



Student, Parent, Guardian Handbook 2023-2024



The Mount Horeb Area School District does not discriminate against pupils in its educational programs or activities on the basis of sex, race, religion, national origin, ancestry, creed, color, homelessness status, pregnancy, marital or parental status, sexual orientation, transgender status (including gender expression, gender identity and gender nonconformity), physical, mental, emotional, or learning disability, or any other status protected by state or federal law.

The district encourages informal resolution of complaints under this policy. If any person believes that the Mount Horeb Area School District or any part of the school organization has failed to follow this policy or the law and rules of Statute 118.13 Wis. Stats. and PI-9 Wisconsin Administrative Code or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to the following address: District Administrator Mount Horeb Area School District 1304 East Lincoln Street Mount Horeb, WI 53572 (608) 437-7006.

[School Board Policy #411](#)

MOUNT HOREB MIDDLE SCHOOL

MISSION (OUR WHY): Our mission is to ensure high levels of academic and social/emotional learning for all Mount Horeb Middle School students and staff.

VISION (OUR WHAT): The preparation and practices of our middle school reflect our commitment to successfully develop students' skills for high school.

COLLECTIVE COMMITMENTS (OUR HOW): In an effort to reach our mission, we as a middle school aspire towards a culture of learning, a positive climate, collaborative professional learning communities, the social/emotional development of students, and relationships with middle school families through the following collective commitments:

- Culture of Learning
 - We will hold high academic and behavioral expectations for all students.
 - We will explicitly teach a challenging and developmentally appropriate curriculum, where we address student needs and focus on learning.
 - We will explicitly teach students to make responsible, respectful, and ready decisions for their learning and behaviors.
 - We will provide a wide variety of educational opportunities and experiences to support the development of well-rounded individuals.
- Positive climate
 - We will come to school each day with a positive mindset.
 - We will foster positive relationships with students and each other.
 - We will share and acknowledge our successes, and those of our students.
- PLC model around collaboration
 - We will work collaboratively to grow as professionals.
 - We will create and administer common assessments as teams, and use the results to improve our individual and collective practices.
 - We will monitor student achievement, through the use of data, to drive instruction and develop interventions.
 - We will use data to learn, not to judge.
- Social/Emotional development of students
 - We will honor the whole child by treating them with respect and care, and attend to their social/emotional needs.
 - We will address the cultural, linguistic, artistic, and physical needs of our students.
 - We will help students learn strategies to cope with the stressors of middle school.
- Relationships with families
 - We will listen to the concerns of our students' families, address their needs to the best extent possible, and make them feel welcome in the middle school.
 - We will provide parents and guardians with resources, strategies, and information to help all students find success in middle school.

Middle School Staff

Principal: Paul Christiansen

Assistant Principal: Catie Goninen

Teachers:	Position:	Extension:	Student Services:	Position:	Extension:
Alexa, Macie	Math/LA	B118	Hogseth, Tara	Psychologist	C111
Amundson, Emily	French/ESL	B108/C107	Goodwin, CJ	School Nurse	C121
Aquino, Kellie	Science	C104-1	Klister, Zach	Social Worker	C113
Arneson, Alyssa	Math/ SS	C102	McGonigle, Emily	Social Worker	C113
Austin, Steve	Spanish/ ESL	A109	Weier, Krisann	Counselor	C110
Baber, Jodie	Info Technology	B128			
Baker, Jacci	Librarian	B127			
Braun, Maddie	Speech/ Language	C112	Administrative Assistant:		
Brazeau, Jay	SS/ Language Arts	C105	Farrell, Chris	Administrative Assistant	C131
Butusov, Tom	Tech Ed	D109			
Christiansen, Paul	Principal	C121			
Cruz, Jacque	Resource/Sp Ed 7	B111	Tucker, Kim	Administrative Assistant	C131
Curtis, Meaghann	Social Studies	C124			
Feidt, Alyssa	Resource/Sp Ed 8	C100			
Finley, Joy	Science/ LA	A115-1	Custodial:		
Forseth, Tiffany	Math/ Literacy	A111		Head Custodian	7329
Goninen Catie	Assistant Principal	C120	Cowles, Mi Suk	Custodian	7329
Gorski, Susan	Science	B119-1	Elver, Lori	Custodian	7329
Guenther, Gregg	Social Studies	C106	Matyas, Steve	Custodian	7329
Hellenbrand, Sara	Science	B120-1			
Holman, Jennifer	Math	B121	Food Service:		
Ingebritsen, Calli	Vocal Music	D138	Denk, Michelle	Food Service Director	7065
Jenkins, Lori	Resource/Sp Ed 7	B115			
Leising, Dominic	Instrumental Music	D131	O'Connor, Jennifer	Production Manager	7675/7342
Loger, Michael	Math	A112			
Martin, Haley	Language Arts	A115	Paraprofessionals:		
May, Danielle	Resource/Sp Ed 8	C108	Aeschbach, Sarah	Sp Ed Para	7306
Mesoloras, John	Orchestra	D131	Beadle, Stephanie	Sp Ed Para	7177
Meyer, Erin	Physical Education	D120	Brey, Tammy	Library Para	7306
Muras, Abby	Reading	A118	Cuthbertson, Amy	Sp Ed Para	7306
Olsen, Christa	Social Studies/LA	A117	Deutsch, Karissa	Sp Ed Para	7306
Omernik, Emily	Art	D104	Hazlewood, Amy	Sp Ed Para	7306
Parker, Kelly	Math	C105-1	Padden-Lechten, Gwyn	Sp Ed Para	7306
Piscitelli, Melissa	Social Studies	A113	Patterson, Teresa	Sp Ed Para	7306
Pratt, Marcie	Spanish	High School			
Rozeboom, Barb	FCS	A108			
Schambow, Ben	Science/LA	A114-1			
Schlimgen, Stephanie	Language Arts	C103			
St. Arnauld, Bret	Health	B128/Step			
Stoddard, Jennifer	Science	Room			
Stuhr, Kelli	Language Arts	C101			
Thuli, Alyssa	Instrumental Music	B117			
Tucker, Ken	Resource/Sp Ed 6	D131			
Weber, Anna	Resource/Sp Ed 6	A116			

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2023-2024 Bell Schedule

Hour	6th Grade	Hour	7th Grade	Hour	8th Grade
	7:45-8:00 All Students Report to Homeroom		7:45-8:00 All Students Report to Homeroom		7:45-8:00 All Students Report to Homeroom
VH	8:00 - 8:25 Viking Period 25 min		8:00 - 8:25 Viking Period 25 min		8:00 - 8:25 Viking Period 25 min
1st	8:27 - 9:12 Core 45 min	1st	8:27 - 9:12 World Language - Light Lit/PE - Harbor 45 min	1st	8:27 - 9:12 Music/Electives 45 min
2nd	9:14 - 9:59 Core 45 min	2nd	9:14 - 9:59 Applied Arts / World Language 45 min	2nd	9:14 - 10:10 Core 56 min
3rd	10:01 - 10:46 Applied Arts 45 min	3rd	10:01 - 10:46 Core 45 min	3rd	10:12-10:42 Core 30 min
4th	10:48 - 11:33 Applied Arts 45 min	4th	10:48 - 11:33 Core 45 min		10:44-11:24 Recess/Lunch 40 min
	11:35 - 12:15 Recess/Lunch 40 min	5th	11:35 - 12:20 Applied Arts - Harbor Lit/PE - Light 45 min	3rd Cont.	11:26-11:56 Core 30 min
5th	12:18 - 1:04 Core 46 min		12:22 - 1:02 Recess/Lunch 40 min	4th	11:58-12:53 Core 55 min
6th	1:06 - 1:51 Core - Club Music/GS-Tree 45 min	6th	1:05 - 1:51 Core 46 min	5th	12:55-1:50 Core 55 min
7th	1:53 - 2:38 Core - Tree Music/GS- Club 45 min	7th	1:53 - 2:38 Core 45 min	7th	1:53 - 2:38 Electives/PE 45 min
8th	2:40 - 3:25 Core 45 min	8th	2:40 - 3:25 Music/GS 45 min	8th	2:40 - 3:25 Electives/PE 45 min

Small Group Schedule (All non-early release Mondays)

Hour	6th Grade	Hour	7th Grade	Hour	8th Grade
7:45-8:00 - All Students Report to Homeroom					
VH	8:00-8:25 25 min	VH	8:00-8:25 25 min	VH	8:00-8:25 25 min
Small Group	8:25-9:05 40 min	Small Group	8:25-9:05 40 min	Small Group	8:25-9:05 40 min
1st	9:07-9:47 40 min	1st	9:07-9:47 40 min	1st	9:07-9:47 40 min
2nd	9:49-10:29 40 min	2nd	9:49-10:29 40 min	2nd	9:49-10:39 50 min
3rd	10:31-11:11 40 min	3rd	10:31-11:11 40 min	3rd	10:41-11:11 30 min
4th	11:13-11:53 40 min	4th	11:13-11:53 40 min	Recess/ Lunch	11:13-11:48 35 min
Recess/ Lunch	11:55-12:35 40 min	5th	11:55-12:35 40 min	3rd cont.	11:50-12:15 25 min
5th	12:37-1:17 40 min	Recess/ Lunch	12:37-1:17 40 min	4th	12:17-1:07 50 min
6th	1:19-1:59 40 min	6th	1:19-1:59 40 min	5th	1:09-1:59 50 min
7th	2:01-2:41 40 min	7th	2:01-2:41 40 min	7th	2:01-2:41 40 min
8th	2:43-3:25 42 min	8th	2:43-3:25 42 min	8th	2:43-3:25 42 min

2023-2024 Early Release Schedule

Hour	6th Grade	Hour	7th Grade	Hour	8th Grade
7:45-8:00 - All Students Report to Homeroom					
VH	8:00-8:25 25 min Small Group	VH	8:00-8:25 25 min Small Group	VH	8:00-8:25 25 min Small Group
1st	8:27-8:52 25 min	1st	8:27-8:52 25 min	1st	8:27-8:52 25 min
2nd	8:54-9:19 25 min	2nd	8:54-9:19 25 min	2nd	8:54-9:24 30 min
3rd	9:21-9:46 25 min	3rd	9:21-9:46 25 min	3rd	9:26-9:56 30 min
4th	9:48-10:13 25 min	4th	9:48-10:13 25 min	4th	9:58-10:28 30 min
5th	10:15-10:40 25 min	5th	10:15-10:40 25 min	6th	10:28-10:30 2 min
6th	10:42-11:07 25 min	6th	10:42-11:07 25 min	5th	10:30-11:00 30 min
7th	11:09-11:35 26 min	7th	11:09-11:35 26 min	Recess/ Lunch	11:03-11:33 30 min
Recess/ Lunch	11:37-12:07 30 min	8th	11:37-12:07 30 min	7th	11:37-12:07 30 min
8th	12:10-12:40 30 min	Recess/ Lunch	12:10-12:40 30 min	8th	12:10-12:40 30 min

2023-2024 Two Hour Delay Schedule

Hour	6th Grade	Hour	7th Grade	Hour	8th Grade
9:45-10:00 - All Students Report to Homeroom					
VH	10:00-10:05 5 min	VH	10:00-10:05 5 min	VH	10:00-10:05 5 min
1st	10:07-10:41 34 min	1st	10:07-10:41 34 min	1st	10:07-10:41 34 min
2nd	10:43-11:17 34 min	2nd	10:43-11:17 34 min	2nd	10:42-11:12 30 min
3rd	11:19-11:53 34 min	3rd	11:19-11:53 34 min	Recess/ Lunch	11:14-11:44 30 min
Recess/ Lunch	11:55-12:25 30 min	4th	11:55-12:29 34 min	2nd <i>(cont.)</i>	11:46-12:00 14 min
4th	12:27-1:01 34 min	Recess/ Lunch	12:31-1:01 30 min	3rd	12:02-12:44 42 min
5th	1:03-1:37 34 min	5th	1:03-1:37 34 min	4th	12:46-1:28 42 min
6th	1:39-2:13 34 min	6th	1:39-2:13 34 min	5th	1:30-2:13 43 min
7th	2:15-2:49 33 min	7th	2:15-2:49 33 min	7th	2:15-2:49 33 min
8th	2:51-3:25 34 min	8th	2:51-3:25 34 min	8th	2:51-3:25 34 min

Dates to Remember 2023-2024

Welcome Back Registration Window Opens	July 10
Teacher In-Service	August 28-30
Grades 1-5 Drop-In 4:00-6:00 p.m. - Grades 6-12 5:00-7:00 p.m.	August 29
First Student Day/Grades PreK-6 and 9	September 1
Labor Day - NO SCHOOL	September 4
First Student Day/Grades 7-12	September 5
Early Release 12:40 p.m.	September 11
Picture Day	September 14
6th Grade Parent Information Night 6:30-7:30 p.m.	September 14
Early Release 12:40 p.m.	October 16
Parent/Teacher Conference 4:00-7:45 p.m.	October 17
Parent/Teacher Conference 4:00-7:45 p.m.	October 19
Picture Retake Day	October 19
No School Students	October 26-27
End of First Quarter	November 3
Early Release 12:40 p.m.	November 13
Thanksgiving Break - NO SCHOOL	November 22-24
Early Release 12:40 p.m.	December 11
Winter Break - NO SCHOOL	December 25- Jan 1
First Day Back	January 2
Future Freshman Day 4:30-7:30 p.m.	January 8
Teacher In-Service - NO SCHOOL	January 15
Early Release 12:40 p.m.	January 19
End of Second Quarter	January 19
Early Release 12:40 p.m.	February 12
Applied Arts Night	February 20
NO SCHOOL (make up day if needed)	February 23
Parent/Teacher Conference - NO SCHOOL	March 14
Early Release 12:40 p.m.	March 11
End of Third Quarter	March 22
Spring Break - NO SCHOOL	March 25-29
Early Release 12:40 p.m.	April 8
Incoming 6th Grade Parent Orientation	April 23
Early Release 12:40 p.m.	May 13
Memorial Day - NO SCHOOL	May 27
H.S. Graduation 3:00 p.m.	June 2
Last Day of School - Early Release 11:15 a.m. (no lunch served)	June 6
End of Fourth Quarter	June 6

Mount Horeb Middle School

2023-2024

Please access the Mount Horeb Middle School home page for a detailed calendar with all school activities listed along with any changes that may have been made:

<https://www.mounthorebschools.org/schools/middle/>

Quarters

Quarter One Ends:	November 3
Quarter Two Ends:	January 19
Quarter Three Ends:	March 22
Quarter Four Ends:	June 6

Early Release 12:40 p.m. Dismissal

September 11

October 16

November 13

December 11

January 19

February 12

March 11

May 13

June 6th Last day of school 11:15 a.m. dismissal

Parent Teacher Conferences

October 17 and 19 4:00 p.m. - 7:45 p.m.

March 14 11:00 p.m. - 7:00 p.m.

2023-2024 Tuesday/Thursday - Wednesday/Friday Calendar

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

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

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

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

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

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

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

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

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

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

- No School Students - Staff Attend
- No School Students & Staff
- Early Release Day - Staff PD
- Tuesday / Thursday Week
- Wednesday / Friday Week
- End of Quarter
- Conferences

MIDDLE SCHOOL STAFF

STUDENT SCHOOL DAY

ARRIVAL/DISMISSAL

The middle school main door and office will open at 7:45am. Students should plan to be in the classroom when they arrive. Please note that there is no supervision in the commons prior to 7:45 am. Students are to use the sidewalks and crosswalks during the arrival and dismissal from school. Students may be dropped off and picked up in front of the school building or on Lincoln Street.

The school day concludes at 3:25 pm Students are expected to exit the building unless they have made arrangements with a teacher or they are involved in a school activity.

ATTENDANCE

School Attendance

Students are legally required to be in attendance at school. Regular school attendance is essential for learning to occur. The achievement of students with consistent attendance is higher than that of those who are frequently absent.

Procedure

The middle school day begins at 8:00 am and ends at 3:25 pm. Teachers take attendance in each class.

If, for any reason, a student is going to be absent, the student's parent should inform the school that morning before 8:00 am by calling the Attendance Office at 437.7200, option 2. If no contact is made, a "safe call" will be made to verify the child is safe. Parents may send in a note or email in advance of planned absences. This note or email should include the following information:

- Date(s) of absence/tardy
- Reason(s) for absence/tardy
- Parent/guardian signature

[State law](#) requires that all absences be recorded as excused or unexcused, and it permits up to 10 days of student absences.

Absences

Excused absences may include, but are not restricted to: illness, family emergency, medical appointments, and family vacation. [School Board Policy 431](#) and [School Board Policy #431.1](#) further spells out the conditions of the school attendance policy.

Parents and guardians may excuse their child for up to 10 days per year without a medical excuse. These days may be taken in ½ day increments according to the [Full Day Attendance Policy #431.1](#) and will be calculated as follows:

- Students who receive at least 90% of district-supervised educational services will have been considered in attendance a full day;
- Students who receive 33-89% of instruction will accrue 0.5 of attendance; and

- Students who receive less than 33% of instruction receive no attendance for the day

Said another way:

- Students reporting to school after 8:00 a.m. will be marked tardy.
- Students arriving after 8:45 a.m. will be marked absent for a ½ day increment.
- Students leaving school before 2:40 p.m. will be marked as absent for a ½ day increment.
- Students leaving after 2:40 p.m. will be marked tardy.
- Students gone for more than 7 periods (including Viking Hour) of the day will be marked absent for the entire day.

Families, whose student's attendance has not been excused during the school day will receive an automatic dialer that evening. Parents may contact the office the next school day to provide an excuse. If no excuse is provided to the school, the attendance will be recorded as unexcused.

Following the return from a medical appointment, students should provide a note and/or verification of the appointment from the medical provider to the school office. Any absence with medical provider verification is considered medically excused and does not count towards a student's 10 partial/full day excused absences.

Families are also encouraged to check the Parent Portal for attendance information to monitor the ½ and full day increments your child has accumulated throughout the school year.

Tuancy

Truant and habitual truant are two classifications used by the middle school when Wisconsin State Law (S.118.16) maximum days of excusable absences are passed. Absences that are not called in and/or not excused for any of the above reasons are considered unexcused. The middle school is obligated to refer truant and habitual truant students to local, county and state agencies.

Tuancy means any absence totaling one or more school days during which the school has not been notified of the reason of such absence by the parent or guardian of the absent student, and/or means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.

A student will be considered truant if she, he, they are absent part or all of one (1) or more days from school without an acceptable excuse.

A student will be considered a habitual truant if she, he, they are absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

Families will be notified when a student has 3 unexcused absences and again when a student has 5 unexcused absences. The school may file a request for a truancy citation if a student has 5 or more unexcused absences.

Early Release

A parent or a guardian must contact the school's office if a student is going to leave the building before the end of the school day. Students are to sign out in the Main Office before they leave.

Event/Activity Participation

Students must be in attendance the entire day in order to be eligible in any athletic competitions or co-curricular activities. Any student who arrives later than 8:45 a.m. is not eligible to participate in any sport, activity, or extra-curricular activity that day.

We encourage families to communicate with the middle school office regarding attendance.

Middle School Attendance Line: 608.437.7200, option 2

Middle School Fax Number: 608.437.7301 (for medical excuses)

Middle School Attendance Administrative Assistant: farrellchris@mhasd.k12.wi.us

Frequently Used Attendance Codes in Infinite Campus

Code	Reason	Outcome
A	Absent Unknown	Absence is unknown. Dialer is sent to parent
ABEX	Absent Excused	Absence excused by the office
ABUN	Absent Unexcused	Absence unable to be excused by the office
FNRL	Funeral	Absence is excused
MEDX	Medical Excuse	Absence is excused by medical professional including our school nurse
REQU	Parent Request	Absence is excused
TDEX	Tardy Excused	Tardy to school or class with valid excuse
TDUN	Tardy Unexcused	Tardy to school or class without a valid excuse

[School Board Policy #431](#)
[School Board Policy #431.1](#)

CEREMONIES AND OBSERVANCE - STUDENT RELIGIOUS ACCOMMODATION

[School Board Policy #434.1](#)

BEFORE SCHOOL BREAKFAST

Breakfast will be made available in the commons for students to purchase prior to the start of the school day.

ELECTRONIC COMMUNICATION DEVICES

Student Use of Personal Communication Devices

RATIONALE With the unending advancement of digital technology, there is an opportunity to advance student learning through its use. On the other hand, digital technology may also be used in ways that detract from student learning, academic integrity, and positive student interaction.

In an effort to increase student engagement and address the growing student mental-health needs the use of personal communication devices and headphones will not be allowed during instructional times.

Based on nationwide [research](#) around the impact of cell phones and other personal communication devices, it is imperative to refocus our efforts around engagement by tightening our rules and expectations around these devices.

The [Academic Impact Research](#) shows a 6.4% increase in academic achievement when cell phones are limited or banned in the classroom. 8th graders who are heavy users of social media have a 27% higher risk of depression than kids who exceed the average time playing sports or hanging out with friends. These are just a few of the statistics that provide a clear case to rethink and change our habits and practices around cell phones.

EXPECTATIONS:

- Personal communication devices/Headphones (e.g. AirPods, Beats, etc.) will be off and away from “bell to bell” during instructional time.
- Personal communication devices and earbuds/headphones are allowable during Lunch/Recess ONLY.

- Teachers will remind students that personal communication devices must be OFF and AWAY on a regular basis.
- Personal communication devices may never be used in a locker room, restroom, or other places where privacy is expected.
- Students may not capture photographs or video footage of any student or staff without their permission.
- During STAT, each teacher will have the discretion to set the expectations policy in their room on any given day. (HS Only)
- Personal communication devices and earbuds/headphones are allowable during Study hall. (HS Only)

**These expectations may not apply in emergency situations.*

**At no time should a staff member go through or look in a student's cell phone.*

ENFORCEMENT

If a student is found using a cell phone and other personal communication devices without authorization, the student will turn off device and place in designated location without objection or hesitation, failure to do so will result in removal from the classroom and an additional referral for insubordination.

1st- Staff member will remind the student of the expectation and require that the device be placed in a designated location in the classroom, and returned to the student at the end of the period.

2nd- Referral in Infinite Campus, student will turn off device and place in designated location. Student picks it up from office at end of the day.

3rd- Referral in Infinite Campus, student will turn off device and place in designated location. Parent/caregiver will pick it up from the office and the device must be turned into the main office upon arrival to school for up to 5 days of school.

4th- Referral in Infinite Campus, student will turn off device and place in designated location. Parent/caregiver will pick up device from the office. Potential for detention and phone must be turned into the main office upon arrival to school for up to 20 days of school.

5th- Referral in Infinite Campus, student will immediately report to the main office to turn in the device. Parent/caregiver will pick up device from the office. Potential for in-school suspension from school and an individual cell phone improvement plan will be developed.

**Additional consequences may occur at the discretion of an administrator*

**Failure to give up phone or your name will result in an additional referral for Insubordination*

**Personal Device infractions may result in an Activities Code violation that could jeopardize participation in an activity or athletic competition.*

**The District shall not be responsible for the safety or security of personal electronic equipment that students choose to bring to school. Students who bring any personal electronic device(s) to school do so at their own risk to possible theft, damage, misappropriation of data/equipment, or other loss.*

Student Possession and Use of Personal Electronic Devices 443.5

FAMILY VACATIONS

Please keep in mind that much of the work completed during the school day will not be able to be duplicated. It is recommended that families take trips that match the vacation schedule within the school calendar. Students are expected to bring a note from their parents/guardians a minimum of one week before a family vacation. It is the student's responsibility to see all of his/her teachers to inquire in advance about missed schoolwork.

LEAVING THE BUILDING DURING THE SCHOOL DAY

There may be occasions during the school year when a student needs to leave the building or grounds during the school day. Students must report to the office with parental permission to leave the building. Students are required to sign out and get a pass in the office prior to leaving the building and sign back into the office when returning to school.

LOCKERS

Students are required to keep locks on their lockers and lockers locked at all times. One locker will be in the grade level hallway and the other will be in the gym locker room area. All student homeroom and physical education teachers will assign students their lockers. All school lockers are the property of the Mount Horeb School District. Lockers may be searched at the discretion of the district and its representative at any time. Students should only use the lockers they are issued. Students are also advised not to keep valuables in lockers. Lost valuables are the student's responsibility. All damage and thefts should be reported to the office as soon as possible. Lockers will be inspected at the end of the school year by school staff for damage. Students will be provided a lock for their gym locker at the start of the school year. Sixth grade students will purchase a lock for their hallway locker as a part of the school registration process. Seventh and eighth grade students should use the locks they purchased as sixth grade students. Students must use school issued locks for both the hallway and gym lockers. Students will be charged \$6.00 for any school issued lock that is lost or damaged.

[School Board Policy #446.1](#)

LUNCH PRICES

Grades K - 5	\$2.65
Grades 6 - 8	\$2.75
Grades 9-12	\$2.85
Adult Lunch	\$4.35
Milk	\$.40
Extra Portion	\$2.10

*A la carte is available at the Middle School. If you would like to limit or block these purchases, please contact Michelle Denk, denkmichelle@mhasd.k12.wi.us.

FREE AND REDUCED PRICE LUNCH

If you think your family may qualify for Free or Reduced Price School Meals, you may apply by completing the application found [here](#). Once completed, you are welcome to email your application to [Michelle Denk](#) or paper applications are available at all school offices. **Please remember that you will need to complete a free and reduced application annually** as it may qualify you for other services (e.g. reduction in some school fees). Paper applications may be returned directly to your student's school office.

MOUNT HOREB AREA SCHOOL DISTRICT WELLNESS

The health and wellness of our children is a national concern that requires attention from many different stakeholders, including government, industry, local communities, and families, but schools also play an essential role since they are so influential in people's lives from a very young age and for many years. Therefore, it is important that school leaders have policies, addendums, and standards that support efforts to provide opportunities for healthy eating and ample physical education, role models for healthy choices, and education so that students learn to make healthy choices for their own lives. The Mount Horeb School District recognizes the link between good nutrition, adequate physical activity, and academic success. The wellness policy in accordance with the federal law under Section 204 of the Healthy, Hunger-Free Kids Act of 2010 consists of the following addendums: [School Board Policy #458](#)

LUNCH PROCEDURES

Students may sit at a lunch table of their choice. Students must respect the rights of others who may already be sitting at a table. When moving around the commons, Students must walk at all times (no running). Students should be prepared to input their lunch code into the computer console when it is their turn. Students may bring a beverage to drink with their lunch. Sharing of food is not permitted. All students are responsible for picking up and properly disposing of their own trays, napkins, utensils, leftover food etc. Lunches need to be eaten in the commons area unless the student has written permission from a staff member for a different location or is serving a lunch detention. Students should bring their lunch

trays back to the kitchen cleaning area before the end of the lunch period. Weather permitting, students will go outside for lunch recess daily. Coats, jackets, and sweatshirts must be brought to the cafeteria at the start of the lunch period as locker passes are not allowed at this time. Once a student goes outside for recess, they will only be allowed back in for emergency or behavioral issues. At no time are students allowed to bring food or drink outside from the commons.

All school equipment must be returned in an orderly manner at the end of the period. The lunch supervisors expect students to show respect to those around them and their property. Students should report any accidents or injuries to the staff supervisors as soon as possible.

LUNCH TIMES

8th Grade - 10:44 am to 11:24 am

6th Grade - 11:35 am to 12:15 pm

7th Grade - 12:22 pm to 1:02 pm

TARDY POLICY

Students need to be in their assigned classroom by the start of the school day and at the beginning of each class period. Students who arrive late at the start of the school day must check in at the office. Habitually tardy students are subject to disciplinary action. Students who are tardy to their classes three times will receive a parent letter home and will be issued a lunch detention for every three tardies that follow. The cumulative number of times a student is tardy will start over with each quarter.

VIKING PERIOD

The student day includes a Viking Period. The goal of Viking Period is to build a positive school culture and climate, support students' social and emotional needs, build rapport, and set individual student goals. There is also an additional small group time on Monday's to help students with academic progress.

ACTIVITIES/SERVICES FOR STUDENTS & ACADEMIC INFORMATION

6TH GRADE

Band

Cross Country Forensics

Future Problem Solving

Math 24

Musical

Orchestra

Science Olympiad

Socials

Spelling Bee

Student Council

Wrestling

Writing Contest

Yearbook

7TH & 8TH GRADE

Band

Basketball

Chorus

Cross Country

Forensics

Future Problem Solvers

Jazz Band

Math 24

Musical

Orchestra

Science Olympiad

Spelling Bee

Student Council

Track & Field

Volleyball

Wrestling

Yearbook

DESCRIPTIONS OF THE ACTIVITIES

ATHLETICS

Students are provided the opportunity to participate and compete against area schools and schools in the Badger Conference. Each athletic season is announced well in advance. If you have any questions regarding athletic

opportunities for 7th and 8th graders include basketball, cross country, track and field, wrestling and volleyball. The athletic opportunities for 6th grade students are cross country and wrestling.

FORENSICS

Students take part in various forms of public speaking. Grade level coach's work with the students in preparation for the scheduled forensics meets. Notification is provided through classroom contact, announcements. Please contact the school office for any questions regarding the forensics program.

FUTURE PROBLEM SOLVING

Small groups of students (5-6 students) who are supported by an advisor, focus on a complex problem. The groups of students potentially compete at the regional and state level. Students are introduced to Future Problem Solving through classroom contact. Please contact the school office for additional information.

MATH 24

Students are assessed prior to the math contests, and grade level teams are formed based on the assessments. The grade level teams practice and compete against schools in the area. Please contact your child's math teacher if you have any questions.

MUSIC

There are numerous music opportunities for students to discover and develop their talents. Announcements are provided for students interested in taking part in the music programs. If you have any questions regarding the choral programs, please see Mrs. Ingebritsen. If you have any questions regarding the band opportunities, please see Ms. Thuli, Mr. Dorner. If you have any questions regarding orchestra opportunities, please see Mr. Mesoloras.

SCIENCE OLYMPIAD

Students compete in multiple areas of science. Some of the areas within the program include biology, earth science, chemistry, and physics. This activity involves the design of science projects prior to the competition. Please contact the school office for additional information.

SOCIALS

Socials involve a variety of activities ranging from photobooths, table tennis, foosball and dancing. The socials are sponsored by grade level teachers, student council.. Notification of parties is provided through announcements, signs in the building, and/or eblasts home.

STUDENT COUNCIL

The student council is a group that exists to serve the students and staff of the middle school and the community through planning, organizing, and supporting a variety of activities throughout the school year. Some activities the council has done in the past include:community garden at the middle school, dances, socials, ski trips, fundraisers for leukemia research, highway cleanups and special activity days. To become a member of the student council, students must fill out the application. The application form is available from social studies teachers. The selection process for student council includes an interview, teacher recommendations, and student votes. Student council will meet on a regular basis during the Viking Period and/or small group time.

WRITING CONTESTS

A majority of the emphasis of the writing contests center on the Yahara River Writing Project. Students submit writings that are evaluated and selected works are advanced to various levels of competition. Please contact your child's language arts teacher if you have any questions.

YEARBOOK

Students are provided opportunities which include photography, writing, and lay out. The yearbook staff is in session throughout the school year. Students are notified of this opportunity through classroom contact and announcements. Please see Mrs. Farrell or Mrs. Tucker for any additional information.

STUDENT ACTIVITY EXCLUSIONS

END OF THE YEAR HOUSE/GRADE LEVEL ACTIVITIES

Students' ability to participate in end of the year activities will be determined at the discretion of the school administrative team. Decisions may be based on behavior or attendance concerns.

FEES AND FINES

Fees and fines must be paid by the end of the year.

EXTRA-CURRICULAR ACTIVITIES

A student will not be able to participate in extra-curricular activities until all obligations such as a physical, athletic cards, emergency forms, fees, fines are taken care of and any school equipment or property is returned. See the Middle School Code of Conduct Handbook for additional details.

ACADEMIC INFORMATION

ACADEMIC INTEGRITY

Middle School Academic Integrity Guidelines

All schoolwork submitted for the purpose of meeting course requirements must represent the individual efforts of each student. Any form of academic dishonesty is prohibited and subject to disciplinary measures.

Academic dishonesty, cheating and plagiarism are defined as:

1. Copying or stealing another's work and submitting it as his/her own
2. Allowing another person to copy your work and submit it as his/her own
3. Doing another person's work for him/her
4. Buying or selling work or answers
5. Providing another person with answers to homework, tests or quizzes
6. Copying or stealing teachers' answer keys or teachers' edition texts
7. Copying work from books or the internet without proper documentation and submitting it as one's own

Expectations:

- Any information taken directly from a source will be in quotation marks or inserted as a long quote with a parenthetical citation.
- All other information will be paraphrased, not taken word for word from the text.
- All paraphrased information, pictures and direct quotes will be cited in a bibliography in an appropriate format.

Consequences:

- The student will be required to redo the assignment for credit.
- Failure to re-do the assignment, quiz, or test will result in an "F" for that task.
- Parents will be notified.
- A report will be made in the students discipline file.
- Subsequent offenses may result in additional consequences.

COMPUTER/TECHNOLOGY USE IN THE MIDDLE SCHOOL

All students have Internet access at school. Students are expected to treat all computers and related equipment with respect. Technology is purchased to support the curricular activities of the educational program. Each school year, students will be asked to sign a student Internet and Computer Use Agreement.

MHASD Chromebook FAQ

BRING YOUR OWN TECHNOLOGY GUIDELINES

The Mount Horeb Middle School recognizes the value personal electronic devices may add to the educational experience of all students in middle school.

Acceptable Use Guidelines

Students will be allowed to access the internet/email through a filtered network. To the extent possible, staff will monitor student use within their classroom. Students will be responsible for using the internet/email in a safe and appropriate manner.

Students must agree to:

- Use of technology in the classroom is at the sole discretion of the classroom teacher.
- Report to school personnel any inappropriate messages, content or threats or requests to meet offline.
- Use the internet/email in a positive manner and refrain from bullying, harassing, or intimidating any other person.
- Use blogs, wikis, live chats, or social networking websites under the supervision of staff and in a responsible manner
- Get the permission of any student or staff member prior to taking photos or videos.
- The school has the authority to inspect a student's device if there is reason to believe a student has violated school rules, district behavior standards, Board policies or laws.
- Use that violates these guidelines may result in denial of BYOT privileges and/or other disciplinary measures.

Parents and students must understand:

- Students bringing electronic devices to school do so at their own risk, just like any other personal items.
- The school will not be held responsible if a device is lost, stolen, misplaced or damaged.
- District personnel will not be responsible for tech support of personal devices.
- Students having their own devices are not precluded from using district provided electronics, as different software programs run differently on various devices.
- Students without their own device will not be penalized or miss out on instruction. It is not mandatory to bring in devices.
- Students will not be able to print from their devices to the district printers.
- Students will sign an agreement noting their understanding of the guidelines.
- The guidelines will be published annually in the student handbook and on them Middle School webpage.

COURSE DROP/ADD PROCEDURE

Mt. Horeb Middle School students and parents/guardians are asked to make their course selections carefully.

Schedule change [request forms](#) may be obtained from the Student Services Office (Fishbowl). Course changes can only be made at the request of the student and parent/guardian within the first two weeks of the first quarter or the last two weeks of the second quarter. Any course requests made in the last two weeks of the second quarter will be made effective at the start of the second semester. A primary factor in the consideration of adding or dropping a class will be the space available in the course and within the student's schedule.

- Requests for course changes that are made outside of these time frames require the recommendation of the Student Services Team (School Counselor, Psychologist, Social Worker, Nurse) as well as approval by a building administrator.
- Students are required to meet with the counselor and classroom teacher if requesting a schedule change. They must also complete the schedule form which must be signed by the student, parent, and administrator.

Exceptions

- Exceptions and appeals to scheduling policies are made to and approved by the building administration.

Honor Roll

The Honor Roll offers students an opportunity to set an academic goal. It is calculated as follows:

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3
A- = 3.7	B = 3.0	C = 2.0	D = 1.0
B- = 2.7	C- = 1.7	D- = .7	F = 0.0

3.50 to 3.749-Honor Roll, 3.75 to 3.899-High Honor Roll, 3.90 to 4.0-Principal's Honor Roll

Students that have improved their G.P.A. quarterly by .50 will receive an "On a Roll" award.

PARENT INPUT FORMS (Regarding Placement)

Each spring, parents are given the opportunity to provide input regarding the kind of instructional environment that best fits their child's learning needs. These forms may also be picked up at the middle school office or mailed upon request. Requests should specify the strengths and needs of the child and not the names of specific teachers.

PROMOTION FROM EIGHTH TO NINTH GRADE

The Middle School principal is charged with documenting that all eighth grade students have met the promotion criteria set forth before promoting them to ninth grade.

[School Board Policy #345.42](#)

SUMMER SCHOOL PROGRAMS

In the spring, summer school information is sent home to the parents of students who are recommended for summer school. Registration may be discussed at parent/teacher conferences. Academic courses are required for students in accordance with the districts' eighth to ninth grade promotion policy. Please contact the middle school office if you have any questions regarding summer school.

WITHDRAWAL FROM SCHOOL

Parents are to notify the school office if students are withdrawing from school. A special form is completed by parents and school personnel. This form, along with other appropriate school records, is sent to the student's new school.

MIDDLE SCHOOL SERVICES

ASSIGNMENT NOTEBOOKS

Students may use an assignment notebook to assist with their organization. The notebook should be carried from class to class to record homework assignments and future assessments. Google classroom is also an effective way to organize assignments and plan for upcoming assessments.

INFINITE CAMPUS

Infinite Campus is a student software system that will allow students and parents to access school information via your home computer. Parents and students may routinely check their student's progress, attendance, and lunch account

balance through Infinite Campus. If you have questions regarding your login or need to set up an account, please contact Mrs. Bucher, 437-7533. Please contact the office if you need assistance with student progress reporting.

LOST AND FOUND

A box will be kept near the office for lost and found items. Students should check this box periodically for lost items. The lost and found box is periodically emptied, and the items are stored prior to parent/teacher conferences. Parents will have the opportunity to view unclaimed items during parent/teacher conferences and at the conclusion of the school year. All unclaimed items will be donated to a charity.

SCHOOL SUPPLIES

School supply lists are available at the middle school office and are posted on the school website.

<https://www.mounthorebschools.org/schools/middle/our-school/back-to-school-information.cfm>

STUDENTS ASSISTANCE PROGRAM

Student Assistance Program offers support services such as individual counseling and student support groups for students experiencing problems such as school, peer, and/or family issues. Support groups are offered and topics may include self-esteem, friendship, family change, stress, and grief/loss. This program is strictly on a voluntary basis. Students should see Mr. Weier, Ms. McGonigle or Ms. Hogseth if they have any questions.

STUDENT PICTURES/YEARBOOK

Student pictures will be taken annually and are available for purchase. Students will have the option of purchasing a Mount Horeb Middle School Yearbook as well. This book will include student pictures as well as feature pictures of middle school programs, clubs, athletics, events, etc.

VISITORS

Requests for a student visitor attending school needs to be approved in advance by Mr. Christiansen or Mrs. Goninen. This approval is not only for permission, but to enable us to make the proper preparations for our guests.

<https://www.mounthorebschools.org/schools/middle/our-school/visiting-mhasd.cfm>

PROGRAM OPPORTUNITIES

CONFERENCES

Preparation for the Parent/Teacher Conference: Formal conference times are provided in the fall and spring of this school year. Parents/guardians will be notified prior to these conference times so they can sign up for a designated time. To make the most of the parent/teacher conference time, please follow the guidelines listed below.

- Before the conference: *bring written questions and pertinent information to the conference. Some of your questions may center on academic progress, social skills, level of responsibility and initiative.
- Try to make babysitting arrangements for preschoolers. The time you have with your child's teacher is very important. Preschoolers have a tendency to distract you from listening to what the teacher is trying to report.
- Be on time. Arrive promptly for your conference and keep within the time limits. Additional time can be scheduled at a later date.

- Communicate schedule changes or cancellations. Please contact the teacher ahead of time if you need to adjust or cancel your conference time. This advance notice will allow the teacher to schedule another parent in your place.
- After the conference: Discuss the conference with your child. Emphasize the positive, talk about the areas that need improvement and finish with a word of encouragement.
- Follow through with teacher recommendations. Begin to implement action plans or suggestions that were discussed at the conference. Continue to communicate observations, input, questions or concerns with your child's teacher.

FIELD TRIPS

Field trips are an important extension of the classroom curriculum. Permission slips will be sent home to be signed for all out of district field trips. Teachers will have one permission slip signed for all in-district trips. First aid kits, prescription medication and emergency cards will be taken on all field trips along with an ample number of adult chaperones.

HOUSE CONCEPT

The primary focus of the house concept is to meet the needs of the individual student. The house teachers (a group of teachers who share students for subjects) meet on a regular basis to discuss the specific needs of their students. They work together to develop strategies, interventions, and suggest resources that will address the needs of a student. The membership of the house meetings will vary depending on the needs of the student and may include parents, applied arts teachers, guidance staff, administration, and special education staff.

The team will also make decisions regarding referral for additional academic support. The team process will share ideas, examine student data, improve staff communication and increase resources to help students. Referrals generally are brought from the house teachers. However, a referral may come from parents, applied arts staff, guidance, and administration. If you have concerns regarding your child, you may contact the office or your child's house teachers.

STUDENT ATHLETIC FEE

Students will be charged a \$30.00 per sport athletic fee.

STUDENT REGISTRATION FEE

A \$30.00 per student registration fee has been established to help subsidize the cost of various middle school activities. These fees are collected at registration.

VOLUNTEER PROGRAM

Volunteering at Mt. Horeb Middle School will provide parents/guardians with an opportunity to stay connected with the school system and provide a positive influence in the lives of the students. The purpose of a volunteer is to provide assistance to the teacher in the classroom or on field trips.

Please contact our child's homeroom teacher if you would like to volunteer. A background check is required for all adult volunteers. Thank you in advance for your assistance and support of Mt. Horeb Middle School.

<https://www.mounthorebschools.org/schools/middle/our-school/visiting-mhasd.cfm>

HEALTH & SAFETY ISSUES

ACCIDENTS

It is important that students report all accidents to the teacher in charge. If the accident occurs in the halls where no one is directly in charge, report the accident to the nearest adult or to the school office.

AED

There is an Automated External Defibrillator at the middle school in the lobby between the commons and the gymnasium. This is for emergency use only. 911 must be called if activated. Opening the door to the AED activates the system. Inappropriate activation of this device will result in serious consequences.

AMBULANCE/PHYSICIAN CONTACT

The school nurse, secretaries, or school administrator shall have the authority to call the EMS whenever a student or staff member is in a life-threatening situation or otherwise requires immediate medical attention and treatment. The cost for involving the EMS and/or physician shall be assumed by the injured party and/or their parents.

FIRE/TORNADO/ACTIVE THREAT DRILLS

Classroom teachers review emergency procedures with students at the start of the school year. Drills occur at least once a month. Any lesson or drills related to active threat or Critical Incident Response will be communicated to families to assure practices are not confused with real emergency situations. Tornado drills are held during the National Tornado Awareness Week in the spring. Students are expected to quietly and quickly walk to the appropriate designated area. Stay with your classroom for attendance purposes.

FIRST AID

Our office staff will attempt to contact the parent of any child who becomes ill and/or sustains a significant injury while at school. Emergency aid will be administered as is deemed appropriate and necessary. To help ensure an immediate and appropriate response and communication, parents are asked to accurately and thoroughly make the appropriate changes to the Census Verification Report located under the "For Parents" section on the school district website. It is also requested that parents continue to make any needed changes to the form regarding family name, phone number or address changes that occur during the school year.

MENINGOCOCCAL DISEASE

About Meningococcal Disease: Meningococcal disease is often misdiagnosed as something less serious because early symptoms are similar to common viral illnesses. Symptoms of meningococcal disease may include high fever, severe headache, stiff neck, nausea, vomiting, sensitivity to light, confusion, exhaustion and/or a rash. Meningococcal disease is spread through direct contact with respiratory and/or oral secretions from infected persons (for example, kissing or sharing drinking containers). It can develop and spread quickly throughout the body, so early diagnosis and treatment are very important. Even with immediate treatment, the disease can kill an otherwise healthy young person within hours of first symptoms. Approximately 10%-14% of people that contract the disease die from it. Of those who survive, up to 20 percent may endure permanent disabilities, including brain damage, deafness and limb amputations. Lifestyle factors common among teenagers and college students are believed to put them at increased risk of contracting meningococcal disease. These lifestyle factors include crowded living situations (for example, dormitories, sleep-away camps), active or passive smoking and irregular sleeping habits. Teens should avoid sharing eating utensils and drinking out of the same container, since infections may spread through this type of close contact. To learn more about meningococcal disease, vaccine information, and public health resources visit the following web sites: • www.cdc.gov - This CDC website includes the CDC recommendations and information on the meningococcal vaccine

• http://dhfs.wisconsin.gov/communicable/Communicable/factsheets/PDFfactsheets/Meningococcal_42072_0541.pdf - The Wisconsin Department of

Health and Family Services communicable disease fact sheet

• <http://dhfs.wisconsin.gov/communicable/Communicable/factsheets/Meningococcal.htm>. – another Wisconsin Department of Health and Family Services communicable disease fact sheet

• <http://dhfs.wisconsin.gov/LocalHealth/index.htm> - a list of local Wisconsin public health departments and contact information • American Academy of Family Physicians, www.aafp.org. • American Academy of Pediatrics, www.app.org. • Meningitis Foundation of America, www.musa.org. • National Meningitis Association, www.nmaus.org.

HEAD LICE

Every effort is made by school personnel to communicate with parents in the event of an outbreak. Contact the school office or the school nurse if you have any questions or if you find head lice in your home.

HEALTH SERVICES

Please share any student health changes at registration and throughout the year. Contact the school district nurse, CJ Goodwin, RN, at 437-7266 or Christy Staats, RN, ext. 7543 with questions or concerns. School staff have emergency response training, and the school district nurses can be called for any situation. If your child has any on-going health concerns, please contact the school district nurse to discuss our child's needs.

HOME REFERRAL

The principal or designee shall contact the student's parent/guardian if it is determined that the student needs to go home (illness, accident, contagious ailment, etc.). No student shall be sent home unless appropriate contact has been made, and in no case will a student be sent to an unsupervised home without express parental/guardian permission.

INSURANCE

Each fall, the district distributes information on low-cost insurance. Participation in this insurance plan is optional. If you participate, please complete the necessary paperwork. If you do not participate, please return the insurance waiver form. <https://www.1stagency.com/wisconsin/mounthorebareasd/?SchoolId=203>

LIFE THREATENING ALLERGIES

The Mount Horeb Area School District has implemented a Life Threatening Allergy Policy, number 453.61. [School Board Policy #453.61](#)

This policy impacts many areas of our school environment. Please note the following changes:

- Bus – Any food on the bus must be in a backpack or airtight sealed container.
- Hallways – No open food containers in the hallways.
- Lunchroom – We are able to minimize exposure risks for students with LTAs with designated seating at the request of the parent. This allows students to eat peanut, tree nut foods and other common allergen foods in the lunchroom. FOOD SHARING IS NOT PERMITTED.
- Classroom – Common food allergens such as peanuts and tree nuts will not knowingly be permitted in the classroom. Other LTA food allergens noted in a classroom will not be permitted.
- Classroom – Parent or teacher provided shared foods will not knowingly be permitted to contain peanuts and tree nuts. Any other LTA food allergy noted in a classroom will also not be permitted.
- Field Trips – Precautions used in the lunchroom will be implemented to the degree permissible in that setting. (i.e. designating an area to eat that will be allergen free.)
- Balloons – No latex balloons.

We believe in the compassionate understanding of our district staff, students and community members as we work together to increase understanding and education about life threatening allergies. We thank you for your cooperation, compliance and flexibility.

MEDICATIONS - ADMINISTRATION OF:

The Parent/Doctor Medication Consent Form must be completed and submitted to the school office before any type of medication can be given to a student. This includes over-the-counter drugs as well as prescription drugs. All medications are kept in the office and dispensed by office personnel. Contact the middle school office (437-7306) for forms.

No medication will be administered by school personnel without the Medication Consent Form being filled out with the appropriate signatures.

1. Prescription Medication (2 signatures) this form must be completed and signed by the parent or guardian. No medication will be administered without this form and signature.
2. Over-the Counter Medication (1 Signature) this form must be completed and signed by the parent or guardian. No medication will be administered without this form and signature.

Over-the-Counter medication must be in the original container or packaging. The student's name will be on the original container.

3. Medication Consent Forms and medications must be kept in the school office . A record will be kept indicating when the medication(s) was administered and by whom.
4. Students must come to the office to receive their medication(s)
5. Forms must be renewed annually and should be scheduled around school hours (before school, after school, and at bedtime).
6. Three-times-a-day medication should be scheduled around school hours (before school, after school, and at bedtime).
7. Students may carry inhalers and epi-pens and self-medicate with a parent and physician written consent.

STUDENT IMMUNIZATION

Each year, parents of new students are to present written evidence of immunization against certain diseases for each of their school age children. Please be sure immunization status is up to date. There are new recommendations to have a second varicella dose and an adolescent dose of Tetanus/Pertussis prior to entrance into sixth grade. Necessary immunizations are available from the family doctor, HMO, or the local public agency. Dane County Public Health provides free immunizations on a walk-in basis at locations throughout the county.

TRANSPORTATION GUIDELINES

All bike riders or students who walk are to follow village safety rules when using public streets and sidewalks. Bike racks are located in front of the school building. At the close of the school day students should exit by way of Garfield Street or use the pedestrian walkway to Lincoln Street. Bikes need to be walked on school property. Students who use skateboards, roller blades and/or scooters as a means of transportation are required to carry them while on school property. Lockers should be used for storage of these items during the school day. The school is not responsible for damage or theft of these items.

VIDEO CAMERAS

Cameras are placed at various locations in the halls, commons area, and outside the middle school building. The cameras record events that take place during school hours, as well as outside of the school day, and at times, may provide an insight into events taking place during school hours. The cameras are not designed to take the place of school staff supervising students. Instead they are designed to take an already safe environment and enhance the safety for the students, staff, and the building.

WINDCHILL OUTDOOR/INDOOR RECESS PLAN

When the wind-chill/temperature combination = minus 15 degrees there will be indoor recess. The administration makes judgments on recess in the event of other weather conditions.

ANTI-BULLYING/ HARASSMENT/INTIMIDATION FOR STUDENTS AND STAFF

The Mount Horeb Area School District subscribes to the philosophy that bullying, harassment or intimidation in any fashion is unacceptable behavior. The School District sets high expectations for students and staff and expects that students and staff act as role models of excellent behavior across all environments and the community. Bullying, harassing and intimidating behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. Educational environments include, but are not limited to, every activity under school supervision. This policy includes interactions between students or staff and other students, parents, community members, or other Mount Horeb Area School District employees.

[School Board Policy #443.71](#)

ADMINISTRATION REGULATION ANTI-BULLYING POLICY

School Board Policy #443.71

STUDENT BEHAVIOR

All Mount Horeb Middle School students and staff deserve a welcoming, supportive, and safe school environment. Our district has developed a [decision guide](#) intended for demonstrative purposes to build trust and create transparency about the disciplinary process throughout the district. School and district staff will continue to work to explicitly establish and communicate school values (what is or is not allowed) that support positive behavior for all staff and students through preventative practices and strategies.

MOUNT HOREB AREA SCHOOL DISTRICT BEHAVIOR STANDARDS

The Mount Horeb Area School District follows A Code of Conduct for all school programs inclusive of co-curricular and school sponsored activities. The day to day operation of the school follows a Positive Behavior Interventions and Supports, PBIS, model. PBIS is a complex, multi-tiered system of support for students.

School Board Policy #443

PBIS

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. PBIS is used by schools nationwide to help young people work through behavior challenges in order to succeed academically and socially in their schools and communities. PBIS focuses on the prevention, teaching, and use of positive reinforcements rather than punishments to help students find ways to learn and demonstrate expected behaviors.

The focus of Positive Behavioral Interventions and Supports (PBIS) is to provide clear and consistent expected behaviors at Mount Horeb Middle School. While the School District does have standards established for behavior, PBIS provides staff and students with common language and teaches appropriate behavior. Through PBIS, the middle school works to create and maintain a productive, safe environment for ALL school community members.

Schools that implement school-wide systems of positive support focus on taking a team-based system approach and teaching appropriate behavior to all students in school. Schools that have been successful in PBIS systems develop procedures that accomplish the following:

- Behavioral Expectations are defined across all school environments here ([PBIS Behavior Matrix](#)). A small number of clearly defined behavioral expectations are defined in positive, simple rules.
- Mt Horeb Middle School Expectations are * Be Respectful *Be Responsible *Be Ready
- Behavioral Expectations are Taught. The behavioral expectations are taught to all students in the building. Teaching appropriate behavior involves more than simply telling students what behaviors they should avoid. Behavioral expectations are taught using the same teaching formats applied to other curricula. The general rule is presented, the rationale is given, positive and negative examples are shown and students then have the opportunity to practice positive behaviors.
- Appropriate Behaviors are Acknowledged. PBIS uses a system to recognize positive behaviors. Acknowledgements and recognitions are used as tools of encouragement and motivation.
- Negative Behaviors are Corrected Proactively. When students violate behavioral expectations, clear procedures are established for providing information to students to explain behavior that is unacceptable and to remedy the negative behavior. Students, teachers, staff and administration should all be able to identify and correct behavior.

Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all by making targeted misbehavior less effective, efficient, and relevant, and desired behavior more functional. PBIS uses an evidenced-based three tiered framework for improving and integrating all the data, systems, and practices affecting student outcomes every day.

Data

Schools generate multiple pieces of data about students every day. Within the PBIS framework, schools use data to select, monitor and evaluate outcomes, practices and systems across all three tiers

Systems

The way schools operate are their foundational systems. In PBIS, these systems support accurate, durable, implementation of practices and the effective use of data to achieve better outcomes.

Practices

Key to improving outcomes are the strategies to support students at every level. In PBIS, these interventions and strategies are backed by research to target the outcomes students want to see.

Outcomes

The outcomes from PBIS are what schools achieve through the data, systems and practices they put in place. In PBIS, outcomes might be improved student behavior, or fewer office discipline referrals.

Ongoing System of Acknowledgement

All faculty and staff use specific, verbal reinforcement to promote a more positive and nurturing environment where all students feel valued and recognized.

All faculty and staff also acknowledges expected behavior by using tangible rewards and acknowledgements, “Caught Being Good Tickets”, intrinsic rewards (i.e. extra time at P.E., free pass to the library, etc.) and social recognition (i.e. name on bulletin board, name over intercom, postcards sent home to families, behavior assemblies, kid-nominated procedures).

“Caught Being Good Tickets” are used by all faculty and staff members to increase higher rates of positive contact and reinforcement in general amongst all staff, promoting a more positive and nurturing environment where all students feel valued and recognized. Tickets can be redeemed at the time they are given and are also put into weekly drawing. Students whose names are drawn are publicly acknowledged; a postcard is also sent home to those students’ families.

Establishing a Site-Specific Discipline System

Mount Horeb Middle School has established which behaviors are handled by staff (minor problem behaviors necessitating verbal re-directions, teacher consequence, pre-correction and restatement of expected behaviors, etc.) and which are handled by the office (major and/or repeated problem behaviors).

Procedures exist for ongoing data entry, monitoring of problem behaviors and evaluation.

Middle School staff meet regularly to review the school’s behavior data to move forward with problem-solving, interventions and decision-making.

Three Tiers of Support

PBIS is a multi-tiered framework - three tiers - to be exact. Each tier aligns to the type of support students need.

Tier 1 ~ Universal (For All)

Tier 1 systems, data and practices impact everyone across all settings. They establish the foundation for delivering regular, positive support and preventing unwanted behaviors.

Tier 1 practices include:

- The teaching of school wide positive expectations and behaviors.
- Established classroom expectations aligned with school-wide expectations.
- A continuum of procedures for encouraging, supporting and acknowledging expected behaviors.
- A continuum of procedures for discouraging unwanted behaviors.
- Procedures for encouraging school-family partnerships.

Tier II ~ Targeted (For Some)

Tier II systems, data and practices provide targeted support for students who are not successful with Tier I supports alone. The focus is on the prevention of unwanted behaviors, and these supports help students develop the skills they need to benefit from core programs at school. The support at this level is more focused than at Tier I.

Tier II practices include:

- Increased instruction and practice of self-regulation and social skills.
- Increased adult supervision.
- Increased opportunities for positive reinforcement.
- Increased pre-corrections.
- Increased focus on possible function of unwanted behaviors.
- Increased access to academic support.

Tier III ~ Intensive Individualization (For Few)

At Tier III students receive more intensive, individualized support to improve behavioral and academic outcomes. At this level schools rely on formal assessments to determine a student's need.

Tier III practices include:

- Function based assessments.
- Wrap around services. Cultural and contextual fit

POSSIBLE DISCIPLINARY ACTIONS:

- Restorative Circle
- Meeting with teacher/administration
- Conference/warning with student
- Lunch detention
- After school detention
- In school suspension
- Out of school suspension
- Parents contacted by phone/email
- Parents conference held
- Counselor referral
- In school suspension
- Police intervention
- Expulsion referral

PROPERTY DAMAGE

Fines and/or consequences will be assessed to students for damage to school property (e.g. windows, desks, drinking fountains, bathroom vandalism, etc.) Payments will be determined by the recorded cost of each item and its assessed value. Fines need to be paid in order to be eligible for end of the year trips.

PERSONAL ELECTRONIC DEVICES

Student Use of Personal Communication Devices (as printed in student handbook)

RATIONALE With the unending advancement of digital technology, there is an opportunity to advance student learning through its use. On the other hand, digital technology may also be used in ways that detract from student learning, academic integrity, and positive student interaction.

In an effort to increase student engagement and address the growing student mental-health needs the use of personal communication devices and headphones will not be allowed during instructional times.

Based on nationwide [research](#) around the impact of cell phones and other personal communication devices, it is imperative to refocus our efforts around engagement by tightening our rules and expectations around these devices.

The [Academic Impact Research](#) shows a 6.4% increase in academic achievement when cell phones are limited or banned in the classroom. 8th graders who are heavy users of social media have a 27% higher risk of depression than kids who exceed the average time playing sports or hanging out with friends. These are just a few of the statistics that provide a clear case to rethink and change our habits and practices around cell phones.

EXPECTATIONS:

- Personal communication devices/Headphones (e.g. AirPods, Beats, etc.) will be off and away from “bell to bell” during instructional time.
- Personal communication devices and earbuds/headphones are allowable during Lunch/Recess ONLY.
- Teachers will remind students that personal communication devices must be OFF and AWAY on a regular basis.
- Personal communication devices may never be used in a locker room, restroom, or other places where privacy is expected.
- Students may not capture photographs or video footage of any student or staff without their permission.
- During STAT, each teacher will have the discretion to set the expectations policy in their room on any given day. (HS Only)
- Personal communication devices and earbuds/headphones are allowable during Study hall. (HS Only)

**These expectations may not apply in emergency situations.*

**At no time should a staff member go through or look in a student's cell phone.*

ENFORCEMENT

If a student is found using a cell phone and other personal communication devices without authorization, the student will turn off device and place in designated location without objection or hesitation, failure to do so will result in removal from the classroom and an additional referral for insubordination.

1st- Staff member will remind the student of the expectation and require that the device be placed in a designated location in the classroom, and returned to the student at the end of the period.

2nd- Referral in Infinite Campus, student will turn off device and place in designated location. Student picks it up from office at end of the day.

3rd- Referral in Infinite Campus, student will turn off device and place in designated location. Parent/caregiver will pick it up from the office and the device must be turned into the main office upon arrival to school for up to 5 days of school.

4th- Referral in Infinite Campus, student will turn off device and place in designated location. Parent/caregiver will pick up device from the office. Potential for detention and phone must be turned into the main office upon arrival to school for up to 20 days of school.

5th- Referral in Infinite Campus, student will immediately report to the main office to turn in the device. Parent/caregiver will pick up device from the office. Potential for in-school suspension from school and an individual cell phone improvement plan will be developed.

**Additional consequences may occur at the discretion of an administrator*

**Failure to give up phone or your name will result in an additional referral for Insubordination*

**Personal Device infractions may result in an Activities Code violation that could jeopardize participation in an activity or athletic competition.*

**The District shall not be responsible for the safety or security of personal electronic equipment that students choose to bring to school. Students who bring any personal electronic device(s) to school do so at their own risk to possible theft, damage, misappropriation of data/equipment, or other loss.*

Student Possession and Use of Personal Electronic Devices 443.5

DRESS AND GROOMING GUIDELINES

All students are expected to adhere to school board policy 443.1.

<http://go.boarddocs.com/wi/mhasd/Board.nsf/goto?open&id=BE5RJC6E3424>

Parents may be contacted if a student fails to comply with this dress code; additionally students may be asked to change clothes.

FINES

Fines may be assessed to students for loss or damage of property beyond what is considered normal wear. Fines are determined by teaching and library staff and will be communicated to students. Please note the detailed information regarding damaged Chromebooks and fees associated with those damages is spelled out above. .

FOOD

Food (including candy and mints) and beverages are not to be consumed in the hallways, with the exception of water. No open containers of beverages will be allowed in the hallways or lockers. All students must adhere to the school board policy 453.62. [Life Threatening Food Allergies Policy](#)

LOCKER ROOM PRIVACY

The Mount Horeb Area School District will observe measures intended to protect the privacy rights of individuals using school locker rooms and restrooms.

[School Board Policy #731.2](#)

PROHIBITED ITEMS

Dangerous objects, weapons, including look-a-like weapons are strictly prohibited on school grounds. If an object is or could be intended to cause bodily harm, please leave it at home.

All alcohol, tobacco, vapes, illegal/controlled substances, or look-alikes are prohibited from the school grounds. This does not include medications administered by school personnel per the rules of school board policy and this handbook; see section "medications – administration of".

All students are prohibited from carrying or using laser pointers during the school day. Teachers and administrators will confiscate these from any student having them in his/her possession. A parent conference may be required before confiscated items are returned.

Mount Horeb Area School District Annual Notices for Families

DISTRICT ANNUAL NOTICES

These annual notices may be viewed on this [page](#).

BUILDING-LEVEL ANNUAL NOTICES

[Anti-Bullying/Harassment/Intimidation for Students](#) (Policy #443.71)

[Ceremonies and Observance - Student Religious Accommodation](#) (Policy #323)

[Compulsory Student Attendance](#) (Policy #431)

[District Behavior Standards](#) (Policy #443)

[Equal Educational Opportunities](#) (Policy #411)

[Locker Searches](#) (Policy #446.1)

[Meningococcal Disease Information](#)

[Student Academic Standards Adopted by MHASD Board of Education](#)

[Student Assessments](#)

[Student Possession And Use Of Electronic Communication Devices](#) (Policy #443.5)

[Student Records](#) (Policy #347)

2022-2023 Board of Education Committee Assignments

Buildings and Grounds Committee
Scott DeYoung Adam Mertz Jim Myers Dave Reed Dr. Steve Salerno Brian Toth

Finance Committee
Scott DeYoung Carly Fisher Adam Mertz Jim Myers Dr. Steve Salerno

Community and Legislative Engagement Committee
Carly Fisher Kristen Karcz Leah Lipska John Malecki Adam Mertz Dr. Steve Salerno Jeff Shields Julia Thoe

Personnel Committee
Sarah Aeschbach Jessica Arrigoni Scott DeYoung Sara Errthum Leah Lipska Erick McCormick Jim Myers Melissa Olmsted Kelly Richardson Dr. Steve Salerno

Education Committee
Jessica Arrigoni

Safety and Wellness Committee
Jessica Arrigoni

Carly Fisher
Rod Hise
Dr. Steve Salerno
Sarah Straka

Rod Hise
Brian Johnson
Leah Lipska
Carol Parrell
Dr. Steve Salerno

BUILDING LIAISONS

High School - Adam Mertz
Middle School - Jessica Arrigoni
Intermediate Center - Jim Myers
Primary/Early Learning Centers - Carly Fisher
4K - Leah Lipska
Village Board - Diana Rothamer