.

Regular attendance is a key factor in student success. Parental support is essential for effective instruction. Washington Middle School educators depend upon and expect a high level of support and cooperation from parents/guardians. We appreciate your support in this matter. (po5200)



ATTENDANCE AWARDS

We will be recognizing students for having attendance excellence. We cannot over-emphasize the importance of being in school every day. Research shows that students with high attendance rates better perform in school. Students will benefit now while in school and later when obtaining employment.

- School business (field trips) will not count against a student’s eligibility for an attendance award. However, students with excessive tardiness will be disqualified.

- At the end of the year, a certificate and special medal will be awarded to students with 7 or less missed periods for the year.



HONOR ROLL

Honor roll will be based on a 4.0 scale with all grades being “weighted” according to the number of days a class meets. *If a student receives a D+ or lower in any class, they will be disqualified for the honor roll that quint.* We impose this restriction because we feel honor students should be successful in all curricular areas.

Grading Scale:

A	95-100	C	77-79
A-	92-94	C-	74-76
B+	89-91	D+	71-73
B	86-88	D	68-70
B-	83-85	D-	65-67
C+	80-82	F	64 & below

The Honor Roll will be divided into three levels: 4.0 – Highest Honors; 3.5 – 3.99 – High Honors; 3.0 – 3.49 – Honors

- *On the last day of school, students with a cumulative GPA of 3.0 or higher will be recognized with a certificate.*
- *Students maintaining a cumulative 4.0 GPA for the school year will receive academic excellence medals.*

STUDENT RESPONSIBILITIES

CODE OF CONDUCT

Washington Middle School students are expected to exhibit specific conduct so as to not interfere with the ability of the teacher to teach effectively, the students to learn, the safety of other students to be compromised, and/or the school to be run in an orderly manner. (po5500)

STUDENT BEHAVIOR EXPECTATIONS

1. Be a learner

- Complete homework.
- Participate in class.
- Be on time for class.
- Make up work when you miss class.

2. Be respectful

- Accept others’ perspectives.
- Keep the school clean.
- Treat materials carefully.
- Do not use inappropriate language.
- Do not vandalize.
- Do not display inappropriate physical affection.

3. Be responsible

- Take accountability for your actions.
- Keep your Chromebook charged.
- Have good attendance.

4. Be safe

- Follow school and classroom rules.
- Don't run in the halls; walk on the right side.
- Report potential safety concerns.
- Leave your backpack in your locker.
- Do not possess illegal substances.
- Do not harm others.
- Do not engage in physical fights.
- Do not possess weapons.
- Do not threaten others.

5. Be a listener

- Let others speak.
- Make eye contact.
- Do not interrupt.

6. Be kind

- Do not bully, harass, or pick on others.
- Be an upstander.
- Help others in need.
- Compliment others.

This list is not intended to be all inclusive.

REMOVAL OF PUPILS FROM CLASS

A teacher may remove a pupil from class if a student violates the code of conduct or is dangerous, unruly, disruptive, or exhibits behavior that interferes with the ability of the teacher to teach effectively. (po5500)

HARASSMENT

It is the policy of the Oconto Falls School District to maintain a learning and working environment that is free from any form of harassment or intimidation toward or between students and/or employees. Therefore, the District will not tolerate harassment in any form and will take all necessary and appropriate action to prevent, remediate, and eliminate it, up to and including discipline of the offenders. Harassment can be sexual, verbal, racial, or physical. We are dedicated to do all we can to stop this type of behavior. Since this usually happens when adults are not present, ***it is important for students to inform their teachers or school personnel when this happens.*** The administration will handle harassment complaints very sternly, quickly, and with the utmost confidentiality in order to protect students. It is important that students help us stop this and other types of misbehavior. If you see something wrong, let your teachers or the administration know about it. ***Parents, please call us if your child is being harassed.*** (po5517, po5517.01)

Title IX of the Education Amendments to the Civil Rights Act, Title VII of the Civil Rights Acts, and the Equal Protection Clause of the 14th Amendment to the U.S. Constitution make harassment illegal. Everyone has a right not to be harassed. ***Our staff*** strives to establish Washington Middle School as a safe learning environment for everyone. (po2266)

DISCIPLINE

To guarantee a good social climate and a safe educational environment, it is important that students understand that **acceptable standards of behavior will be expected at all times.** Discipline will be administered when any individual's actions interfere with the right of teachers to teach and students to learn.

Students are reminded that **any teacher or staff member** in the school **has the right to correct poor behavior** at any place and at any time. Students not in good standing may lose social activity privileges such as co-curricular participation (Choir, Art Club, ACES Club, International Club, Environmental Club, Student Council, FFA, athletics, etc.) dances, grade-level incentives, field trips or athletic events. Good standing can be defined as students who have passing grades, no disciplinary issues, or outstanding debts (fines, book deposit, lunch account, etc.). (po5610.02, po5610)

PERSONAL COMMUNICATION DEVICES

Students are permitted to use their PCD before and after school. If it is not within that specified timeframe, all PCD's are to be turned OFF and kept in their secure lockers. Adults employed by the district have the right to confiscate any electronic device the student has used in violation of school policy. Certain circumstances may require the intervention of local law enforcement.

The following is the procedure for confiscated devices:

- ◆ **First Offense:** The device is brought to the office and student may retrieve it at the end of the day.
- ◆ **Second Offense:** The device is brought to the office and a PARENT must pick up device.
- ◆ **Third Offense:** The device MUST BE brought to the office at the beginning of each day and picked up by student at the end of each day. (po5136)



DRESS CODE

Students' dress should be comfortable and in good taste. Students are to dress in a way that does not distract from the learning environment.

- 1 Clothing referencing alcoholic beverages, satanic ideas, tobacco products, inappropriate language/ images and/or messages are not allowed and may be confiscated.
- 2 Students should not wear clothing that exposes undergarments or show a significant amount of skin.
- 3 Shorts and skirts should be an appropriate length for school.
- 4 Clothing that exposes any part of the torso will not be allowed.
- 5 Appropriate clothing and separate gym shoes must be worn during physical education class.
- 6 Students shall not wear hats, caps, or bandanas inside the building. In addition, hoods cannot cover the student's head while in the building.
- 7 Jewelry, clothing, and other ornamental wear must be deemed safe, must not be worn to designate any group/gang affiliation, or be of a distracting nature.
- 8 Clothing must not have holes, slits, or any other alterations that show areas of the body or skin that would typically be considered inappropriate, distracting or unsafe.

Note: The principal or assistant principal will make the final decision on what is appropriate attire.

Any violations of the above expectations, school rules or dress code may lead to the student being required to change into something more appropriate, being required

to change into clothing offered by the school district, or disciplinary action. (po5511)

BICYCLES/ROLLER BLADES (INSERTS)/SKATEBOARDS/SCOOTERS

Bicycles and skateboards are not to be ridden on the sidewalks surrounding the school at the beginning and end of the school day for safety reasons. Please walk your bike if you need to use the sidewalk. Bicycles are to be parked in the designated bike rack on the playground, but may not be ridden on the playground during the school day. The school is not responsible for damage to, or loss of bicycles. A bicycle lock is highly recommended. Roller blades, skateboards, and scooters are not permitted during school hours or at school activities **due to safety reasons**.

LOST AND FOUND

Lost and found clothing items are kept for a designated amount of time. Smaller items such as jewelry, keys, etc. are kept in the school office. Please see someone in the office to claim.

LIBRARY MEDIA CENTER RULES

- 1 Students are allowed to check out three books.
- 2 Books are due in two weeks.
- 3 Overdue lists will be sent to the teacher.
- 4 Fines will be charged for damaged or lost books.
- 5 Bills will be sent to parents if a book is damaged or lost. (po2522)



LOCKERS

Lockers are the property of the school district, and school authorities have the right to inspect/search them if and when they feel it is necessary. Students are expected to take care of their lockers and

to treat them with respect. ***Students are not to share lockers, give their combinations to other students, or “set” their locker combinations to automatically open.*** Thefts will be prevented if you follow these simple guidelines. (po5771)

ATHLETIC CODE

Students wishing to participate in sports must fill out the online forms (i.e. Athletic Code, Concussion, etc.) and have a current physical on file in the school office. Students must maintain a passing grade in all their subjects. Grades will be monitored weekly. If a student fails to meet this academic standard, he/she will be subject to the following consequences:

- Students receiving a failing grade in any class will be able to practice, but not able to participate in a contest/game until they have a signature from a staff member indicating that they are passing.
- Students that do not raise their failing grade(s) to a passing grade(s) will not be allowed to participate in contests (games) until they receive a passing grade in the affected subjects.

Student Responsibility: It is the responsibility of the student to obtain a note with a signature from their teacher verifying a passing grade. (po5310)

See actual Athletic Code for full details.

RESOLVING CONFLICTS

Controlling anger isn't always easy, but it is necessary in order to avoid trouble. If you find yourself becoming angry too often, remember that using your head instead of your hands might keep you from getting hurt – or hurting someone else. Here are some tips to help you remember.

- 1 STOP AND THINK, don't lose control. Avoid making hasty comments or actions.
- 2 LISTEN when the other person is talking. Try to understand his or her point of view.
- 3 COMMUNICATE by saying exactly what you mean in a clear way.
- 4 MOVE AWAY FAST if someone has a weapon, or has been using alcohol or other drugs.
- 5 THINK ABOUT IT. Violence on TV may look exciting and even funny. In real life, violence is frightening and dangerous.
- 6 AVOID PEOPLE who tease or threaten you. Who needs friends like that?
- 7 REMEMBER, belonging to a group is fun. But sometimes groups can pressure you to do things you know are wrong. Always think for yourself.
- 8 WALK AWAY when you're too angry to be reasonable. Cool down. Then try talking.
- 9 ASK A FRIEND or trusted adult to help solve the problem.
- 10 RESPECT YOURSELF and others, too. Even people who dress in a different way or who look different, deserve to be treated with respect.

National Committee to Prevent Child Abuse

STUDY SKILLS CHECKLIST

1. Be organized.

- Keep your locker neat and clean. Keep class folders orderly.
- Take proper materials with you to each class.
- Regularly take inventory of your supplies so you know in advance when you're running low. Keep back-up supplies on hand.

2. Learn to concentrate and listen in class.

- Sit up straight.
- Keep your desk neat with only the items you need.
- Take part in class discussion. It forces you to listen.
- Be an active listener. You can't talk and listen at the same time.

3. Know and understand your assignments.

- Keep track of your assignments by recording them in your assignment notebook (student agenda).
- Keep track of due dates by recording them in the appropriate “month view” calendar pages in your student agenda.

4. Find a good place to study.

- Choose a table or desk.

TEST TAKING GUIDELINES

- Sit in a quiet place where you won't be interrupted by the phone or other people.
- Save music, television, and eating for another time.

5. Have studying/working tools ready.

- Chromebook/loose leaf paper/writing utensils.
- School folders, texts, and assignments.
- Ruler, scotch tape, stapler, scissors, calculator.

6. Formulate a study schedule.

- Doing school work should become a habit. Do it each day, so you won't fall behind.
- Study in the same place at the same time each day.
- Plan the order in which you'll study. Try alternating a hard subject with an easy subject or a written assignment with a reading assignment.
- Get to work immediately and concentrate while you work. You will be done more quickly.
- Take study breaks.

7. Use proven learning techniques:

- Read directions carefully. Categorize facts and information.
- Summarize mentally on a continuing basis.
- Review several times during a study session.
- Pick out important points and take notes.
- Underline important points.
- Work until the subject is mastered.
- Use the SQ3R Study Technique: Survey, Question, Read, Recite, Review.
- Do rough drafts of written assignments early. You'll be able to proofread them more accurately later.
- Review several evenings before a test. Over learning helps you remember.

ORGANIZATIONAL SYSTEM

WMS has implemented an organizational system for all Washington Middle School students. We are requiring all students to use a three-ring binder to hold their agendas and folders for all classes. Students will follow a color-coded spiral notebook and folder system, but the spiral notebooks will not be stored in the binders. You may purchase these items on your own, but please follow the color-coded system described below.

- 1 - 1 ½ to 2 inch White or Black View Binder
- 1 - 3-hole Zipper Pouch to hold pens and pencils
- 6 - 3-hole Pocket Folders (purple, red, yellow, green, blue & black)

Color Key: **Purple** - Guidance; **Red** - Math; **Yellow** - Language Arts (English/Reading); **Green** - Science; **Blue** - Social Studies/Geography/Am. History; **Black** - Encores.

WMS will also have these items available for purchase.



Preparing for a Test:

- 1 Record the test dates on your "month view" calendar pages in your student agenda as soon as you are given them. Preparing for a test is very important. The better prepared you are, the more likely it is that you will get a good grade.
- 2 Skim your notes, any reading assignments you had, and study materials you were given.
- 3 Think back to everything your teacher said during the unit and its review.
- 4 Begin preparing for a test early. Study each evening for days before it. Cramming doesn't work.
- 5 While you are studying, practice the following aloud:
 - Name important principles and terms.
 - Explain and define terms.
 - Give conclusions for important points made.
 - Answer questions you think the teacher will ask you.

Tips on Taking the Test:

- 1 Relax before you take the test.
- 2 Read and follow the directions carefully.
- 3 Skim the entire test before you begin.
- 4 Start with the first item and mark only those of which you are certain. Skip the hard ones and come back to them later; you may find a clue in a later question.
- 5 On true-false tests watch for qualifying words like "always," "only," and "never."
- 6 On multiple choice tests, eliminate the statements you know are wrong. Then choose carefully.
- 7 On essay tests, decide how much time you can allow for each answer. Write first what you know best, but don't get carried away. Do as the test instructions indicate.
 - EXPLAIN: Tell what, how, why.
 - DESCRIBE: Give a picture in words.
 - DISCUSS: Give detailed points for and against the questions.
 - OUTLINE: List important ideas with less important ideas under them.
 - COMPARE: Explain each idea briefly. Then show how they are alike and different.
- 8 On direct answer or completion tests, watch for key words.
 - WHO - calls for a person or people.
 - HOW - calls for the steps involved.
 - WHEN - calls for a date or time.
 - WHY - calls for a reason.
 - WHAT - calls for facts.
 - WHERE - calls for a place.
- 9 Check over your paper before you hand it in.
- 10 Take special consideration with math tests:
 - Read the problem and decide what it is you're trying to find.
 - Decide what information is given and which process to use.
 - Work the problem carefully and check your work.



- 1 Be on time. Students must be waiting at the pick-up location (usually at the end of the driveway) a few minutes before the scheduled pick up times.
- 2 When the bus is in motion, do not stand, extend extremities out the window, move about, crowd the aisles, leave or enter the bus.
- 3 The bus driver is the adult in charge, and students need to obey rules and riding regulations as stated by the driver and the district's comprehensive bus rider regulations.
- 4 Damage done to seats or other bus equipment will be charged to the students involved.
- 5 Students displaying inappropriate behavioral actions/noise will be referred to the proper authority for consequences.
- 6 Students are not allowed to bring live animals or insects, oversized objects, helium balloons, or any items that may cause a distraction to the driver or passengers on the bus.
- 7 Students will be allowed to ride with a friend, only if he/she obtains a permit (bus pass) signed by the school office/administration.
- 8 **Washington students will be refused transportation if they attempt to board at a location other than their own school.**
- 9 Music played through ear or headphones will be allowed on the bus.
- 10 Door to door service is not provided within the city limits of Abrams, Little Suamico and Oconto Falls. Students must be at designated pick up points.

Note: A more comprehensive bus rider regulations is part of online registration. (po8600)



A. Late Transportation Eligibility:

- 1 Late transportation is available **for students in school related functions** on Tuesday, Wednesday, and Friday when six or more sign up. Students may not use late transportation if they have stayed in town for non-school activities.
- 2 Late transportation is available on Monday and Thursday regardless of the number of riders.
- 3 Students staying for weight lifting may ride the late transportation bus.
- 4 All students riding on late transportation shall observe the *Late Transportation Procedures*. Students should be mature enough to handle a situation that may require them to walk some distance in the dark and to discipline themselves while on an unchaperoned bus at night.
- 5 Late transportation will cost \$1.00 for students to ride; exceptions are outlined in Section E.

B. Sign-up Procedures :

- 1 Students must sign the late transportation sheet in the school office by 1:02 p.m. to be eligible to ride.
- 2 Students must sign their **own** names on the late transportation sheet.

C. School Departure Times :

- 1 The late transportation buses will depart Washington Middle School at 5:35 p.m., and the High School at 5:45 p.m., Monday through Friday.
- 2 It is the **coaches/supervisors responsibility** to release students with enough time to board the buses. If students miss the bus, it is the adult-in-charge's responsibility to arrange acceptable transportation for those students.
 - a It is the driver's responsibility to depart from the schools at the scheduled time.
 - b The student's responsibility is to be on the bus before the departure time.
 - c If the student fails to board the bus before departure time, the student assumes full responsibility for his/her transportation home.

D. Student Responsibilities/Discipline:

- 1 Students remain under school supervision until the late transportation bus arrives.
- 2 It is the sole responsibility of the student to make the driver aware of his/her stop within 1/2 mile of the stop. The driver may not backup or turn around to drop off a student who fails to get off at his/her stop.
- 3 Student discharges in the dark evening are more hazardous than daylight hours. For this reason, stricter disciplinary procedures are necessary.
 - a The **first unsatisfactory bus conduct report will result in one evening suspension** from riding late transportation.
 - b The **second unsatisfactory bus conduct report will result in five evening bus riding suspensions.**
 - c The **third unsatisfactory bus conduct report will result in permanent suspension** from riding on late transportation for the **rest of the year.**
- 4 If a student has signed up, but then rides home with a parent, he/she can avoid having an action counted against him/her by getting on the bus and signing out with the driver. Another student will not be allowed to sign out another student for any reason.

E. Late Transportation Cancellation:

Late transportation may be cancelled under the following conditions:

- 1 If not enough students sign up.
 - 2 If the only students requesting late transportation are those staying for weight lifting.
 - 3 If there is inclement weather.
- Cancellations will be made by 2:30 p.m. if at all possible.



POLICIES & PROCEDURES

SPECIAL EDUCATION REFERRAL POLICY

The Oconto Falls School District accepts referrals for students who are suspected of having a disability which may require special education and related services. A referral may be made by anyone, including parents, grandparents, and other relatives, physicians, nurses, psychologists, social workers, or administrators of social agencies, who have reasonable cause to believe that a disability exists. Any person licensed by the department of public instruction must make a referral if they suspect that a disability exists. A referral form may be obtained by calling the office of special education. Any teacher, parent, or other concerned person wanting to make a referral will be asked to speak with the school psychologist or other special education district personnel so that pertinent information may be gathered at that time. A referral must be in writing. It must include the reasons for the referral and why the person making the referral believes the child may need special education and related services. Prior to making a referral, **the person who submits the referral must inform the parents of their intent to make a referral.** This may be done in writing, in a conference, or by telephone. The building principals monitor the referral process in their respective buildings. Referrals are then routed to Terri Olsen, Director of Special Education (920-848-4443). The office of special education sends the parents of the child being referred a written notice of receipt of referral, a copy of the referral, and a brochure outlining the special education rights for parents and children. (po2460)

TITLE IX & IDEA

The Oconto Falls Joint District No. 2 is required by Title IX of the Educational Amendments of 1972 to refrain from discrimination on the basis of sex. The district will not discriminate on the basis of sex in the educational programs or activities which it operates. Non-discrimination requirements extend to employment.

Inquires concerning the application of Title IX of the Educational Amendments of 1972 should be referred to the Superintendent of Schools, 920-848-4471. The office is located on Farm Road, Oconto Falls.

The Oconto Falls School District has established and maintains procedural standards in compliance with IDEA 2004. (po2260)

GRIEVANCE PROCEDURES - TITLE IX

- 1 Any complaint alleging noncompliance with Title IX shall be in writing and shall include a statement of facts comprising the alleged noncompliance and shall be signed and dated.
- 2 The Superintendent of Schools shall be responsible for investigating student and employee Title IX complaints. The Superintendent upon receiving a complaint shall refer it to the lowest appropriate

level which can provide prompt and equitable resolution of the complaint. If no resolution can be reached at this lowest level of resolution, the complaint shall be referred to successive higher levels of resolution. If the Superintendent is unable to resolve the complaint, it shall be referred to the School Board. (po2260)

GENERAL COMPLAINT PROCEDURES

In the event of a student or parent disagreement with a staff member, school policy, or other related issue, the following procedures are outlined for resolution:

- 1 The student or parent must appeal to the Principal within five school days of the disagreement.
- 2 The Principal will schedule a meeting with the grievant party.

If disagreements still exist, the grievant(s) may request a meeting with the Superintendent. This request must be written, and the meeting will be scheduled. If the Superintendent is unable to resolve the complaint, it shall be referred to the School Board. The decision of the School Board is final. (po9130)

STATEMENT OF PRINCIPLE

The Oconto Falls School District believes that every student has a right to learn, and through its employer every teacher has a right to teach in an environment that is safe and orderly, and conducive to learning. The school district has an obligation to ensure that its schools are as free as possible from the dangers of violence, drugs, and other behaviors harmful to the educational environment.

OFFICIAL NOTICE NONDISCRIMINATION POLICY

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

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Oconto Falls Public School District. (po2260)

Any questions concerning this policy should be directed to:

Dean R. Hess, Ed.D.
Superintendent of Schools
Oconto Falls Public School District
200 N. Farm Road, Oconto Falls WI 54154
(920) 848-4471

For additional school district policy, please refer to the district's website (ofpanthers.com).

WASHINGTON MIDDLE SCHOOL CALENDAR

Year - 2022

Monday, August 15 - Thursday, August 18	Fort Middle School - Washington St. Gym
Thursday, August 18 Monday, August 22	Parent Meetings, Grade 6 - 12:00 p.m.; Grades 7 & 8 - 2:30 p.m. Parent Meetings, Grade 6 - 5:00 p.m.; Grades 7 & 8 - 6:30 p.m.
Thursday, August 25 Friday, August 26	Locker Practice Day, 1:00-6:00 p.m. Locker Practice Day, 1:00-4:00 p.m.
Thursday, September 1	First Day of School for Students
Friday, September 2	Cherrydale Fundraiser Begins
Tuesday, September 6	Open House, 4:00-6:00 p.m.
Monday, September 5	Labor Day Holiday - No School
Thursday, September 8	Washington Middle School Picture Day
Friday, September 16	Cherrydale Fundraiser Ends
Monday, October 10	No School - Staff Professional Development
Wednesday, October 5	Custodial Appreciation Day
Monday, September 19 Friday, September 25	Spirit Week (Student Council)
Wednesday, October 21	Last day of Quint 1
Friday, October 21	FFA Sponsored Dance, 3:30 p.m.
Monday, October 24 - Thursday, October 27	Red Ribbon Week (Student Council)
Tuesday, October 25 - Thursday, October 27	Fresco Gecko Pumpkin Carving Contest
Friday, October 28	No School - Vacation
Sunday, November 6	Daylight Saving Time ends
Friday, November 11	Veteran's Day
Monday, November 14	WMS Parent-Teacher Conferences, 3:30-6:30 p.m.
Tuesday, November 15	WMS Parent-Teacher Conferences, 3:30-6:30 p.m.
Tuesday, November 22	Hush Day - Student Council
Wednesday, November 23- Friday, November 25	No School - Thanksgiving Vacation
Monday, December 5	Choir Concert - PAC, 6:30 p.m.
Monday, December 5 - Thursday, December 8	Student Council Food Drive for Kingdom Come Food Pantry
Tuesday, December 13	Band Concert - PAC, 6:30 p.m.
Wednesday, December 14	Last day of Quint 2
Friday, December 23- Friday, December 30	No School - Winter Break

YEAR - 2023

Monday, January 2

School Resumes

Monday, January 9

District Spelling Bee, 1:00 p.m.

Wednesday, January 11

Paraprofessional Appreciation Day

Sunday, January 15

Robotics Competition

Monday, January 23

NO SCHOOL- Staff Professional Development

Friday, January 27

Wellness Awareness Day

Monday, February 6 -
Friday, February 10

School Counselor's Week

Friday, February 10

Last day of Quint 3

Monday, February 13 -
Friday, February 17

Kindness Week

Monday, February 20-
Friday, February 24

FFA Week

Thursday, March 2

Ski Brule - ACES

Monday, March 13 -
Friday, March 17

YAM Week

Wednesday, March 8

Food Service Appreciation Day

Thursday, March 9

Youth Art Month Event - Public Library - 6:00-7:00 p.m.

Thursday, March 9

Parent Teacher Conferences - 4:00 p.m. - 6:00 p.m.

Saturday, March 11

SHAZZ - Shawano Jazz Festival

Sunday, March 12

Daylight Saving Time Begins

Monday, April 3

Career Day

Tuesday, April 4

Last day of Quint 4

Wednesday, April 5

Hush Day - Student Council

Thursday, April 6

NO SCHOOL - Staff Professional Development

Friday, April 7 &
Monday April 10

NO SCHOOL - Vacation Days

Tuesday, April 11 -
Wednesday, April 14

Autism Awareness Week

Monday, April 17-
Friday, April 21

Environmental/Earth Week

Wednesday, April 26

Administrative Professionals Day

Wednesday, April 26

Large Group Festival

Monday, April 24 -
Friday, April 28

Robotics Week

Monday, May 1 -
Friday, May 5

Teacher Appreciation Week

Tuesday, May 2

Band Concert - PAC, 6:30 p.m.

Friday, May 7	8th Grade Spring Fling Dance - 6:30-8:30 p.m.
Monday, May 8 - Friday, May 12	Mental Health Awareness Week
Friday, May 12	Fresco Gecko Field Trip
Tuesday, May 23	WMS Spring Choral Concert - PAC, 6:30 p.m.
Monday, May 29	No School - Memorial Day - Middle School Bands March in Parade
Friday, June 2	8 th Grade Awards Ceremony - 8:30 a.m. Last Day of Quint 5 Last Day of School For Students/Staff

E.P.A.W.S. (PARENT GROUP) MEETINGS WILL BE THE FIRST MONDAY OF EACH MONTH UNLESS THERE IS NO SCHOOL.

Note: The second and fourth snow days will be made up. The first and third will not be made up.

** School Board meetings take place the 2nd Monday of each month.*



IMPORTANT TELEPHONE NUMBERS

WASHINGTON MIDDLE SCHOOL
920-848-4463

DISTRICT OFFICE
920-848-4471

BUS GARAGE
920-848-4460

OCONTO FALLS HIGH SCHOOL
920-848-4467

OCONTO FALLS ELEMENTARY
920-848-4476

ABRAMS ELEMENTARY
920-826-5819

SPECIAL ED OFFICE
920-848-4443

FOOD SERVICE SECRETARY
920-848-4466, Ext 3

