Farnsworth Panthers

Student Handbook

FARNSWORTH MIDDLE SCHOOL STUDENT HANDBOOK

Dear Student,

The mission at Farnsworth Middle School is to have all students learn at a high level. The Farnsworth community believes that if you can accomplish this you will be prepared to be a successful member of society. To help you learn at a high level, we use Positive Behavioral Intervention and Supports (PBIS) as a systemic approach to proactive, schoolwide behavior. PBIS applies evidence-based programs, practices and strategies for all students to increase academic performance, improve safety, decrease problem behavior, and establish a positive school culture. By establishing clear school-wide expectations, recognizing appropriate behavior and reteaching when necessary, the PBIS model has been successfully implemented in thousands of schools in over 40 states, resulting in dramatic reductions in disciplinary interventions and increases in academic achievement. As our students move within our school community we ask that they be **respectful**, **productive**, **safe** and **responsible** and by doing so they guarantee that they and their peers receive a high level of education. We have many great incentives, rewards and celebrations planned for you this year and we cannot wait for you to be a part of it!

Sincerely,

The Farnsworth Community

SCHOOL MISSION

At Farnsworth Middle School…

Our actions convey that all students will learn at a higher level.

Collaboration, Learning, Results.

2026-2027 FARNSWORTH MIDDLE SCHOOL CALENDAR

--> No school/student attendance

The first snow day will NOT be made up. All subsequent days will be virtual.

SASD Online Registration
25 Move-in Night (5:45-7:15pm)

AUGUST 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1 School Convenes/1st Quarter Begins
7 Labor Day
8 Picture Day
25 Professional Development

SEPTEMBER 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

13 Picture Retakes (8:30-11:30am)
23 Fall Recess
26 Professional Development
30 1st Quarter Ends

OCTOBER 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2 2nd Quarter Begins
5 P/T Conferences (3:30-8:30pm)
6 P/T Conferences (7:30am-12:30pm)
13 SASD Middle School Mixer (6-8pm)
25 Professional Development
26-27 Thanksgiving Break

NOVEMBER 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

21-31 Winter Break

DECEMBER 2026						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2027						
S	M	T	W	T	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	13
24	25	26	27	28	29	30
31						

1 Winter Break
4 School Reconvenes
14 2nd Quarter Ends
15 Teacher Records Day
18 MLK, Jr. Day/Professional Dev
19 3rd Quarter Begins

FEBRUARY 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15 Professional Development
25 P/T Conferences (3:30-8:30pm)
26 P/T Conferences (7:30am-12:30pm)

MARCH 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

18 3rd Quarter Ends
19-26 Spring Break
29 Professional Development
30 4th Quarter Begins

APRIL 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

16 SASD Middle School Mixer (6-8pm)
19 Professional Development

MAY 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

28 Professional Development
31 Memorial Day

JUNE 2027						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3 Early Release (1:03pm)
3 4th Quarter Ends/Last Day of School
4 Teacher Records Day

SCHOOL HOURS

Doors open at 7:30am (students may enter the cafeteria beginning at 7:15am if they are getting a school breakfast) with classes going from 7:37am - 3:03pm daily. Permission must be granted by a teacher or administrator to enter the building early prior to 7:30am.

FARNSWORTH MIDDLE SCHOOL
2026-2027

ALLIED ARTS

Period 1	Advisory	7:37 - 8:00	(23)
Period 2	6th	8:03 - 8:54	(51)
Period 3	6th	8:57 - 9:48	(51)
Period 4	8th	9:51 - 10:42	(51)
Period 5	8th Band/6th Orch	10:45 - 11:15	(30)
Period 6	7th Band/8th Orch	11:18 - 11:48	(30)
Period 7	6th Band/7th Orch	11:51 - 12:21	(30)
Period 8	8th	12:24 - 1:15	(51)
Period 9	7th	1:18 - 2:09	(51)
Period 10	7th	2:12 - 3:03	(51)

6TH GRADE

Period 1	Advisory	7:37 - 8:00	(23)
Period 2	AA	8:03 - 8:54	(51)
Period 3	AA	8:57 - 9:48	(51)
Period 4		9:51 - 10:42	(51)
Period 5	WIN/Orchestra	10:45 - 11:15	(30)
Period 6	Lunch	11:18 - 11:48	(30)
Period 7	WIN/Band	11:51 - 12:21	(30)
Period 8		12:24 - 1:15	(51)
Period 9		1:18 - 2:09	(51)
Period 10		2:12 - 3:03	(51)

7TH GRADE

Period 1	Advisory	7:37 - 8:00	(23)
Period 2		8:03 - 8:54	(51)
Period 3		8:57 - 9:48	(51)
Period 4		9:51 - 10:42	(51)
Period 5	Lunch	10:45 - 11:15	(30)
Period 6	WIN/Band	11:18 - 11:48	(30)
Period 7	WIN/Orchestra	11:51 - 12:21	(30)
Period 8		12:24 - 1:15	(51)
Period 9	AA	1:18 - 2:09	(51)
Period 10	AA	2:12 - 3:03	(51)

8TH GRADE

Period 1	Advisory	7:37 - 8:00	(23)
Period 2		8:03 - 8:54	(51)
Period 3		8:57 - 9:48	(51)
Period 4	AA	9:51 - 10:42	(51)
Period 5	WIN/Band	10:45 - 11:15	(30)
Period 6	WIN/Orchestra	11:18 - 11:48	(30)
Period 7	Lunch	11:51 - 12:21	(30)
Period 8	AA	12:24 - 1:15	(51)
Period 9		1:18 - 2:09	(51)
Period 10		2:12 - 3:03	(51)

LUNCH

Period 5	Lunch 7	10:45 - 11:15	(30)
Period 6	Lunch 6	11:18 - 11:48	(30)
Period 7	Lunch 8	11:51 - 12:21	(30)

SCHOOL CLOSING AND DELAYED START

Closings and cancellations can be found on the SASD home page or by calling 803-SNOW(7669). Make sure you click the refresh button when checking the SASD web page for school closings. SASD has also implemented text messaging notification via Twitter @shebareaschools (Tips on how to sign up for text messages from Twitter). You can also find this information posted on our SASD facebook page. As soon as a decision is made to close or delay school, the following area radio and television stations will be notified (approx. 6:00 am start looking):

WBAY TV 2 - listings page	WFRV TV 5 - listings page	WHBL 1330 AM - listings page	WXER 104.5 FM
WTMJ TV 4 - listings page	WITI TV 6 - listings page	WJUB 1420 AM	WLKN 98.1 FM

Families with students in the Sheboygan Area School District will also receive an automated phone call and email through our School Messenger/Skylert system.

TELEPHONES

The office telephones are to be used by office personnel only unless students have been granted permission. Students will not be called from class to answer phone calls unless it is an emergency. Parents are asked to call the office to speak to students only if absolutely necessary.

SCHOOL TRANSFERS

Please notify the office at least one week before you plan to withdraw your child from Farnsworth. This gives us time to get all their records in order and gives your child time to turn in all their books and receive any refunds. Students should let individual teachers know so they can prepare grades.

DAILY BULLETIN

Important news and announcements are shared daily via the morning PA announcements. They may also be found on our school website. At the end of the day, students are called to the office for messages and other announcements are also read.

STAYING AFTER SCHOOL

Students are more than welcome to participate in after-school activities and to meet with their teachers. However, they must be under the direct supervision of a staff member. Students may also stay after school in the library until 3:30pm. The library is staffed and provides a quiet environment for students to independently complete homework or to read a book.

AFTER SCHOOL DISMISSAL - RIDES HOME

All students should leave the building within 5 minutes of the dismissal bell unless they are in the direct supervision of a teacher. Students may be allowed to wait inside the building for a ride due to inclement weather or if a staff member deems it necessary. Students who are waiting for a ride inside the building may do so only at the front entrance. All other students should leave the school grounds within 10 minutes after the dismissal bell.

TELEPHONE USE AFTER SCHOOL

A phone is available for student use after school. This phone should only be used for emergencies. Calling home to see if you can go over to a friend's house is not an emergency. Arrangements for rides home should be taken care of the day before.

CO-CURRICULAR AND INTERSCHOLASTIC ACTIVITIES

The emphasis and philosophy of these programs is to provide opportunities for all students to participate, improve their skills, and have fun. Prior to the start of each activity students will be notified via announcements of its beginning. If there are any questions about a particular activity, they should be directed to the advisor/coach. All activities are a privilege. Students may not be allowed to participate in these activities if their behavior, attendance, or effort does not follow the Farnsworth PBIS Behavior Matrix. The following is a schedule of currently available co-curricular and interscholastic activities. Please note that interscholastic offerings require successful completion of a physical (provided by your own doctor) and a small fee to participate.

Co-Curricular - Available to all FMS students (subject to change)

All Year		Seasonal		
Alt Styles	Light Busters	Archery	Hockey	Speedball
Art Club	Memory Book	Badminton	Math Olympiad	Talent Show
Horticulture Club	Newspaper	Boys Softball	Pom Pons	Volleyball
International Club	Student Council	Drama	Science Fair	Wrestling
Jazz Band	Yearbook	Girls Softball		

Interscholastic - Availability is based upon grade level

Cross Country	Sept./Oct.	6th - 8th grade
Girls Volleyball	Sept./Oct.	7th & 8th grade
Boys Basketball	Nov./Dec.	7th & 8th grade
Girls Basketball	Jan./Feb.	7th & 8th grade
Wrestling	Feb./March	6th - 8th grade
Tennis	Apr./May	6th - 8th grade
Track	Apr./May	6th - 8th grade

ATTENDANCE POLICY AND PROCEDURES

All absences must be reported by a parent/guardian calling the school answering machine at 459-3655 by 9:00 am. Parents/guardians need to contact the school each day their son/daughter is absent or send a written excuse with their child when he/she returns. The school may require a medical excuse if the number of excused absences is excessive. If no medical excuse is received, the school may consider the absences unexcused.

The Sheboygan Area School District has an extensive and complete policy regarding excused and unexcused absences from school. Examples of an unexcused absence are oversleeping or not catching the bus on time. Examples of an excused absence are doctor's appointments or illness. Any student that misses half, or more, of a class will be considered absent from that class.

UNEXCUSED ABSENCES

Tier 1 - at 1-4 unexcused absences, the following interventions may take place:

- contract for unexcused absences completed with secretary
- parent contact made by school secretary, counselor, social worker, &/or administrator
- student meetings with counselor, social worker, &/or administrator to create a plan
- habitual truancy warning letter sent to parent

Tier 2 - at 5 unexcused absences the following interventions may take place:

- follow-up meeting with student by administrator or social worker
- review of cumulative file by counselor
- possible schedule change

- team collaborates to develop individualized interventions to help school engagement
- parent letter requesting parent meeting
- consideration for TAG (Truancy Abatement Group) if has minimum of 5 unx or 9 ex and parent permission

Tier 3 - at 6 or more unexcused absences the following interventions may take place:

- police, school resource, or truancy officer sent to pick up the student
- student documents own attendance
- parent provided additional resources for school attendance
- team collaborates to develop individualized interventions to help school engagement
- parent meeting with an administrator, student, school resource officer to discuss laws and to create reinforcement plan at home
- attendance case management
- social worker contacts parent and/or student to discuss attendance and provide additional resources if needed
- administrator/school resource officer contacts parent and/or student with reminder of consequences
- a truancy ticket issued to student and/or parent (not before a minimum of 10 unexcused absences)
- filing a truancy referral (not before a minimum of 10 unexcused absences)

EXCUSED ABSENCES

Tier 1 - may occur at 1-4 excused absences:

- parent contact made by teacher
- student meeting with teacher

Tier 2 - may occur at 5-9 excused absences:

- general attendance letter sent to parents
- student meeting with counselor, administrator, or social worker
- doctor's excuse letter sent to parents (if applicable)
- parent contact by administrator
- follow-up student meeting with counselor, administrator, or social worker
- consideration for TAG (Truancy Abatement Group) if has minimum of 5 unx or 9 ex and parent permission

Tier 3 - may occur at 10 or more excused absences:

- parent letter to set up meeting with administrator and/or social worker
- a letter sent to parents requiring a doctor's excuse for additional absences the remainder of the year
- parent meeting with administrator and/or social worker to decide further action
- consideration for attendance case management

UNEXCUSED TARDY TO 1ST PERIOD OR ARRIVAL AFTER 7:37

All students who arrive to school late will get their tardy pass from the tardy station located outside the main office. Students who are late will be marked as unexcused unless they come with a signed note (from a parent, guardian, or doctor) or a parent/guardian calls the school.

1-9 Tardies → No consequence
10th Tardy → 30 minutes of after school detention assigned
15th Tardy → 30 minutes of after school detention assigned
20th Tardy → 30 minutes of after school detention assigned
25th Tardy → 60 minutes of after school detention assigned
30th Tardy → 60 minutes of after school detention assigned
35th Tardy → 60 minutes of after school detention assigned
40th Tardy → 60 minutes of after school detention assigned

* Number of tardies reset the first day of every quarter; detention minutes do not reset

UNEXCUSED TARDY TO PERIODS 2-10 (NOT INCLUDING STUDENTS ARRIVING TO SCHOOL LATE)

At the classroom teacher's discretion - see teacher for specifics

VACATIONS

Sometimes during the school year, students may miss classes because of family situations such as vacations, weddings, or funerals out of town. If you or your parents know that you are going to be out of town, it is your responsibility to see the attendance secretary and pick up a Vacation Homework Request form. You should then take this form to your teachers and get your homework squared away before you leave. It is also your responsibility to return the finished assignments to your teacher.

LEAVING THE BUILDING DURING THE DAY

If students need to leave school during the day, they must follow these procedures:

1. Bring a note from your parent/guardian stating the reason and time to leave
2. Get a pass from the office before school
3. Check out at the attendance window before leaving
4. Check in at the attendance window upon returning to school

If these procedures are not followed, the time missed from school may be considered an unexcused absence.

GUESTS AND VISITORS (MIDDLE SCHOOL AGE)

Middle school aged friends and relatives are welcome to visit at Farnsworth. Prior written approval IS REQUIRED from the office. The Guest Request form needs to be completed and returned to the office at least three days prior. School administration will determine if the request will be granted. There are occasions when we will be unable to grant this permission. The first two weeks and the last two weeks of school are not available for student visitors. Visitors need to follow Farnsworth Middle School rules or they will be asked to leave.

MEAL ACCOUNTS

Money can be turned in to the drop box located outside the main office in the envelopes provided. It is the responsibility of the student and parent to keep this account with a positive balance. The student is notified when this account becomes low and a phone message is sent out from the SASD Food & Nutrition Office.

BREAKFAST

Breakfast is served before school in the cafeteria (7:15-7:30 AM). It is available for students who choose to participate. This program is currently FREE of charge for ALL students.

HONOR ROLL

Students who make the honor roll will be recognized at the end of each quarter. The honor roll levels are:

Gold	**3.5 to 4.0** grade point average
Silver	**3.0 to 3.49** grade point average

MAKE UP WORK

Students are expected to make up school work missed because of an absence. Assignments for the day and any previous assignments are available online. Contact school for the web site address. Student's parents are responsible for getting books out of lockers. It is the student's responsibility to ask the teacher what work was missed. Students who are suspended will be given the opportunity to make up all of the work missed during the suspension.

CHEATING

Cheating, including plagiarism, is a serious violation of the PBIS behavior matrix. Students found cheating will receive consequences that the teacher and administrator find appropriate for the situation.

SALES

The selling of non-school approved candy or other items is against school district policy, and will therefore not be allowed.

SURVEYS

Prior to conducting a survey/opinion poll - students must first have it reviewed/approved by school administration.

CLOTHING POLICY

To provide the best educational setting, maintain good community relations and foster a healthy environment for students to develop good socialization skills. Some general guidelines follow.

General Guidelines	Clothing that disrupts the educational environment is not allowed	Undergarments cannot be visible	Heads and ears must be uncovered in the building
	Feet must be covered & all footwear must have a solid, rubber bottom	No clothing with statements or pictures of questionable taste	Shirts and pants/shorts should be touching with arms at rest; belly buttons must be covered at all times with arms at rest
	All items worn must be originally manufactured as clothing and may only be worn with its intended purpose (ex. a blanket is not clothing)		
Tops/ Shirts	No clothing that is backless, low cut, or with spaghetti straps may be worn	Must adequately cover the chest area	
	See-through shirts may be worn if a shirt or appropriate tank top is worn underneath	Professional sports jerseys or “muscle” shirts may be worn over a t-shirt	
Pants/ Shorts/ Skirts	Shorts must have at least a 3 inch inseam	Skirts must be at least 12 inches in length	
	Must be worn at or above the hips without any visible undergarments; may require a belt		
Outerwear	No coats or jackets may be worn; must be placed in lockers	Jean & jogging suit jackets are allowed; classroom exceptions may apply	No ear muffs, hats, or gloves
Headwear	No hats or caps; must be placed in lockers	Hoods may not be worn covering a student’s head or ears	Bandanas no wider than 2” may be worn only as a hair accessory
Physical Education	Must wear athletic shorts or pants (preferably in a dark color) with an elastic waist	Must wear a light colored t-shirt	Must wear gym shoes

If students choose not to follow these guidelines, they will be provided with more appropriate clothing to wear that day. If the problem continues, parents will be contacted. Minors will be written for students who do not follow the FMS dress code. Multiple minors may lead to an office referral.

COUNSELING CENTER

Services offered include individual counseling, educational, academic, career and group counseling. Counseling can be on a one-time basis or on a continuing basis. In addition, the counselor can assist in referrals to outside agencies. Students wishing to see a counselor should use the sign-up sheet in the counseling office. Your parents/guardians should feel free to call for appointments if they have any questions or concerns.

What Can I Talk to My Counselor About?

You can talk about anything that bothers you. Your school counselor can help you with:

1. Personal problems - Your personal problems can affect your attitude and performance at school. Your counselor can help you be successful while dealing with these problems.
2. Problems with others - You can't do your best at school if you aren't getting along with others. Your counselor can help if you have trouble with family members, other students, or teachers.
3. Problems with classes - If you can't see eye-to-eye with a teacher, your counselor can help both of you come to an understanding.
4. Depression - It's normal to feel "blue" now and then. Talking with your counselor can help. If you're thinking about suicide, get help right away.
5. Deal with stress - Some students feel stress from school and outside pressures. Your counselor can teach you ways to manage stress.
6. Become more confident - Your counselor can help you think about your past successes and other ways to help build your self-confidence.
7. Sexuality - Counselors can help clarify feelings about sex. If you or a friend are pregnant, talk with your parents or school counselor immediately.

8. School Issues - There are many school issues, such as peer pressure, that can affect your attitude and performance at school. Talk to your counselor about ways to handle these issues and be more successful academically.
9. Resist peer pressure - Saying "no" to friends is hard, but it can be done with a little practice. Your counselor can help you feel good about doing what is right for you.
10. Alcohol or other drug abuse - If you're being pressured to use alcohol or other drugs, it can help to talk with a trusted adult.
11. Deal with peer pressure.

Will what I say be confidential? In most cases yes, unless the situation deals with someone being hurt. Ask your school counselor for details. Our school counselor is here for you! Your counselor can help you know yourself better, develop talents and interests, enjoy school more, plan for a satisfying future.

LOST AND FOUND

Lost items are brought to the office. Valuables can be claimed in the office. Other lost items will be stored in the cabinet directly outside the cafeteria. Lost items will be donated after going unclaimed.

INJURIES

If you are injured while participating in any school activity, you must notify a staff member immediately. Any first aid deemed necessary to meet the immediate emergency will be provided. After this has been done, a parent/guardian will be contacted in regard to further medical treatment. The school is not responsible for doctor, hospital, ambulance bills, or other resulting from accidents.

TRANSPORTATION

All students that bring their bikes, scooters, skateboards, roller skates, or rollerblades to school need to be respectful of others and responsible for the safety of all. Bikes must be parked in the bike racks, and personal locks are recommended (school is not responsible for bikes parked in the bike racks). Bus riders must follow the rules that the drivers establish.

MOBILE DEVICES

Students enrolled in the Sheboygan Area School District shall be permitted to possess and use mobile devices (including, but not limited to, cellular phones and smart watches) in accordance with the following guidelines:

- Mobile devices may not be used and must be turned off and in lockers (smart watches must be in Do Not Disturb/School Mode) during the instructional day except with the permission of the administration. The instructional day is defined as being from the official start of the school day (7:37 am) until the official end of the school day (3:03 pm).
- Students needing to contact a parent or guardian during the day will be expected to use the phone in the office. Failure to do so by using a personal mobile device will result in a minor referral and the student will be able to pick it up from the office at the end of the day. Future violations will result in a major referral and a parent/guardian will be contacted to pick up the device from the office.

PBIS

PBIS is an acronym for Positive Behavior and Intervention Supports. It is a school-wide system that emphasizes prevention of problem behaviors, instruction on social skills, and data-based decision making to both reduce problem behaviors and improve academic performance.

PBIS offers three tiers of behavioral supports to students. In the first tier, behavioral expectations are established and taught to all students. When Matrix expectations are met, students may earn Panther Points of Pride cards that can be redeemed at the Panther Express PBIS School Store. Each quarter, students with no office discipline referrals are invited to fully participate in the school-wide PBIS celebration.

Students needing additional support are offered tier two interventions during the school day. These supports include participation in Farnsworth’s Check-In Check-Out (CICO) Program, Social and Academic Instructional Groups (SAIG), or other small group interventions.

Students needing significant support for behavioral challenges are provided evidence-based interventions tailored specifically to their needs in the third tier.

REFERRALS

Referrals are written for students who demonstrate unacceptable behavior (behavior that does not follow the PBIS Behavior Matrix) which interferes with the orderly operation of the school or the rights of teachers to teach and students to learn. Students who earn a referral will be seen by an administrator and may receive detention, in-school suspension (ISS), out-of-school suspension (OSS), or other consequences. Parents will also be mailed a copy of the referral.

AFTER SCHOOL DETENTIONS ASSIGNED BY THE OFFICE

Students will be able to serve after school detention minutes in room 108 (located directly across the hall from the main entrance) until 4:00 pm (except on Wednesday). Students serving detention must arrive in room 108 no later than 3:10 pm to be able to serve a detention. Unserved detention minutes can result in students being unable to participate in reward days (ex. quarterly PBIS rewards), celebrations (ex. 8th grade dance), or any after school activities. After school activities include, but are not limited to, activity nights, middle school mixers, middle school athletics (as a participant or as a spectator), and co-curriculars. Students not eligible to take part in activities due to unserved detention minutes will only be able to participate once all minutes have been completed. Additional consequences may be implemented by school administration.

IN-SCHOOL SUSPENSION (ISS)

In-school suspension is the act of prohibiting a student from attending classes for a period of no more than three consecutive school days. The student serves the suspension time in the school building in an area specified by the administrator. Students assigned to in-school suspension will receive work assignments from their teachers and be allowed to make up missed class assignments and tests unless an administrator assigns other work to students on in-school suspension. In the event that an administrator does assign work to a student on in-school suspension, the student will have one day to make up all of the missed work. Students on in-school suspension will:

- be working quietly at all times.
- eat lunch in the suspension room.
- remain in their seat at all times.

Non compliance with the above rules may lead to out of school suspension or additional consequences.

OUT OF SCHOOL SUSPENSION (OSS)

Students may be suspended from school for up to five consecutive school days for each incident of noncompliance of school rules. If a notice of expulsion hearing has been sent to a student, a student may be suspended for longer periods of time. In the case of out-of-school suspension, students cannot be on any school grounds or attend school sponsored activities.

EXPULSION

In certain cases of serious misbehavior or where a student has repeatedly violated school rules, the Farnsworth administration will recommend the expulsion of the student. The power to expel belongs to the Board of Education and may be used at its discretion when the Board finds a student guilty of repeated refusal or neglect to obey the rules, or finds that a student knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made to destroy any school property by means of explosives, or finds that the student engaged in conduct while at school or while under the supervision of a school authority which endangers the property, health or safety of others or finds that a student while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health, or safety of others at school or under the supervision of a school authority or is satisfied that the interest of the school demands the student's expulsion. In the case of a possible expulsion, the student and his/her parents/guardian will have a hearing before the Board after proper notice.

SCHOOL RESOURCE OFFICER

Each middle school is assigned a school resource officer that is also a member of the Sheboygan Police Department. The officer is available to meet with students and address any concerns with the law or help with a problem. The resource officer does not enforce school rules, but he does enforce Sheboygan City ordinances.

CITY ORDINANCES

Sheboygan City ordinances and other laws are enforced at Farnsworth Middle School when applicable in addition to appropriate school consequences.

STUDENT CONDUCT IN NEIGHBORING AREAS

Inappropriate student conduct before, during, and after school in neighborhood areas may result in school disciplinary action.

BACKPACKS/BOOK BAGS

Backpacks/book bags may be used to and from school. They must remain in a student's locker during the school day (unless prior permission granted by school administration). Purses/bags smaller than the student planner may be carried to class.

DAMAGE TO SCHOOL PROPERTY

Students who damage school property will be required to pay for such damages and may earn detention, suspension, community service, or expulsion depending on the circumstances.

FIRE, ALICE (SAFETY), AND TORNADO DRILLS

There is only one purpose in having these drills and that is to prepare for emergencies. When participating in a drill or an actual emergency, students will stay quiet, walk swiftly and orderly, and follow staff directions once arriving at their specific locations.

LOCKERS

Student lockers and gym lockers are the property of the Sheboygan Area School District. Lockers are made available for the use of students. Each student is assigned an individual locker for his/her use. All lockers are subject to inspection at any time. Periodic inspection of lockers will be made and may involve the use of specially trained alert dogs, with the assistance of police department authorities. In the course of a locker inspection, school officials may seize all items which are dangerous and/or illegal. Student belongings within the lockers may be searched, consistent with applicable law. Items seen as disrupting the educational process, or which are inappropriate in a school setting may not be posted or displayed in school lockers.

There is no reason for students to lose any valuables while at school. No one can open the locker without the combination. Students should not give out their combination to other students and are to be locked when not in use (no preset lockers). Sharing lockers is not permitted. Farnsworth Middle School discourages students from carrying large amounts of money during school hours. Personal locks are not to be used on lockers, and those locks will be cut off. Farnsworth Middle School is not responsible for lost or stolen items from lockers.

*Lockers will be opened the week following the end of school and the contents removed.

LOCKER ACCESSORIES

Locker accessories that damage or interfere with the function of school lockers may not be used at Farnsworth Middle School. Some examples might include locker shelves or stickers.

HEADPHONES

No wireless headphones are allowed to be used at school during the instructional day (7:37am-3:03pm). All headphones must be corded. Students will receive progressive disciplinary action if they are in violation of this policy.

FARNSWORTH BEHAVIOR MATRIX

	All Settings	Before/After School	Hallways/ Stairs VL = 0-1	Cafeteria VL = 0-1	Bathrooms/ Locker Rooms VL = 0-1	Assembly VL = 0	Field Trip Bus VL = 0-1	Chromebooks
Be Respectful	Use manners Follow dress code Respect school property and the property of others Use appropriate language and volume	Use the sidewalks	Eyes only on displays and posters	Raise your hand to ask permission to leave your seat	Give privacy to others	Show enthusiasm and appreciation at appropriate times	Actively listen Participate when invited Represent Farnsworth MIddle School in a positive way Follow the designated voice level	Use cameras/video tools appropriately and only with the permission of the teacher and those you are filming Keep volume to an appropriate level (off unless needed) Communicate respectfully Cooperate immediately when adults ask to see your Chromebook
Be Responsible	Be compliant Follow posted voice levels Make good choices Clean up after yourself Cell phones need to be turned off and in your locker from 7:37-3:03	After exiting the building, leave school property promptly unless waiting for a ride	Use trash and recycling bins Carry hallway pass (other than passing time)	Table area needs to be clean before dismissal Open food and drink are to be consumed or thrown away before leaving the cafeteria	Keep area clean (flush, wash, use trash bin) Change quickly	Report to designated area and sit quietly Discourage negative behaviors of others	Follow all bus rules Stay seated Keep area clean Return field trip permission slip on time to designated adult Be prepared and on time for scheduled activity	Must be clearly marked with a name tag and barcode Bring it fully-charged to school every day, and leave your charger at home Take care of your it and keep it in good condition Report damaged, lost, or found Chromebooks to the library immediately You are the only student allowed to use your Chromebook
Be Safe	Walk at all times Report any problems to an adult Keep hands, feet, and objects to self	Use crosswalks safely Carry skateboards/ scooters when on school property	Stay on the right side of the hallways and on the stairs	Walk Stay in line Keep chair on the floor	Wash hands	Stay seated until dismissed	Stay with your designated chaperone Follow the rules of the area you're visiting	Be careful what you share - keep passwords and personal information private Downloads and content must follow all SASD and Farnsworth policies Report abusive or questionable messages or subject matter to the teacher
Be Productive	Use time efficiently Be in control of your actions	Before school, gather materials, report to 1st hour, and stay there After school, gather materials, report to a supervised area or leave the building promptly	Move directly from one place to another Arrive at your destination on time	Use your time appropriately: eat your own food and use the restroom before going outside	Use facilities properly	Participate when invited or appropriate (voice level 1-4)	Make connections to your classes	Close it and put it aside when directed by staff Play music and games only when a teacher gives permission Keep teacher apps/extensions installed It is for education - social media is not allowed

Voice Levels (VL): **0**=Staying Silent, **1**=Speaking so only the person next to you can hear you; whisper, **2**=Speaking so only a small group of 3-4 can hear you; your conversation voice, **3**=Speaking so everyone in the classroom can hear you; your presenter voice, **4**=Cheering at a sporting event or directing a teammate in a gym activity, **5**=Calling for help in an emergency situation; danger

Before you...

THINK!

T - Is it true?

H - Is it hurtful?

I - Is it illegal?

N - Is it necessary?

K - Is it kind?

PARENT TIP SHEET

With Power Comes Responsibility

TOP 10 DIGITAL CITIZENSHIP TIPS FOR FAMILIES WITH MIDDLE OR HIGH SCHOOL-AGE TEENS

1. **What happens on the Internet may live forever on the Internet.** What teens do online spreads fast and can last a long time. Silly or not-so-smart comments, photos, and videos can be found long after your teen forgets about them. So remind your teens that a bad reputation could be just a click away and to think carefully before they post.

2. **Nothing is as private as teens think.** Text messages, photos, comments, videos – they can all be copied, pasted, and shared with tons of people in a heartbeat. Make sure kids use privacy settings and that they understand that the best way to protect their secrets is not to post personal stuff. That includes sending their own "sexts" (nude or semi-nude photos or sexual comments) or forwarding any "sexts" that they receive.

3. **Kindness counts.** Teens sometimes say and do things online that they wouldn't in person. Encourage them to communicate kindly, build positive online relationships, and stand up for those who are bullied or harassed. Remind them that posting an embarrassing photo or forwarding a friend's private text without asking can hurt or damage others.

4. **Give and get respect for creative work.** Teens are proud of the videos, photos, music, and other art (and school papers!) they create — and they have the right to have that work respected. They also have the responsibility to respect other people's creative work. So explain that illegal downloading, using technology to cheat in school, and cutting and pasting other people's stuff may be easy, but that doesn't make it right. Make sure they give credit where it's due.

5. **Don't dismiss digital talk.** Don't underestimate the power of texts, IMs, and other digital media to strengthen existing relationships. Teen relationships often move fluidly from online to off. But if your teen seems withdrawn, spends endless hours online, or appears to be hiding something, that could mean that something is wrong with their relationships. If you think this might be happening, ask your teen about it.

6. **Teach your teen not to flirt with people they don't know online.** Flirting with strangers or acquaintances online is risky — no matter how old they are — because the exchange can move from harmless to unhealthy very quickly. Flirting may lead to unwanted exposure to sexual requests. It may also lead teens to believe that they're in a serious, romantic relationship with someone they don't really know. Both situations can make a teen feel harassed, manipulated, or uncomfortable.

7. **Exploration is a part of growing up.** Teens may try out different personas online or exaggerate things about themselves, but this is a normal part of figuring out who they are and who they want to be in the world. But if you see your teen trying out a problematic persona, ask about it. Don't be too quick to worry or judge, but ask questions about why they made the choices they did.

8. **Encourage positive participation.** Help them create, share, tag, comment, and contribute to the online world in positive ways.

9. **Let them know you're always there for them.** Remind teens that you're always available to talk. While you're at it, put in a plug for the school counselor or a friend's parent. Knowing that they have a trusted adult to talk to will be comforting if they ever encounter a situation online (or off) that makes them uncomfortable.

10. **Embrace their world.** Ask your teens to share the sites they visit, the songs they download, and the videos and games they love. It's up to us to join the fun!

commonsense media

DIGITAL LITERACY AND CITIZENSHIP IN A CONNECTED CULTURE
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http://www.sweetwaterisd.net/digital-citizenship/

https://www.commonsensemedia.org/sites/default/files/uploads/pdfs/should-i-share_24x36.pdf

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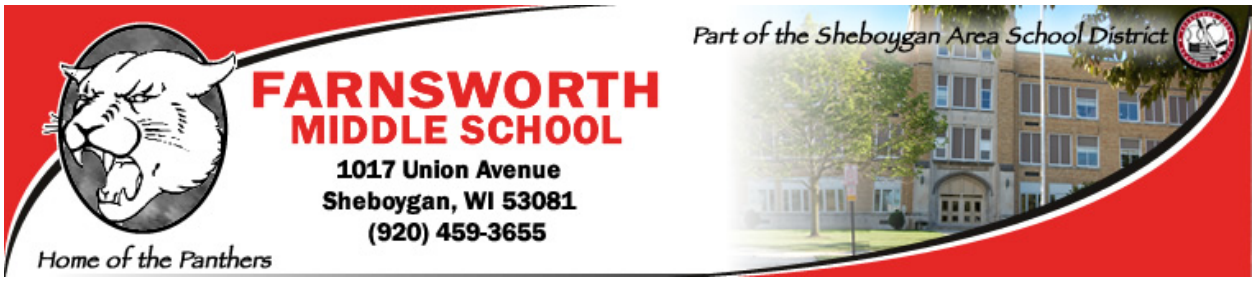

http://www.sheboygan.k12.wi.us/farnsworth