

School District of New Holstein

PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY (BOE Policy 2260)

The Board of Education is committed to providing an equal educational opportunity for all students in the District.

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in Policy 1422, Policy 3122, and Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

New Holstein Middle School

ABSENCES: Absences are excusable only for school activities, illness, medical or dental appointments, accidents, marriage or death in the family, or other legitimate prior approved family matters. The school must be notified via a telephone call of a student's absence prior to 8:30 AM on the day of the absence. **If this is not accomplished, the absence will be considered unexcused.** (BOE Policies 5200, 5223, 8330)

ABSENCES EXCESSIVE: For other than excusable absences, excessive absences (**ten for the year**) will result in a letter mailed to the parents /legal guardian requesting a conference. If such absences continue after the conference, action will follow due process of the law. Wisconsin statutes allow a school administrator to request a physician's verification of illness from students who are frequently absent. (BOE Policies 5200, 5223, 8330)

ABSENCE EXCUSE-procedure to follow:

1. A telephone excuse must be received by the school office before 8:30 a.m. on the day of a student's absence. A student will not be permitted to attend class unless a telephone call has been received by the school office with the following information: date(s) absent, reason for absence.
2. If no excuse is received, the student will not be admitted to class until verification can be obtained that he/she was excused for the absence. A telephone call will be made in order to obtain this verification.
3. Students are responsible for obtaining make-up work from their teachers for the time they missed.

ABSENCES UNEXCUSED: Unexcused absences will be given for failure to bring an excuse from home following an absence or presenting an excuse which is not recognized

as legitimate according to school board policy. *Unexcused absences will be made up and treated as truancy. (The length of time to be made up will be determined by the administration. At minimum it will be equivalent to the amount of time equal to the unexcused absence.)* **In the state of Wisconsin, five unexcused absences (whether they be entire days or only parts of days) in one semester is considered truancy.** (BOE Policies 5200, 5223, 8330)

ACADEMIC RESPONSIBILITIES: Students are expected to use class time productively and to bring all necessary materials to class. This includes the textbook, assignment book, paper, pen, pencil, assignment due, and a recreational reading book. Students will also be expected to arrive at school with their school provided technology fully charged.

- Teachers may provide time for students to work on assignments under their guidance and supervision. Additional help can be provided during the study period. It is a student's responsibility to ask for help.
- All assignments are to be completed by the date assigned by the teacher.

ADDRESS/E-MAIL/TELEPHONE CHANGE: Notify the office staff promptly if your family moves during the year so the school records can be properly adjusted. Notify the office if your home or work telephone number, or e-mail address changes as well.

APPOINTMENTS: Appointments, other than those for dental or medical care, should not be made during school hours. **Students must sign out in the office prior to leaving the building for any reason. Likewise, they must sign back in upon returning to school.** (BOE Policies 5200, 5223, 8330)

ASSEMBLIES: When students go to assemblies, proceed in an orderly manner under the direction of your teacher. Enter the gym or auditorium quietly and become silent upon the appearance of the person in charge. Give your undivided attention to the program. If you create a disturbance, you will be removed from the assembly program. *****Students who have lost the privilege of activities may not be permitted to attend programs, assemblies, field days, or special activities.***

BUILDING LOCK DOWN: A building lockdown will be activated if an individual or individuals are in or near the building and there is sufficient reason to believe that the safety of students and staff is in danger. Students and staff will be notified of a lock-down through an announcement on the PA system. **Stay in the locked classroom during a lockdown. In the following cases, report to the nearest classroom when the lockdown is announced: 1.) When students are at lunch, 2.) When changing classes, 3.) When students are going to or from the library, restroom, physical education, music, or art classes.** (BOE Policies 8410, 8420)

BUS TRANSPORTATION: Following are several important bus rider rules and regulations. Please familiarize yourself with this information.

1. Be on time at the designated school bus stop.
2. Use the guard rail and watch your step when getting on the bus.
3. Grade school children will occupy the forward seats on the bus.
4. Keep your hands and head inside the bus at all times.
5. No loud talking or laughing is allowed.

6. Treat bus equipment as valuable furniture in your home. Damage to seats or other bus equipment must be paid for by the offender.
 7. Remain in the bus in case of a road emergency unless directed to do otherwise by the driver.
 8. Always remain in your seat while the bus is in motion.
 9. Keep absolutely quiet when approaching a railroad crossing stop.
 10. Parents will be notified if there is misconduct on the bus. Riders may be denied the privilege of riding the school bus if difficulty persists.
 11. The driver is responsible for controlling the bus riders.
 12. Riders are not permitted to leave the bus at other than regular stops, nor are they permitted to ride another bus unless proper written authorization has been granted **in advance** by parents and school administration.
 13. When loading the bus at school, always remain on the sidewalk until the bus is stopped and the door has been opened. **Never approach a bus until it has stopped and the door has opened.**
 14. Buses will leave the loading zone five minutes after school dismissal.
 15. Riders may not touch, hit, or kick other students on the bus or at the loading/unloading sites.
- (BOE Policies 5600, 8600)

BUS TRANSPORTATION POLICY: Bus transportation to and from school is a privilege, not a person's right. Therefore, the following action will be taken for children causing a behavioral problem on the school bus: ****Students may receive a written warning from the driver. This warning must be signed by the parents/legal guardian before the student will be allowed to board the bus the following day.**

1. First offense-The child will be warned by the authorities.
 2. Second offense-The child's parents will be informed of the misconduct in writing, and they will be advised of the action that will take place in the case of a third offense.
 3. Third offense-The child may be denied transportation for one to five days. This will be established by the administration.
 4. Successive offenses-These will be handled on a "case by case" basis. Students could be removed for an extended period of time.
- **This procedure shall not apply to fighting, destruction of property, bodily injury, use of tobacco products, or other serious offenses. (In any of these cases, the rider may lose riding privileges as early as the next bus ride.)** (BOE Policies 5600, 8600)

BICYCLE SAFETY: Bicycle riding on school property shall be prohibited. Students shall walk bicycles between streets and the bicycle parking area. All bicycles must be parked in designated bicycle areas and must be locked. Middle School bicycle racks are located in the front of the building. (BOE Policy 5514)

CARE OF DISTRICT PROPERTY

Basic to the philosophy of the Board of Education is a respect for the rights of others. Students are urged to exercise this respect in regard to the belongings of others, including District property. Each student should realize that vandalism to District property is costly to repair and is directly related to increased school taxes.

Attempts should be made to teach students respect for property which can be done in connection with the care of textbooks and the use of District materials and equipment.

In accordance with law, students who cause damage to District property shall be subject to disciplinary measures including suspension and expulsion. Also their parents shall be financially liable for such damage to the extent of the law except that students over eighteen (18) years of age or older shall be liable for damage they cause.

The Board authorizes the imposition of fines for the loss, damage, or destruction of District owned, borrowed or leased equipment, school records, apparatus, musical instruments, library materials, textbooks, and for damage to District buildings.

The District Administrator may report to the appropriate authorities any student whose damage of District property has been serious or chronic in nature.

The District Administrator shall develop administrative guidelines to implement this policy. (BOE 5513)

CELL PHONE USE: Students in grades 6-12 may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities) at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited. (BOE 5136)

CHEATING: Cheating, in any form, will not be tolerated at New Holstein Middle School. Cheating includes plagiarism, copying another student's work, using prepared unauthorized materials on an assessment, use of teacher texts, use of ill obtained test/answer keys, taking a test under another name, fabricating data or citations, forgery, or submitting the same or similar work in more than one class. The consequence for any student caught cheating will be a grade of F for the assignment or test and a behavior slip which may result in loss of recess, an assigned detention or possible suspension. (BOE Policy 5600)

CLASS TIME SCHEDULES:

Monday, Tuesday, Thursday, Friday

Period 1	7:55 – 8:38
Period 2	8:41 – 9:24
Period 3	9:27 – 10:10
Snack Time	10:13 – 10:18
Husky Time	10:21 – 10:51
Period 4	10:54 – 11:37
Period 5	11:40– 12:23
LUNCH	12:23 – 12:53
Period 6	12:56 – 1:40
Period 7	1:43 – 2:27
Period 8	2:30 – 3:14

(BOE Policies 322, 322AR)

Wednesday

Period 1	7:55 – 8:36
Period 2	8:39 – 9:20
Period 3	9:23 – 10:04
Period 4	10:07– 10:48
LUNCH	10:48 – 11:18
Period 5	11:21 – 12:02
Period 6	12:05 – 12:46
Period 7	12:49 – 1:30
Period 8	1:33 – 2:14

DANCES: School dances for students in grades 6-8 are held periodically throughout the school year. Students are expected to follow and abide by school rules when attending dances. Students that have three or more detentions or have spent time in ISS two weeks prior to the dance will not be allowed to attend. Students that have five or more outstanding homework assignments will also not be allowed to attend. Only students that live in the New Holstein School District will be permitted to attend middle school dances.

DANGEROUS WEAPONS IN SCHOOL: It is the goal of the School District of New Holstein to provide a safe and healthy environment for all persons on its premises or attending any of its activities or functions. Therefore, except as otherwise provided

1. No person shall possess, use or threaten use of a weapon or look-alike weapon on school premises, in school-sponsored vehicles or at any school-related event;
2. No person shall possess a firearm within 1,000 feet from the grounds of a school; and
3. No person shall unlawfully possess, use or threaten the use of a chemical irritant (e.g. pepper spray) on school premises, in school-sponsored vehicles, or at any school-sponsored event.

(BOE Policies 5772, 7217)

WEAPON: The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. (BOE Policies 5772, 7217)

VIOLATION OF ABOVE POLICY: A School District of New Holstein student who violates this policy shall be subject to school disciplinary action, including suspension and/or expulsion in accordance with state and federal laws and Board policies, and shall be referred to law enforcement officers. In accordance with state and federal law, a student who possesses a firearm while at school or under the supervision of a school authority shall be expelled from school for not less than one year. (Expulsion requirements will be determined on a case by case basis according to the age of the student and the weapon/look-alike involved.) (BOE Policies 5610, 5772, 7217)

DRESS AND GROOMING: The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. (BOE Policy 5511)

The following guidelines will be adhered to:

1. No student will be permitted to wear any clothing, jewelry, or other items which are normally identified with an anti-social organization (e.g. gangs), or clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, and/or illegal drugs. Further, clothing and/or jewelry may not be distracting, unhealthy, unsafe, or inappropriate for school.

2. No student will be allowed to be barefoot. All students must wear appropriate footwear. (no slippers)
3. No student may wear clothing that exposes a bare midriff or shoulders (i.e. tank tops, cutoff shirts, tube tops, etc.) Shoulder straps on shirts must be at least 1 inch wide. Undergarments should not be exposed.
4. Low or plunging neck-lines are not allowed. Skin may not be exposed below a line from top of one underarm to other underarm.
4. Short skirts, very short shorts (less than a 2 ½ inch inseam), or baggy pants worn low on the hips are also not allowed.
5. Hats, caps, bandannas, or other outdoor attire should be removed immediately when entering the school and placed in the student's assigned locker.
6. Should an item be confiscated, a parent conference may be required before said item is returned.

EARLY ARRIVALS: No students will be permitted into the building before 7:15 AM on any regularly scheduled school day. Students that come to school before 7:45 a.m. must remain in the commons. They will not be allowed in any other part of the building prior to the 7:45 a.m. bell.

EARLY DISMISSALS: In the event of inclement weather or other emergency, individual pupils may not be released from school prior to the completion of the normal school day, except upon request of the parent or legal guardian of such pupil made in writing and approval of the principal. Classes shall not be dismissed prior to the normal completion of the school day except for emergency reasons and with the approval of the **District Administrator**, and with due regard to the safety and conditions of the pupils of the classes so dismissed. (BOE policy 8220)

ELECTRONIC MAIL AGREEMENT: All students will be required to have a new signed E-mail agreement on file in order to utilize the Internet and accompanying services.

Acceptable E-mail Use Policy for Students and Staff

1. Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone number, work address, etc.
2. Users will not agree to meet with someone they have met online without their parent(s) or guardian(s) approval and participation.
3. Users will not make any deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. Actions like this are illegal.
4. Users will not use the district system to engage in any other illegal act, such as arranging a drug sale or the purchase of alcohol, engaging in criminal gang activity, gambling, threatening the safety of another person, etc.
5. Users will not use obscene, profane, threatening, or disrespectful language.
6. Users will not post information that, if acted upon, could cause damage, danger, or disruption.
7. Users will not engage in personal, prejudicial, or discriminatory attacks.
8. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending him/her messages, he/she must stop.
9. Users will not knowingly post false information about a person or organization.

10. Users will not repost or forward a message that was sent to them privately without permission of the person who sent the message.
11. Users will not post chain letters or engage in "Spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
12. Users will check their E-mail account frequently and delete unwanted messages promptly.
13. Users will not send software.

CONSEQUENCES

1st Offense: Suspension of network privileges for 2 weeks.

2nd Offense: Suspension of network privileges for 4 weeks.

3rd Offense: Revocation of e-mail and Internet privileges for the remainder of the current school year.

****However, these consequences may be modified by the administration depending upon the severity of the action(s).**

ELECTRONIC EQUIPMENT POLICY

While in some instances the possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Consequently, the Board of Education will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment or devices on school property or at any school-sponsored activity without the permission of the principal or the classroom teacher.

Examples of prohibited devices include, but are not limited to, cameras (photographic and/or video), laptops, tablets, lasers, laser pens or pointers, radios, headphones, ear buds, iPods, and electronic games/toys.

Students may use electronic equipment/devices while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, sponsor/advisor/coach, or building principal.

Distracting behavior that creates an unsafe environment will not be tolerated.

Students are prohibited from using electronic equipment or devices in a manner that may be physically harmful to another person (e.g. shining a laser in the eyes of another student). Further, at no time may any camera or other electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using a camera or other electronic equipment/device to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs; and (2) send, share, view or possess pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other

form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are prohibited from using cameras and other electronic equipment/devices to capture or record test information or any other information in a manner constituting fraud, theft, or academic dishonesty. Similarly, students are prohibited from using cameras and other electronic equipment and devices to capture or record the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images. Using a camera or other electronic equipment/devices to capture or record audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Cameras and electronic equipment/devices are expressly banned from and may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a camera or other electronic equipment/device is absolutely prohibited.

Unauthorized electronic equipment and devices will be confiscated from the student by school personnel and disciplinary action taken.

If a camera or other electronic equipment/device is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.

Any electronic equipment/device confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. Electronic equipment/devices in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules (e.g. a student is observed using a camera in a prohibited area). Any search will be conducted in accordance with Policy **5771** – Search and Seizure.

Students are personally and solely responsible for the care and security of any electronic equipment or devices they bring to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic equipment and devices brought onto its property, or the unauthorized use of such devices. (BOE Policy 5136.01)

STUDENT FEES, FINES, AND CHARGES

The Board of Education may levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials used in the course of instruction. If the District determines that a student is in serious financial need, it may choose to provide any or all such materials free of charge.

A charge shall not exceed the combined cost of the material used, freight and/or handling charges, and nominal add-on for loss. Money received from resale of such material shall be returned to the General Fund with an accurate accounting of all transactions.

Fines

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.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines.

Any fees or fines collected by members of the staff are to be turned into the school office on the same day of collection. Money should not be held overnight by employees or overnight in desks or other work areas.

In the event the above course of action does not result in the fee being collected, the Board authorizes the District Administrator to take the student and/or his/her parents to Small Claims Court for collection. The District shall not permit or elicit the assistance of volunteers in efforts to collect unpaid student fees or expenses, including food service balances.

Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records, as required by Federal and State laws. (BOE Policy 6152)

FIRE DRILLS: Fire drills are held periodically throughout the school year. The signal is a buzzer. When the signal is given, all persons in the building must vacate at once. There are printed directions for fire drills posted in each room of the school. A fire drill is a matter of extreme importance and requires 100% cooperation. The main requirement is orderly passage from the building. The first persons leaving the building must go as far as it is necessary to relieve the congestion outside the entrances. (BOE Policy-8420)

FOOD SERVICES

The Board of Education shall provide cafeteria facilities in all school buildings where space permits, and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Public Instruction.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. Further, the food-service program shall comply with Federal and State regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

- A. consider the nutritional value of each food or beverage;
- B. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the United States Department of Agriculture (USDA) and the United States Department of Health and Human Services; and
- C. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

Substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider who has prescriptive authority in the State of Wisconsin has provided medical certification that the student's medical condition restricts his/her diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b. To qualify for such substitutions the medical certification must identify:

- A. the student's medical condition or symptoms of a condition that restricts one (1) or more major life activity or function;
- B. an explanation of how the condition or symptom affects the student's diet; and
- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

On a case by case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who provide a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs, but which does not comply with the requirements above. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

The District may provide a student with a substitute meal without any certification provided that the meal still meets the USDA meal pattern for reimbursement.

For students who need a nutritionally equivalent milk substitute, only a signed request by a parent is required.

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the rules of the District's school lunch program.

The operation and supervision of the food-service program shall be the responsibility of the Business Manager and Food Service Director. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food.

The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts shall be made by the Business Manager. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable. District efforts to collect bad debt shall be in accordance with Policy 6152 - Student Fees, Fines, and Charges.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable by the end of the school year in which the debt was incurred. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSFA for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

Negative Account Balances

No student will be permitted to purchase any meals for which the student does not have sufficient balance in his/her food service account or sufficient cash on his/her person to purchase the food items.

Students receiving reduced-priced lunch who do not have sufficient account balance or cash on hand to purchase a meal will be provided an alternative meal that meets the USDA guidelines applicable to alternative meal options. The District Administrator shall, in coordination with the District's food service, assure that any alternative meals that are provided meet the requisite USDA guidelines for alternative meals. The cost of the alternative meal will be added to the delinquent account.

A student that has exceeded the permissible negative balance amount in his/her account and does not have cash on hand sufficient to purchase a meal will be provided an alternative meal, subject to USDA guidelines applicable to alternative meals. The District Administrator shall, in coordination with the District's food services, assure that any alternative meals provided to any student receiving paid or reduced-price meals that is either claimed for reimbursement or charged to the student account, meets all of the requisite USDA guidelines for alternative meals.

This policy and any implementing guidelines shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year. The policy and implementing guidelines will also be provided to all District staff with responsibility for enforcing the policies.

The food-service program may participate in the "Farm to School Program" using locally grown food in school meals and snacks.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours.

The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the school day shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550. Foods and beverages unassociated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540.

The District Administrator will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The District Administrator is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually. The District Administrator shall assure that the District's vendors and/or Food Service Management Contractor is provided a copy of this policy and any implementing guidelines and that any pertinent agreements are consistent with this policy and any implementing guidelines.

Nondiscrimination Statement

The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the

form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

A. Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington, D.C. 20250-9410;

B. Fax: (202) 690-7442; or

C. E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider. (BOE Policy 8500)

GENERAL DISCIPLINARY MATTERS:

- Students are required to fully and honestly cooperate with any investigation conducted by school administrative personnel. (BOE Policy 5600)
- All toys, trinkets, gadgets (**laser pointers**), and nuisance items which have no useful purpose within our school will be confiscated and not returned to the student. This includes items that are not being used for their intended purpose. **(Such items will be stored in the office and may be picked up by parents or the legal guardian.)** (BOE Policy 5136.01)
- Ipods, MP3 Players or video games are to be used before school or at lunch only. Students must use headphones.. They must be stored in the student's locker during the rest of the school day unless approved by the teacher. (BOE Policy 5136)
- Use or possession of **tobacco products** or E-cigarettes in or around the school building or areas adjacent to the school is prohibited. (Violation of this rule will result in suspension). Students are also prohibited from possessing matches or lighters while attending class or school events. If any of these items are found, they will be confiscated. (BOE Policies 5510, 7434)
- Any student consuming, distributing, or possessing **alcoholic beverages** or other **illicit drugs** on school grounds or within the building will be suspended from school pending a hearing for possible expulsion. (BOE Policy 5530)
- **Possession of or the threat or intent to use dangerous weapons, explosives, and/or firearms will result in immediate suspension and a recommendation for a possible expulsion.** (BOE Policies 5772, 7217)
- Roller blades, roller skates, roller shoes, and/or skateboards are not allowed to be used on school grounds.
- Student backpacks, purses, or large bags must be stored in the locker. They will not be permitted in the classrooms.

GUIDANCE PROCEDURE: A school counselor is here to assist you. If the counselor is not available an appointment will be arranged at the earliest convenience

HARASSMENT/BULLYING POLICY: Harassment or Bullying of any kind will not be tolerated at the New Holstein Middle School. If you feel that you are being harassed, immediately report the incident(s) to a staff member. They will inform you of the appropriate procedures to follow. (BOE policies 5516, 5517, 5517.01)

HOMEWORK POLICY: Parents will be notified of missing student work through a message from the Skyward Gradebook immediately after grades are posted if parents

select this feature. Parents will also be notified at mid-term of poor performance by mail. Conferences may be arranged at any time by parents or teachers to discuss concerns regarding academics or behavior.

- Students who are absent from school will be allowed one day for each day absent, plus one additional day to turn in assignments given while absent. **Homework may be requested on the day of a student's absence by calling the middle school office before 9 a.m.**
- **Students receiving incomplete assignment notices will be "restricted" to the study period until the assignments are complete. They may lose the privilege to participate and attend any school related activities until the work is completed. (Teachers may require students to stay after school to complete assignments.)** (BOE Policy 5200)

HONOR ROLL: Students can be recognized for their academic work by being placed on the honor roll. An "A" honor roll for students that have a grade point average of 3.4 or above, and a "B" honor roll is for students that have a 3.0 to 3.39 GPA.

HUSKY TIME: Husky Time has been added to the schedule to help students develop their strengths in Reading and Mathematics. All staff will participate in instruction during Husky Time and students will be placed with teachers in accordance of their strengths and weaknesses. The goal of Husky Time is to help every student grow in ability regardless of their starting point.

ILLNESS DURING THE SCHOOL DAY: In the event that a student becomes ill during the school day, she/he must inform the teacher and report to the office to contact parents or a legal guardian. (BOE Policy 5200)

THE FOLLOWING PROCEDURE SHOULD BE USED:

1. Report to the office for an assessment of your illness.
2. If it is determined that you need to go home, parents/guardians will be contacted by the office.
3. Wait in the office until someone can pick you up. If you are walking home, wait until a member of the office staff gives you permission to leave.
4. Sign out on the clipboard and indicate the date and time you left the building.

STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's computers, laptops, tablets, personal communication devices (as

defined by Policy 7530.02), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

The Board encourages students to utilize Education Technology to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet and online education services is guided by the Board's policy on instructional materials.

The Internet is a global information and communication network that provides a valuable opportunity to education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, the Education Technology provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such a vast quantity of information and resources brings with it, however, certain unique challenges.

The Board may not be able to technologically limit access to services through its Education Technology to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Education Technology if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term

defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
- B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

At the discretion of the Board or the District Administrator, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act.

The District Administrator or Technology Director may temporarily or permanently unblock access to websites or online education containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

The District Administrator or Technology Director may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

The District Administrator shall prepare guidelines which address students' safety and security while using e-mail, chat rooms, instant messaging and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Education Technology is provided as a tool for education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information

files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying, and other unlawful or inappropriate activities by students online;
- D. unauthorized disclosure, use and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Board's Education Technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

The Board designates the District Administrator and Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the District's Education Technology. (BOE Policy 7540.03)

Student Internet Agreement (All students will be required to have a signed Internet agreement on file in order to utilize the Internet and accompanying services. The policy is as follows😊)

We, the School District of New Holstein, believe that the Internet is a powerful tool in the search for knowledge and information. The resources available to us stretch across the world, but like any tool, the Internet must be used properly. The vast majority of Internet sites are valuable, important resources. By signing this contract, you will agree to use this resource responsibly and appropriately. Read it thoroughly, then sign the electronic signature page.

For the purpose of this contract, a SUPERVISOR, is defined as a teacher, administrator, librarian, paraprofessional, or other adult in charge of the computers.

I, as a student of the School District of New Holstein, agree to use the Internet in a responsible and appropriate manner. I agree that:

- I will stay out of areas that contain "adult" oriented material, drugs or alcohol, "hacking", or other material deemed inappropriate by a supervisor. If I should accidentally enter an area like this, I will immediately get a supervisor to help me get back out.
- I will never send personal information over the Internet, such as my phone number, address, or passwords. Although I may be sending this information to someone I know, others could read this information without my knowledge or consent. I will only use the school's mailing and email address. I understand that email is not available for private purposes. "Hackers" watch for passwords and for private personal information so they can illegally use other people's accounts.
- I will not post messages in "News groups" because it is extremely expensive to send my messages to millions of computers all over the world.
- I will respect the Internet for what it is, an amazingly complex web of information that I can pull up on demand. If people waste "bandwidth" by excessive, inappropriate use, the Internet, as we know it, may not be as open or accessible.
- I will report any abuse of the Internet that I see to a supervisor. Failure to report other people's abuse could lead to my losing access as well.

- I will not download files to school computers. Downloaded files may contain viruses which could damage the computer and cause the school to shut down its Internet availability.
- I will let a supervisor know if I find an area that I think is valuable and should be added to the bookmark section. I will not add any site to the bookmark without the approval of a supervisor.
- I will not send or receive copyrighted materials (software, pictures, etc.) over the Internet. I will not intentionally seek information on, obtain copies of, or modify files,
- other data, or passwords belonging to other users, or misrepresent other users on the network.
- I understand that information placed on the Internet may be viewed by others and, therefore, should not be considered private.
- I understand that violation of these policies may result in the loss of Internet privileges.

LEAVING THE BUILDING: No student is to leave the school building during school hours without permission of the school office. This office permission applies whether the student is leaving the building for a teacher errand or for a personal reason with a note. **Any student leaving the building must so indicate by “signing out” in the office.** (BOE Policy 1213)

LENDING OF DISTRICT-OWNED EQUIPMENT

The Board of Education believes that District-owned equipment is a valuable resource which may be loaned for community use under certain conditions only, provided that such use does not infringe on the original and necessary purpose of the equipment or interfere with the educational program of the District.

The Board may lend specific items of equipment on the written request of the user and approval granted by the District Administrator.

The user of District-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.

District equipment may be removed from District property by students or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the building principal is required for such removal.

Personal use of District equipment or facilities by staff or student will be in accordance with the District Administrator's administrative guidelines. (BOE 7530)

LIBRARY/MEDIA CENTER REGULATIONS: Students should always feel welcome to come to the LMC located in the high school portion of the building, to use the materials, and to seek help if they need it. The doors are open at 7:30 a.m. and they close at 3:45 p.m. Materials may be withdrawn at any time during that period.

- Most books may be kept for two weeks. Books are withdrawn or renewed by presenting your student I.D. card and having the LMC staff scan the card and all materials being checked out. Books may be renewed twice.
- If a book is lost or severely damaged, it must be paid for by the student.

- Books are to be returned to the LMC and placed in the return slot located at the end of the check-out desk.
- For students in grades 6 – 8, if a book is returned late, there is a three day grace period without a fine. After that, there is a five cent fine per day. (BOE Policy 470AR)
- Any book that is more than 1 month overdue will be assumed lost, and a bill will be mailed to the student's parents for the cost of the book. At the same time, the student's library checkout privileges will be restricted to one book in and one book out, until the missing material and/or fine is taken care of.
- Any student with fines over \$3.00 will have a notice sent home, and the student's library checkout privileges will be restricted to one book in and one book out until the fine is taken care of.
- Any time material that was lost and paid for is found and returned to the LMC, a refund will be given.
- The library has a large reference section. Most encyclopedias and reference books may not be taken from the LMC. Magazines may be taken out of the library for one week. If the magazine is lost, the student must pay the price of that magazine.
- During the school day it is necessary to have a pass issued by the classroom teacher to come to the LMC. However, before school in the morning and after school no pass is necessary.
- During the 8th hour study period, each student must have a pass signed by the homeroom or subject teacher. Upon leaving the LMC, the pass must be initialed and the time specified by the LMC staff. The students must return the pass to the homeroom teacher. Anyone causing problems to or from the LMC during this time will lose LMC privileges.

LOCKERS: The locker assigned to a student is not the student's private property or under the student's exclusive possession and may be opened and inspected by school authorities or an agent of the school at any time. In the event that items must be removed, these said items will be returned to a parent or legal guardian, not the student. Two members of the faculty or staff will conduct the inspection. Under NO circumstances should students share their locker combination with others. The New Holstein School District is not responsible for lost or stolen articles. (BOE Policy 5771)

LOITERING: Students are expected to leave school property immediately after dismissal unless they are participating in a school sponsored activity. Students will not be allowed to loiter at the outside of either the middle or high school building at any time.

MATHEMATICS HOMEWORK POLICY: Teachers of mathematics in the School district of New Holstein will follow the stated practice for homework assignments in order to provide consistency in teacher practice and to avoid discrepant interpretations by students and families. In the practice of teaching mathematics, we recognize there are many benefits of math homework. Three major reasons include:

- To improve student learning
- To improve student diligence and persistence in their learning
- To increase student confidence in learning the intended concepts

Time expectation and frequency for mathematics homework:

- Middle School – Math assignments will be daily and 15-45 minutes in length

- Recommended time expectations for all homework (including math) – 10 minutes per grade (i.e., grade 6 = 60 minutes, grade 7 = 70 minutes, etc.)

MEDICATION POLICY: A growing number of pupils are coming to school with a physician's direction to take medication during school time. All medication, whether prescription or over the counter, must be brought to the office. The following procedure applies:

1. A Medication/Treatment Request Form for all medication, prescription and non-prescription, shall be required of the parent who requests that designated school personnel administer medication.
2. Prescription medication must also have the written authorization of the health care provider and must include the written instructions for administering such medication.
3. Prescription medication that is to be dispensed at school must be in the original pharmacy-labeled container. The label on the container shall include the name and telephone number of the pharmacy, the pupil's identification, the name of the physician, the name of the drug, the dosage to be given and the method of administration.
4. Non-prescription medications must arrive at school in the original labeled container from the manufacturer. Instructed dosage from the parent may not exceed the manufacturer's recommended dosage unless ordered in writing by a medical provider.
5. Personnel will, under no circumstances, provide any medication to any student without meeting the criteria listed above. This includes any request that your child receive aspirin, ibuprofen, or the like.
6. A note is needed if you want your child to have cough drops during the school day. (BOE Policy 5330)

OUTDOOR EDUCATION: In September, the entire seventh grade class is taken on a four-day educational outdoor camping experience. Each student is expected to pay his/her own cost. Scholarships are available for those who may find it difficult to pay.

PROGRESS REPORTS/CONFERENCES: Progress reports are given out four times during the school year; in November, January, April and June. Two student-led parent conferences will be held during October and March for middle school students. A special parent/teacher conference will be scheduled any time a parent or teacher requests. Please remember to judge your child according to his/her own ability, and not compare him/her to other children.

PUBLIC ADDRESS: Announcements will be read at the start of Husky Time.

REGISTRATION: You will be registered once your parents complete the online registration. The online process is completed every year. (BOE Policy 8330)

SICK ROOM: A sick room is provided for students who become ill during the school day. It is for emergency use only. Students becoming ill should report to the office for an assessment of their illness. (BOE Policy 5330)

STUDENT ASSISTANCE PROGRAM: A Student Assistance Program under the direction of concerned school personnel is available. Its purpose is to identify and refer for assistance, alcohol or other drug abusing students, or students indirectly affected by family members' alcohol or other drug abuse. The Student Assistance Program will enable these students to become knowledgeable of the effects of alcohol and other drug abuse and provide assistance that will allow the student to function more effectively within such an environment.

STUDENT CONDUCT: The New Holstein Middle School functions based on the premise that all of our students are individuals, yet all of these individuals share at least one thing in common—they deserve to attend a safe school where they are free to learn. Students will be expected to follow these four principles:

- Be Respectful
- Be Responsible
- Be Safe
- Be Productive

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

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

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

Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct. In addition, student conduct on internet-based social media outlets when such conduct forms a sufficient connection to school or staff, is governed by the Code of Conduct. This Code of Classroom Conduct shall be reviewed and approved periodically.

Student conduct in the classroom shall be governed by the rules and provisions of the Code of Classroom Conduct developed for each school in consultation with a committee of School District residents that consists of parents, students, members of the School Board, school administrators, teachers, pupil services professionals, and other residents of the School District who are appointed to the committee by the School Board. Each school's Code of Classroom Conduct shall be adopted by the School Board. (BOE Policy 5500)

Student behavior that is dangerous, disruptive or unruly, or that interferes with the learning process will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules as outlined in the school handbook.

This code of classroom conduct applies to all students in Early Childhood through grade 12:

1. A teacher may remove a student from class for dangerous, disruptive or unruly behavior, or behavior that interferes with the learning process. Students may also be removed for willful damage to school property, defiance of authority, reporting to class repeatedly without materials, possession of personal property prohibited by school rules, or repeated use of profanity.
2. When a student is removed from class, the teacher shall notify the building principal or designee in writing within 24 hours of the student's removal. The principal or designee

will then inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation.

3. The building principal or designee shall place a student who has been removed from a class in one of the following alternative educational settings:
 - a. An alternative education program approved by the Board.
 - b. Another class in the school or another appropriate place in the school.
 - c. Another instructional setting
 - d. The class from which the student was removed if the principal or designee determines that readmission to the class is the best or only alternative.

The building principal or designee shall notify the parent/guardian of a student when that student has been removed from class. Such notice will include the reasons for the student's removal and the placement decision involving the student. If the student removed from class is also subject to disciplinary action for the particular classroom conduct, the student's parent/guardian shall also be notified of the disciplinary action taken.

MIDDLE SCHOOL DISCIPLINE: Expected behaviors will be posted and practiced throughout the school year. Students will have a chance to win or earn prizes at a weekly and monthly meeting held by grade or a quarterly assembly that will involve the entire school. Teachers that notice a reoccurrence of minor infractions will refer the situation to administration for a letter home. If the same student continues to commit the same minor infractions after the letter had been received at home, the minor infractions will be dealt with by with on a behavior slip and a consequence. Minor infractions include the following:

Tardy to class	Leaving the classroom for materials
Gum/candy in class at teacher discretion	Minor incidents of running or pushing
Leaning back on chairs	Working on homework for another class
Minor disruptions in class	Yelling in the hallway
Throwing items	Not keeping hands and feet to self

Some behaviors, such as the use of profanity or removal from class, will warrant an immediate detention. For more serious behaviors in-school or out-of-school suspension will be used at the Principal's discretion.

In addition to student detention or suspension, students may also lose the right to participate in school activities in accordance with our Respect Level Plan. Students may earn back one level of rights by having no additional behavior reports for ten school days.

Respect Level One – Students are able to participate in all school activities without restriction.
Respect Level Two – Students will not be allowed to participate in co-curricular activities, field trips, school assemblies, or dances.

Repetitive negative behaviors will be handled through referral to the Response to Intervention Committee where an intervention program will be designed to eliminate such behavior. In accordance with the Rtl model, progress monitoring of the student's behavior as well as modifications to the plan if the behavior is not eliminated will occur.

STUDENT VISITORS: No student visitors will be allowed to attend classes unless they have the prior approval of the principal. Approval requests must be made at least **one day in advance by the parent of the student attending, and a permission slip from the visiting student's parents must accompany the request as well.**

TARDINESS: Any student not in the classroom when the tardy bell rings will be registered tardy. **Earning four tardy behavior slips will most likely result in the student earning a detention.**

TECHNOLOGY, PHOTO/VIDEO, WEBSITE ACCESS: This year, all students will automatically be provided supervised access to the internet, an email account, along with the District's ability to use their picture/video on the website and in publications. If you do not want your child(ren) to have access to any of the items noted, please contact the appropriate school office to opt your child(ren) out. Staff, students, and parents are responsible in upholding the website terms and conditions as well as the guidelines set out in New Holstein School District Policies;7540-Computer technology network, and internet acceptable use and safety and 7540.03. A full description of the terms and conditions as well as the guidelines set out can be found under the district's policy link; <http://www.nhsd.k12.wi.us/district/policies.cfm>.

TECHNOLOGY USE AGREEMENT

- Bring your own technology device. Families are able to purchase a mobile device for their child on their own to be used in place of the device the school district is offering. Device needs ability to run Google Chrome browser and have wireless (N) capability. Students who bring their own device will be provided a filtered internet connection.

(Signed device agreement with no fee)

- School district Chromebook for Middle School, Freshman and Sophomores. Laptop for Juniors and Seniors available for use both on and off school premises. **Device insurance available for \$40 per device per year with \$50 deductible for each damage occurrence.**

(Signed device agreement)

- If no device insurance is purchased student is responsible for all costs associated with the repair or replacement of the device. Device replacement will not exceed \$400.

Damage caused by intentional acts, fire, loss are not covered by this insurance service. Examples NOT covered:

Cause of Failure

Damaged in fire

Intentional damage

Barcode labels removed from school district devices

Power cord missing or not complete

Resolution

Not covered - home insurance coverage

Not covered - user responsible

\$5 charge

\$15 or \$25 - depends on computer model

Student / Parent Device Agreement

New Holstein School District Technology Student / Parent Device Agreement

Terms of Agreement:

Your right to use and possession of property terminates no later than the last day of the school year unless earlier terminated by the New Holstein School District (noncompliance of User Agreement) or upon withdrawal from the New Holstein School District. Failure to return the property and the continued use of it for non-school purposes without the New Holstein School District's consent will be considered unlawful appropriation of New Holstein School District property.

The device owned by the New Holstein School District is provided for Student under following terms and conditions: The device remains at all times the property of the New Holstein School District and Student's possession and use of the device does not in any way change ownership of the device.

The device is provided solely for the use of the Student and solely for school purposes. The device may not be loaned to anyone else. The Student's password and usernames are not to be shared with anyone.

Should the device be returned to New Holstein School District inoperable and/or damaged beyond normal use, the Family is responsible for reasonable cost of repair and will not exceed \$400. If device is lost or stolen, replacement expenses will be responsibility of the Family. Replacement cost will not exceed \$400.

It is understood that the device will be returned to the New Holstein School District no later than the last day of the school year unless this Agreement is terminated earlier by the New Holstein School District, upon the Student's withdrawal from the New Holstein School District, or with the written consent of the New Holstein School District.

The Student's signed Acceptable Use Policy governs the Student's use of the device. The policy is included in the Student's Handbook. Failure to comply with the New Holstein School District's policies may result in the immediate repossession of the device by the New Holstein School District and other consequences for violation of the New Holstein School District's policies. The Student's use is also subject to copyright laws. No software may be loaded on the device without the prior approval of the New Holstein School District.

Failure to comply with the terms and conditions set forth above may result in the termination of this Agreement by the New Holstein School District and the immediate repossession of the device by the New Holstein School District.

Failure to return the device to the New Holstein School District at the end of this Agreement or when requested to do so by the New Holstein School District may result in the New Holstein School District taking legal action for the return of its property. Should the New Holstein School District have to initiate any such proceedings, you will be responsible for the fees incurred by the New Holstein School District in obtaining the return of its property.

TELEPHONE: There is a telephone in the office, commons, and in each classroom if it becomes necessary to call home during the day. Please keep calls to a minimum. No long distance calls will be permitted without permission of an office staff member. **Permission to use the telephone must first be given by a staff member.**

TO AND FROM SCHOOL: Students following our four pillars of conduct will respect the rights and property of persons with whom they come in contact. They remember that the people of the community are helping to give them their education. They stay off lawns, do not litter, and don't crowd others off the sidewalk. They walk along in a quiet and orderly manner, showing respect to older persons, and they conduct themselves as cultured, mannerly citizens.

USE OF SCHOOL BOOKS: The New Holstein Board of Education furnishes textbooks to all middle school students. Ordinarily these books are issued by the teachers at the beginning of the school year. All books are numbered. Inside each book there is a name plate where upon receiving the book, the student should write his/her name in it in ink. When the book is returned, the teacher will inspect the book and decide if a fine is to be assessed for misuse. All books are expected to be covered for the protection of the book's cover and binding. (BOE Policy 5513)

VALUABLE ARTICLES: Students are urged to NOT bring valuable articles or large sums of money to school. If it becomes necessary bring valuables, items should never be left in a locker. Take them to the office for safe keeping until you go home. **The school is not responsible for lost or stolen items. Lockers are expected to be locked at all times when in use.**

VISITOR PASS: All visitors to our building during school hours must have a visitor pass. After 8:00 AM entrance doors to the building will be locked and visitors will be required to ask for access via the intercom system located by the front door. All visitors to our school will be required to sign-in and receive a "Visitor Pass". The "Visitor Pass" must be displayed in a manner that makes it visible to all New Holstein Middle School staff members. These measures have been implemented to help ensure the safety and security of our students, staff, and building. (BOE Policy1213)

WITHDRAW FROM SCHOOL: Notify the office staff if you are moving or for some other reason are withdrawing from school. They will inform you of the proper procedure.

WELLNESS: As required by law, the Board of Education establishes the following wellness policy for the School District of New Holstein as a part of a comprehensive wellness initiative.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition choices to:

- A. promote nutrition education with the objective of improving students' health and reducing childhood obesity;
- B. improve the health and well-being of our children, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits;
- C. promote nutrition guidelines, a healthy eating environment, child nutrition programs, and food safety and security on each school campus with the objective of promoting student health and reducing childhood obesity;
- D. provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate

- in physical activity, and understand the short and long-term benefits of a physically active lifestyle;
- E. promote the health and wellness of students and staff through other school based activities.

The District Administrator shall obtain the input of District stakeholders, to include parents, students, representatives of the school food authority, educational staff (including physical education teachers), school health professionals, members of the public, and other school administrators in the development, implementation, evaluation, and periodic update, if necessary, of the wellness policy.

The District Administrator is encouraged to form a wellness committee to carry out this function.

The wellness committee shall be an administrative committee with members recruited and appointed by the District Administrator. The District Administrator shall be responsible for accomplishing the following:

- A. assess the current environment in each of the District's schools;
- B. measure the implementation of the District's wellness policy in each of the District's schools;
- C. review the District's current wellness policy;
- D. recommend revision of the policy, as necessary; and
- E. present the wellness policy, with any necessary revisions, to the Board for approval or re-adoption if revisions are necessary.

The District Administrator will oversee development, implementation, and evaluation of the wellness procedures.

The District Administrator shall conduct reviews of the progress toward school wellness procedures, identify areas for improvement, and recommend revision of procedures as necessary.

The Food Service Director or a designee of the wellness committee shall report annually to the Board on the District's wellness programs, including the assessment of the environment in the District, evaluation of wellness policy implementation District-wide, and the areas for improvement, if any, identified. The District Administrator or a designee from the wellness committee shall also report on the status of compliance by individual schools and progress made in attaining goals established in the policy.

- A. With regard to nutrition education, the District shall:
 - 1. Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
 - 2. Nutrition education shall be included in the sequential, comprehensive health curriculum in accordance with the curriculum standards and benchmarks established by the State.

3. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
4. Nutrition education standards and benchmarks shall be age-appropriate and culturally relevant.
5. Nutrition education shall include opportunities for appropriate student projects related to nutrition, involving, when possible, community agencies and organizations.
6. Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.
7. Nutrition education posters, such as the Food Pyramid Guide, will be displayed in the cafeteria.
8. Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.
9. Nutrition education benchmarks and standards include a focus on media literacy as it relates to food marketing strategies.
10. Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.
11. Staff responsible for providing instruction in nutrition education shall regularly participate in professional development activities designed to better enable them to teach the benchmarks and standards.
12. Instruction related to the standards and benchmarks for nutrition education shall be provided by highly qualified teachers.
13. The District shall provide information to parents that is designed to encourage them to reinforce at home the standards and benchmarks being taught in the classroom.

B. With regard to physical activity, the District shall:

Select one (1) or more of the following from both categories:]

1. **Physical Education**

- a. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.
- b. The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.
- c. Planned instruction in physical education shall promote participation in physical activity outside the regular school day.
- d. The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.

- e. Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge and attitudes necessary to engage in lifelong, health-enhancing physical activity.
- f. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
- g. The K-12 program shall include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage lifelong physical activity.
- h. Teachers properly certificated/licensed in the subject area of physical education shall provide all instruction in physical education.

2. **Physical Activity**

- a. Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.
- b. In addition to planned physical education, the school shall provide age-appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special health care needs.

C. With regard to other school-based activities the District shall:

- 1. The schools shall provide at least thirty (30) minutes daily for students to eat.
- 2. The school shall provide attractive, clean environments in which the students eat.
- 3. The schools may use environmentally friendly practices, such as the use of locally grown foods and non-disposable tableware and dishes.
- 4. The schools may provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas.
- 5. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

Furthermore, with the objectives of enhancing student health and well-being, and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
- B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).

- C. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
- D. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
- E. All foods available to students in the dining area during school food service hours shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods available to student a la carte or from vending machines.
- F. The food service program shall be administered by a qualified nutrition professional.

The District Administrator shall be responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the District Administrator shall distribute information at the beginning of the school year to families of school children and include information in the student handbook and post the wellness policy on the District's website, including the assessment of the implementation of the policy prepared by the District. (BOE Policy 8510)

Opportunities & Activities:

BAND – GRADES 6- 8: Band gives students who take instrumental lessons and qualify, an opportunity to learn more about their instruments while gaining the experience of belonging to a performing group. The band performs at a winter concert, spring concert, and for music festivals which also includes Solo & Ensemble.

CHORUS – GRADES 6-8: Chorus is a regularly scheduled class. The chorus participates in concerts, helps in student musical assemblies, and competes in music festivals. Students are also encouraged to join small ensembles or participate in solo work outside of chorus.

DESTINATION IMAGINATION – GRADES 6-8: Destination Imagination activities occur after school.

FORENSICS – GRADES 6-8: The ability to speak well is an important asset. Participation in forensics should prove to be highly practical. Students may participate in various categories. Winners of the local contest will represent New Holstein in a regional forensics meet.

GEOGRAPHY BEE – GRADES 6-8: A Geography Bee sponsored by National Geographic Magazine is held each January. Prizes are awarded to the winner and runner-up. The winning student also has the opportunity to take a qualifying test to compete in the state bee.

MATH COUNTS - GRADES 6-8: Students in Math Counts will excel in math, and compete in a math competition held in the middle of the year. Students will be practicing math concepts during lunch, and possibly after school to prepare for the competition.

SERVICE CLUB – GRADE 8: Students in service club will be required to perform a prescribed number of hours of service to the community. The service may be to residents of nursing homes, churches, schools, or other community organizations as prescribed by the club advisor. Service club members that have successfully completed their community service will have the opportunity to attend a trip to Washington D.C.

SPELLING BEE – GRADES 6-8: Students in grades five through eight will have an opportunity to compete in a school spelling bee in January. If available, that student will then be able to compete in a regional bee.

STUDENT COUNCIL – GRADES 6-8: Open to middle school students interested in exercising their leadership skills, representatives from each homeroom are elected to represent the ideas and interests of that classroom. **Membership on the council carries with it many responsibilities. Council members will be expected to conduct themselves as positive representatives of their class. Their membership will be subject to the co-curricular policy.**

Middle School Sports:

BASKETBALL: The basketball program is open to any student interested in playing basketball on a competitive level with other schools in the area. The season for boys starts in November, and for girls the season begins in January

- There will be a seventh grade team as well as an eighth grade team for boys and girls.

VOLLEYBALL: The volleyball program is open to any seventh or eighth grade student in accordance with WIAA guidelines interested in playing volleyball at a competitive level. Volleyball practices are conducted after school starting in September. The team will compete with other teams in the immediate area.

WRESTLING: The wrestling program is open to any student in grades six, seven, or eight interested in wrestling at a competitive level. Wrestling practices are conducted after school following the basketball season. The wrestling team will compete with other teams in the immediate area.

TRACK: The track program is open to any student in grades six, seven, or eight interested in participating in a Track and Field event.

STUDENTS THAT PARTICIPATE IN ELEMENTARY/MIDDLE SCHOOL SPORTS OR ACTIVITIES WILL BE ASKED TO PAY A ONE TIME FEE OF \$10.00 FOR THE SCHOOL YEAR TO DEFRAY THE COSTS INVOLVED WITH THE SPORTS PROGRAM. The fee will be \$10.00 whether a student participates in one or two sports or activities during the school year. All students must have a current physical on file and signed concussion form on file in the office before they can participate in athletics.

New Holstein Middle School Writing Resources

All writing should include:

1. A lead

The lead (beginning or introduction) establishes the direction your writing will take. A good lead grabs your reader's attention and refuses to let go. In other words, it HOOKS the reader.

Action Lead: (Use a strong verb.)

_____ing _____.

Example: Jumping across the log and sloshing through the river, Ryan ran away from the mysterious men who were chasing him.

Onomatopoeia Lead: (Start with words that imitate sounds.)

_____!

Example: **Boom!** Thunder shook the skies as Pete huddled in his tent.

Crash! The two cars collided at the intersection and the sirens began to sound.

Opinion Lead: (Open with what you think about the topic.)

In my opinion, _____.

Example: **In my opinion,** the driving age should be lowered to fourteen.

Quotation Lead: (Open with a quotation that is well known or from a famous person.)

_____ said, " _____."

Example: **President John F. Kennedy said, "Ask not what your country can do for you, ask what you can do for your country."**

Figurative Language Lead (Begin with a simile, metaphor, personification, or hyperbole.)

The _____ was/is _____.

The _____ is/was like a _____.

Example: **The pencil sharpener was always hungry. It ate my pencil every time I went to sharpen it.**

Definition Lead: (Open with the meaning of the term you are discussing.)

_____ is defined as _____.

The dictionary defines _____ as _____.

According to the dictionary _____ is defined as _____.

Example: **According to Webster's dictionary, a government is the authority that serves the people and acts on their behalf.**

General Statement Lead: (Begin with several sentences containing ideas about your topic.)

There are many characteristics of/that _____. However, the _____ most important include _____.

Example: **There are many characteristics that a good student possesses. However, the three most important include being a good listener, a hard worker, and staying organized.**

2. A topic sentence

The main sentence of the paragraph which describes its content and direction.

3. Details with transitions (paragraph coherence)

Transition words and phrases that writers choose help to organize the supporting details writers use. The use of signal words helps a reader to understand the order of events or organization in a piece of writing.

Words that can be used to show **location**:

above	behind	by	near	throughout
across	below	down	off	to the right
against	beneath	in back of	onto	under
along	beside	in front of	on top of	
among	between	inside	outside	
around	beyond	into	over	

Words that can be used to show **time**:

while	first	meanwhile	soon	then	
after	second	today	later	next	
at	third	tomorrow	afterward	as soon as	
before	now	next week	about	when suddenly	during
until	yesterday	finally			

Words that can be used to **compare** two things:

likewise	also	while	in the same way
like	as	similarly	

Words that can be used to **contrast** two things:

but	still	although	on the other hand
however	yet	otherwise	even though

Words that can be used to **emphasize a point**:

again	truly	especially to	for this reason
to repeat	in fact	emphasize	

Words that can be used to **conclude or summarize**:

finally	as a result	to sum up	in conclusion
lastly	therefore	all in all	because

Words that can be used to **add information**:

again	another	for instance	for example
also	and	moreover	additionally
as well	besides	along with	other
next	finally	in addition	

Words that can be used to **clarify**:

that is	for instance	in other words
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4. An ending/closing

You don't want your writing to stop abruptly. Give your readers an ending they won't forget.

Readers need to feel a sense of closure.

Strong Statement: (Close with a statement that forcefully states your opinion.)

• **Therefore,** _____.

Example: **Therefore,** a criminal, no matter his/her age, should be dealt with according to the crime. The legal system is too lenient when it comes to juvenile offenders. Laws need to be rewritten immediately so that no more dangerous criminals are at large.

Summary: (Restate the important points in your piece.)

• **As one can see,** _____.

• **In closing,** _____.

• **All in all,** _____.

Example: **As one can see,** it is not important to know everything, but it is important to know how to find the answer. There will not always be a teacher nearby with the answer. You have to learn how to research, how to dig through sources to find what you need to know.

Moral or Lesson: (Tell what was learned.)

• **Everyone can agree a lesson was learned because** _____.

Example: **Everyone can agree a lesson was learned because** riding a roller coaster with someone who is a "chicken" is something I will certainly never do again. I should have listened when Sheila told me she did not want to ride it. I should have let her take the "chicken exit." Next time I will know better.

Mystery: (Close with a statement that shows some things will never be resolved.)

• **Although I'll never know how** _____ **happened,** _____.

• **At last,** _____.

Example: **At last,** we watched Adam walk down the road until he became just a tiny speck and then disappeared altogether into the dust of twilight. Just as he appeared, he was gone. That was the last time any of us ever saw him again.

Cliffhanger/Beginning of New Story: (When writing a story or personal narrative, you can close with a hint of things to come, or the beginning of a new story--a sequel of sorts.)

· **Knowing** _____, **it is/was easy to see that** _____ **will/would happen in the future.**

Example: **Knowing** he was exhausted, **it was easy to see that** it had been a long and difficult week. Javier closed his eyes and thought of the many other adventures that **would happen in the future.**

Well-Known Quotation: (Close with a quotation that is well known or from a famous person.)

· **According to** _____, _____ **states,** _____.

Example: **According to** Senator Bob Dole, in order to be a citizen, all Americans must be able to speak English. In theory this seems like a good policy. However, what will become of the citizens who never learn to speak English?

Open Conclusion: (Close with an ending or statement that lets the reader draw his/her own conclusion.)

· **Some** _____.
· **On the other hand,** _____.
· **Therefore,** _____.

Example: **Some** statistics show that drivers under the age of 16 are more dangerous. **On the other hand,** some statistics show that they are no more dangerous than drivers 16 to 25. **Therefore,** whether drivers under the age of 16 are more dangerous than those over 16 is still debatable.

5. Proper grammar

6. Conventions

- indentation
- capitalization
- punctuation
- correct spelling

New Holstein Middle School Publishing Standards:

Sally Student
September 29, 2016
8th Hour Science

Publishing Standards

Font Size: 12 or 14 pt

Font Style: Times New Roman, Comic Sans, Arial, Cambria, Calibri

Indentation: Default Tab Setting (.5)

Margins: Default 1" Top, Bottom, Right, and Left

Paragraph Spacing: 0 pt after paragraph

Line Spacing: Double Spacing

Heading: In the upper right hand corner of the page (NOT IN

HEADER & USE RIGHT ALIGN). See sample at the top of this page.

Spelling/Grammar: All non-negotiable words must be correct.

Title: Centered and a double space after the heading (USE CENTER ALIGN).

Editing: Final copy must be error free.

New Holstein Middle School Problem Solving Plan:

PROBLEM SOLVING

PLAN

Identify the Problem/ Examine the Information

- Think about the problem carefully. What are you trying to find out?
- Analyze the situation. Ask **Why?** until you get to the root of the problem.
- Make a list of what you know. Then, separate the important information from the rest.

DO

- **Brainstorm** some possible strategies you can use to solve the problem. A list of possible strategies to get you started:
 - ✓ Make an equation, model, or diagram
 - ✓ Think about what you already know
 - ✓ Guess, check, and revise
 - ✓ Talk with a friend
 - ✓ Work backward
 - ✓ Talk with the person/people involved
 - ✓ Make a list, table, or Venn diagram
 - ✓ Talk with an adult (parent, teacher, guidance counselor, police, etc.)
 - ✓ Look for a pattern
 - ✓ Break into parts
 - ✓ Solve a simpler problem
 - ✓ Act it out

- **Choose a plan.** Is it appropriate? Is there a better option?
- **Carry out your plan.**

CHECK

- Examine your results. Do they make sense? Were everyone's needs met?

ADJUST

- Did your plan solve the problem? If not, move back to the plan phase again.
- Are any follow-up actions required?
- What could you have done to make this work better?
- What did you learn from this process that could be helpful in the future?