



Ozaukee Middle School Student Guide

2008-2009

Dear OMS Students:

The staff and I welcome you to Ozaukee Middle School!

We look forward to a year of new challenges and new learning. We believe that you come to school with your own gifts and talents. We believe we must provide you with meaningful and engaging opportunities to learn. We believe you will learn and grow best in an environment that you can trust and where you feel safe. We promise to give you the best we have so you can become the best you can be. This handbook has been created to help you understand our school expectations and procedures. Please take time to review this Student Guide with your parents.

Any time you have a question or concern, please talk to your teacher or to me.

Sincerely,

Pamela Warner

Pamela Warner, Principal

Middle School Mission

Our mission is to challenge students academically, while fostering and respecting individual differences. We actively involve all students in meaningful learning and support them in reaching their highest level of achievement. Students will become knowledgeable, confident, and resourceful individuals.

Middle School Vision

We believe that, as a professional learning community, we will accomplish our mission by achieving and maintaining the following goals. The goals will serve as a blueprint for our improvement efforts and the benchmarks by which we will evaluate our progress.

- Educators and students will take personal ownership for all students' learning.
- Educators will establish essential learning and instruction based on educational research and Best Practice.
- Students will become knowledgeable, confident, and resourceful individuals.
- Educators will provide students with an integrated curriculum and opportunity to explore curricula in depth.
- Educators will provide a variety of opportunities for students, families, and community members to become invested in a school-wide community.

Core Values

Ozaukee Middle School believes that, in order to make our shared vision a reality, we must commit to honoring our beliefs about children and their learning.

We will:

- ❖ Teach in a variety of ways to respect learners' individual differences and learning styles.
- ❖ Provide a relevant, challenging, and attainable curriculum with meaningful learning opportunities for all students.
- ❖ Teach so that students demonstrate meaningful connections between themselves and their world.
- ❖ Teach so that students can apply acquired knowledge and experiences to their future.
- ❖ Teach students to develop critical thinking skills as they reflect on their learning.
- ❖ Promote a positive school culture by instilling values that encourage school citizenship and community.
- ❖ Engage in a professional, collaborative environment with our colleagues to support our continual improvement as educators, resulting in improved student learning and achievement.

NORTHERN OZAUKEE SCHOOL DISTRICT

POLICY J-12

CHARACTER TRAIT POLICY

Adopted July 9, 2007

As a middle school, we believe we are better for aspiring to these traits.

Respect

Every community member demonstrates a high regard for self, others, and property.

Integrity

Every community member has the desire and courage to do the right thing unconditionally.

Responsibility

Every community member acknowledges and acts on the needs of the community, and is accountable for personal actions.

Strong Work Ethic

Every community member is committed to working to the best of their ability and striving for continual improvement.

Empathy

Every community member compassionately responds to the feelings, situations, and motives of others.

The Board-adopted Character Trait Policy supports the middle school expectations and Honor Level Discipline program.

GRADE LEVEL AND OTHER TEAMS 2008-2009

Grade Five/Six Team:	Wendy Miller Karleen Gumm Dennis Rathke Toni Wilson Joe Hastreiter	5 th grade Reading and Language 6 th grade Reading and Language 5 th and 6 th grade Science 5 th and 6 th grade Social Studies 5 th and 6 th grade Mathematics
Grade Seven/Eight Team:	Anna Harkensee Sandra Didier John Kirmse Michael Hamann Eric Liebergen	7 th grade Reading and Language 8 th grade Reading and Language 7 th and 8 th grade Science 7 th and 8 th grade Social Studies 7 th and 8 th grade Mathematics and Algebra
Student Services:	Margo Janiak Mary Ann Mann Gregory Mielke	Special Ed Special Ed READ 180
Exploratory Teachers:	Anita Heinzelman Luke Mattias Melissa Liebl Barb Prokopowicz Chris Raisbeck James Salamone Michael Falkner Charles Schwartz Kevin Luedtke	Information Technology grades 5/6 7 th grade Spanish Art grades 5/6 Art grade 7 Music and Choir Exploratory Music grade 7 and Band Phy. Ed. Grades 5-8 Health and Wellness grades 5/7 EduLabs, 8 th Grade Seminar, Skills Practice
Support Staff:	Penny Fransee Chris Koss Karen Retzer Rachel Krause	SASS Middle school aide Secretary Library aide

Daily Schedule

7:35 to 9:05 a.m.	Academic Block
9:09 to 10:39 a.m.	Academic Block
10:43 to 11:34 a.m.	5/6 RaM, 7/8 Exploratory
11:39 a.m. to 12:12 p.m.	Lunch
12:15 to 1:09 p.m.	5/6 Exploratory and RaM, 6-8 Band, 7-8 Chorus and RaM
1:12 to 2:48 p.m.	Academic Block

Early Release (Wednesday) Schedule

7:35 to 8:31 a.m.	Academic Block
8:35 to 9:30 a.m.	Academic Block
9:34 to 10:31 a.m.	Academic Block
10:35 to 11:30 a.m.	5/6 RWM, 7/8 Exploratory
11:30 a.m. to 12:00 p.m.	Lunch
12:05 to 1:00 a.m.	5/6 Exploratory, 6-8 Band, 7-8 Chorus and RaM
1:04 to 1:48 a.m.	Flex/Clubs

Attendance

(Refer to NOSD Policy JI currently under review)

It is very important that you attend school regularly. If you are not here, you cannot learn. Unless you are excused by a parent, you are expected to attend school daily. Your parent/guardian must call school before school begins to let the secretary know that you will not be in school that day. For your safety, the secretary will call your parent/guardian if the school does not receive notification that you will be absent that day. You may be excused for 10 classes in the school year. More than that may require a doctor's excuse.

Please call:

High School: 262 692 2453;

Middle School: 262 692 2463;

Elementary School: 262 692 2401

Anticipated Absence

(Refer to NOSD Policy JI currently under review)

If you know ahead of time that you will be absent from school for more than two days, bring a dated note from home indicating the date(s) and the reason for your anticipated absence. **THIS REQUEST MUST BE BROUGHT TO THE OFFICE PRIOR TO THE ANTICIPATED ABSENCE.** It is your responsibility to see the teachers of the class(es) you will be missing and make arrangements regarding missed work.

Illness or Injury

Report all injuries to the office.

If you become ill or injured during the school day, report to the office with your agenda book signed. You may sign up to see the nurse. She will call for you when she comes to the middle school. In most situations, you will be asked to report back to class and wait for her call. The nurse may contact your parents to inform them of a serious illness or injury.

Leaving school

You may leave school for appointments or other personal reasons if your parent/guardian informs the secretary. Sign out in the office when you leave and indicate when and if you are returning to school. When you return to school, sign in and include the time you have returned. It is the student's responsibility to see the teachers of the class(es) he/she will be missing and make arrangements regarding missed work.

Tardiness

If you arrive late to school, you must report to the office and let the secretary know why you are late. You may give her a written excuse at that time. Your tardy may also be excused with a call from your parent/guardian. **After three tardies in a trimester, all tardies will be considered unexcused and result in the appropriate Honor Level consequence.** You must have your agenda book signed before you go to class. If you are tardy between classes you should report directly to class. Your classroom teacher will decide on the validity of the reason for the delay. He/she may issue you an infraction for being late.

OMS Agenda Book

The agenda book is our FIRST line of daily communication with your parents/guardians.

Many adults use something similar, usually called a day-timer. Some adults use an electronic version.

We expect your parents/guardians to check your agenda book for notes from your teacher(s) and assignments or upcoming tests. If your parent needs to communicate with a teacher, they will also use the agenda book. **You are expected to write all assignments and any infractions you may have received in your agenda books** The agenda book is also your hall pass you will use when you leave a class during class time. Due at registration is \$6 to pay half of the cost of the agenda book.

Administrative Rules for Student Dress Code

(in conjunction with Board Policy J2, E. Dress and Grooming)

It is important to dress appropriately for school. You gain respect from students and adults when you are dressed appropriately.

- Clothing which could disrupt the school environment or distract from learning is not allowed. These guidelines are very similar to what you would have to obey in most work places.
- Clothing must cover the shoulder, torso, midriff, chest, cleavage, back, buttocks, or undergarments. Pajamas and house slippers are not permitted either.
- Outerwear may not be carried between class periods or worn in class. However, students need to take their jackets/coats to lunch with them so they may leave the cafeteria and go directly outside.
- Students must wear shoes to school that are safe and appropriate for the school environment. Shoes with wheels and house slippers are prohibited. Flip-flops are highly discouraged since they can be unsafe with many people in the halls moving quickly.
- All book bags and purses must be stored in your locker. Hats, bandanas, sunglasses must also be kept in your locker during the instructional day.
- Also not allowed are clothes that promote or advertise the use of illicit drugs or alcohol, the use of tobacco products, indicate membership in a gang, or promote actions which are illegal or in violation of Board policies or school expectations.

Electronic Communications

(Refer to NOSD Policy J2)

You may bring cell phones to school with a written consent form signed by your parent/guardian. You may use your phone before and after school hours and during lunch hour for the purpose of calling your parents/guardians, arranging transportation, or for an emergency situation. You must leave your phone in your locker except for lunch period or after school.

The **first** time you are seen with a cell phone in the classroom or it has been used for harassment/bullying, it will be held in the principal's office until the end of the day. The **second** time you are seen with a cell phone in the classroom or it has been used for harassment/bullying, it will be held until you, your parent/guardian and I meet. You will not be allowed to have a cell phone at school if you violate the rule a **third** time. The district will not be responsible for lost or broken phones.

Lockers

You will be assigned a lock and a locker. **Do not** share your locker combination with anyone, even your best friend. **Do not** share lockers, and make sure your lock is on all the time. **Do not** put your lock in your locker or set the combination to the last number. The school is not responsible for personal items that are taken from your locker. But, if textbooks are taken, you must pay for them. You will keep the same lock throughout your middle school years. Locks will be collected at the end of the year for safe-keeping. Your first lock is free. If you lose it, a replacement lock will cost you \$5.

Your locker(s) are the property of the Board of Education and can be searched for justifiable reasons, such as hiding drugs, alcohol, tobacco, fire arms, or stolen property.

Law enforcement may search your locker if they have a warrant or "probable suspicion" that you have unlawful items in your locker.

HONOR LEVEL

Honor Level is the student discipline the responsible, courteous behavior we expect. In every situation, you have choices to make – to do what is right or not. Sometimes, students need a reminder or guidance to make the responsible choice. With Honor Level, you always have a chance to change inappropriate behavior. After 14 days from your latest infraction(s), you start with a “clean slate.” Your infractions are recorded in a computer program. The computer keeps track of the number and kind of infractions you receive and the consequences you owe. The system has four levels and an All-Star level.

All-Star

Students have only three 1-point infractions or one 3-point infraction in a trimester. These students may participate in a special trimester incentive.

Honor Level One

Students have not received an infraction point in the last 14 calendar days. Honor Level One students may participate in all school privileges and incentives or other activities. Students must have attended school the day of the incentive to participate in it.

Honor Level Two

Students have up to 10 infraction points in the last 14 calendar days. Students on Honor Level Two have all of the regular privileges in school; however, may not enjoy any of the incentive activities. They may attend regular school activities, extra curricular events, field trips, and assemblies.

Honor Level Three

Students have accumulated between 10 and 20 infraction points in the last 14 calendar days. Students on Honor Level Three may not participate in extra-curricular activities including incentives or activity nights. If a student is on an athletic team, they may practice with the team, but not play in the game. They may or may not be allowed to attend field trips and assemblies, at the discretion of teachers.

Honor Level Four

Students have accumulated more than 20 infraction points in the last 14 calendar days. Students on Honor Level Four may not participate in extra curricular activities including incentives or activity nights. If a student is on an athletic team, they may not practice with the team or play in the game. They will not be allowed to attend field trips or assemblies.

Expectations

ORGANIZATION EXPECTATIONS – ONE POINT

- A. *Arrive to school and class on time
 - B. *Come prepared to class
 - a. Materials
 - b. Reading book
 - c. Gym clothes
 - d. Assignment notebooks
 - e. Other
 - C. Return materials from home
 - D. Use agenda book when in the hall other than passing time
- * Students may accumulate up to three of these infractions in a trimester before they are recorded in the system. They do not count against All-Star recognition.

SCHOOL AND CLASSROOM RULES – THREE POINTS

- E. Move and act in a safe manner while on the campus
- F. Follow directions and school and classroom rules
- G. Follow lunchtime procedures and expectations
- H. Come to school and class on time (repeatedly tardy)
- I. Store cell phones in locker

RESPECT, COURTESY & KINDNESS - FIVE POINTS

- J. Use appropriate language
- K. Treat property with respect
- L. Treat peers with respect, courtesy, and kindness
- M. Treat adults with respect, courtesy, and kindness
- N. Use cell phone appropriately
- O. Display appropriate classroom behavior
- P. Settle conflict appropriately

Honor Level is determined daily according to the student discipline record for the last 14 days. Students who have received an infraction are notified the next day. They are also notified the day they return to Honor Level One. Students on Honor Level Three and Honor Level Four confer with the principal to identify areas of concern and create a plan for improvement. Parents are contacted when students reach Honor Levels Three and Four.

If a student believes an infraction was given without cause, they may appeal it to the individual from whom it was given. They may do so on their own or with the principal. The infraction may be removed by the person who issued it, or it may remain.

Progressive Stages of Consequences

This program uses several stages of consequences. As a student moves from level to level, the disciplinary action taken by the school becomes more serious. Students are responsible to report to the assigned consequence. If they fail to report to the assigned consequence, the student receives five points and is assigned the next level of consequence. Parents may request an Honor Level report at any time.

Infraction	Consequence
First infraction	15-minute lunch detention
Second infraction	One Lunch detention
Third infraction	MASH – Mandatory After - School Study Hall
Fourth infraction	Three lunch detentions
Fifth infraction	2 days in-school suspension
Sixth infraction	3 days in-school suspension

Students who report to lunch detentions, will be provided a bag lunch, the cost of which will be deducted from their lunch account. Those students, who must have a hot lunch for health or dietary reasons, will be accommodated for.

Students who have earned in-school suspensions will be required to complete all of their assigned schoolwork for the day while they are in suspension.

There may be instances where administrative action is necessary. In these cases, administrative action supercedes the Honor Level.

STUDENT CONDUCT

The school board has adopted policies about the conduct they expect from students and conduct they will not accept. Honor Level lists most of the acceptable behavior expected by the school board. You are expected to use appropriate language and not use gestures that are inappropriate. You are expected to act in a safe manner; come to school and class on time; and respect materials, other students, and adults. If your behavior prevents others from learning, consequences will occur through Honor Level or administrative action. If you behave in this way, the school board has given us the authority to remove you from class and decide on a different placement other than the regular class.

Any student at Ozaukee Middle School should feel safe and not harassed or intimidated. You are expected to act and speak respectfully to everyone. Racial comments, sexual comments, and/or drawings or gestures will not be tolerated. Hazing or humiliating, intimidating, or threatening another student emotionally or physically could result in a loss of privileges, suspension, law enforcement involvement, and/or a referral to the school board for disciplinary action. If you violate this rule, your parents and the proper authorities will be notified immediately. You may be suspended or expelled.

You may not bring dangerous weapons on to school property, on school buses, or to any school-related event. You may not bring lasers on campus. If you violate this policy, you shall refer to law enforcement officials. You will face school disciplinary action, including suspension and/or expulsion. Your parents/guardians, of course, will be notified in all cases.

Interrogations and Searches by School Personnel (Refer to NOSD Policy J2)

Occasionally, I may find it necessary to call the Police Department for assistance in handling a student who is out of control or has broken a law. Law enforcement may search your locker if they have a warrant or “probable suspicion” that you have unlawful items in your locker. Police are permitted to interview you in school without your parent’s consent. However, I will inform them of the interview. You have the same rights you would have outside of the school. You may remain silent if you so desire, but have the responsibility to cooperate with police. An officer of the law may take you from the school only if the officer has a subpoena, a warrant for arrest, or an order for civil arrest. I will notify your parent(s)/guardian that you are being removed from school.

OMS Activity Code

If you are in any activities at school, including school-sponsored sports, you must follow the activity code. The code is in effect twelve months of the year.

A. Training Rules

1. No use or possession of tobacco in any form.
2. No use or possession of alcoholic beverages or other non-prescription controlled substances.
3. General conduct in and out of school shall be such as to bring no discredit to the student, their parents, school, or team.
4. Students must travel to and from out-of-town contests with the team except by parent permission.
5. **Students who are on Honor Level III are eligible to practice with the team but not to play in a game. Students on Honor Level IV may not practice with the team or play in the game.**

B. Violations

Training rule violations must be reported in writing to the principal, athletic director, or advisor within one month of the violation. The written report should indicate the nature, date, and time (if appropriate) of the violation, and should be signed by the person reporting the violation. Information from law enforcement authorities shall be accepted at any time. The accuser shall be willing to appear before the accused if requested to do so by the athletic director or principal.

The principal, athletic director, or advisor shall investigate any reported violation. Any investigation shall include an opportunity for the accused student to respond to the principal concerning the alleged charge prior to any disciplinary action. The principal will determine whether the violation report warrants disciplinary action and will inform the student of any penalty assessed.

C. Penalties

1. Training rules 1 and 2, First Offense: Two-game/activity suspension and, if involving alcohol or other drugs, enrollment in the SAIL (Secondary Alcohol Intervention Linkage) program is mandatory.
2. Training rules 3 and 4: Penalty for violation of rules 3 and 4 shall be determined by the head coach, advisor, principal, and the athletic director, and may include removal from the team or activity group.
3. Subsequent offense(s):
 - a. A second offense will result in doubling of the penalty listed under *First Offense*, plus participation in the SAIL program or Continuing Support Group.
 - b. A third offense will result in a suspension from extracurricular activities for one full calendar year.
4. If the infraction occurs at the end of a season and the penalty cannot be completed in its entirety in that season, it will be completed in the student's next activity.

D. Extra - curricular Activity Council

The Extra - curricular Activity Council shall consist of all head coaches, student advisors, the athletic director, the middle school principal, one teacher, and one middle school student.

Students who do not concur with the decision of the principal, athletic director, or student advisor may ask for a review of the Extracurricular Activity Council. The Council will assemble to hear the student's request within one week of the

request. The accused has the right to introduce evidence or witnesses on his/her behalf regarding the incident in question. The decision of the principal, athletic director, or advisor will stand in the interim prior to the time the Council meets to review the incident.

If the student is not satisfied with the Council's decision, he/she may appeal his/her case to the district administrator. Notice of a desire for a second hearing must be presented to the district administrator within 14 days of the first hearing. The decision of the district administrator may be appealed to the Board of Education within 14 days. The Board's decision will be final.

E. Attendance

In order to participate in a game or practice, an athlete must be in school during the last half of the school day. Any detentions or similar behavioral consequences must be served before participating in the extra - curricular activity for that given day.

F. Scholastic Eligibility

Students have a responsibility to demonstrate proficiency as a student and as a member of the Ozaukee Middle School community. Students must be passing all academic subjects with a grade of C or better in order to participate in extracurricular activities. Exceptions can only be made if the teacher of the subject in which the student has a D or F grade indicates in writing that enough effort is being made to warrant participation. The athletic director obtains teacher signatures directly from the teaching staff on a weekly basis. These signatures will be obtained before Friday. Failure to get the necessary signatures will result in the student forfeiting his/her opportunity to participate in any of the sporting event games or extra - curricular activities for that given week; however, the student will be afforded the opportunity to continue practicing with the squad or group for that given week.

The principal and the teachers reserve the right to remove any student from an extra - curricular activity who repeatedly cannot acquire a teacher's signature stating that the necessary academic achievement and/or effort is being put forth in the classroom. The ineligible student will be re-evaluated at each trimester and may regain eligibility by meeting the scholastic eligibility standards.

School Activity Nights

Student activity nights are set throughout the school year for students to enjoy. Most fifth and sixth grade activity nights will end by 6:30 p.m. Seventh and eighth grade activity nights will be held from 6:30 to 9:30 p.m. Activities require teacher/staff and parent supervision. Activity nights may be scheduled two weeks in advance. **Only students from Ozaukee Middle School may attend** these evenings unless written approval from the principal is given. **You may participate in the activity if you have attended school for at least the afternoon.**

STUDENT EXPECTATIONS AT EXTRA-CURRICULAR EVENTS

- 1. Stay in the designated activity area. During athletic events, this is the gym. During activity nights, it may be the gym and designated rooms.**
- 2. Food and beverages are not allowed in the gym.**
- 3. Throw away your trash.**
- 4. Students may go to their lockers on the way out of the building on their way home.**
- 5. Once you have left the building, you are not permitted back in, and your parents/guardians will be called.**
- 6. Be sure to arrange a ride home immediately following the event; athletic events by 6:15 and activity nights by 6:30 or 9:30 p.m.**
- 7. Speak respectfully, without vulgar language and unnecessary yelling and screaming.**
- 8. Use good sportsmanship. Support your team without “cutting down” the other team.**
- 9. Treat everyone with courtesy, respect and dignity. Bullying, whether it is physical, sexual, or verbal WILL NOT BE TOLERATED.**

Staying After School

- ❖ **Students are not allowed in the halls after school. There is no adult supervision at that time.**
- ❖ **If you are a member of a sports team, you must go directly to practice, or leave the building until practice begins. If you are a fan, you must also leave the building until the game begins.**
- ❖ **With permission, you may stay after school for other clubs, to hold meetings, or to assist teachers.**

Late Bus Procedure

You are encouraged to use the late bus as needed. In order to get a late bus pass, sign up in the appropriate office **before 2 pm**. The sign-up will include your name and your purpose for staying after school. Only one student name is allowed per pass, otherwise the pass is VOID. **You are expected to use appropriate behavior when waiting for the bus (or ride) or lose the opportunity to stay later than 2:48 p.m.**

GRADE PROMOTION

Grades 5, 6, 7, and 8

Ozaukee Middle School believes in preparing students to become upstanding citizens of the world, capable of dealing positively with the many challenges found in our society. It is because of this belief in quality and excellence that we have set high standards for all of our students socially, emotionally, ethically, and academically. The pupils promoted from eighth to ninth grade shall be governed by the standards and procedures set forth in Policy I4-C, “Grade Advancement and Graduation Standards Policy.”

GRADE PLACEMENT, PROMOTION, and RETENTION

All grade placement, retention, and acceleration is the responsibility of the building principal. *Student, who fail two trimesters because of missing work will need to meet the course objectives during the summer before they will be considered for promotion.*

Fourth and Eighth Grade Advancement Standards

To advance from fourth to fifth grade and from eighth to ninth grade, the student shall pass five core academic courses (language arts, reading, mathematics, science, and social studies) or accumulate a minimum of eight points through an analysis of the student’s academic performance using the academic criteria defined as follows:

Academic Performance Criteria for Advancement:

<u>Points</u>	<u>Factor</u>	<u>Maximum Possible Points</u>
Academic Performance	Each final grade from a core academic course that is C or higher equals one point *Points will be awarded for the higher of the two options. †C is defined as any grade from C– through C+.	5
WKCE Performance	Each subject rated at or above “Basic Proficiency” in language arts, reading, mathematics, science, and social studies; WKCE subtests equal one point A writing subtest score of three or higher equals one point	4
Measure of Academic Progress	Each subject rated at the target points at or above grade level equals one point	3
Faculty Recommendation	A Teacher Support Team (TST) shall make the recommendation. The TST will request representation by the classroom teachers, guidance counselor, principal, school psychologist, parents, other personnel as determined by the principal, and parent advisor/advocate. All parties are to provide input and participate in a discussion to seek clarification and understanding. Following input and discussion, the TST, by majority vote of the members present on each of the following areas, shall award one point for each area with a majority of ayes. The input and discussion prior to the vote on each area shall focus on the student’s: <ol style="list-style-type: none"> 1. effort 2. participation in group activities 3. school citizenship 4. attendance 5. community involvement A written record of the TST meeting will be made by the district and placed in the student’s permanent file. If a student doesn’t reach a minimum of eight points when the academic performance, WKCE performance, and faculty recommendation points are summed, the TST shall provide a set of recommendations for instructional strategies when the student is retained.	5

The goal of the promotion standards is to encourage children to achieve at their maximum potential. Therefore, students identified as special education and students classified with 504 and “at risk” needs will have promotional standards based on their IEP (Individual Education Plan)/IAP (Individual Accommodation Plan).

Report cards will be issued every twelve weeks. A progress report will be issued every four weeks for those students whom teachers have concerns.

Procedures for Administering Medication

Each year we are asked to give medication to students who are temporarily ill and/or under the care of a physician. Wisconsin law allows designated school employees to give medication only if certain procedures are followed. To reduce the possibility of students taking medication without parent/guardian knowledge and to comply with the requirements of the law, these procedures have been established.

If your parent/guardian wishes to have medication given to you in school by school employees **MEDICATIONS MUST BE BROUGHT TO SCHOOL BY A RESPONSIBLE ADULT IN THE ORIGINAL CONTAINER OR THEY WILL NOT BE ACCEPTED.**

Make sure the "Medication Authorization-Parent/Guardian Form" is completed on both sides and sent with the medication. **PRESCRIPTION MEDICATION WILL NOT BE ACCEPTED WITHOUT THE REVERSE SIDE COMPLETED OR A SEPARATE, SIGNED PHYSICIAN ORDER.** Additional forms will be available in the office. For emergency EpiPen injections, submit "Severe Allergy Information/Consent" and Instruction forms, available from school office.

Food Service

(Refer to NOSD Policy E1)

School Lunch Program

The school lunch program is available to you. You may bring a lunch or purchase a hot lunch. The program is a family-based debit account system. You may deposit money/check in the designated locked box at the entrance to the cafeteria. Money/checks are not accepted at school offices. You may deplete the lunch account to a negative \$5 balance. At this time, a notice will be sent to your parent/guardian indicating that you will receive a peanut butter and jelly sandwich with milk at a charge of 75 cents.

TRANSPORTATION SERVICES

(Refer to NOSD Policy E2)

Bus transportation is a privilege. You are expected to behave on the bus as you would in school. **Honor Level applies to bus conduct.** You may also be suspended temporarily or permanently from using the bus depending on the number of bus reports you earn. Bus drivers shall submit written reports of all cases of misconduct to the building principals. Your bus privileges may be suspended for up to three days per incident. Repeated misconduct may result in longer suspensions or termination of bus privileges.

Bus Conduct Rules

1. Observe same conduct as in the classroom.
2. Follow all directions given by the bus driver promptly and politely.
3. No eating or drinking allowed on the bus.
4. Keep the bus clean; throw all garbage away.
5. Keep head, hands, and feet inside the bus. Do not put anything outside the window.
6. No smoking, use of tobacco products, or lighters are permitted.
7. Do not be destructive. Damage to the bus will be paid by the individual causing the damage.
8. Stay in your seat at all times and remain seated.
9. Loud talking, laughing, or actions that divert a driver's attention from the road are not permitted.
10. Profane or vulgar language is not permitted.

The bus driver is the authority on the bus and has the right to assign seats at any time.

If you plan to get off at a stop other than your designated stop, you must have a note from your parent/guardian giving you permission to do so.

Ozaukee Middle School
[P] 262 692 2463
[F] 262 692 2313
Phone, Fax & Email Contacts

<u>Position</u>	<u>Name</u>	<u>Extension</u>	<u>Email</u>
Principal	Pamela Warner	301	pwarner@nosd.edu
Secretary	Karen Retzer	300	kretzer@nosd.edu
Grade 6 Teacher	Karleen Gumm	350	kgumm@nosd.edu
Grades 5/6 Teacher	Dennis Rathke	337	drathke@nosd.edu
Grades 5/6 Teacher	Wendy Miller	351	wmiller@nosd.edu
Grades 5/6 Teacher	Tonetta Wilson	326	twilson@nosd.edu
Grades 5/6 Teacher	Joe Hastreiter	327	jhastreiter@nosd.edu
Grades 7/8 Teacher	Eric Liebergen	328	eliebergen@nosd.edu
Grades 7/8 Teacher	Michael Hamann	338	mhamann@nosd.edu
Grades 7/8 Teacher	Anna Harkensee	332	aharkensee@nosd.edu
Grades 7/8 Teacher	John Kirmse	335	jkirmse@nosd.edu
Library Media	Anita Heinzelman	317	aheinzelman@nosd.edu
Special Education	Margo Janiak	308	mjaniak@nosd.edu
Special Education	Beth Cszasz	309	bcszasz@nosd.edu
Special Education	Mary Ann Mann	225	mmann@nosd.edu
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