

**Welcome to
Einstein Middle School
For the 2017 – 2018 school year!**
www.aasd.k12.wi.us

This **Handbook for Students/Parents** has been designed to be a yearlong resource guide for you to provide you with information to make your student's year a successful one at Einstein. If you have any questions or comments, please feel free to call the school office at **832-6240** during the school day. You are also welcome to visit Einstein at any time by signing in at the school office.

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FIRST DAY OF SCHOOL

WELCOME TO OUR SCHOOL! All seventh and eighth graders report to Einstein Middle School at 7:45 a.m. on Tuesday, September 5, 2017, for your first day of school. We will hold a special homeroom this morning. During this time, we will discuss things which we feel will help you become acquainted with Einstein, such as lockers and locks, your schedule, the locations of your classes and any last minute questions you might have before you begin your first day of school.

FEES FOR THE 2017 - 2018 SCHOOL YEAR

Grade 7 & Grade 8 Text/Materials

Total \$40.00

*Students who participate in Middle School Inter Scholastic Sports will incur a "sports participation fee" of \$40/per sport, per year not to exceed \$120/student or \$160/family.

PLEASE NOTE THAT THE SCHOOL FEES DO NOT INCLUDE THE COST OF PURCHASING A YEARBOOK.

Students provide their own paper, writing implements, notebooks, physical education attire and other supplies needed in special classes. They are provided with textbooks from the rental library at school. The regular school library has a good selection of supplementary books and periodicals, which may be withdrawn by the students. Students are, of course, held responsible for the good care of all school texts and library books. We suggest that students keep their textbooks covered. Damaged or lost books are to be paid for or replaced by the student responsible.

BAND AND ORCHESTRA SCHOOL OWNED INSTRUMENT RENTAL

For students who take band and orchestra and use an instrument belonging to the school, effective June 1, 2003, there is a \$120.00 rental fee per year for band and strings instruments. Percussion fees are \$60.00 per school year. The band and orchestra teachers will be sending out a statement within the first two weeks of school regarding payment.

SCHOOL PICTURES

Student pictures will be taken during August Registration. At that time, they will be issued their personal photo ID.

ATHLETIC INSURANCE

All students involved in interscholastic sports must be covered by accident insurance or present an insurance waiver signed by their parent/guardian. This waiver indicates to the school that you have accident insurance or that you bare any cost related to an injury that occurs during interscholastic sports. Waiver forms are available from the coaches or the Einstein office.

ATTENDANCE PROCEDURES & STUDENT RECORDS

Student Records NOTICE to Parents (revised 5-2010)

The Federal Family Educational Right and Privacy Act requires school districts to provide annual notice of student and parents rights regarding student records; the existence of the Student Records Policy (347) and where copies can be obtained; and, of the opportunity to file a complaint with the Family Policy and Regulations Office of the Department of Education.

Parents/guardians/adult students have the legal right to request a review and/or copy of the contents of the permanent school records of their children. They may also request the amendment of the student's records if it is believed that the records are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Such a review and/or request for an amendment must be made by scheduling an appointment with the principal. If copies are requested, there will be a charge based on actual cost. If the District decides not to amend the record, the district will notify the parent, guardian or adult student of the decision and the right to a hearing regarding their request. Additional information regarding the hearing procedure will be provided in the event of a hearing request.

Directory Data Notification

If a School Board has designated directory data in accordance with 118.125 of the Wisconsin State Statutes, the District must notify parents, legal guardians or guardians ad litem of the categories of information, which the Board has designated as directory data, which may be released without the prior consent of the parent, legal guardian or guardian ad litem.

The Appleton Area School District defines directory data as a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and athletics, weight and height of members of athletic teams, photographs, degrees and awards, and school of most recent attendance.

Upon request, the District may release a student's name, address, and school grade of attendance to requesting agencies (such as State technical colleges, State colleges and universities, alumni reunion committees, the United States Military Services {seniors and students who drop out of school}, photographers for senior pictures, driver's education facilities, publications sponsored by the Appleton Area School District, etc.).

Upon request, student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and athletics, weight and height of

members of athletic teams, photographs, degrees and awards, and school of most recent attendance may also be released to publications sponsored by the Appleton Area School District, area newspapers, and appropriate private and public sponsored magazines.

Parents or guardians of minor children and adult students have the right to consent to the disclosure of personally identifiable information contained in their student records, except as allowed by state and federal law.

In accordance with the law, the District forwards upon request student records to another school without consent for purposes related to the student's enrollment or transfer.

Student records shall be made available to District employees who are required by the state to hold a teacher's license and to other school district officials only if they have a legitimate educational or safety interest in the records. Employees and district officials have a legitimate educational or safety interest in the record if the individual needs to review an education record in order to provide educational service or to fulfill some aspect of his or her professional responsibilities.

According to state law, pupil records shall be made available to persons employed by the school district, including law enforcement officers who are individually designated by the school board and assigned to the school district.

In addition, pupil records may be disclosed for any purpose concerning the juvenile justice system. The law provides the juvenile justice system with the ability to effectively serve a pupil prior to adjudication provided the records are not disclosed unless otherwise authorized by law.

Under state law, the School District shall disclose pertinent pupil records to an investigating law enforcement agency or district attorney if the person to whom the records are disclosed certifies in writing that the records concern the juvenile justice system and the system's ability to effectively serve the pupil, relate to an ongoing investigation or pending delinquency petition, and will not be disclosed to any other person except as otherwise authorized by law.

Administrators have the discretion to refuse the release of individual student phone numbers and addresses for the safety of the student.

IF PARENTS OR GUARDIANS DO NOT WISH TO HAVE ANY OR ALL OF THE CATEGORIES OF INFORMATION RELEASED, THEY MUST NOTIFY THE SCHOOL IN WRITING WITHIN 14 DAYS OF THIS NOTICE BEING PROVIDED.

Parents/guardians may file a complaint with the Family Policy and Regulations Office of the Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20201 if they feel their rights have been violated.

9.23 COMPULSORY SCHOOL ATTENDANCE ORDINANCE

AUTHORITY

This section of the Code is adopted under the authority granted by Sections 59.07 (64), 59.07 (105), and 118.163, Wisconsin Statutes.

PARENT'S, GUARDIAN'S, OR LEGAL CUSTODIAN'S RESPONSIBILITY

Any person having under control a child (except as provided in Sections 118.15 (1) (b) through 118.15 (1)(d), Wisconsin Statutes, and Section 118.15 (4), Wisconsin Statutes, unless the child is excluded in accordance with Section 118.15 (3) Wisconsin Statutes, or has graduated from high school) who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled in is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age.

No person having under control a child between the ages of 6 and 18 years may, by an act or omission, knowingly encourage or contribute to the truancy of the child, as defined under Section 118.16 (1) (c), Wisconsin Statutes. An act or omission contributes to the truancy of a child if the natural and probable consequences of that act or omission would be to cause the child to be truant.

Prior to any proceeding being brought against a parent, guardian, or legal custodian, under Paragraph (a) supra or Paragraph (b) supra, the school attendance officer shall provide evidence that appropriate school personnel in the school or school district in which the child is enrolled have, within the school year during which the truancy occurred:

Met with the child's parent or guardian to discuss the child's truancy or have attempted to meet with the child's parent or guardian and been refused.

Provided an opportunity for educational counseling to the child to determine whether a change in the child's curriculum would resolve the child's truancy and have considered curriculum modifications under Section 118.15 (1) (d). Wisconsin Statutes.

Evaluated the child to determine whether learning problems may be a cause of the child's truancy and, if so, have taken steps to overcome the learning problems.

Conducted an evaluation to determine whether social problems may be a cause of the child's truancy and, if so, have taken appropriate action or made appropriate referrals.

Subsection (a) and (b) do not apply to a parent, guardian, or legal custodian of a child who has been sanctioned under Section 49.50 (7) (h), Wisconsin Statutes.

If, under Paragraph (a) supra, a person proves that he or she is unable to comply with the law because of the disobedience of the child, the action shall be dismissed.

A person found to have violated Paragraph (a) supra or Paragraph (b) supra shall be subject to a forfeiture of not more than \$500.00.

CHILD – HABITUALLY TRUANT

Sections 118.15 and 118.16, Wisconsin Statutes, or as subsequently revised or amended, to the extent such statutory sections require any act to be performed or prohibits any act, is hereby adopted and by reference made a part of this section of the Code.

No child who is between the ages of 6 and 18 years shall be a habitual truant.

The term “habitual truant” shall be defined as set forth in Section 118.15, Wisconsin Statutes.

The term “acceptable excuse” shall be defined as set forth in Section 118.15, Wisconsin Statutes.

A child between the ages of 6 and 18 years determined to be a habitual truant might be subject to any or all of the following dispositions:

Suspension of the child’s operating privilege, as defined in Section 340.01 (40), Wisconsin Statutes, for not less than 30 days or more than 90 days. The Court shall immediately take possession of any suspended license and forward it to the department of transportation with notice stating the reason for and the duration of the suspension. The child shall not be eligible for an occupational license.

An order for the child to participate in counseling, community service, or a supervised work program as provided under Section 48.34 (9), Wisconsin Statutes.

An order for the child to remain at home except during hours, in which the child is attending religious worship or a school program, including travel time required to get to and from the school program or place of worship. The order may permit a child to leave his or her home if the child is accompanied by a parent or guardian.

TARDINESS

Students are expected to be at school on time in the morning. Those students who are not in their appropriate classroom and ready for class when the bell rings at 7:50 AM are considered tardy and must report to the school office for an “Office Excuse” to enter class. Tardiness is excused only for unavoidable emergencies and the same legal reasons as for excused absences. Oversleeping is not a valid reason for being late for school. The first tardy for each 9-weeks is a “freebie”. After that time, a student will serve a lunch detention for a tardy. If tardies become chronic, additional measures will be taken.

When late for a class, the student must either have an excuse from the teacher of his/her prior class or accept the consequences of the teacher into whose class the student is entering late.

TRUANCY COURT

In an effort to positively impact individual student attendance in our middle and high schools, the Appleton Area School District, in collaboration with the Outagamie County Circuit Courts and the Truancy Reduction and Assessment Center (TRAC), have been conducting truancy court at each middle school on a monthly basis.

Students who are absent from school without an acceptable excuse for part or all of any day on which school is held during a school semester are considered truant. Students who are absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester (including being tardy to class) are considered habitually truant. In addition, if any student has more than 10 illnesses and doesn’t have a doctor’s excuse for each additional illness after 10 will be encouraged to attend truancy court.

The goal of the truancy court program is to provide more timely intervention with students who are truant and to provide a positive and proactive interaction between the judge and the truant student. Additionally, the program eliminates transportation to the court house and minimizes a student’s time away from class by having the program on-site as opposed to the court house. It also allows the judge to follow up with the student more frequently with future appearances. While the judge may impose sanctions that can include a monetary forfeiture, it is our hope that the student will comply with the law and sanctions may be dismissed. This process is more easily monitored by having the judge appear at the school. Truancy court is a collaborative approach to deter habitual truancy and provide resources for parents and students who need it.

Any students identified as habitually truant will be issued a summons with a mandatory appearance at truancy court. This will involve the student appearing in front of a circuit court judge, court reporter, and court clerk to address the student’s truancy. In addition, the school liaison officer or administrator may be present to provide attendance and/or behavioral documentation. Parents of students who are habitually truant are encouraged to attend. Other students will not be present during the court proceedings.

JURISDICTION

This ordinance shall be applicable in that part of any city, village, or town located in Winnebago County, unless the city, village, or town has enacted an ordinance under Section 118.163, Wisconsin Statutes in its entirety.

Commencement of an action under this section of the Code does not preclude concurrent prosecution in the Court assigned to exercise jurisdiction under Chapter 48.

AASD ATTENDANCE GUIDELINE

FAMILY MOVES: Students who move WITHIN the Appleton Area School District may continue to attend the school where they are currently enrolled even though their residence has changed to another school's attendance area. This applies at each level; elementary, middle and high school. Students may also continue on the same track as their peers from one level to the next even though a change of residence has occurred. If the student enrolls at the new school at the time of the move or any time thereafter, the new school then becomes the home school for the student.

EXCEPTION: This does not apply to kindergarten students who were permitted to attend a school other than their home school for kindergarten purposes. Those kindergarten students must return to their home school for first grade or apply through the open enrollment process if they desire to remain at the same school where they attended kindergarten.

PROCEDURE: Parents who wish to have their student/s remain in the same school after an IN-DISTRICT move occurs must send a WRITTEN REQUEST to the Attendance Office, P. O. Box 2019, Appleton, WI 54912-2019. The Attendance Office will respond to the request, notify the schools involved and update all student information on the computer database.

ABSENCES

According to Wisconsin law, students are expected to attend school except for LEGAL EXCUSED ABSENCES (s.118.16) established by the local Board of Education. Students are permitted to make up all work missed during these legal absences.

1. Student illness
2. Severe illness or death in the student's immediate family
3. Medical emergency, quarantine, or communicable disease
4. Religious Observances
5. Impassable roads or extreme weather conditions
6. Preplanned absences approved by the school office such as court appearances, necessary health appointments and school activities
7. Other reasons as approved by the school administration

Students who miss school for other than a legal excuse are in violation of the state's compulsory attendance law. Unless listed above, student absences are considered ILLEGAL and are UNEXCUSED ABSENCES. Students may not be allowed to make up schoolwork missed due to an unexcused absence. The following are examples of illegal, unexcused absences:

1. Unlawful detention: When a child is absent from school, for other than legal reason, with the knowledge or consent (stated or implied) of his/her parent(s) or guardian(s), it is unlawful detention.
2. Truancy: A child who is sent to school, whose parent(s) or guardian(s) expect him/her to be in school, but who does not attend for other than lawful reasons, is considered truant. This includes oversleeping, shopping, car problems, concert attendance, babysitting, working at home, or runaways (S.118.16).

3. **Illegal Employment:** Keeping any child of compulsory age from school for work or service of any kind, unless accompanied by a legally issued employment certificate, is illegal. If this is done by the student's parent(s), or with the knowledge of the parent(s), it is also unlawful detention.
4. **Excessive excused absences:** Students who are absent from school with an excused absence for 10 or more days (to include reasons #1–7 and tardy from above) during a school semester are considered to have excessive excused absences. A written statement from a physician MAY be required in situations where a pattern of excessive excused absences from school has occurred. Absences not accounted for in this manner will be considered unexcused.

REPORTING ABSENCES (S.118.16)

Students and their parent(s) or guardian(s) are expected to follow these procedures when the student will be absent from school for a day or any part of the day.

1. Students are expected to attend their entire classes daily when school is in session.
2. Students who are absent or tardy are to have a parent or guardian call the school office (832-6240) at 7:00 AM – 8:00 AM to inform school officials of the student's absence or tardiness AND the reason for it.
3. Students who are not in their first class when the 7:50 AM bell rings are considered tardy and must report immediately to the school office before going to class to sign-in and receive a pass to class.
4. Students who have an appointment during the school day must have written parental permission, signed by a parent, specifying the date and time when the student must leave the building. The student must show this permission slip to the classroom teacher at the appropriate time to report to the school office. In the school office the permission slip must be presented, and the student must sign-out before leaving the building with their parent/guardian. Upon returning to school after an appointment, the student must bring a note specifying the time at which the student left the appointment and sign-in at the school office before returning to class.
5. Those students who become ill during the day must come to the office and sign-in for the Health Room. If the student needs to go home, the school secretary will call the student's parent. The student must be picked up by a parent/guardian and sign-out in the school office before leaving.
6. Students who know in advance that they will be absent on specific day(s) must bring a note to the office at least one week in advance from their parent/guardian explaining when the student will be absent and the reason for the absence. The student will then be issued a Prearrange Absence form to be signed by all the student's teachers. Typical reasons for pre-planned absences include family trips, family matters, and deer hunting.

MAKE-UP WORK FOR ABSENT STUDENTS

If a student is absent for two or more days, the office will, at parental request, try to consolidate the student's assignments for those days and make them available in the office after 3:30 p.m.

Please note the following:

- It is necessary to contact the office by 8:00 a.m. on the second day of the absence in order for this to occur.
- Due to teacher commitments throughout the day and after school (meetings, coaching, student assistance and other scheduled activities) all teachers may not be able to accommodate a request.
- Many teachers will provide electronic access to assigned work.

HOMEWORK

**Board Approved Policy 345.3
Adopted February 1999**

Student achievement is increased when teachers regularly assign homework and students conscientiously complete the work. Homework can also help children develop good habits, attitudes, and self-discipline. Specifically, homework has the following purposes:

- Promotes growth in self-responsibility and self-direction in learning
- Directs students toward good work habits
- Enriches, enhances and extends school experiences
- Brings students into contact with out-of-school learning resources
- Helps children learn to budget time
- Provides essential practice in developing skills
- Promotes a positive home/school relationship

It is understood that as a student progresses in maturity, homework will develop from an incidental and informal program to a much more formal, definite concept. It is recommended that homework be given at all grade levels, in a form that is developmentally appropriate. Homework may be assigned to:

- Supplement and support the school experience through home related activities
- Reinforce school learning by providing necessary practice, integration, and application
- Help students become resourceful and to work independently
- Acquaint parents/guardians with what their children are learning in school and invite their help when desirable

AASD Middle and High School Grading Scale

97-100	A+	4.0	73-76	C	2.0
93- 96	A	4.0	70-72	C-	1.67
90- 92	A-	3.67	67-69	D+	1.33
87- 89	B+	3.33	63-66	D	1.0
83- 86	B	3.0	60- 62	D-	0.67
80- 82	B-	2.67	0-59	F	0.0
77- 79	C+	2.33			

EIGHTH GRADE PROMOTION

**Board Approved Policy 345.4
Adopted April 23, 2001**

In accordance with State law 118.33, beginning on September 1, 2002, no student shall be promoted from the eighth to ninth grade unless the student satisfies the specific criteria for promotion. Other District policies relating to the promotion of students apply if they are not inconsistent with this policy.

Requirements for Promotion:

1. A student must score a "Basic" or higher on each of the five tests (Reading, Language Arts, Mathematics, Science and Social Studies) that comprise the eighth grade Wisconsin Knowledge and Concepts Examination and Smarter Balanced Assessment.
OR
2. Successfully complete grade level coursework in the assessed areas.
OR
3. Successfully meet other academic criteria as specified.
OR
4. Have the recommendation of the Building Consultation Team.

Successful completion of a student's IEP, which may include alternative assessments, supercedes all other requirements.

INFORMAL AGREEMENT TO RESERVE WEDNESDAY EVENINGS FOR FAMILY ACTIVITIES AND RELIGIOUS EDUCATION

As a commitment to community life and in cooperation with community groups and religious educators, the Appleton Area School District makes every attempt not to schedule extracurricular events on Wednesday evenings. This is done so that students and families can be involved in non-school activities on Wednesday evenings.

MEDICAL DENTAL APPOINTMENTS

Students who have Medical/Dental appointments during the school day must have written parental permission, signed by a parent, specifying the date and time when the student must leave the building. The student must show this permission slip to the classroom teacher at the appropriate time to report to the school office. In the school office, the permission slip must be presented, and the student must sign-out before leaving the building. Parents need to pick their child up in the school office. Upon returning to school after a Medical/Dental appointment, the student must bring a note from the physician or dentist, which specifies the time at which the student left the appointment and sign-in at the school office before returning to class.

CHANGE OF ADDRESS/TELEPHONE

If at any time during the school year a student moves to a different address, this change must be reported to the school office within five days of the move. Likewise, a change in telephone numbers of the installation of a telephone should be reported to the office. Contact with the parent during an emergency is imperative. Please be assured that unlisted telephone numbers are kept confidential and at no time are these or any other phone numbers given out. It is absolutely necessary that the school be able to contact parents in case of an emergency.

INCLEMENT WEATHER

“SNOW DAY” is a dirty word to parent(s), but music to the ears of students. If the weather is stormy in the AM and you are uncertain if school will be in session, simply listen to WHBY radio station (1150 AM) and they will give all the school closings about every 10-15 minutes. They will also indicate if school is open, if the buses are operating on schedule or if they will be running late. When school is cancelled for students, the Einstein office will not be open so it will not be possible for you to reach the school. If the school closing is not announced on the radio, it means that school will be in session. When the weather becomes cold or it is raining, students may enter the building at 7:30 AM. They are to use the bus entrance only and are to report to the auditorium where they will remain until the 7:45 AM bell rings.

EMERGENCY SCHOOL CANCELLATION

In cases of bad weather, dangerous road conditions, or other school emergencies, school closings, delays in starting the school schedule or early school dismissals may be announced.

The Appleton Area School District uses the following TV and radio stations to inform families of such schedule changes as quickly and widely as possible:

1150 AM	105.7 FM	WHBY/WAPL
1280 AM	96.9 FM	WNAM/WUSW
	93.5 FM	WOZZ
	94.3 FM	WROE
1490 AM	103.9 FM	WOSH/WVBO
1050 AM	91.9 FM	WSGC/WEMI
1360 AM	101.1 FM	WGEE/WIXX
	107.1 FM	KFIZ/CNN
Channel 2	Cable Channel 6	WBAY-TV
Channel 11	Cable Channel 12	WLUK-TV
Channel 5	Cable Channel 10	WFTV-TV

Please avoid calling district or school offices during such emergency situations. This seriously disrupts our phone lines and makes it difficult to make vital outgoing calls.



FRIDAY SCHEDULE 2017 – 2018

Monday/Wednesday

September	08
September	22
October	06
October	20
November	10
December	01
December	15
January	05
January	19
January	26
February	09
February	23
March	09
April	06
April	20
May	04
May	18
June	01

Tuesday/Thursday

September	15
September	29
October	13
November	03
November	17
December	08
December	22
January	12
February	02
March	02
March	16
April	13
April	27
May	11
May	25

SCHOOL DAYS

The doors of Einstein Middle School open at 7:45 AM. Students are not to come earlier because they will not be admitted unless they already have special written permission from a staff member for that day. When the weather is inclement, students will be allowed inside at 7:30 AM to wait for the regular 7:45 AM bell for reporting to first period. Students are urged to time their arrival at school so they will not have to wait excessively before school.

Upon ringing of the dismissal bell at 3:20 PM, students are expected to leave the building as soon as possible unless they are staying for a later event or practice. Students remaining on campus for a later scheduled activity must be in the LMC by 3:25 PM and must remain in one of those areas until 3:45 PM or the beginning of the activity. Staff will supervise these areas. The LMC is a quiet study area. After 3:25 PM, no one is to be in the halls without special permission from a staff member.

Except for those students waiting for the bus or for a ride, all students are to leave school grounds immediately after dismissal. There is to be no loitering on school grounds at the end of the day.

BREAKFAST

Einstein does offer a breakfast program. Students are to enter the building no earlier than 7:20 a.m. and proceed directly to the cafeteria. Students must make a purchase to come in for breakfast.

ACADEMIC INFORMATION

STUDENT RECORDS

The federal Family Educational Rights and Privacy Act requires school districts to provide annual notice of student and parent rights regarding student records; the existence of the student records policy and where copies can be obtained; and of the opportunity to file a complaint with family Policy and Regulations Office of the Department of Education.

If a school board has designated directory data in accordance with section 118.125 of the state statutes, the district must notify parents, legal guardians or guardians ad litem of the categories of information, which the board has designated as directory data, may not be released without the prior consent of the parent, legal guardian or guardian ad litem.

Our school office can provide specific details regarding school records. Parents/Guardians have the legal right to review and/or copy contents of the permanent school records of their children. Such review must be made by scheduling an appointment with the principal. If copies are requested there will be a charge based on actual cost.

Parents/Guardians may file a complaint with the Family Policy and Regulations Office of the Department of Public Instruction if they feel their rights have been violated.



STUDENT RECORDS/DIRECTORY DATA

The federal Family Educational Rights and Privacy Act requires school districts to provide:

1. annual notice of student and parent rights regarding student records;
2. the existence of the student records policy and where copies can be obtained; and
3. the opportunity to file a complaint with the Family Policy and Regulations Office of the Department of Education.

Parents/guardians have the legal right to review and/or copy contents of the Progress Records of their children. Parents may also view their child's Behavioral Records (in the presence of a person qualified to explain and interpret the records). Such review must be made by scheduling an appointment with the principal.

Student Directory information is defined by law as student's name, address, name of parent or legal guardian, telephone listing, date and place of birth, and previous schools attended. Schools may release any of the above information to any person if they have so notified the parent or legal guardian, or guardian ad litem, of their intent to do so. **IF PARENTS OR GUARDIANS DO NOT WISH TO HAVE ANY OR ALL OF THE CATEGORIES OF INFORMATION RELEASED, THEY MUST NOTIFY THE SCHOOL IN WRITING.** Directory Data is typically requested by parent groups for inclusion in a school directory made available to the families of the school attended.

ACCOMMODATION OF RELIGIOUS BELIEFS

Board Approved Policy 411.2

Adopted June 1999

Reasonable accommodation of a student's sincerely held religious beliefs shall be made with regard to all examinations and other academic activities. The student (if over the age of eighteen) or the parent/guardian of a minor student may request accommodation in confidence by notifying the building principal or his/her designee. The student shall be permitted to make up the examinations(s) or academic activities at a mutually convenient date and time or by an alternative means without prejudicial effect.

IN-DISTRICT OPEN ENROLLMENT

Adopted: January 1998

In-District Open enrollment is a program in the Appleton Area School District that allows students to attend a school outside their home school attendance area, but within his or her resident school district. Students, however, will always be guaranteed space at their home school attendance area, and no application is needed for that choice. This service is being offered as a way to be more responsive to families and to support creativity and diversity among school programs.

The Intra-District open enrollment application process takes place in January. All applications must be submitted prior to February 1. The program is offered to each individual student. Once accepted as an open enrolled student, the student may transition to the same middle and high school as their attendance area peers. If the elementary or middle school student is transferring to a middle or high school with transitions to more than one school, then the student will be afforded a choice of schools. For further information, call the Attendance Office at (920)832-6116.

STANDARDIZED TESTING

In grade 7 and 8, the Forward Exam will be administered for English Language Arts and Math; Science and Social Studies will also be administered in Grade 8. This test will be given in Spring.

MAP TESTING

Measures of Academic Progress (MAP) are computerized tests in mathematics, reading, and language usage that identify what a child knows and needs to learn, and measures each student's growth over time. The assessment is unique in that it adjusts to each student's ability as they answer the questions. Questions get progressively easier with each incorrect answer and more difficult with each correct answer. The assessment is aligned to the Wisconsin State Standards. Student scores are available immediately after a student takes a test and full reports are available online the day after testing. District averages and national percentile rankings for each student are available. The assessment is given in fall, winter and spring.

STUDENT SERVICES

The Department of Student Services provides a variety of assessment, counseling and instructional services to the district's students. Through an integrated, building-based student services model, students receive services specific to their needs, interests and abilities. Student services staff members work cooperatively with other individuals and groups to ensure those students receive a comprehensive educational program that enhances not only their academic achievement, but also their psychological, social and physical well being.

Programs and services available at the elementary, middle and/or high school levels:

- School Guidance and Counseling
- School Social Workers
- School Nursing and Health Services
- School Psychologists
- Alcohol and other Drug Abuse Programs
- Pupil Discrimination Complaint Investigations (S.118.13)
- School Age Parent Services

Special Education Services:

- Autism
- Physical Therapy
- Learning Disabilities
- Other Health Impaired
- Special Physical Education
- Emotional Disabilities
- Speech and Language
- Traumatic Brain Injury
- Cognitive Disabilities
- Orthopedic Impaired
- Occupational Therapy
- Visually Impaired
- Hearing Impaired

Additional information regarding the above services, including eligibility and accessibility, should be directed to the school principal or the Department of Student Services at the Morgan Administration Building.



MIDDLE SCHOOL ACADEMIC REPORTING

Parents can expect quarter report cards to be carried home by their student in the blue carry-home envelope during the week following the end of the grading period with the exception of the 4th quarter report card that will be sent home on the last day of school, in an envelope. Second guardians will receive these quarter reports sent via U.S. Mail. Mid-quarter progress reports will not be carried home by your student. These progress reports can be accessed via the parent portal. There will be four quarter report cards and four mid-quarter progress reports during the course of the year. Please note: Each of the four quarter grades stand separate and alone as grading periods, and are not cumulative.

SEVENTH AND EIGHTH GRADE GRADING PERIODS FOR 2017-18

Progress Grade	4.5	Weeks
1 st Quarter	9	Weeks
Progress Grade	13.5	Weeks
2 nd Quarter	18	Weeks
Progress Grade	22.5	Weeks
3 rd Quarter	27	Weeks
Progress Grade	31.5	Weeks
4 th Quarter	36	Weeks

HONOR ROLL AND HIGH HONORS

Einstein Middle School recognizes academic achievement. Students who receive a grade point of 3.0 or above are placed on the quarterly Einstein Honor Roll. On a four point system, a 3.0 grade point constitutes a "B" average, which is considered outstanding academic work. Each student on the Honor Roll has his/her name placed on the Honor Roll Board in front of the office. These names appear on the list by grade in alphabetical order. In addition each student receives an Honor Roll certificate recognizing his or her achievement. Honor Rolls issued at 1st Quarter, 2nd Quarter and 3rd Quarter (3.0 GPA or higher needed to qualify).

Students with High Honors of 3.5 and higher will be invited to a special Honors Celebration, which is held in the spring. At that time, for their consistently outstanding academic achievement, each student is individually introduced and awarded a certificate and medal.

High Honors calculated after 3rd Quarter grades are issued. To qualify, a student needs to have a 3.5 GPA or better in each of the three grading periods: 1st Quarter, 2nd Quarter, and 3rd Quarter. Averaging is not used in qualifying students.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences will be held during the months of October and February. Specific dates and times will be published in our monthly newsletter.

SUPPLY LIST:

General Education Supplies:	Encore Supplies:
<ul style="list-style-type: none"> • 1 wide lined 5 subject notebook for ELA • 1” binder with 5 dividers for ELA class (7th Grade) • 5 wide lined spiral notebooks for each class • 5 folders (one for each class) OR an accordion folder/trapper keeper (7th grade – NO trapper keepers) • 1 package of wide lined loose leaf paper • Graph paper notebook (1/4” squares) to be used in math and science • 1 package of note cards • Colored pencils • Markers – thick and thin • Crayons • No 2 pencils, erasers, blue/black/red pens • Glue stick and glue bottle • Scissors • Highlighters – 2 colors • Compass (with a wheel to hold the position in place) • Protractor • 4 dry erase markers (thick, dark color) • Ruler (12 inch with centimeters and inches) • Pencil case or box • Post its • Ear buds/head phones • 4 boxes facial tissue (to be given to homeroom teacher) • Brown paper bags to be used as book covers – no stretchy book covers • Locker organizer, mirror (optional) • Math: Scientific calculator needs to be able to calculate with fractions, powers, square roots and be solar powered Texas Instruments: TI-34II, TI-30xIIS Casio: FX-300W Sharp: EL 531 VB 	<ul style="list-style-type: none"> • Chorus/Band/Orchestra Concert Attire: Einstein Music polo shirt (\$15 new), black dress pants (no jeans, leggings, or yoga pants) or black skirt (knee-length or longer) with solid black tights/leggings; black closed-toe dress shoes (preferably flat) • Orchestra: No instruments on the first day! All Students: 1” 3 ring binder with 4 dividers Violins/Violas: Rosin and a shoulder rest or sponge. Soft cloth to wipe strings Cellos: Rosin, rockstop and soft cloth Basses: Rosin, rockstop and soft cloth • Exploratory Music: 1 folder with dual pockets • Band: No instruments on the first day! All Students- 1” 3 ring binder with 4 dividers 7th grade Wind/Brass – Essential Elements 2000 Book 1 for instrument (yellow) 8th grade Wind/Brass - Essential Elements 2000 Book 2 for instrument (red) All Percussion - A bell kit (with a snare pad), drum sticks (Vic First SD-1General) • Physical Education: Shirt, gym type shorts, tennis shoes, deodorant. Heart Rate Monitor Straps to be purchased through PE class - \$8.00 • Art: All supplies to be kept in art room – 2 sharpies (one fine, one ultra fine), 12 No. 2 pencils, 2 pink pet erasers, one folder 7th grade – one container of antibacterial cleaning wipes 8th grade – one Kleenex box • German: 1 spiral notebook, one folder 8th grade – notebook and handouts from 7th grade Optional: German-English dictionary • French: 1” binder with loose leaf paper and a mini 3 hold punch to keep in binder • Spanish: 1” 3 ring binder with loose leaf paper and 4 tab dividers <p>*Backpacks will be permitted during the school day*</p>

TEXTBOOKS

Students are provided with textbooks for their classes as deemed necessary and appropriate. The textbook rental fee that is collected at the beginning of each year does NOT cover neglect or carelessness. A fine may be assessed at the end of the school year when, in the judgment of the issuing teacher, a textbook has been damaged beyond what is reasonably expected from normal use. **Students are required to cover their textbooks and care for them to avoid paying fines.**

ASSIGNMENT NOTEBOOKS

An assignment notebook will be issued to each student at the beginning of this school year. **Students are required to bring their assignment notebook with them to each class and record all of their assignments in it.** Teachers are asked to check that the students have and are properly using their assignment notebook on a periodic basis. Teachers may award “extra points” to the students that are using them properly. If necessary, it is possible to arrange for parents to sign the assignment notebooks if their student is having trouble completing assignments. If you would like to discuss such an arrangement, please contact your child’s guidance counselor. Assignment Notebooks also serve as hall passes. A signature grid is included for this purpose.

The assignment notebook will cover the ENTIRE year. Students who lose their assignment notebook, or do not keep their assignment notebook in an appropriate condition, will be required to purchase a new one for **\$5.00**.

EINSTEIN MIDDLE SCHOOL HOMEWORK GUIDELINES

Developed in conjunction with the Appleton Area School District Homework Policy

“Research tells us that the time spent doing homework directly affects a child’s achievement...by doing assigned homework, children will increase skills and do better in school.” Lee Canter, *Homework Without Tears*.

Homework has the following purposes:

- Supplements and supports the school experience through home related activities.
- Reinforces school learning by providing necessary practice, integration, and application.
- Encourages students to become resourceful and to work independently.
- Promotes growth in student responsibility and student directed learning.
- Develops good work habits.
- Enriches and extends school experiences.
- Brings students into contact with out-of-school learning resources.
- Teaches time management.
- Promotes home/school communication.

Student Responsibilities

The student assumes the major responsibility for completing quality assignments on time.

The student shall:

- Establish a daily homework routine.
- Complete assignment notebook for all classes, daily assignments, long term projects, daily class activities, and any other teacher directed information.
- Clarify assigned work with teacher as needed.
- Take home all materials as needed to complete assignments.
- Bring homework to class when due.
- Accept responsibility for missed assignments.
- Contribute quality work toward group assignments in an equitable manner.

Parent/Guardian Responsibilities

Parents/Guardians need to be interested and supportive of their child's homework. This interest and support is the most important factor in insuring academic success for the child. Parents/Guardians can provide support by:

- Promoting a positive attitude toward homework.
- Teaching the child to prioritize homework/activity/leisure time.
- Offering helpful explanations and suggestions while maintaining student ownership for the assignment.
- Providing the child with an appropriate study area and necessary resource materials.
- Checking the assignment notebook as needed.
- Communicating to the teacher any special circumstances, which may affect the child's ability to complete assignments.
- Consulting with the teacher when concerns or questions regarding homework come up.

Teacher Responsibilities

Teachers will consider the above stated purposes when designing meaningful homework.

Teachers shall:

- Communicate homework expectations to students and parents.
- Provide quality feedback in a timely manner.
- Consider students' Wednesday evening church activities when assigning homework.
- When possible, coordinate assignments and tests with other staff.
- Teach students to use the assignment notebook as an organizational tool.
- Use the assignment notebook to communicate with parents as needed.

ATTIRE FOR PHYSICAL EDUCATION CLASS

The following suggested items are preferred-but NOT REQUIRED. Every student is issued a gym locker, with a padlock, for the safekeeping of clothes for Physical Education class. For the health and safety of all students, these clothes must be taken home regularly for washing

- (1) Gym type shorts (No cut-off jeans, please) Cut-off sweats are acceptable
- (2) A plain T-shirt. T-shirts with inappropriate or distracting words or pictures will not be permitted
- (3) Socks
- (4) Gym shoes (USED FOR GYM ONLY, PLEASE)
- (5) Deodorant
- (6) Sweatshirt and sweatpants or warm-up suit (optional)

LIBRARY MEDIA CENTER (LMC)

Students are encouraged to use the books and materials in the LMC for their class work and personal enjoyment. All materials taken out of the LMC must be checked-out. Fines are assessed and collected for materials not returned on time or in good condition.

LOST AND FOUND

The Lost and Found Department is located in the office. Students should check in the office when they have lost something. Lost books are immediately turned over to the teachers, therefore, **students should check with their teachers if they have lost textbooks.**

LOCKERS

Students are provided with lockers to be used solely for storage of outside garments and school materials. The locker is NOT the student's private property and may be opened and searched by school authorities at any time. Any unauthorized items found in the locker may be removed and/or confiscated.

Each student locker has a built-in lock with an individualized combination. **Students should not reveal their locker combination to anyone else for any reason.** The school will not be responsible for things stolen or missing from lockers. Valuable items should **not** be brought to school. Each student will be given a new locker with a completely new combination at the beginning of the year.

Lockers are to be kept clean and neat at all times. Regular locker clean-out times are held to provide students with time and assistance in maintaining their locker in an orderly fashion. Special care should be taken to keep books and personal items from protruding beyond the doorframe and away from the locking mechanism. Locker doors should not be forced shut or damage may occur. Students that damage their locker will be held accountable for the repairs.

SCHEDULED LOCKER CLEAN-OUTS

One of the most interesting things about living with a teenager is the state of affairs in which parents find the condition of their child's room. The gamut runs from the very neat to those whose floor is never visible to the naked eye because of the clutter. Teenagers are not different with the condition of their lockers; as a matter of fact, their lockers probably look very similar to their rooms. There are some locker doors that barely close because the contents are in such disarray while other lockers are organized and neat. Quite honestly, the first of the two types is more common than the second. For that reason we have scheduled locker clean-outs throughout the year to allow students the opportunity to get their lockers cleaned out and organized.

DECORATING LOCKERS FOR BIRTHDAYS/SPECIAL OCCASIONS

On special occasions and birthdays it has become a common practice at Einstein for students to decorate the locker of the student celebrating a birthday or other special occasion. Decorations are often clever and colorful and provide a pleasant surprise for that student. In order to do this, students need only follow these simple procedures:

- ◆ Report to the office in the morning and get a pass to decorate
- ◆ No more than three students are allowed to decorate a single locker at one time
- ◆ No tape is allowed on the locker-use locker stick-em to secure objects
- ◆ Students must remove all decorations at the end of the day
- ◆ The decorators may not go into the locker
- ◆ Decorations must be confined to the locker door
- ◆ All decorations must be in good taste and conform to safety standards

STUDENT VISITORS TO EINSTEIN

Individual student visitors may be granted up to one-half day visit with permission of the principal.

FIELD TRIPS

The Einstein staff arranges several field trips for the students. In all of these instances, transportation must be arranged in advance. The student cost for the trip is calculated on the total cost of the transportation divided by the number of students planning on participating in the trip. When a student is absent on the day of a scheduled trip for whatever reason, we still need the same number of buses and must pay the amount per bus. It is, therefore, impossible for us to refund the transportation cost to the absent student.

In addition, we frequently must purchase tickets in advance and prepay for them. Should a student not accompany the trip, we often are unable to get a refund on the ticket. If we are able to get a refund on the admission, we will gladly refund that money to the student.

If your child is offered the opportunity for a field trip and your family is unable to afford the cost, please contact the principal to make necessary arrangements for your child to attend. No child will ever be denied a field trip experience for financial reasons.

Misbehavior on a field trip, depending on the severity of the misconduct, may result in loss of future field trip privileges.

As a reminder, if a student has excessive referrals for misbehavior, they may not be allowed on field trips. The field trip cost cannot be returned (as the bus cost cannot), or the event cost, in some cases, this may result in a financial loss for the parents. We will attempt to reimburse the costs if we are able to do so.

FIELD TRIPS, CO-CURRICULAR TRIPS, AND EXCURSIONS

Board Approved Policy 352

Adopted May 2000

The Board recognizes that a dynamic instructional program will cause professional staff to look beyond the confines of the traditional classroom environment for opportunities to enhance student learning. However, before trips are considered, professional educators are encouraged to consider program expansion through proper utilization of films, tapes, speakers and similar kinds of activities, which bring the desired resource into the classroom. Trips of significant educational value shall be permitted. To be educationally beneficial, a trip requires thoughtful selection, careful advance preparation of the class and opportunities for students to assimilate the experiences during and after the trip. Trips of significant recreational value shall be permitted under special circumstances.

Consideration must be given to the effect the trip will have on other classes, school programs and activities. The financial implications of field trips must be considered.

Field trips shall be planned and approved in accordance with established procedures.

FIELD TRIPS, PARTIES/CELEBRATIONS AND MOVIE GUIDELINES

Adopted August 2000

Purpose:

Time on task and engagement in meaningful learning experiences are crucial elements in a successful learning experience for young adolescents. These guidelines are developed to protect instructional time. The field trip and celebration guidelines do not impact those activities conducted before and after-school or during the lunch period.

Field Trips:

- Each team department will outline a proposed field trip indicating the purpose, connection to the curriculum and cost. The outline will be submitted to the principal for approval. All impacted staff needs to have timely notification of the field trip.
- Academically-oriented field trips will not be restricted as long as the connection to the curriculum can be demonstrated along with learning outcomes of the field trip.
- Each trimester, teams will be allowed to schedule one bonding field trip or reward activity. The bonding trip or reward activity plan will be submitted to the principal for approval three weeks prior to the event. All impacted staff needs to have timely notification of the event.
- Teachers must inform parents using the Field Trip Information Form detailing aspects of trip and including purpose of this field trip, benefits to be derived from this experience and cost.
- All students will be required to attend the academic field trips unless public behavior, general safety, or family beliefs prohibits participation. Students need to have the academic preparation to attend. Students not participating will be provided with an alternative learning experience.
- No students will be excluded from a field trip for economic reasons.

- End of the year field trips and celebrations may be approved by the principal when they are consistent with School Board policies and do not affect anyone adversely.
- Opportunity field trips and overnight camps are optional and students may choose to participate.

Movies:

- Only G-rated films will be used with middle school students without parent/guardian information. PG and PG-13 films will only be used with parent permission.
- Teachers should preview content prior to showing any movie in school. Teachers are encouraged to use only those sections of the movie that are applicable to the curriculum.
- Learning activities will be provided for each movie.
- Reasonable use of movies is expected. Movies must have educational value and make a connection to the AASD curriculum.
- Movies may also be used for team reward activities as long as they met the above rating guidelines.

SCHOOL RULES

STUDENT HANDBOOK

During registration, each student will be issued an assignment notebook. It is in this notebook and the Parent & Student Guide 2017-2018 which you are reading, that general rules and regulations are set forth. Students will be held responsible for knowing and following the rules stated. We will be asking each student to sign an acknowledgement form so we are certain everyone is well informed about these policies and procedures. We will also hold an assembly at each grade level the first week of school to go over general rules. Should there be any questions, please call or make an appointment with the principal for clarification.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS *“Fly Like an Eagle”*

Positive Behavioral Interventions and Supports (PBIS) is a program designed to promote and maximize academic achievement and behavioral competence. It is a systematic approach to enhancing the capacity of schools to educate all children by developing research-based behavior support systems both school-wide and the classroom. This process focuses on improving a school's ability to teach and support positive behavior for all students. It is a school-wide strategy for helping all students achieve important social and learning goals. We know that when good behavior and good teaching come together, our students will excel in their learning. PBIS is not a program or a curriculum, but rather a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment.

As part of *Fly Like an Eagle*, we have established several clear rules for the behavior we expect in a different settings of our school. These expectations will be taught to the students, and regular recognition and acknowledgement given as positive behavior occurs. Einstein's Middle School's expectations are centered around acting in the following manner: positive, respectful and responsible. We expect students to respect everyone, education and the environment. These rules, which outline our expectations for behavior in our school, are further defined across different settings on our "FLY matrix". A copy of our "FLY matrix" can be found on page 23.

We believe that by helping student practice good behavior, we will build a school community where all students have an environment where they can succeed and grow.



Fly Like an Eagle

Einstein School-Wide Matrix 2017 - 2018

	All Settings	School Grounds	Hallways	Bathrooms	LMC / Computer Labs	Cafeteria	Assemblies/ School Trips
F eel Positive	<ul style="list-style-type: none"> ● Be kind 	<ul style="list-style-type: none"> ● Include others 	<ul style="list-style-type: none"> ● Be polite stay to the right 	<ul style="list-style-type: none"> ● Use good hygiene 	<ul style="list-style-type: none"> ● Offer assistance 	<ul style="list-style-type: none"> ● Eat healthy ● Be welcoming 	<ul style="list-style-type: none"> ● Show appreciation
L ive Respectfully	<ul style="list-style-type: none"> ● Ask permission ● Wait your turn ● Proper voice level ● Respect personal space & property 	<ul style="list-style-type: none"> ● Respect personal space ● Enter & exit school orderly ● Display good sportsmanship 	<ul style="list-style-type: none"> ● Walk ● Allow others to move freely ● Voice level 2 	<ul style="list-style-type: none"> ● Give others privacy ● Voice level 2 	<ul style="list-style-type: none"> ● Use equipment properly ● Clean up after yourself ● Voice level 0 or 1 	<ul style="list-style-type: none"> ● Use manners ● Voice level 2 	<ul style="list-style-type: none"> ● Be attentive ● Use voice level as directed
Y es to Responsibility	<ul style="list-style-type: none"> ● Be prepared & bring materials ● Be safe ● Listen, learn & participate 	<ul style="list-style-type: none"> ● Put litter in garbage can 	<ul style="list-style-type: none"> ● Walk ● Hall passes required ● Lock lockers ● Keep it clean keep it green 	<ul style="list-style-type: none"> ● Do your business and leave ● Report vandalism 	<ul style="list-style-type: none"> ● Follow food/drink rules ● Use approved websites ● Return materials when due 	<ul style="list-style-type: none"> ● Follow dismissal procedures ● Keep area clean and recycle 	<ul style="list-style-type: none"> ● Follow site rules ● Bring & keep track of your belongings

Voice Levels

<i>Level 0</i> No talking	<i>Level 1</i> Whisper / Quiet Talking	<i>Level 2</i> Conversational Talking	<i>Level 3</i> Outdoors / Pep Rallies
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WE-TIP
(Anonymous Crime Reporting Available to the Students and Residents of
Appleton)
1-800-78-CRIME

The Appleton Police Department, in partnership with the Appleton Area School District and funding provided through the Community for the Fox Valley Region, Inc., has contracted with We Tip, Inc. to provide a 24 hour a day, anonymous crime reporting service to the residents of Appleton which includes the students of Appleton area schools.

While it is certainly best that residents or students contact their school administrators, the school PSL or the local police, we recognize that for many reasons, some residents and students do not feel comfortable doing this. The We Tip anonymous tip line will provide a mechanism to allow all citizens and students to report crimes without any fear or without any possibility of being identified.

You will be seeing the 1-800-78-CRIME number posted in various locations throughout the city. In addition, all Appleton schools will have the number and We Tip posters and window stickers in numerous locations around the school. The Police School Liaison Officer and the administrators in each school will be explaining the tip line to the students. This explanation will include details about the service, how to make the call, what to expect when the call is answered and what types of things should be reported. This information will vary from the high school, middle school and elementary level as some of the issues and concerns will be age specific.

In addition to the information the students will receive in schools, presentations will be made to local service groups, PTA's Neighborhood Watch Groups and any others interested in order to get the We Tip number and service information out to the general public. We hope to have the We Tip number visible in every residence in Appleton. Questions about the service can be directed to Lt. Mike Frisch of the Appleton Police Department at 920-832-5500.

Remember the number to call to report a crime and remain completely anonymous is 1-800-78-CRIME!

RESPONSIBILITY ROOM

Students who make poor choices may find the consequence is a restriction of the usual freedoms allowed during the regular school day. Students will reflect upon the poor choice and develop a plan to extinguish the behavior. Students may be required to serve detention for individual teachers or through the school office for infractions of the school rules. A student may be required to serve detention before school, at lunch or after school for a teacher. If a teacher places the student on detention, the student is required to report to that teacher. If the student does report for the teacher detention, the matter may then be referred to the office. A referral to the office may result in office detention or other disciplinary action.

SUSPENSION/EXPULSION GUIDELINES **IN-SCHOOL AND OUT-OF-SCHOOL**

Criteria for Placement: In-School Suspension

- Insubordination and disrespect to staff
- Chronic violations of school rules
- Failure to comply with detentions
- Possession and/or use of tobacco
- Fighting
- Profanity
- Threats, intimidation, harassment

Criteria for Placement: Out-of- School Suspension and/or Expulsion

- Insubordination while in in-school suspension
- Physical intimidation and threats to staff
- Possession, use, threat of use, or storing a weapon or look-alike weapon on school property, in a school facility, in a school vehicle or at any school-sponsored function
- After three to five in-school suspension determinations within a semester
- Possession or use of controlled substances, including alcohol

- Deliberate and premeditated actions which endanger the health and safety of students or staff, causing serious physical and/or psychological harm
- Only the administration or administration designee can determine in-school or out-of-school consequence
- Parents will receive a written notification of any in-school or out-of-school suspension
- In addition to suspension, students violating the law while on school property or at school-sponsored events, may be cited accordingly by police authorities
- Students receiving special education services will be dealt with in accordance with Wis. SS 12013

VIOLENCE AND INTIMIDATION

No one shall threaten-verbally, non-verbally or physically the safety of another person through the use of intimidation or violence. Such conduct is prohibited on school property, in a school facility, in a school vehicle, at any school-sponsored function or while traveling to or from school.

Intimidation is defined as behavior or repeated acts, which cause fear, or physical or psychological discomfort, including, but not limited to: physical conduct or verbal non-verbal threats or gestures.

Violence is defined as aggressive behavior which subjects a person to unwanted physical contact, including but not limited to: striking, shoving or kicking

Possible consequences for violation of this policy include:

- Application of approved school disciplinary practices and procedures
- Notification of law enforcement officials
- Notification of parents, guardians or legal custodians
- Notification of Superintendent or designee
- Suspension from school
- Recommendation for expulsion

Adoption date: June 27, 1994

LEGAL REFS: S 120.13, 120.44, 947.012, Wisconsin Statutes

WEAPONS

No one shall possess, use, threaten the use of, or store a weapon or look-alike weapon on school property, in a school facility, in a school vehicle or at any school-sponsored function .

A weapon is defined as any object that by its design, use or intended use could cause bodily harm or property damage or intimidate other persons. Weapons include, but are not limited to: firearms, whether loaded or unloaded and whether operational or not, look-alike weapons, knives and martial arts equipment.

Items not designed as weapons will also be considered as weapons under this policy if they are used to cause or with the intent of causing bodily harm or property damage or to intimidate other persons. Such items include, but are not limited to: chains, pencils, belts and sprays.

The following are three exceptions to this policy:

1. A weapon under the control of a law enforcement officer acting in his or her official capacity.
2. A weapon handled in a legal manner for the purpose of education approved by the school principal.
3. A weapon used by an individual as part of a program in the school zone approved by the Superintendent or designee.

Possible consequences for violation of this policy include:

Students

Application of approved school disciplinary practices and procedures

Notification of law enforcement officials

Notification of parents, guardians or legal custodians

Notification of superintendent or designee

Suspension from school

Recommendation for expulsion. (Expulsion is mandatory for a period not less than a year for possession of a firearm as defined in Section 921 of Title 18 of the United States Code.)

Other Persons

Notification of law enforcement officials

Disciplinary action as appropriate

Adoption date: June 12, 1995

LEGAL REFS: S 120.13, 948.60, 948.605, 948.61, Wisconsin Statutes

Section 921 Title 18 Gun Free Schools Act

PI 11-05 PI 11-06

GANG ACTIVITY IN THE APPLETON AREA SCHOOL DISTRICT PROHIBITED

Gang activity in the Appleton Area School District schools or on school property is prohibited.

The Appleton Area School District defines a gang as an organized association either formal or informal, of two or more persons with common signs, symbols and other identifying factors, who individually or collectively engage in criminal activity.

Adoption date: April 22, 1996

ADMINISTRATIVE INTERPRETATION

Gang criminal activity includes, but is not limited to, intimidating or threatening others, participating in and/or enticing others to participate in any form of physical violence involving persons or property.

A gang member is an individual meeting any two or more of the gang related listed criteria:

- **Self admission of gang membership**
- **Witness testimony**
- **Correspondence such as notes, letters, tapes, etc. of gang membership**
- **Paraphernalia or photographs of gang activities**
- **Gang related tattoos**
- **Gang related clothing or colors**
- **Association with know gang members**

Gang activity includes, but is not limited to, the display or possession of gang symbols; soliciting others for membership, requesting payment of dues, insurance or other forms of protection from any individual; intimidating or threatening any individual; and/or inciting others to participate in any form of physical violence involving persons or property or other criminal activity.

Gang identifiers, which may change periodically, will not be allowed to be displayed by anyone at any Appleton Area School District school at any time including after-school events or school-sponsored activities. Students may not display or wear any sign, gesture, insignia, symbol, color, combination of colors or combination of clothing, wearing apparel or accessories which have been designed as gang identifiers. Examples of gang identifiers include, but are not limited to: Five-Six point stars, arrows, pitchforks, crowns, identifying numbers or groups of names or initials.

The list of identifiers may be updated at any time.

Consequences:

Notification of parents and/or guardians and/or law enforcement officials

Suspension from school pending parent/student conference with school

Report offenders:

- Five days suspension with follow-up parent/school conference
- Possible recommendation for expulsion

Adoption date: April 22, 1996

MIDDLE AND HIGH SCHOOL ACADEMIC INTEGRITY PROCEDURES

The Appleton Area School District promotes **and** expects ethical behavior from all members of our school communities. Honesty and integrity are valued in our schools. Dishonest and unethical academic behavior will not be tolerated.

Unethical academic behavior includes, but is not limited to, the following activities:

- Plagiarism: the act of presenting the words, ideas, images, sounds or other creative expression of others as your own.
- Using, obtaining, or providing unauthorized assistance on examinations, papers or any other academic work.
- Forging a signature to certify attendance, completion of a course assignment, or any other purpose.
- Copying materials; allowing another to copy your material; or using unauthorized materials during a quiz, test, project, or homework assignment.
- Removing examinations or parts of examinations without the knowledge or consent of the faculty member.
- Stealing, using or accepting stolen copies of tests or answer keys.
- Altering a teacher's grade book or computer records.
- Committing any other violation intended to obtain credit for work that is not your own.

Being a part of any of the above activities is considered unethical and a violation of middle and high school rules.

The following consequences may be applied by staff and administration when a student is found to have violated the academic honor code. Decisions on disciplinary consequences will be made by administration with input from key staff as deemed essential and appropriate.

- The student may receive a zero, a failing grade, or some other grading consequence as deemed appropriate on the assignment involved and/or grading period, depending on severity.
- The teacher will file a discipline referral with the office.
- The teacher will make a parental contact in a timely fashion.
- Student may face additional disciplinary consequences including, but not limited to: detention, in-school suspension, and out-of-school suspension

Repeated incidents of unethical academic behavior can result in more serious disciplinary actions up to and including removal from the class where the cheating took place, suspension, and/or an expulsion recommendation.

STUDENT DRESS POLICY

Appleton Area School District students are prohibited from wearing clothing or attire, which, in the opinion of school authorities, is contrary to acceptable health and safety standards or may disrupt the educational process or learning atmosphere.

Student dress or attire must conform to the following minimum standards:

- Head gear may not be worn in the school building
- Jackets, coats and gloves must be removed at the student's locker or coat storage area. Any such items may not be worn around the building during school hours
- Students must wear shoes/appropriate footwear. Metal cleats may not be worn
- Students may not wear scanty/revealing clothing – See page 29
- No garments which advertise or promote sex, alcohol, tobacco products or other drugs may be worn

- No attire with messages or symbols that include profanity, violent or sexual language/actions are allowed
- Any attire or accessory which by its design, use or intended use, could cause bodily harm, property damage or intimidation to other persons, may not be worn (e.g. chains, leather straps, pet collars etc.)
- No attire with a gang related purpose is allowed
- No garment can be worn which can cause or potentially cause an unsafe situation (e.g. long pants which drag on the floor.)
- Shorts and skirts lengths must be at/below finger tips when arms hang freely

****Since styles change, the administration reserves the right to determine what is inappropriate for the learning environment****

Consequences:

Violations of any of the above standards will be referred to disciplinary actions specific in school handbook.

SEARCH AND SEIZURE

By law, the school retains the right to conduct searches. Among the reasons are suspicion of concealing alcohol, illicit drugs, disruptive materials, dangerous weapons, contraband or other items, which pose a danger to health and safety. Discovery of illegal materials will result in a legal referral, suspension and/or expulsion.

BULLYING

Bullying behaviors, both subtle and overt, will not be tolerated at Einstein, at school events, or during bus transportation. Anyone engaging in bullying behaviors will be subject to disciplinary actions.

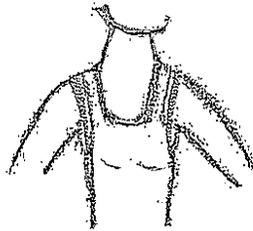
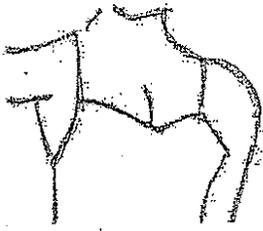
STUDENT SEXUAL HARASSMENT POLICY

The Appleton Area School District's policy is to maintain and ensure a learning and working environment free of any form of sexual harassment or intimidation toward and between students, employees, school board members, parents, volunteers, independent contracted service workers and applicants for employment. It is, therefore, the policy of the district that neither students nor employees will be allowed to engage in any form of sexual harassment or intimidation toward students or school employees.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, uninvited telephone calls or letters and other verbal, visual or physical conduct of a sexual nature. Sexual harassment also includes, but is not limited to, unwelcome sexual flirtations, advances of propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, unusually degrading words used to describe an individual, a display of sexually suggestive objects or pictures, sexually explicit or offensive jokes or physical assault.

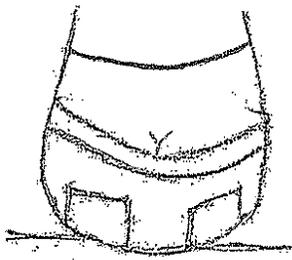
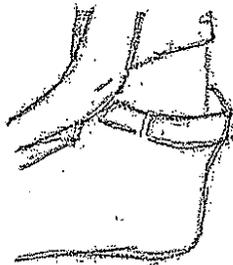
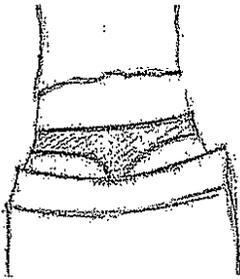
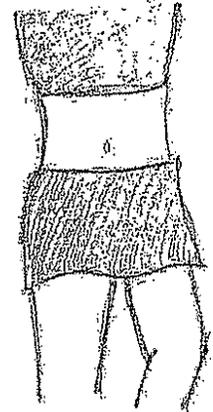
No employee or student shall threaten or insinuate, either explicitly or implicitly, that a student's refusal to submit to sexual advances will adversely affect that person's school performance, employment, work status, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career or educational development. Similarly, no employee or student shall promise, imply or grant any preferential treatment in connection with another student engaging in sexual conduct.

EINSTEIN MIDDLE SCHOOL DRESS CODE REMINDERS



Top too short
Waist too low
Skirt too short

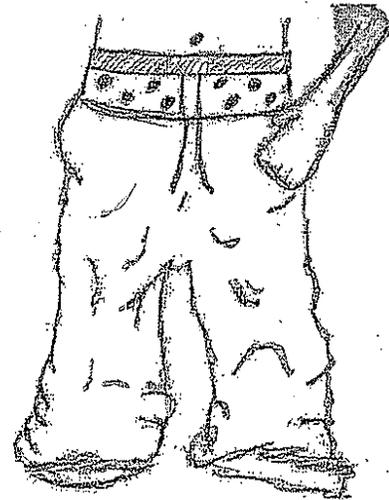
No midriff or low cut tops. No tank tops, halter tops, tube tops, spaghetti straps, or off the shoulder tops.



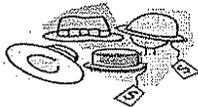
Undergarments must be covered at ALL times. Any and all see through apparel is not permissible. Nobody wants to see any body cleavage.

No hazardous items ...
wallet chains, spiked necklaces, or bracelets. etc.

Pants are to be appropriate/safe size and length.



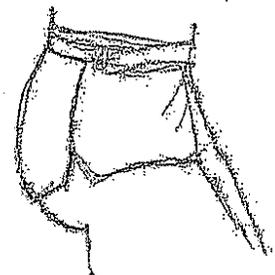
No headgear



No alcohol (bars), tobacco, drugs, or sexual connotations.

Clothing must be free of inflammatory suggestive, or other inappropriate writing, advertisement, or artwork

Too Short



Any employee or student who is determined after an investigation to have engaged in sexual harassment in violation of this policy will be subject to appropriate response, which may include suspension or expulsion for students. Any student or any parents/guardians who believe their student has been subjected to sexual harassment should report the incident(s) to the building principal/designee. If a student or parent is not comfortable with making a complaint to the principal/designee, the complaint may be made to a teacher, counselor, social worker, psychologist or nurse with the understanding that incidents must be reported to administration for review and action. The employee receiving the complaint shall report the complaint to the principal/designee and the Assistant Superintendent-School Services. No retaliation or intimidation directed towards anyone who makes a complaint or participates in any way in an investigation will be tolerated.

Third party witnesses are strongly encouraged to report observed incidents of sexual harassment to the administration. Every effort will be made, when requested, to maintain the confidentiality of witness identity unless the witness is requested to testify at a hearing.

Adoption date: October 25, 1993

LEGAL REFS.: Title IX of 1972 Education Amendments
Title VII of 1964 Civil Rights Act (Section 703)
Wis. State Statutes (Section 118.13)
Wis. Fair Employment Standards (Section 111.36)
Wis. Teacher Discrimination Law (Section 118.20)
Wis. Child Abuse and Neglect Act (Section 48.981)

CROSS REF.: ACB, Pupil Nondiscrimination
JG, Student Discipline
GBAA, Sexual Harassment

SEXUAL HARASSMENT STUDENT POLICY

Administrative Interpretation

The Appleton Area School District is committed to maintaining and ensuring a learning and working environment free to any form of sexual harassment.

Sexual Harassment is:

- Unwelcome or unwanted sexual advances. This means patting pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact, which is considered unacceptable by another individual.
- Unwelcome requests or demands for sexual favors. This includes subtle or blatant expectations, pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence.
- Verbal abuse or joking that is sexually orientated and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy: telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any tasteless, sexually orientated comments, innuendoes or actions that offend others.
- Engaging in any type of sexually orientated conduct that would unreasonably interfere with another's school or work performance. This includes extending unwanted sexual attentions to someone such that personal productivity or time available to work at assigned tasks is reduced.
- Creating an environment that is intimidating, hostile or offensive because of unwelcome or unwanted sexually orientated conversations, suggestions, requests, demands, physical contacts or attentions.
- Creating a work environment that is intimidating, hostile or offensive because of the existence at the school-site of sexually orientated materials including, but not limited to, photographs and posters.

Student and Staff Responsibility

- Any student or employee who witnesses sexual harassment of or between students, needs to respond in a proactive manner even in the absence of a student complaint.
- Failure of the administration and/or staff to take adequate steps to stop sexual harassment of which it is aware, or should be aware, or of which it has been notified, can constitute unlawful sex discrimination.
- Every student or student's parent/guardian will receive a copy of the policy and administrative interpretation.
- The principal or supervisor (or his/her designee) shall be responsible for the display of the policy in a prominent place. It is recommended that the policy and additional copies be posted in conspicuous locations where students have ready access. Students will be informed about sexual harassment and positive, caring and constructive interpersonal relationships will be encouraged.
- Students shall be informed of the process they are encouraged to follow if they perceived that sexual harassment has taken place. The complaint procedure will be made available to any student or parent/guardian wishing to file a complaint.
- Discussion of sexual harassment will be included age appropriately with all students. Building administrator and staff will be responsible for the appropriate delivery of information and instruction. Education of students regarding the policy will need to be planned, structured and scheduled yearly.
- Rules, including the complaint procedure and associated form, will be given to any individual wishing to file a complaint.
- The policy and rules will also be reviewed each year with employees.

Confidentiality

Students shall know that the complainant will remain confidential unless there are compelling reasons to disclose such identity. If there are compelling reasons to disclose the identity of the complainant, then the complainant shall be asked if he/she wants his/her identity disclosed. If the complainant does not want his/her identity disclosed, then the identity of the complainant shall be kept confidential. If a formal complaint is submitted, it may be necessary to identify the name of the complainant.

Retaliation

Individuals reporting incidents of sexual harassment will be protected from retaliation. Any individual who engages in retaliatory conduct against a complainant will be subject to discipline under this policy.

INFORMAL COMPLAINT PROCEDURE

If Sexual Harassment occurs, the following steps may be taken:

1. Clearly say "no" to the person whose behavior is unwelcome and unwanted and tell a trusted adult immediately.
2. Also, speak with a trusted adult at school, such as teacher, counselor, social worker, psychologist, nurse, teacher, administrator.

When speaking with the adult at school, include the following information:

- a. Give the name of the person whose behavior was unwanted and unwelcome.
 - b. Tell the nature of the harassment.
 - c. Give the date(s) of the event(s).
 - d. Tell briefly what happened and tell of any other incidents of harassment, which have occurred.
3. The school contact person will make the appropriate individuals aware of the situation to discuss the case and determine the follow-up. Students must be informed that there is a formal complaint procedure. All efforts will be made to handle the situation in a discreet manner and maintain appropriate confidentiality.
 4. Any student or employee who witnesses sexual harassment of or between students needs to respond in a proactive manner even in the absence of a student complaint. Failure of the staff to take adequate steps to stop sexual harassment of which it is aware, or should be aware, or of which it has been notified, can constitute unlawful sex discrimination.
 5. Any school district employee who suspects sexual abuse, including sexual exploitation of students, must report the incident to the Department of Health and Social Services or Police Department.
 6. For further details of the procedures and policies, refer to:
 - a. Wis. Child Abuse and Neglect Act (Section 48.981). Violations of this statute will be directed to the Department of health and Social Services or Police Department.
 - b. Appleton Area School District Sexual Harassment Policy (GBAA). Procedures will be followed according to the Administrative Interpretation of the AASD Sexual Harassment Policy of employees in violation of the AASD Sexual Harassment Policy.
 - c. Appleton Area School District Discipline Policy (JG).

FORMAL COMPLAINT PROCEDURE

Formal complaints will be taken seriously and will be subject to thorough review and immediate investigation by the receiving office or designee.

Step 1

A written statement of the complaint shall be prepared by the complainant. The complainant may have assistance of a trusted school adult and/or parent/guardian in preparation of this complaint.

The formal complaint should include:

- a. Name of the persons whose behavior was unwanted and unwelcome.
- b. The nature of the harassment.
- c. The date(s) of the event(s).
- d. Brief details of the harassment and other incidents of harassment, which have occurred.
- e. Signature of the complainant(s).

Step 2

The complaint shall be presented to the Building Principal/Designee and Assistant Superintendent-School Services. The assistant Superintendent-School Services shall send written acknowledgment of receipt of the complaint within fifteen (15) days.

Step 3

Assistant Superintendent-School Services/Designee, with a team comprised of at least two representatives from the Student Services Department with representation from both genders, shall make an initial determination of the complaint. This team shall investigate the complaint, notify the person who has been accused of harassment, permit a response to the allegation, arrange a meeting and respond to the complaint. Since the district takes these complaints seriously, they will be subject to immediate review and investigation. Every effort will be made to complete this initial review within thirty (30) calendar days after a complaint has been received. The Assistant Superintendent-School Services shall give a written report to the complainant after the completion of the initial review.

Step 4

If either party is not satisfied with the decision, the party may file a request for formal review by the Board of Education. The appeal must be filed within ten (10) calendar days of receipt of the prior decision. The Board shall conduct a hearing within thirty (30) calendar days of the receipt of the appeal.

Step 5

If either party is not satisfied with the decision of the Board of Education, the party may pursue further review by filing a request with the State Superintendent of Public Instruction under the statutes, rules and procedures applicable to the Department of Public Instruction.

Adoption date: October 25, 1993

NONDISCRIMINATION STATEMENT

The Appleton Area School District does not discriminate against pupils on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion or handicap.

Cross References: Nondiscrimination on the Basis of Handicap/Disability 112.1 Programs for Disabled Students 342.1
Student Nondiscrimination Complaint Procedure, 411.2-Rule

Legal References: Wisconsin State Statute 118.13
PI 9, Wisconsin Administrative Code
Title IX, Education Amendment of 1972
Title VI, Civil Rights Act of 1964
Section 504, Rehabilitation Act of 1973
Americans with Disabilities Act of 1990
Individuals with Disabilities Education Act
Civil Rights Act of 1991

El Distrito Escolar de Appleton no discrimina a los alumnos con motivo de sexo, raza, color, religion, lugar de origen, ascendencia, credo, gravidez, estado civil o de paternidad, orientacion sexual, o incapacidad fisica, mental emocional, o de aprendizaje o minusvalia en los programas educacionales o actividades. La ley federal prohíbe la discriminacion en el empleo por motivo de edad, raza, color, origen nacional, sexo, religion, o minusvalia.

Cov tsev kawm ntawm hauv Appleton no txwv tsis pub thuam, cem, cais, thiab ua tsis ncaj ncees rau ib tug tibneeg twg vim nws yog pojniam lossis txivneej, nws cev nqaij daim tawv, tawv, los yog xim qaij daim tawv ntawm nws haiv neeg, nws txoj kev ntseeg lossis kev dab qhuas, nwshaiv neeg, nws caj ces mus rau poj koop yawm txwv, kev lis kev coj, muaj/tsis muaj menyum, muaj/tsis muaj pojniam lossis txiv, muaj/tsis muaj tub ki, kev plees kev yi, lossis puas tes puas taw ntawm cev nqaij daim tawv, kev nyuaj siab ntxov plawv, kev kawm tsis tau lossis ib yam dabtsi qeeb/poob qab ntawm kev kawm. Txoj cai hauv Federal txwv tsis pub thuam, cem, cais thiab ua haujlwm vim nws lub hnuv nyoog, nws haiv neeg, nws cev nqaij daim tawv, nws caj ces, los yog xim qaij daim tawv ntawm nws haiv neeg, yog pojniam lossis txivneej, nws kev ntseeg los yog kev dob qhaus thiab puas/xaim ib qho dabtsii ntawm cev nqaij daim tawv lossis hauv hlwb (h-andicap).

COMPLAINT PROCEDURE:

The district encourages informal resolution of complaints under this policy. If any person believes that the Appleton Area School District or any part of the school organization has failed to follow the law and rules of S. 118.13, Wis. Stats., and P19, Wis. Admin. Code, or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to the following address:

Polly VandenBoogaard
Director of Student Services
Appleton Area School District
122 E College St
Appleton, WI 54911

Step 1 A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the Director of Student Services. The district shall send written acknowledgement of receipt of the complaint within 45 days.

Step 2 A written determination of the complaint shall be made by the board within 90 days of receipt of the complaint unless the parties agree to an extension of time.

Step 3 If a complainant wishes to appeal a negative determination by the board, he/she has the right to appeal the decision to the state superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the state superintendent if the board had not provided written acknowledgement within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P. O. Box 7841, Madison, WI 53707-7841. Discrimination complaints may also be filed with the federal government at the Office Rights, U. S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, IL 60606.

Adoption date: January 25, 1993

COMPLAINTS AND GRIEVANCES

If a student or parent feels that he/she has a complaint about a school rule, a school employee, a school facility, a course being taken or teaching methods being used, he/she should contact the school's principal. For further information or assistance, the student or parent should contact the Assistant Superintendent for School Service. The following procedures will serve as a guideline for handling student grievances:

1. If the complaint involves the action of a teacher there shall be a sincere attempt to work this out directly between the pupil and the teacher. The public school staff member involved shall make a special effort to be sure the pupil has had adequate opportunity to discuss the situation with him/her.
2. If the matter cannot be resolved at Step 1, the pupil may provide a written record to be submitted to the Assistant Principal for Pupil Personnel who may handle the matter or refer it to the Assistant Principal for Instruction. The assistant principal who handles the grievance shall respond no later than ten days after receiving the written record. If no resolution can be achieved on Step 2 the student may proceed to Step 3. A written report of resolutions or recommendations will be sent to those involved and a copy filed in the pupil's cumulative folder by the administrator handling the complaint if the student wishes.
3. The pupil shall present the written report of the complaint to the building principal. The principal will review the written report from the pupil, the written record completed by the assistant principal, and any other parties who are directly involved and then will arrange a meeting of the pupil, his/her parents and school personnel, to attempt to resolve the problem. Such a meeting will take place as soon as possible within five school days following receipt of the written reports. Following this step, a written report by the principal shall be submitted to those involved with a copy to the Superintendent within five school days after the meeting.
4. In the event that the aggrieved pupil is not satisfied after Step 3, he/she shall then make a written request to the principal for forwarding to the Superintendent for further consideration of the grievance. The Superintendent will arrange for a meeting with himself/herself or designee, the pupil, his/her parents and staff members who may be involved as soon as possible and within five school days after receiving the written request.
5. The final appeal under this procedure, if the pupil is yet not satisfied, is to the Board of Education. The complaint or grievance shall be submitted in writing to the Administrative Center. The Board may arrange to hear the complaint, consider the written reports and render its decision in writing within four weeks of the receipt of the written request for Board review. If the Board decides to hear the matter, the date for the hearing shall be within 30 days of the receipt of the written request. The pupil may request either a closed or an open hearing. The decision of the Board of Education is final and the matter will be closed.

BICYCLES

Bicycle racks are provided for students on the East side of Einstein. Students bringing bikes to school are to proceed IMMEDIATELY to the bike racks for parking and locking their bikes. All bikes

should be locked during the school day. Once the bike is secured for the day, students are to leave the bicycle rack area. Students are not to touch bicycles belonging to other students. Not following these rules may result in the suspension of bicycle privileges and other disciplinary action.

BUS SERVICE

Safety is the first consideration for bus transportation. Every bus student is provided with the rules and procedures for riding the bus. Students will lose the privilege of bus service if they misbehave while waiting for the bus, riding the bus, or departing from the bus.

CORRIDOR MANNERS

Students may converse with their classmates during the regular passing times between classes. However, there should be no need for loud talking. Running is not allowed for safety reasons. Bumping, crowding and locking arms together in halls and on stairways is not allowed. Students are expected to walk to their lockers, get their appropriate supplies for the next class and proceed directly to their next class. Loitering blocks the hallways for others and is not permitted. Once they have arrived at their classroom, students may not re-enter the hall without specific permission of the teacher.

Students must have their assignment notebook hall pass signed by a staff member to be in a corridor while classes are in session.

DISPLAY OF AFFECTION

Public display of affection by students is inappropriate at school and will result in disciplinary action.

FIRE DRILLS/ALARMS

Fire drills at regular intervals are required by law and are an important safety precaution (S. 118.07). It is essential that when the signal is first given everyone clear the building by the prescribed route as quickly as possible. Classroom teachers will accompany their students out of the building. Students will be suspended and referred to legal authorities for interfering/tampering with the school's fire-fighting equipment (S.941.12) and for intentionally setting off a false alarm (S941.13).

FOOD/BEVERAGES

Consumption of food and/or beverages is only permitted in designated areas at designated times. No open refreshment containers of any type are allowed in lockers. We highly discourage bringing and storing glass containers of any type in lockers as they are often dropped and broken causing both a mess and safety hazard. Clear plastic water bottles are exempt from the above rules.

SKATEBOARDS, INLINE SKATES AND SCOOTERS

Skateboards, inline skates and scooters may be used as transportation to and from school. However, they cannot be used on school grounds. Students are to place these items in the office upon entering the building. Students can pick them up at the end of the day.

HALL PASS

Students are not allowed in the halls during class time unless their teacher has given them specific written permission in their Assignment Notebook. Students who have been in the office for school office business are provided with an Office Excuse pass to their next destination.

MOTOR VEHICLES

Middle school students are not permitted to drive motor vehicles to school. This includes automobiles, trucks, motorcycles, motorized scooters, snowmobiles, etc.

CELL PHONES

Upon arriving on campus, students must have cell phones turned off and stored away. It is recommended they remain in their locker so its locked and less likely to be used during class/school hours. Cell phones will be confiscated and turned into the office if students are found not following this District policy. Repeated offences will result in parent contact to pick up the phone and progressive disciplinary action with each reoccurrence thereafter.

RADIOS, MP3's, IPODS, ELECTRONIC GAMES, GROOMING ITEMS, LASER POINTERS ETC.

Radios, tape players, CD players and electronic games are inappropriate at school and are not permitted on school grounds. These items will be confiscated and returned to the student at the end of the school year. State law (S.118.258) prohibits students from possessing beepers or other communication devices while on school grounds for other than pre-approved medical, school, educational, vocational or other legitimate use. Disciplinary action will be taken whenever prohibited items are brought to school.

The building principal, however, is authorized to permit a student to use and/or carry an approved communication device for medical, school, educational, vocational or other purposes as deemed appropriate.

Fidget spinners are not allowed in classrooms unless the teachers have given permission for the students to use them. Laser pointers will be confiscated. Eye damage can occur from laser pointers. These devices are strictly prohibited at school. Make up, lip gloss, cologne, body spray and other grooming items are allowed at school, however they may not be shared or used inappropriately. **NOTE: ANY ITEM THAT IS DISRUPTIVE TO THE LEARNING ENVIRONMENT IS NOT ACCEPTABLE AND MAY BE CONFISCATED.**

TRESPASSING

Property owners around the school have a right to expect no trespassing on their private property. Students are not permitted to walk across lawns, driveways or vacant lots in the Einstein area. Students must remain on the sidewalks or roads when approaching or leaving school.

EINSTEIN ACTIVITY NIGHT RULES

Einstein has several activity nights throughout the year. There are well-established and well-enforced rules for these dances:

- Only Einstein students who are on the appropriate PBIS Level as determined by administration may attend. Sneaking students into the activity will result in the loss of the privilege to attend future Einstein activity nights.
- A dance ticket and an Einstein photo ID cards will be required for admission to the dance.
- Doors are locked one-half hour after the start of the activity. Once a student is in the school building, he/she is not allowed to leave unless prior written permission has been obtained from the principal or associate principal or a phone call is made and the parents give consent for their child to leave. Leaving an activity without permission will result in disciplinary action and the loss of the privilege to attend future Einstein activity nights.
- Telephones will be used for emergencies only.
- Students are to make arrangements in advance for rides home after the activity.
- Decorations must be left alone.
- There is to be respect and obedience to all chaperones.
- No music in poor taste will be played.
- There will be no head banging or other dangerous or inappropriate actions allowed.
- No use of alcohol, drugs or smoking on the way to, at or on the way home from the activity is allowed.
- No inappropriate romantic behavior or inappropriate action will be allowed.
- Parents will be called and asked to pick up students who violate the rules.

- In order to attend an activity night, the student must be in attendance at school the entire afternoon, unless at a school sponsored activity or event.

HEALTH SERVICES

PHYSICAL EXEMPTIONS FROM SCHOOL ACTIVITIES

Periodically, students are unable to take part in normal school activities because of a temporary physical disability. This is most often true of exemptions from Physical Education class because of sprained or broken limbs. However, it could also pertain to regular classroom activities related to writing or like activities. If the child only requires a ONE DAY exemption from activity that may be done by the parent simply by sending a note with the student, which is given to the teacher and the teacher, will make any necessary adjustment of activity.

If, however, the exemption from activities is to exceed one day, the student will need to obtain a medical exemption from the attending physician. The physician's note should state the activity from which the student is to be exempt and the length of the exemption. This note is then given to the appropriate teacher who will then sign it and return it to the office. This exemption is then placed in the student's cumulative folder. There will be no grade penalty connected with any properly excused exemption.

ADMINISTERING MEDICATION AT SCHOOL

When you know your child will be on medication, discuss the hours of administration with your doctor. It may be possible to regulate the dosage so that the administration could be done while your child is at home. If medication must be administered while the student is at school, the Appleton Area School District medication policy is explained below.

If you wish to have the school administer the medication to your son/daughter, the school must have a written, signed statement from the parent/guardian on file at school authorizing school personnel to administer any medication. This statement must include:

- Student name
- Medication name, dose, route, frequency, time/conditions duration
- Precautions, possible reactions and/or interventions
- Name of prescribing physician (if prescription medication)
- Parent/guardian signature, date

For prescription medications, along with parent/guardian consent statement, there must be a signed physician statement indicating correct dosage and administration instructions. The prescribing physician retains the authority to direct the administration of these medications. If changes will be noted on the Medication Administration record, dated and initialed by the designee.

Medication must be supplied in the original pharmacy-labeled bottle indicating the correct dosage and administration instructions

Non-prescription medications must be supplied in the original container with the student's name affixed. No more than a ten-day supply may be kept at school.

Responsible students may be allowed to carry and administer their own medications. It is recommended that a written statement identifying the medication and granting permission be signed by the parent/guardian and be carried by the student or stored in the student health care record.

All necessary forms and information about administration of medication are available from the Einstein school office.

ADMINISTRATION OF MEDICATIONS ON FIELD TRIPS **Extending Beyond the Regular School Day**

Field trips that occur in addition to the regular school day may require more doses of a medication to be given that are not normally given during the school day. Therefore, the consent for medication at school should not be utilized.

- The parent(s) will need to provide the medication from home in a pharmacy labeled bottle (prescription) or OTC packaging (non-prescription). The correct paperwork will need to be completed – the parent/guardian consent and/or the physician consent indicating all doses and times the medication is to be given. Only the amount of medication needed on the field trip should be sent.

HEALTH ROOM

Students who feel ill during the school day may check into the Health Room by getting a pass from their teacher and registering in the school office. **STUDENTS ARE NOT TO REGISTER FOR THE HEALTH ROOM BETWEEN CLASSES WITHOUT A PASS.** The Health Room is intended for brief visits by students. Students return to class if they feel well enough to do so. If it is determined that the student needs to go home, a parent/guardian will be contacted to pick-up the student. Prior to leaving the building, the student must sign-out in the school office.

IMMUNIZATION REQUIREMENTS

According to State Law, all students attending Wisconsin public, private and parochial schools MUST meet the following minimum immunization requirements. Students may be exempted for medical, religious or personal reasons. Please check your personal health records and, if necessary, contact your doctor to obtain the dates that your student received each of the immunizations required for their age/grade.

AGE/GRADE	NUMBER OF DOSES
2 years – 4 years	4 DTP/Dta/DT – 3 Polio – 1 MMR – 3 Hep B – 1 Chicken Pox
Kindergarten and Grade 5	4 DTP/Dta/DT – 4 Polio – 2 MMR – 3 Hep B – 2 Chicken Pox
Grades 1 through 6 <u>and</u>	4 DTP/Dta/DT/Td – 4 Polio – 2 MMR
Grades 8 through 12	

If your child received the third dose of polio after the 4th birthday, further doses are not required.

Most of the students that will be attending Einstein during the school year have met these requirements and the students that have not, will be notified individually by mail. The Appleton Health Department Office, 100 N Appleton Street, does provide immunization clinics; call 832-6429 for an appointment. Please bring your child's immunization record with you to the appointment.

STUDENT INSURANCE

The Appleton School District DOES NOT provide health or accident insurance for injuries incurred by your child at school. You are encouraged to review your present health and accident insurance program to determine if your coverage is adequate. The school district makes available accident insurance through Guarantee Trust Life Insurance Company: The agent is First Agency, Inc., 5071 West H Avenue, Kalamazoo, Michigan 49009-8501. Information on this insurance is available during registration or the school office at the beginning of the school year. If you did not receive this information or you find a need for it during another time of the year, please contact the school office.

ADDITIONAL PROGRAMS/INFORMATION

PARENT “GO-TO-SCHOOL NIGHT”

Parent's “Go-To-School Night” will be held on Thursday, September 14, 2017, from 6:30 to 8:00 p.m. Parents will have an opportunity to meet the teachers and see the school by going through a shortened version of their child's schedule. Refreshments will be served in the cafeteria after classes.

Please remember that this open house night is not a time for individual conferences with teachers. All parents are urged to attend parent conferences or call the office for individual appointments with teachers any time during the year.

PARKING LOT AND BUS TURN-AROUND USE FOR PARENTS/VISITORS

Many parents drop their students off at school in the morning and/or pick them up after school in the afternoon. At the same time Valley Transit tripper buses are arriving, the Lamers Bus Line is dropping off students, walkers, bicycle riders and staff members are also arriving. To make these busy times of the day as safe as possible for our students, we ask parents to comply with the following procedures:

- **DO NOT DROP OFF OR PICK UP STUDENTS IN THE NORTH SIDE STAFF PARKING LOT!**
This area is not designed for busy traffic patterns. Students are coming out of the north doors after school to get to athletic practices. They are difficult to see and we must be concerned for their safety. In addition, no students are allowed to use the northside doors (by the staff parking lot) unless permission is given from the principal or associate principal.
- When using the bus turn-around, please stay to the left side of the driveway. The buses will be using the right side. Be very careful when pulling out of this area, making sure that students are clear.
- If the turn-around is full, please park on E. Florida Avenue or Durkee Street to pick up your child. Again please watch carefully for students and bicycles when leaving these areas.
- It would be wise to designate an area that you will use when picking up your student so the student knows at least what general area you can be located.
- Areas on E. Florida Avenue and Durkee Street are designated 15 mile an hour school zone areas. These are marked with signs for the safety of our students. The Appleton Police Department will enforce speed regulations.
- The East side of Durkee Street is posted as a "No stopping, standing, or parking at any time" zone. These regulations will also be enforced for the safety of our students and better access for buses and cars.
- **PLEASE BE VERY CAREFUL NO MATTER WHAT AREA YOU USE FOR PICK UP AND DROP OFF. MIDDLE SCHOOL STUDENTS ARE OFTEN IMPETUOUS AND ARE NOT CAREFUL WHEN THEY ARE IN A HURRY TO GET IN OR OUT OF SCHOOL.**

VOLUNTEERS IN APPLETON AREA SCHOOL DISTRICT SCHOOLS

Board approved policy 353.1 and 353.1-Rule
Adopted July 2001

The AASD recognizes the important role that volunteers play as they give of their time and talents to support the educational process in our schools. School staffs are encouraged to foster volunteer relationships with members of the community. There are multitudes of ways in which the efforts of a volunteer can benefit the educational process. Using trained volunteers in appropriate ways will help to insure a successful experience for the students and the volunteers.

It is recognized that the building principal will need to work with staff and volunteers to bring clarity to the role of a volunteer at their site. Duties may involve service to libraries, classrooms, athletic events, music programs, field trips, tutoring/mentoring youth and similar activities. When at all possible, volunteers should work within the classroom setting under the direct supervision of a staff member. As the role of a particular volunteer is defined, there are clearly some responsibilities that volunteers should not be assigned.

EINSTEIN'S School Resource Officer (SRO) Officer Mallory DePetro

An Appleton Police Officer is assigned to Einstein. The officer is available to our school and other elementary schools. The SRO is willing to help students who have incurred a loss or destruction of property either on or off school grounds. Students should see the SRO if they have a problem involving or potentially involving the police.

The SRO will make visitations to classes when invited. Any parent/guardian wishing to speak with the SRO are urged to call the SRO at the direct, confidential line 832-6093.

UNEXPECTED POLICE INTERACTIONS WITH YOUR STUDENTS

Adopted July 2001

The district has an excellent working relationship with the various police departments that have jurisdiction in the geographic area we serve. The School Resource Officer Program is a critical part of this effective working relationship. However, a question has arisen as to what rights a police officer has with respect to students for whom you are responsible.

The answer to the above is quite simple. Once a police officer has identified him/herself and is operating within his/her jurisdiction, the police officer has the right to arrest, take into custody, question on/off site, etc. any of your students (regardless of age). Although it is highly unlikely that a police officer should show up at your classroom door without an administrator also being present, we would suggest the following if no administrator is present:

1. Cooperate
2. Obtain the name, badge number and police department from the officer's ID materials.
3. Ask if the administration has been informed of this visit.
4. Report the information you have collected to the administration immediately.

Below are the guidelines that SRO's use for student contacts.

LAW ENFORCEMENT INTERVIEWS WITH JUVENILES AT SCHOOL

Law enforcement officers investigate claims of crime. Interviews of juvenile victims, witnesses and perpetrators are a necessary part of that process. In certain situations, the school is the best location for that interview.

School officials are responsible for maintaining an appropriate educational environment. Minimizing disruption in schools is a necessary part of that process.

Guidelines for Conducting In-School Investigations (Police Officers)

1. An officer wishing to conduct routine police business in a school will coordinate his/her on-campus activities through the SRO.
2. When the SRO is not available, permission to question a student in school will be sought from the principal or other responsible school official.
3. A school official will be permitted to be present during the questioning if the student or officer requests and the investigation will not be hindered.
4. A SRO will be contacted, if possible, prior to an in-school search. The principal or other responsible school official will also be notified. Officers conducting searches on school property shall ensure juveniles are afforded all rights guaranteed under the State and Federal Constitutions.

Guidelines for Conducting In-School Investigations (County Department)

1. The county department of licensed child welfare agency under contract with the county department may contact, observe or interview the child at any location without permission from the child's parent, guardian or legal custodian, if necessary to determine if the child is in need of protection or services.
2. If the person making the investigation is an employee of the county department and he or she determines that it is consistent with the child's best interest in terms of physical safety and physical health to remove the child from his or her home for immediate protection, he or she shall take the child into custody under 48.08(2) or 48.19(1)©.

SCHOOL VISITOR GUIDELINES

In an effort to protect the youngsters in our care during the school day, we attempt to monitor the presence of non-school people in the buildings. Non-school students may visit during the school day but they must be accompanied by an adult relative. Parents are welcome and encouraged to visit the school but it is in our mutual interest that the Board has adopted the following notice:

Except for faculty and employees of the Appleton Area School District, all registered students of this school, and persons whose presence the principal may deem related to school business, **everyone is required to register in the school office for a permit to be in the building during posted school hours.** At all times loitering in the building, on school premises or school grounds by unauthorized personnel is prohibited.

HOT BREAKFAST AND LUNCH PROGRAMS

The Hot Breakfast and Lunch Programs at Einstein offer appealing and nutritious food selections each school day. Lunch will not be offered on half days. A hot, five-component National School Lunch program meal is offered daily along with numerous hot and cold a la carte items. Some of these a la carte selections can be substituted for the National School Lunch components (example: a slice of pizza can be substituted for spaghetti—the entrée that was on that day’s menu). Menus are either included in your newsletter or are available from the Einstein kitchen.

Pre-payment of meals is accepted daily in the kitchen or online. PLEASE MAKE CHECKS PAYABLE TO: Appleton Area School District AND INCLUDE THE STUDENT NAME ON THE CHECK.

Families may be eligible for breakfasts and lunches at a free or reduced price. This is a completely confidential program. Applications are available in the Einstein office or the Food Service Office. All forms must be completed and returned to the Food Service Office for income verification and final approval. The District Food Service Office is located in the Maintenance Building, 531 N. Morrison Street, Appleton. Please call their office at 832-1719 with any questions or concerns. Your Einstein kitchen staff is looking forward to serving you throughout this school year and thanks you for your participation.

STUDENT ASSISTANCE PROGRAM (S.A.P.)

Einstein Middle School has a program for students who are experiencing problems with alcohol, drugs, or other concerns. Free community referral services exist for those students who are experiencing difficulties in their daily lives due to their own or someone else’s abuse of alcohol or other drugs.

These difficulties vary and may occur individually or in combination. Some common symptoms of alcohol or other drug abuse include falling grades, erratic attendance, increasing disciplinary referrals and suspensions, disruptive behavior, loss of motivation and ability to perform, withdrawing, inability to communicate in a healthy way, deterioration in personal appearance, mood swings, changing lifestyle and friends, problems with family members or difficulty with the law, and use of alcohol or other drugs.

The earlier the problem is identified, assessed, and a correct treatment pursued, the less severe the consequences. Family members are affected the most by the behavior produced by chemical dependency and are often in the best position to make the initial referral. If your student is having any of the difficulties listed above, contact the Student Assistance Program coordinator at Einstein – Mrs. Detert (832-6240). Referrals are also made by staff and concerned students. Many Einstein staff members are trained in recognizing the symptoms associated with chemical abuse and are involved directly in various phases of the SAP. Referring a student is the first step that a concerned person must take. Not taking the risk of making a referral will guarantee that any problem will get worse.

In addition to direct referrals, we provide other programs to aid our students. We offer an in-school support group to help students who have gone through, or who are participating in alcohol and other drug abuse treatment programs. We also provide aid to those students who may not yet be experiencing the intense negative effects of chemical abuse, but who want to take a closer look at what effect chemicals might have on them in the future if their use continues. We have established a program to help students who are being affected by the chemical abuse of a friend or someone in their family. Other groups dealing with self-esteem, loss, and divorce are also offered. If you wish your child to not participate in the support groups, please send a note indicating such.

Parents are encouraged to call the counselors at Einstein whenever a concern arises about a student's alcohol or drug use or if parents would like to discuss what this program offers for families.

All contacts with personnel of the SAP Team are held in strictest confidence. Nothing concerning students' participation in the program is part of the permanent student record.

The Appleton Area School District trains staff to provide small group support in accordance with the Student Alcohol and Other Drug Policy (443.4) through the student Assistance Program (SAP) to students in a variety of areas including but not limited to:

Study Skills
Family Change
Grief
Friendship

Stress
Resiliency
Alcohol and other Drug Abuse
Concerned Persons

Parents who wish to refer their child or children for a small group or prefer that their child not participate in a small group should contact the school office.

DRUG-FREE SCHOOLS

School districts are required by the Drug-Free Schools and communities Act Amendments of 1989 to notify students, parents or guardians and employees that compliance with the district's alcohol and other drug use policy prohibitions is mandatory. In addition, they must be given a copy of the prohibition statement and sanctions. Notices must be given at all levels—elementary, middle and high school.

The Board of Education recognizes the need to maintain a safe, healthy, drug-free educational environment for all students. It is recognized that the use/misuse of alcohol and other drugs, and the problems associated with it are becoming increasingly commonplace in our society. It also recognized that alcoholism and other chemical dependencies are treatable illnesses.

In order to maintain a drug-free educational environment, students of the Appleton Area School District shall not knowingly possess, use, distribute, sell, or be under the influence of alcohol, controlled substances, and other mind altering chemicals as defined by Wisconsin Statutes and local laws while on school property and during school sponsored activities.

Use of a drug authorized in accordance with a medical prescription from a registered physician for use during school hours shall not be considered a violation of this policy.

The greatest responsibility for dealing with chemical abuse rests with the student and his/her parents, but the school has a legitimate concern when school performance is affected. It is, therefore, the policy of the Appleton Area School District to deal with such problems as follows:

1. The school district recognized that many student problems can be successfully treated, especially if they are identified in the early stages and appropriate referral is made.
2. The purpose of this policy is to assure students that if personal problems are the cause of unsatisfactory school performance, they will receive careful consideration and assistance in seeking help to resolve such problems.
3. Students who have problems which they feel may affect school performance are encouraged to seek counseling and information on their own by contacting any employee of the district with whom they feel they could comfortably discuss the problem.
4. The Student Assistance Program (S.A.P.) is in place to identify students experiencing these problems, provide preliminary assessments, and to make referrals to appropriate agencies.
5. It is the responsibility of the parent/guardian, student, and school to cooperate in the referral process and suggested treatment.
6. An excused absence for illness will be granted for treatment or rehabilitation. Students who return from successful treatment will continue with an academic schedule. A conference involving students, parents, and school staff will be held to determine a student's academic status.
7. Even if a student is involved in the Student Assistance Program, the student is still subject to corrective efforts, with each case being reviewed on an individual basis.

8. Any action taken on alcohol/drug-related problems should protect not only the student's best interest, but the best interests of fellow students.
9. A principal or designated staff member will take disciplinary actions as necessary to provide a safe, healthy, drug-free educational environment.
10. All employees of the Appleton Area School District shall receive and participate in inservice training, which enables them to recognize behavioral patterns, which are suggestive of student drug use.
11. The Appleton Area School District provides classroom instruction regarding alcohol and other drug abuse (A.O.D.A.) to all students in compliance with state and federal law. Parents who wish their child to be withdrawn from these A.O.D.A. instructional lessons and assemblies during this school year must call the school office as soon as possible.

LEGAL NOTIFICATION OF A.O.D.A. PROGRAMS

The Appleton Area School District provides classroom instruction regarding alcohol and other drug abuse (A.O.D.A.) to all students in compliance with state and federal law. Parents who wish their child to be withdrawn from these A.O.D.A. instructional lessons and assemblies during this school year should call the Einstein office (920)832-6240.

NOT ON TOBACCO (NOT)

1. Smoking Cessation Groups (NOT – Not on Tobacco)

Tobacco use cessation programs may be made available to students who voluntarily enroll utilizing the American Lung Association's NOT curriculum. The youth cessation classes have been designed to educate and support students' decisions to stop using tobacco. School staff will be trained by the American Lung Association to be facilitators of this program. The class includes approximately 10 hours of instruction. These classes are offered through the student Assistance Program.

2. Alternative to Suspension

In lieu of an out-of-school suspension and municipal citation district students may, at the discretion of school and police personnel, have a one-time option of attending an Alternative to Suspension class. After successfully completing this class, students will hopefully take the next step and enroll in the cessation program. Students who refuse to complete the class will be subject to an out-of-school suspension and municipal citation. Also, progressive discipline measures will be initiated with increasingly stronger actions as the number of tobacco violations by a particular student mounts. Class time is approximately 4 hours. Any fees associated with this class are the responsibility of the student.

EINSTEIN PAC WANTS YOU

After a busy and productive summer, the PAC (Parent Advisory Committee) is ready to launch an even bigger year this year. A key component to student success is involved parents, so take the opportunity to get involved in the Einstein PAC this year.

NEWSLETTERS

The Einstein Events newsletters are posted on our website each month with updated reports on what is happening at school. The Einstein Events can be accessed by going to aasd.k12.wi.us then go to schools, Einstein and newsletters.

CO-CURRICULAR ACTIVITIES

Co-curricular activities are offered in a variety of academic, social, and athletic areas to offer enrichment opportunities to our students for their intellectual and personal development. Some activities require a fee. If you have further questions regarding any activity, please contact the advisor listed for that activity.

DRAMA

Directors: Mrs. Sanchez and Ms. Love

Participants: All interested Einstein 8th graders

Beginning Date: Rehearsals will begin the first week in January

Public Performance: As scheduled

Requirements: Commitment to attend all rehearsals or set design sessions

Additional Information: Tryouts will be held in late December or early January. The number of lead roles depends on the play chosen; students not chosen for lead roles are encouraged to be involved in the play's chorus/crowd scenes. Listen to announcements for the exact times for tryouts.

FRENCH & GERMAN CAMP (Concordia Language Village)

Advisors: Ms. Busch and Mr. Despres-Berry

Participants: All 8th Grade French/German students

Camp Date: A Fall or Spring weekend determined by the schedule of the Concordia Language Village in Bemidji, Minnesota.

Requirements: Must be enrolled in French or German

Additional Information: The registration fee includes roundtrip bus transportation, meals, lodging, and activities. Registration will be in early September; a \$20.00 deposit is required.

YEARBOOK

Advisors: Ms. Theiss

Participants: All interested Einstein students

Beginning Date: Beginning of October

Ending Date: End of February

Requirements: An interest in putting together the annual memory book for everyone at Einstein to enjoy as a photographic record of our year.

SKI/SNOWBOARD CLUB

Advisor: Mr. Cross and Mrs. Busch

Participants: Open to all Einstein students – no skiing/snowboarding experience necessary

Beginning Date: Organizational meeting in early November

First Activity Date: January

Ending Date: Late February or early March

Activity Times: 3 Friday night ski trips to Nordic Mountain

Requirements: Pay fees, turn in permission slips, good behavior on bus and slopes

Additional Information: Fees depend on the package chosen. Various packages are available that include lessons, different combinations of equipment rental, and lift tickets. The 3 nights at Nordic are a package, and the full-day is another package. Coach transportation is included in all packages. For novices, this is an excellent way to learn about downhill skiing.

STUDENT COUNCIL

Advisors: Ms. Faust

Participants: All students are encouraged to be a member.

Beginning Date: September

Ending Date: End of school

Other Information: Many Student Council activities are conducted by sub-committees, which are open to all Einstein students.

AASD Grade 7-8 Co-Curricular Code

❖ CODE OF CONDUCT/CONCUSSION FORM

All Appleton Area School District student athletes and their parents must sign the AASD 7-8 Co-Curricular Code of Conduct and Concussion Form each academic school year.

❖ ELIGIBILITY

Eligibility for interscholastic sports will be determined through academic standing and behavioral expectations. Coaches will provide specific guidelines and expectations to all student athletes at the onset of each sport season.

❖ PHYSICAL EXAMINATION

It is necessary the school have a current physical examination or alternate year form on file, for every athlete, before the athlete is allowed to start practice. There will be no exceptions to this rule. This physical examination must bear the signature of a physician.

❖ FEES

All student athletes must pay a \$40.00 sports participation fee for each interscholastic sport. A participation fee for the fourth sport in any one school year will not be assessed. (AASD Policy)

APPLETON AREA SCHOOL DISTRICT MIDDLE SCHOOL ATHLETIC PROGRAM GUIDELINES

June 2005 – Revision

AASD MIDDLE SCHOOL ATHLETIC PROGRAM PHILOSOPHY

1. Every student will have the opportunity to participate in either intramural or interscholastic athletic activities.
2. Emphasis will be placed on participation, individual growth and skill level improvement.
3. Parents and staff should encourage every student to participate.
4. Intramural and interscholastic teams will be organized to provide all students with opportunities to participate.
5. Intramural and interscholastic athletic seasons will offer multiple choices for students.
6. Recognition will be provided for participants.

ATHLETIC PROGRAM COMPONENTS

The middle school athletic program will consist of the following components:

- An intramural athletic program
- An interscholastic athletic program
- A tournament cooperation program

COED INTRAMURAL PROGRAM

BELIEF STATEMENT

1. Participation is important and should be the focus of the intramural program.
2. Participants should explore rather than specialize.
3. Program offerings should meet the varying needs and skills of the participants.
4. Participants should learn social and collaborative skills.
5. The program should foster good sportsmanship and develop positive self-concept for our students.
6. Experiences in activities will be related to life long learning.
7. Competition will be friendly in nature with a minimum emphasis on winning.
8. Program emphasis is on FUN.

PHILOSOPHY

The intramural program is designed to promote the social, physical, and emotional growth and development of the middle level student. Broad-based student participation is essential to attain this growth and development.

STRUCTURE

The AASD recognizes that our four middle schools have unique characteristics and factors, which dictate the nature and delivery of an intramural program. The following is a suggested structure, which may be altered in order to accommodate these special school/student needs. An intramural program will be offered at each of our AASD middle schools.

PROGRAM REQUIREMENTS

1. Provide a minimum of 60 minutes of intramural activity per week for 18 weeks during the school year.
2. Provide a variety of activities.
3. Provide supervision and coordination of activities.

PROGRAM SUGGESTIONS

1. Priority for participation in intramurals will be given to students who are not members of the same interscholastic team sport.
2. Activities will include Flag Football, Soccer, Volleyball and Basketball. Additional intramural activities may be offered.
3. Provide instruction as needed.
4. Eligibility is dependent upon school expectations for acceptable social conduct.

FUNDING

Financial resources are set aside by the AASD to facilitate the needs of the intramural program at each middle school.

ACTIVITY COORDINATION

An intramural coordinator will be hired for each activity at the four middle schools. This person's responsibility is to coordinate the set up, communication, and supervision of the activity. This person will be paid the hourly intramural rate for all duties previously described.

GRADE 7 & 8 INTERSCHOLASTIC PROGRAM

SEASONAL PLAY

1. **Fall Sports**
 - Football (Grade 8)
 - Girls'/Boys' Cross Country (Grades 7 & 8)
 - Girls' Volleyball (Grade 8)
 - Girls' Softball (Grade 7 & 8)
2. **Winter Sports**
 - Girls'/Boys' Basketball (Grades 7 & 8)
 - Wrestling (Grades 7 & 8)
3. **Spring Sports**
 - Girls'/Boys' Track (Grade 7 & 8)
 - Girls' Volleyball (Grade 7)

FALL SPORTS

FOOTBALL

1. NUMBER OF TEAMS: Two teams – one for the students going to North (Chargers) and one for the students going to West (Tigers)
2. TEAM MEMBERSHIP: This is a no-cut sport.
3. PARTICIPATION: Open to 8th graders. Coaches are encouraged to maximize playing time for each student athlete.
4. GAMES: Four eight-minute quarters will be played during each game. Refer to the Rules for details. A 10-minute half-time will be used. Minimum of 8 games.
5. OFFICIALS/ SUPERVISORS: Three WIAA officials, one supervisor, one scorer/timer, and two downs markers.
6. SUPPORT: High school coaches will assist, as needed, in the middle school football program and act as liaisons between the respective programs and the middle school athletic directors.
7. OTHER: Games begin at 1:30 on Saturdays.
8. PRACTICE: Wednesday practice cannot go beyond 5:30 pm.

CROSS COUNTRY

1. NUMBER OF TEAMS: One 7th/ 8th grade team per school.
2. TEAM MEMBERSHIP: Membership is unlimited.
3. PARTICIPATION: Open to 7th and 8th grade students. All eligible players will compete in each contest.
4. MEETS: Six coed meets are scheduled each season (including a city meet and one invitational meet). Refer to the Conference Rules for details.

5. OFFICIALS/ SUPERVISORS: One WIAA official may be hired per meet.
6. SUPPORT: High school coaches will assist, as needed, in the middle school cross-country program and act as liaisons between the respective programs and the middle school athletic directors.
7. OTHER: Meets begin at 4:15 pm.
8. PRACTICE: Wednesday practice cannot go beyond 5:30 pm.

GIRLS' VOLLEYBALL - GRADE 8

1. NUMBER OF TEAMS: There are two 8th grade teams per school except for Madison Middle School, which has three.
2. TEAM MEMBERSHIP: Teams will consist of 18 players. If try-out numbers for both teams (combined) are less than 36 (or 54), teams of less than 18 players will be formed.
3. PARTICIPATION: Open to 8th grade girls. Every eligible player will receive playing time in every match. Coaches will ensure that each athlete will participate in at least 2 games and no more than 3 consecutive games. Exceptions will be made for teams of 13 or less. Coaches will balance both groups evenly.
4. GAMES: A match will consist of five games. Rally scoring up to 21 for all five games will be used. A margin of 2 points is needed for each match (win by 2). A maximum of nine matches are scheduled per season.
5. OFFICIALS/ SUPERVISORS: One WIAA official, one supervisor, one scorer, and one timer.
6. SUPPORT: High school coaches will assist, as needed, in the middle school volleyball program and act as liaisons between the respective programs and the middle school athletic directors.
7. OTHER: Eighth grade volleyball will be played in the fall. Games start at 4:00 pm.
8. PRACTICE: Wednesday practice cannot go beyond 5:30PM.

GIRLS' SOFTBALL - GRADE 7 & 8

1. NUMBER OF TEAMS: One team per school, possibly two if the try-out number is high
2. TEAM MEMBERSHIP: Team membership will consist of 20 players unless fewer than 20 try out.
3. PARTICIPATION: Open to 7th & 8th grade girls. A pitcher may pitch a maximum of five innings per game, but no more than four consecutive innings per game. This rule is waived during extra innings. Nine players are eligible to play at any one time. A team must field a minimum of seven players. Coaches are encouraged to maximize playing time for each student athlete.

4. GAMES: Seven inning games with a maximum of two hours per game. In each inning, a team's time at bat will be limited to 10 batters or six runs. This rule does not apply for the last inning. Nine games scheduled per season.
5. OFFICIALS/ SUPERVISORS: Two WIAA umpires, one supervisor, and one scorer.
6. SUPPORT: High school coaches will assist, as needed, in the middle school softball program and act as liaisons between the respective programs and the middle school athletic directors.
7. OTHER: Games begin at 4:00 p.m. A designated hitter may be used.
8. PRACTICE: Wednesday practice cannot go beyond 5:30 pm.

WINTER SPORTS

BOYS' BASKETBALL

1. NUMBER OF TEAMS: There are two 7th and two 8th grade teams per school except for Madison Middle School, which has three.
2. TEAM MEMBERSHIP: Teams will consist of 15 players. If the try-out numbers for teams (combined) are less than 30 (or 45), no cuts will take place and teams of less than 15 will be formed.
3. PARTICIPATION: Open to 7th and 8th grade boys. All eligible players will play in each game. Refer to the Conference Rules for details.
4. GAMES: A maximum of 12 games per season and the 8th grade Conference Tournament in the AASD. See below for Tournament Guidelines. A mercy rule will be imposed if the point differential is 20 or greater at the end of the fourth period. In this case a running clock will be used.
5. OFFICIALS/SUPERVISION: Two WIAA officials, one supervisor, one scorer, and one timer.
6. SUPPORT: High school coaches will assist, as needed, in the middle school basketball program and act as liaisons between the respective programs and the middle school athletic directors.
7. OTHER: Games begin at 4:00 pm unless it is a non-conference game or a weekend game, then refer to the specific schedule.
8. PRACTICE Wednesday Practice should not go beyond 5:30 pm
9. TOURNAMENT We will soft seed the tournament to avoid the most skilled teams from facing off early in the brackets. All regular season rules and procedures will be used during tournament play.

GIRLS' BASKETBALL

1. NUMBER OF TEAMS: There are two 7th and two 8th grade teams per school
2. TEAM MEMBERSHIP: Teams will consist of 15 players. If the try-out numbers for teams (combined) are less than 30 (or 45), no cuts will take place and teams of less than 15 will be formed.
3. PARTICIPATION: Open to 7th and 8th grade girls. All eligible players will play in each game.
4. GAMES: A maximum of 12 games per season and the 8th grade Conference Tournament in the AASD. See below for Tournament Guidelines. A mercy rule will be imposed if the point differential is 20 or greater at the end of the fourth period. In this case a running clock will be used.
5. OFFICIALS/SUPERVISION: Two WIAA officials, one supervisor, one scorer, and one timer.
6. SUPPORT: High school coaches will assist, as needed, in the middle school basketball program and act as liaisons between the respective programs and the middle school athletic directors.
7. OTHER: Games begin at 4:00 pm unless it is a non-conference game or a weekend game, then refer to the specific schedule.
8. PRACTICE: Wednesday practice cannot go beyond 5:30 pm.
9. TOURNAMENT We will soft seed the tournament to avoid the most skilled teams from facing off early in the brackets. All regular season rules and procedures will be used during tournament play.

WRESTLING

1. NUMBER OF TEAMS: It is a no-cut sport. One team per school.
2. TEAM MEMBERSHIP: Membership is unlimited.
3. PARTICIPATION: Open to 7th and 8th graders. All eligible players will compete in each meet when weight class opponents are available.
4. MEETS: Eight meets per season (including up to two invitational meets of which only one is outside the city).
5. OFFICIALS/ SUPERVISION: One WIAA official and one supervisor per meet.
6. SUPPORT: High school coaches will assist, as needed, in the middle school wrestling program and act as liaisons between the respective programs and the middle school athletic directors.
7. OTHER: Meets begin at 4:15 pm.
8. PRACTICE: Wednesday practice cannot go beyond 5:30 pm.

SPRING SPORTS

TRACK AND FIELD

1. NUMBER OF TEAMS: One girls'/ boys' team per school.
2. TEAM MEMBERSHIP: Membership is unlimited.
3. PARTICIPATION: Open to 7th and 8th graders. All eligible student athletes will compete in each meet.
4. MEETS: Five meets per season (including city meet).
5. OFFICIALS/ SUPERVISORS: One WIAA starter, clerk of course, and all needed workers.
6. SUPPORT: High school coaches will assist, as needed, in this middle school track program and act as liaisons between the respective programs and the middle school athletic directors.
7. OTHER: Meets begin at 4:15 pm.
8. PRACTICE: Wednesday practice cannot go beyond 5:30 pm.
9. REGULATIONS See GORSHE LOCKER ROOM WEBSITE
CITY TRACK MEET.

GIRLS' VOLLEYBALL - GRADE 7

1. NUMBER OF TEAMS: There are two 7th grade teams per school except for Madison Middle School, which has three.
2. TEAM MEMBERSHIP: Teams will consist of 18 players. If try-out numbers for both teams (combined) are less than 36 (or 54), teams of less than 18 players will be formed.
3. PARTICIPATION: Open to all 7th grade girls. Every eligible player will receive playing time in every match. Coaches will ensure that each athlete will participate in at least 2 games and no more than 3 consecutive games. Exceptions will be made for teams of 13 or less. Coaches will balance both groups evenly.
4. GAMES: A match will consist of five games. Rally scoring up to 21 for all five games will be used. A margin of 2 points is needed for each match (win by 2). A maximum of nine matches are scheduled per season. Let serve will be used at both 7th and 8th grade level.
5. OFFICIALS/ SUPERVISORS: One WIAA official, one supervisor, one scorer, and one timer.
6. SUPPORT: High school coaches will assist, as needed, in the middle school volleyball program and act as liaisons between the respective programs and the middle school athletic directors.
7. OTHER: Seventh grade volleyball will be played in the spring.
8. PRACTICE Wednesday practice will not go beyond 5:30 PM

TOURNAMENT COOPERATION COMPONENT

The tournament cooperation component will provide opportunities for those who choose additional exposure to athletic competition. Simply stated, the tournament cooperation component is the willingness of our district to grant/rent facilities, when possible, to outside athletic teams for the purpose of tournament play.

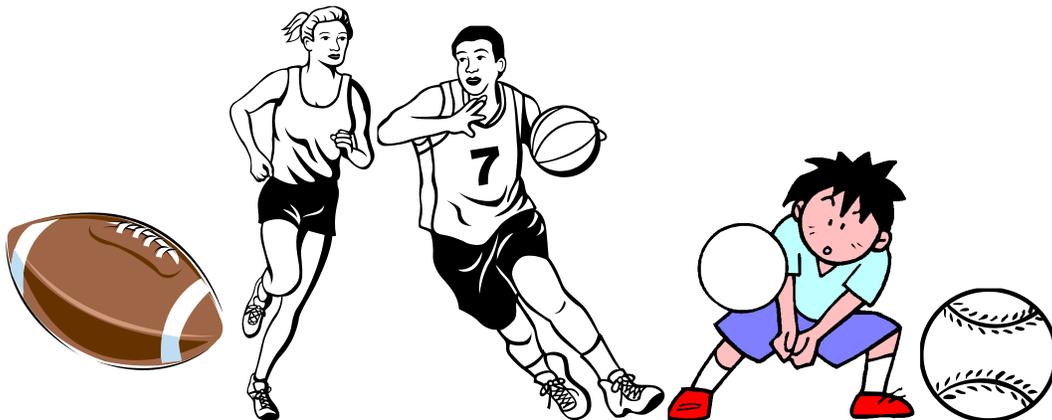
REMINDERS:

Student athletes and parents are required to sign the **AASD Code of Conduct** prior to participating in any middle school interscholastic programs.

Physical Forms must be completed and on file before a student athlete can practice and/or compete in an AASD middle school interscholastic athletic program.

A participation fee of \$40 is required to participate in an interscholastic athletic program. A student will be charged a maximum of \$120 (3 or more sports) during any one school year for sports participation.

Questions concerning the AASD middle school athletic programs should be directed to the middle school's athletic director (Associate Principal's).



Einstein Technology Use Policies

(Spring 2005)

Computer use

Computers are to be used for classroom assignments only.

Mild infractions:

If a student is found on a non-educational site, he/she will be given a warning. If he/she persists in going to non-educational sites, he/she will lose computer privileges for a period of time.

If a student is printing personal notes, birthday party invitations, etc, he/she will lose computer privileges for one week and will pay \$.10/page for black and white and \$.25/page for color.

If a student is found changing screen savers, controls, etc, he/she will lose computer privileges for a period of time. This infraction could be viewed as serious depending upon the type of changes attempted.

Moderate infractions:

If a student is found on non-educational sites repeatedly, he/she will lose computer privileges for a minimum of one week.

If a student is found printing non-educational information in large quantities or inordinate quantities of class related information, he/she will lose computer privileges for a period of time and will pay \$.10/page for black and white and \$.25/page for color.

Serious infractions:

If a student is found saving inappropriate material including games, music, etc, he/she will lose computer privileges for a minimum of one month or the rest of the semester or up to the rest of the year.

If a student is found on a completely inappropriate site, i.e. pornography, he/she will lose computer privileges for the rest of the semester or up to the rest of the year and legal actions may be taken.

If a student is found printing inappropriate materials from inappropriate sites, he/she will lose computer privileges for one semester or up to the rest of the year and will pay \$.10/page for black and white and \$.25/page for color and legal actions may be taken.

Over printing:

When printing from the computer printers, students should make only one copy. If multiple copies are needed to fulfill a requirement of a class, prior approval must be given by the teacher and communicated to the LMC specialist. If multiple copies are needed for personal use, students must make copies on the copier at \$.10 per copy. Overprinting charges are - black and white \$.10 per page, color \$.25 per page.

Color printing

In order to print in color, the student must have prior approval from the teacher who has made the assignment stating that printing in color is a requirement. Teachers should keep in mind that printing in color is more expensive and limit the number of pages to be printed.

Teacher personal photo copies

Teachers may pay \$.10 per copy to make personal copies on the copier in the LMC.

PHOTOGRAPHING AND VIDEOTAPING IN THE SCHOOLS

State and federal laws safeguard students and their families against the release of student information used by schools. Films, videotapes, photographs and web based images of students in the schools are subject to the provisions of these laws. The Appleton Area School District shall observe measures intended to protect students from their involvement in films, videotapes, photographs or web pages to which they or their parents may reasonably object. The Appleton Area School District is also very proud of the accomplishments of our students and likes to tell the community about them. Therefore schools publish websites that showcase student work and videotaped productions are done for airing on Public Access Television as well as other promotional and educational opportunities for the District.

The following procedures shall be implemented when students are being filmed, videotaped, and photographed for the newspaper or the web in the schools:

1. Representatives of the press/media shall obtain permission from the Superintendent or his/her designee prior to interacting with staff or students on school property.
2. Parental consent shall not be required when a film or videotape will not leave the School District and it is only viewed by District staff.
3. Consent will not normally be required when stock footage of large groups of students e.g. classroom groups, hallway shots, sporting events, etc., is being taped.
4. Advanced consent shall be obtained from parents or guardians of children when:
 - a. The film or tape will be taken from the Appleton Area School District either physically or by transmission.
 - b. The film or tape will be viewed by persons who are not District staff, a student teacher or a student teacher supervisor.
5. When parental consent is required and some parents or guardians object to filming their children, the person making the film or tape will specifically avoid filming of the student(s) whose parents object or edit the film to delete those children from it.
6. Individual students will be allowed to exclude themselves from classroom shot(s) if they wish to do so.
7. Parents/guardians will have opportunity to exclude the photographing and/or videotaping of their children footage will leave the District.

AASD Board Policy
Adoption Date: May 22, 2006

