STUDENT PLANNER 2025-2026

NORTHSTAR MIDDLE SCHOOL

HANDBOOK &

This student planner is to assist you in the organization of your homework assignments. You are required to carry this planner to all classes.

Northstar Middle School
2711 Abbe Hill Drive
Eau Claire, WI 54703
715-852-5100

https://northstarms.ecasd.us
Facebook : Northstar Middle School

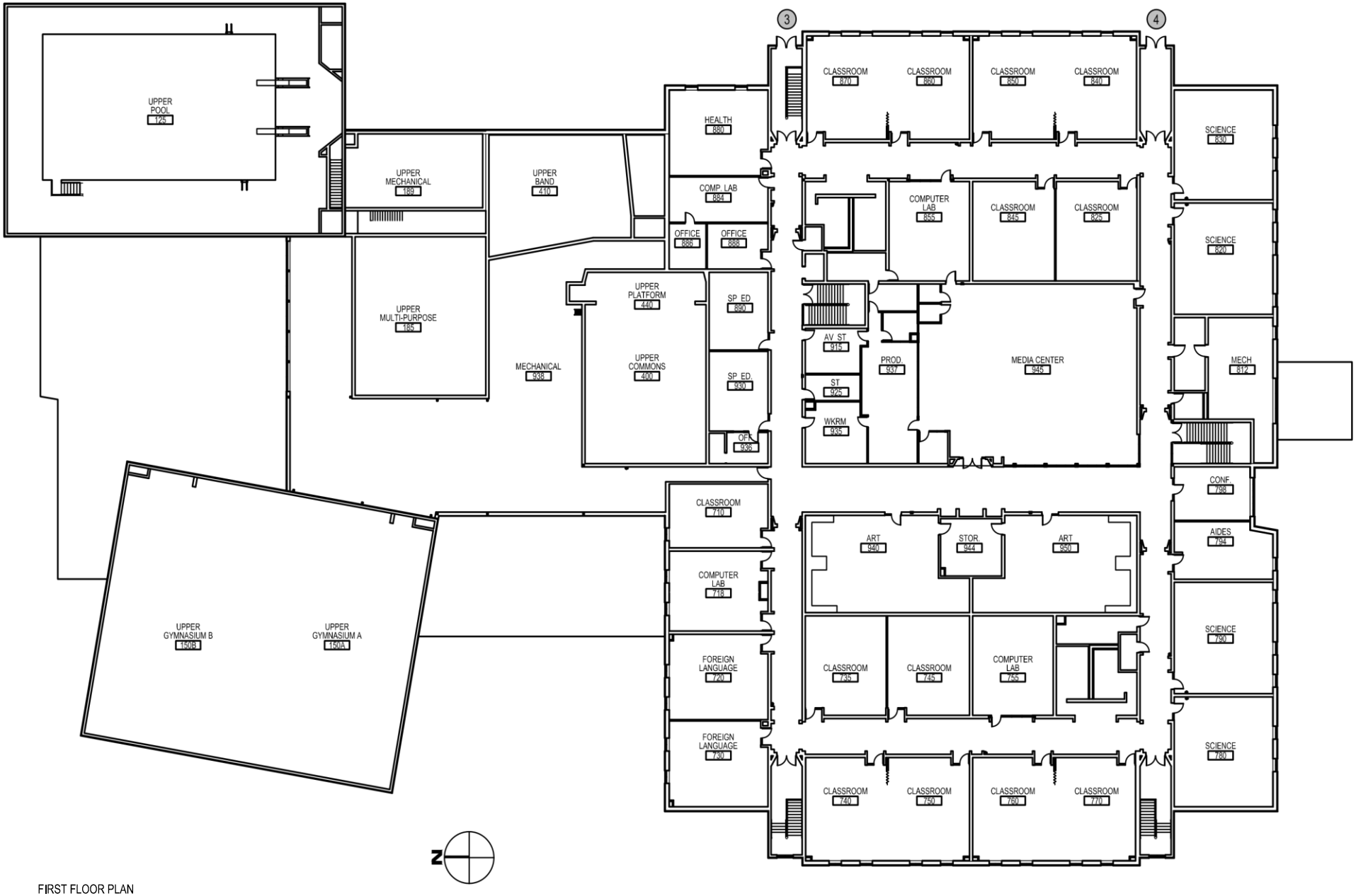
This Planner Belongs to:

Name: _____

Grade: _____ Counselor: _____

Resource Teacher: _____

The Eau Claire Area School District does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, or disability.



FIRST FLOOR PLAN

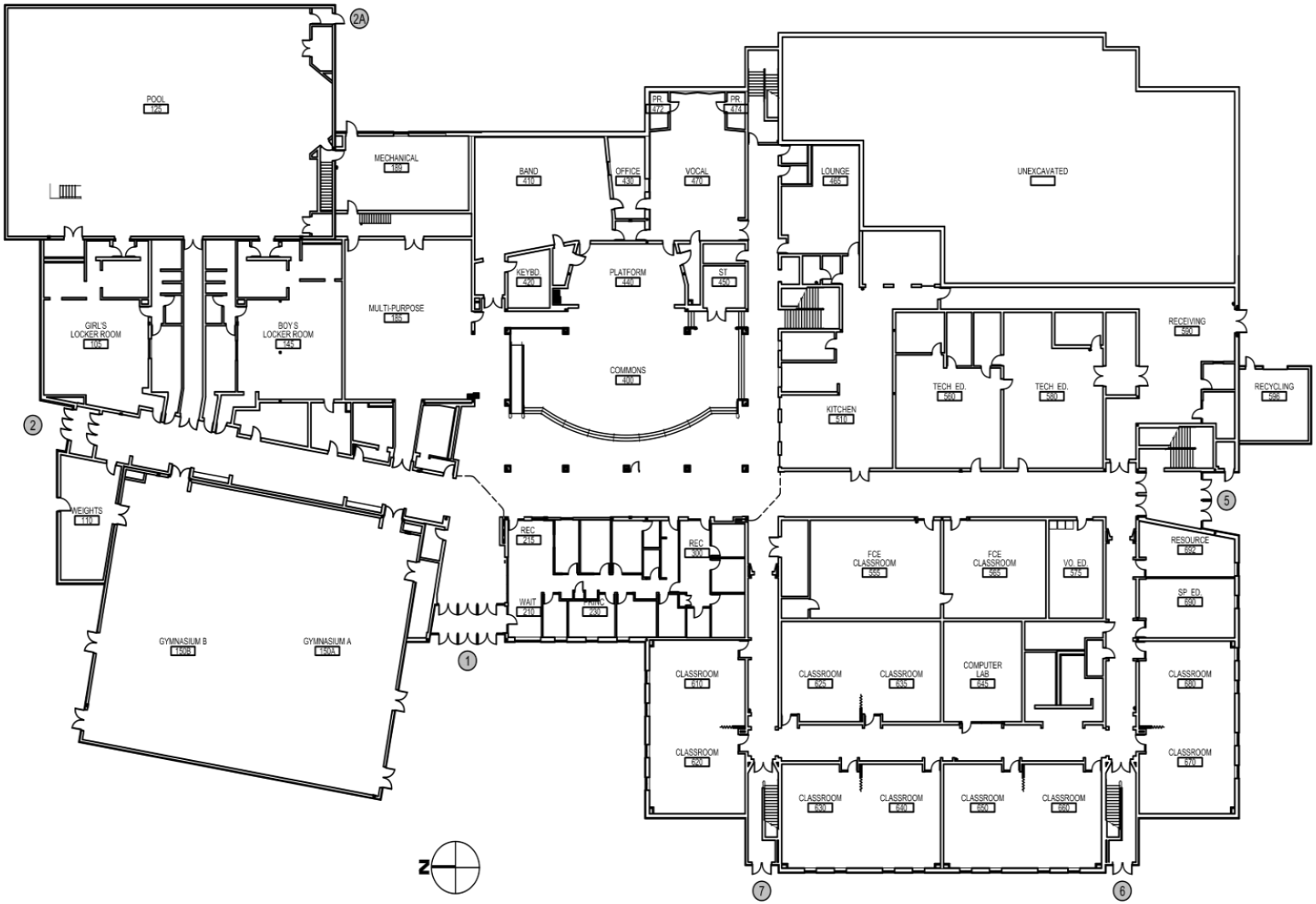
NORTHSTAR MIDDLE SCHOOL

EAU CLAIRE AREA SCHOOL DISTRICT

GROUND FLOOR PLAN

NORTHSTAR MIDDLE SCHOOL

EAU CLAIRE AREA SCHOOL DISTRICT



ACCESS TO STUDENT RECORDS
District policy states that families shall have, upon request, the right to inspect school records pertaining to their child. The school will comply with such requests as soon as practical, but no later than forty-five days after they are received. Such requests shall be made on a "Request for Inspection of Pupil Records" form provided by the school. Families may ask to be provided with a copy of the records. According to the law, minors do not have the right to request inspection of their behavior records, but they do have the right to request inspection of their progress records. This guideline should not be construed as meaning that minor pupils cannot be shown their progress or behavior records by school personnel for purposes of counseling or other educational reasons.

ACCIDENTS
Students suffering an injury of any kind should be reported to their teacher. The teacher will provide the necessary attention which could include referral to the office for first aid. A report of any accident is completed by the supervising staff member.

ACTIVITIES
During each quarter of the year there are numerous athletic opportunities offered for 7th and 8th grade students. The activities offered by quarter are listed below:
Quarter 1: Cross Country (also grade 6), Football, Volleyball, Boys Soccer (also grade 6), and Girls Tennis
Quarter 2: Dance (also grade 6), Boys Basketball, and Girls Swimming (also grade 6)
Quarter 3: Wrestling (also grade 6), Girls Basketball, and Boys Swimming (also grade 6)
Quarter 4: Track, Girls Soccer (also grade 6), Girls Softball , and Boys Tennis

Most activities will be conducted immediately after school. Occasionally activities will require a second shift beginning at 4:30 pm. This is determined by the number of participants and the activity. Students are not allowed to spectate activities unless accompanied by a guardian. Students attending an activity must be supervised by their guardian at all times. Failure to comply with these expectations could result in not being able to attend future events.
Any student participating in an athletic program must have a physical card and Emergency Medical Form completed and on file with the athletic director before participating.
Students will be expected to read and follow the district middle school athletic code. The code includes behavior, as well as academic standards, that must be met in order to be eligible for participation.
If you have any questions about the sports program, call the Athletic Director at 715-852-5111.

Other activities for all students include: School Play, Variety Show, Student Council, Yearbook, Odyssey of the Mind, Clubs, and Forensics. The following extra-curricular activities require a district participation fee: Grades 6-8 Athletics, Grades 6-8 Forensics, and Grades 6-8 Odyssey of the Mind. If you have further questions or would like more information, please contact the school, 715-852-5100.

ASSIGNMENT NOTEBOOK/STUDENT PLANNER
An assignment notebook/student planner has been developed to help students organize themselves as well as provide effective communication to parents on a variety of issues. The planner provides space for students to record assignments for each of their classes, for each school day, as well as making note of any upcoming activity. Families are asked to monitor assignment completion on a daily basis through examination of the planner. The planner also contains school rules that students are expected follow, as well as a page to be used for hall passes. This is a valuable tool that students carry with them to all classes. The school provides this planner for each student and will be handed out to students on the first day of school in their first hour class.

ATTENDANCE
A basic prerequisite to success at school is regular attendance. There will be times that necessitate your child being absent from school due to illness or other reasons. Families should call the school auto attendance line at 715-852-5100 before 7:30 am to report their child's absence. The message will be recorded. If school personnel have any questions regarding the recorded message, a return phone call will be made.
Even though parents are expected to report absences of their children, it is ultimately the school that approves the reason as being a legal excuse. By district policy the following reasons are legitimate reasons to be absent from school:

1. Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The district may request the parent/guardian to obtain a written statement from a physician or licensed practitioner as proof

of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 days.

2. An illness in the immediate family which requires the absence of the student because of family responsibilities.
3. Medical, dental, chiropractic, optometry or other valid professional appointments. Parents/guardians are requested to make these appointments during non-school hours.
4. A death in the immediate family or funerals for close relatives.
5. Religious holidays
6. Family trips that can be taken only during the normal school term. An adult guardian shall be required to notify the school attendance officer prior to leaving on vacation for the purpose of reviewing the student's attendance record and overall performance record. Student vacations or trips without adult guardian accompaniment are not excused absences.
7. A court appearance or other legal procedure which requires the attendance of the student.
8. A quarantine as imposed by a public health officer.
9. Attendance at special events of educational value as approved by the school attendance officer.
10. Approved school activities during class time.
11. Special circumstances that show good cause which are approved in advance by the school attendance officer.

When an absence is known in advance, students should bring a note to the attendance office indicating the days they will not be in school and the reason for the absence. Students will be expected to have work completed before the absence occurs unless other arrangements are made with the teacher.

Any absences from class or school which are unexcused will be recorded as truancies by the school. Students will be subject to consequences which may include the assignment of detention. Students experiencing excessive absenteeism will be referred to juvenile court under Wis. Stats 118.

BACKPACKS

Students are allowed to carry backpacks during the school day. Backpacks are subject to searches. Backpacks are not allowed in bathrooms, locker rooms, or in the commons. Students who do not follow the expectations of carrying their backpacks can lose the ability to carry a backpack.

BATHROOMS

Students should treat bathrooms with respect. Students caught vandalizing bathrooms will have serious consequences and could face charges for damages that are caused. There are two private restrooms for students to use at NMS. One is on the first floor, and one is on the second floor. Only students who have been pre-approved by a counselor or administrator should use these restrooms. Backpacks should not be brought into bathrooms.

BICYCLES

Students riding bicycles to school should place their bicycles in the racks located in the north parking lot (next to the tennis courts). Students are strongly encouraged to secure their bicycle with a strong lock. Students are asked to walk their bicycles down driveways at the end of the school day to prevent accidents with school busses and other vehicles leaving school at that time.

CELL PHONE USE/GUIDELINES

1. Cell phones need to be turned off and placed in a locker or backpack from 7:30-2:51.
2. After the bell rings at 2:51 p.m., students can use their cell phones. However, cell phone use is NOT permitted in locker rooms or bathrooms.

"In no case are students permitted to use personal technology devices in schools or at school-related events while in restroom or locker room facilities. In order to ensure that proper protocol is followed and no mistakes occur, students shall "power down" all such devices prior to entering either restroom or locker room facilities. Any violation of the protocols associated with personal technology device use in restroom or locker room facilities shall result in a ban for personal use by the student during the time that student is enrolled in the Eau Claire Area School District and may result in referral to the appropriate legal authority for possible prosecution."

If a student is caught with a cell phone violating the above guidelines, the consequences are as follows:

- ***1st Offense:*** Cell phone is removed from student, brought to the office, and student can pick up phone after school.

- ***2nd Offense:*** Cell phone is removed from student, brought to the office, and parent/guardian is contacted and a major should be entered.
- ***3rd Offense:*** Cell phone is removed from student, brought to the office, parent/guardian meeting, and possible confiscation of cell phone for a period of time to be determined by principal and parent/guardian.

CONDUCT

Students are expected to maintain appropriate/positive conduct while attending school and participating in school events. Students will be informed of expectations that exist for them and encouraged to follow these guidelines. When a student chooses not to follow school rules, they will be subject to consequences that are fair and consistently enforced. Families are considered to be partners with the school in encouraging students to behave appropriately.

At Northstar, we strive to establish a positive environment in which staff pro-motes four key areas: **S**afety, **T**imeliness, **A**ccept responsibility, and **R**espect (STAR). Our Positive Behavior Intervention Supports (PBIS) promotes these behaviors and focuses on improving our school's ability to teach and support positive behavior of all students. It is a proactive, data driven approach to prevention and response for classroom and school discipline issues. Throughout the year we teach these behaviors to students. Students are rewarded for their appropriate behavior.

Students who do not follow school rules will receive an office discipline referral and will be assigned detention. Detention is conducted during lunch. Students are informed of detention assignments. Individual teachers may also assign detention after school to students for either misbehavior or needing to complete schoolwork. In cases of repeated offenses or serious misconduct by a student, families will be informed and asked to share in the development of a remedial plan that will encourage the student to behave more appropriately. Having a discipline system that is firm and fair with consequences that are consistently applied, encourages a positive and safe learning environment. Any questions can be directed to the Principal or Assistant Principal.

CRISIS PROCEDURE

A safe learning environment is an expectation of students, families, staff, and the community. To maintain a safe environment, administration and staff have been trained to respond to crisis situations. If an event were to occur, students are expected to follow the direction of school staff. Drills will be held occasionally to help students and staff prepare for crisis situations.

DAILY SCHEDULE

1st Hour ..... 7:30 - 8:20
2nd Hour..... 8:23- 9:13
Polar Time ..... 9:16- 9:46 (*Pledge & Announcements 9:16-9:19)*
3rd Hour..... 9:49 – 10:39
4th Hour..... 10:42 – 11:32
5th Hour..... 11:32-1:05
A lunch ..... 11:32 – 12:02
B lunch ..... 12:05 – 12:35
C lunch ..... 12:35 – 1:05
6th Hour..... 1:08-1:58
7th Hour..... 2:01-2:51

DIRECTORY/STUDENT INFORMATION

The school needs to maintain information regarding students and their families. If there have been changes in any of the following areas, please contact the school office: address and telephone, student health problems, or other significant employment or family changes.

State law allows for the release of "directory data" to parties outside the school unless families request exception to its release. Unless so notified in writing to the building principal or updated on the 'Student Information' tab within our Skyward system, the following directory data will be released to authorized parties: student's name, school's recorded image of the student, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the name of the school most recently previously attended. More information is available at ECASD Board Policy 347.1.

DRESS REGULATION

The District recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The District will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the District Administrator and/or Designee shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

A. present a hazard to the health or safety of the student or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
B. interfere with schoolwork, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
C. cause excessive wear or damage to school property;
D. prevent the student from achieving their own educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event. Where appropriate, a uniform or specific dress requirement shall be used for students when representing the District as described. In enforcing the dress code, the following procedures shall be used:

A. the principal shall serve as the initial arbiter of student dress and grooming in their building;
B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

A. Obscenity
B. Language or depictions intended to incite violence or foment hatred of others

Dress that is protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by District officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

Students who violate the foregoing rules will not be admitted to class and may be subject to additional consequences.

If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's family.

EMERGENCY CLOSING OF SCHOOLS

There are times during the school year that school will be closed or the school day altered due to inclement weather or other emergency situations. Families are encouraged to listen to a local radio station or refer to the ECASD website when it is suspected that the school day may be altered. This will be the most reliable and expedient manner to receive this information. In case of an early dismissal, please have a plan in place and discuss it with your child.

EVENING EVENTS

Evening events such as concerts, plays, variety show, etc., are primarily for student families and extended family members. Students are not allowed to attend these events unless accompanied by a guardian. Students who do attend an evening event are required to sit with their guardian during the event. Failure to comply with these expectations could result in not being able to attend future events.

FAMILY/TEACHER CONFERENCES

Families are encouraged to learn more about their student's progress by attending family-teacher conferences that are scheduled twice during the school year. If issues arise at other times during the school year, you are encouraged to contact the teacher and discuss the issue.

FIELD TRIPS

Occasionally, throughout the school year, a field trip or outing is planned for a particular class, team, or grade. Field trip guidelines are as follows:

A. Local field trips during the school day-a signed permission form is not required, families will be notified prior to any field trip regardless of duration or location.
B. Out of town and/or beyond the school day field trips-parent/guardian permission form must be signed and returned to the school for the student to participate in the field trip.

Often chaperones are needed for school sponsored field trips. Families are encouraged to inform their child's teachers if they are willing to serve as chaperones for school sponsored field trips. Administration reserves the right to withhold students from attending any field trips based on behavior. Chaperones are required to complete a background check

FILMING, PHOTOGRAPHY, VIDEOTAPING POLICY

At times, students are included in films, photos, or videotapes which highlight their accomplishments. This includes pictures taken for school use such as school yearbook, newspaper or community sources such as PACT, television, or newspaper. There may be reasons why families do not want a student to be involved in these pictures. If this is the case, parents are asked to complete the 'Opt Out' form on Northstar's website indicating their desire not to have their child involved in these pictures. Families need to realize that if their child is involved in "high profile" extracurricular activities, it may be impossible to prevent their student from being photographed or videotaped. Also, because schools and school grounds are relatively public places, it cannot be guaranteed that a child's face will never appear as part of an incidental crowd picture.

FILMS, MOVIES, AND VIDEOS SHOWN IN SCHOOLS *(ECASD POLICY 361.1)*

Film Rating	Grades K-5	Grades 6-8	Grades 9-12
G	W/O	W/O	W/O
PG	W/P	W/O	W/O
PG-13	N	W/P	W/O
R	N	N	W/P
N-17/X	N	N	N

W/O=May be shown without parent permission.
W/P= May be shown with parent permission and principal approval.
N=May not be shown.

In accordance with Board Policy #381-Rule "Guidelines for Teaching About Controversial Issues" these practices are expected to be followed. *(This policy is applicable to any school related activity.)*

A FILM (W/P) may be shown to students if the following conditions are met:

A. Approval from the building principal.
B. Parent/Guardian written permission is obtained (by the teacher) prior to showing the film to the students.
C. The parent/guardian notice will contain an accurate description of the contents of the film, its educational value relating to the curriculum being taught, and the reason the film was rated "PG, PG-13, or R." It is recommended that notification be sent home one week prior to the viewing of the film.
D. If the parent/guardian does not wish to have the student view the film, an alternate learning experience will be provided.

A CLIP (20 minutes or less) from a film (W/P) may be shown (with principal approval) if it is free from offensive material. (See 381-Rule, Guidelines for Teaching about Controversial Issues.) Family notification (not necessarily permission) must occur at least one week before the clip is shown (i.e. syllabus, Skyward, note home).

FINES

Students are assessed a fine if they lose or damage school equipment or materials. The amount of the fine will be used to repair/replace the item.

FOOD SERVICE

To encourage good nutrition, a well-balanced breakfast and lunch are offered at a reasonable price. School menus are published regularly on the district website. A breakfast will be served from 7:15-7:30 am. This meal includes milk, juice and choice of cereal, muffin or bagel. Students have three lunch choices from which to choose. For an additional price there is a wide variety

of ala carte items available to students before school and at lunch. Ala carte items are deducted from a student's lunch account. Students are also free to bring a sack lunch to eat during their lunch period.
Students can deposit lunch money into an account and draw from this account to purchase lunch or breakfast. Students should place their money in a prepayment envelope and place it in the drop box which is located in the Commons. Envelopes can be obtained at school. Prepayments can be made any day of the week but must be deposited before 10:00 am to credit the account for lunch that day. Students may also pay cash for their meals or their parent/guardian may use mylunchmoney.com to manage an on-line account.
Opportunity exists for students to receive free or reduced-price meals. Eligibility for this program is based upon family income, number of students in the family, whether the student is an AFDC recipient, or is a foster child. Parents/guardians are encouraged to complete the online application for free/reduced meals at https://bit.ly/3y88udA. Paper forms are available at Northstar or at the ECASD Central Office located at 500 Main Street. Free or reduced status from previous year will carry over while new applications are being processed (not to exceed thirty days).
Meal prices are set by the Eau Claire Area School District Board of Education in mid-summer. These prices will be published before school begins. Feel free to call the Northstar Food Service if you have questions, 715-852-5106.

GRADE REPORTS
Grade reports for each quarter are mailed home approximately one week after each quarter ends.
For each subject listed, the report card lists the teacher, letter grade, and comments. The report also includes information about attendance and includes all previous and current grades within the school year.
Grades on the report cards are based on a number of factors such as tests, assignments, quizzes, lab reports, projects, etc. depending on the nature of the course. Teachers are expected to clearly explain to their students the criteria used for determining grades in their class. Students who are doing unsatisfactory work in their classes will be issued progress reports at approximately mid-quarter of each grading period. These progress reports may be in the form of a letter or phone call from the instructor.
Families receiving unsatisfactory progress reports should contact the teacher who issued the report to discuss their child's problem and create a plan to resolve it. Conferences between families and teachers are encouraged. In the best interest of pupil progress, it is generally agreed that no student will receive a failing mark in any subject unless the parent has been notified prior to the end of the quarter.

HALL PASSES
Students are not allowed in the halls during class time without a pass. The pass is your permission to move from one place to another while classes are in session. The office area will not issue a student a hall pass for being late to a specific class other than first hour. Students should receive permission from their teacher before leaving class and should have a lanyard on when they are in the hallway. Students who abuse hall privileges will be restricted from any travel in the building other than during passing time.

HARASSMENT
Under Wisconsin Public Nondiscrimination Law, pupil harassment means any behavior toward pupils, based in whole or part on sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability which substantially interferes with the pupil's school performance or creates an intimidating, hostile or offensive school environment. The intent of this law is to have any behavior which persistently annoys or disturbs a student or staff member not be tolerated within school. Harassment can occur in many ways. Such things as name calling, making threats, spreading rumors, telling jokes, making fun of someone, gestures, physical intimidation, hitting, touching, pranks or hazing, vandalism or destruction of property all can be examples of harassment. Harassment significantly affects a school environment. It can have a serious impact on a student's school performance and their emotions. The presence of harassment can significantly affect the school environment-not only for the student being harassed, but also for students who witness harassing behavior. The witnesses may fear they will also become targets. Any behavior that could be considered harassment is not tolerated. Any student subjected to harassment should report the behavior to a teacher, counselor, or administrator.

HOMEWORK REQUESTS
We ask that families who would like to request homework do so on the ***THIRD*** day the student is absent. Homework requests should be directed to the Attendance Secretary, 715-852-5102, between 7:30 and 8:30 am. Assignments will be available for pick up by families in the Main Office between 2:45 and 3:30 p.m. Assistance with location and opening the student's locker will be provided so that you may obtain your student's textbooks and folders.

ILLEGAL SUBSTANCE/TOBACCO
The use or possession of alcohol, drugs or other illegal substances while at school or at school functions is against the law and strictly forbidden. Students found using, selling or having in their possession an illegal substance will be subject to school suspension or expulsion and police referral. In accordance with state law, students are not permitted to use or carry tobacco of any form at any time on the school bus, in the school building, or on the school grounds. The possession or use of electronic cigarettes and other nicotine delivery systems is prohibited as well. The term "electronic cigarette" means any oral device that provides a vapor of liquid nicotine, and/or other substance, and the use or inhalation of which simulates smoking, including e-cigarettes, e-cigars, e-pipes, e-hookahs, vaping devices or devices under any other product name or descriptor. No vaping is permitted on any school owned, rented, or controlled premises. If a student violates this rule, their parent/guardian will be notified, and the student may be issued a citation in accordance with the Eau Claire Municipal Ordinance and/or suspended. These rules also apply before and after school and also for all school sponsored activities.
In addition, matches and lighters may not be carried by students or kept in lockers.

INSURANCE
Student accident insurance is available through a school plan; however, participation is voluntary. Students will receive this information to bring home the first week of school. Families are responsible for all medical bills caused by an accident at school. The student insurance policy will cover injuries incurred while participating in middle school athletics. Please mail the application and fee directly to the insurance company.

LIBRARY MEDIA CENTER (LMC)
The Northstar Middle School LMC serves as a vital hub for student learning and development, extending far beyond the traditional image of a quiet room filled with books. It is a dynamic space that fosters a love of reading, builds essential academic skills, and provides access to books, magazines, and other reading materials in both print and digital formats. Students are encouraged to come to the library before and after school as well as during resource times to work on projects, pick up holds, renew or check out materials. Lost or Damaged Book Policy: Students are responsible for the materials they check out. If a library book is lost or damaged beyond repair, the student will be charged the replacement cost. Please see the library staff for payment options. Thank you for your help in keeping our collection available for everyone.

LOCKERS
Each student will be assigned a locker. Periodic inspections will be made to see that the locker is kept neat and orderly. All personal items and books, when not in use, are to be kept in a locker. Items of value should not be kept in lockers. These items should be turned in to the office for safe keeping. Students should not share lockers or give their combination to other students. When students give their combination to other students, the security of their locker no longer exists. Students who have locker combinations changed as a result of a special problem will be assessed a service fee. The school district retains ownership of all lockers and Northstar Middle School administration retains the right to inspect the contents of each student's locker for any reason at any time without a search warrant and without notifying the pupil or obtaining the student's consent. Materials, such as pictures, decals or note pads must be attached in a locker with magnets or Sticky Tak. Masking tape and other such tapes leave a residue in lockers that will damage the finish and may result in a fine. Backpacks with wheels do not fit in lockers. No spring-loaded shelves are allowed inside lockers, due to jamming their neighbor's locker. Locker dimensions are: 12" wide x 11" deep x 68" high (shelf height is at 56").

LOST AND FOUND
All articles should be turned in at the Attendance Office. Valuable items will be given to the owner upon identification. If items are not claimed within a reasonable amount of time, the items are donated to charity.

MEDICAL/DENTAL APPOINTMENTS
When possible, all dental and medical appointments should be made for times outside of school hours. If an appointment becomes necessary during school hours, parents/guardians should provide a note stating the time and date of the appointment. Students are asked to bring this note to the administrative office before school to pick up an "Absence Form." When the student returns to school, they must obtain an admittance slip from the administrative office.

MEDICAL INFORMATION—MEDICINE/IMMUNIZATION

The use of unauthorized alcohol/drugs (not authorized by a medical prescription or misuse of over the counter medication) during school hours or at any school function is strictly forbidden. Students found using, selling, or having in their possession any of these unauthorized alcohol/drugs may be suspended or expelled from school as well as reported to the police. If prescription or over the counter medication must be taken by a student during school hours, follow this procedure:
If a parent/guardian wants school personnel to administer the medication, please bring the following to the office:

A. The ECASD form "Physician Order for Medication Administration" completely filled out and signed by the physician and parent/guardian.
B. The medication in an original, labeled container.

Immunizations may be received from your doctor or from the free immunization clinic at the Eau Claire Health Department. The free clinics are held each month at the Health Department in the Court House at the following times:

Second Wednesday ..... 10:00 - 11:30 a.m.
Second and fourth Mondays ..... 4:00 - 6:00 p.m.
Second Thursday ..... 4:00 - 6:00 p.m.

If you have questions about Hepatitis B or other immunizations contact the City County Health Department on their Immunization Line at 715-839-2876.
Please remember to notify the school registrar of dates that your child receives any immunizations. These dates will then be added to school immunization records. If you have questions or want more information about receiving vaccines at no charge, please contact the Eau Claire City-County Health Department at 715-839-4718.

MEDICAL INFORMATION—SPECIAL/MODIFIED DIET

Does your child need a special or modified diet at school? If your child has a specialized diet or feeding needs, it is important that parents:

1. Notify the school.
2. Pick up a "Physician Order for Diet Modifications" at school or the District Office and complete the top half of form and sign it.
3. Have your child's doctor complete the remainder of the form, sign it, then deliver it to the school principal.

Even if your child will not be eating school meals, this form should be completed. Parents should complete this form if their child has:

- Food allergies, i.e. peanuts, sea food, etc.
- Diet modifications due to health problems, i.e. diabetes, enzyme deficiencies, etc.
- Need food alterations, i.e. texture (unable to chew), fluid requirements or tube feedings.

NATIONAL JUNIOR HONOR SOCIETY

Membership in the Northstar's Chapter of the National Junior Honor Society (NJHS) is based on accomplishments in the areas of scholarship, leadership, service, character, and citizenship. Inductees are selected from each year's eighth grade students.
The screening process begins by identifying all students who have received a grade point average of 3.75 or better from the 6th grade through the first quarter of the 8th grade year. These students meet the qualifications in the area of scholarship for the National Junior Honor Society.
All students who meet the scholarship criteria must complete an application provided by the National Junior Honor Society advisor. The applications are reviewed by the Faculty Council, a group of five teachers from Northstar Middle School, to identify those students who meet the additional requirements of leadership, service, character, and citizenship. An induction ceremony is held within two weeks after the final list of students are selected.
Membership in the National Junior Honor Society is one of the highest honors that can be awarded to a middle school student. It is also a responsibility, in that students are expected to demonstrate the ideals and qualities that result in their selection. In addition, NJHS members will participate in a service project in our community during the second semester of the school year.

NONDISCRIMINATION POLICY

If any person believes that the Eau Claire Area School District or any part of the school organization has failed to follow the law and rules of §118.13, Wis. Statutes, the Americans with Disabilities Act, Title IX, Title VI, or Section 504 or in some way discriminates against students 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, he/she may bring or send a complaint to Ms. Kay Marks, Executive Director of Human Resources, 500 Main Street, Eau Claire, Wisconsin 54701.You may contact Ms. Marks at 715-852-3051.

Complaints relating to the identification, evaluation, placement or provision of a free appropriate education of a child with a disability shall be resolved by procedures authorized in state and federal law. Also, complaints under federal law commonly referred to as EDGAR complaints (i.e., that the state or a subgrantee is violating a federal statute or regulation that applies to a program) shall be referred directly to the State Superintendent of Schools.
Other complaints will follow the steps identified below:
Step 1 A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the building administrator (Principal). The building administrator shall forward a copy of the complaint to Ms. Kay Marks, Executive Director of Human Resources, who is the district-level individual designated to receive formal complaints. The building administrator shall also send a written acknowledgment of receipt of the complaint to the complainant within 15 working days.
Step 2 The Executive Director of Human Resources, along with the building administrator and other staff where appropriate, shall be responsible for the investigation of all formal complaints. Following the completion of the investigation, a written report shall be prepared. Unless the parties agree to an extension of time, the findings from the investigation shall be delivered, in writing, to the complainant within 45 days of the receipt of the complaint.
Step 3 If a complainant wishes to appeal a determination by the Executive Director of Human Resources, they may appeal, in writing, to the Board of Education within 30 days of receipt of the written findings. Within 15 days, the Board shall send a written acknowledgment of receipt of the appeal to the complainant. The Board shall consider all appeals and render a written decision within 45 days of receipt of the appeal.
Step 4 If a complainant wishes to appeal a negative determination by the Board, they have 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 has not provided written acknowledgment within 15 days of receipt of the complaint or made a determination within 45 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.
Step 5 Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 111 North Canal Street, Room 1053, Chicago, Illinois 60606.

PHYSICAL EDUCATION
By state law all students must participate in physical education. If any limitation or non-participation is recommended, a written statement from a medical doctor stating such limitations must be presented to the physical education teacher prior to being excused from class.
Swimsuit: Students will need to provide their own swimsuit for use during swimming units in physical education classes. Girls need a one-piece suit that completely covers the stomach. Boys need a pair of swim trunks that are hemmed (no cut offs).
To ensure proper hygiene, it is required that students change into this clothing for physical education class versus wearing this attire to school on days in which they have physical education. Each student will be provided a locker and padlock in which to store their physical education clothing in the locker room.

PLAGIARISM
Plagiarism happens when students present someone else's ideas as if these ideas were their own. Sources for plagiarism can include written, visual, music, multimedia, or spoken texts. Incidents of plagiarism will result in consequences.

PTSA (PARENT TEACHER STUDENT ASSOCIATION) EVERY CHILD. ONE VOICE
The mission of the Northstar PTSA is to be advocates for our children and their safety, to model the core values of the school and community, and to enhance our children's education by building a partnership between families, educators, and community. Some of the ways we do this is by supporting student learning at home; speaking on behalf of our children; communicating with staff and teachers; volunteering at school; making donations for various causes; showing our children that we believe education is important; attending conferences and other school events; staying informed of events, classroom assignments, and projects; sending our students to school each day ready to learn; helping our students keep a balance between school work and outside activities; and supporting our national, state, and local PTA.
Our PTSA at Northstar is linked to the state PTA and the national PTA organization, forming a nationwide network of members working on behalf of all children and youth. Because of its connections to the state and national PTAs, the local PTA is a valuable resource to our school community with access to programs to benefit children, youth, and their families; and access to recognition and size to influence the formulation of laws, policies, and practices—education or legislative.
Membership to the Northstar PTSA is open to everyone (this includes parents/guardians, students, teachers, and community) who is concerned with the education, health, and welfare of children and youth. By becoming a member of PTA, you join the largest volunteer child advocacy organization in the United States.

Membership forms are mailed to all families in the PTSA Summer newsletter. Forms are also available in the Sixth Grade Home/School Binder, from our membership chairpersons, Northstar webpage and at Back-to-School Orientation Night. Let's all work together to support all Northstar students and build strong parent teacher relationships!

RESOURCE

Resource is a 30-minute structured study period that occurs daily. Students are assigned to a resource room which is supervised by a teacher. Students are to use this time to do schoolwork, complete a project, receive individual assistance, or make-up missing work due to an absence. School activities may be scheduled during this time also.

RESPECT POLICY

Respect is the foundation of all relationships. Respect means valuing the feelings and personal worth of each individual. At Northstar Middle School, we believe that everyone has the right to feel respected. Disrespect can be displayed through harassment. Harassment opposes Northstar Middle School's commitment to respect for all. It is also prohibited by Eau Claire Area School District policy, state, and federal law.

Harassment is behavior towards anyone that is based on their gender; race; religion; national origin; ancestry; creed (a person's guiding beliefs); pregnancy; marital or parental status; sexual orientation; or mental, emotional, physical, or learning disability which creates an intimidating, hostile, or offensive school environment that may interfere with school performance.

This list provides examples of harassment: name calling, making threats, spreading rumors, telling inappropriate jokes, making fun of someone, gestures, physical intimidation, hitting, touching, pranks or unwanted teasing, vandalism or destruction of property, unwanted pursuit of a relationship.

Northstar Middle School will not tolerate disrespect or harassment of students or staff.

SCHEDULE CHANGES

In only very rare instances will a student's schedule be changed after the school year has started. In these instances, a student should discuss a potential change with their school counselor. If necessary, families will be contacted and the change discussed with them before any action is taken.

SCHOOL GROUNDS

Once students arrive on school grounds, they must stay on school grounds unless given permission from the office and a parent/guardian to leave. Students leaving school grounds without permission will be subject to discipline.

SCHOOL NURSE

The school nurse is available for students and families. The hours the nurse will be at Northstar are very limited and are yet to be determined. Students wishing to make an appointment with the school nurse should do so by signing up on the sheet provided in the Administrative Office.

SCHOOL PICTURES

School pictures will be taken on a day in mid-August when students are welcome to pick up their class schedules as well. More information regarding dates and times will be sent home in a separate mailing.

SCHOOL RESOURCE OFFICER

An officer in the Eau Claire Police Department serves as Northstar's School Resource Officer. The purpose of his/her presence is to promote a positive and safe learning environment, act as a resource within the Northstar community, assist in the education of students regarding police issues, and conduct necessary enforcement activities within the school. The School Resource Officer does not typically act as the primary responder to student discipline situations that occur. Contact the officer by calling the school or coming to the school office.

SELLING/SOLICITATION

Students are prohibited from selling or solicitation of any item while at school without prior approval from the principal.

SKATEBOARDS/ROLLERBLADES

It is unlawful by Eau Claire City Ordinance for any person to operate or ride a skateboard, roller blades, or roller skis in any of the following places:

1. On any city street.

2. On any sidewalk in a business district.
3. In any public parking ramp or parking lot.
4. On private property unless permission has been received from the owner, lessee or person in charge of property.

To comply with this ordinance and to ensure a safe environment, students are not permitted to roller blade or skateboard on Northstar's property before, during, or after school.

SKYWARD- FAMILY ACCESS FOR FAMILIES

Family Access is a real-time, secure internet-based website that will allow you to view your student's information. Family Access will help you stay informed about your student's progress. Your school and the District will also use Family Access as a communication tool to create a stronger relationship between families and our school community. To obtain your username and password, you can click on the Skyward link on our website (www.ecasd.us) and choose 'Forgot login/ password.' If your account has an email associated with it, you will receive an email with your login information. If you do not have an email address associated with your account, you will need to contact your school. You can also contact the Enrollment Office for assistance at (715) 852-3063.

STUDENT COUNCIL

Student Council is a volunteer activity in which any student can participate. Meetings are most often held before school. The council participates in many volunteer activities that support Northstar as well as other events within the community. For more information regarding Northstar student council, students are encouraged to see student council advisors.

STUDENT DROP OFF AND PICK UP

Families who transport their students to and from school are asked to use the south driveway to enter/exit Northstar Middle School (Door 5). This will minimize interference with school bus loading and unloading. Families may also use the main parking lot for morning drop off but must yield to all school buses.

Students are not to arrive at school prior to 7:10 a.m. and should exit the building by 3:00 p.m. unless involved in a supervised after school activity. During the school day, parents must use the main driveway and enter Door 1.

STUDENT SERVICES

Guidance and counseling services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupation information, career information, tips for studying, group counseling, help with home, school and/or social concerns or any question the students may feel they would like to discuss with the counselor. Families are encouraged to contact their child's counselor any time they feel it is appropriate. A student wishing to visit a counselor should contact that counselor directly or the secretary in the student services center.

STUDENT TRANSPORTATION (BUS CONDUCT)

It is the cooperative mission of the Eau Claire Area School District and Student Transit to provide safe transportation to and from school in our district.

To facilitate this process, documents are in place to help each of us understand bus behavior guidelines and the disciplinary actions that will be taken to ensure the safety of our students. These guidelines and policies can be found in the Eau Claire Area School District Family/Student Handbook, which you receive in a mailing at the beginning of the school year. They can also be accessed online at www.ecasd.us (under ECASD Information, Bus Company-Student Transit) or by calling the Superintendent's Office at the ECASD Administration Building at 715-852-3002 to request a copy. It is the responsibility of each student and their family to read the guidelines and disciplinary action policies in place. Riding the bus is a privilege and not a right. If a student's bus privileges are revoked due to a violation of this policy, it remains the responsibility of the student's family to transport the student to and from school.

Students wishing to ride a different school bus home or wishing to get off at a different location other than their normal bus stop must bring a note from home indicating adult permission. This note should be brought to the attendance office before school to be signed. Please call student transit, 715-839-5116, if there are questions regarding the transportation of your student to school.

TARDINESS

Students arriving late to school should report to the administrative office with a note from their family explaining the reason for the tardy. Students arriving late to school without an excuse will be assigned an unexcused tardy. Families will be informed of students accumulating excessive unexcused tardies. Students who are frequently tardy to class will receive appropriate consequences.

TECHNOLOGY/COMPUTER USE
All students will be assigned an e-mail address and online document storage space. Please see full ECASD Student Technology Usage Expectations later in this document.

TELEPHONE USE/MESSAGES
Telephone messages cannot be taken for students unless they are of extreme importance/emergency and requested by parents/ guardians.

TRANSFER TO ANOTHER SCHOOL
If a student is transferring to another school, the parent/guardian should send a note or call the child's counselor at least one week before the student is transferring. All fines, fees, and books need to be accounted for before the student leaves. If a transcript is to be sent to the new school immediately, an adult should contact the counseling office the last day their child is in attendance and sign the release of information forms.

VANDALISM
Vandalism to school property or equipment cannot be tolerated. Students involved in such activity will be subject to school suspension, issuance of a municipal citation, or police referral. Complete restitution will be required for all damages.

VISITORS
Any person other than Northstar students, staff or district personnel are regarded as visitors and must report to the administrative office to gain clearance and be issued a visitor's badge. An ID is needed for all visitors entering the building

WATER BOTTLES
Northstar students are allowed to carry water only with them throughout the school day in a reusable water bottle with a sealable cover. Teachers will determine classroom expectations regarding use within each area. (i.e. Science teachers can determine that water bottles are not permitted in lab areas of the room.) Students who do not comply with these guidelines will be given an appropriate consequence and could lose the ability to carry water bottles.

WEAPONS
No one shall possess a weapon on school property, school buses, or at any school-related event. Weapons include articles commonly used or designed to inflict bodily harm and/or to intimidate other persons as well as articles designed for other purposes which are used or intended to be used in a manner that would inflict bodily harm and/or to intimidate (i.e., toy weapons or replicas of weapons).
Students violating the weapons' policy will be subject to serious disciplinary action, including suspension and/or expulsion. In the case of possession with intent to threaten or cause bodily harm to others or to cause property damage, law enforcement officials will be notified.

WEBSITE & FACEBOOK
Northstar has its own site: www.ecasd.us/Northstar-Middle-School/Home. This webpage provides valuable information regarding upcoming events. Parents are strongly encouraged to refer to the web site on a regular basis.
Visit us on Facebook also. Just type in Northstar Middle School and follow us. Northstar's page is updated several times a week.

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ECASD Student Technology Usage Expectations

For the purpose of this document, "technology" includes the use of any of the following at ECASD:

- The school network, the Internet, any sites or software that supports learning, any technological devices that belong to the school, any personal technological devices used while on campus (cell phones, iPods, computers, etc.), any private or commercial network accessed while on Eau Claire Area School District property.

Expectations

1. All use of personal and District technology resources must be in support of, and consistent with, the educational objectives of the Eau Claire Area School District.
2. Students are solely responsible for use, security and protection of any personal technological devices that he or she brings onto District property or while participating in school events.
3. Students are solely responsible for their behavior and language at all times. All District policies prohibiting bullying, harassment and discrimination apply with full force to an individual's online and other technology-based activities and communications.
4. Students will follow the school rules, Board policy and all applicable state and federal laws, including adhering to the Eau Claire Community Core Values while using technology. (Board policies 443.7 and 364.1)
5. Any attempt to circumvent security or filtering systems is a violation of school rules and Board policy.
6. Utilizing District technology resources for commercial purposes is prohibited.
7. All students have a responsibility to respect the privacy and property (including intellectual property) of others. Students will only modify data, files, communications, applications and other content that they own or have permission to modify. Students will always provide citations for the work of others.
8. Students will respect and comply with proper use of copyrighted text, images, video and music, including transmitting, downloading, reproducing or using copyrighted material.
9. Students will only use their own credentials for accessing the network and will take full responsibility for the impact that their actions and words may have on themselves and others when using technology.
10. Students will carefully and critically consider their privacy and personal and electronic safety before sharing personal information, including last name, phone number or address. Students should never share passwords with others.
11. Students will follow technology safety practices such as always logging off or otherwise terminating network or Internet sessions before leaving any device connected to a network and/or the Internet.
12. To the extent not prohibited by applicable law, monitoring of users' activities may include the use of applications, services, equipment or other methods by which school personnel can:
    a. Track and review users' Internet histories; online communication; uploaded, downloaded, saved, or deleted data, files, applications, programs, or other content; or other online activities;
    b. Track and log network access and use by any person or under any account; or
    c. Monitor fileserver space utilization by District users.
13. The Internet has inappropriate materials that do not support student educational or District goals. Students will practice self-discipline and good judgment in choosing the web sites that they visit: students will immediately notify a staff member should they see inappropriate information or pictures while using the school network and/or Internet. Inappropriate information includes anything that is hateful, racist, obscene or anything else that makes them uncomfortable.
14. Failure to follow the expectations established within this document or in related District policies will result in consequences to be determined based on the infraction and can include suspension or expulsion. Inappropriate use of technology while at school or under the supervision of school authorities can have non-school consequences when the conduct is also unlawful or violates the rights of others.

By signing the document below, you indicate that you agree to the ECASD student technology usage agreement

Student Signature: _____ Date: _____

*Once this is signed, please tear out the page and turn it in to your resource teacher

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POLAR NORTHSTAR MIDDLE SCHOOL PRIDE

S.T.A.R. EXPECTATIONS

Classroom

Safety	★Keep hands and feet to yourself ★Four chair legs on the floor ★Push chairs in and leave area in an orderly manner ★Use equipment correctly and report any problems
Timely	★Be in classroom when the bell rings ★Take out or put away material in a timely manner
Accept Responsibility	★Have all necessary materials, including planner ★Have all homework complete before class and turn in when due ★Follow directions, be on task and participate ★Check on missed work when absent from class
Respect All	★Pay attention to the teacher or student who is talking ★Work quietly ★Be positive with comments and actions ★Raise hand and wait to be called on ★Remain in your seats until dismissed by the teacher; doorway should remain clear

POLAR NORTHSTAR MIDDLE SCHOOL PRIDE

S.T.A.R. EXPECTATIONS

Hallway

Safety	★Walk at all times keeping hands and feet to yourself ★Stay to the right
Timely	★Plan your route ★Move efficiently to your destination
Accept Responsibility	★Pick up after yourself and others ★Have your planner/pass with you ★Walk directly to your destination
Respect All	★Use quiet, polite voice and language (inside voice) ★Space is small, shared by all.

POLAR NORTHSTAR MIDDLE SCHOOL PRIDE

S.T.A.R. EXPECTATIONS

Stairwell

Safety	★Handrails are for hands only ★Stay to the right ★Walk softly at all times keeping hands and feet to yourself
Timely	★Plan your route ★Move efficiently to your destination
Accept Responsibility	★Pick up after yourself and others ★Have your planner/pass with you
Respect All	★Use quite, polite voice and language (inside voice) ★Space is small, shared by all.

POLAR NORTHSTAR MIDDLE SCHOOL PRIDE

S.T.A.R. EXPECTATIONS

Bathroom

Safety	★ Wash Hands with soap and water ★ Throw trash in receptacle ★ Keep floors/walls dry
Timely	★ Find quickest route to closest bathroom ★ Return to class quickly
Accept Responsibility	★ Flush toilet ★ Use facilities correctly and report any problems ★ Speak in a quiet voice
Respect All	★ Keep walls and stalls graffiti-free ★ Provide others privacy ★ Always a phone-free zone

POLAR NORTHSTAR MIDDLE SCHOOL PRIDE

S.T.A.R. EXPECTATIONS

Lunchroom

Safety	★ Walk at all times ★ Keep hands and feet to self ★ Four chair legs on the floor ★ Remain seated at your table until dismissed ★ Push chairs in when leaving
Timely	★ Be seated when bell rings ★ WALK straight back to the line when your section is called ★ Listen to announcements ★ Remember lunch pin number to move efficiently through the line
Accept Responsibility	★ Be sure to have money in account ★ Stack trays neatly, put silverware in appropriate basket ★ Throw gum and trash in the garbage ★ Stay at assigned table through end of each quarter
Respect All	★ Use appropriate language and use an inside voice ★ Chew with mouth closed ★ Sit only on chair or stool ★ Be positive with words and actions and include everyone at the table ★ Ask to be excused when needing to leave the lunchroom area

POLAR NORTHSTAR MIDDLE SCHOOL PRIDE

S.T.A.R. EXPECTATIONS

Assembly

Safety	★ Walk at all times ★ Keep hands and feet to self ★ Four chair legs on the floor ★ Push chairs in when leaving
Timely	★ Be seated promptly ★ Wait for teacher directed dismissal
Accept Responsibility	★ Sit in assigned area ★ Ask to be excused when needing to leave the area
Respect All	★ Use inside voice and talk only when appropriate ★ "Square up" to the speaker...eyes on the speaker ★ Be positive with words and actions ★ Applaud to show appreciation

POLAR NORTHSTAR MIDDLE SCHOOL PRIDE

S.T.A.R. EXPECTATIONS

Bus

Safety	★ Know what bus route you ride ★ Keep everything inside the bus (head, arms, feet, & all other objects) ★ Stay seated until the bus stops
Timely	★ Be at your stop on time ★ Wait for the bus to stop and the door to open before using the hand rails to enter or exit the bus
Accept Responsibility	★ Follow the instructions of the driver ★ Find a seat quickly ★ Keep the aisle clear at all times ★ Consume food, drinks, and gum before getting on the bus
Respect All	★ Use a voice level of 1 or 2 ★ Keep hands and feet to yourself ★ Leave space clean ★ Use appropriate language

In case of emergency stay calm (voice level 0), stay together and help each other when needed.

POLAR NORTHSTAR MIDDLE SCHOOL PRIDE

S.T.A.R. EXPECTATIONS

Library Media Center

Safety	★ ★ Walk in the Media Center ★ Keep hands and feet to yourself ★ Four chair legs on the floor ★ Push chairs in and leave area in an orderly manner
Timely	★ ★ Return or renew materials on time ★ Find the materials you came in for and return to class promptly
Accept Responsibility	★ ★ Get pass signed before and after using the Media Center ★ Check out all materials with library card ★ Keep Media Center materials and textbooks in a safe place ★ Pay for lost or damaged materials
Respect All	★ ★ Enter and exit the Media Center quietly, using only the main door ★ Speak softly as to not disturb others ★ Share the work space and utilize own materials ★ Find your place in line and wait your turn