

SLINGER

MIDDLE SCHOOL

The Slinger School District's mission is to successfully educate all children and, thereby, to graduate high quality, life-long learners, who are college and career ready.

STUDENT HANDBOOK

Mrs. Kari Lutter
PRINCIPAL

Mr. Jeff Baker
ASSOCIATE PRINCIPAL

521 Olympic Drive
Slinger, WI 53086

Telephone:
262-644-5226

Fax:
262-644-7353

Website Address: www.slinger.k12.wi.us

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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PRINCIPAL'S MESSAGE

Welcome to the 2024-2025 school year! We are so excited for you to be a part of our Slinger Middle School family and look forward to working with you throughout the school year. SMS is a special place to be due to our amazing staff, well-kept facilities, community and family support, and most importantly- you! All of us at SMS are here to support you throughout your journey as you learn and grow. Please use this handbook as a quick resource along the way and reach out to any staff member if you have questions. Let's have the best year yet!

TELEPHONE DIRECTORY

Main Office 644-5226
Attendance Office 644-9307
Principal 644-5226 ex. 2810
Associate Principal 644-5226 ex. 2790

GENERAL SCHOOL INFORMATION

SCHOOL DAY

7:30am – 2:38pm

Website: www.slinger.k12.wi.us

OFFICE HOURS

06:30 am – 3:15 pm

SCHOOL ATTENDANCE AND ABSENCE PROCEDURE

Each student is expected to be present on all regularly scheduled school days unless:

1. sick with a confining illness.
2. needed elsewhere during a family emergency.
3. on extended absence with prior notice given to the school.

If a student is absent, the parent/guardian needs to call the school's attendance line (644-9307) no later than 9:00 a.m. and notify the office of the reason for the absence. For those students not cleared, Mrs. Spaeth will email parents to clear the absences. If an email response isn't received by noon, this will be marked unexcused.

By state law, students may only be excused from 10 days of school by parents. After 10 days, a **medical note provided by a medical professional will be needed to excuse the absence.** Students beyond the 10-day stipulation may be subject to the following measures:

1. Written notification will be sent to parents informing them of the possible consequences for further absences as set forth in Wisconsin Statutes 118.15 and 118.16.
2. School officials will require a doctor's excuse for health-related absences whether or not a parent's excuse has been submitted.
3. Parents will be asked to attend a meeting with school administrators and create a plan to improve attendance.
4. Student will be referred for school disciplinary action.
5. The student may be referred to the Washington County Department of Social Services for truancy in accordance with Wisconsin Statutes.

Early dismissal: Send a note or email to Mrs. Spaeth (dawn.spaeth@slingerschools.org) by 9:00 a.m. notifying her of the time and reason for the early dismissal.

Except in the case of emergency, we discourage the practice of students leaving school during the school day for appointments or other matters. Appointments should be scheduled after 3:00 p.m. whenever possible. All students leaving the school building must sign-out in the office.

Extended absences more than two days: Email Mrs. Spaeth (dawn.spaeth@slingerschools.org) with dates and she will inform teachers of the extended absence so they can deliver assignments using the student's school email account or a post in Google Classroom. **Assignments need to be completed by the first day the student returns to school.**

TARDINESS

If a student is late to school in the morning, he or she must report directly to the school office and get a pass to class. Persistent tardiness will follow attendance and absence procedures.

ILLNESS

Students are given a day of extended time on assignments and assessments equal to that of days ill. For instance, if a student is sick for two days, that student will have two days to complete missed work after she or he returns to school.

If your child isn't in school because of an illness, he or she may not attend any after-school activities. **Additionally, if your child does not attend a scheduled physical education class on the day of a school sporting event, she or he may not participate in the event if a member of the team.**

Homework is posted in Google Classroom so students who are absent have access to missing homework assignments.

LUNCH SCHEDULE AND PROGRAM

Each student will have a 30-minute lunch period. Students will report directly to the cafeteria, and all lunches must be eaten in the cafeteria during the assigned lunch period. Slinger Middle School uses a student ID number for purchase of food items. Students will need to have money credited to his or her account. Debit card replacement is \$5.00 for lost, damaged or defaced cards.

CAFETERIA RULES

Students will:

1. walk to the cafeteria, line up in an orderly manner and maintain a place in line (no skipping/no saving places-in line or at tables).
2. not purchase items for other students.
3. **eat all food at the table before getting up for recess.**
4. not tamper with another student's food.
5. not throw food.
6. **use conversational tones of voice.**
7. stack trays neatly when turning them in.
8. wipe down table and make sure floor is clean
9. push in chairs when dismissed.

Failure to follow the expectations may result in the following consequences:

1. Special seating assignments
2. Lunch detentions
3. Removal from the cafeteria/recess for a specified amount of time
4. Other consequences as deemed necessary by school administrators

ACCIDENTAL INJURIES

The school district provides supplementary accident insurance for all students enrolled in the school. This is a supplemental coverage designed to pay eligible balances not paid by the family's insurance plan or if no other coverage is available to pay the medical/dental expenses incurred to the limits stated in the policy. First Agency, Inc. provides this coverage.

EMERGENCY DRILLS

Fire, tornado, classroom hold and lockdown drills should be regarded seriously by students as precautionary training in case of an emergency. Directions for fire and tornado drills are posted in conspicuous places in all rooms, and drills are held frequently. At such times, students are expected to quickly and quietly follow emergency procedures.

LIBRARY

The Library supports the educational curriculum of Slinger Middle School and is open from 7:30-12:10 and 12:40-2:30 for individual student-use during school days. Students are responsible for all items they check out. The circulation period for library books is three weeks; renewals are available depending upon demand.

Individual Book Selections from Classroom Libraries-

Classroom Libraries are small, cultivated collections of materials that are housed in the classroom environment to provide immediate access to materials for student reading at appropriate reading levels. If you would like your child to be limited to specific materials or genres, please contact their classroom teacher.

Individual Book Selections for Personal Use (Library Media Center Collection)-

Families can ask their child to login or use their child's login credentials to access the library's online resource database to view any book in the collection as well as their child's currently check-out books. If the family would like to restrict access for their child, they should contact the school library/media center staff.

LOST AND FOUND

Lost clothing items and lunch bags can be found in the gray bin by the cafeteria ramp. Valuables found will be turned-in to the office so an announcement can be made about the item. The student will be able to retrieve the item once she or he describes it.

TELEPHONE

We understand students need to call parents every once in a while. If a call absolutely needs to be made, students may use the office phone before school, during lunch or after school.

Calling or texting parents from cell phones during the school day is not allowed without permission by school administrators. See the sixth bullet point on page five for more information, as it will be enforced in these cases.

REPORT CARD/HONOR ROLL

Report Cards will be posted online every quarter (four times a year). A grade point of 3.0-3.49 will earn a spot on the Honor Roll. Students who maintain a grade point of 3.5 or higher earn a spot on High Honors.

LOCKER AND LOCKER ASSIGNMENTS

Lockers are designed for use by one student; students must not allow others to share lockers. School provided Master Locks must be used. Replacement locks cost \$5.

Student lockers and locks are equipment of the school and directly controlled by school officials. Only school related

materials and wearing apparel may be kept in lockers. Locker contents will be supervised periodically in the best interest of the health, safety and welfare of the entire student body. The following guidelines will eliminate most problems concerning both school and gym lockers:

1. Do not leave lockers unlocked or locks pre-dialed.
2. Check to see the locker is securely locked.
3. Do not share the combination with other students.
4. Do not store food (other than lunches) in lockers.
5. **Locker rooms are a safe and private area! No photographic equipment is allowed at any time.**

DECORATING LOCKERS

Occasionally students like to decorate friends' lockers for birthdays. This may only be done before or after school while teachers are here to monitor. **No confetti or balloons** may be used. Decorations are restricted to signs (**no hand-scribbled personal messages using post-it notes or plain copy paper**) and streamers on the outside of the locker. Students may not decorate the inside of another student's locker. Decorations may remain on lockers for one week.

CO-CURRICULAR ACTIVITIES

Boys or girls participating in team sports must have physical exams to meet WIAA requirements for their first year of participation and a parent signed waiver for their second year of participation, pay a \$40.00 athletic fee and sign the athletic code.

Slinger Middle School includes many activities in addition to classes. Morning announcements regarding various athletic teams, club meetings, music performances and school dances are made well in advance.

Nat'l Junior Honor Society	September to June
Student Council	September to June
Yearbook	September to April
Forensics	January to April
Cross Country	September to October
Girls Basketball	September to November
Wrestling	November to January
Boys Basketball	November to January
Girls Volleyball	January to March
Girls and Boys Track	April to May
Builders Club	September to June
DECA	September to May
STEM Club	September to May
FFA	September to May
Chess Club	January to April

Students who join a team or club must read, sign and follow the school's athletic or activity code.

SPORTSMANSHIP RULES WHEN ATTENDING ATHLETIC EVENTS IN THE GYM:

1. Students are expected to be in the gym at all times once an event starts. Breaks are available at halftime and between games.
2. Food is not allowed in the gym.
3. Students attending the game are not allowed in the locker rooms unless they are a member of the team.
4. Students will not be allowed to return to their school lockers after the game starts or ends, so coats and backpacks are allowed in the gym during games.
5. A rides home needs to be scheduled in advance.
6. Students are expected to treat all our guests respectfully: no booing or intentionally distracting players.
7. Signs in the audience may not be used to support players or teams.

- Students may not attend the game after serving short or long detentions assigned by school administrators.

AFTER-SCHOOL ACTIVITY RULES:

- Activities, typically are from 3:00-5:00 and for SMS students only (**All announcements about the activity will clearly state the times for that activity**).
- Student activity that do not start immediately after school must leave the building and come back for practices or for games due to lack of supervision.
- Students that need alternative arrangements must get administration approval to stay after school and wait for their practice or event to begin.
- Students with permission to stay after school in the cafeteria must be seated and stay in the cafeteria prior to their activity beginning. Failure to do so will result in the privilege being revoked.
- Students who leave the activity will not be allowed to re-enter.
- Students attending after school activities need to have rides arranged at the conclusion of the activity at proper times or further attendance privileges may be revoked.
- Students will not be allowed access other parts of the building or go to their school lockers when the activity ends
- Any food or soda at the activity must be kept in the cafeteria. Students are expected to clean up after themselves.
- No cameras or photographic equipment may be used without consent of the activity supervisors.

STUDENT SERVICES

Kelly Pokrzywa Counselor	Olivia Matenaer Counselor	Kylie Carbol School Psychologist
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The step from elementary school to middle school can be both exciting and challenging for students. The years spent in middle school will include many changes both personally and developmentally, that may have an impact on academic achievement. Our role as school counselors is to collaborate with students, teachers, parents, administration and members of the community to help students achieve success in not only their academics but also in their personal, social and career development. We work with students individually, in small groups, and in classroom setting.

The primary purpose of Slinger Middle School's student services team is to help students acquire the skills, knowledge and values, which will help prepare them for high school and beyond. The student services team will help students problem-solve and develop skills to assist them with the following areas of growth that students may encounter while in middle school:

LEARNING:

- Developing self-advocacy skills
- Developing good study skills
- Developing time management skills
- Developing and using problem-solving skills

PERSONAL/SOCIAL:

- Learning to cope with stress, challenges, defeats and successes
- Understanding physical, emotional and intellectual growth and development
- Developing self and social self-concept

- Understanding and developing peer relationships
- Exhibiting positive attitude toward school, family and self
- Learning to communicate with parents
- Learning conflict management with adults and peers
- Learning to deal with ongoing changes in personal and academic life

CAREER/VOCATIONAL:

- Understanding decision-making skills
- Learning to cope with life's transitions in school, home and community
- Becoming informed about alternative education and vocational choices as well as preparation for them
- Relating personal interests to broad occupational areas
- Understanding and using communication skills

DISTRICT NON-DISCRIMINATION POLICY

The School District of Slinger does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities.

The district encourages informal resolution of complaints under this policy. If any person believes that the Slinger School District or any part of the school organization has failed to follow the law and rules of s.118.13, Wis. Stats., or in some way discriminates against pupils on the basis listed above, he or she may bring or send a complaint to the administration office at the following address: Mr. Jim Curler, 207 Polk Street, Slinger, WI. 53086.

HARASSMENT/ BULLYING

Harassment or bullying refers to intentional, unwelcome and unwanted behavior that makes the recipient feel afraid, embarrassed, helpless, angry or unsafe and upsets the recipient to the point that he or she cannot learn. Some examples of harassment and bullying may include, but are not limited to:

- unwelcome patting, pinching or physical contact
- obscene gesturing
- exclusion or isolation
- insults or assaults against someone due to their sex, race, economic status, religion or ethnic group
- name calling or put-downs
- starting or spreading cruel rumors
- using a computer or telecommunications device to send or post embarrassing, slanderous, threatening or intimidating messages (cyber-bullying)
 - When cyber-bullying spills into school, administration will investigate and apply school consequences for bullying per the PBIS Behavior Program.

It is the policy of Slinger School District that acts of harassment and bullying are not tolerated under any circumstances. We firmly believe that all people should be treated with respect and dignity. Harassment, bullying and violent incidents will be responded to in a manner that effectively deters future incidents.

If a student feels that his or her emotional well-being, his or her sense of safety and security or sense of self-worth is being affected by such conduct, a complaint should be filed by contacting his or her school counselor, principal or another adult employee. For additional information on the District harassment policy, refer to Board policy 411.1.

SCHOOL CITIZENSHIP

One of the important factors that help Slinger Middle School run smoothly is the active cooperation of all students. It is our goal to help students develop self-discipline and a strong sense of responsibility.

Students must meet the following expectations or be subject to the Classroom Discipline Cycle (CDC):

- Attend all assigned classes
- Maintain all school equipment by refraining from destructive actions. Students will be required to make restitution for any damage to school property.
- Respect the authority of teachers and school staff. Acts of disrespect or abusive language toward teachers, staff members or other students will not be tolerated and may result in suspension or expulsion.
- All food must be eaten in the cafeteria unless under direction by teachers or school staff.
- Headphones and devices streaming music may be used on the bus; however, they may not be used during the school day unless under supervision of a teacher during classroom activities. **These must be turned off and stored in lockers.**
- During the school day, cell phones must be turned off and stored in lockers, (7:30- 2:38). **A two-hour detention will be assigned and the phone will be taken from the student if this rule is not followed. A parent will need to pick-up the phone from the school's office.**
- ***Cell phones and photographic devices are prohibited in locker rooms and lavatories.***
- Smoking or possession of tobacco products in school or on school property is not allowed and will result in school suspension or expulsion. The school's administration will refer the matter to the Slinger Police Department.
 - E-cigarettes, vapor machines and vapor cartridges are treated as possession of tobacco products. The Village of Slinger has a municipal ordinance prohibiting the use and possession of these by anyone under the age of 18.
- The possession or use of drugs or alcohol is illegal and will result in suspension or expulsion. The school's administration will refer the matter to the Slinger Police Department.
- A student caught selling illicit drugs on campus or on school property will be referred to the Slinger Police Department and recommended to the District's Board of Education for expulsion. This includes look alike substances.
- Possession of items considered to be dangerous to others may be cause for suspension or expulsion. This includes look-alike weapons and any device containing flammable chemicals.
- Students who willfully cause damage to school computers will have their computer privileges revoked for a given amount of time and be required to pay restitution for the damage.
- **Threats (verbal, written or posted), implied or overt, against the district, school, staff and/or students will result in suspension or expulsion. The school's administration will refer the matter to the Slinger Police Department.**
- Academic Honesty:
 - Plagiarism is the use of another person's words or ideas without giving credit to the

source. Typically, this is the result of copying and pasting another person's work as your own. Consequences for plagiarism will include a re-write of the assignment and detention depending on the circumstances.

- Cheating is another form of academic dishonesty and isn't allowed. The consequences for cheating will be the completion of an alternate assignment and a detention depending on the circumstances.

- Bikes must be parked in the bike rack located on the upper level.
- Observe the rules of good order at all times
- Skateboards, skates and scooters are not to be ridden on any School District of Slinger properties.

Infractions of the rules may result in an after-school detention assigned by the school's administrators. Parents will have advance notice of such detentions so rides can be arranged.

Students may be suspended from school upon the judgment of the school administrators. Parents will be notified immediately of the reason for the suspension and may be asked to attend a reinstatement conference. Student rights are protected by procedural due process. Please refer to the Classroom Discipline Cycle (CDC) found on page 8.

STUDENT EXPECTATIONS

Students attending Slinger Middle School are required to conduct themselves with respect for themselves and others through their actions, their language and their dress. Students' behavior should reflect positively on themselves as well as their school according to our SOAR model.

Since it is not possible to list every misbehavior that can occur, the staff and administration reserve the right to respond to any misbehavior not included here. Continuing inappropriate behavior will be dealt with through progressive discipline; however, certain behaviors may result in stronger disciplinary action.

Classroom Behavior

It is the responsibility of the teacher to maintain the proper learning environment. In order to do that, students must follow basic rules and be accountable for their own behavior and actions. Each teacher will establish procedures for his or her classroom. Although most procedures are common in all classrooms, they may slightly vary from classroom to classroom.

The school uses a school-wide S.O.A.R. model to monitor behavior and incorporate progressive steps of discipline as we encourage **Self-Control, On Task, Achievement and Respect**.

Violations of rules will be handled using the S.O.A.R. model, which will include appropriate and progressive consequences: warning, parent contact, detention, suspension, etc. Continual refusal to follow school rules can lead to suspension or expulsion.

DETENTIONS

PROCEDURES

1. **Detentions issued by school administrators will be served until 3:45 or 4:45 (Mon-Thu); parents will be notified prior to the detention day so transportation can be arranged.**
2. **Students and parents will need to decide arrangements for pick-up at the end of the detention time.**
3. **Students are expected to bring homework and all other supplies to the detention room so that she or he has materials on hand and ready to leave school immediately from the detention room.**

RULES:

1. No talking, eating, sleeping or leaving the detention area.
2. **Only** homework and appropriate reading material will be allowed.
3. Students will remain seated and working unless given permission to get up.
4. After detention, students will proceed directly to the upper lobby and are not allowed to go to lockers.
5. Students may not attend non-academic, after-school activities.
6. Failure to successfully serve the detention, as determined by the school's administrators, may result in re-serving the detention or, in some cases, a one-day suspension.

Detentions take precedence over all athletic or co-curricular activities.

The school's disciplinary authority is stated in board policies 443, 447, 447.2, and 447.3. In addition, rules pertaining to conduct, dress, suspension and expulsion are contained in state statute 120.13(1).

SCHOOL DRESS CODE

Students are to dress in a neat, clean and **age appropriate** manner every day. School administration will use discretion determining code violations. The following will be addressed by administration:

- * Crop top shirts / Shirts cut short as to show midriff in the act of normal movement in the classroom or gym.
- * **Visible undergarments**
- * Hats
- * Hoods over the head
- * Unacceptable language or pictures: i.e. references to alcohol, tobacco, illegal drugs or sex. An implied message will be treated the same as an overtly stated message.
- * Students may wear basketball jerseys but must wear a T-shirt underneath.
- * Jackets, backpacks and purses are not allowed in classrooms.

SCHOOL BUSES AND RULES

Students riding the bus shall be aware that all school rules apply from the time they step on the bus until they arrive at their destination.

Serious or persistent infractions of the rules of safety or conduct on the bus may result in losing the privilege of riding the bus.

SLINGER SCHOOL BUS REGULATIONS:

1. Follow bus driver's directions.
2. Be respectful to driver.
3. Stay in the seat.
4. Keep hands, feet and other objects to yourself.
5. If riding on a different bus, a pass is needed from the office. It will only be issued if the student has an email or written note from a parent.

CONSEQUENCES OF BUS MISBEHAVIOR:

Bus consequences are set by severity of misbehavior. The following consequences are not always given in this order.

1. Verbal warning
2. Phone call or meeting with parents
3. Assigned seat
4. Long detention assigned
5. Serious violations of bus rules will be dealt with by the school administration. Repeated violations will result in a bus suspension.

BUS PASSES:

Bus passes are determined by the bus provider. Riding on an unassigned bus is not permitted without permission from the bus provider. In circumstances where the provider revokes bus passes due to mitigation strategies, students will not be allowed to ride an unassigned bus.

When the provider allows for bus passes:

Students who do not ride on a given bus may ride that bus to a friend's house when that friend is a daily rider; however, the student will need a bus pass in order to let the bus driver know it is approved by school officials

Bus passes are issued in the morning and the student needing the bus pass must come to the office and provide a signed note by a parent giving that student permission to take an alternative ride home. Emails to Mrs. Spaeth will work as well, so parents may email the night before the pass is needed and the pass will be ready for the student.

Use and Care of Chromebooks

Chromebooks are intended for appropriate academic use as directed by classroom teachers. Students may be held financially responsible to damage caused to Chromebooks. Personal Chromebook use during the school day will be by staff approval only, as a school Chromebook is provided daily to each student.

Students will:

1. follow classroom procedures for checking out and returning Chromebooks.
2. carry Chromebooks with two hands while supporting the base with the screen closed.
3. only apply appropriate and needed pressure to the keyboard and mouse (no pounding).
4. immediately report any Chromebook problems to the teacher.
5. have only one operator per Chromebook when working in pairs or groups (no simultaneous use).

Students will not:

1. have any food or drink near the Chromebook.
2. place the Chromebook on uneven surfaces.
3. place objects on top of the Chromebook (books, binders, etc.).
4. carry more than two Chromebooks at a time.
5. lift a Chromebook by the screen.
6. put any pressure on the screen (finger, pen, etc.).
7. change settings (flipping screens, changing cursor, etc.).

Students Uses:

1. students must follow classroom instructions about usage for class purposes
2. playing games, searches unrelated to class content, and misuse of communication privileges will result in students losing the privilege of using the Chromebook.
3. Threatening, explicit, or harmful internet searches that are flagged by our system will result in discussion with administration and may involve consequences depending on severity.

Inappropriate use may result in loss of privilege and/or other consequences.

BEHAVIOR SUPPORT SYSTEM

S.O.A.R. The Owl Way

S	<u>Self - Control</u> <ul style="list-style-type: none">• Be safe• Be responsible• Own your choices	
O	<u>On Task</u> <ul style="list-style-type: none">• Follow directions and expected routines• Be engaged and willing to participate• Complete assigned tasks	
A	<u>Achievement</u> <ul style="list-style-type: none">• Give your best effort• Be prepared and ready to learn• Contribute to a positive learning environment	
R	<u>Respect</u> <ul style="list-style-type: none">• Treat others as you want to be treated• Use kind words and actions• Use materials appropriately	

What is a minor offense?

In the past we have used TCB cards or Yellow reflection forms. We have evolved to a Minor / Major system. A minor is behavior that needs redirection and is teacher managed within the classroom. The student will complete a referral sheet and have a quick reflection with the assigning teacher. This minor report will be sent to the parent along with plans to help redirect the behavior.

When is a minor given?

A minor may be given if a student does not uphold our SOAR (Self-control, On-task, Achievement, Respect) expectations. Below are a couple examples of possible minor situations.

- Teacher will provide a verbal or non-verbal warning to redirect a student creating a distraction in the classroom. If the behavior continues, a reflection (Minor) would be given.
- A student who may have needed multiple warnings and redirection, over a course of multiple days, who is not following the SOAR expectations could receive a minor.

Since minors are teacher managed, there may be a teacher assigned action plan to manage the behavior moving forward. The goal of the minor system is to redirect, reflect, reteach and reinforce the appropriate behavior which follows SOAR expectations.

Will families be notified?

Whenever a minor is given, the assigning teacher will send an email home. The email will be a copy of the reflection the student completed to keep families informed and maintain open lines of communication. Understanding our students are teenagers and will have minor lapses in judgment, our goal is to address the behavior and move on in a positive way; it truly is a learning experience.

What is a major offense?

Any behavior that is administratively managed will be deemed a major offense.

How is a major given?

All major offenses are handled with an office referral to administration. This will result in some form of discussion and possible consequences handled by the administrative team. Just like a minor, a major offense offers students a learning opportunity; the goal is to redirect, reflect, reteach and reinforce the appropriate behavior which follows SOAR expectations.

Will families be notified?

Whenever a major is given, the assigning teacher or administration will communicate with home regarding the behavior action plan. Again, our goal is to collaborate in addressing the behavior and move on in a positive way, truly creating a student learning experience.

These are samples of Minor Report and Office Referral forms which will be communicated to parents.



Minor Report
Name _____ Location _____ Hour _____

1) Why did you receive this Minor?

2) Check the box that most accurately describes your behavior

S - Self - Control

- Talking or disruption to myself or others
- Improper use of technology
- Not prepared to learn (materials/work)

O - On-Task

- Failure to follow directions and expected routines
- Off-task
- Tardies

A - Achievement

- Failure to engage in learning
- Academic dishonesty

R - Respect

- Inappropriate language or volume-toward self or others
- Inappropriate actions
- Unsafe action / behavior
- Other: _____

3) Your actions affected who? *Even though you may have not been trying to get the attention of others, how many people were affected by your actions?*

- Interruption of my learning only
- Interruption to me and my neighbors
- Interruption to multiple students

4) How often do you think this behavior occurs?

- First time
- Only in this class
- Multiple classes

--- Teacher / Student Conference ---

What can we do moving forward to prevent this from happening?

What help do you need?

- This is the first time, I will not do it again.
- Reminders - Together, let's make a plan: _____
- Limit my time / Must work here
- New Seat

Inform the office of the student's name. Send student to the office, escort only for safety reasons

OFFICE REFERRAL

Student Name _____ Teacher _____ Hour _____

Report To The Office Immediately
Show this form to the office secretaries.
Be prepared to: <ul style="list-style-type: none"> • Explain what happened (use the form below) • Own your choices- When you are ready to fill out this form, think about your actions and be upfront with adults when it is time to discuss what happened.



1) Check the box that most accurately describes your behavior:

- Unsafe or inappropriate action toward a peer or adult (intentional or unintentional) Physical _____ Verbal _____
- Violence or threat of violence (written/drawn, inferred, spoken or acted out)
- Sexually explicit language/action (written/drawn, inferred, spoken or acted out)
- Refusal to follow specific instructions or safety plans or procedures
- Major Technology violation (ex. Use of another students login/device)
- Other: _____

Explain in detail why you were sent to the office.

Possible Positive Consequences	Corrective Consequences
<ul style="list-style-type: none"> • Classroom success and personal pride • Building strong student / teacher rapport • "Shout out" from staff • Individual or class incentive • Periodic Incentives by grade level 	<ul style="list-style-type: none"> • Teacher reminders of policy / procedure • Re-instruction of a policy or behavior • Email to parents with a minor behavior report • Office referral for progressive discipline structure at administrator level • Parent, teacher, administrator conference

PARENT SECTION:

Our Pledge is to teach students appropriately, evaluate them fairly and report the results honestly. We ask that parents support us in our efforts by responding to our communications and staying informed about their child's progress.

A student's middle school years can sometimes get a little hectic. It is a time when the values of a student's peers appear to be more important than those of his or her family. A student has more teachers and a rapid onset of physical and emotional change that often make parents wish they could turn back the clock to those carefree elementary school years. It is an exciting and sometimes difficult time, but more importantly, it is above all else, a very necessary step in the growing-up process.

Somewhere in a young person's development, she or he has to begin the journey from childhood to adulthood, and for most students, this occurs during middle school. We firmly believe this time can be made easier with solid school and parent communication. Consequently, what follows is an attempt to improve that communication with some basic information that should be helpful for parents.

Question

In what ways does Slinger Middle School communicate with parents?

Answer

1) Bi-Weekly News

Mrs. Lutter emails parents a Skyward Message every other Friday that highlights important weekly news, information and upcoming events. For those families without Internet access, a hard copy will be sent home with the student upon a parent's request. Please send a note or call the office with this request.

2) Family Access

Skyward provides parents with the ability to check classroom progress and grades. We encourage parents to frequently use this resource. Grades are updated weekly.

3) Voicemail

At Slinger Middle School, parents can contact teachers regarding their child's progress through the middle school's voicemail system. Teachers will respond to the message within 24 hours excluding weekends.

4) E-Mail

E-mail is an excellent way to reach a teacher and avoid the usual "phone tag" hassle. Go to www.slinger.k12.wi.us; middle school; middle school staff for access to e-mail addresses.

5) Parent Teacher Conferences

Parent teacher conferences are held on two separate evenings from 3:30 – 7:30 p.m.: November 7th and November 14th.

6) Report cards

Report cards are posted in Skyward every quarter.

Question

What requirements are there for the use of the student's assignment notebook?

Answer

All students are required to use their assignment notebook and have it filled out completely every day. Teachers will monitor students throughout the year.

Question

What activities are offered to Slinger Middle School students outside of the classroom?

Answer

Slinger Middle School 7th and 8th grades have the opportunity to participate in inter-scholastic sports. Sixth grade students may participate in wrestling and cross country. The sequence of sports for boys is cross country, wrestling, basketball and track. The sequence for girls is cross country, basketball, volleyball and track.

All middle school students regardless of grade are eligible to participate in Student Council, Forensics, Chess Club, STEM Club, Builders Club, DECA, FFA and Yearbook.