



***Student Learning...Whatever It Takes!***

**HORACE MANN MIDDLE SCHOOL  
STUDENT HANDBOOK  
2021 - 2022 School Year**

**Administrators:**

Dr. Rob Phelps,  
Principal

Mrs. Tami Cummings,  
Associate Principal

Mrs. Hope Cameron,  
Dean of Students

(715) 261-0725  
3101 N. 13th Street  
Wausau, Wisconsin 54403

## Horace Mann Middle School 2021-2022 School Calendar

September 1	First Day of School
<b>September 6</b>	<b>Labor Day – No Classes</b>
September 13-17	Team 6-1 to School Forest
September 20-24	Team 6-2 to School Forest
September 27	Mann Connections Night, 5:30-7:00 PM
October 5	Picture Day
October 15	6 <sup>th</sup> Grade Fun Night, 6-8 PM
October 21	Parent Teacher Conferences, 3:30-7:30 PM
October 27	1 <sup>st</sup> Quarter Ends
<b>October 27</b>	<b>No Classes in Afternoon – Parent Teacher Conferences, 12:30-7:30 PM</b>
<b>October 28-29</b>	<b>Professional Learning – No Classes</b>
November 19	7 <sup>th</sup> & 8 <sup>th</sup> Grade Fall Dance, 7-9 PM
<b>November 24</b>	<b>Non-Contract Day – No Classes</b>
<b>November 25-26</b>	<b>Thanksgiving Break – No Classes</b>
December 2	7 <sup>th</sup> & 8 <sup>th</sup> Grade Band Concert, 7 PM
December 7	6 <sup>th</sup> , 7 <sup>th</sup> , & 8 <sup>th</sup> Grade Choir Concert, 7 PM
December 9	7 <sup>th</sup> & 8 <sup>th</sup> Grade Orchestra Concert, 7 PM
December 21 & 22	8 <sup>th</sup> Grade to School Forest
<b>December 23–31</b>	<b>Winter Break – No Classes</b>
January 14	2nd Quarter Ends
<b>January 17</b>	<b>Professional Learning – No Classes</b>
January 25	School Play, 6:00 PM
January 28	UWSP Jazz Festival – Jazz Band – All Day
February 11	7 <sup>th</sup> & 8 <sup>th</sup> Grade Valentines Dance, 7-9 PM
<b>February 18</b>	<b>Professional Learning – No Classes</b>
February 22	6 <sup>th</sup> Grade Orchestra Concert, 7 PM
February 24	6 <sup>th</sup> Grade Band Concert, 7 PM
March 3	2nd Semester Parent/Teacher Conferences, 3:30-7:30 PM
March 7	Mann Connections Night, 5:30-7:00 PM
March 11	7 <sup>th</sup> Grade Band Clinic, 9 AM @ East
March 14 & 15	Variety Show, 7 PM
March 15	Variety Show Performance for students, 8:30 AM
March 18	3rd Quarter Ends
<b>March 21–25</b>	<b>Spring Break – No Classes</b>
April 8	6 <sup>th</sup> Grade Fun Night, 6-8 PM
<b>April 15</b>	<b>No Classes</b>
April 25	Mann Connections Night, 5:30-7:00
May 2	Eastside Band Concert (Grades 7-12), 7 PM @ East
May 9	7 <sup>th</sup> & 8 <sup>th</sup> Grade Choir Concert, 7 PM
May 10	6 <sup>th</sup> Grade Band & Jazz Band Concert, 7 PM
May 12 & 13	Jazz Band & Chamber Orchestra Tour, 8 AM-2 PM
May 17	6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> Grade Orchestra Concert, 7 PM
May 20	8 <sup>th</sup> Grade Farewell Dance, 7-9 PM
May 26	Beyond the Notes Music Festival – 8 <sup>th</sup> Grade Band – 6:30 AM-5:00 PM
<b>May 27</b>	<b>Professional Learning - No Classes</b>
May 28	7 <sup>th</sup> & 8 <sup>th</sup> Grade Band – Memorial Day Parade, 8 AM-12 PM
<b>May 30</b>	<b>Memorial Day – No Classes</b>
May 31	8 <sup>th</sup> Grade Awards Ceremony, 7 PM
May 31	7-2 to School Forest
June 1 & 2	7-1 to School Forest
<b>June 3</b>	<b>No PM Classes - Students' Last Day, 4th Quarter Ends Dismissal @ 12:35 PM</b>

# **TABLE OF CONTENTS**

## **BE SAFE**

- STUDENT SAFETY CONCERNS
- CODE OF STUDENT CONDUCT
- HARASSMENT AND DISCRIMINATION
- ALCOHOL, DRUG, AND TOBACCO PRODUCTS

## **BE RESPONSIBLE**

- ATTENDANCE PROCEDURES
- CELL PHONES & ELECTRONIC DEVICE POLICY
- LOCKER POLICY
- ACADEMICS
- PHYSICAL EDUCATION
- IMC
- STUDENT DRESS AND APPEARANCE

## **BE RESPECTFUL**

- PUBLIC DISPLAYS OF AFFECTION
- SELLING/SOLICITATION
- TRANSPORTATION
- BUS RULES

# **BE SAFE**

## **STUDENT SAFETY CONCERNS**

Every student has the right to attend the Wausau School District (WSD) without fear of being threatened or harmed in any way, either verbally or physically. In order to make this goal a reality, the school administration at the Wausau School District will enforce the following consequences for rule violations:

A recommendation for expulsion from the Wausau School District will be made to the Wausau Board of Education for the following behaviors at school or at school-sponsored activities:

- Possession of a gun.
- Possession of a dangerous weapon with intent to threaten or cause bodily harm to others or to cause property damage.
- Intentional use of unprovoked force against a Wausau School District employee.

Students may be recommended to the Wausau Board of Education for expulsion from the Wausau School District for the following behaviors at school or at school-sponsored activities:

- The student has repeatedly refused or neglected to obey school or School Board policies.
- Starting a fire, or attempting to start a fire, on school premises.
- Disrupting the school environment through the use of violence or threats of violence.
- Acting in a way that threatens the life or health of another person where such conduct is considered criminal by federal, state, or local laws.
- Sexually assaulting another person.
- Setting off the school's fire alarm system or falsely reporting a fire when no fire exists.
- Making a bomb threat or placing a false alarm call.
- Possession of, under the influence of, selling, dispensing or delivering drugs or chemicals which Wisconsin Statutes define as illegal.

Suspension from school for up to five days may result for a student committing any of the following behaviors at school or at school-sponsored activities:

- Making threats against any Wausau School District employee.
- Verbal, physical or sexual harassment of another person.
- Failure to identify yourself to a school staff member.
- Vandalism to school property or equipment.
- Possessing or being under the influence of alcohol.
- Forcing someone to act against their will through the use of intimidation and/or threats.
- Sexually explicit/obscene conduct.
- Use of profane or obscene language/gestures toward any member of the Wausau School District.
- Theft of school property or equipment.
- Refusing to leave the school's premises when directed by a school official.
- Obtaining, or attempting to obtain, money or property from someone who's unwilling to give it to you.
- Use of physical force against another student.

## **UNSAFE ACTIONS / THREATS**

A student whose actions threaten the safety of another student may be suspended from school. Examples include: fooling around, horseplay, threatening remarks, repeating rumors that one student wants to beat up someone else, or encouraging others to fight. We expect our students to take actions to prevent their fellow students from being hurt.

## **JUVENILE CITATIONS**

The Wausau City Council, in accordance with the Wisconsin State Statutes, has revised its bond schedule. The majority of our students are old enough to receive citations/fines for breaking laws within the schools. Examples of incidents where citations may be issued include: theft, smoking, possession of cigarettes or tobacco, throwing snowballs, profane language,

fighting, and disorderly conduct. The revised statute also means a mandatory court appearance where the judge sets the fine amount. We want students and parents/guardians to be aware that this is another option in disciplining students who choose to disrupt the school atmosphere.

### **SCHOOL RESOURCE OFFICER**

The Wausau Police Department, in cooperation with the Wausau School District, has a police officer that works full-time at Horace Mann Middle School. The school resource officer can be contacted through the Student Services Office at Horace Mann. The officer handles police referrals at Horace Mann and also serves as a resource person in the classroom. Students wishing to see the officer may go to the Student Services Office. Horace Mann's resource officer is Koua Thao. For further information, see Board Policy 5132.

### **Hard Lockdown Procedures: ALICE**

Safety and security of everyone who enters our building is a top priority at Horace Mann Middle School. The Horace Mann staff and the Wausau Police Department have been trained in how to respond in the event of an active intruder or shooter. The training for how to respond to an active intruder or shooter is called **ALICE**. ALICE is an acronym; its letters represent ALERT, LOCKDOWN, INFORM, COUNTER, and EVACUATE. ALICE serves to optimize response time and safety.

"A" in ALICE stands for **ALERT**. A staff person will ALERT everyone in the building that we are initiating hard lockdown procedures.

"L" in ALICE stands for **LOCKDOWN**. After the alert, staff will initiate LOCKDOWN procedures.

"I" stands for **INFORM**. After the initial alert, office staff and administration will INFORM everyone of the purpose of the lockdown and to clarify the nature of the threat. Staff and students can use this information to make decisions about what steps to best ensure their safety.

"C" stands for **COUNTER**. COUNTER measures are used to create physical and mental distractions for the active intruder or shooter.

"E" stands for **EVACUATE**. For some situations, the choice to EVACUATE the building might be the safest decision. One of the most important safety measures we can take is making sure that we take any threats of violence we hear or see seriously. Report anything suspicious to teachers, counselors, administrators, parents or our School Resource Officer. Let the staff and administration determine if what you heard or saw is a real threat.

### **SKATEBOARDS, ROLLERBLADES OR ANY WHEELED ITEM**

Since skateboards, rollerblades, or any wheeled item on school grounds present an element of danger to walkers, drivers and riders, their use is not permitted on school grounds. Students violating this rule will have their skateboard, rollerblades, or wheeled item confiscated, and students will be subject to disciplinary action.

### **LASER POINTERS & OTHER HIGH INTENSITY LIGHTS**

No lasers, high intensity lights, or flashlights are permitted at school. Lasers will be confiscated and students may be subject to disciplinary action.

### **FIREWORKS**

Students are not to bring any firecrackers or fireworks of any sort to school. Students who choose to bring these items will be referred to the school resource officer and/or suspended from school.

## **CODE OF STUDENT CONDUCT**

The Wausau School District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment conducive to teaching and to the learning process. Equally important, the District owes its students the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who, for whatever reason, are unwilling, unready, or unable to avail themselves of the opportunity for an education. Those students may be recommended to the Director of Pupil Services for a pre-expulsion hearing.

Harassment can take many forms. It is unwanted behavior that interferes with your life. It limits and denies the rights of students to study, work and play in the school setting. Harassment makes people feel bad. Everyone has a right not to be harassed, and our staff feels strongly that all students should feel safe at school. If you are being harassed, tell the harasser to STOP and contact a staff member. Continue to be an Upstander.

### **SEXUAL HARASSMENT**

Sexual harassment is **unwanted** behavior of a sexual nature. There are school board policies, as well as state and federal laws, which prohibit sexual harassment. Some examples include inappropriate gestures or touch, sexual remarks, name-calling or spreading rumors, making sexual comments about one's body, or drawing or displaying offensive pictures.

### **VERBAL HARASSMENT**

Verbal harassment is **unwanted** verbal comments which make a person feel bad or unsafe. Examples include teasing to cause embarrassment, threatening to cause harm to the person, or teasing about a person's clothes or appearance.

### **RACIAL HARASSMENT**

Racial harassment is **unwanted** comments regarding a person's ethnic makeup. Examples include ethnic name-calling or making negative comments about a particular ethnic group.

### **PHYSICAL HARASSMENT**

Physical harassment is **unwanted** behavior of a physical nature. Examples include pushing, striking another student, or causing harm. Physical harassment, in some cases, is against the law and is defined as battery, assault or disorderly conduct.

### **INTIMIDATION**

Intimidation is **unwanted** threats to cause harm. Telling someone to watch his/her back or stating that someone else is going to beat him/her up are examples of intimidation. Another example is getting in someone's private space.

### **CYBER HARASSMENT**

Cyber harassment is using computers, cell phones or other electronic devices to harass or intimidate someone. Examples include: posting negative comments, spreading rumors online, posting embarrassing photos and/or sending them via email or cell phone, or sending threatening/abusive messages.

## **HARASSERS BEWARE!**

Any form of harassment is wrong. **It will not be tolerated at school.** Harassment is taken seriously, and all complaints are completely investigated. Students who choose to harass another student can expect consequences which may include:

- |                              |                                  |
|------------------------------|----------------------------------|
| - in-school suspension       | - police referral                |
| - parent/guardian contact    | - detentions                     |
| - parent/guardian conference | - out-of-school suspension       |
| - verbal warnings            | - harassment prevention contract |

Harassment complaints can be report at [Wausauschools.org](http://Wausauschools.org) bookmarks under student behavior complaint form.

## **Prohibition Against Harassment and Discrimination Board Policy 5517**

The Wausau School District prohibits bullying and hazing or the threat of such activities by a student or group of students against other students or personnel. The Board of Education considers these actions to be a violation of its obligation to provide a safe, secure, flexible, inviting, and well-maintained environments that nurture student well-being and enhance teaching and learning, and determines them to be disruptive to the academic atmosphere.

### **BULLYING**

Bullying is defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, non-verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but is not limited to, action such as verbal taunts, spreading rumors, name-calling and put-downs, extortion of money or possessions, and exclusion from peer groups within the school, threatening another person, manipulating friendships, posting or sending mean-spirited messages about someone using cell phones, electronic mail, internet-based communications, texting, websites, blogs, etc. (also known as cyberbullying), organizing others to threaten, tease, or exclude a targeted individual, or any of the others listed. Such conduct based on race, ethnicity, disability, gender, or sexual orientation may contribute to harassment and discrimination in the school environment.

Students who engage in any act of bullying at school, at a school function, or in connection to any activity sponsored by the District, or while enroute to or from school, are subject to disciplinary action in accordance with Board Policy 5705, up to and including suspension or expulsion. In addition, cyberbullying can result in discipline whether it occurs on or off school property, irrespective of whether it involves an electronic device at school, at home, or at a third-party location, if it results in a substantial disruption of the school learning environment.

Students and employees shall be informed annually of this prohibition via the parent/guardian/student handbook, employee handbook, or other such publications. This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate, which is protected by state or federal law.

### **HAZING**

Hazing is defined as any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights, or that creates physical or mental discomfort, or that results in property damage or theft, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in (collectively called "initiation activities"), or maintaining membership in any organization, club, or athletic team sponsored or supported by the District and whose membership is totally or predominately other students from the District. Hazing is prohibited and applies to any and all student-sponsored and adult-sponsored activities that have not been approved by the District. An example of an approved school-sponsored initiation activity is the ceremony for the induction of students into the National Honor Society.

Students engaging in any hazing or hazing-type behavior that is in any way connected to any activity sponsored or supported by the District will be subject to disciplinary actions in accordance with Board Policy 5705, up to and including suspension or expulsion. Students and employees shall be informed annually of this prohibition via the parent/guardian/student handbook, employee handbook, or other such publications.

The School Board shall comply with the Wisconsin statutes that require school boards to provide an instructional program designed to give students knowledge of effective means by which they may recognize, avoid, prevent, and halt physically or psychologically intrusive or abusive situations that may be harmful to them. Any student who feels that he or she is the victim of bullying or hazing should contact the building principal or his/her designee, or follow the complaint procedure provided in Board Policy 5405.

Students and others are prohibited from retaliating against those who report incidents of bullying or hazing or who assist in an investigation. Students and others who retaliate shall be subject to discipline consistent with District policies and procedures up to and including suspension or expulsion.

Employees who participate in, allow, or knowingly fail to enforce this policy will be subject to disciplinary action. Furthermore, as may be required by law, law enforcement officials shall be notified of bullying, cyberbullying, or hazing incidents.

## **Guidelines Relating to Alcohol and/or Other Controlled Substance Use Board Policy 5530**

The Wausau School District recognizes that alcohol and other controlled substance use and the problems associated with it are commonplace in our society. Students have the right to attend school in an environment that is free from use of alcohol, non-medical use of controlled substances, or use of any substance that alters perception or behavior. These substances interfere with the learning environment of students and the performance of students and employees.

The District regards alcohol and other controlled substance use, addiction, or chemical dependency as a behavioral/medical problem. To address the problem, cooperation and communication between the parent/guardian and school are necessary. Parents/guardians are urged to contact the school with concerns pertaining to alcohol and controlled substance use. The schools, in turn, will communicate with parents/guardians of students experiencing problems associated with alcohol and/or controlled substances.

The following actions are prohibited by students in or on District property, in any District-owned or contracted vehicle, or at any District or school-sponsored activities and events:

1. The use, possession, dispensing, distribution, manufacture, transfer, sale, or possession with intent to sell controlled substances, alcohol or drug paraphernalia (as defined by local, state and federal statutes); or any substance that alters perception or behavior; and
  2. Being under the influence of alcohol, controlled substances, or use of any substance that alters perception or behavior.
- Parents/guardians and students will be informed annually through the Parent/Student Handbook of the established standards of conduct and possible sanctions related to the use and abuse of alcohol and controlled substances per the Parent/Guardian/Student Handbook. This policy will also be distributed through school newsletters and/or school handbooks. Failure to abide by this policy may result in disciplinary action up to and including suspension or expulsion from school. Any disciplinary action shall be done in accordance with state law and established procedures. Violation of this policy may also result in referral to law enforcement officials for prosecution under specific local, state, or federal laws.

The District shall assist students, parents/guardians, and staff to be aware of procedures that exist to deal with the problems associated directly or indirectly with controlled substance and alcohol use and abuse. This policy will be reviewed in school parent/guardian groups, student support groups, AODA peer training, and homerooms. The District will participate in programs, including student support programs that focus on prevention of drug and alcohol use and abuse and provide intervention and support for those students affected by controlled substance or alcohol problems. These programs should be part of a network of community services and be provided through both school and community efforts.

### **ALCOHOL AND/OR OTHER CONTROLLED ENFORCEMENT REGULATIONS**

1. Referral of students for use or possession of alcohol, controlled substances, or drug paraphernalia:
  - a. Anyone who has reasonable suspicion to believe that a student is using or possessing alcohol, controlled substances, or drug paraphernalia in or on District property, in any District-owned or contracted vehicle, or at any District or school-sponsored activities and events shall report such student to the principal or his/her designee.
  - b. The principal or his/her designee shall investigate the incident. If alcohol or controlled substance use is suspected, the student will be referred to a counselor, school nurse, or other appropriate person.
  - c. If an alcohol or controlled substance use is established as the problem by the principal or his/her designee, the student's parents/guardians will be notified immediately. Law enforcement will also be notified.
  - d. The principal or his/her designee may request the student's parents/guardians have the student receive medical test(s) from an appropriate agency and/or have the student assessed by a professional outside agency.
  - e. If possession is suspected, the student's locker or storage area may be subject to a search. Any alcohol, controlled substance, or drug paraphernalia confiscated will be turned over to law enforcement.
  - f. Suspension procedures shall follow for any student found in violation of this provision. A student may also be considered for expulsion depending upon the outcome of the investigation.
  - g. Subsequent violations may result in a recommendation for expulsion.
2. Referral of students for being under the influence of alcohol and/or controlled substances:
  - a. Anyone who has reasonable suspicion to believe that a student is under the influence of alcohol and/or other controlled substance in or on District property, in any District-owned or contracted vehicle, or at any District or school-sponsored activities and events shall report such student to the principal or his/her designee.
  - b. The principal or his/her designee shall investigate the incident. The student will be referred to a counselor, school nurse, or other appropriate person. The student's parents/guardians will be notified immediately.



- c. If the principal or his/her designee is unable to contact a parent/guardian of the student referred or if the parent/guardian is unable to take immediate charge of such student, the principal, in the interest of the health and safety of the student, may make arrangements for appropriate medical treatment and transportation to a medical facility.
- d. The principal or his/her designee may request the student's parents/guardians have the student receive medical test(s) from an appropriate agency and/or have the student get an assessment by a professional outside agency.
- e. Suspension procedures shall follow for any student found in violation of this provision. A student may also be considered for expulsion depending upon the outcome of the investigation. Law enforcement may be involved.
- f. Subsequent violations may result in a recommendation for expulsion.

3. Student Self-Referral:

- a. A counselor sought out by a student will try to help the student or will refer the student to an appropriate community agency.
- b. Confidentiality will be maintained by the counselor who will encourage the student to talk with parents/guardians and seek additional help. Only individuals who need to know will be involved.

4. Referral of students for dispensing, distributing, transferring, manufacturing, selling, or possessing with intent to sell alcohol, controlled substances, or drug paraphernalia:

- a. Anyone who has reasonable suspicion to believe that a student is dispensing, distributing, transferring, manufacturing, selling, or possessing with the intention of selling alcohol, controlled substances, or drug paraphernalia on District property, in any District-owned or contracted vehicle or at any school-sponsored activity shall refer such student to the principal or his/her designee.
- b. The principal or his/her designee, shall investigate the incident and contact the student's parents/guardians.
- c. The student's locker and/or storage area may be subject to search during the investigation. Any confiscated alcohol, controlled substance, or drug paraphernalia will be turned over to the police.
- d. A referral will be made to the police for possible violation of local, state, or federal laws.
- e. Suspension procedures shall follow for any student found in violation of this provision. A student may also be considered for expulsion depending upon the outcome of the investigation.
- f. Subsequent violations may result in a recommendation for expulsion.

## **TOBACCO PRODUCTS**

Students are not permitted to possess or use tobacco in the building, on the school grounds, or within the area immediately surrounding the grounds. Also, students in possession of related smoking materials, such as matches, lighters, e-cigarettes, vaping pens, or Juul products will be in violation of this policy. Violation is a serious offense and will result in an in-school or out-of-school suspension of up to three days and/or a municipal citation.

## **Horace Mann is a Tobacco-Free Zone!**

### **Guidelines Relating to Tobacco Use Board Policy 5512**

As a result of the extreme health risk to children and adults, the use of all tobacco-related products (smoking and smokeless products, including e-cigarettes and/or vapor pens) are prohibited from use on premises and property owned, leased, or rented by, or under the control of the Wausau School District. Furthermore, this prohibition is extended to all groups or individuals using and/or renting District property for education or non-educational purposes.

For the purpose of this Policy, "tobacco" includes, but is not limited to, cigarettes (including electronic cigarettes, nicotine vaporizers, and other substitute forms of cigarettes); cigars, loose tobacco, smokeless tobacco (including chewing tobacco and snuff); liquid nicotine, and other substances containing tobacco or nicotine.

# **BE RESPONSIBLE**

## **ATTENDANCE PROCEDURES**

Regular attendance during school hours including individual classes is required by state law. Under state law, ten days of excused absence from school are allowed for specific reasons that include illness, funerals, and family emergency. Attendance is taken in each individual class. (WI statute 118.15)

### **TARDINESS**

It is important that every student develop the habit of being on time. Tardiness disrupts classes and indicates a lack of concern and responsibility. If a student is more than ten minutes tardy to class, this will be considered an absence from that class.

- a. If you are tardy because you arrived late from another class where the teacher held you, get your excuse from that teacher.
- b. Students arriving late to school must check in and receive a pass from the Attendance Office. A note or phone call from a parent/guardian must be received by the attendance office for the tardy to be excused. If the Attendance Office does not receive a note or a phone call from a parent/guardian, the student will be considered unexcused.
- c. Discipline for classroom tardiness will be handled by individual teachers. However, continued tardiness may be referred to the associate principal.
- d. Students who are continually tardy to school will be referred to the associate principal. Students will be assigned either a lunch hour or an after-school detention to make up the time. Excessive tardiness will be considered truancy.

### **TRUANCY**

Truancy denotes any absences of part or all of one or more days from school during which the principal or teacher has not been notified of the legal cause of such absence by the parent/guardian of the absent pupil. (WI statute 118.15 & 118.16)

Students will be required to makeup all time missed for unexcused absences. For further information on attendance and procedures for students identified as habitually truant, please see the Board of Education Parent/Student Handbook on the district website.

When a student is identified as having attendance concerns, the student's Horace Mann school counselor or associate principal will meet with the student to discuss possible barriers to regular attendance and parents will be contacted by phone or in writing if concerns persist. At the discretion of the attendance secretary/associate principal, students will be referred to the Wausau Truancy Abatement Program. After multiple steps to alleviate absences involving students and parents, a referral may be made to the School Resource Officer to consider issuing a truancy citation.

**Wisconsin law - Wisconsin State Statute 118.15. (3)(a) requires students to be in school with no more than 10 parent-excused days per year. After 10 parent-excused days, students will need to be medically excused and documentation turned into the office.**

Being at school every day is key for your child to stay engaged, successful and on track to graduate. Absences can be a sign that a student is losing interest in school, struggling with school work, or dealing with personal issues. By 6th grade, absenteeism is one of three signs that a student may drop out of high school.

The longer students are away from school, peers and teachers, the more difficult it is for them to feel like they belong to the school community.

## **CELL PHONES & ELECTRONIC DEVICE POLICY**

At Horace Mann, we have a strict policy about no cell phones between 7:30 a.m. and 2:55 p.m. Cell phones and all other electronic devices (i.e. iPods, iPads, mp3 players, gaming devices, etc.) are to stay in student lockers during these hours.

Cell phones and other electronic recording devices are NOT to be taken into or used in the athletic locker room areas or in restrooms at any time. Cell phones and/or electronic recording devices may not be used to take pictures or video at any time without a teacher's prior approval, including before and after school. Horace Mann staff and students have an "expectation of privacy" that pictures or videos will not be taken.

## **LOCKER POLICY**

Lockers are made available for student use in storing school supplies and personal items necessary for use at school. They are not to be used for any other purpose without prior approval. Students are to keep their assigned locker unless it is changed by the issuing teacher or the office. Students will also choose a locker in the locker room. This locker will be used to store Physical Education clothes. Students must purchase a lock from the Physical Education Department. No other locks are allowed on any locker. The school is not responsible for anything taken from your locker. If you value your personal possessions, keep your locker locked and DO NOT give your combination to anyone! Students are not allowed to use any other student's locker. The hall locker and Physical Education locker are the property of the school and are provided for student use. The locker is not the student's private property and may be opened and inspected by school administrators at any time, for any reason, including searching for stolen items, weapons, drugs, or other items which place students or staff in danger. School personnel may take possession of any item in a locker which violates Wisconsin law or school rules.

In an effort to maintain the new condition of our lockers and ensure their looks and durability for years to come:

- Nothing is to be taped or attached on the outside of the locker.
- NO CONTACT PAPER is to be used inside the locker! It leaves behind a sticky residue and is very difficult to clean.
- All items inside the lockers need to be secured with magnets. We kindly ask that you refrain from using any type of tape on the inside of the lockers. If tape is used, it must be "painter tape" which can be purchased at most discount or home improvement stores.
- Items are not to be stored on top of the banks of lockers.

## **ACADEMICS**

### **ACADEMIC HONESTY**

Horace Mann Middle School regards academic honesty as a cornerstone of its mission. It is expected that all schoolwork submitted as a class requirement represent the original efforts of the student. Teachers, students, administrators, and parents/guardians are all important contributors to maintaining academic integrity at school. All forms of academic dishonesty are unacceptable!

Some examples of academic dishonesty include:

- Cheating on quizzes, tests, exams (giving or receiving unauthorized help)
- Plagiarism (using someone else's work, words, or ideas and claiming they are your own)
- Copying someone else's homework or other work
- Allowing your work to be copied
- Making up information, data, and/or citations
- Group work on individual assignments
- Forging information and presenting it as authentic or real
- Turning in the same work in multiple classes (projects or research papers) without prior teacher permission
- Having another person complete assignments or other work

- Completing another person's homework or assignments
- Purchasing or selling papers/assignments/homework
- Use notes or reference materials in an unauthorized way (cheat sheets; electronic means)
- Failure to follow a teacher's test-taking procedures

Students who are academically dishonest will be required to make up the class work or test to ensure an accurate assessment of the student's proficiency and skill level. Students will also be subject to disciplinary action.

## **Physical Education Curriculum**

The PE curriculum is what is classified as "non-linear." This means that individual teachers are engaged in different units/activities throughout the year. This is to prevent multiple classes in areas such as the pool or the fitness center at the same time. What this means for students is that they receive the same content by the end of each school year.

The work that we've done is to standardize our assessment practices as well as develop common rubrics for reporting to our parents and guardians. There are 7 units in which we engage every school year for every grade level. Each one of those units has a proficiency rubric attached to it with learning targets from the SHAPE Standards which are adopted on the national level. You will be able to find these rubrics, as well as all assessments, on your specific teacher's itsLearning pages.

### **Yearly Units/Activities**

<b>Swimming</b>	<b>Invasion Games</b>	<b>Net/Wall Games</b>	<b>Outdoor Pursuits/ Adventure Education</b>	<b>Target Games</b>	<b>Fitness</b>	<b>Dance</b>
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### **National Physical Education Standards**

<b><u>Standard 1</u></b> The physically literate individual demonstrates competency in a variety of motor skills and movement patterns.	<b><u>Standard 2</u></b> The physically literate individual applies knowledge of concepts, principles, strategies and tactics related to movement and performance.	<b><u>Standard 3</u></b> The physically literate individual demonstrates the knowledge and skills to achieve and maintain a health-enhancing level of physical activity and fitness.	<b><u>Standard 4</u></b> The physically literate individual exhibits responsible personal and social behavior that respects self and others.	<b><u>Standard 5</u></b> The physically literate individual recognizes the value of physical activity for health, enjoyment, challenge, self-expression and/or social interaction.
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### **Assessment & Grading**

Instructors will be using the proficiency rubrics daily to set classroom learning targets. Class activities center around the skills and knowledge necessary in developing as a competent mover. Teachers use formative assessments throughout the unit to give students feedback for improvement and how they can achieve meeting the standard/learning target. Quizzes, tests, peer feedback and work packets can also be used for students to demonstrate the knowledge they are gaining from participation in activities.

Grading/Reporting reflects the level of consistent performance demonstrated by the student throughout the entirety of the unit. Learning new skills and understanding concepts is an ongoing process and we are focused on the daily improvements made by each student. When reporting, we are informing parents and guardians on the overall progress and consistent performance demonstrated by their student.

## Report Card

When you receive your students report card it will look slightly different. Families that have gone through a Wausau School District elementary school will notice that our new reporting system will look very much like the ones from that experience. We want to be able to inform families what their students know and what their students can do. We feel that the following proficiency scale will communicate that much better than the traditional percentage based A, B, C scale.

<b>Wausau School District Middle School Physical Education Standards Based Reporting Guide</b>			<u>Indicators for Academic Success</u>	<u>Standard 4: Successful Learner Behavior Expectations</u>
	<b>EX</b>	<b>WOW!</b>  Not only can you ride a bike by yourself but you can also pop a wheelie, jumps ramps and other stunts	<b><u>Exceeding the Standard</u></b>  The student consistently exceeds grade level standards and expectations. Performance is characterized by self-motivation and the ability to apply the skill with consistent accuracy, independence and a high-level of quality.	<b><u>Exceeding Expectations</u></b>  Student independently exceeds behavioral expectations through role modeling and leadership
	<b>ME</b>	<b>Congratulations!</b>  You can successfully ride a bike on your own.	<b><u>Meeting the Standard</u></b>  The student consistently meets grade level standards and expectations. Performance is characterized by the ability to apply skills with accuracy, independence and quality with minimal assistance. This is an excellent level of achievement and one that a student should be working towards as developmentally appropriate.	<b><u>Meeting Expectations</u></b>  Student consistently demonstrates their ability to meet behavioral expectations
	<b>PR</b>	<b>Almost there!</b>  You are pedaling well and staying upright as long as someone is there to assist.	<b><u>Progressing toward the Standard</u></b>  The student is progressing toward grade level standards and expectations. Performance varies in consistency with regard to accuracy and quality. Student requires additional practice and support.	<b><u>Progressing Toward Expectations</u></b>  Student meets behavioral expectations most of the time but with adult support
	<b>NM</b>	<b>Keep trying!</b>  You're riding a bike but you need the assistance of training wheels.	<b><u>Not Meeting the Standard</u></b>  Student has produced minimal evidence to garner an evaluation of performance, skills or abilities.	<b><u>Not Meeting Expectations</u></b>  Student requires consistent adult support and/or intervention to meet behavioral expectations
	<b>NE</b>	<b>Please try</b>  Make an attempt to show us what you can do.	<b><u>No Evidence</u></b>  Student has not produced any evidence for the teacher to make an evaluation of performance.	<b><u>N/A</u></b>

## IMC

A few things you need to know about the HMMS Instructional Media Center (IMC)

- ★ Students can check out up to four items at a time
- ★ Most items can be checked out for a two-week period and may be renewed once if there isn't a waiting list.
- ★ We do not have overdue fines; however, students may not check out other items if they have book fines or an overdue book.
- ★ If a student loses a book they will be billed the replacement cost of the book.
- ★ If a book comes back damaged and it needs to be repaired by our staff the cost will be \$3. If a book is damaged beyond repair, the student will have to pay the replacement cost.

## On-line databases

We have wonderful databases for students to use when working on research projects and homework. Here is how they can be accessed.

\*Go to Horace Mann Middle School [IMC's Website](#)

\*Then go to the **On-line Resources** link

### Biography in Context

Username: student

### Facts on File: Issues and Controversies

User Name: HMMS

Password: 54403

### Cavendish Square: Food and Nutrition

Username: hmms

Password: 54403

### Food and Nutrition (Cavendish Squared Database)

User Name: HMMS

Password: 54403

### CultureGrams Online

\*after you login choose "My products page"

User Name: hmannms

Password: library

### World Almanac for Kids

Username: hmms

Password: 54403

### FactCite

(Includes Biography for Beginners and Science Databases)

User Name: hmms

Password: 54403

### SIRS Knowledge Source (Researcher)

\*after you login choose "My products page"

User Name: hmannms

Password: library

### Research in Context

Username: student

Remote Access Password: hmms

If you have any questions about the Horace Mann Middle School IMC, please contact Mrs. Engel, Library Media Specialist.

## STUDENT DRESS AND APPEARANCE

Horace Mann takes pride in the appearance of its students. Students' attire reflects the quality of the school, conduct, school work and the general atmosphere of the school. We expect at all times that students will dress and groom themselves appropriately for school. It is expected that such dress will not be disruptive to the learning process. Responsibility for the personal appearance of students enrolled in the Wausau School District shall normally rest with the students themselves and their parent/guardian.

This code is not intended to limit the right of the building and/or district administration to establish rules or restrictions regarding other paraphernalia (including bandanas) or dress that disrupts or threatens to disrupt the learning environment of any school. If there is a disagreement between students and/or a parent/guardian and the staff regarding the appropriateness of clothing or other paraphernalia, the principal or his/her designee will make the final decision. Student dress or grooming shall not, however:

- a. affect the health or safety of students; or
- b. distract from or disrupt the learning process within the classroom or school setting.

**The principal or his/her designee makes the final determination of what is appropriate attire to be worn at school.**

## BE RESPECTFUL

## PUBLIC DISPLAYS OF AFFECTION

The school recognizes that genuine feelings of affection may exist between students; however, students shall refrain from behaviors such as hand-holding, hugging, and kissing on campus or at school-related events. Repeated or especially inappropriate behavior in this regard may result in disciplinary consequences.

## **SELLING/SOLICITATION**

There is to be no selling or solicitation of any items by students at school without receiving prior approval from the principal.

## **TRANSPORTATION**

State law requires that school districts provide bus transportation for pupils who live more than two miles from their school. Except for special education and handicapped students, the Wausau School District, for financial reasons, will not provide free bus transportation for students within the two-mile limit. It shall be the policy of the Wausau School District that the maximum walking distances to a school bus stop outside the Wausau city limits is 1/2 mile for middle school students. This policy applies to all students except for special education students.

Who can ride?

- A. Only students assigned to a bus may ride that bus.
- B. Students may only be picked up and dropped off at their assigned stop.
- C. A request to be picked up or dropped off at any other place MUST follow this procedure:
  - 1. A note from the parent/guardian must be taken to the associate principal of your school.
  - 2. The associate principal must sign the note giving permission for the change.
  - 3. The note must be given to the driver when boarding the bus.
  - 4. If a student rides a different bus, the driver will only take the student if there is a seat on the bus (This should be cleared with First Student Bus Company at 715-842-2268 before the associate principal signs the note.)
  - 5. The following information must be on the note: date note was written, place you wish to get off, day and date this change will take place, reason for change, and parent/guardian's signature.
- D. A Student School Bus Pass must be shown to the driver when boarding the bus.

## **BUS RIDER RULES**

- 1. No littering on the school bus.
- 2. Use proper boarding/departing procedures.
- 3. Do not use unnecessary loud, boisterous sounds, yell, be rude, discourteous, or annoying.
- 4. Remain seated at all times, except when boarding or departing the bus.
- 5. Do not eat/drink on the bus without the driver's permission.
- 6. Do not have parts of your body hanging out of windows.
- 7. Do not use improper language/profanity/gestures.
- 8. Do not throw objects in, at or out of the bus.
- 9. Do not engage in behavior that abuses the safety, well-being and respect of others on the bus or at the bus stop.
- 10. Do not push, trip, kick, hit, bite or spit.
- 11. Do not disobey instructions of, and/or show disrespect to, the bus driver.
- 12. Do not bring illegal/dangerous articles/substances and/or weapons on the bus.
- 13. Do not light matches, use lighters or possess or use tobacco products.
- 14. Do not tamper with bus equipment or destroy property.
- 15. Do not engage in sexual misconduct/harassment.
- 16. Do not fight or engage in violent behavior.
- 17. Do not use behavior that requires the bus driver to pull over in order to preserve the safety of others.

### **WSD Continuous Nondiscrimination Notice**

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

Anyone who believes that the Wausau School District has inadequately applied the principles and/or regulations of Title VI, Title VII, Title IX, Section 504 or the Americans with Disabilities Act, may file a complaint with the WSD Equity Director at the Longfellow Administration Center, 415 Seymour Street, Wausau, Wisconsin 54402-0359, or by telephone at 715-261-0500.

# Horace Mann Middle School Building Layout

