

2026 - 2027 School Year

Wilson/Magellan Middle School

Handbook

Home of the Raiders



Wilson/Magellan Middle School

225 N. Badger Avenue
Appleton, WI 54914

Office Phone: (920) 852-5435
Attendance Line: Extension 48001



Table of Contents

Welcome and Introduction	5
<u>SCHOOL INFORMATION</u>	
First Day of School	6
Open House	6
School Fees	6
Project Starfish	6
<u>INFORMATION AT a GLANCE</u>	
Alternating Friday Schedule	7
Backpacks	7
Breakfast and Lunch	7
Change in Address/Telephone/Email	7
Daily Announcements	8
Inclement Weather/School Cancelation	8
Infinite Campus	8
Lockers	8
Lost and Found	8
Moving Within District	9
Office Hours	9
Open Enrollment	9
Parent Communication (Raider Review)	9
Photographing and Videotaping in Schools	9
School Hours	10
School Pictures	10
Student Records and Directory Information	10
Telephone Use - Main Office	10
Visitor Guidelines	10
Volunteers	10

ATTENDANCE GUIDELINES

Single Day Absence	11
Medical/Dental/Appointments	11
Excused Absences with Prior Parent Request	11
Tardiness	11
Make-Up Work When Absent	11
Medical Excuse	12
Unexcused Absences	12
Truancy	12
Habitual Truancy	12
School Attendance Officer	12
Open Enrolled Student - Habitual Truant	13
Homebound Instruction for Absent Students	13

HEALTH and WELLNESS

Administering Medication at School	14
Contagious Disease and Immunizations	15
Drug-Free Schools	15
Health Room	16
Immunization Records	16
Physical Exemptions from School Activities	16
Student Assistance Program (SAP)	16

ACADEMIC GUIDELINES and EXPECTATIONS

What to Expect	17
Accommodations for Religious Beliefs	17
Eighth Grade Promotion	18
Field Trips/Parties/Movie Celebrations	18
Homework	18
ID Cards	19
iReady Testing	19
Library Media Center	19
Physical Education	19
Report Cards	19
Retention Guidelines	20
Standards-Based Grading	20
Standardized Testing	20
Textbooks	20

STUDENT BEHAVIOR

Behavior Expectations	21
Examples of Unexpected Behavior	22
Student Harassment	
• Bullying	
• Cyber Bullying	
• Other Forms of Harassment	
• Reporting Procedures	
Cheating	25
Cell Phone Use	26
Dress Code	27
Fire Alarm Damage	27
Food and Beverage	27
Gang Activity	27
Hallway Traffic	28
Public Display of Affection	28
Significant Disruption of the Learning Environment	28
Transportation	28

Trespassing	28
Violence and Intimidation	29
Weapons	29
Consequences for Unexpected Behavior	30
Lunch Reflection	
Legal Action	
Search and Seizure	
Suspension and Expulsion	
Preventative Measures for Safer Schools	31
Anonymous Bullying and Incident Reporting	
Drug Dog Searches	
Infinite Campus	
Complaints and Grievances	32

ATHLETICS and CO-CURRICULAR ACTIVITIES

Co-Curricular Activities	33
Athletic Program Components	34
Intramurals	
Interscholastic	
Insurance	
Code of Conduct	35
Academics	
Attendance	
Expectations	
Drugs/Alcohol/Tobacco	
School Rules	
Complaints and Grievance	

NEED TO KNOW

Bell Schedule	36
Boys and Girls Club	36
Dance and Activity Night Guidelines	36
House System	37

THE RAIDER COMMUNITY

Values	38
Administration	38
Counseling Support	38
School Resource Officer	38
Youth Advocate	39

STUDENT SERVICES

Programs	40
Student Support Team	40
Assessment of Lagging Skills and Unsolved Problems	40
Check In, Check Out	40
Social Academic Instructional Group	41
INDEPTH	41
The Raider Room	41

<u>RAIDER COMMUNITY SUPPORTERS</u>	42
---	----

BOARD OF EDUCATION-SCHOOL POLICIES

A complete listing of the Board of Education school policies can be found at the following link.

<https://www.aasd.k12.wi.us/district/leadership/board-of-education/district-school-policies>

STUDENT NONDISCRIMINATION STATEMENT

Board Approved Policy 411.2 and 411.2-Rule, July 2022

Policy: <https://www.aasd.k12.wi.us/district/leadership/board-of-education/district-school-policies>

Notice:

<https://www.aasd.k12.wi.us/district/district-information/notices/student-nondiscrimination-statement>

The Appleton Area School District does not discriminate against students on the basis of sex, race, color, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression or physical, cognitive, emotional or learning disability in its education programs or activities.

STUDENT NON DISCRIMINATION COMPLAINT PROCEDURES

If any person believes that the Appleton Area School District or any part of the school organization has failed to follow the law and rules of Wisconsin State Statute 118.13 and Wisconsin Administrative Code PI 9, or in some way discriminates against pupils on the basis listed above or under Section 504, Title II, VI, or IX, he/she may bring or send a complaint to the following address:

Mike Hernandez, Assistant Superintendent of School Services

Appleton Area School District, 131 E. Washington Street, Suite 1A, P.O. Box 2019, Appleton, WI 54911 (920-852-5300 x-60112)

hernandezmicha@asd.k12.wi.us

[Assistant Superintendent of School Services serves as Coordinator for Section 504, Title II, VI, and IX Complaints]

Formal Complaint Procedures can be found on the AASD District Website.

Welcome Message



Welcome to Wilson/Magellan Middle School and the Raider family. The Family Handbook has been prepared to help you learn about our school and your upcoming year. It is your guide to understanding the “The Raider Way” and is intended for your use as a resource throughout the school year. It will answer questions about school expectations, policies, and practices. Don’t forget, however, that the entire Wilson/Magellan staff is more than happy to answer any questions that you might have.

Wilson/Magellan offers you a chance to grow academically, physically, socially, and emotionally. A wide variety of instructional programs and extracurricular activities have been designed to meet each individual student’s needs. This year, we will continue to focus our attention on improving student readiness to learn through “The Raider Way”.

Together, the staff, families, and students of Wilson/Magellan challenge you to do your best every day. Take the challenge and become an active, positive member of the Raider Community. We are looking forward to an enjoyable, challenging, and rewarding school year.

We're glad you're here and make it a great day, the Raider Way!

Sincerely,
Mrs. Ruhsam, Mr. Stanley, and Mrs. Hedrich

SCHOOL INFORMATION

FIRST DAY OF SCHOOL

- Tuesday, September 1, 2026 at 7:50 AM for ALL Grades.
- If you are eating breakfast before school, you may enter the Activity Entrance Doors at 7:20 AM.
- Breakfast needs to be eaten in the Cafeteria **BEFORE** school begins.
- [ENTRANCE and DROP OFF INFORMATION](#)
- PLEASE USE THE CROSSWALKS for your safety.
- There are bike racks behind the building, make sure you bring a lock.
- Buses drop off on WASHINGTON STREET by the new Gym.

2026 - 2027 OPEN HOUSE

Open House will be held on **Wednesday, August 26, 2026 from 4:30 - 6:30 pm**. At this time students will receive a paper copy of their schedules, will be able to walk through their schedules, meet teachers, put items in their lockers, and prepare for the beginning of the school year. We will also have community resources available to families that night, food trucks, and music on the lawn.

SCHOOL FEES

- School fees are **\$40**. We have financial assistance for families available.
- Please note that the school fees do not include the cost of a Yearbook, school pictures, field trips, or sports.
- Students who participate in Middle School Athletics will incur a "sports participation fee" of \$40/sport per year not to exceed \$120/student, \$160/middle school family, \$250/middle & high school.
- For students who take **band and orchestra** and use an instrument belonging to the school, there is a \$120.00 rental fee per year for band and string instruments. Percussion fees are \$60.00 per school year. The band and orchestra teachers will be sending out a statement within the first two weeks of school regarding payment.
- **School Supplies:** The supply list is available on the school website and it will be available at registration. Students provide their own paper, writing implements, notebooks, physical education attire and other supplies needed in special classes. Students are provided with Chromebooks and textbooks from the library at school. The regular school library has a wide selection of supplementary books and periodicals for check out. Students are held responsible for the good care of their Chromebook and books. Damaged or lost Chromebooks or books are to be paid for (or replaced if it is a book) by the student responsible.

What if We Cannot Afford the Fees?

Complete the application for Free and Reduced School Meals which is located on the school website found [HERE](#). If you qualify for free and reduced school meals, you would also qualify to have the school fee of \$40 waived. Sports, field trips, and music fees are NOT covered under the waiver, however, you can apply for in-school assistance from Project Starfish.

PROJECT STARFISH

Many families today are facing economic challenges and we do not want that to be an obstacle for any student to get involved at school. Students can apply for Project Starfish by filling out a form located in the Main Office.

Project Starfish is a confidential program that can help students pay for things like:

- | | |
|------------------------|----------------------|
| • Field Trips | • Summer School Fees |
| • Club or Program Fees | • School Supplies |
| • Instrument Rental | • Athletic Events |
| • Sports Fees and Gear | • Yearbooks |

INFORMATION AT a GLANCE

Alternating Friday Schedule

All middle schools in the AASD alternate Fridays between a Monday/Wednesday class and the Tuesday/Thursday classes. The Alternating Friday Schedule can be found [HERE](#).

Backpacks

Backpacks are to remain in the student's locker during the school day. They will be placed in their locker at the beginning of the school day and picked up at the end of the day to take any necessary materials home. Students will be taught organization and time management skills to assist them in preparing for their classes over the course of the first month of school and revisited during the school year. Students have 5 minutes of passing time which is enough to get to their lockers and to class on time.

Breakfast and Lunch Programs

We offer a breakfast program and students are to enter the Cafeteria between 7:20 am and 7:45 am through the Activity Entrance off of the Mason Street Parking Lot. This is optional for students, however, we would encourage all students to eat breakfast at home or at school so they can be best prepared for the school day.

Wilson/Magellan has a completely closed campus during the lunch period. No student is allowed to leave campus unless picked up in the office by a parent/guardian/mentor and signed out for an appointment. Students can either bring their lunch to school or participate in the school lunch program. Students should report to the Cafeteria during their designated lunch hour or to a teacher if requested. Expected behaviors in the lunchroom will be taught to all students during the first weeks of school and reviewed throughout the school year.

The following guidelines are specific to the cafeteria to make the lunch time as pleasant and efficient as possible:

- Students should sit at the tables provided and remain in their assigned seat until dismissed.
- Lunchroom expectations will be reviewed with all students throughout the school year.
- Students should leave their seating area clean and are responsible for cleaning their space. Wash stations will be located around the Cafeteria for students to throw their trash away and wipe down their area.
- All food and beverages are to be eaten in the Cafeteria.
- Sharing tables are available in the lunchroom for students to place extra food they do not want, and students may pick up additional items they may want.
- If food is ordered for students or brought in, it will need to arrive BEFORE their lunch period otherwise it will be held for them until the end of the school day.

Assigned seats will be given to all students for the first two weeks of school by alphabetical order. Students can be issued an assigned seat after the first two weeks if necessary.

Chartwells is our food service provider. Breakfast and lunch menus are available on the Appleton Area School District Website. Contact Chartwells directly if you would like to know your student's current account balance.

Change of Address/Telephone/Email

Contact with the parent during an emergency is imperative for safety reasons. If at any time during the school year a student moves to a **different address**, this change should be reported to the school office as soon as possible, or the parent can change it in Infinite Campus. Likewise, a change in telephone numbers and/or email addresses should be reported to the office. You can make these changes yourself through the Infinite Campus Parent Portal or by calling the Wilson Main Office. Please be assured that unlisted telephone numbers are kept confidential and at no time are these or any other phone numbers given out. For the safety of your child it is important to keep this information as up to date as possible.

Daily Announcements

Announcements will be made at various times throughout the day with an effort to minimize impact on instructional time. Daily Announcements will occur at the beginning of the school day and are also posted in Canvas for student information. It is the responsibility of the student to look up the daily announcements if they are absent.

Inclement Weather/ Emergency School Cancellation

Information: <https://www.aasd.k12.wi.us/families/family-resources/school-closure>

In case of school start delays or closures, families will be notified via Infinite Campus alerts with robocalls, emails, and text messages, or a combination in an effort to reach all families. [Please ensure that your Infinite Campus contact preferences are up to date.](#) We will stagger notifications to ensure timeliness while minimizing early-morning disruptions.

- Website and social media posting will be completed as soon as possible
- Email notification as early as possible, starting no earlier than 5:00 a.m.
- Text notification as early as possible, starting no earlier than 5:30 a.m.
- Phone calls at 5:45 a.m., to allow enough time for 10,000+ calls to be completed by shortly after 6:00 a.m.

A note about robocalls: We serve more than 15,000 students and our call-out system cannot call all of our families at the same time. The notification may take a few minutes after the notification is sent to reach your family. For that reason, we also post to this website and to our social media accounts as soon as we know the District will delay or close for the day.

On days when the weather is questionable, families can always check the District website or their school's website for a red alert banner that will be added to the top of all AASD homepages. The District's social media will also be updated. Families can also listen to any local radio station or watch many local television stations for information about school closings.

When school is canceled for students, the Wilson Office will not be open, so it will not be possible for you to reach the school. If the school closing is not announced on the radio, it means that school will be in session. When the weather becomes cold or it is raining, students may enter the building at 7:20 AM through the Auditorium doors where they will remain until 7:35 am.

Infinite Campus

Campus Portal is our tool for parents and students to access instant, online, timely and secure student information: class schedule, assignments, attendance, course registrations for next year, report cards and transcripts. To access this tool, go to the school's website and click on Family Resources and then Infinite Campus Portal. First time users will need an activation key to log in. If you do not have an activation key, call the school office or contact Helpdesk at 920-852-5555.

Lockers

Policy: <https://www.aasd.k12.wi.us/district/leadership/board-of-education/district-school-policies>

A hall locker will be assigned at the beginning of the school year and is provided for every student to store books and personal belongings. Students are expected to take care of their lockers and keep them locked at all times. It is encouraged that students keep their valuables at home and should not be brought to school or stored in lockers.

A student's locker may be inspected at any time with or without consent of the student as the lockers are owned and controlled by Wilson/Magellan Middle School for the use and benefit of the student. Reasons for conducting locker search would be, but is not limited to, the suspicion of concealing alcohol, illicit drugs, disruptive material, dangerous weapons, contraband, or other items that pose a danger to health and safety. If school guidelines are violated, locker privileges will be withdrawn and the necessary disciplinary and legal consequences will result.

Lost and Found

Lost and found items are located in the Cafeteria. Students should check in the office and the lost and found box when they have lost something. At the end of each quarter, items that are not claimed are either donated to our school clothes closet or thrown out.

Moving Within the Appleton Area School District

When a family move occurs within the AASD (intra-district), students may continue to attend the school where they are currently enrolled even though their residence has changed to another AASD attendance area. Students can then transition through the same elementary, middle and high school as their attendance area peers without having to apply through the District's Open Enrollment process. Essentially, a student maintains his/her original "home" school status throughout the elementary, middle, and high schools grades no matter how many moves occur within the AASD. However, if a student enrolls at the new school at the time of the move or any time thereafter, the new school then becomes the "home" school for the student. For a family move, transportation is the responsibility of the parent/guardian if the student wants to remain at their home school. Parents who wish to have their student(s) remain in the same school after an intra-district move occurs should inform their school or update their address in Infinite Campus.

Office Hours

Normal office hours during the school year are 7:00 AM – 4:00 PM Monday through Friday.

Open Enrollment

Open enrollment is a program in the Appleton Area School District that allows students to apply to attend a school outside their home school attendance area. Students, however, will always be guaranteed space at their home school attendance area, and no application is needed for that choice. This service is being offered as a way to be more responsive to families and to support creativity and diversity among school programs. The application process for students takes place in January. The program is offered to each individual student. Also, students who have previously been granted a boundary exception would continue with that exception until the specified ending date of the exception agreement. For further information, call your building principal or the Attendance Office at (920) 852-5435.

Parent Communication: Newsletter (Raider Review)

Parent newsletters will be emailed at the beginning of each month and is called "The Raider Review". A hardcopy of the newsletter will be available in the office for you to pick up during regular office hours. It is also available on the website and on our social media pages.

Photographing and Videotaping in Schools

Policy: <https://www.aasd.k12.wi.us/district/leadership/board-of-education/district-school-policies>

State and federal laws safeguard students and their families against the release of student information used by schools. Films, videotapes, photographs and web-based images of students in the schools are subject to the provisions of these laws. The Appleton Area School District shall observe measures intended to protect students from their involvement in films, videotapes, photographs or web pages to which they or their parents may reasonably object. Schools publish websites that showcase student work and videotaped productions are done for promotional opportunities for the District.

The following procedures shall be implemented when students are being filmed, videotaped, and photographed:

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

School Hours

Our school day begins at 7:50 AM, with the first bell ringing at 7:35 AM. When the weather is inclement, students are allowed inside in the Auditorium at 7:20 AM. Students are urged to time their arrival at school so they will not have to wait excessively before school. Students may arrive as early as 6:50 AM daily throughout Door U off Badger Avenue and proceed to the Cafeteria for the Boys & Girls Club up until 7:15 AM.

Upon the ringing of the dismissal bell at 3:20 PM, students are expected to leave the building as soon as possible unless they are staying for an after school event, practice, or the Boys & Girls Club. Students remaining on campus for a later scheduled activity must either be in a classroom supervised by staff or in the Boys & Girls Club. **After 3:30 PM, students should be out of the hallways and off the school lawn unless there is special permission from a staff member.**

School Pictures

Student pictures will be taken on Thursday, September 10. If you miss picture day or would like to retake the picture, we will have a picture retake day on October 14.

Student Records and Directory Information

Policy: <https://www.aasd.k12.wi.us/district/leadership/board-of-education/district-school-policies>

Notices: <https://www.aasd.k12.wi.us/district/district-information/notices/student-directory-data-and-media-opt-out-form>
<https://www.aasd.k12.wi.us/district/district-information/notices/notification-of-rights-under-ferpa>

Parents/guardians have the legal right to request a review and/or copy of the contents of the permanent school records of their children. This includes their academic as well as behavioral records. Such review must be made by scheduling an appointment with the principal or a staff member qualified to explain and interpret the records. They may also request the amendment of the student's records if it is believed that the records are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Please see the District Policy for Student Records found at the end of this handbook. Parents/guardians can also choose to stop the release of your child's directory data, images, videos, etc. for various school, district and community communications by completing an "OPT-OUT Form" during the registration process.

Telephone Use - Main Office

Students who need to use a telephone will be allowed to use the Main Office phone. Office telephones are available to students at any time in an emergency. Parents who have emergency messages for their child should call the Main Office and ask for the message to be relayed.

Visitor Guidelines

Policy: <https://www.aasd.k12.wi.us/district/leadership/board-of-education/district-school-policies>

All visitors must report to the main office to sign in and obtain a visitor's pass. Before leaving, all visitors must return to the office and sign out. Students from other schools, friends, relatives, etc. are not allowed to attend classes with Wilson/Magellan students without permission from administration and the host student's teaching team. Individual student visitors are not allowed during the regular school day. Student visitors may be allowed when participating in group functions or special activities with permission from the office.

Volunteers

There are many ways in which volunteers can benefit the educational process. Some of our volunteer opportunities include serving in the library, on the Raider Community Supporters Team, coordinating special activities, assisting with staff appreciation events, being a reading buddy, chaperone, or lunchroom assistant. Please call our office to inquire about volunteering (920) 852-5435.

ATTENDANCE GUIDELINES

Policy: <https://www.aasd.k12.wi.us/district/leadership/board-of-education/district-school-policies>

Information: <https://www.aasd.k12.wi.us/families/family-resources/attendance>

What if My Child Will Not be in School Today?

It is the responsibility of the parent/guardian to ensure the student's regular school attendance. **A parent/guardian listed in Infinite Campus must call the office attendance number at (920) 852-5435 before 8:15 am on the day of the absence.** This line is available 24 hours a day, 7 days a week. When reporting an absence, please specify the student's name, your name and relationship to the student, and the reason for the absence. Families with limited English can call (920) 993-7052 to speak to an interpreter and they, in turn, will then contact our office.

What if My Child has a Medical/Dental/Other Appointment during the Day?

Students who have medical/dental appointments or a court appearance during the school day should either have **written parental permission, signed by a parent, specifying the date and time when the student must leave the building or have a parent/guardian call the office and leave a message on the attendance line.**

The student must show this permission slip to the teacher when it is time to leave and they will be dismissed to come to the office. We prefer not to disrupt a classroom by calling for a student. ***Before a student can sign-out and leave the building, a parent/guardian or designee must call the office to notify that they have arrived for pick up. Students are not permitted to leave the building during the school day without the adult notifying the office.*** Upon returning to school after a medical/dental appointment, the student should bring a note from the physician or dentist, which specifies the time at which the student left the appointment and sign-in at the school office before returning to class.

Excused Absences with Prior Parent Request

A parent/guardian may request that a student be excused from school attendance prior to an absence occurring. The request shall be in writing and the student may be excused by the parent/guardian under this provision for not more than 10 days in the school year. Students are permitted to make up all work missed during these legal absences:

- A death in the immediate family or funerals for relatives or close friends.
- Attendance at special events of educational value such as college visits, job fairs, etc.
- Religious Observances

Students who know in advance that they will be absent on specific day(s) for family trips or deer hunting must bring a note to the office at least one week in advance from their parent/guardian explaining when the student will be absent and the reason for the absence. The student will then be issued a Permit for Absence which they should bring to their teachers so that homework can be listed. It is the responsibility of the student to make up any missed work.

Tardiness

Students are expected to be at school on time in the morning. Those students who are not in their appropriate classroom and ready for class when the bell rings at 7:50 AM are considered tardy. If a student arrives before 8:00 AM they are to report directly to their class and anything after 8:00 AM requires the student to report to the school office for an "Office Excuse" to enter class. Tardiness is excused only for unavoidable emergencies and the same legal reasons as for excused absences.

Make-Up Work When Absent

Students will be expected to make up all written work missed while they are absent. Students will have the same number of days to complete assignments as they were out of school. If a student is out of school for two days, they have two days to complete missed assignments. Students must request make-up work from their teachers.

If a student is gone for more than two days, assignments may be found on the Canvas parent portal or requested through the office. This requires extra effort and coordination so whenever possible, please make the request before 8:15 a.m. and make arrangements for pick-up of the requested assignments between 3:20 and 4:00 PM. Parents and students may also email staff directly through the parent portal.

Medical Excuse from Attending Classes

Students who have a medical reason to be excused from specific classes shall obtain a written statement from their physician. The statement shall include the reason for the request and the period of time the student is to be excused. It is suggested that the parent/guardian use the District document titled Medical Excuse Form. The statement shall include restricted activities, as well as any appropriate accommodations or alternative activities.

Attendance by the student through partial participation will be expected and encouraged. However, if the teacher, in consultation with the principal, believes that another educational setting in the school would be more appropriate during the class period, then the student may be reassigned.

The medical statement will be maintained in the student's behavioral file with a copy provided to the teacher.

Students who are excused by a physician for more than 10 school days in a quarter grading period may receive a Withdrawal, Incomplete, or grade that will be computed as part of the student's grade point average. Students who receive a Withdrawal will be required to retake the class if required for graduation. Students who receive an Incomplete will be required to complete the coursework within the designated timeline and subsequently receive a grade. The principal and teacher will determine which option will apply.

Unexcused Absences

- Skip/truant from school; absent without parent/guardian consent.
- Absences not being called in.
- Children who are absent from school with the consent of their parent(s) or guardian(s), but whose absence does not fall under the reasons listed above shall be considered unexcused.

Truancy

Truancy means any absence of part or all of one or more school days during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of Wisconsin State Statute 118.15.

Habitual Truancy

A student is considered a habitual truant if absent from school without an acceptable excuse for part or all of five or more days on which school is held during a semester.

School Attendance Officer

The building principal or designee shall serve as the school attendance officer for each school in the District. The school attendance officer shall be responsible for all matters relating to school attendance and truancy. The school attendance officer of each school shall determine daily which students enrolled in the school are absent from school and whether their absences are excused.

The school attendance officer or designee in each school shall inform the parent/guardian of a student's truancy and direct the parent/guardian to return the student to school no later than the next day on which school is in session or to provide an excuse for the student's absence. A parent/guardian may contact the student attendance officer to review the student's attendance record.

The school attendance officer or designee shall furnish student attendance information to designated agencies for purposes authorized by State law and in accordance with the Board of Education's (BOE) Student Records Policy. Building principals shall annually determine how many students enrolled in their schools were absent in the previous year and whether the absences were excused. This information will be submitted to the District administrator and subsequently submitted to the Department of Public Instruction (DPI).

Open Enrolled Student - Habitual Truant

Before the District may prohibit a student open enrolled from another school district from attending the District in a succeeding semester or school year under 118.51(11), Stats., the District shall do all of the following:

Provide the following notifications to the parent and the student when the student enrolls in the District:

- The Board of Education's Student Attendance Policy.
- The open enrollment consequences of habitual truancy.
- A clear explanation of what constitutes truancy includes what constitutes "part of the school day."
- A description of the notifications, including the manner of delivery, a parent will receive when a student is absent, is truant, or is habitually truant. Each notification shall inform the parent/guardian that the student's open enrollment may be terminated if the student is habitually truant.
- How and where the parent/guardian can view the student's attendance record.
- Each notification provided under 118.16(2), Stats., shall notify the parent/guardian or student of the consequences of habitual truancy on open enrollment.
- Provide the parent/guardian and student with a list of all unexcused absences and trancies that resulted in the Board's proposed action to prohibit the student's attendance in a succeeding semester or school year.
- Allow the parent/guardian or student to explain why they believe there was any error in marking an absence as truancy, using the process described in the Board's policy.

Homebound Instruction for Absent Students

Students who are unable to attend school due to a persistent health condition that will result in 30 consecutive school days of absence, or frequent absences of a shorter duration that cumulatively will extend beyond 30 school days in a school semester may qualify for homebound instruction. Written verification by a physician using the District document titled Medical Excuse Form will be required but does not guarantee homebound instruction. The homebound decision for a student with a disability shall be made by the IEP team and, for students without a disability, by the building principal in consultation with the school nurse and assistant superintendent of Student Services.

HEALTH and WELLNESS

Administering Medication at School

If medication is required during the school day, whether it is a prescription medication or an over-the-counter medication, the following steps **must** be followed:

PRESCRIPTION MEDICATION

Parent/guardian is responsible for providing the school with a completed medication form for each medication administered at school (forms HS-017, HS-018).

Requests must be renewed each school year or more often if changes in dosage occur. The required forms must be completed and submitted each school year, even if no changes in medication or dosing have occurred. All changes will be noted on the medication administration record (form HS-018a), dated and initiated by the designee. The prescribing licensed practitioner may be notified by school personnel when the parent/guardian requests the discontinuation of any medication at school.

Medications must be supplied by the parent/guardian in the original pharmacy-labeled package and the package name of the student, prescriber, prescription drug product, dose, effective date, and the directions in a legible format. All controlled substances must be delivered to the school by a parent/guardian, or other adult.

The school nurse shall be informed by school personnel of all students receiving medication and any changes in dosage. The school nurse will review the medication record periodically and use professional judgment in contracting the practitioner, school personnel, or parent/guardian to resolve inconsistencies in administration directions.

OVER-THE-COUNTER MEDICATION (NON-PRESCRIPTION)

Nonprescription medication (over-the-counter) which is FDA approved can be administered at school (refer to Section V. for all field trips and activities off school premise). A written, signed statement from the parent/guardian must be on file at the school authorizing school personnel to administer a nonprescription medication (form HS-018).

Nonprescription medication must be supplied in the original manufacturer's package by the parent/guardian. The package must list the ingredients and recommended therapeutic dose in a legible format with the student's name affixed.

If a nonprescription medication is requested to be administered in a dosage other than the recommended therapeutic dose or is intended for long-term use on a daily basis, it must be accompanied by the written approval of a licensed practitioner.

A limited amount of stock medications will be available in the health room for students in grades 6-12 with the approval of the District Medical Advisor. These medications are acetaminophen, ibuprofen, diphenhydramine, and calcium carbonate. If a parent/guardian wishes for their student to receive as needed medications from this supply, they will be required to give consent through on-line registration or in writing using the following form "Consent for Administering Stock Medications at School."

More Detailed Information about Administering Medication at School can be found on the AASD District Website

Contagious Disease and Immunizations

Policy: <https://www.aasd.k12.wi.us/district/leadership/board-of-education/district-school-policies>

Communicable Disease Information:

<https://www.aasd.k12.wi.us/families/family-resources/student-health/communicable-disease-information>

Students who have communicable diseases as defined by the Department of Public Health, and students who do not have their required immunizations or waivers for some may be excluded from school in accordance with state law and Board of Education policies. Students will not be permitted to return to school until medical clearance is provided. Communicable Diseases that commonly are associated with school exclusion include rubeola (red measles), parotitis (mumps), varicella (chicken pox), pertussis (whooping cough), rubella (German measles) or Hepatitis. The presence of head lice, although not a communicable disease, may also result in exclusion from school.

Drug-Free Schools

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

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

The greatest responsibility for dealing with chemical abuse rests with the student and his/her parents, but the school has a legitimate concern when school performance is affected. It is, therefore, the policy of the Appleton

Area School District to deal with such problems as follows:

1. The school district recognized that many student problems can be successfully treated, especially if they are identified in the early stages and appropriate referral is made.
2. The purpose of this policy is to assure students that if personal problems are the cause of unsatisfactory school performance, they will receive careful consideration and assistance in seeking help to resolve such problems.
3. Students who have problems that they feel may affect school performance are encouraged to seek counseling and information on their own by contacting any employee of the district with whom they feel they could comfortably discuss the problem.
4. The Student Assistance Program (S.A.P.) is in place to identify students experiencing these problems, provide preliminary assessments and to make referrals to appropriate agencies.
5. It is the responsibility of the parent/guardian, student and school to cooperate in the referral process and suggested treatment.
6. An excused absence for illness will be granted for treatment or rehabilitation. Students who return from successful treatment will continue with an academic schedule. A conference involving students, parents and school staff will be held to determine a student's academic status.
7. Even if a student is involved in the Student Assistance Program, the student is still subject to corrective efforts, with each case being reviewed on an individual basis.
8. Any action taken on alcohol/drug-related problems should protect not only the student's best interest, but the best interests of fellow students.
9. A principal or designated staff member will take disciplinary actions as necessary to provide a safe, healthy, drug-free educational environment.
10. All employees of the Appleton Area School District shall receive and participate in in-service training, which enables them to recognize behavioral patterns, which are suggestive of student drug use.
11. The Appleton Area School District provides classroom instruction regarding alcohol and other drug abuse (A.O.D.A.) to all students in compliance with state and federal law. Parents who wish their child to be withdrawn from these A.O.D.A. instructional lessons and assemblies during this school year must call the school office as soon as possible.

Health Room

If a student is hurt or becomes ill, they need to get a pass from their teacher and report to the health room. The health room is intended for brief visits by students. Students return to class if they feel well enough to do so. If it is determined that the student needs to go home, a parent/guardian will be contacted to pick up the student. **Prior to leaving the building, the student must sign out in the school office. Students may not leave school without first being examined. The office or nurse will then contact the parent/guardian.**

Immunization Records

The Wisconsin immunization law requires students enrolled in all schools to meet minimum requirements and to provide the school with the day, month, and year of each vaccine in writing. The school nurse works with the secretarial staff to maintain immunization records on each student in their permanent records. Students in 7th and 8th grades are required to have had 4 DTP/DTaP/DT/Td, 4 Polio, 2 MMR, 3 Hepatitis B, 2 Varicella immunizations, and MenACWY. (Varicella immunizations are not required if the student has had the chickenpox disease.)

If a child needs a vaccine, the doctor or a public health agency should be contacted to schedule an appointment prior to the beginning of school. Waivers are allowed for medical, religious, or personal conviction reasons.

If immunization requirements are not met, the school will notify the parent in writing of the legal obligation to update immunizations. The school office should be contacted for questions about immunizations. Thank you for your cooperation in this matter.

If you do not wish to have your child immunized, you are required to sign a new waiver. The waiver option is located on the bottom half of the immunization form. These forms are available from the district website (aasd.k12.wi.us), [the DHS website](#), or from the school office.

Physical Exemptions from School Activities

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

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

Student Assistance Program (S.A.P.)

The Appleton Area School District's K-12 Student Assistance Program (SAP) is a voluntary program to help students affected by their own chemical use in the family. Trained SAP staff members work as a part of the Student Services Team to identify students in need, offer support, and refer to the appropriate community or school resource. Students can refer themselves or they can get referred by friends, teachers or parents. SAP referrals are kept confidential and no information is entered in student records or files. The Appleton Area School District trains staff to provide small group support in accordance with the Student Alcohol and Other Drug Policy (443.4) through the Student Assistance Program (SAP) to students in a variety of areas including but not limited to the following: Study Skills, Family Change, Grief, Friendship, Smoking Cessation (Not On Tobacco—NOT), Stress, Resiliency, Alcohol and Other Drug Abuse and Concerned Persons. Parents who wish to refer their child or children for a small group or prefer that their child not participate in a small group should contact the school office.

ACADEMIC GUIDELINES and EXPECTATIONS

Learning is an important focus for all Wilson and Magellan students. Students have the responsibility and expectation to complete assignments and projects, fully engage in their learning in a productive manner, and prepare quality work samples. Each subject area is important to the overall development of students. When a student requires assistance, resources are available in the school. The first line of communication needs to be with the classroom teacher and the second line of communication is with our school counselors, Mrs. Crystal Dequaine and Ms. Trista Hansen. We also have several programs to provide additional support to students, including before-and-after-school Boys and Girls Club programming. It is our shared goal that all students experience success.

What we expect from your teacher at Wilson/Magellan: The teachers at Wilson Middle and Magellan Magnet School are eager to facilitate learning for our students and to watch them succeed. Our efforts are designed to help students succeed in middle school, as well as help them prepare for high school and beyond.

- Uphold the philosophy and mission of Wilson Middle and Magellan Magnet School
- Provide engaging learning activities and monitor the learning progress of every student
- Provide open communication through Canvas/Infinite Campus, email, phone, etc.
- Offer work time with a teacher as needed
- Offer meaningful opportunities to share and become involved in classroom activities

What we expect from your student at Wilson/Magellan: Middle school can be an adjustment even for the most diligent students. We will extend every effort to assist our students, expecting they will match our efforts.

- Plan to complete grade-level quality work that reflects appropriate effort, turned in on time
- Participate in class, be an active listener, ask for help, and use work time productively
- Be prepared for class each day (supplies, reading book, good night's sleep, charged Chromebook, etc.)
- Use an hard copy agenda daily
- Check school email account, Infinite Campus, and Canvas on a daily basis
- Communicate honestly with both parents and teachers
- Use class time and after-school time to keep up with work, using home time to finish, as necessary

What we expect from parents of Wilson/Magellan students: Communication between parents, students, and Wilson/Magellan staff is a necessity to facilitate success for students. Active participation of parents in the educational environment is one of the strongest indicators of success for students.

- Recognize and support the mission of Wilson Middle and Magellan Magnet School
- Participation in Fall and Spring Parent/Teacher Conferences
- Monitor school and classwork regularly via student calendar, Canvas and Infinite Campus
- Communicate daily with your student regarding school
- Provide quality space, time and support to encourage completion of school work at home
- Prompt communication with teachers regarding student progress, concerns or questions

Accommodations for Religious Beliefs

Policy: <https://www.aasd.k12.wi.us/district/leadership/board-of-education/district-school-policies>

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

Eighth Grade Promotion

Policy: <https://www.aasd.k12.wi.us/district/leadership/board-of-education/district-school-policies>

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

Requirements for Promotion:

- Successfully complete grade level coursework in the assessed areas **OR**
- Successfully meet other academic criteria as specified **OR**
- Have the recommendation of the Student Services Team
- If applicable, successful completion of a student's IEP, which may include alternative assessments, supersedes all other requirements.

Field Trips, Parties/Celebrations, and Movie Guidelines

Policy: <https://www.aasd.k12.wi.us/district/leadership/board-of-education/district-school-policies>

The Wilson/Magellan staff arranges several field trips for the students. Parents will receive a Field Trip Information form detailing aspects of the trip. In all of these instances, transportation must be arranged in advance. The student cost for the trip is calculated on the total cost of the transportation divided by the number of students planning on participating in the trip. When a student is absent on the day of a scheduled trip for whatever reason, we still need the same number of buses and must pay the amount per bus. It is, therefore, impossible for us to refund the transportation cost to the absent student. In addition, we frequently must purchase tickets in advance and prepay for them. Should a student not accompany the trip, we often are unable to get a refund on the ticket. If we are able to get a refund on the admission, we will gladly refund that money to the student. Misbehavior on a field trip, depending on the severity of the misconduct, may result in the loss of future field trip privileges. **A student must have all of their paperwork completed and turned in 48 hours before the field trip.**

If your child is offered the opportunity for a field trip and your family is unable to afford the cost, please have your child complete a Starfish Fund Form to receive financial assistance. The student can "pay it forward" by doing a good deed or provide a service to the school commensurate to the funds needed. No child will ever be denied a field trip experience for financial reasons.

There are times when our students will visit Appleton West and surrounding elementary schools within walking distance of Wilson. An "Opt-Out" form will be sent out at the beginning of the school year where families will have the opportunity to request to complete a walking form before the trip. If the form is not returned, we will assume passive permission to participate in these activities. Families will be notified before each trip of date, time, and location.

All students will be required to attend the academic field trips unless public behavior, general safety, or family beliefs prohibits participation. Students need to have the academic preparation to attend. Students not participating will be provided with an alternative learning experience.

Only G-rated films will be used with middle school students without parent/guardian information. PG and PG-13 films will only be used with parent permission. Learning activities will be provided for each movie. Movies may also be used for house incentive activities as long as they meet the above rating guidelines.

Homework

Policy: <https://www.aasd.k12.wi.us/district/leadership/board-of-education/district-school-policies>

Homework is an important part of learning and serves as practice to sharpen students' skills for learning. Students are expected to use their time wisely in class and it may be necessary to work on assignments at home in order to meet expected due dates. It is necessary for students to work on schoolwork outside of the school day.

ID Cards

Students will be issued a Wilson/Magellan ID card. This card will serve as a pass for printing, to school events such as dances and special activities, and will also be used as your library (LMC) card. It should be kept with you at all times. Replacement cards cost \$5.00.

iReady Testing

iReady is a computerized test in mathematics, reading, and language usage that identifies what a child knows and needs to learn, and measures each student's growth over time. The assessment is unique in that it adjusts to each student's ability as they answer the questions. Questions get progressively easier with each incorrect answer and more difficult with each correct answer. Students will be assessed in the Fall, Winter, and Spring, to establish baselines and growth so that their programming can be adjusted as necessary.

Student scores are available immediately after a student takes a test and full reports are available online the day after testing. District averages and national percentile rankings for each student are available. The assessment is given in fall and spring to all students and may be administered mid-year (late January).

Library Media Center (LMC)

Students are encouraged to use the books and materials in the LMC for their class work and personal enjoyment. All materials taken out of the LMC must be checked out.

Student Behavior – students are expected to work quietly and to respect others who are using the LMC. Those who choose not to behave responsibly may be asked to leave.

Materials Checkout – Students must check out all materials at the computer checkout desk before leaving the LMC. Students are responsible for books checked out in their name.

Loan Period – Books are checked out for three weeks. They may be renewed if necessary. There is a seven-book limit. Reference books (including encyclopedias) may be checked out at the end of the day and must be returned at the beginning of the next day.

Return of Materials – Overdue notices are emailed to students. Please check your school email for these notices.

Passes – Students must have an LMC pass from their classroom teacher. LMC privileges may be taken away for a day or longer if a student's behavior is inappropriate.

Lost Materials – After being a month overdue, an item is considered lost and students are billed the replacement cost. If a book is found after it is paid for, the money will be refunded minus one dollar to cover the late fee.

Physical Education

Physical education is required by state standards for all boys and girls in Wisconsin schools. Physical Education is not an option unless the family doctor advises against taking part in physical education. It is necessary that a written excuse from the doctor be presented to the student's Physical Education teacher.

Students should dress appropriately for physical activity on the days that they have Physical Education which includes footwear appropriate for active participation and a loose fitting top that does not restrict movement.

Report Cards

Wilson/Magellan will be issuing two semester report cards. We will send an automated phone call, text message and email informing families when they can be viewed through Infinite Campus. If you cannot access your child's reports electronically and would like a hard copy, please contact the office and a hard copy will be given to your child to bring home each grading period.

Retention Guidelines

Retention of students can be an effective option for helping students achieve appropriate standards. The purpose of retention is to assist the student in attaining the standards and skills required of them at a given grade level and should not be viewed as punitive.

In determining whether or not to retain a student, it is necessary to consider the following variables on an individual basis: age; gender; developmental readiness; prior retentions; physical size and ability; social, emotional, and behavioral challenges; educational disabilities; attendance; linguistic and cultural differences; socio/economic; availability of support services; alternative programs; child's attitude; parental attitude; and academic performance.

If, after consideration of the above variables, a student's academic achievement and/or social and emotional development is significantly below or delayed compared to his or her peers, that student will be considered for retention.

Procedures

1. At the end of the first semester grading period, teams, counselors, administrators, and others deemed necessary by the principal, will review the above variables and criteria to determine if any students should be considered for possible retention. If it is decided a student should be considered a candidate for possible retention, the student, parents/guardians, teachers, and administrators will meet to develop intervention strategies to increase the likelihood of school success, and seek to understand the underlying reasons for being unsuccessful.
2. During each successive four and a half-week grading period there will be a formal review by teams, counselors, and administrators to assess previously identified student's progress and any newly identified students' progress. Meetings will then be held with the student, parent(s)/guardian(s), and teachers as needed.
3. Between May 1 and the end of the school year, a meeting will occur between school officials, the student, and his or her parent(s)/guardian(s), to determine whether or not to retain that student the following year. If it is determined that a student is a candidate for possible retention, the student and parent/guardian will be notified in writing.

After examining the above variables and criteria, the parent(s)/guardian(s) and school administration must agree on the appropriate placement for the following year. If the agreement does not occur, an appeal can be made to the assistant superintendent. The appropriate placement may vary depending on the needs of the students. If a student is retained, he or she will have a specific written plan for the next school year, approved by the student, parent(s)/guardian(s), and school officials, outlining strategies for improving school performance.

Standards Based Grading

For the past several years, the Appleton Area School District has studied methods of grading that accurately reflect and report student learning. This work has resulted in a standards-based approach that we call Grading for Learning. We believe this will assist our teachers to authentically and accurately communicate student achievement on the identified course standards.

Standardized Testing

In grade 8, the State of Wisconsin requires by law the administration of a standardized test to measure knowledge in reading, mathematics, language, science, and social studies with multiple choice and short answer questions. The test also samples student writing. In grades 6 and 7, the state will be testing students in reading and mathematics. The test is given in the spring.

Textbooks

Students are provided with textbooks for their classes as deemed necessary and appropriate. **A fine may be assessed at the end of the school year when, in the judgment of the issuing teacher, a textbook has been damaged beyond what is reasonably expected from normal use.** Students are required to cover their textbooks and care for them to avoid paying fines. **Students are responsible for the textbooks assigned to them.**

STUDENT BEHAVIOR

During the first week of school, each student will be issued an electronic copy of the Family/Student Handbook. **We will be asking each student to sign an acknowledgement form so we are certain everyone is well informed about these expectations.** We will also hold an assembly at each grade level the first week of school to go over “The Raider Way” and what is expected of them while they are students in our building. Should there be any questions, please call or see the principal or associate principal.

The main focus of **The Raider Way** is to provide a clear system for all expected behaviors at Wilson Middle and Magellan Magnet School. Through “The Raider Way” we work to create and maintain a productive, safe environment in which all school community members have clear expectations and understandings of their role in the educational process.

[LINK TO SCHOOL WIDE MATRIX](#)



Examples of Unexpected Behaviors

Student Harassment

Policy: <https://www.aasd.k12.wi.us/district/leadership/board-of-education/district-school-policies>

The Appleton Area School District (AASD) will not tolerate student harassment in any form and will take all necessary and appropriate action to prevent, remediate and eliminate it, up to and including discipline of the offenders. The District's policy is to maintain and ensure learning and working environment free of any form of harassment or intimidation, including verbal, non-verbal, physical, unwelcome conduct or behavior, sexual, bullying, cyber-bullying or other forms of harassment toward and between students, employees, School Board Members, parents, volunteers, independent contracted service workers and applicants for employment. The District is committed to providing a safe, secure, and healthy environment that allows all students to maximize their learning potential.

Any student who believes he/she has been the subject of harassment based on, in whole or in part, sex, race, color, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression, or physical, cognitive, emotional or learning disability which interferes with his/her school performance or creates an intimidating, hostile or offensive school environment shall report the matter in accordance with the District's Student Nondiscrimination Policy, 411.2 complaint procedures, 411.2 Rule.

Any student who believes he/she has been the subject of harassment of any kind, including sexual harassment, shall report the matter in accordance with the reporting procedures identified in this Policy. If the alleged harasser is the person to whom complaints would normally be reported, the harassment complaint should be reported to the next higher administrative authority. If a student is not comfortable making the report to that person, he/she may report the complaint to another adult employee of the District and that person will ensure the harassment complaint is properly filed. All harassment reports and complaints shall be taken seriously and investigated in a timely manner. There shall be no retaliation against students for filing complaints or reports under this policy or participating in the investigation of a complaint under this policy.

Student and Staff Responsibility

School staff members and school officials who observe or become aware of acts of harassment should report these acts to the building administrator/designee. Any other person, including a student who is either a victim of the harassment or is aware of the harassment is encouraged to report the conduct to the building administrator/designee.

The Appleton Area School District (AASD) is committed to maintaining and ensuring a learning and working environment that is free of harassment. The District will not tolerate any form of harassment which includes but is not limited to verbal, non-verbal, physical, unwelcome conduct or behavior, sexual, bullying and cyber-bullying or other forms of harassment.

Verbal Harassment

Unsolicited or unwelcome verbal conduct, including but not limited to innuendoes, degrading or suggestive comments, jokes, unwelcome flirtations, degrading words used to describe an individual, obscene and/or graphic descriptions of an individual's body or threats that school performance in the learning environment could be affected if the individual does not agree to or submit to unwelcome conduct.

Non-Verbal Harassment

Unsolicited or unwelcome non-verbal conduct, including, but not limited to sexually suggestive or offensive objects or pictures, inappropriate usage of voicemail, electronic messaging, email, the internet or other such sources as a means to express or obtain sexual or discriminatory material, printed or written materials including offensive cartoons, suggestive or offensive sounds, whistling, catcalls or obscene gestures, or any material which inappropriately raises the issues of sex or discrimination.

Physical Harassment

Unsolicited or unwelcome physical contact, which may include touching, hugging, massaging, kissing, pinching, patting, or regularly brushing against the body of another person.

Unwelcomed Conduct or Behavior Which Constitutes Harassment

For the purpose of this policy, conduct is unwelcomed when the person subjected to the conduct did not solicit or incite the conduct and regarded the conduct as undesirable or offensive. Conduct may be unwelcomed despite participation by the offended student and despite the fact that the offended student does not tell the accused the conduct is unwelcomed. Unwelcomed conduct or behavior can include conduct that fits within “harassment” definitions, toward students or staff based upon political views, sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression, or physical, cognitive, emotional or learning disabilities.

Sexual Harassment

Sexual harassment includes:

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

Bullying

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying includes aggressive and hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied and is behavior that is repeated over time rather than an isolated incident. This behavior may include, but is not limited to physical and verbal assaults, nonverbal or emotional threats or intimidation, harassment, social exclusion and isolation, and extortion.

Cyber-Bullying

Cyber-bullying is harassment through various forms of electronic systems and technology including, but not limited to, web-based and internet-based social media options. Cyber-bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, website postings, and social media.

Other Forms of Harassment

Persistent and unwelcome conduct or actions on the basis of race, color, religion, age, national origin, disability, sex, arrest or conviction record, marital status, sexual orientation, gender identity, gender expression, membership in the military reserve, use or nonuse of lawful products away from work, political affiliations and other protected categories under federal or state law are prohibited under this policy.

Report of prohibited conduct defined above per the policy procedures will begin the complaint and investigation process.

Procedures

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

Dissemination

- Every student or student's parent/guardian will receive a copy of the Policy and Procedures.
- The Principal or supervisor (or his/her designee) shall be responsible for the display of the policy in a prominent place. It is recommended that the policy and additional copies be posted in conspicuous locations where students have ready access. Students will be informed about harassment and positive, caring and constructive interpersonal relationships will be encouraged.
- Students shall be informed of the process they are encouraged to follow if they perceive that harassment has taken place. The complaint procedure will be made available to any student or parent/guardian wishing to file a complaint.
- Discussion of harassment will be age appropriate with all students. Building administrators and staff will be responsible for the appropriate delivery of information and instruction. Education of students regarding the policy will need to be planned, structured, and scheduled yearly.
- Rules, including the complaint procedure and associated form, will be given to any individual wishing to file a complaint.
- The Policy And Rules will also be reviewed each year with employees.

Confidentiality

Students shall know that the complainant will remain confidential unless there are compelling reasons to disclose such identity. If there are compelling reasons to disclose the identity of the complainant, then the complainant shall be asked if he/she wants his/her identity disclosed. If the complainant does not want his/her identity disclosed, then the identity of the complainant shall be kept confidential. If a formal complaint is submitted, it may be necessary to identify the name of the complainant. The District shall maintain confidentiality of the report and related student records to the extent required or permitted by law.

Retaliation

Individuals reporting incidents of any harassment or participating in an investigation or complaint process will be protected from retaliation. Any individual who engages in retaliatory conduct against a complainant will be subject to discipline under this policy.

No student shall threaten or insinuate, either explicitly or implicitly, that a student's refusal to submit to advances or the adoption of their political or religious views will adversely affect that person's school performance or the learning environment. Similarly, no student shall promise, imply, or grant any preferential treatment in connection with another student engaging in sexual conduct or conduct related to the adoption of political or religious views.

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

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

Reporting Procedures

If harassment occurs, students are encouraged to take the following steps:

1. Clearly say "stop" to the person whose behavior is unwanted and report to a trusted adult.
2. Speak with a trusted adult at school, such as a teacher, school counselor, school social worker, school psychologist, school nurse, or administrator.
3. When Reporting to an adult, include the following information:
 - Give the name of the person and specific unwanted behavior
 - Describe the nature of the harassment
 - Give the date(s) of the event
 - Tell briefly what happened and note all incidents of harassment that may have taken place
4. A building administrator/designee may make an appropriate person(s) aware of the situation to discuss the case and determine the follow-up. All efforts will be made to handle the situation in a discreet manner and maintain appropriate confidentiality. The building administrator/designee will also inform students of the prohibition against retaliating against another student for reporting an incident of harassment or participating in an investigation.
5. Any employee who witnesses harassment between students must intervene by giving a verbal warning. In some cases it may be necessary to provide a report of bullying incidents to a building administrator/designee.
6. There shall be no retaliation against individuals making such reports or participating in an investigation. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for Investigating Reports of Harassment

The building administrator/designee will begin the investigation of a report of harassment within one school day. This investigation will include an interview of the person(s) involved and a collection of the information that will determine the facts and seriousness of the report. Parents and/or guardians of all people involved in the harassment incident will be notified of the complaint, process for reviewing the complaint and the conclusion of the investigation. The District shall maintain confidentiality of the report and related student records to the extent required by law.

Any student who believes he/she has been the subject of prohibited harassment shall report the matter in accordance with the District's student discrimination complaint procedures found in the Student Nondiscrimination Policy, 411.2 and 411.2-Rule.

Cheating

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

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

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

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

Cell Phone Use

Cell Phone Policy:  Wilson 26/27 Smartphone/Personal Device Expectations

Students possessing cell phones or other personal devices must turn off and store their devices in their locker during the school day. Headphones/earbuds should not be worn in the hallways during passing time or in class without permission of the supervisor. School administration may pre-approve cell phone use during the school day for medical, school, educational, vocational or other legitimate use. The school assumes no responsibility for lost, damaged or stolen personal devices. Students may use their electronic devices before/after school if they are not in an academic setting with staff. The inappropriate use of personal cell phones or other digital devices by students while on campus is subject to disciplinary action.

Student Use of Personal Electronic Communication Devices ~ Board Approved Policy 443.5, June 2020

Policy: <https://www.aasd.k12.wi.us/district/leadership/board-of-education/district-school-policies>

The Appleton Area School District recognizes the role schools play in educating students to use technology responsibly. The Appleton Area School District also recognizes the legitimate educational right that students have to learn and engage in school activities without distraction or disruption.

Students may be granted limited permission to possess and use Personal Electronic Communication Devices (PECDs) at school (before, during and/or after the normal school day) and/or in other school-supervised settings. Personal Electronic Communication Devices (PECDs) are devices such as cellular telephones or other personal electronic devices with communication functions or with recording, photographic, or video-imaging capabilities. PECDs may or may not connect to the Internet.

Principals are authorized to establish school rules and acceptable use guidelines for limited, non-disruptive use of PECDs during the school day in the school building or during school activities. The inappropriate use of PECDs by students while on campus is subject to disciplinary action. Students may not use PECDs to create, communicate, share, or post personal information, recordings or images of any other student or staff member without permission from that student or staff member.

The inappropriate use of cameras or other PECDs includes but is not limited to the following examples:

- in areas where one would reasonably expect privacy, i.e. locker rooms, bathrooms, etc.
- to communicate test answers, photograph tests, or in any way enable students to cheat.
- engaged cyberbullying– placing cell phone calls or sending text messages that ridicule, threaten or harass another student.

The inappropriate use of the Internet and PECDs by students while off campus is subject to disciplinary action if engaging in cyber bullying or maintaining or posting material to a website, social media account, or elsewhere on the Internet that threatens a likelihood of disruption in school or results in disruption in school.

Students involved in activities that interfere with the rights of other students to participate fully in school or extracurricular activities will be in violation of this policy.

Violation of this policy by students will result in disciplinary action which may include any of the following:

- revocation of District technology use privileges
- application of school disciplinary practices and procedures
- notification of law enforcement officials
- notification of parents/guardians or legal custodians
- notification of the activities director and/or co-curricular coaches/advisors
- notification of the District Superintendent or designee
- suspension from school
- recommendation for expulsion
- Personal Electronic Communication Devices may be confiscated and held by school officials for return to the parent(s)/guardian(s) of the student, retained for disciplinary reasons, or turned over to law enforcement officers.

The rules related to this policy will be published in student handbooks and distributed annually.

Dress Code

Wilson/Magellan Middle School and the Appleton Area School District's student dress code supports equitable educational access. It is written in a manner that does not reinforce stereotypes and that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

The AASD expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The school district is responsible for seeing that student attire does not contribute to a hostile or intimidating atmosphere for any student. Students are responsible for knowing the student dress code and for complying during school hours and school activities.

Students must wear the following items of clothing at all times:

1. A shirt (with fabric in front, back, sides, under arms)
2. Pants/jeans or the equivalent (ex: skirt, sweatpants, shorts, leggings, dress, etc.)
3. Shoes/Appropriate Footwear

Students cannot wear:

1. Violent language or images
2. Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity)
3. Hate speech, profanity, pornography
4. Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized group
5. Accessories that could be considered dangerous or could be used as a weapon
6. Any item that obscures the entire face
7. Undergarments as clothing

Fire Alarm Damage

Students will be suspended and referred to legal authorities for interfering with the school's fire-fighting equipment and for intentionally setting off a false alarm.

Food/Beverages at School

Consumption of food and/or beverages is only permitted in designated areas at designated times. Food is not permitted in the classroom during instructional times. There are certain areas of the school where food/beverages are not allowed (i.e. gym, LMC, auditorium, etc.) Students are encouraged to bring a water bottle to school each day and **all beverages must have a cover and not be an energy drink**.

The Appleton Area School District has adopted a Nutrition Policy. No soda or candy is sold during the student lunch period and generally is not sold during the school day. Students are discouraged from bringing soda to school for lunch. Special occasions may occur when candy and/or soda is acceptable if permission is given by a teacher or administration.

Gang Activity

Policy: <https://www.aasd.k12.wi.us/district/leadership/board-of-education/district-school-policies>

Gang activity in schools or on school property is prohibited. The Appleton Area School District defines a gang as an organized association either formal or informal, of two or more persons with common signs, symbols and other identifying factors, who individually or collectively engage in criminal activity. Gang criminal activity includes, but is not limited to, intimidating or threatening others, participating in and/or enticing others to participate in any form of physical violence involving persons or property.

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

Hallway Traffic and Expectations

Students may converse with their classmates during the regular passing times between classes. Students are expected to walk to their lockers, get their appropriate supplies for the next class and proceed directly to their next class. Students running or pushing in the halls face the risk of getting hurt and/or injuring others. The expectation is that everyone is to move about the building in an orderly manner so that everyone is safe, and the business of learning can carry on in an uninterrupted manner. Students will not be allowed in the hallways the first or last five minutes of the class period and should not be in the halls during class time unless their teacher has given them specific permission and a pass identifying where they are going.

Public Display of Affection

Public display of affection by students is inappropriate at school which can include, but is not limited to, hugging, hand-holding, kissing, and other forms of touching.

Significant Disruption of the Learning Environment

Students who disrupt the orderly operation of the school and/or the teaching/learning process of the classroom or willfully defy school personnel engaged in the performance of their duties will not be permitted. Continued severe disruption will result in removal from class and possible school and police consequences.

Student removal from class is a serious measure and should not be imposed in an arbitrary, casual, or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed when they are communicated as clearly as possible to students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstance that would justify removal from class under this code. It is also reasonable to assume that behavioral expectations of students may vary based on the student's age and developmental level. A teacher's primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of this code, in every circumstance the teacher should exercise his/her judgment in deciding whether it is appropriate to remove a student from class or utilize an in-class intervention, but consistent with state and federal laws, guidance and directives related to students with disabilities.

More information on Removal from Class and Procedures can be found on the AASD District Website.

Transportation (bus, bike, skateboards, skates, scooters and motor vehicles)

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

By law, middle school students are not permitted to drive motor vehicles to school. This includes automobiles, trucks, motorcycles, scooters, snowmobiles, etc.

Bicycle racks are provided for students. The racks are located on the backside of the building on Washington Street. Students bringing bikes or scooters to school are to proceed IMMEDIATELY to the bike racks for parking and locking their bikes. Once the bike is secured for the day, students are to leave the bicycle rack area. Students are not to touch bicycles belonging to other students. Riding bicycles and scooters, rollerblading, and skateboarding are actions not allowed on school property. Not following these rules may result in the suspension of bicycle privileges and other disciplinary action.

Skateboards, inline skates and scooters may be used as transportation to and from school. However, they cannot be used on school grounds and are to be either locked up outside on the bike racks or in their locker upon entering the building.

Trespassing

Property owners around the school have a right to expect no trespassing on their private property. Students are not permitted to walk across lawns, driveways or vacant lots in the Wilson area. Students must remain on the sidewalks or roads when approaching or leaving school. Students are also expected to stay off of the Appleton West property while school is in session and be respectful of their property when attending events. If a student has been suspended from school they are subject to a trespassing ticket if they refuse to leave school grounds.

Violence and Intimidation

Policy: <https://www.aasd.k12.wi.us/district/leadership/board-of-education/district-school-policies>

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

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

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

Possible consequences for violation of this policy include:

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

Weapons

Policy: <https://www.aasd.k12.wi.us/district/leadership/board-of-education/district-school-policies>

No person, including someone with a CCW (Carrying a Concealed Weapon) license, shall use or possess a firearm, whether loaded or unloaded, any destructive device, or other dangerous weapon as defined under section 948.605 (Gun-Free School Zones Law) and 948.6 of the state statutes, in school buildings and other buildings owned, occupied or controlled by the school district, on school premises, in school-provided transportation, or at any school-sponsored or school-supervised activity, except as otherwise specifically authorized in this policy.

A weapon is defined as any object that by its design, use or intended use could cause bodily harm or property damage or intimidate other persons. Weapons include but are not limited to firearms (whether loaded or unloaded and whether operational or not), look-alike weapons (e.g. Airsoft guns), knives, martial arts equipment, razors, leather tools, metal knuckles, etc.

Other objects not designed as weapons but used in a manner that cause intimidation or bodily harm to a person, as well as property damage, are considered weapons under this policy. Such items include but are not limited to: chains, pencils, belts, sprays, and laser pens.

In addition to firearms restrictions under the Gun-Free School Zones Law, if a school district owns, occupies or has under its control any building that is not on the grounds of a school (e.g., district Leadership Center, Facilities & Operations building, Valley New School, etc.), the district can restrict a person (including those individuals licensed to carry concealed handguns) from entering or remaining in that building while carrying a firearm, if the required notice is given as required by the Criminal Trespass Law. Thus, notices will be posted at such sites notifying persons of the restriction.

Consequences for Weapons on School Premises can be found in the AASD District Website

Additional Consequences for Unexpected Behavior

Lunch Reflection

Students may be required to attend Lunch Reflection if they are struggling with meeting the behavioral expectations of our school. Students will meet with a designated staff member to discuss issues and problem-solve to ensure future student success.

Teachers may request students spend time with them before school, at lunch, or after school to get extra help with academics or to follow-up on meeting classroom expectations.

Legal Action

Wilson/Magellan is fortunate to have the services of a School Resource Officer (SRO) available to its students. In addition to building positive lines of communication between students and local law enforcement, and promoting safety issues in the building, the SRO also assists in dealing with serious discipline issues such as disorderly conduct, truancy, tobacco, drugs and alcohol, intimidation and threats, and weapons. Students involved in these types of serious problems may be investigated by the SRO and may face legal prosecution.

Search and Seizure

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

Suspension/Expulsion Guidelines (In-School and Out-of-School)

Criteria for Placement: In-School Suspension

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

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

- Insubordination while in in-school suspension
- Physical intimidation and threats to staff
- Possession, use, threat of use or storing a weapon or look-alike weapon on school property, in a school facility, in a school vehicle or at any school-sponsored function
- After three to five in-school suspension determinations within a semester
- Possession or use of controlled substances, including alcohol
- Deliberate and premeditated actions which endanger the health and safety of students or staff, causing serious physical and/or psychological harm
- Only the administration or administration designee can determine in-school or out-of-school consequence
- Parents will receive a verbal and written notification of any in-school or out-of-school suspension
- In addition to suspension, students violating the law while on school property or at school-sponsored events, may be cited accordingly by police authorities
- All students receiving special education services will be dealt with in accordance with WIS. SS 120.13

Preventative Measures for Safer Schools

The Appleton Area School District is engaging with the Appleton Police Department to enhance support for a small number of middle and high school students who are at school but struggle with consistent class attendance and behavioral expectations. We are addressing students who are making poor choices and being disruptive while not attending class. Missing valuable learning time for the small number of middle and high school students who are making poor choices regarding attending classes is an issue, but so are the behaviors that these students engage in while not in class.

We are committed to the success of all students and actively engage with students and families to overcome challenges related to attending all scheduled classes. Our collaborative effort aims to guide these students toward making positive decisions about their education. We have reiterated the importance of regular class attendance through discussions during homeroom/flex periods and personalized dialogues with students who demonstrate irregular attendance patterns. These conversations occur within the framework of Student Support Team meetings, one-on-one conversations, and parent/guardian meetings where we explore strategies to ensure consistent class attendance and participation.

The safety and well-being of our students are paramount, especially when they are within school premises but not in their scheduled classes. Failure to adhere to staff instructions or to remain in assigned areas could result in disciplinary measures, including detention, in-school suspension (ISS), out-of-school suspension (OSS), or even a hold open ticket for trespassing issued by the Appleton Police Department.

The use of hold-open tickets serves as a restorative tool, reserved as a final measure to uphold safety and encourage classroom attendance. This approach reflects our dedication to supporting students' educational paths and ensuring a safe, conducive learning atmosphere for all.

Anonymous Bullying/Incident Reporting

Speak Up, Speak Out is a platform that our district has adopted in order to deter, mitigate and manage bullying, cyberbullying and other harmful or inappropriate behavior. Speak Up, Speak Out empowers individuals with a simple, completely anonymous mobile app to report incidents, including attaching photo or video evidence. Speak Up, Speak Out provides anonymous two-way chat and provides a safe and comfortable way for people to communicate about sensitive issues.

If you are experiencing an emergency, please call 911. An emergency is any situation that requires immediate assistance from the police, fire department or ambulance.

If you do not have access to a mobile device or computer a report can still be filed by filling out a Bully Allegation Report form. These are available in the school office.

Download the app from the **App Store** or **Google Play** or visit the Website at <https://speakup.widoj.gov/>

Drug Dog Searches in the Middle Schools

All Appleton middle schools will be conducting a search for illegal drugs in our students' lockers. We will be using dogs trained to detect the odor of marijuana, ecstasy, meta-amphetamines, cocaine, heroin and other illegal drugs. We will conduct these searches in a manner that follows established legal guidelines, that respects the rights and dignity of our students and that sends a clear message that no drugs should be brought to our middle schools. We hope to do everything in our power to discourage this use because we know the negative impact it has on student health, learning and success.

Infinite Campus

Infinite Campus is web-based information systems used to improve the behavioral support system at Wilson/Magellan Middle School. One of the purposes of Infinite Campus is to provide school personnel with accurate, timely, and practical information about making decisions regarding student specific interventions and discipline. Infinite Campus is used to **document** behaviors so school personnel can design effective support for individual students, groups of students or the whole student body.

Complaints and Grievances

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

STEP 1 - If the complaint involves the action of a teacher, there shall be a sincere attempt to work this out directly between the pupil and the teacher. The staff member involved shall make a special effort to be sure the pupil has had adequate opportunity to discuss the situation with him/her.

STEP 2 - If the matter cannot be resolved at Step 1, the pupil may provide a written record to be submitted to the assistant principal. The assistant principal who handles the grievance shall respond no later than ten days after receiving the written record. If no resolution can be achieved on Step 2, the student may proceed to Step 3. A written report of resolutions or recommendations will be sent to those involved and a copy filed in the pupil's cumulative folder by the administrator handling the complaint if the student wishes.

STEP 3 - The pupil shall present the written report of the complaint to the building principal. The principal will review the written report from the pupil, the written record completed by the assistant principal, and any other parties who are directly involved and then will arrange a meeting of the pupil, his/her parents and school personnel, to attempt to resolve the problem. Such a meeting will take place as soon as possible within five school days following receipt of the written reports. Following this step, a written report by the principal shall be submitted to those involved with a copy to the Superintendent within five school days after the meeting.

STEP 4 - In the event that the aggrieved pupil is not satisfied after Step 3, he/she shall then make a written request to the principal for forwarding to the Superintendent for further consideration of the grievance. The Superintendent will arrange for a meeting with himself/herself or designee, the pupil, his/her parents and staff members who may be involved as soon as possible and within five school days after receiving a written request.

STEP 5 - The final appeal under this procedure, if the pupil is not yet satisfied, is to the Board of Education. The complaint or grievance shall be submitted in writing to the Administrative Center. The Board may arrange to hear the complaint, consider the written reports and render its decision in writing within four weeks of the receipt of the written request for Board review. If the Board decides to hear the matter, the date for the hearing shall be within 30 days of the receipt of the written request. The pupil may request either a closed or an open hearing. The decision of the Board of Education is final and the matter will be closed.

ATHLETICS and CO-CURRICULAR ACTIVITIES

Co-Curricular Activities

Co-Curricular activities are offered in a variety of academic, social and athletic areas to offer enrichment opportunities to our students for their intellectual and personal development. Some activities require a fee. Co-Curricular activities are an important part of the total education program at Wilson Middle and Magellan Magnet School. Our focus is on participation, teamwork and building skills. We encourage students to try at least one activity during their time with us. If you have further questions regarding any activity, please contact the advisor listed for that activity. You can view our coach and advisor information online: <https://wilson.aasd.k12.wi.us/co-curriculars>

<u>Activity</u>	<u>Time</u>
Forensics	Winter
School Musical	Jan. – Mar.
School Play	Fall
Ski Club	Jan. – Mar.
Student Council	School Year
Pep Club	School Year
Principal's Cabinet	School Year
GSA	School Year
Yearbook	School Year
Sources of Strength	School Year
Student Leadership	School Year
Science Team	Winter

Athletic Program Components

An Intramural Athletic Program (All Grades)

Intramurals are an important part of the programming at our middle schools and we are in the process of updating our Intramural Program for before-school activities. Hang tight, there will be updates!

An Interscholastic Athletic Program (7th and 8th Grade)

- Fall Sports
 - Football (Grade 8)
 - Girls/Boys Cross Country (Grades 7 & 8)
 - Girls Volleyball (Grade 8)
 - Girls Softball (Grade 7 & 8)
- Winter Sports
 - Girls/Boys Basketball (Grades 7 & 8)
 - Wrestling (Grades 7 & 8)
- Spring Sports
 - Girls/Boys Track (Grade 7 & 8)
 - Girls Volleyball (Grade 7)

More information about each sport can be found on the school's website under ATHLETICS.

Eligibility:

Student-athletes are expected to represent their school well and maintain at least minimum academic and behavioral standards in order to participate.

A brief, but not inclusive, summary of eligibility requirements is presented below:

1. All students who wish to be included in a school-sponsored sport must have a completed WIAA Physical form, a signed AASD Code of Conduct, a Parent & Athlete Agreement and Insurance Waiver on file in the office, BY the first day of practice, or they may not participate. A WIAA physical form is good for two school years from the date of the student's last physical. An Alternate Year Physical form must be completed and filled out during the alternative year. These forms are available in the school office.
2. Everyone on a team will participate in games as long as they attend practices and follow the coach's instructions.
3. There is a \$40.00 sports participation fee, per sport, with a \$120.00 student yearly cap and a \$160.00 family cap.
4. Anyone failing a standard in a class will be ineligible to participate in games until all marks are passing.
5. Students with multiple major behavior referrals and/or a suspension, will result in sanctions.

Communications:

1. At the beginning of each season, coaches meet with players and send home information on practice times, game schedules and team expectations.
2. Updated information and schedule changes will be passed on to the players.
3. Questions concerning the AASD middle school athletic programs should be directed to the middle school's athletic director (Associate Principal).

Insurance

Students involved in interscholastic sports must be covered by accident insurance provided by the district, or present an insurance waiver signed by their parent/guardian. This waiver indicates to the school that you have accident insurance or that you cover any cost related to an injury that occurs during interscholastic sports. Waiver forms are available from the coaches or the Wilson Main Office.

The Board of Education recommends an accident plan for all students. The District works with First Agency, Inc. to provide parents/guardians with the opportunity to purchase student accident insurance. If interested, their form is available online at www.1stAgency.com. All other contacts will be between the company and the parent(s).

Code of Conduct in Review

Academics

A student will be eligible if he/she has a passing grade (defined as a grade of 2 or better in all areas of Academics and a score of 2 or better in all areas of Career and Life Skills) at each eligibility checkpoint (defined as the beginning and the midpoint of each season). If a student is not receiving passing grades in all areas of Academics and Career and Life Skills at either academic checkpoint, the student may be expected to attend practice but will not be allowed to perform or compete until all grades are considered passing. Students with special needs shall be evaluated on an individual basis.

Attendance

Unless an absence has been pre-arranged (doctor/dental appointment, court, funeral, etc.) or administratively approved, a student must be in school for the entire day to participate in any practice or contest.

Expectations for Student Participating in Co-Curricular Activities

- Abide by all school rules as defined in the Parent/Student handbook and Board Policy.
- Refrain from possessing, using and/or being under the influence of controlled substances or intoxicants (including, but not limited to, alcohol, non-alcoholic beer or wine, tobacco, or electronic cigarettes). This does not include drugs prescribed to students by a person licensed to do so.

Students Using/Possessing/Under Influence of Alcohol, Drugs or Tobacco

Students who do receive a co-curricular code violation for use/possession of drugs, alcohol or tobacco will be required to take part in an assessment by a medical professional and agree to follow any recommendations that come out of the assessment before being given consideration to return to their co-curricular activity. Students must have a clean drug screen in order to become eligible to participate in any activities.

Consequences for Not Abiding by All School Expectations

- Any OSS (out of school suspension) or ISS (In School Suspension) will result in the loss of participation for at least the duration of the suspension and may include additional events or performances that occur after the suspension is complete.
- Other misbehavior while at school or off school grounds may also result in a loss of participation from co-curricular activities.

Complaint and Grievance Procedures

Student, coach and parent will be notified of any student misconduct that results in a loss of participation from co-curricular activities. A meeting may be held with the associate principal to discuss the situation. A family may also refer to the Complaint and Grievance Procedures found in the Family Handbook. A student remains ineligible while a Complaint and Grievance Procedure is in process.

RAIDER “NEED to KNOW”

Bell Schedule

DAILY SCHEDULE

6th Grade	Raider Time 7:50 - 8:20	CORE 1 8:23 - 9:13	CORE 2 9:16 - 10:06	RECESS 10:06 - 10:30	Encore 10:35 - 11:15	ENCORE 11:17 - 11:57	LUNCH 11:57 - 12:27	Encore 12:30 - 1:10	CORE 3 1:15 - 2:05	CORE 4 2:08 - 2:58	Raider Time 3:00 - 3:20
7th Grade	Raider Time 7:50 - 8:20	CORE 8:25 - 9:25 and 9:30 - 10:30			LUNCH 10:35 - 11:05	CORE 11:05 - 12:05 and 12:10 - 1:10			Encore 1:15 - 1:55	Encore 1:58 - 2:38	Encore 2:40 - 3:20
8th Grade	Encore 7:50 - 8:30	Encore 8:33 - 9:13	Encore 9:15 - 9:55	Raider Time 10:00 - 10:30	CORE 10:35 - 11:35 and 11:40 - 12:40			LUNCH 12:40 - 1:10	CORE 1:15 - 2:15 and 2:20 - 3:20		
MAGELLAN	CORE 1 7:50 - 8:40	CORE 2 8:42 - 9:30	RECESS/SSR 9:30 - 10:10	CORE 3 10:10 - 11:00	LUNCH 11:00 - 11:30	CORE 4 11:32 - 12:25	Encore 12:30 - 1:10	Encore 1:15 - 1:55	CORE 5 2:00 - 2:50		Raider Time 2:50 - 3:20

2 HOUR LATE START

6th Grade	Core Block 1 9:50 - 10:35 and 10:40 - 11:25			Encore 11:30 - 12:00	Encore 12:03 - 12:33	LUNCH 12:35 - 1:05	Encore 1:05 - 1:35	Core Block 3 1:40 - 2:25 and 2:30 - 3:20		
7th Grade	Core Block 1 9:50 - 10:35 and 10:40 - 11:25			5th Hour LUNCH 11:25 - 11:55	Core Block 2 12:00 - 12:45 and 12:50 - 1:35			Encore 1:40 - 2:10	Encore 2:13 - 2:43	Encore 2:45 - 3:20
8th Grade	Encore 9:50 - 10:20	Encore 10:23 - 10:53	Encore 10:55 - 11:25	Core Block 2 11:30 - 12:15 and 12:20 - 1:05			8th Hour LUNCH 1:05 - 1:35	Core Block 3 1:40 - 2:25 and 2:30 - 3:20		
MAGELLAN	CORE 1 9:50 - 10:20	CORE 2 10:25 - 10:55	RECESS 10:55 - 11:15	CORE 3 11:15 - 11:50	LUNCH 11:55 - 12:25	CORE 4 12:25 - 1:00	Encore 1:05 - 1:35	Encore 1:40 - 2:10	CORE 5 2:15 - 2:50	Raider Time 3:05 - 3:20

Boys and Girls Club (Wilson Campus)

This program is free to all students that attend Wilson/Magellan, however a short enrollment form is needed for students to participate. Before school Power Hour (homework help) is located in the Cafeteria and intramurals run in the gym (when available). Both begin at 6:50 AM and students will enter the doors by the parking lot off of Mason Street. Students must be in their locations by 7:15 AM or they will be asked to wait outside with the other students. After-school students attending club will have time to work on homework and enjoy other academic activities. At 4:30 PM a snack is served and open areas and other programming begins. Students must be signed-in by 3:30 PM unless they are in another school related activity (sports, play, etc.). A variety of programs are offered through the club including career guidance, technology education, health and nutrition activities, interest based activities and social/recreational programming. The Boys and Girls Club closes at 6 PM. Late fees will apply to any students staying after 6 PM. The Club is closed for before and after school services on the first Friday of each month for staff development. If you have any other questions about the Wilson/Magellan Boys and Girls Club you can visit the Boys and Girls Club website.

Dance and Activity Night Guidelines

1. Only Wilson/Magellan students may attend.
2. Students must have their ID.
3. Doors are locked 30 minutes after the start of the event.
4. Students are to make arrangements in advance for rides home after the event.
5. Parents/Guardians will be called and asked to pick up students who violate the rules.
6. In order to attend a dance/activity night, the student must be in attendance at school the **entire day and have 2 or less tardies the day** of a school-sponsored activity or event in addition to no major behavioral violations (ISS/OSS) in the previous two weeks. Additionally, students may be subject to other behavioral expectations set forth by school administration.

We enforce these guidelines so parents feel safe and comfortable sending their child to our dances/activity nights. Violation of any of the above guidelines may result in students being removed from the event, parent/guardians being called and suspension of the privilege of the student to attend future Wilson/Magellan dances/activity nights.

GRADE LEVEL HOUSES

6th grade will continue to have classes assigned to them based on a house and the same house teachers. 7th and 8th grade students will be assigned to a house for Raider Time for various activities throughout the school year, but will not have teachers assigned to them based on their house.

Some elements of our House System that will continue for the 2026-2027 school year include:

- House Points
- Friday Spin
- Student of the Month
- Monthly Assemblies
- School Store
- End of the Year Bowling Trip

THE RAIDER COMMUNITY

The Wilson/Magellan Raider community has many members and by working together, great things can be accomplished which will benefit all members of our school community.

Wilson and Magellan's teachers work together to assure that we provide student-centered educational programming that challenges all students to perform to their highest potential and promotes a sense of pride in the Wilson School Community. We strive to provide a safe, rigorous, and inclusive learning environment through our values of Responsibility, Accountability, Purpose, Resilience, Integrity, Determination, Success, and Excellence through collaboration with students, families, staff, and the community.

OUR RAIDER ADMINISTRATORS

Our administrative team is made up of the Principal and the Associate Principals and each administrator has different roles and responsibilities. The administrators work with the staff in developing vision, programs, discipline, policies, and procedures. The Principal, Mrs. Ruhsam, is responsible for supervising all school personnel, overall building operations and continuous school improvement. The Associate Principals, Mrs. Hedrich and Mr. Stanley, are responsible for attendance/truancy, student scheduling, and athletic programs. Mrs. Hedrich is also the Magellan Principal. The Principal and Associate Principals can be reached by calling the general office number, (920) 852-5435.

COUNSELING SUPPORT

If students have a problem or would just like to talk, they may request an appointment with the school counselor. Appointment requests can be made from a tile on the students' Classlink Homepage. Missing class should be avoided. **In addition, mediation services are also available through the school counseling office to work out conflicts in an appropriate manner.**

Wilson/Magellan Middle School's counselors are Mrs. Crystal Dequaine and Ms. Trista Hansen and can assist students in resolving a variety of issues related to school, learning, attitude, friends, and others. They can be reached at (920) 852-5435.

RAIDER SCHOOL RESOURCE OFFICER (SRO)

Officer Schmitz is the assigned SRO Officer at Wilson Middle School. The Appleton Area School District and the Appleton Police Department have worked together in a continuous improvement process to assist all students to feel safe and welcomed in our schools. This partnership has evolved into a cycle of inquiry in which we have reviewed past practices, reflected on results and now will adjust next steps to allow for a stronger partnership. The referral of students into the juvenile justice system is associated with negative outcomes that impact students' academic achievement resulting in increased dropout rates. While the majority of student arrests and citations are for misdemeanor offenses such as disorderly conduct, trespassing or fighting, they often have a detrimental effect and contribute to further contact with the juvenile system that expose the students to possible institutionalization. New research indicates that the best indicator of adult criminality may be the youth's prior incarceration in a juvenile facility.

AASD's goal is to minimize police involvement for student infractions that should be managed with the District's Behavioral Policy and Procedures. The District and APD are committed to a non-criminal enforcement model that supports restorative practice concepts, early intervention and problem-solving rather than reliance on law enforcement so that we empower students to change behavior. However, it certainly doesn't mean that police will never be needed in our schools. Including the SRO in SST meetings as well as other opportunities to learn more about specific students is a best practice.

Any parents wishing to speak with Officer Hughes about any problem are urged to call him directly at (920) 852-5435.

YOUTH ADVOCATE

The purpose of this position is to ensure a positive, safe, and culturally responsive school environment, improve the attendance of students in class and improve opportunities to learn for students who are not engaged in their learning. The Youth Advocate will use outreach strategies, restorative justice practices, mediation skills, and Culturally Responsive Positive Behavioral Interventions and Supports (PBIS) to promote student engagement, positive behaviors and connectedness within the school community. The Wilson Youth Advocate is Steph Longdon - Witt, she can be reached by calling the general office number, (920) 852-5435.

STUDENT SERVICES

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

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

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

Exceptional Education Services:

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

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

UNIVERSAL PLUS and SCHOOL SUPPORT (Student Support Teams): The staff at Wilson/Magellan recognizes and understands that some students require additional academic and/or social/emotional support and we are committed to providing this for them. Additionally, we are aware that students occasionally fall behind if they are not following the guidelines stated above, and this, in turn, causes students to miss learning opportunities. In the event a student should fall behind in his/her classes or has some social/emotional difficulties, the student's team of teachers will meet to develop a plan with the student. Members from the SST (school counselors, social worker, psychologist, administrators) may assist in the plan development.

TOOLS USED BY THE STUDENT SERVICES TEAM TO ASSIST ALL STUDENTS

ALSUP: Understanding why a student is exhibiting challenging behavior is one of the most important parts of helping them. Challenging behavior occurs when the demands of the environment exceed a student's capacity to respond adaptively. At Wilson/Magellan, we believe that students do well when they can and our focus is not on behaviors, but rather on how we can support students who aren't able to meet certain expectations. One of the ways that we can help to support students is through the ALSUP process. The ALSUP stands for the Assessment of Lagging Skills and Unsolved Problems. This process is from the work of Dr. Ross Greene and the goal of this intervention is to work collaboratively with students and teachers to identify lagging skills that a student may have and solve the identified problems.

CICO: Check-In/Check-Out is Tier 2, research-backed behavioral intervention that delivers additional support to students to help them work towards being and feeling successful in the classroom and other areas at school. At its most basic level, CICO is an opportunity for a student and a mentor to work together to improve lagging skills that they may be experiencing. If a student meets data rules that are set up by the Student Services Team, a member of the team will reach out to you to communicate that we would like to try this intervention with your child. CICO focuses on providing students immediate feedback and positive reinforcement to help them feel supported.

Social Academic Instructional Groups (SAIG) are designed to teach students expected skills that will help them to be successful. Groups are typically facilitated by members of the student services team. Common group topics include self-regulation/coping skills, social thinking, peer relationships, conflict-resolution and family changes.

INDEPTH: The American Lung Association's INDEPTH® (Intervention for Nicotine Dependence: Education, Prevention, Tobacco and Health) program is offered as an option to students who violate school tobacco or e-cigarette use policies. This program is administered by a trained adult facilitator in either a one-on-one or group setting. The program consists of four sessions of approximately 50 minutes geared toward youth and focused on tobacco use, including e-cigarettes, nicotine dependence, establishing healthy alternatives and making the change to be free of all tobacco products. INDEPTH is not intended to be used as a prevention program (i.e., for students who are not current tobacco users).

The Raider Room: Wilson/Magellan is committed to building the social emotional learning capacity of all students, including their ability to regulate intense emotions and their physical effects. The Raider Room (Rm 108) is in its developmental stage to provide emotional and physical regulation support for Wilson/Magellan students. The Raider Room is a working space where students experience and practice self-regulation strategies to increase their ability to manage thoughts, feelings and their physical bodies. The Raider Room is supervised by trained Wilson staff who will work with students while they are in The Raider Room and process with them prior to returning to class. All students will receive information and instructions on the purpose of The Raider Room, why/when to use The Raider Room and how to use The Raider Room.

RAIDER COMMUNITY SUPPORTERS

The **Raider Community Supporters (RCS)** is the parent/community organization at Wilson Middle School. The purpose of RCS is to build and enhance better relationships and communication between parents, staff, and students by working toward greater parental involvement. By involving families in the decision-making process, we hope to make better informed decisions as we continue to make our school a great place to learn and grow.

We invite **all** of Wilson/Magellan's community members to take an active interest in our school. We invite you to get involved. We need volunteers to assist noon hour supervisors and to serve as tutors, mentors, and community resource people. There are a variety of subcommittees that are part of the WPV, including fundraising and event concessions, teacher appreciation, and preparation for our eighth grade transition ceremony and celebration. If you want to be involved, call the school office at (920) 852-5435.