

# **OMRO MIDDLE SCHOOL**

## **Student Handbook**



***Welcome to OMS - Home of the Fighting Foxes!***

**Superintendent**  
Dr. Kelly Rieckmann

**Principal**  
Paul Williams

**Assistant Principal**  
Kari Strebig

**District Vision Statement**  
***Progressively leading, engaged in learning, and committed to district-wide growth***

**District Motto**  
***Progressive, Engaged, Committed***

## Our Mission Statement

*We serve the intellectual, emotional, physical and behavioral development of teens.*

### Middle School Philosophy

We provide a child-centered environment that is focused on both academic and affective student needs. Middle school students have very unique needs and characteristics that are critical to the developmental stage called early adolescence. During this period of physical, emotional, intellectual and social growth, school curriculum must reflect individuals needs to develop a positive personal identity and a healthy value system. We seek a school that will truly bridge the transition from elementary school to high school.

### “Be Ready - Be Responsible - Be Respectful”

All OMS students are expected to follow the principles of **readiness**, **responsibility**, and **respect** in order to keep the school a positive, safe, and engaging learning environment. Each student can demonstrate **readiness**, **responsibility**, and **respect** by:

- Respecting peers, teachers, staff, and others AND their property
- Respecting school property
- Taking responsibility for your OWN actions
- Allowing teachers the right to teach AND students the right to learn
- Using common courtesies to students and staff like **please, thank you, you're welcome, hello, excuse me**, etc.
- Taking pride in yourself, your work, your school and your community
- Coming to school and class on time, with proper materials and ready to do the best work you can
- Eating and drinking at appropriate and approved times or places
- Asking the teacher for permission to leave the classroom for bathroom/locker/drink visits
- Following all directions and expectations of teachers and staff
- Following all classroom and school rules and behavior expectations
- Moving throughout the building in an orderly manner (walking, keeping hands to yourself, using a quiet voice, etc.)
- Using hall passes appropriately
- Settling conflicts in an appropriate way

### Important Rules & Expectations for All OMS Students

To promote a safe and productive environment for all, students are required to follow these important rules and expectations while at school:

#### General

- School doors open no earlier than 7:00 AM for students to arrive. Students are to leave after the school day ends unless involved in a sport, club or extracurricular activity.
- Phones are **NOT** to be used during the school day, including during lunch/recess. Exceptions will be made only if:
  - Student obtains permission from their classroom teacher, office staff, or a principal to use his/her phone.
  - Student uses his/her phone in the Main Office only.
- Be in assigned seat when class begins. A late pass is required if you are late to class.
- Students must stay on school grounds and/or in designated areas during school hours.
- Report all accidents/injuries to your teacher right away.

- Birthdays can be recognized and celebrated in your GAP - birthday parties are not conducted during lunch time.
- Water bottles are acceptable and encouraged - they MUST be re-sealable and clear and contain only water.
- Keep valuables and money at home. The school cannot be responsible for lost or stolen items.
- NO cheating or plagiarizing.
- Gum and other nuisance items are not allowed during school hours.

### Behavior

- No hand-holding, walking arm-in-arm, hugging and/or kissing, or other displays of affection.
- NO running, pushing, shoving, or roughhousing in the hallways.
- Swearing and use of vulgar language are inappropriate at all times.
- Harassment of ANY kind (physical, sexual, verbal, racial, cyber, etc.) will not be tolerated.
  - Name-calling, teasing, insults, note-writing, intimidation, stalking/following, unwanted attention or contact, blocking a person's path, etc. are all considered harassment and disciplinary action will be taken.

### Lunch

- One student per seat/chair.
- Keep your area clean and throw away all garbage.
- No throwing/tossing food.
- Eat at your table and return/dispose of tray when finished eating.

### Recess

- Outside
  - Walk and stay inside crosswalks when moving through the parking lot.
  - Do not touch/keep away from parked cars.
  - Stay in designated areas (do not go on the track/football field).
  - You MUST wear a bike helmet if riding a bike during recess.
  - Return all playground equipment after using.
- Inside
  - No food or drink in computer lab.
  - Return all recess equipment before leaving the gym.

## Study Hall

Study hall is an excellent opportunity to work on daily homework, receive assistance from teachers or tutors, as well as work on any upcoming projects. In order for study hall to be beneficial to all, each student is expected to follow these rules of behavior:

- Come prepared with school work or projects to complete or a book to read.
- Study hall (whether in the classroom or library) is a quiet place to work.
  - Enter, sit in your assigned seat, and begin work or reading.
  - Save social time/talking with others for passing time and lunch/recess.
  - Continue to work/read until the bell rings.
- Phones and other personal electronic devices are not allowed.
- Sit in your assigned seat.
- Behave respectfully to the teacher, supervisor, and classmates.
- Passes to other classrooms, the office, to/from the library may be permitted by the study hall teacher but you need to report to study hall **first**.

## Clothing Policy

Clothing or other appearances that cause disruption, distraction to learning atmosphere, or is a concern for safety is NOT allowed. Clothing must be clean and not cause a health or safety problem. Students may be restricted to the Main Office until their attire complies with the clothing policy. Students not complying will be offered the following options:

- ❑ Correct the situation with appropriate clothing
- ❑ Contact parents/guardians to obtain appropriate clothing or to go home to change into appropriate clothing

### The following items are NOT acceptable:

- ❑ Any clothing that reveals midriff, hips, or undergarments (even when arms are raised over head)
- ❑ **The bottom of shorts, skirts and/or dresses MUST be no less than a palm width in length above the knee when hand (palm) is placed horizontally right above the knee**
- ❑ Low cut tops that reveal cleavage
- ❑ Spaghetti-strapped shirts, tops or dresses
- ❑ Any clothing that promotes alcohol, tobacco, weapons of any kind, offensive language or gang-related symbols
- ❑ Any hats, hoods worn on head from sweatshirts, bandanas, sport caps, scarves (head-coverings), sunglasses or chains not considered jewelry (e.g. wallet chains)
- ❑ Jackets or coats worn indoors
- ❑ Shirts that are torn or cut up, including shirt sleeves cut off/sides cut out
- ❑ Backpacks, book bags, purses, etc. - students are not permitted to carry them to and from classes without administrative permission



## Bell Schedules

The school day begins at 7:45am. Students are expected to be in the classroom when the bell rings. The end of day dismissal is at 3:15pm for all days EXCEPT for Wednesdays (2:00 dismissal) and 12:15 dismissal days. Students are not allowed in the building before 7:00 am. Students may wait in the commons until 7:30am when the morning bell rings. They are NOT allowed upstairs before 7:30am unless they have staff permission.

### Regular

HR 1	7:45-8:31
HR 2	8:35-9:21
HR 3	9:25-9:55**
HR 4	9:59-10:45
HR 5	10:49-11:35
HR 6	11:35-12:05 LUNCH (GR 6/7) 12:09-12:55 HR 6 (6/7)
	11:38-12:24 HR 6 (GR 8) 12:24-12:55 LUNCH (8)
HR 7	12:58-1:42
HR 8	1:45-2:29
HR 9	2:32-3:15

### Wednesdays

HR 1	7:45-8:23
HR 2	8:27-9:04
HR 3	NO CLASS
HR 4	9:08-9:46**
HR 5	9:50-10:28
HR 7	10:32-11:10
HR 6	11:14-11:48 LUNCH (6/7) 11:52-12:31 HR 6 (6/7)
	11:14-11:57 HR 6 (8) 12:01-12:31 LUNCH (8)
HR 8	12:35-1:14
HR 9	1:18-2:00

### 12:15 Dismissal

HR 1	7:45-8:11
HR 2	8:15-8:41
HR 3	NO CLASS
HR 4	8:45-9:11**
HR 5	9:15-9:41
HR 6	9:45-10:11
HR 7	10:15-10:41
HR 8	10:45-11:11
HR 9	11:15-11:45 LUNCH (6/7) 11:49-12:15 HR 9 (6/7)
	11:15-11:41 HR 9 (8) 11:45-12:15 LUNCH (8)

**\*\*Announcements & Snack Break during this designated hour**

## GAP (Group Advisory Program)

You are assigned a teacher advisor at the start of the school year. This advisor assists you in class work, social and other concerns that arise. Time is set aside for you to engage in a number of

events designed to make school a more enjoyable place to learn, meet friends and provide services to the community.

### **Positive Recognition**

It is important for a student's growth that their positive behaviors are recognized and rewarded. You may receive special reward days based on positive behaviors throughout the year. Teachers of your grade level could choose you as "Student of the Week" based on your behavior and academic performance. Your parents might receive P.O.P.S. (Power of Positive Students) postcard letting them know just how great you are doing! You might even receive a Fox Paw, which will be included in drawings for prizes.

### **Field Trips**

Each grade level has the opportunity to experience a variety of field trips that are either academic or reward-based. Field trips are a privilege, NOT a right. Various trips will be taken through your middle school career; however, you must hold up "your end of the deal." Make sure you are completing your homework on time and displaying appropriate and respectful behaviors; otherwise, you may not be allowed to attend field trips.

### **Extracurricular Activities**

There is an abundance of opportunities available for middle school students to become involved in either sports, clubs or activities. This is the time to try something new and explore!

**Sports/Extracurricular Activities** - These activities must adhere to the Co-Curricular Handbook, require a WIAA sports physical (unless noted otherwise) and payment of extracurricular fee:

- Basketball (Boys and Girls) - Grades 7-8
- Football - Grades 7-8
- Cross Country - Grades 6-8
- Volleyball - Grades 7-8
- Wrestling - Grades 6-8
- Dance Team - Grades 7-8
- Forensics - Grades 6-8 (**NO physical required**)
- Track (Boys and Girls) - Grades 7-8

**Clubs/Other Activities:**

- FFA Quiz Bowl - Grade 8
- Academic Quiz Bowl - Grade 8
- Yearbook Club - Grades 7-8
- Builders Club - Grades 6-8
- Homework Club - Grades 6-8
- Bike Shoppe - Grades 6-8
- Garden Club - Grades 6-8
- Computer Club - Grades 6-8
- Battle of the Books - Grades 6-8
- Art Club - Grades 6-8
- WEB Leader - Grade 8

### **Extracurricular Conduct Rules**

Conduct rules are established for the best interests of the students and the team. A student is covered by this Conduct Policy from the time he/she begins his/her involvement with the

extracurricular program until the conclusion of the activity. Participation in extracurricular activities is a privilege.

The following are violations of the conduct rules:

1. Any in-school behavioral issues that result in continual detentions and/or a suspension, examples include, but are not limited to: disrespect, improper cell phone/technology use, plagiarism, and fighting.
2. Illegal substance use that occurs either on or off school grounds including the possession and/or use of tobacco products or any drugs (including alcohol, vapor products, and prescription drugs) not specifically prescribed to the student by a physician and/or personal prescription drugs being illegally supplied to others by the person with the prescription.
3. Attending parties that includes activities considered illegal by the law.
4. Being involved in criminal activities including, but not limited to, theft, burglary, assault, vandalism. This includes both on and off of school grounds.
5. Inappropriate or unlawful use of the Internet: This includes instant messages, social media, online profiles, photos, videos, and blogs.

Failure to abide by the established rules will result in withdrawal (suspension) of the privilege to participate. Parents or guardians will be informed of the student's code violation and suspension either by the athletic director, assistant principal, or the principal. The withdrawal (suspension) of the privilege to participate means that a student athlete would receive the consequence of, but limited to, one or more of the following:

1. Student athlete can attend practice, but is suspended from the next athletic competition
2. Student athlete is suspended from both practice and athletic competitions for one week.
3. Student athlete is suspended from practice and athletic competition for the remainder of the season.

### **Extracurricular Appeals**

- ❑ A student athlete and/or his/her parent/guardian may submit an appeal to the principal. This appeal must be made in writing and submitted to the principal within (5) school days of the student and parent being informed of the disciplinary action. If an appeal is undertaken, a meeting needs to be scheduled between the student, parents, and the principal, no later than (5) school days after the date of the appeal. At the meeting, the student, or parent/guardian of the student may appear and present evidence on his/her behalf, including testimony. A written report containing factual determination and disciplinary adjustments, if any, shall be given or mailed to the student and his/her parents/guardian. The appeals process should take no longer than 7 business days to complete. A copy of the report shall be kept in the student's record files.
- ❑ A second appeal may be made to the Superintendent which will investigate and make his/her ruling.

### **School Discipline and Consequences**

The more severe behaviors will be subject to administrative action and possible police referral. These may include but are not limited to the following:

- ❑ being under the influence, use or possession of alcohol/controlled substances/counterfeit substances/tobacco
- ❑ distribution or transfer of alcohol/controlled substances/counterfeit substances/tobacco
- ❑ participating in gang-related activities (insignias, clothing, gestures, etc)

- arson
- battery
- disorderly conduct/fighting
- setting off a false alarm
- possession or use of fireworks, explosive devices, and/or dangerous weapons
- bullying, harassment (physical, sexual, verbal, or cyber), intimidation
- misuse of social media, text messages or other electronic communication formats
- theft
- vandalism
- threats of physical violence
- disrespect/insubordination

## **Suspensions/Expulsions**

**In-School Suspension:** If you receive an in-school suspension you will spend a designated period of time in the office's suspension room. You will be required to make up all assignments you miss while serving in-school suspension. You must obey the following rules:

- You will be confined to a room for a designated period of time
- You will complete all work that is brought to you
- You will lose all school privileges, including the use of the cafeteria - you will eat in the office
- You will be allowed bathroom use with permission from the office

**Out-of-School Suspension:** You may be excluded from attending school for a designated period of time. However, you are still responsible for making up all missed assignments or tests. If you are suspended from school, you are also suspended from after-school and evening activities for that time period.

**Suspension/Expulsion:** Suspension and expulsion procedures will be initiated when other approaches have failed to bring about an acceptable change in your behavior, or in extreme instances when school authorities believe that there is a danger of a threat of danger to the health, property or safety of students or school employees. Suspensions and expulsions are serious matters.

## **State Laws/School Board Policies**

All state laws and local ordinances apply to the school setting. Board policies also outline acceptable school behavior and consequences for violation. Parent conferences, suspensions, referrals to law enforcement agencies and hearings with the Board will result.

## **Attendance/Absences**

Notifying school of absence:

- All absences, whether by phone call or written notes, are to be reported to the Main Office by calling (920) 303-2300 extension 109.
- If you are unable to attend school, your parent should call BEFORE 8:30 AM. A note explaining your absence will be required if no phone contact is made.
- If you are absent due to an appointment (doctor/dentist/orthodontist/etc) please obtain an excused note from that office. You are still required to notify the office of the absence. All doctor notes are to be turned into the office.
- If you plan to leave school early during the school day, you must have a written note from parent or phone call from parent.
- All students that arrive late or leave early **MUST** sign in/out of the office.

#### Prearranged absence:

- If you are aware of an upcoming absence, you should get a "Prearranged Absence" form from the office **PRIOR** to date of absence.
- Forms are to be filled out by student and signed by parent and then taken to teachers notifying them of absence.
- Completed forms are then returned to office to excuse them for anticipated absence date(s).

#### Tardiness:

- If you are tardy to school you **MUST** report to the office to obtain a tardy slip.
- Each student is allowed 5 tardies to school per quarter. Repeat offenders will be issued a detention, of 15 minutes, to be served during lunch/recess.
- Tardiness to the classroom, other than 1st hour, is managed and accounted for by the individual teacher. Detentions may be issued for excessive tardies.

#### Truancy:

- Truancy is being absent without permission.
- If you are truant, you will make up the same amount of time that was missed during detention or in-school suspension. School work must be made up during this period.
- Truancy is a serious offense and by State Law is defined as the number of days missed from school.
- After 10 days of absence, the principal will require a doctor's excuse. If the absences continue without a doctor's excuse you will be considered truant and referred to the Police for legal action.

### **Bus Conduct Reports**

Bus conduct reports will result in the following disciplinary actions: 1st offense - warning; 2nd offense - assigned seat for an extended period of time; 3rd offense - loss of riding privileges for 1 week; 4th offense - loss of riding for 1 week and possible removal from bus transportation for the remainder of the school year.

### **Getting To and From School**

Students arrive and leave school a variety of ways and it is important to use the following rules to maintain safety for everyone:

- Drop-off and Pick-up by vehicles: before and after school hours all students **MUST** be dropped off/ picked up on Fox Trail - NOT in the parking lot. The only exception is during school hours for appointments, etc.
- Bikes: you must obey traffic rules and exercise safe riding practices. Use the bike lanes provided and park bikes in the bike rack and should be locked. Skateboards and roller blades should be left at home. NO motorized vehicles allowed.
- Bus rules:
  - Be at your stop on time; wait off of the road
  - Enter the bus one at a time and take your assigned seat
  - Keep your hands, head and other body parts inside the bus at all times
  - Silence is demanded at railroad crossings
  - Keep books and other stuff out of the aisles
  - Respect bus property - you will be responsible to pay for any damage
  - Respect your bus driver and other students
  - Remain in your seat until the driver tells you to leave
  - Depart the bus one at a time



- Look both ways when crossing the road, and cross at least 10 feet in front of a bus and wait for a hand signal
- Stay clear of the back and side of the bus at all times
- If you miss your bus at end of the day, report to the office for assistance
- If you are going to get off at a different stop, you MUST get a bus pass from the office.** You **MUST** have a note signed by your parent/guardian **AND** by the adult where you will be dropped off. These notes **MUST** be to the office **in the morning** of the date the pass is requested for.

### **Personal Technology Devices**

Personal technology devices (phones, music players, readers, etc.) are to be stored and secured in your school locker at all times, unless specific permission is given as detailed below. Students may lose the privilege of using the technology in a classroom for a period of time if deemed as being misused, such as entertainment or distracting others.

Students who want to bring these types of items into the classroom need to do the following:

- Parent/student signature on a Personal Technology Contract (from Main Office)
- Verbal permission from the classroom teacher
- Understand that you are responsible for any loss or damage to the item(s)
- Agree to not use them as entertainment or to distract others in class
- Use a protective and carrying case for the device - **NOT A BACKPACK**

IMPORTANT NOTE - Many cellular phones and electronic devices are available with cameras that can generate a photographic or video image. To protect the privacy of students, staff, and the public, the use of these devices is prohibited in all school locker rooms and restrooms. Additionally, use of these devices in school or on school grounds to photograph or video any student, staff member, or citizen without their expressed permission or to harass, insult, intimidate, tease, or bully any student, staff member, or citizen is strictly prohibited.

### **Fire and Severe Weather Drills**

In the event of fire and severe weather drills, you will be advised and instructed by your classroom teacher as to which safety procedures to follow or which exit to use. You are expected to observe the following procedures in emergency situations:

- NO talking
- Walk - don't run to the designated areas
- Obey your teacher's instructions
- LEAVE ALL MATERIALS IN THE CLASSROOM - DO NOT STOP AT LOCKER
- Teachers will see that all students, under their supervision, are accounted for
- Wait for teacher/supervisor to notify "all clear" to return to school/classroom

### **Student Assurance Services Information**

The school district does not provide any type of health or accident insurance for injuries incurred by your child at school. Student Assurance Services offers insurance coverage. A brochure can be picked up at the building level offices. Reason's to purchase this coverage: 1) Deductibles and co-pays in your health plan. Many health plans have increased the amount of out-of-pocket expenses or 2) No insurance. Any questions regarding the coverage may be directed to Student Assurance Services, Inc. at (651)439-7098, or toll free 1-800-328-2739. This program is underwritten by Security Life Insurance Co of America located in Minnetonka, MN and administered by Student Assurance Services, Inc., of Stillwater, MN.

## **Immunization Requirements**

State Law (Section 140.5 (16)) requires all children entering Wisconsin schools to be immunized. These requirements can be waived only for health, religious, or personal conviction reasons. If your child has been immunized outside of Wisconsin, an immunization form must be on file at school before entrance. If you wish to sign a waiver, please contact the school nurse. Students entering the 6th grade need to receive the Tetanus, Diphtheria, and Pertussis immunization prior to September 1st.

## **Children's Illnesses & Health Service**

There will be days when parents will ask, "When should I keep my child home?" Here are some practical and reasonable guidelines. Please contact the school nurse or your Primary Care Physician with any questions or concerns.

- A child with a fever of 100°F or higher needs to stay home until they are fever free for 24 hours without the use of fever reducing medication.
- If a child feels too ill to participate in classroom activities, regardless of fever, they should be at home.
- Students with vomiting and/or diarrhea must stay home for 24 hours after the symptoms have resolved.
- Students with infections such as pink eye and strep throat must be on antibiotics for 24 hours prior to returning to school.
- Head Lice: If your child has head lice he/she must be treated and all nits (eggs) must be removed before returning to school. Please inform the school nurse that your child has had head lice so the rest of your child's class can be checked.

**Medical History:** If your child has had a medical condition of which school personnel should be aware, please indicate this on your child's enrollment sheet or contact the school nurse.

## **Medication**

Forms are available at each school office and on the school's website. Medication to be given at school requires the following:

- A Medication Release Form **MUST** be filled out and on file at your child's school.
- Over-the-counter medications require a medication form to be completed and signed by the parent/guardian. Prescription medication requires the signature of the parent/guardian and the prescribing physician. School personnel will NOT administer medication without a completed medical release form.
- Medication **MUST** be in its original container. Please ensure that your child's name is on it.
- Please bring only as much medication to school as your child will need to take while he/she is in school. For example, if your child will be taking antibiotics for five days, bring in five doses of medication. Your pharmacist will label a bottle for use at school for no additional charge. This will eliminate your child transporting medication to and from school. Parents are responsible for transporting medication to and from school.

# Student Handbook Signature Page

This form includes three components: student handbook materials, internet use at school and permission to view movies. This page is **required** of ALL students and parents to be signed and returned to registration/office. The link to find Student Handbook can be found on school web page ([www.omro.k12.wi.us](http://www.omro.k12.wi.us))/Middle School Page/Parent Resources/Student Handbook. The school can revoke computer privileges at school until the form is returned. Please check either YES or NO regarding permission to watch movies during school hours.

## Student Acknowledgment and Signature

I acknowledge that I have read and discussed the student handbook and will adhere to the guidelines outlined. I also agree to use the internet responsibly and appropriately. I understand that using the internet is a privilege and not a right and my computer privileges may be modified or revoked if I am abusing that privilege.

Student Name (PRINTED) \_\_\_\_\_

Student Signature \_\_\_\_\_

Grade \_\_\_\_\_ Date \_\_\_\_\_

## Parent Acknowledgment and Signature

I acknowledge that I have read and discussed the student handbook with my child. I understand the guidelines that are expected of my son/daughter while at school.

YES  NO I give permission for my child to watch G or PG movies.

Parent Name (PRINTED) \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_