



## STUDENT-PARENT HANDBOOK

### 2023-2024

*We will provide excellent academics and co-curricular activities that develop life-long learning skills for all students preparing them for our community and world-wide experiences.*



Tomah Area School District  
Tomah Middle School



[tomah.education](https://tomah.education)





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## **WELCOME LETTER FROM ADMINISTRATION**

Dear Parents/Guardians:

The administration, faculty and staff of Tomah Middle School welcome you and your child to our great school! It is our sincere hope that your child will find this year challenging, rewarding and exciting.

Our major goal is for each student to reach his/her greatest potential. We urge you to be our partner in this effort. It is the combined responsibility of homes, school and community to help students become responsible adults in society.

Our mission is to ensure excellence and opportunity for our students. It is our intent to foster for every student a positive attitude toward self and learning, an ability to think creatively and critically, communicate effectively, welcome diversity in people and contribute positively to our community.

This handbook contains very important information. The policies, procedures and expectations described are reasonable and necessary for maintaining a quality learning environment. Please read this handbook with your child. Being familiar with the contents is everyone's responsibility.

Tomah Middle School is our home away from home. Let's be proud of it!

Amy Langner - Principal  
Amy King - Assistant Principal  
Jared Sasada - Dean of Students

## **STATEMENT OF PHILOSOPHY**

The Board of Education believes that the school, as an educational institution of our social system, has been organized to promote the aims and objectives of our democratic society. The Board believes that each person should be accepted into the educational program as is, and that she/he should be provided with a stimulating environment and opportunities for learning experiences designed to promote behavioral development that will effect continuing satisfactory adjustments to life.

We believe each child is unique, and that the school must offer varied experiences and a wide range of acceptable standards to take these differences into account.

We believe the school must provide experiences with regard for their effect upon all aspects of the learner's development—intellectual, emotional, physical and social.

We believe that since our society is a democracy, the school must provide the students with experiences which will: (1) help them achieve academic competence; (2) help them to become sensitive to problems of common welfare in the family, the school and the community, the nation and the world; (3) teach them to work with others in the solution of these problems; (4) develop their feelings of individual responsibility for the common welfare; and (5) help them to act in harmony with what he/she says or believes.

We must believe that each child has worth and dignity, and that the school must continue to develop in the students, the understanding that with the privilege of public education, goes the acceptance of responsibility for participating in the improvement of society.

## DISTRICT STAFF DIRECTORY

### Enrollment

608-374-7009

**Dr. Mike Hanson, District Administrator**

608-374-7004

**Angela Plueger, Director of Curriculum**

608-374-7019

**Michelle Clark, Business Manager**

608-374-7005

**Dr. Paul Skofronick, Pupil Services**

608-374-7011

**Tom Dummermuth, Director of Transportation**

608-374-7377

**Jesse Bender, Director of Food Services**

608-374-7356

**Brad Plueger, Director of Activities**

608-374-7976

**Fitness Center, Tomah High School**

608-374-5612

[View Middle School Directory](#)

## PARENT-TEACHER CONFERENCES

Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child's teachers concerning his or her progress.

This year, Parent-Teacher Conferences are scheduled for mid-quarter 1st quarter and mid-quarter 3rd quarter. This allows for early intervention so that, working together, parents and teachers can help students become even more successful.

Please refer to the Parent-Teacher Conference schedule below for dates of scheduled conferences. You will be contacted directly to schedule your specific time for your child's conference.

### **Lemonweir:** Evening Conferences

- September 12th & 14th
- February 27rd & 29th

### **District-Wide:** Evening Conferences

- October 17th -**TMS/THS**
- October 19th -**ALL BUILDINGS**
- October 24th -**ELEMENTARY**
- February 27th & 29th -**ELEMENTARY**
- March 5th and 7th -**TMS/THS**

*Individual conferences may be scheduled at other times during the school year when needed.*

## DISTRICT CALENDARS

The following (and attached) calendars are a schedule of events that typically occur in an academic year. These events include spring break, planned no-school days, holiday breaks, parent teacher conferences, etc.

Calendars for the Current School Year Include:

- » District Calendar
- » District 4K Calendar
- » Lemonweir Elementary 45-15
- » Lemonweir 4K 45-15

[View Calendars Online Here](#)

## ACCOUNTABILITY REPORT

As part of the state accountability system, the Department of Public Instruction (DPI) has produced report cards for every school district in Wisconsin. These report cards provide data on multiple indicators for four (4) priority areas: student achievement, student growth, closing gaps, and on track and post-secondary readiness. View Tomah's [previous year accountability reports](#). Download the full [2021-2022 report](#) with data for each school.

# TMS DAILY SCHEDULES

TMS maintains daily bell schedules that all students' classes coincide with; there is a set schedule for Regular School Days, 2-Hour Delays, and 2-Hour Early Dismissals.

## 2023-2024 TMS Regular Schedule

	6th Grade		7th Grade		8th Grade
7:55	<b>FLEX</b>	7:55	<b>FLEX</b>	7:55	<b>FLEX</b>
8:29		8:29		8:29	
8:32	CORE (60 minutes)	8:32	CORE (60 minutes)	8:32	Related Arts (40 minutes)
				9:12	
9:32		9:32		9:14	Related Arts (40 minutes)
9:34	CORE (60 minutes)	9:34	CORE (60 minutes)	9:54	
				9:56	Related Arts (40 minutes)
10:34		10:34		10:35	
10:36	CORE (60 minutes)	10:37	Related Arts (39 minutes)	10:40	CORE (60 minutes)
		11:16			
11:36		11:18	Related Arts (40 minutes)	11:40	
11:38	Lunch (30 min)	11:58		11:42	CORE (60 minutes)
12:08		12:00	Lunch (30 min)		
12:11	CORE (62 minutes)	12:30		12:42	
		12:33	Related Arts (40 minutes)	12:44	Lunch (30 min)
1:12		1:13		1:14	
1:15	Related Arts (40 minutes)	1:16	CORE (60 minutes)	1:16	CORE (60 minutes)
1:54					
1:56	Related Arts (40 minutes)	2:16		2:16	
2:36		2:18	CORE (60 minutes)	2:18	CORE (60 minutes)
2:38	Related Arts (40 minutes)				
3:18		3:18		3:18	

## 2023-2024 TMS Early Dismissal Schedule

	6th Grade		7th Grade		8th Grade
7:55		7:55		7:55	
8:29	CORE (50 minutes)	8:29	CORE (50 minutes)	8:29	Related Arts (33 minutes)
8:45		8:45		8:30	Related Arts (30 minutes)
8:47	CORE (45 minutes)	8:47	CORE (45 minutes)	9:00	
				9:02	Related Arts (30 minutes)
9:32		9:32		9:32	
9:34	CORE (45 minutes)	9:35	Related Arts (30 minutes)	9:35	CORE (45 minutes)
		10:05			
10:19		10:07	Related Arts (30 minutes)	10:20	
10:22	Lunch (30 min)	10:37		10:22	CORE (45 minutes)
10:52		10:39	Related Arts (30 minutes)		
10:55	CORE (45 minutes)	11:09		11:07	CORE (45 minutes)
		11:11	Lunch (30 min)	11:09	
11:40		11:41			CORE (46 minutes)
11:42	Related Arts (30 minutes)	11:44	CORE (45 minutes)	11:55	
12:12				11:57	Lunch (30 min)
12:14	Related Arts (30 minutes)	12:29		12:27	
12:44		12:31	CORE (47 minutes)	12:30	CORE (48 minutes)
12:46	Related Arts (32 minutes)				
1:18		1:18		1:18	

## 2023-2024 TMS Activity Schedule

	6th Grade		7th Grade		8th Grade
7:55	<b>FLEX</b>	7:55	<b>FLEX</b>	7:55	<b>FLEX</b>
8:29		8:29		8:29	
8:31	CORE (55 minutes)	8:31	CORE (55 minutes)	8:31	Related Arts (35 minutes)
				9:06	
9:26		9:26		9:08	Related Arts (35 minutes)
9:28	CORE (55 minutes)	9:28	CORE (45 minutes)	9:43	
				9:45	Related Arts (35 minutes)
10:23		10:23		10:20	
10:25	CORE (55 minutes)	10:26	Related Arts (35 minutes)	10:23	CORE (55 minutes)
		11:01			
11:20		11:03	Related Arts (35 minutes)	11:18	
11:22	Lunch (30 min)	11:38		11:20	CORE (55 minutes)
11:52		11:40	Related Arts (35 minutes)		
11:55	CORE (55 minutes)	12:15		12:15	CORE (55 minutes)
		12:17	Lunch (30 min)	12:17	
12:50		12:47			CORE (55 minutes)
12:53	Related Arts (35 minutes)	12:50	CORE (55 minutes)	1:12	
1:28				1:14	Lunch (30 min)
1:30	Related Arts (35 minutes)	1:45		1:44	
2:05		1:47	CORE (55 minutes)	1:47	CORE (55 minutes)
2:07	Related Arts (35 minutes)				
2:42		2:42		2:42	
2:42	<b>FUN</b>	2:42	<b>FUN</b>	2:42	<b>FUN</b>
3:18		3:18		3:18	

## 2023-2024 TMS Late Start Schedule

	6th Grade		7th Grade		8th Grade
9:55	CORE (50 minutes)	9:55	CORE (50 minutes)	9:55	Related Arts (30 minutes)
				10:30	
10:45		10:45		10:32	Related Arts (30 minutes)
10:47	CORE (45 minutes)	10:47	CORE (45 minutes)	11:02	
				11:04	Related Arts (29 minutes)
11:32		11:32		11:33	
11:34	Lunch (30 min)	11:36	Related Arts (29 minutes)	11:37	CORE (45 minutes)
12:04		12:05			
12:07	CORE (45 minutes)	12:07	Lunch (30 min)	12:22	
		12:37		12:24	Lunch (30 min)
12:52		12:39	Related Arts (30 minutes)	12:54	
12:54	CORE (46 minutes)	1:09		12:57	CORE (45 minutes)
		1:11	Related Arts (29 minutes)		
1:40		1:40		1:42	
1:44	Related Arts (30 minutes)	1:44	CORE (45 minutes)	1:44	CORE (45 minutes)
2:14					
2:16	Related Arts (30 minutes)	2:29		2:29	
2:46		2:31	CORE (47 minutes)	2:31	CORE (47 minutes)
2:48	Related Arts (30 minutes)				
3:18		3:18		3:18	



## BOARD OF EDUCATION

Michael Gnewikow, President  
MichaelGnewikow@tomah.education

Spencer Stephens, Vice President  
SpencerStephens@tomah.education

Ricky Murray, Clerk  
RickyMurray@tomah.education

Susan Bloom, Treasurer  
SusanBloom@tomah.education

Aaron Lueck, Member  
AaronLueck@tomah.education

Catey Rice, Member  
CathrynRice@tomah.education

James Newlun, Member  
JamesNewlun@tomah.education

**[WWW.TOMAH.EDUCATION/BOE](http://WWW.TOMAH.EDUCATION/BOE)**

### Tomah High School Student Representative

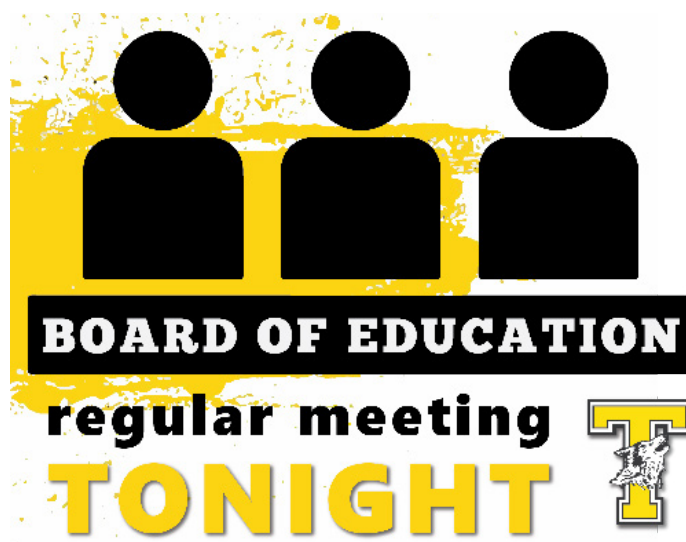
The Tomah Area School District recognizes the importance of student leadership in guiding the direction of the District. The position of an appointed student representative is established by the Board for the purpose of encouraging open communication between the student body and the Board, to support active student participation in decision making, and to foster student leadership.

The THS Student Council Advisor shall appoint a student representative to the Board under rules established by the Student Council, to represent the student body and the Tomah High School Student Council.

The Board of Education will designate one board member to mentor and orient the student representative in his/her new position.

Board meetings are open to the public.

You can view meeting agendas and minutes on the district webpage as well.



Watch the district's Facebook page for reminders and releases from BOE meetings.

#### Goals:

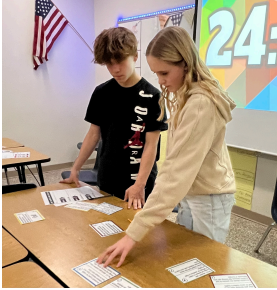
- » Act as liaison between Tomah High School students and the Board, providing input on educational issues from a student perspective.
- » Report academic and extra-curricular highlights.
- » Develop leadership skills and an understanding of governmental processes.

#### Expectations:

- » Attend all regular monthly School Board meetings and Board Academy meetings, except closed sessions.
- » Communicate with the high school principal or Student Council advisor prior to and subsequent to each board meeting.
- » Communicate with the superintendent to request Board consideration of specific student issues.
- » Report back to Tomah High School Student Council following each board meeting.

#### Limits:

- » Non-voting position.
- » Student representative to the board may participate in board goal setting, but may not prioritize goals or vote on goals.
- » Student representative will not attend closed sessions.
- » Student representative will receive a meeting agenda on the Thursday prior to each board meeting.
- » One student representative will be appointed by the THS Student Council Advisor. To qualify as a potential appointee, the student representative must be:
  - a. of junior or senior status to be eligible to serve,
  - b. eligible to serve a maximum of two years,
  - c. in good standing academically and on track for graduation,
  - d. willing to abide by the school district's Code of Conduct.



## OUR VISION

We will provide excellent academics and co-curricular activities that develop life-long learning skills for all students preparing them for our community and world-wide experiences.

**INNOVATION** We are committed to continuous improvement by seeking innovative methods, strategies, and programs to meet the needs of our 21st century learners and prepare them for their future.

**INTEGRITY** We are committed to fostering open, honest, and transparent communication between all school staff and with students, parents, and community members. We will promote an environment of compassion and understanding in order to demonstrate equity and fairness for each individual and to build trust within and outside of our schools.

**RESPECT** We are committed to building respect by assuming positive intent in the ideas and suggestions presented by others and by recognizing the inherent value of each person. All members of our school community will be held to high expectations and we will provide supportive practices and policies which demonstrate our belief that ALL students can learn.

**PASSION** We are committed to the value of public education and the important learning which occurs in our schools each and every day. We will demonstrate enthusiasm in pursuing the work we do and perseverance in turning challenges into opportunities. We will strive to inspire each other and our students to pursue excellence in all endeavors.

**LEADERSHIP** We are committed to building leadership at all levels through collaborative teamwork, partnerships with all stakeholders in the community, and accountability for individuals and collective actions and decisions.

OUR

5

CORE VALUES

## 5 Pillars of Excellence

STUDENT  
ACHIEVEMENT

WORKFORCE  
ENGAGEMENT

SERVICE TO  
COMMUNITY

FUTURE  
FOCUSED

FINANCE &  
OPERATIONS

We will prepare our students to succeed each year and in their future post-secondary education and the career of their choice.

We will attract and retain and continuously develop high effective employees for our team.

We will ensure an educational experience and environment for our students, parents, and community members that promotes understanding and kindness by creating connections to one another.

We will work to transform educational opportunities to ensure the Tomah School District remains a school district of choice for students and their families.

We will plan and use resources to best supportive the district mission, vision, and goals.

*For more information on TASD's Strategic Plan, Visit our website.*



### OUR MISSION

To provide high quality student learning: Every child. Every day.



## **PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY**

It is the policy of the Tomah Area School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity) or physical, mental, emotional, or learning disability ("Protected Classes") as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973, and the ADA of 1990.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Tomah Area School District.

All career and technical education (CTE) courses and programs are offered without discrimination. For a summary of courses, please see: [www.tomah.education](http://www.tomah.education).

**Any questions concerning this policy should be directed to:**

Dr. Charles M. Hanson II, District Administrator  
Tomah Area School District  
129 West Clifton Street  
Tomah, WI 54660  
(608) 374-7004

**Questions concerning s. 118.13, Wis. Stats., or Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, should be directed to:**

Dr. Paul Skofronick, Title IX Coordinator  
Tomah Area School District  
1310 Townline Road  
Tomah, WI 54660  
(608) 374-7011

**Inquiries related to Section 504 of the Rehabilitation Act of 1973 or the ADA of 1990, which prohibits discrimination on the basis of handicap, should be directed to:**

Dr. Paul Skofronick, Section 504 Coordinator  
Tomah Area School District  
1310 Townline Road  
Tomah, WI 54660  
(608) 374-7011

### **MILITARY FAMILIES**

We are one of the two closest school districts to Fort McCoy and the closest to Volk Field. We are specially familiar with serving military families and would love to be part of your child's educational journey. We work closely with the School Liaison Officer located at Fort McCoy to smoothly integrate our incoming Military-connected families.

#### **MS. REBECCA L. WALLEY**

School Liaison Officer  
Fort McCoy, Child Youth Services (CYS) Office  
[rebecca.l.walley.naf@mail.mil](mailto:rebecca.l.walley.naf@mail.mil)

<https://www.tomah.education/tasd-military-families-students>

### **NATIVE AMERICAN FAMILIES**

We also have a familiarity with specific rights and needs of Native American students and families as our district is richly immersed in the Ho Chunk culture and history. We have a Title VI Director who acts as a liaison and advocate for our Native American students.

#### **MS. BONNIE BIRD**

Native American Education  
Tomah Area School District  
[bonniebird@tomah.education](mailto:bonniebird@tomah.education)



## RELIGIOUS & PATRIOTIC CEREMONIES (8800)

Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the church of his/her choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously-oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, churches, private organizations, or the family. [View Policy 8800](#)

## RELIGIOUS EXPRESSIONS IN THE DISTRICT (8800B)

School Board policy 8800B covers: student prayer and religious instruction, graduation prayer and baccalaureates, official neutrality regarding religious activity, teaching about religion, student assignments, religious literature, religious excusals, released time, teaching values, and student garb. [View Policy 8800B](#)

## VOICING QUESTIONS & CONCERNS

Constructive criticism of the school is welcome when it is motivated by a sincere desire to improve the quality of the educational program and to equip the school to perform its task more effectively.

The following steps should be followed if you have a concern about district personnel or procedures:

1. Contact the staff member directly responsible.
2. Contact the building principal.

*It may be submitted in writing to the District*

*Administrator if the complaint is not satisfactorily resolved in Steps 1 or 2 above.*

[View Policy 9130](#)



## REFERENCING DISTRICT POLICIES

School Board Policies are hyperlinked throughout this Handbook for quick reference. Complete and full policies are posted to our website at:

<https://go.boarddocs.com/wi/tasd/Board.nsf/Public?open&id=policies#>

## DISTRICT ATTENDANCE POLICIES

The Board of Education believes it is the shared responsibility of the school and the home to assist the students in developing desirable habits of punctuality and attendance. The Board expects that every step will be taken by school personnel to implement this philosophy. **All children are expected to be in attendance each day unless they are ill or a family emergency arises.**

### IF GOING TO BE ABSENT FROM SCHOOL:

- » A telephone call must be made by 8:30 a.m. to the school office each day a student is absent.

### EXCUSED ABSENCES:

- » The only excused absences are those due to student illness, death or serious illness in the family, doctor's or dentist's appointments, or absences which, in the principal's opinion, are in the child's best interest.
- » Unexcused and habitual absences are punishable by law and will be reported to the proper authorities.
- » Board policy does allow for prearranged absences for such things as vacation or confidential family business, provided the parent(s) complete the required paperwork. The forms are available in each school office.

### UNEXCUSED ABSENCES:

- » Unexcused and habitual absences are punishable by law and will be reported to the proper authorities.
- » If we do not receive a written excuse or a phone call indicating the reason for the absence, we have no choice but to consider the child truant from school.
- » At the elementary level, if a call is not received by 8:30 a.m., school secretaries will begin contacting parents to determine the well-being/location of the child.
- » The absence will then be marked unexcused unless a written note is submitted within two (2) days.

### PUNCTUALITY:

Every child is expected to attend school punctually. Tardiness interrupts your child's instructional time. A note should accompany your child to explain the reason for his or her tardiness. Continued tardiness without sufficient excuse is in the same category as unexcused absences and may be reported to the proper authorities.

In cases where it is necessary for the child to arrive at school late, it is very important that the school be notified that the child is coming late. This is particularly important if the student is going to eat hot lunch. Lunch orders are electronically transmitted to the senior high kitchen prior to 8:30 A.M. Only food for those meals ordered is sent to the school.

### APPOINTMENTS:

We encourage you to try to schedule your child's doctor and dental appointments after school hours. If this is not possible, students will not be allowed to leave school during the school day without one of the following four conditions being met:

1. Written or verbal confirmation of the appointment by parent or guardian.
2. Excusable reason for leaving.
3. Provisions for makeup work.
4. The parent/guardian is required to report to the office to pick up their children in case of excused absences.

### END OF DAY PICK-UP OF STUDENTS

The end of the day is a difficult time to monitor as students leave the building and go to their buses, seek out parents who may be picking them up, or start walking home. If you will be deviating from the normal routine for your child (i.e. sending someone new to pick him/her up, having your child walk to a friend's house and not ride the bus, etc...), please send a note with your child or call the school's main office before 2:00 p.m. In the case of someone new picking up your child, please notify the office before 2:00 p.m.

[View Policy 5200](#)



## ARRIVAL

- » Classes for students begin at 7:55 A.M.
- » Please note that the school does not provide supervision of students arriving prior to 7:30 A.M.
- » If you drop off your children in the morning, please remember not to block the lanes of traffic at the school.

## DISMISSAL

- » Students will be dismissed from school at 3:18 P.M.
- » Students who ride a bus are expected to go directly to the loading area.
- » Students who walk or leave by private transportation are expected to leave school grounds promptly.
- » Students are not to remain in the school after dismissal.
- » Please note that the school does not provide supervision for students after dismissal.
- » Students may remain at school for special programs, extra work or discipline only if prior arrangements have been made with the child's teacher or other school personnel.



## Tomah Middle School Attendance Procedures



Attendance is an important aspect of a student's success. Regular attendance can help students boost their academic performance and develop a sense of commitment. TMS and the TASD follows the WI State truancy guidelines to ensure students can achieve/exceed their potential.

<b>Parent Excused Absences</b>	These absences are often used for days students don't feel well. Parent/Guardians are asked to contact the Counseling Office at (608)374-7881 or <a href="mailto:kamraduncan@tomah.education">kamraduncan@tomah.education</a> by 9am if your student will not be attending. Notifications will be accepted up to 48 hours after an absence. Student are allowed 10 excused absences. After a student uses 10 absences, a letter is sent home and future absences are marked as unexcused and can result in a truancy filing.
<b>Unexcused Absences</b>	Absences are marked unexcused when a parent/guardian does not notify the school of an absence within 48 hours. When a student has four (4) unexcused absences, the school may request a meeting to discuss any barriers and stress the importance of school attendance. When a student reaches five (5) unexcused absences for the semester, municipal truancy filing may occur.
<b>Pre-Excused Absences</b>	If your student will be absent for a vacation or other pre-excused occurrence, please notify the school approximately 1-2 weeks prior to leaving. Students will need to get a pre-excused form from the Counseling Office, this form will need to be signed by all of their teachers and returned to the Counseling Office. All these steps must occur for a student to be excused for the missed days. Students can use up to 10 pre-excused days per year and are responsible for all make-up work.
<b>Late to School Absences</b>	Students who arrive late to school are marked tardy. Three (3) late arrivals equal one (1) full day of absence. These absences will be added to any excused and/or unexcused missed days and can affect truancy filing.
<b>Medical Absences</b>	If your student will be absent for a medical appointment, a doctor's note is required for this absence to be marked as "Medical." Without a medical note, this absence will be labeled as excused (if parent calls in) or unexcused (no parent calls in). Students are expected to return to school promptly after an appointment is over.
<b>Funeral Absences</b>	Please notify the school if a student will be out for a funeral and/or death in the family. Arrangements can be made with admin if this will be longer than two (2) days.
<b>Extra-Curricular Absences</b>	These absences are identified when a student is absent from class for a school-sponsored event such as sporting events, club events, and band/choir rehearsals. These absences do not affect truancy.

## **BUILDING SAFETY & SECURITY**

### **VISITORS**

Any visitors allowed in the building will be at the discretion of the building principal and school staff. During the school day, while school is in session, all doors will be locked. Students are not permitted to bring other children to school as guests. For the safety and security of students, staff and guests, visitors are expected to follow the procedure below:

- » Visitors during the school day must enter through the main entrance to sign in and get a visitor's pass.
- » Once identified, visitors may sign in and enter the building to go to a specific location for a specific purpose.
- » Once your visit is complete, all visitors must exit the building through the main entrance and sign out verifying they have left the building.

### **LOITERING**

No person 14 years or older shall loiter in or about any public or private school or public building. Loiter means to delay, linger, idle or present oneself within a school or upon school grounds or public building without a lawful purpose for being present. Loitering shall further include being present without permission of school or public authorities or being present for a purpose not directly related to the normal conduct to education or business within or around a school or public building.

### **FIRE & TORNADO DRILLS**

Fire and tornado drills are held at regular intervals throughout the school year. Remember these basic rules:

1. Check the instructions posted in each classroom indicating how to leave the building or where to go in case of a fire/tornado.
2. Walk single file. No talking. Move quickly and quietly to the designated area.

### **SAFETY DRILLS**

While schools are a place of learning and personal growth, they are not immune from societal problems. As a result, educators and law enforcement must cope with numerous challenges to school safety. In order to maintain a safe environment for students and teachers, we implement practice drills to assist us in responding to a crisis or emergency situation. Just as we conduct regular practice fire and tornado drills to ensure that we can safely evacuate the building or get students to a safe area quickly, practice safety drills will be conducted. These drills will help students and staff become better equipped to deal with a crisis situation in as calm and controlled a manner as possible.

### **USE OF THE BUILDING**

#### **Non-School Organizations**

Outside groups who wish to use the auditorium, gymnasium, or other parts of the building must make application for the room(s) with the District Office at 374-7005. No group or individual may use any part of the building outside regular school hours without a member of the faculty being in attendance with the person or group the entire time the person or group uses the building.

**High School Groups or Individuals Using Building**  
High school groups who wish to use any part of the building outside of regular school hours must reserve the room(s) with the District Office at 374-7005.

[View Policy 7510](#)

### **USE OF VIDEO CAMERAS/PHOTOGRAPHS**

The school may utilize video cameras and hand-held cameras throughout the building to assist with monitoring safety, as well as for instructional purposes. Photographs may be taken for the school yearbook and newspaper, the Tomah Journal or other local papers, and/or displayed for students, staff and visitors. Students should not bring cameras to school for their own personal use unless approved in advance by administration.

[View Policy 7440.01](#)



## **WEAPONS (5772)**

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

[View Policy 5772](#)

## **ARRIVAL**

- » Classes for students begin at 7:55 A.M.
- » Please note that the school does not provide supervision of students arriving prior to 7:30 A.M.
- » If you drop off your children in the morning, please remember not to block the lanes of traffic at the school.

## **DISMISSAL**

- » Students will be dismissed from school at 3:18 P.M.
- » Students who ride a bus are expected to go directly to the loading area.
- » Students who walk or leave by private transportation are expected to leave school grounds promptly.
- » Students are not to remain in the school after dismissal.
- » Please note that the school does not provide supervision for students after dismissal.
- » Students may remain at school for special programs, extra work or discipline only if prior arrangements have been made with the child's teacher or other school personnel.

## **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING**

Please be advised there are video surveillance cameras on premises. Personal information and activities recorded are collected and used to maintain a safe and secure environment in schools and on school district property and may be disclosed for law enforcement purposes. For questions or concerns, please contact the building principal at 608-374-7358.

[View Policy 7440.01](#)

## **HARASSMENT/HAZING**

Harassment/hazing are unwanted physical or verbal behaviors which are directed at a student or staff member and serve no legitimate purpose. Harassment/hazing are illegal and will not be tolerated at the high school.

Every child has the right to feel safe and secure in the school environment. There can be no tolerance for harassment, intimidation or bullying. Harassment in school can affect student achievement and participation in school activities and has a huge emotional cost. All school districts are obligated to adopt policies and procedures responding to complaints of pupil harassment. Districts are also encouraged to take proactive steps to prevent pupil harassment.

Harassment, bullying behavior and cyber bullying are taken very seriously. Students engaging in this behavior may be given a warning that their behavior is unacceptable and then, if it continues, progressive disciplinary action will occur. All day suspension and a referral to the Tomah Police Department will occur if a student does not self-correct his/her inappropriate behavior.

We know you share our concern that all students feel safe and secure in our schools. In order to reach this goal, elimination of harassment, intimidation and bullying is essential. Please talk with your child about harassment and bullying. Preventing this type of behavior is a job for all of us - parents, educators and students.

See Tomah School Board Policies [5517](#), [3362](#), [4362](#) for more information regarding harassment.

## IN THE EVENT OF A SCHOOL EMERGENCY

Should an emergency situation arise in our community and/or one of our schools while school is in session, we want you to be aware the schools have made preparations to respond effectively and appropriately to such situations. The Tomah Area School District has a detailed, all-hazards emergency plan that has been formulated to provide direction to its staff and students during such an incident.

### In the event of an emergency, we ask for your cooperation in the following procedures:

1. Please do not telephone the school. Telephone lines must be kept available for emergency communication.
2. Please do not come to the school unless requested to pick up your child.
3. In the event of an emergency that requires us to evacuate and relocate, students may be picked up at a designated reunification location by an identified, responsible adult who has been identified through the student's emergency contact information as recorded in our student information system "Infinite Campus".
4. Emergency contact information must be designated by parents/guardians at the beginning of every school year and kept updated as needed through "Infinite Campus Parental Access" or by contacting the District Office.

### You can expect the District to respond in the following manner:

- » For weather-related incidents, turn your radio to emergency announcements for weather updates
- » Information regarding day-to-day school operations will be available on our district web site and other methods of mass communication including local media. Updates will be made as appropriate.

Please impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

When authorizing another person to pick up your child, please consider the following requirements:

- » He/she is at least 18 years of age
- » He/she is usually available during the day
- » He/she could walk/drive to your child's school, if necessary
- » He/she is known to your child
- » He/she is aware of and able to assume this responsibility
- » He/she is able to provide proper identification to school officials in order to confirm status as an emergency contact

## PARENTAL CUSTODY

In cases of separation or divorce, the school must be informed of concerning custody and other circumstances that may require duplicate report cards and school mailings. If one parent is legally restrained from access to a child, the school requires legal confirmation of such actions to be on file. Please discuss these circumstances with your school principal.



## **SEARCH AND SEIZURE**

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender or in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

### **School Property**

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the school principals to provide students with written notice of this policy at least annually and that routine inspections be done at least annually of all such storage places.

The Board directs that the searches may be conducted by the District Administrator, building principals, assistant principals, School Resource Officer, or law enforcement officer when requested.

### **Student Person and Possessions**

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information. The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the result indicates a violation of school rules as described in the student handbook, the disciplinary procedure described in the student handbook will be followed. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with the student handbook.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board. Under no circumstances shall a school official ever conduct a strip search of a student.

## **Parking Permit Required**

Permission for a student to bring a vehicle on school property shall be conditioned upon written consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others. If an administrator determines a search is necessary, he or she should request consent to search the vehicle and all containers inside the vehicle. If consent is not given, a school administrator may proceed with the search. An administrator may contact the police liaison officer or law enforcement agency for assistance in conducting a search.

## **Use of Dogs**

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

The presence of the dogs on school property is authorized in advance by the District Administrator, except in emergency situations, or is pursuant to a court order or warrant.

The dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog.

The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The District Administrator may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the District Administrator, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independent of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

The District Administrator shall prepare administrative guidelines to implement this policy and shall provide students and staff with written notice of this policy and guidelines at least annually.

[View Policy 5771](#)



### GUIDELINES FOR STAYING HOME

Parents and staff should follow the following guidelines when determining whether a child should stay home from school:

#### Your child should stay home if:

- » Has a fever greater than 100 degrees
- » Has been vomiting within the last 24 hours
- » Has had diarrhea within the last 24 hours
- » Has a rash with fever that is open and draining
- » Has strep throat or impetigo and has not been on medication for 24 hours

The following communicable diseases need to be reported to the school nurse at 608-374-7015.

- |                 |                |
|-----------------|----------------|
| » Chicken pox   | » Lyme disease |
| » Fifth disease | » Ring worm    |
| » Head lice     | » Scabies      |
| » Impetigo      | » Shingles     |
| » Mono          | » Strep throat |
| » Pneumonia     |                |

Your child may return to school when:

- » Is fever free for 24 hours without medication
- » Has been on medication for Strep Throat for at least 24 hours
- » Has not vomited for at least 24 hours
- » Has been diarrhea free for at least 24 hours

If your child is going to be absent, please call the school office prior to 8:30 a.m.

### MEDICATION

School personnel cannot administer any medication without written consent from a parent. A physician's signature and parent signature will be required for all prescription medication to be administered during the school day. Over-the-counter medication requires a parent/guardian signature only.

The completion of the "[School Medication/Procedure Form](#)" and obtaining the physician's signature will be the parent's responsibility. Medication forms may be faxed to 374-7303. Forms will be sent to the appropriate school. Students who need to take medication must have the "School Medication/Procedure Form" completed, signed and on file at the school. The medication must be in the original container. The medication forms are available in each school and at area clinics. Medications (prescription and over-the-counter) cannot be sent

home with students. Parents must pick them up. Medication should only be given in school if absolutely necessary. Medication scheduled for three times a day should be given right before school in the morning, immediately after school at home and at bedtime. An exception would be medications prescribed for a specific time (e.g. Ritalin). We would like to discourage the excessive use of over-the-counter medications. Please have guidelines as to when your child should request an over-the-counter medication.

Some students think they are "supposed to take it" because they know their parents have filled out the form and have the over-the-counter medication available at school.

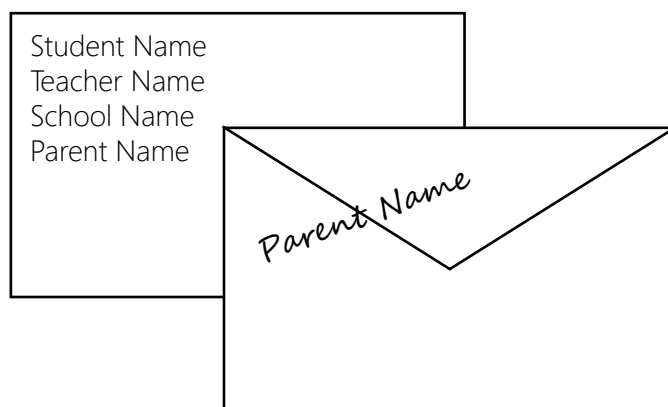
*If you have any questions concerning this matter, please contact the school nurse at 374-7015.*

### BRINGING MEDICATION TO SCHOOL

When possible, please bring your child's medication to school and drop it off in the main office.

If you are unable to bring in the medication, it can be sent to school with your student, but it MUST be in a sealed envelope. On the front on the envelope please include: Student's Name, Teacher, School, and parent(s)/guardian(s) printed name. On the back of the envelope, seal the flap and put your signature across the flap. This procedure is in place for the safety of your children.

[View Policy 5330](#)



## HEAD LICE PREVENTION AND TREATMENT

Between 10 and 12 million American school children are infested with head lice every year. It occurs in more children than all other communicable childhood diseases combined, except the common cold. Head lice can happen to anyone, and is not associated with a lack of cleanliness. The best way to confirm a lice infestation is to look for eggs, which are called "nits." Nits are small, silvery and oval shaped. They are firmly attached to the hair shaft at an angle. They will not shake loose like dandruff or sand. The actual louse is smaller than a sesame seed. They are wingless, flat and of varying colors.

Head lice are transmitted directly from one person to another, or by contact with articles that have been used by an infested person such as with combs, brushes, hats, scarves and bedding. Lice can live away from a human host for 2-3 days and nits can survive up to 12 days.

Generally, lice treated once can be eradicated. It is a matter of washing the hair with lice killing shampoo, and then carefully removing all nits. Removal of nits is sometimes made easier with special metal nit combs. To completely get rid of lice, it is important to also clean other areas where the lice might be, including: recently worn clothing, bedding, pillows, stuffed animals, couches, combs, brushes, other hair accessories and cars.

It is the responsibility of the parents to check children at regular intervals for lice. Watch for symptoms of infestation, especially itching. Look at the scalp in good light. Most nits will be in the hair around the ears or at the crown of the head. The lice move very quickly away from light. Parents should recheck their children for any symptoms of head lice 14 days after treatment.

If the shampoo fails more than once, parents should contact their physician. Recent studies have indicated that head lice are becoming resistive to current treatments. These shampoos are pesticides and can be very harmful if misused or overused.

If you have any questions, feel free to contact the school district nurse at 374-7015.

## ABSENCES DUE TO HEAD LICE

Students who have head lice or excessive nits will be sent home. Students will not be allowed to return to school until after being treated with a louse control shampoo and completing a required checklist (sample form is below). This list will be sent home with your child. The child will be checked upon return to school, and must be louse free to be readmitted.

- » Each child will be rechecked at 7 and 14 days for lice and/or nits
- » Children will not be readmitted until louse free. After two repeat cases in a semester, it is considered
- » an unexcused absence and could result in truancy
- » At third occurrence, a parent must be present when child is checked to be readmitted to school

[View Policy ag8451](#)

## CONCUSSIONS

Due to increased awareness and understanding of the impact of a concussion which is a type of traumatic brain injury, parents who inform coaches and teachers that their child is being treated by a health care professional for a concussion will need to provide written clearance by a healthcare professional before being allowed to participate in any school-related physical activities. Any time a student is suspected of having or diagnosed with a concussion, written clearance for full participation will be required from a healthcare provider.

*For additional information, parents and students can refer to administrative guideline 5340A, Student Accident, Illness/Concussion.*

## ACCIDENTS

If your child is injured at school, we will make him or her comfortable and then call you if a serious injury has occurred. If you cannot be reached, we will attempt to contact the emergency number that you have provided.

[View Policy 5340](#)

## SUICIDE PREVENTION NOTICE & RESOURCES

### SUICIDE PREVENTION NOTICE AND RESOURCES

For many years there has been a high rate of youth contemplating suicide in Wisconsin. State law requires that school staff members be notified annually of DPI's youth suicide prevention resources. In addition to the resources listed below, TASD Board Policy exists for suicide. There is a link to the TASD website for School Board Policies online.

Why should we worry about youth suicide? Are many kids really depressed or suicidal?

- » Suicide is the second leading cause of death among youth in Wisconsin.
- » One in six deaths overall among Wisconsin youth are self-inflicted, one in five injury-related deaths.
- » For youth ages 10-19, we have the 13th highest rate in the US, 42% higher than the U.S. average.
- » For students ages 10-14, Wisconsin's suicide rate is fifth highest in the U.S.
- » More than one in five Wisconsin high school students report symptoms of depression annually.

Suicide can be prevented—we're already making progress, but there is much more to do.

- » Wisconsin has seen a downward trend in completed youth suicides from 2005-2007. This is very promising;
- » school staffs are instrumental for continued support of prevention strategies.
- » Mental health concerns, such as depression and anxiety, usually contribute to attempted and completed suicides.
- » These concerns are treatable, but they must be recognized.
- » Everyone in a school community can identify and help students at risk for attempting suicide.

[View Policy 5350](#)

## EARLY WARNING SIGNS TO LOOK FOR:

- » Decline in quality of school work
- » Social withdrawal
- » Personality and mood changes
- » Changes in sleeping and eating
- » Preoccupation with death

## URGENT WARNING SIGNS TO LOOK FOR:

- » Threats about hurting self
- » Talking about a specific plan
- » Violent actions, rebellious behavior, running away
- » Hopelessness, helplessness, or worthlessness
- » Giving away favorite possessions

## COMMON SUICIDE MYTHS & REALITIES

**Myth:** Asking a student how they are doing or if they have had thoughts about harming themselves will bring on thoughts of suicide.

**Reality:** Students are already thinking about and completing suicide. Carefully talking about the topic and getting students to help are keys to preventing suicide.

**Myth:** Students won't be honest when asked if they need help.

**Reality:** Students who are having thoughts about suicide are usually scared and want help. No one truly wants to die.

**Myth:** Only pupil service professionals can/should help a suicidal student.

**Reality:** Everyone in school can help prevent youth suicide by connecting students to appropriate helping professionals.

## SUICIDE PREVENTION PROCEDURES

What to do if you are concerned about a student:

Teachers and other school staff are well-positioned to observe student behavior and to **ACT** if there is a suspicion that a student may consider self-harm. Young people lack the perspective of time. Suicide is a permanent solution to a temporary problem, but for kids, their problems can seem endless at this stage. If we get them through the crisis, there is a 90% chance that they will never attempt suicide.

### **ACT stands for Acknowledge, Care, and Tell.**

**Acknowledge** feelings :

- » "I'm sorry to hear about this. It sounds really hard."
- » Telling a student to "get over it" or "move on" is not realistic for a person with depression.

Show **Care** and Concern:

- » "I'm worried about you. I don't want anything bad to happen to you or for you to be hurt."

**Tell** a member of your crisis team:

- » "Let's go talk with someone in the counseling office. They know how to work with students who have concerns like these."

These steps (Acknowledge-Care-Tell) are a central component of the "Signs of Suicide" program (SOS), an evidence-based school-wide intervention program. SOS kits for middle school and high school are available through your local CESA.

*State law protects school district employees and volunteers from civil liability for their acts and omissions when trying to intervene in a student's suicide. **It's safe to ACT!***

## SUICIDE PREVENTION RESOURCES

**Youth suicide prevention resources from DPI:**

- » [dpi.wi.gov/sspw/suicideprev.html](http://dpi.wi.gov/sspw/suicideprev.html)

### **Other resources for school staff:**

- » American Foundation for Suicide Prevention, [www.afsp.org](http://www.afsp.org)
- » Suicide Prevention Resource Center, [www.sprc.org](http://www.sprc.org)
- » Mental Health America of Wisconsin, [www.mhawisconsin.org](http://www.mhawisconsin.org)
- » Helping Others Prevent and Educate about Suicide, [www.hopes-wi.org](http://www.hopes-wi.org)

### **Local resources:**

- » National Suicide Prevention Lifeline 800-273-TALK (8255): Suicide hotline 24/7 free and confidential [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)
- » Kristin Brooks Hope Center 800-SUICIDE (784-2433): Suicide prevention hotline [www.hopeline.com](http://www.hopeline.com)
- » National "YOUTH" Crisis Helpline: 800-999-9999
- » Person of Deaf/Hard of Hearing Hotline: TTY: 1-800-799-4TTY (4889)
- » Spanish Suicide Hotline: 877-SUICIDA (784-2432) or 888-628-9454
- » La Crosse – serving Buffalo, Crawford, Grant, Jackson, La Crosse, Monroe, Richland, Trempealeau & Vernon Counties: Suicide Crises Line Gunderson-Lutheran Medical Center & La Crosse Area United Way 24/7 608-775-4344
- » Great Rivers 211 help & crisis line





## **ELEVATOR USE**

In order to use the elevator, students must bring written permission from a parent or doctor that justifies their need for this special service. Students will receive an elevator pass from the Counseling Office.

## **NON-EMERGENCY, INVASIVE PHYSICAL EXAMINATIONS OR SCREENINGS**

Parents will be notified in advance of any non-emergency, invasive physical examination or screening which is required as a condition of attendance, administered by the school, or not necessary to protect the immediate health and safety of the student or other students (i.e. vision testing, scoliosis testing, vaccinations).

## **COLD WEATHER POLICY**

Students should dress appropriately for cold weather. Unless the weather is extreme, all children will be expected to remain outside during arrival times and recesses. Please do not send your child to school if he or she is too ill to participate in the outdoor recess activities unless prior arrangements have been made with the classroom teacher. The school will contact the parents of any child who frequently dresses inappropriately for the weather. Students will remain outdoors in the morning and will go out to recess when weather conditions permit. A temperature of 0 degree F is used as a guideline to determine if children should be out or in during recesses. However, the wind chill is a factor that will alter the 0 degree F guideline



## **ANNUAL ASBESTOS NOTIFICATION JULY**

In compliance with the United States Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), this is notice that the Tomah School District has an Asbestos Management Plan at the school district office. The plan is available for inspection by the public, parents, and district employees. The district performs six month periodic surveillance of asbestos in February and August and full re-inspections every three years. For more information please contact the district office.

## **2009 WISCONSIN ACT 96 INDOOR ENVIRONMENTAL QUALITY MANAGEMENT PLAN TOMAH AREA SCHOOL DISTRICT ANNUAL NOTICE**

The Tomah Area School District would like to inform staff, students, parents, and the public of the district's indoor environmental quality (IEQ) management plan. The plan was initially developed in 2013 and is reviewed as necessary. The plan was developed as deemed appropriate for the district. Questions and concerns should be directed to the IEQ Coordinator. Copies of the plan are available at the district office for a fee. The district office is located at 129 West Clifton St, Tomah, WI 54660

# STUDENT CONDUCT

## SCHOOL EXPECTATIONS

1. Students are not allowed to leave school grounds during the day without permission or supervision. Once a student arrives on campus (dropped off by parents, gets off bus), he/she must remain on school grounds.
2. "Please" and "thank you" are important words that should be used regularly with others.
3. Gum chewing in school is a privilege allowed by teacher discretion and permission.
4. Public Display of Affection (PDA) - The staff at Tomah Middle School recognizes that genuine feelings of affection may exist between students; however, students will refrain from inappropriate intimate behaviors (such as, but not limited to, hugging, kissing, holding hands, etc.) on school grounds or at school related events. Repeated or especially inappropriate behavior in this regard may result in disciplinary actions.
5. No open containers of beverages or food are allowed in lockers, hallways, or the gymnasium. Parents are asked to discourage their child to bring an energy drinks, coffee, or soda to school. All food and beverages must be consumed in the cafeteria or other designated eating areas. The only exception is students may bring a clear water bottle to school to use in the classrooms reducing the need to use the drinking fountain and miss instructional time. These containers must be used only for water.
6. Skateboards, razor scooters, rollerblades, bikes, and Heely shoes are not to be used on school property.
7. Book bags, fanny packs, purses and gym bags are to be kept in the student's locker unless other arrangements have been made with an administrator.
8. Laser devices are not allowed in school per state statute.
9. Possession and/or use of a Personal Communication Device (i.e. cell phones, tablets, MP3's, E-readers, etc...) by a student during the school day is a privilege that may be forfeited by a student who fails to abide by school expectations. Students may possess PCDs in school, on school property, during after school activities (e.g., extra curricular activities) and at school-related functions, they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight during school hours and during after school activities (e.g., extra-curricular activities). However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. The use of a PCD to engage in non-education-related communications is expressly prohibited. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated. Finally, students should not use these

devices to take pictures or video at any time during the school day unless specifically given permission by a teacher or administrator. If a student chooses to bring these items to school to use during these approved times, they must be used responsibly and the students maintain responsibility for these items. If the student feels ill and needs to contact home, he/she must call from our Counseling/Attendance Office. Doing so from a personal cell phone before reporting to the office not only slows down our ability to assist, it is in violation of school board policy. See Board Policy 5136 – Personal Communication Devices

10. Gambling of all types is prohibited.
11. No aerosol spray cans (i.e. deodorant, hairspray) are to be brought to school.

## STUDENT CONDUCT & DISCIPLINE

Every student has the right to attend school and participate in activities in a safe and orderly environment, free from physical or verbal threats and behavior. In order to make this goal a reality, students are required to abide by the expectations laid out and follow school rules that have been established to create a safe and orderly environment.

Controlling behavior both in and around school takes a community effort. Tomah Middle School cooperates with agencies, including law enforcement, to maintain a proper learning atmosphere. However, parents and guardians play the most important role in developing good behavior and citizenship. [View Policy 5500.](#)

## CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

The school has the responsibility to establish standards that promote a positive and proper learning environment. In order to fulfill this responsibility, all students, staff, and parents must be committed to a strong discipline policy that encourages accountability for actions. If a student has difficulty recognizing his/her responsibilities in relation to the expectations and rules we have set out, an adult in charge will intervene and respond with an appropriate action. These actions may include:

- » Verbal reprimand/conference with school personnel
- » Restriction of privileges and activities
- » Contact with parent
- » Exclusion from class
- » Time spent in the Alec Room
- » Lunch or after-school detention
- » Parent/student conference with school personnel
- » Replacement/repair of damaged property
- » Half day detention
- » All day detention
- » In-school suspension
- » Out-of-school suspension
- » Assignment to Decisions I
- » Referral to police and possible citation
- » Recommendation for expulsion to the Tomah School Board

## DRESS CODE

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

Accordingly, the Board prohibits student dress, clothing, or grooming practices which:

- » present a hazard to the health or safety of the student or to others in the school;
- » materially interfere with school activities, or substantially disrupt the educational environment; or
- » prevent students from achieving educational objectives because of blocked vision or restricted movement.

The principal or designee shall serve as the initial arbiter of student dress, clothing, and grooming.

Dress, clothing or grooming constitutes expressive speech if the individual wearing or displaying the dress, clothing, or grooming intends to convey a particularized message through the wearing or display and the likelihood was great that the message would be understood by those who viewed it. This standard shall apply whether the message is conveyed by depiction, words, or a combination of the two. If the dress, clothing, or grooming does not constitute expressive speech, it can be regulated by school officials.

Expressive speech in the form of dress, clothing, or grooming will be regulated consistent with applicable legal principles.

Expressive speech in the form of dress, clothing, or grooming prohibited if such speech is not protected by the First Amendment of the U.S. Constitution, such as dress, clothing or grooming that constitutes:

- » Obscenity;
- » Language or depictions intended to incite violence or incite the viewer to an immediate breach of the peace;
- » Defamation; or
- » A true threat.

Consistent with the legal parameters established under the First Amendment of the U.S. Constitution.

School officials can also regulate and prohibit dress, clothing, or grooming containing otherwise expressive speech if the dress, clothing, or grooming:

- » Can reasonably be viewed as promoting illegal drug use; or
- » Is vulgar, lewd, indecent, or plainly offensive.

Additionally, school officials can regulate dress, clothing or grooming if they can reasonably forecast that it will materially interfere with or substantially disrupt a school activity, such as an interference or disruption actually occurs, or if the expression intrudes on the rights of other students. Such prohibited dress, clothing or grooming may include dress, clothing, or grooming that includes the use of, discriminatory language including racial or ethnic slurs, or negative stereotypes. Under this standard, the wearing or display of the Confederate flag during the school day and on school property is prohibited.

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

The District administration may establish the dress, clothing or grooming requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event or within the context of school-sponsored and controlled curriculum or activities. Where appropriate, a uniform or specific dress, clothing, or grooming requirement shall be used for students when representing the District as described.

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

If the dress, clothing, or grooming cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/guardian.

[View Policy 5511](#)



## RESPECT & STUDENT BEHAVIOR

- » Members of the TMS Community will be in their classrooms on time,
- » All members of the TMS Community will express themselves using respectful and appropriate language for a school environment,
- » Students will respect themselves and others by refraining from public displays of affection that are inappropriate for a school environment, and
- » TMS Admin maintains the right to ask students to change clothing that may interrupt instruction, be offensive or show a lack of respect for school culture.

Students are reminded that different teachers have different classroom expectations. Therefore, it is each student's responsibility to become aware of what each teacher expects in the way of work and behavior and to conform to those expectations and standards. Tomah Middle School students are expected to behave in a mature, responsible manner in and out of class. See Tomah School Board Policy 5500, 5600, 5600A on Student Code of Conduct and student removal from class for more information pertaining to student expectations and behavior. Students suspended from school will not be permitted on school grounds during the days of suspension nor will they be permitted to participate in extra-curricular activities during their suspensions. Suspended students who appear on school property are subject to further disciplinary procedures to include referral to police department for trespassing.

## RTI

RtI (Response to Intervention) is a systematic approach to providing every student with the additional time and support needed to learn at high levels. RtI's underlying premise is that schools should not wait until students fall far enough behind to qualify for special education to provide them with the help they need. Instead, schools should provide targeted and systematic interventions to all students as soon as they demonstrate the need. In Tomah, our main goal is to provide every student with the skills and knowledge needed to be self-sufficient and successful by the time he/she graduates from high school.

## YOUTH GANGS

The Tomah Area School District bars all gangs and gang graffiti, dress, activity, gang-related material, gang affiliations and gang-related activities from school buildings, school-related activities, and school property at all times. School property, school buildings, and school related activities are to be considered "Neutral Territory". A "gang" is defined as any identifiable group or club which exists without the sponsorship of the school or the sponsorship of any recognized adult community or civic organization and which engages in antisocial or criminal behavior activity. See Tomah School Board Policy 5840 for additional information on Student Groups.

## BULLYING / HARASSMENT

Every child has the right to feel safe and secure in the school environment. There will be no tolerance for harassment, intimidation or bullying. Bullying/harassment in school can affect student achievement and participation in school activities and has a huge emotional cost. All school districts are obligated to adopt policies and procedures responding to complaints of pupil harassment. Districts are also encouraged to take proactive steps to prevent pupil bullying/harassment. The Tomah School District has many programs in place to promote a safe environment for all students. Resiliency asset building, guidance and health curricula, protective behaviors, conflict manager and peer mediator programs are some of the programs that provide consistent, age-appropriate messages and skill development about respecting themselves and others.

Harassment and bullying behavior is taken very seriously. Students engaging in this behavior will be given a warning that their behavior is unacceptable and then, if it continues, progressive disciplinary action will occur. All day detention, suspension and a referral to the Tomah Police Department will occur if a student does not self-correct his/her inappropriate behavior.

We know you share our concern that all students feel safe and secure in our schools. In order to reach this goal, elimination of harassment, intimidation and bullying is essential. Please talk with your child about harassment and bullying. Preventing this type of behavior is a job for all of us - parents, educators and students. These expectations are in accordance with [Board Policy 5517](#), Student Anti-Harassment, and administrative guidelines which are printed in entirety in the Required Parental Notice and Board Policies section.

## LOCKERS & LOCKER SEARCHES

The lockers at Tomah Middle School are school property and may be searched by school personnel at any time. Each student is assigned a locker upon entering school. Students are advised to use their own assigned lockers and to not share their locker with other students. Students are advised that they assume responsibility for their locker and for all contents in their locker. Each locker is equipped with a combination lock, which must be used to lock and secure the locker. If a student loses a lock, the student must purchase a new lock for \$10.00. If the lock is found, the student will be refunded \$10.00. Students are encouraged to keep their locker combinations in strict confidence to maintain locker privacy. The Tomah School District does not assume responsibility for the loss, damage, or destruction of any property stored in the student lockers. Students bringing large sums of money to school are urged to bring it to the office for safe keeping until it is to be used. Students will be responsible for any writing or vandalism on his/her locker and will be expected to clean the locker to remove any graffiti. Nothing shall be hung on the locker or displayed on the locker unless authorized by the school administration. See School Board Policy 5771 for more information regarding school lockers and locker searches.



## OTHER UNACCEPTABLE BEHAVIORS

1. Any type of gambling is prohibited.
2. All food must be consumed in the cafeteria unless prior approval is received from an administrator. Water is allowed.
3. Blankets are not to be brought to school and carried throughout the school day.
4. Skateboards, Razor scooters, rollerblades, and Heelys are not to be used on school property unless prior approval is received from an administrator.
5. Squirrel guns or water balloons are not be allowed.
6. Defacing school property or vandalism is a crime and will not be tolerated. The cost of any vandalism will be assessed to the student.
7. Possession and use of laser devices are not allowed in the school or on school property.
8. Unsanctioned contact activities such as tackle football are not allowed on school property.
9. Students are prohibited from using cameras and other electronic equipment and devices to capture or record the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images. Using a camera or other electronic equipment/devices to capture or record audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Cameras and electronic equipment/devices are expressly banned from and may not be used at any time in any school situation where a reasonable expectation of personal privacy exists, i.e., locker rooms and bathrooms.
10. Students will respect themselves and others by refraining from public displays of affection that are inappropriate for a school environment. The staff at Tomah Middle School recognizes that genuine feelings of affection may exist between students; however, students will refrain from inappropriate intimate behaviors (such as, but not limited to, hugging, kissing, etc.) on school grounds or at school related events. Repeated or especially inappropriate behavior in this regard may result in disciplinary consequences.

## HALL/BATHROOM/OFFICE PASSES

Students should not be in the hallways during class time without a pass filled out in their planner or other admin approved source.

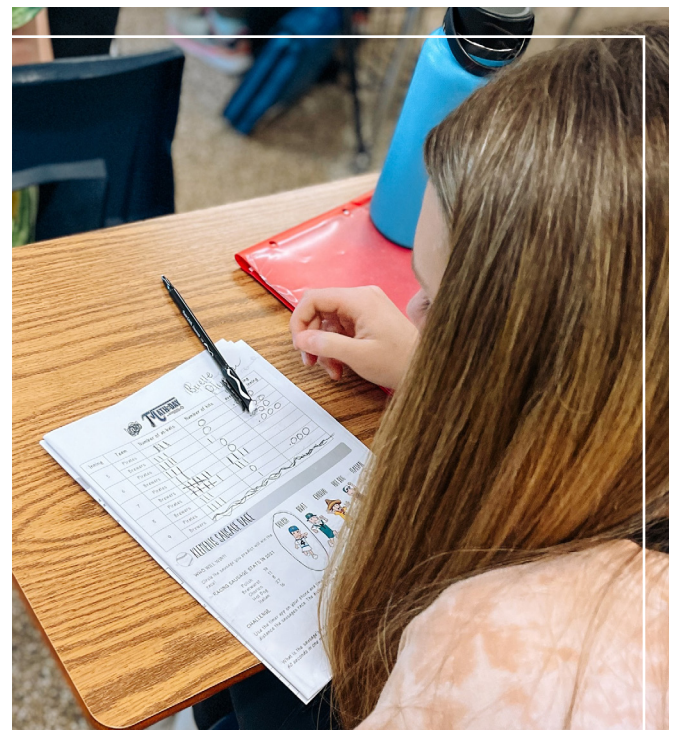
## DETENTION PROCEDURE FOR STUDENTS:

Lunch detentions may be assigned for violations of school rules. Students who receive detentions must complete those detentions by the assigned date. Failure to complete detentions by an assigned date will result in extended detention, in-school suspension and/or out-of-school suspension.

## ADMINISTRATIVE ACTION

When a student is referred to the TMS administrative office for inappropriate behavior or attendance problems, one or more of the following consequences will occur:

1. Conference with student, parent and/or staff member
2. Removal from the specified location, bus, or activity
3. Restitution by payment or services rendered
4. Detention time assigned
5. Out-of-school suspension
6. Referral to school resource officer, law enforcement, or another agency
7. Removal from a class with a failure for the semester recorded. See School Board Policies 5500, 5600, 5600A for removal procedure
8. Removal of the student's privilege to attend or participate in extracurricular activities
9. Recommendation to the Board of Education for expulsion.



## TEXTBOOK FINES

Teachers are to turn in all fines for lost or damaged books at the end of each semester to the principal's secretary in the high school office. Fines are as follows:

### Lost or Damaged Textbooks Beyond Use

Yrs Old	% of Cost
1	100
2	90
3	80
4	70
5	60
6	50
7	40
8	30
9	20
10	10

If the book is damaged beyond reasonable repair, the charge should correspond to the above Lost Book schedule.

If the cover is bent, writing is discovered on pages or cover, or other damage is evident, the following schedule should be followed:

### Damaged Textbooks

Yrs Old	Cost - Hard Cvr	Cost- Soft Cvr
1	7.00	3.00
2	7.00	3.00
3	6.50	3.00
4	6.50	3.00
5	6.00	2.50
6	6.00	2.50
7	5.50	2.50
8	5.50	2.00
9	5.00	2.00
10	5.00	2.00

## CARE OF MATERIALS

Students are responsible for all textbooks and library materials issued to them during the school year. All lost or damaged books and other school materials must be paid for. All money collected for damaged property is recorded by the office and paid to the proper fund for replacement purposes. If a lost book is found, money paid will be refunded

## PETS

Children are not to bring pets or other animals to school unless prior arrangements have been made with the classroom teacher and principal. If a pet or other animal is brought to school for a special presentation, the school will need advanced notice in order to be able to inform parents of children with allergies. If a pet is allowed to come to school, a parent must bring the pet to school, carry the pet for the presentation, and take the pet home. Pets are not permitted on school buses. If a student brings an animal without prior permission, the parent will be called to school to pick it up. Wild animals are strictly forbidden, except under the supervision of a licensed adult.

[View Policy 8405A](#)





## LOCKERS

Each student is assigned a locker and a lock. Students are not allowed to bring their own personal lock. **Students must only use their own assigned lockers.** If a student loses a lock, the student must purchase a new lock for \$10.00. If the lock is found, the student will be refunded \$10.00. Students are instructed to keep their locker combinations in strict confidence in order to maintain locker security. The school will not assume the responsibility for items lost when left in lockers. Students will be responsible for any writing or vandalism on their locker and will be expected to clean their locker.

## DANCES AT TMS

1. Doors are closed ½ hour after starting time. Students may not enter the dance after doors have closed unless prior permission is granted by administration.
2. Students may be excluded from dances for misbehavior.
3. Students cannot leave the dance early unless permission has been granted by the administration.
4. Only Tomah Middle School students are allowed to attend the dances.
5. If a student is absent the day of the dance, they cannot attend unless granted permission from administration.



## CHARACTER EDUCATION PROGRAM

At Tomah Middle School, we believe students must regularly and consistently hear messages about the importance of respecting one another, being kind to one another and acting in ways that demonstrate the positive character traits of trustworthiness, respect, responsibility, fairness, caring, and citizenship. To that end, the following activities take place to foster a school environment free from bullying and harassment and to enhance student social/emotional development as individuals with integrity and character:

- » Organized opportunities to help others.
- » Students of Character recognized and publicized on the school social media.
- » Character lessons provided to students at their team level based on perceived needs.

## RECREATION DURING LUNCH PERIOD

1. Depending on the weather, students may go outside when the lights flash.
2. During inclement weather, the gymnasium will be open.
3. Students will leave the building via the Clark Street gym doors.
4. Students are not permitted to leave the Tomah Middle School campus during lunch.
5. Intramural activities will be planned during the lunch hour for student participation (i.e. dodge ball, three-on-three basketball, and volleyball tournaments).
6. Students can check out equipment from a lunch room supervisor. The student who checks out the equipment is responsible for returning it to the lunch room supervisor.
7. For the safety of everyone, students are only allowed to play touch (not tackle) football games.

## **PUPIL SERVICES**

### **DESCRIPTION**

In keeping with the philosophy of serving every child's needs, the Tomah Area School District provides many special services. The expertise of many persons is considered in the placement of your child: Guidance Counselors, Speech & Language Therapists, School Psychologists, Talented & Gifted Coordinator, and Exceptional Education Needs Teachers.

If you have questions on any of the services available to our students, or are seeking to use any of these services, please contact your school principal.

### **EDUCATION OF HOMELESS CHILDREN & YOUTH**

Homeless children and youth must have equal access to the same free, appropriate public education as provided to other children residing in the district and be provided with comparable services. Homeless children /youth cannot be required to attend a separate school or program for homeless children and must not be stigmatized by school personnel. The school district's designated liaison for homeless children and youth is Dr. Paul Skofronick, Director of Pupil Services.

### **SCHOOL NURSES**

TASD has school nurses that ensure our students have what they need to learn well in concerns to managing health concerns. The school nurses manage cases (create and coordinate care plans) for students who need additional physical and/or mental health support to be successful in school.

### **OP/TP & OTHER SPECIAL EDUCATION NEEDS**

Students with a qualifying disability often have needs that require support that goes beyond what is usually offered or received in the regular school/classroom setting.

To ensure these students have the support they need, our Pupil Services Department is staffed with an Occupational Therapist, Physical Therapist, and several Special Education Instructors.

If you have questions regarding your student's support, please contact your school principal.

### **SCHOOL SOCIAL WORKER**

TASD has one school social worker that helps our parents, students, and staff identify needs that interfere with learning. She works with students to get the services they need to resolve social, emotional and behavioral problems.

### **SCHOOL PSYCHOLOGISTS**

TASD has three school psychologists that are uniquely qualified to support students' ability to learn and teachers' ability to teach. They apply expertise in mental health, learning, and behavior, to help children and youth succeed academically, socially, behaviorally, and emotionally.

### **COUNSELING**

Tomah Area School District Provides comprehensive counseling services to all students. Our counselors are designated to schools and/or groups of students (by last name) to better establish relationships and acquaintances with students. We have counseling teams for our elementary schools, our middle school, and our high school; each with age-specific structures to best serve our students.

Elementary School Counselors: Designated to a school and provide services such as biweekly guidance lessons, play therapy, bibliotherapeutic experiences, active listening and academic/organizational skill development.

Middle School Counselors: Designated to a group of students based on last name and provide services such as guidance lessons, small group and individual counseling, career conferencing, behavior and crisis intervention.

High School Counselors: Designated to a group of students based on last name and provide services such as career and high education/training planning, testing, course planning, alternative schooling, and personal/social goal development.

**[HTTPS://WWW.TOMAH.EDUCATION/PUPIL-SERVICES/PUPIL-SERVICES](https://www.tomah.education/pupil-services/pupil-services)**



## STUDENT PROMOTION/RETENTION

The promotion of students from the eighth to ninth grade is affected by State Statutes (ss.118.33)(6)(a). Beginning on September 1, 2002, no student may be promoted from the fourth grade to the fifth grade and from the eighth grade to the ninth grade unless the student satisfies the criteria for promotion in the Board of Education Grade Advancement Policy (5410). Effective September 1, 2003, the Grade Advancement Policy was expanded to all students in grades kindergarten through eighth.

Grade advancement decisions will be based on the four criteria below:

A. Student's Academic Performance—The student must perform at a basic level or above or have made adequate progress on seventy-five percent (75%) of the standards-based grade level skills.

OR

B. Student score on the State Standardized Assessment--Students must receive a score of proficient in the reading and math subtests of the State standardized assessment.

AND/OR

C. Teacher Recommendations—Secure a consensus recommendation from the grade advancement committee using the K-8 Grade Advancement Criteria Form. The grade advancement committee will consist primarily of teachers from whom the student has taken courses and can attest to the student's knowledge, academic performance and skill levels.

OR

D. Other Academic Criteria Specified by the School Board— Parent involvement is encouraged in the retention decision; however, the final decision rests with the School Board.

[View Policy 5410](#)



## ACADEMICS

### TIPS FOR SUCCESS

- » Check grades often in Infinite Campus.
- » Provide a place, the kitchen table for example, for your child to do his/her homework and check to see that it is completed daily. You may help your child plan when to do his/her homework, explain directions, and make sure that he/she has the necessary materials, but your child should do the actual work.
- » Talk to your child about the papers he/she brings home from school and what he/she is learning.
- » Make sure your child has a library book to read. Talk to your child about what he/she is reading.
- » Contact teachers for parent Schoology access.

### PROGRAMS OF STUDIES

Students will have classes in the following subjects:

- » Language Arts (ELA) » Art
- » Social Studies » GTT
- » Science » Exercise & Sports Science
- » Math » Foreign Language
- » Music(choir/band) » Agriculture Science
- » Health

### GRADING SCALE

Letter	Percentage	GPA
A+	99 - 100	4.0
A	93 - 98	4.0
A-	90 - 92	3.67
B+	87 - 89	3.33
B	83 - 86	3.0
B-	80 - 82	2.67
C+	77 - 79	2.33
C	73 - 76	2.0
C-	70 - 72	1.67
D+	67 - 69	1.33
D	63 - 66	1.0
D-	60 - 62	0.67
F	59 and below	0.0

### REPORT CARDS

Parents will be kept informed of their child's progress through report cards and progress reports. Report cards are issued for academics to all students at the end of each quarter. Progress reports indicating good or poor work may be sent to parents during the fifth week of each quarter. Please check the school calendar for dates of the end of each quarter. Fourth quarter report cards will be mailed home.

### STUDENT RECORDS

An accurate record shall be maintained for all students attending the Tomah Area School District. Student records are an essential part of the educational process and are maintained in the interest of the student to assist the school in providing appropriate educational experiences. These records shall be collected and maintained under the supervision of the building principal. In accordance with state and federal law, the Tomah Area School Board has developed an extensive written policy regarding the content, accessibility and confidentiality of student records. A copy of this policy is available upon request from the building principal.

Copies of student records may be released to eligible students, or parents, or guardians of minor students under the following conditions:

- A. A written request is received.
- B. All behavioral records are interpreted by a qualified person prior to release.
- C. The school has 45 days to respond to the request.
- D. A reasonable charge shall be paid for copies

### CURRICULUM/LIBRARY MATERIALS

School Board policy 9130 provides for a parent's right to request that his or her child not have to use a given material, provided a written request is made to the appropriate building principal.

The Board of Education has adopted the following policy when dealing with censorship or books and other materials.

1. That the final decision for controversial reading matter shall rest with the Board of Education after careful examination and discussion of the book or media materials with the Media Materials Review Committee or anyone else the Board may wish to involve.
2. That no parent or group of parents has the right to determine the reading matter for students other than their own children.
3. The Board does, however, recognize the right of an individual parent to request that his/her child not have to use a given material, provided a written request is made to the appropriate building principal.
4. Any person or group who wishes to request reconsideration of the use of any media material in the school must make such a request in writing on forms provided through the building principals

## RURAL VIRTUAL ACADEMY

The Tomah Area School District is an invested member of the Rural Virtual Academy (RVA) which provides us with the ability to deliver a variety of online class options. If a family wishes to educate their child at home using online curriculum with instruction from a certified teacher or if a middle school student is looking for an elective course not offered at Tomah Middle School but is available through a virtual classroom, RVA provides a solution. Students involved in RVA are still enrolled in the Tomah Area School District making them eligible for participation in many co-curricular activities. Contact your school principal or counselor for more details on how to access options available through the Rural Virtual Academy.

**[HTTPS://RURALVIRTUAL.ORG/](https://ruralvirtual.org/)**

## ACADEMICS INTERVENTION PROGRAM

Tomah Middle School has developed an Academic Intervention Program which helps us respond when it becomes apparent that students have not learned what we expect them to know.

The first tier of this intervention plan involves assigning students an "academic anchor" if they are not passing 80% of their classes. The academic anchors meet regularly (once a week) with their students to assist them in keeping track of school work, developing better study habits, and updating them on their academic progress.

The second tier of intervention involves holding a meeting with parents to establish how we can work together to help a student become more successful (i.e. weekly progress sheets, positive/negative reinforces from home, additional tutoring, etc...).

The third tier of intervention may involve an individualized plan which lays out specific requirements to earn a passing grade or participation in a specialized education program targeting the student's problem areas. Homework Help (described below) is another intervention which can assist us in helping students to learn what is expected regardless of what tier of intervention they are in.

## HOMEWORK HELP

We help our students take personal ownership in their academic success! This program is designed to provide students with additional time to work on school work here at school under the direction and supervision of a staff member. While the staff who are supervising may not be your child's specific teacher, having TMS staff present allows your child to receive as much assistance as possible. In addition, our program allows students the opportunity for a quiet study and work area in our school.

The program takes place from 3:30-5:00pm (exact nights of the week will be determined at the beginning of the year). Students do not need to stay the entire time based on what is agreed upon with their teacher. However, students who do take advantage of this opportunity need to report to the supervisor by 3:30pm with all of their necessary materials.

Teachers may contact you and request your child attends the sessions to help them with their studies. While we understand at times this is not possible with your schedule, we strongly encourage you to try to honor these requests allowing us to better assist your child. Parents can also contact their child's team leader to have them assigned to after school homework help for assistance with missing work. Space is limited, so students in attendance must have a teacher referral.

We would like to offer all of our students this after-school opportunity. However, to maintain a productive work environment, students who display behaviors which can be distracting to themselves or others may not be able to participate.

With this in mind, our staff will respond in the following manner should students not be able to maintain appropriate behaviors:

- » First Offense for the Semester = Supervisor will contact the parent that evening to inform them of the situation. School consequences may apply depending on the nature of the concern.
- » Second Offense for the Semester = Supervisor will contact the parent that evening to inform them of the situation. School consequences may apply depending on the nature of the concern. Unfortunately, your child will no longer be able to participate in the after-school program for the rest of the semester.

## ACADEMICS AT TMS

All students are part of a core academic team. Students will have nine periods of daily instruction along with an optional period of choir and/or band or an intervention/enrichment period. All students also have an academic directed study period. Directed study provides students with the opportunity to complete homework assignments and/or receive instructional remediation or enrichment from their teachers.

## FLEX

FLEX (Focused Learning & Extensions) time is a school wide time that will provide additional tier one, classroom support for students who need extra assistance learning essential, grade level standards. For students not in need of these additional supports, targeted reinforcement and enrichment of essential skills will be provided. Teacher teams create interventions and/or extension around their grade level essential skills. Students will have a core teacher listed on their schedule. This teacher will teach important social and academic skills once a week. During the other four days, students may be requested for interventions or will be able to choose an extension activity. The purpose of FLEX is to ensure students have the skills needed to show proficiency of grade-level standards as well as provide students who have already shown proficiency an opportunity to apply and extend their learning in a more relaxed setting.

## TMS GRADING PRACTICES - REPORT CARDS

No less than 75% of the grade on the report card will be reflective of summative assessments. This reduces the amount of emphasis placed on assessments while students are still practicing and learning (formative), focuses on assessments when they truly have learned it (summative), gives a clear picture of exactly what your child truly understands and what the grade on the report card actually reflects. Please read below for a basic definition of both formative and summative assessments.

**Formative Assessments** are those used to initially evaluate skills, offer guided practice as a group, followed by individual practice and demonstration of understanding. These types of assessments are important in giving our teachers frequent feedback on the level of understanding of each child so they can make changes in their instruction. In addition, formative assessments give our students feedback on their own level of understanding. This includes areas they clearly understand and the areas they still need practice and additional assistance. Some examples of formative assessments are classroom discussions, homework, class participation, short quizzes, exit cards and other assessments that provide practice before taking a summative assessment.

Homework or other types of formative assessments are critical in the learning process! Without these, our teachers would not have an accurate idea of how well your child understands the material. Also, the information gathered from these formative assessments drives the focus of future lessons for all of our teachers.

**Summative Assessments** are given at the end of a unit of study and are used after students have had time to practice the skills (through formative assessments) and demonstrate understanding. In essence, summative assessments provide students with the opportunity to demonstrate how well they understand the material and skills on their own after they have practiced the skills. Some examples of summative assessments are essays, presentations, tests, and projects.

Both formative and summative assessments are truly important in the learning process. Just like on the basketball court, we would never send a player into a game without proper guidance and practice. The same is true for our classrooms where formative assessments need to take place to guide instruction and offer our students ample opportunities for practice. Our students are then fully prepared and have a good understanding of the material and skills needed before taking a summative assessment.

As a staff, we have shared the importance of frequency and varying the types (when possible) of summative assessments. When looking at frequency, we are not looking to have a test or a quiz every day. Rather, we want to remove the anxiety when a student hears they are having a test or quiz (for example) as this would be something that takes place more frequently. In addition, having these assessments more frequently reduces the high-stakes stress of only having a very small amount of summative assessments in one grading period. In addition, our staff recognizes the importance of offering a variety of types of summative assessments to address the learning styles of all of our students.

## TMS LATE WORK POLICY

Returning work on time to the teacher is essential for your child's success and demonstrates responsibility as a student. Without this, the teacher is not able to give timely feedback on your child's progress which can have a significant impact on his/her overall performance and grade. The teachers value every assignment they give and will grade it as such.

- » Students may receive up to a 30% reduction in their grade on any late assignment.
- » Projects that are materials-based, that cannot remain available for student use, will have additional opportunities available for students to complete within a reasonable time. After this point, you will no longer be able to complete this project and a grade needs to be given.
- » Late formative work may only be accepted within the current large unit of study unless given additional time by the teacher.
- » We will create and provide time in a supportive learning environment for our students to complete work should they fail to do so on time on their own.



## TMS ASSESSMENT RETAKE POLICY

Staff members at Tomah Middle School believe all students can learn and achieve academic success. One way this success is measured is through classroom assessments. While students have the opportunity to practice skills they are learning through formative assessments, summative assessments are the true measure of what they have learned after such repeated practice.

Students who perform poorly and have not demonstrated proficiency/mastery (80% or higher) on a summative assessment have the opportunity to retake an alternate summative assessment. Students will earn up to 80% on a summative assessment retake. We value the ability of all of our students to demonstrate proficiency and offer them such an opportunity through this policy.

### Summative Assessment Retake Expectations:

1. Expectations for retakes will be posted in the room by the classroom teacher.
2. Student are encouraged to initiate this process, however teachers can require a retake.
3. Classroom teachers will give an alternate assessment.
4. Students need to agree to a retake plan with the classroom teacher before they are able to retake the assessment.
5. Assessments must be arranged two weeks prior to the end of the quarter the summative was given in.



## TMS ACADEMIC INTEGRITY POLICY

Staff members at Tomah Middle School believe all students can learn and expect them to excel in their academics. Students are also expected to display a high level of character so they can become a contributing member in the community. The focus of our staff is on students learning the content being taught in classes and any form of academic dishonesty is not acceptable. Some examples of academic dishonesty are:

- » **Cheating:** A student acts dishonestly by using unauthorized materials to complete an assignment, test, quiz, project, etc...This could include getting information from another student when not given permission, using improper resources such as a calculator when not allowed, using a cell phone or another electronic device improperly, or any other purposeful misrepresentation of the student's own work.
- » **Plagiarism:** A student uses the work of someone else and represents it as his/her own. This would include both published as well as unpublished sources. Some examples of plagiarism would be using quotes or information from another source without giving credit or submitting another student's work as their own.
- » **Fabrication:** A student falsifies information they find in research. This would include incorrectly citing or documenting information from a source, listing sources in a bibliography that were not used or not listing sources that were used, submitting a paper with false or fictitious data included, submitting work completed by another person, or embellishing the source of information in any way.

## Consequences for Academic Dishonesty

### Formative Offense (Formative Only)

1. The teacher will explain the offense to both student and his/her parents.
2. The incident will be documented with administration in the form of an office referral.
3. The student will serve 3 lunch detentions.
4. The student will receive (up to) 50% credit for a retake of the assignment in question, but will need to initiate contact within 5 school days from when they were notified, with that teacher to begin this process.
5. The student will receive a reminder of the Academic Integrity Policy and consequences of further infractions of the policy.

### Second Formative (1st Summative) Offense:

1. The teacher will explain the offense to both the student and his/her parents.
2. The incident will be documented with administration in the form of an office referral.
3. The student will serve an ISS.
4. The student will receive 0% credit on a formative assignment for a retake of the assignment in question but will need to initiate contact with that teacher to begin this process. On a summative grade, students will take an alternative assessment and can earn up to 80%.
5. The student will receive a reminder of the Academic Integrity Policy and consequences of further infractions of the policy.
6. The administration will set up a conference with the student, parents, administrator and/or counselor, and teachers to discuss the repeated infractions and any further consequences.

## HONOR ROLL

In order to make the high honor roll, a student must earn an accumulative grade point average of 3.5 or above. To make the honor roll, a student must earn a grade point average of 3.0 – 3.499. Classroom teachers grades 6 - 8 use the scale below to determine your child's grade:

Letter	Percentage	GPA
A+	99 - 100	4.0
A	93 - 98	4.0
A-	90 - 92	3.67
B+	87 - 89	3.33
B	83 - 86	3.0
B-	80 - 82	2.67
C+	77 - 79	2.33
C	73 - 76	2.0
C-	70 - 72	1.67
D+	67 - 69	1.33
D	63 - 66	1.0
D-	60 - 62	0.67
F	59 and below	0.0



## TAKING COURSES FOR HIGH SCHOOL CREDIT

Students may have the opportunity to take high school level courses in their 8th grade year for high school elective credit at the middle school. Such courses are, but not limited to: German I, Spanish I, and Algebra. Stipulations are in place and are stated in School Board Policy 5460 Graduation Requirements.

## REQUEST FOR CLASS/SCHEDULE CHANGE

A parent must submit a written request for their child to drop a class. This written notification must be received in the office within 10 school days of the beginning of the semester or within 5 school days of the start of quarter classes. Any request after this time frame requires a conference with parent, student, teacher, counselor and/or administrator. Requests to drop choir or band will only be considered after concert responsibilities have been fulfilled or at the beginning of a new semester.



## EXERCISE AND SPORT SCIENCE (ESS) PROCEDURES

Proper gym uniforms and participation will be required at all times in ESS activities. If an ESS teacher receives a medical note from a doctor, a student will be excused from dressing out, but other activities may be assigned to make up daily points missed.

### Proper Gym Uniform:

- » Clothing: T-shirt or sweatshirt (no sleeveless shirts), shorts or sweatpants (no jeans shorts or pants), tennis shoes and socks.
- » Colors: Gold, black, gray or white. Inappropriate sayings are not allowed on the clothing per school dress code policy.

### Dress Policies:

- » When students do not change or forget gym clothing, a daily point penalty will go into effect.
  - » No Dress (no gym clothes) = 5 points deducted from daily point total (5 out of 10 points is the best they could receive that day)
  - » Partial Dress (incorrect clothes) = 3 points deducted from daily point total (7 out of 10 points is the best they could receive that day)

**Earning Participation Points when Absent:** In order for a student to earn the 10 daily points missed during class time, they must complete an activity make-up sheet. This involves performing 30 minutes of activity outside of the school day (any organized activities or those you choose to do on your own), and filling out the ESS make-up form. One sheet is required for each day a student is absent. This form must be turned in to the student's respective teacher before the end of the quarter grading period. The sheet must be signed by a parent, guardian, or coach who supervised the activity.

**Gym Locker and Lock:** Each student will be issued a locker and a lock. He/she will be responsible to keep his/her belongings locked up at all times. A lost lock will cost \$10.00.

### Safety:

- » Students going to and from the various athletic fields should watch for cars, use cross-walks when crossing streets, and use the sidewalks at all times.
- » No food, drink, or gum is allowed in class.
- » Wearing jewelry is not allowed during class.
- » Horseplay is not acceptable.
- » All areas in our recreational facility (gymnasium, weight room, mat room) are OFF-LIMITS unless closely supervised by a qualified instructor.
- » Students must be safety conscious at all times in ESS when using equipment either alone or with others.

**Equipment:** Any breakage of equipment due to improper use or carelessness will result in the student paying for damages. Improper use of equipment is a safety hazard.



## COMMUNICATIONS

### DISTRICT WEBSITE

Parents are encouraged to frequently visit the district website at [www.tomah.education](http://www.tomah.education). This is where parents and guardians can find the names and email addresses of teachers, administrators, check the current school calendar, and locate other information and news from the School District.

### INFINITE CAMPUS

Parents can create an account to view things like lunch account balance, attendance and grades. This is also where you will update your contact information.

### SCHOOL CLOSINGS/LATE STARTS/EARLY DISMISSALS

In case of school closings or early dismissals, please do not call the school. This information will be circulated through the following channels:

RADIO: WBOG-AM 146 Berry 94); WYXM-FM96.1 (Mix 96.1); WTMB-FM 94.5; WCOW-FM97.1 (Cow Country); WIZM-FM 93.3 (Z-93).

TV: TV WKBT Channel 8; WXOW Channel 19; the local PEG Channel.

ONLINE: School district website; Facebook; Twitter

[View Policy 8220A](#)

### DISTRICT NEWSLETTERS

We love to recognize and celebrate all of the great things happening through our district. We routinely produce two publications to share our celebrations with the community:



The PAWS is a newsletter and district calendar curated monthly to share upcoming events and happenings around the district. This is sent out to parents from the District Administrator, posted to our district Facebook page, and to community organizations. Anyone can receive the PAWS Newsletter directly to their email inbox each week by signing up [here](#).

[HTTPS://WWW.TOMAH.EDUCATION/DISTRICT-PUBLICATIONS](https://www.tomah.education/district-publications)

### DIRECTORY DATA

Directory data includes those records which contain the student's name, address, telephone number participation in officially recognized sports, dates of attendance, date of graduation, or awards received. The form to request withholding student directory information is available upon request in the school office.

[View Policy 8305](#)



The HOWL is a newsletter curated three times each year to share our celebrations of student, staff, and district successes. It is published and mailed via Every Door Direct Mailer (USPS) to our stakeholders. It can also be found on our website.



## TECHNOLOGY DEPARTMENT

*The following terms are those approved by the Board in the Technology Device Agreement (version 1.8).*

The District's goal in providing technology services is to promote educational excellence by facilitating resource sharing, innovation, and communication. This **agreement** is made effective upon the receipt of the technology device, between the Tomah Area School District, the student receiving a device and his/her parent(s) or legal guardian. While there are differences between school procedures, the information contained within this document applies to all TASD schools. The student and parent(s), in consideration of being provided with a device, software and related materials for use while a student hereby agree as follows:

### 1. Equipment

- a. TASD defines a "Technology Device" to include not only the computing device (e.g. iPad, Chrombook, Windows laptop, Cellular Internet Hotspot) but also the charging system for the device, the carrying/protective case and any pen (screen touch device). Devices and their components are handed out in a complete set and the parent/guardian/child cannot choose to take only part of a set.
- b. Ownership: The technology device being issued to all students is the sole property of the Tomah Area School District. Each device is on loan to the student and must be used in accordance with the policies and procedures listed below, the Tomah Area School District Acceptable Use Policy and any civil/criminal applicable laws.
  - i. All students are required to use the district-supplied carrying case equipped with a shoulder strap or handles.
  - ii. The Tomah Area School District will retain records of the serial numbers of provided equipment.
  - iii. This agreement remains in effect for a substitute device.

### 2. Actions Required in the Event of Inoperable, Damaged or Lost Equipment

- a. Responsibility for Negligence
  - i. The student is responsible for maintaining a 100% working device at all times. The student shall ensure that the device is not damaged. Refer to the Standards of Proper Device Care section of this document for a description of expected care. The Tomah Area School District reserves the right to charge the student and parent according to the cost table below due to either gross (intentional) negligence or accidental negligence **as determined by administration**.
    1. Examples of gross negligence include, but are not limited to:
      - a. Damage or loss resulting from unattended and/or unlocked device while at or away from school.
        - i. Examples: locker rooms, hallway benches, lunch room tables.
      - b. Lending device to others.
      - c. Using the device in an unsafe environment and/or in an unsafe manner.
- b. Actions Required in the event of inoperable, damaged, or lost
  - i. In the event the device is inoperable, damaged or lost, the Tomah Area School District has a limited number of spare devices for use while the device is repaired or replaced. An immediate replacement cannot be guarantee at all times.
  - ii. Any damage to or loss of the device should be promptly reported to a teacher or administration. Parents and students are encouraged to file a police report if the device is lost, vandalized or believed to be stolen.
  - iii. The student may not opt to keep a broken device or to avoid using the device due to loss or damage.
- c. Technical Support and Repair
  - i. All attempts will be made to repair a damaged device. The Tomah Area School District does not guarantee that the technical support team will make the device operable. In the event that the device cannot be repaired, a substitute may be supplied.
  - ii. All repairs will be performed by Tomah Area School District staff. Students and/or parents/guardians are not to attempt to repair the device on their own.

### 3. Standards of Proper Device Care

You are expected to follow all the specific guidelines listed in this document and take additional precautions to protect your assigned device. Loss or damage resulting in failure to follow the details below may result in full financial responsibility.

- a. Student Responsibilities:
  - i. Bring the charged device and charging unit to school every day (if you forget them, substitutes may not be available).
  - ii. Students are to have only the district created account on the device. Students are not permitted to create a secondary account.
  - iii. At the end of the school day, students should log out of their device and perform a shutdown procedure. This will ensure any district or device updates are performed.
  - iv. Keep the device either secured, where others do not have access, or within your sight at all times. For example, during

athletic events, practices and trips, store the device in a secure place (your locked hallway locker). Devices left in bags and backpacks, or in unattended classrooms or locker rooms are considered “unattended” and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen –even at school- will be the full financial responsibility of the student. Other non-exclusive examples of Gross Negligence are listed below:

1. Avoid use in situations that may result in loss or damage. For example, never leave devices in the hallway, school vans, in the gym, in the locker room, on playing fields or other areas where it could be damaged or stolen.
2. Do not let any other individuals use the device. Loss or damage that occurs when anyone else is using your assigned device will be your full responsibility.
3. Adhere to the Tomah Area School District’s Acceptable Use Policy at all times and in all locations.
4. Read and follow general maintenance alerts from school technology personnel.

c. General Care

- iv. The non-exclusive examples below will result in student being responsible for 100% of the repair or replacement cost.
  5. Attempting to remove or change the physical structure of the device, including keys, screen, cover or casing.
  6. Removing or interfering of any identification placed on the device.
  7. Keep the equipment clean. Avoid eating or drinking while using the device.

d. Carrying the Device

- v. Always completely close the lid of the device before moving it, even for short distances.
- i. Always store the device in the carrying bag with the bag strap across your shoulder.
- i. Do not place any pressure on the device, even while in the case, as this will damage the screen and other components.

e. Screen Care

The device screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from pressure.

- i. Do not touch the device screen with anything.
- ii. Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- iii. Never leave any object on the keyboard. Pens or pencils left on the keyboard will crack the screen when the lid is closed, resulting in a damaged device charge to the student.

f. Battery Life and Charging

- i. Arrive to school with a fully charged battery. Establish a routine at home to charge your device overnight.
- ii. Avoid using the power adapter in any situation where someone is likely to trip over the cord, or be damaged.
- iii. If the cord becomes damaged and electrical wires are exposed, report the damage immediately to a staff member and cease using that charger. The danger of electrical shock or electrical fire is significant.
- iv. Close the lid of the device when it is not in use, in order to save battery life and protect the screen.

g. General Information

- i. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- ii. Chromebooks are not set up to print.

## 4. Device Use and Conduct

a. Students may not use the network resources to:

- i. Create, send, access or download material which is abusive, hateful, harassing or sexually explicit.
- ii. Download or stream Internet based media when it slows the performance of the network for all users. The district will monitor the network for network performance related issues.
- iii. Alter, add or delete any files that affect the configuration of a school device.
- iv. Conduct any commercial business
- v. Conduct any illegal activity (this includes adhering to copyright laws).
- vi. Violate the Academic Integrity Policy
- vii. Access the data or account of another user (altering files of another user is considered vandalism).
- viii. Install any software onto devices; to copy district school software (copying school owned software programs is considered theft).
- ix. Forward email commonly known as “SPAM,” Unsolicited Commercial Email (UCE), or “junk” email.

b. For Safety Reasons Students should not:

- i. Give out their home address or phone number to anyone on the Internet
- ii. Give password(s) to anyone
- iii. Post anonymous messages

c. Discipline

Any student who violates these rules will be subject to disciplinary action at the discretion of administration. Serious or

repeated violations may result in the student's use of technology restricted and/or revoked.

- i. Below is a list of general consequences for disciplinary issues that may arise as a result of non-compliance with the policies of this agreement:
  - » Step 1 Student receives verbal warning from administration
  - » Step 2 Student receives a referral and loses use of device for one day
  - » Step 3 Student receives a referral and loses use of device for one week
  - » Step 4 Student receives a referral and length of loss of device will be determined by school administrator.

In these cases, "inappropriate use" is defined by students using the device for things other than directed by the teacher either during a class or study hall. When this privilege is lost, the student's device will be stored in the main office (or other agreed upon location) until able to return it to the student. Based on teacher request, the student may be allowed to check out their device for a class, but it will be returned after that class.

Should a student be using their device for more serious incidents such as viewing inappropriate websites or material, more significant consequences (including the removal of district technology resources) may be necessary.

d. Legal Issues and Jurisdiction

The Tomah Area School District owns and operates the equipment and software that compose our network resources. The district is obligated to take steps to insure that all resources are used legally, hence any illegal use of district resources is prohibited. All content created, sent, accessed or downloaded using any part of the district's network and/or resources is subject to the rules stated in this policy. District administration monitors our network and/or resources and may find it necessary to investigate incidents even if they happen after hours and/or outside of school. As the owners of our network and/or resources, including the email system, the district administration reserves the right, if needed, to remotely access, open, examine and/or delete electronic files without notification to the user.

In addition, the district account holders take full responsibility for their access to the district's network resources and Internet. Specifically, the district makes no warranties with respect to school network and resources nor does it take responsibility for:

- i. The content of any advice or information received by an account holder
- ii. The costs, liability or damages incurred as a result of access to the school network resources or the Internet; any consequences of service interruptions.

This document exists in concert with all other building and district policies, rules, guidelines and procedures. Specific items not covered here may be addressed by other building or district policies, rules, guidelines or procedures at the discretion of administration.

## 5. Legal and Ethical Use Policies

- a. Monitoring
  - i. The Tomah Area School District may monitor device use using a variety of methods to assure compliance with district policies in addition to the Legal and Ethical Use section 5b. The district is in compliance with regulations for filtering Internet access.
- b. Legal and Ethical Use
  - i. All aspects of the Tomah Area School District Policy 7540 and 7540.03 remain in effect, and in addition to this section.
- c. Allowable Customizations
  - i. The student is permitted to alter or add files to customize the assigned device to their own working styles deemed school appropriate (i.e., background screens, default fonts).
  - ii. Downloading or installing any software without permission from the Tomah Area School District is prohibited.
  - iii. Nothing "permanent" may be used to personalize the Chromebook or the carrying case (i.e. Sharpie markers, stickers that won't easily peel off, sticky tape that will leave adhesive, etc.).
  - iv. All personalization needs to be added to the "front cover" of the Chromebook.
    - 1. Suggested Ideas for Personalization:
      - b. Peel off decals for walls.
      - c. Peel off decals for cars/windows.
      - d. Students may purchase a wireless mouse if desired.

## 6. Terms of Technology Agreement

I understand and agree with the following terms of this agreement:

- 1. I will return the device at the established due dates and times.
- 2. I understand that I may be billed for repair/replacement costs, if the device is damaged, lost or not returned properly.
- 3. I will treat this device with care and maintain the equipment in clean condition.

4. I will not write, etch or attach anything into or onto this device or any of its components.
5. I will avoid using the device in situations that are conducive to loss or damage.
6. I will keep the device either secured, locked in a locker where others do not have access, or within my sight always.
7. I will follow general maintenance alerts and advice from district technology personnel.
8. I will promptly report any malfunction, loss, damage, or theft to the proper personnel.
9. I will always transport the device within the district supplied carrying/protective case.
10. I will adhere to the Tomah Area School District's Acceptable Use Policy when using this device at all times and locations.
11. Tampering with the device is a violation of this Acceptable Use Policy.
12. I understand that only Tomah Area School District devices are allowed to be used on Cellular Internet Hotspots that are provided by the Tomah Area School District.

## 7. Cost and Charge for Damage to Devices

1. Any damage deemed intentional (by school administration or technology department staff) will be billed at the amount necessary to return the device to working order.
2. Any damage deemed accidental (by school administration and technology department staff) will be billed at a flat amount of \$25 per incident.
3. After two damage incidents in a given school year, all damage will be billed at the amount necessary to return the device to working order.
4. Loss of any component will be billed at the replacement amount for that component.
5. Device/Component Costs are to be charged at the below rates:
  - a. iPad: Full replacement \$450; Device only \$350; Case/Keyboard \$100; Charger \$15; Charger Cable \$5
  - b. Chromebook: Full replacement \$275; Device only \$255; Case \$20; Case Strap \$5; Charger \$52; Screen \$170; Keyboard \$43; Hinge Set \$30; Cover (top/bottom) \$20; Battery \$35
  - c. Windows Laptop: Full replacement \$1,200
  - d. Cellular Internet Hotspot: Full replacement \$200

## Technology Policies

[ag7540.03 Student Education Technology Acceptable Use and Safety](#)

[7540 Technology](#)

[7540.02 Web Content, Apps, and Services](#)

[7540.03 Student Technology Acceptable Use and Safety](#)

## LIBRARY MEDIA CENTER (LMC)

The focus of our school Library Media Centers is to provide a place for active study. Student exploration of all the resources in the LMC is encouraged and the positive benefits of reading are promoted.

### LMC Guidelines:

- » All students must check out LMC materials using their student I.D. number and are responsible for any materials checked out in their name. Students should not share their student I.D. number or loan out their checked out materials to anyone.
- » Checkout time for regular books and magazines is two weeks and may be renewed once. Materials must be returned to the LMC to be renewed.
- » Students with overdue items or LMC fines will not be allowed to check out additional materials until such problems have been resolved. Students who lose or damage LMC materials will be charged the replacement cost of the reading material.
- » The LMC is open from 7:30 A.M. – 3:30 P.M.
- » Students must bring their assignment notebook with a pass from their teacher when coming from a class or directed study.



## COMPLAINTS IN REGARD TO CURRICULUM/LIBRARY MATERIALS

[School Board Policy 9130](#) provides for a parent's right to request that his or her child not have to use a given material, provided a written request is made to the appropriate building principal. [View Policy 2522](#)



# TRANSPORTATION

Tomah Area School District

## TRANSPORTATION DEPARTMENT

The *driving* force for Tomah's education

### ESTABLISHING TRANSPORTATION ARRANGEMENTS

Bus transportation to school is a service provided by the school district to students meeting specific distance requirements. If you would like to request transportation, please visit our website to fill out a short form OR call our transportation office directly. [View Policy 8600](#)

### BUS DRIVER SAFETY PROCEDURES

Proper transportation of students is a matter of continuing concern and it is imperative that all staff members associated with student transportation adhere to the guidelines which have been designed to maximize the safety of students. [View Policy ag8605](#)

### VIDEO CAMERAS

Video cameras are used on school buses to help ensure the safety and well-being of all passengers. Videotapes may be used as part of the disciplinary procedure. [View Policy ag8600](#)

### SCHOOL DELAYS & CANCELLATIONS

If school is delayed, cancelled, or released early, due to weather, etc. the following media will be notified: Radio stations: WCOW, WIZM, and WBOG. Television stations: WKBT (channel 8) and WXOW (channel 19). You may also visit the following websites: [www.tomah.education](http://www.tomah.education), [LaCrosseTribune.com](http://LaCrosseTribune.com), [WKBT.com](http://WKBT.com) or [WXOW.com](http://WXOW.com). Many of these media providers have free automated notification systems, which can send the message to your phone or computer. You can sign up by visiting their website.

**STUDENT VEHICLES ON SCHOOL PROPERTY** Please see page 16 of this handbook for information on Parking Permits and Parking Lot rules.

### CHANGES TO BUS TRANSPORTATION

Consistency in pick up and drop off location is the best policy for student safety. Permission to ride an alternate bus will only be granted in an emergency situation. Switching buses to ride to another student's house in a non-emergency situation will not be allowed. If you are seeking permission to ride an alternate bus, you must contact your child's principal to discuss this possible change. If permission is granted, the Transportation Department will be contacted by the school on your behalf. When possible, we kindly ask that at least 24-hour notice is given.



## STUDENT EXPECTATIONS AND STANDARDS

Bus riding is considered a privilege and an extension of the school day. [View Policy 8600](#)

In order for a student to retain this privilege, he/she must conform to the following requirements:

1. Remain seated when the bus is in motion.
2. Keep head, hands, and arms inside the bus.
3. Remain in the seat assigned to him/her.
4. Act respectfully. Scuffling, fighting and obscene language will not be tolerated.
5. Do not litter on the bus. Help keep the bus clean by picking up litter including food or other debris on the bus.
6. Pay for damage to the bus which is a result from inappropriate behavior and outside regular wear and tear.
7. Be at the authorized loading place and prepared to board at the scheduled time, morning and afternoon.
8. Follow the recommended procedure when crossing the roadway. When leaving the bus, stand 10 to 12 feet out in front of the bus and cross only when the driver signals you to do so.
9. Inform the bus driver, if possible, when he/she will be absent.
10. Cooperate with the bus driver at all times.
11. Follow any rules set up by their specific driver.
12. Cell phone usage is permitted at the discretion of the driver. Ring tones are to be turned off and taking pictures is prohibited.
13. Obtain permission to ride a different bus. No student will be allowed to ride a bus other than his/her assigned bus without permission. A note, written and signed by the parent/guardian, must be sent to school for the principal, or designee, to sign and then the note should be given to the bus driver. [View Policy 8600B](#)

## DISCIPLINARY PROCEDURES

Upon having an issue with a student, the driver will discuss the issue with the student to resolve it. They will inform the student that if the behavior continues, they will contact the student's parent/guardian and the student will receive a written bus referral.

The District retains the discretion to determine the severity of the issue/incident and may skip one or more of the following steps in order to provide consequences that are appropriate for the offense.

**REFERRALS:** It is our BOE approved process to escalate behavior issues through four referrals of increasing severity. The referrals will start as a phone call from the driver to the parent/guardian to discuss the issues and a bus discipline referral will be submitted. The fourth referral is subject to a minimum of three days suspension from transportation services. A face-to-face meeting will be held with the student, the Principal, a representative from the Transportation Department, and the parent/guardian. The student may be suspended until the meeting is held provided contact has been made with the parent/guardian notifying them of such. Administration will use discretion for additional consequences depending on the severity of the behavior.

**LIMITATIONS:** This Transportation Discipline Procedure does not override the District Administration's discretion to take additional, separate action, or to impose more severe consequences in appropriate cases. Parents should also be on notice that, while efforts will generally be made to contact them as part of Transportation Discipline Procedures, certain students, types of conduct, and related investigations may not always make immediate contact with parents possible or appropriate. Parental contact will be made as soon as appropriate and when matters such as pupil safety, law enforcement involvement, pupil confidentiality, and the integrity of related investigations are properly addressed.

## TRANSPORTATION POLICIES

[8600 Transportation](#)

[8605 Use of PCD's by District Employees who Operate Board-Owned or Operated Vehicles](#)

[8640 Transportation for Field and Other District-Sponsored Trips](#)

[8651 Nonroutine Use of School Buses](#)

[8660 Transportation by Private Vehicle](#)

[ag8600 Transportation](#)

[ag8600A Unusually Hazardous Area Designations](#)

[ag8600B Student Conduct on Buses](#)

[ag8605 Bus Safety Procedures](#)

[ag8606 Transportation for Students with Disabilities](#)

**CONTACT US**

Ph: 608-374-7377

[www.tomah.education/transportation](http://www.tomah.education/transportation)

## FOOD SERVICES

Tomah Area School District

### FOOD SERVICES DEPARTMENT

The Tomah Schools Food Service offers breakfast and lunch at each of the elementary schools. Children are encouraged to participate in the hot meal program. Students may also bring their own lunches from home. At the beginning of each month the monthly lunch and breakfast menu will be available online. If you wish to join your child for lunch, please call the school office by 8:30 a.m

#### MEAL PRICES (23-24 School Year)

Elementary (K-5)	\$3.20
Middle (6-8)	\$3.35
High School (9-12)	\$3.45
Adult Lunch	\$4.25
Milk	\$0.50

#### STUDENT FOOD SERVICE ACCOUNTS


The breakfast, lunch, and milk program are operated with a computerized account system. A lump sum of money may be deposited in a student's account on the first day of school. This account will stay with the student through graduation. If a child moves between schools, the account will remain with the child. If a child moves from the district, money deposited may be withdrawn and a check issued upon request. Parents will be notified when their child's account is nearly depleted. Parents have the ability to view activity on their child's account via Parental Access.

#### FREE AND REDUCED BREAKFAST PROGRAM

Every student receives an annual notice and application form informing parents/guardians of the child nutrition programs offered in the district and the eligibility requirements for free or reduced price meals. Notices are distributed at the Elementary Open Houses, Middle School Fall Rally, at the High School open house, and on the first day of school when class schedules are distributed. If you qualify for free or reduced lunch, you also qualify for a free or reduced breakfast. Milk break, however, needs to be paid by each student, regardless of breakfast/lunch status. Please take advantage of this opportunity from our food service staff to help your child get off on the right foot for an alert and healthy day.

#### GENERAL FEDERAL USDA CHILD NUTRITION PROGRAM

1. The National School Breakfast and National School Lunch Programs, are programs the school district chooses to offer, to help reduce the cost of meals for families, it is not a required program for the district to participate in.
2. Families not meeting federal income guidelines for free meals are expected to pay the cost of the meals consumed by their children.
3. The NSB and NSL Programs do not require children with an outstanding balance on their meal account be served a meal.
4. Students who qualify for free meals shall not be denied a reimbursable meal even if they have a Negative Balance or Delinquent Debt.
5. No children will have a Federally Reimbursable Meal taken from them once they have been served.



Start the day off with a nutritious breakfast beginning at 7:30 a.m.- 7:55 a.m. each day in the cafeteria. The meal changes daily and will consist of delicious foods such as: Waffles, French Toast, Pancakes, Omelets, Scrambled Eggs, Sausage, Yogurt, Apples, Grapes, Bananas, Oranges and Milk & Cereal.

## STUDENT FOOD SERVICE ACCOUNT POLICY

**Good Standing Balance:** Any account that has a monetary value greater than the low balance amount set will be considered to have a Good Standing Balance.

**Low Balance:** A Low Balance will be any High School or Middle School account equal to or less than \$5.00 and any Elementary School account equal to or less than \$3.00.

1. All students will be given a low balance notice when their account is equal to or less than the low balance value set by the District. Students will be instructed to give the low balance notice to their parents/guardians.

2. The building administrator or designee at each elementary school building will run a low balance report every day, Monday through Friday, when school is in session.

3. High school and middle school students will receive a low balance notice at the point of service from the computer operator daily as they come through the breakfast or lunch line.

4. Parents/guardians can also set up a low balance email notices through their students' Infinity account.

**Ala Carte/Extra Items** Ala Carte/Extra Items are food items sold separately and are not part of a federally reimbursable complete meal. (Examples include milk consumed during milk break, extra milk, extra entrees, water, and juice.)

1. Any account that has less than or equal to \$0.00 shall not be permitted to purchase ala carte items.

2. Cash can only be used to purchase ala carte items if the account is equal to or greater than \$0.00.

**Negative Balance** A Negative Balance will be any account that is equal to or less than negative one cent.

1. Accounts will be allowed to reach a negative value of five (5) times the cost of a high school lunch.

a. For example if the cost of a high school lunch meal is \$3.00, then a negative balance of \$15.00 can be incurred. ( $\$3.00 \times 5 = \$15.00$ )

b. Family accounts will be considered one account.

2. Once an account reaches the allowed negative value, the building administrator or designee will contact the parents/guardians of the account using phone or email, in addition to mailing a letter home to inform them the account/s must be in Good Standing.

a. At this time the building administrator or designee will determine if the family of the negative account holder is in need of assistance to help cover cost.

i. Examples of assistance are:

1. Providing a free and reduced meal application to see if they qualify. Note: This will help to cover future costs but will not cover the current value owed.

2. Apply for money from the Krecji Fund. 22 through school admin.

3. Accessing any account setup by the building or district to help cover food service costs.

3. If assistance is not available, the parents/guardians of the account will be asked by the building administrator or designee to send a meal with their student until the account is in Good Standing.

**Delinquent Debt** Delinquent Debt will be any account that has reached the negative value of ten (10) times the cost of a high school lunch or more (example:  $-\$3.00 \times 10 = -\$30.00$  or more).

1. Once an account is Delinquent the following procedures will be put in place until the account is in Good Standing:

a. Elementary School Students will be directed to the school office by the building administrator or designee before meal service to pick up a snack pack (a grain, fruit, protein, beverage) if they did not bring a meal.

b. Middle School Students will be directed to the Middle School office by the building administrator or designee before lunch to pick up a snack pack if they have not brought a meal.

c. High School Students in the morning will be directed to the school office by the building administrator or designee and informed of one of the options:



- i. in order to eat a school provided meal they must pay in full, or
- ii. provide a meal from home, or
- iii. pick up a snack pack in the High School office before lunch.

2. The Delinquent Debt account will be passed onto the District Office for collection when it is delinquent for 30 days.

[View Policy 8500](#)

## **SCHOOLPAY ONLINE PAYMENT SYSTEM**

The Tomah Area School District has an online lunch payment system integrated into our Infinite Campus platform. Parents need to have an account under the system to be able to start an on-line payment. You can find a link for this on your Infinite Campus homescreen. Cash and checks are also accepted at your student's school.

You can with your credit/debit card; however, there is a convenience fee for this service. You can call the Food Service office to combine your students' meal accounts into a single family account to avoid paying multiple convenience fees.

## **CAFETERIA EXPECTATIONS**

1. Students are required to eat their lunch in the cafeteria unless they are assigned elsewhere.
2. Students are encouraged to go to the bathroom to wash their hands before entering the cafeteria.
3. Students are expected to behave in an orderly manner in the cafeteria. Running, shouting, pushing, littering, line cutting, fighting, swearing, needless changing of seats, throwing food, and other disrespectful or dangerous behavior will not be tolerated.
4. Students are to take their tray and any eating utensils and garbage to the designated area when they are finished eating.

## **EXTRA SERVINGS**

Students who choose to have extra servings of any one component will be charged ala carte pricing for each extra individual item; an additional serving of fruit or vegetable with your complete meal is the exception. This applies to all students including free and reduced.

Students need money in their accounts to purchase extras in the lunch line. An example of an extra is juice, a second entrée, or another milk. If there is no money in the lunch account to cover extras, we do deny students extra items.



## **FOOD SERVICES POLICIES**

[8500 Food Services](#)

[8510 Wellness](#)

[8531 Free & Reduced-Price Meals](#)

[8540 Vending Machines](#)

[ag8500 Food & Beverage Sales](#)

## **CONTACT US**

Ph: 608-374-7356

[www.tomah.education/food-services](http://www.tomah.education/food-services)

## ACTIVITIES & CLUBS

Students may participate in more than one activity as long as they do not conflict. The Middle School Philosophy promotes full participation in all extra-curricular activities.

In order to provide students with the opportunity to participate in athletics and more than one extra-curricular activity, Wednesdays have been set aside as the meeting date for some clubs and organizations. Students involved in athletics are excused from practice on Wednesday to participate in these other school-sponsored groups. Required meeting dates will be established so students know the dates of meetings they must attend and so advisors to these student organizations will have students in attendance and will be able to accomplish their goals. A copy of this schedule will be distributed to students at their first organizational meeting.

### LIST OF ACTIVITIES

Our activity programs are grouped into four (4) categories and are governed by eligibility requirements and a code of conduct:

- » Group A. Athletic Teams
- » Group B. Non-Athletic Teams that may perform or compete
- » Group C. Recognized Clubs/Organizations which do not perform or compete
- » Group D. Honorary Positions

### ELIGIBILITY REQUIREMENTS

**Middle School:** Non-public school students in grades 6-8 who reside in the district may participate in Group A activities. *Refer to Board Policy 9270 - Home-Based or Private Schooling.*

**High School:** Students in a home-based education program may participate in the interscholastic athletic programs and other extra-curricular programs on the same basis and to the same extent as students attending the Tomah Area School District. Students in a private school cannot participate in interscholastic athletic programs but may be allowed to participate in noncurricular activities at the high school providing they meet any eligibility criteria established for the activity. *Refer to Board Policy 9270 - Home-Based or Private Schooling.* If a student graduates at mid-year, WIAA eligibility ends with the last day of the first semester.

### REQUIRED PAPERWORK

- » Activities Code Agreement (Groups A-D)
- » Emergency Information and Participation Release Form (Groups A-D)
- » Activity Practice Transportation Agreement (Group A, High School Only)
- » WIAA Athletic Eligibility Information Bulletin (Group A)
- » Physical Exams/Alternate Year Forms (Group A)

To view full Code of Conduct, Academic Requirements to participate, Disciplinary Procedures, and other activities-related policies, [View Policy po5505.](#)

For a description and list of all activities available to students, visit our [Activities Department webpage.](#)



### CONTACT US

Ph: 608-374-7359

[www.tomah.education/athletics](http://www.tomah.education/athletics)

## ANNUAL NOTICES

### HUMAN GROWTH & DEVELOPMENT INSTRUCTION

The District shall provide parents annually with an outline of the human growth and development program used in their child's grade level as well as information regarding how the parent may inspect the complete program and instructional materials. Prior to use in the classroom, the program shall be made available to parents for inspection.

The District shall notify the parents, in advance of the instruction and give them an opportunity, prior to instruction, to review the complete program and instructional materials and of their right to have their child excused from the instruction. The notice shall state that, in the event a student is excused, that student will still receive instruction under Wis. Stat. 118.01(2)(d)2 c unless exempted and under Wis. Stat. 118.01(2)(d)8. [View Policy 2414](#)

### HOMEWORK

The Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools. "Homework" shall refer to those assignments to be prepared outside of the school by the student.

The District Administrator shall develop administrative guidelines for the assignment of homework according to these guidelines:

- A. Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school.
  - B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
  - C. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
  - D. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
  - E. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
  - F. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.
- [View Policy 2330](#)

### PROCEDURES FOR INSPECTION OF SURVEYS ADMINISTERED OR DISTRIBUTED TO STUDENTS

This guideline describes the procedure for parents to use when requesting a survey created by a third party or a survey containing any one (1) or more of the following items:

- A. political affiliation(s) or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents;
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Parents who want to inspect a survey should report to the school office where a copy of the survey is kept and provided for parents to review. The survey may not be copied or removed from the school office.

Where written consent is not required prior to administering or distributing the survey, the parent shall submit any objections to having their child participate in the survey to the building principal within five (5) days of inspecting the survey. The parent may also submit any concerns or complaints about the survey as provided under Policy 9130 and AG 9130A. [View Policy 2416](#)

**For additional assessment information and educational options available to resident children please visit the [Required Notices](#) page on our district website.**



## CONTACT US



612 Hollister Ave.  
Tomah, WI 54660



608-374-7885



[www.tomah.education/middle-school](http://www.tomah.education/middle-school)

**TOMAH**   
**AREA SCHOOL DISTRICT**  
HIGH QUALITY STUDENT LEARNING. EVERY CHILD. EVERY DAY.