



Longfellow Middle School

2019-2020

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Wauwatosa, WI 53213

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Property of: _____

Address: _____

Phone #: _____ Email: _____

In case of emergency, please notify:

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Greetings Oriole Families,

On behalf of myself and the entire staff, **Welcome to Longfellow Middle School!** We are excited to begin a new year of building lifelong memories and friendships through learning and growing! The diverse student body that has come to define Longfellow is empowered not just academically with highly engaging teachers, but encouraged to embrace the entire learning experience both socially and emotionally with various clubs, sports, and activities offered throughout the school year. Quite simply, there is something for every Oriole.

Middle school is fast-paced, sometimes chaotic, but always exciting. The purpose of this handbook is to equip our young scholars and their families with the information necessary to make a seamless transition into the 2019-2020 school year. We highly recommend parents/guardians and Oriole go over the material together.

The lessons crucial in growing lifelong learners transcend beyond the bindings of books and computer monitors, and we believe the nurturing, reflective culture of Longfellow Middle School provides these lessons for ALL students. I challenge you to take the opportunities afforded you in this middle school experience and build positive momentum heading into high school and beyond!

As always, I look forward to collaborating with our young Orioles and their families this school year. Together we can teach, learn, and grow as a community where everyone has the opportunity to not only succeed in their future but flourish. See you at school!

Respectfully,



Seth Larson, Principal

GO ORIOLES!!!!

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Longfellow Middle School 2019-2020 Class Schedule

Monday, Tuesday, Thursday, Friday

6th Grade			7th Grade			8th Grade		
Hour	Time	Min	Hour	Time	Min	Hour	Time	Min
1	8:10 - 9:18	68	1	8:10 - 9:18	68	1	8:10 - 9:07	57
2	9:22 - 10:30	68	2	9:22 - 10:30	68	2	9:11 - 10:08	57
3a	10:38 - 11:08	34	3	10:34 - 11:31	57	3	10:12 - 11:20	68
Lunch	11:08-11:38	30	4	11:35 - 12:32	57	4a	11:24 - 11:58	34
3b	11:42 - 12:16	34	5a	12:36 - 1:10	34	Lunch	11:58 - 12:28	30
4	12:20 - 1:28	68	Lunch	1:10 - 1:40	30	4b	12:32 - 1:06	30
5	1:32 - 2:29	57	5b	1:44- 2:18	34	5	1:10 - 2:18	68
6	2:33 - 3:30	57	6	2:22 - 3:30	68	6	2:22 - 3:30	68

Wednesday

6th Grade			7th Grade			8th Grade		
Hour	Time	Min	Hour	Time	Min	Hour	Time	Min
1	8:10 - 9:07	57	1	8:10 - 9:07	57	1	8:10 - 8:59	49
2	9:11- 10:08	57	2	9:11- 10:08	57	2	9:03 - 9:52	49
3a	10:12 - 10:50	38	3	10:12 - 11:01	49	3	9:56 - 10:53	57
Lunch	10:50 - 11:20	30	4	11:05 - 11:54	49	4a	10:57 - 11:25	28
3b	11:24 - 11:43	29	5a	11:58 - 12:26	28	Lunch	11:25 - 11:55	30
4	11:47- 12:44	57	Lunch	12:26 - 12:56	30	4b	11:59 - 12:28	29
5	12:48 - 1:37	49	5b	1:00 - 1:29	29	5	12:32 - 1:29	57
6	1:41 - 2:30	49	6	1:33 - 2:30	57	6	1:33 - 2:30	57

*** Due to the staggered schedule, individual classrooms will be responsible for releasing students without a bell prompt*

Longfellow Middle School 2019-20 Calendar*

*Subject to change

August 14, 2019	Fees, Forms, Photos - Session I	1:00 PM	-	7:00 PM
August 20, 2019	Fees, Forms, Photos - Session II	1:00 PM	-	7:00 PM
August 21-22, 2019	Gr 8 WEB Training	8:30 AM	-	11:30 AM
August 27, 2019	Gr 6 WEB Orientation	8:30 AM	-	11:45 AM
August 28, 2019	Grade 6 Open House	5:15 PM	-	7:40 PM
September 2, 2019	Labor Day; School and District Offices Closed			
September 3, 2019	Classes Begin	8:00 AM	-	3:30 PM
September 6, 2019	ACAL - 6th Grade	7:00 PM	-	9:00 PM
September 10, 2019	Student Portrait Makeup Day	7:30 AM	-	1:30 PM
September 11, 2019	Grade 7 & 8 Open House	5:30 PM	-	7:30 PM
September 18, 2019	PTA Meeting	6:30 PM	-	7:30 PM
September 27, 2019	ACAL - 7th & 8th Grade	7:00 PM	-	9:00 PM
October 9, 2019	PTA Meeting	6:30 PM	-	7:30 PM
October 16, 2019	Secondary Collaborative Choral Concert (West HS)	7:00 PM	-	8:00 PM
October 17, 2019	Student Portrait Retake Day	7:30 AM	-	11:30AM
October 18, 2019	ACAL - 7th & 8th Grade	7:00 PM	-	9:00 PM
October 25, 2019	ACAL - 6th Grade	7:00 PM	-	9:00 PM
November 1, 2019	JK-12 Staff Development Day – No Classes for Students			
November 1, 2019	End of 1 st Quarter			
November 6, 2019	Middle School Conferences	4:30 PM	-	8:00 PM
November 7, 2019	Fall Play	7:00 PM	-	9:00 PM
November 8, 2019	Fall Play	7:00 PM	-	9:00 PM
November 9, 2019	Fall Play	4:00 PM	-	6:00 PM
November 14, 2019	Middle School Conferences	4:30 PM	-	8:00 PM
November 15, 2019	ACAL - 7th & 8th Grade	7:00 PM	-	9:00 PM
November 21, 2019	Band Concert (East HS)	7:00 PM	-	9:00 PM
November 22, 2019	ACAL - 6th Grade	7:00 PM	-	9:00 PM
November 25, 2019	Trimester 1 Ends (6th Grade)			
Nov 27 - Dec 2, 2019	No Classes for students			
December 3, 2019	Collaborative Choir Concert (East HS)	7:00 PM	-	8:30 PM
December 11, 2019	Orchestra Concert (East HS)	7:00 PM	-	9:00 PM
Dec 23, 2019 - Jan 1, 2020	Winter Break – No Classes for Students			
January 2, 2020	Classes Resume	8:10 AM	-	3:30 PM
January 20, 2020	Teacher Work Day – No Classes for Students			
January 24, 2020	End of 1 st Semester			
January 29, 2020	Incoming 6th Grade Orientation	5:00 PM	-	7:00 PM
February 7, 2020	ACAL - 7th & 8th Grade	7:00 PM	-	9:00 PM
February 12, 2020	PTA Meeting	6:30 PM		
February 14, 2020	ACAL - 6th Grade	7:00 PM	-	9:00 PM
February 17, 2020	Staff Development Day – No Classes for Students			
February 25, 2020	Middle School Conferences	4:30 PM	-	8:00 PM
February 29, 2020	WSMA District Solo & Ensemble (Longfellow)	8:00 AM	-	4:00 PM
March 2, 2020	Trimester 2 Ends (6th Grade)			
March 5, 2020	Middle School Conferences	4:30 PM	-	8:00 PM
March 6, 2020	ACAL - 6th Grade	7:00 PM	-	9:00 PM
March 11, 2020	PTA Meeting	6:30 PM		
March 13, 2020	Teacher Work Day – No Classes for Students			
March 20, 2020	ACAL - 7th & 8th Grade	7:00 PM	-	9:00 PM
March 23 - 27, 2020	Spring Break – No Classes for Students			
April 3, 2020	ACAL - 6th Grade	7:00 PM	-	9:00 PM
April 7, 2020	District Choral Festival (West HS)	7:00 PM	-	8:00 PM
April 8, 2020	Multicultural Fair	6:00 PM	-	8:30 PM
April 9, 2020	End of 3 rd Quarter			
April 10-13, 2020	No Classes for Students			
April 23, 2020	Band Concert (East HS)	7:00 PM	-	8:30 PM
April 24, 2020	ACAL - 7th & 8th Grade	7:00 PM	-	9:00 PM

Longfellow 2019-2020 Calendar continued...

May 1, 2020	Spring Musical	7:00 PM	-	9:00 PM
May 2, 2020	Spring Musical	4:00 PM	-	6:00 PM
May 7, 2020	Spring Musical	7:00 PM	-	9:00 PM
May 8, 2020	Spring Musical	7:00 PM	-	9:00 PM
May 9, 2020	Spring Musical	4:00 PM	-	6:00 PM
May 12, 2020	Orchestra Concert (at East HS)	7:00 PM	-	8:30 PM
May 13, 2020	PTA Meeting	6:30 PM	-	7:30 PM
May 15, 2020	ACAL - 7th & 8th Grade	7:00 PM	-	9:00 PM
May 22, 2020	Snow Day Make-up Day – Otherwise No School			
May 25, 2020	Memorial Day – No Classes for Students			
May 29, 2020	ACAL - 6th Grade (5th Grade invited)	7:00 PM	-	9:00 PM
June 2, 2020	Collaborative Middle School Choir Concert (East)	7:00 PM	-	8:00 PM
June 12, 2020	Last Day of Classes (8th grade promotion 11 am, other grades staggered release)			

WAUWATOSA SCHOOL DISTRICT MISSION STATEMENT

United with parents and the community, the Wauwatosa School District delivers an outstanding education that equips and inspires our students to conquer their challenges now and in the future.

WAUWATOSA SCHOOL DISTRICT BELIEF STATEMENTS

- We believe in respecting and promoting diversity
- We believe that positive relationships are a foundation of successful schools.
- We believe in continuous improvement.
- We believe in excellence.
- We believe there is an essential unity between the community and its School District.
- We believe all students can learn and excel.
- We believe everyone has the right to emotional and physical safety.

LONGFELLOW'S MISSION

We, the members of the Longfellow community, will work together in a caring, creative manner, guiding students to become lifelong learners and assisting them to discover and develop their self-worth and abilities in a safe environment.



ACADEMIC INTEGRITY

The Wauwatosa School District regards academic integrity/honesty as vital to the academic, social and emotional development of our students. Administrators, faculty, students and families are all important contributors to upholding academic integrity in the school community.

Students are expected to reflect academic integrity by doing their own work, correctly citing others when their material is used and refraining from providing access to materials or information so that others may dishonestly claim credit. All types of work are included in this policy, including test taking, homework, class assignments, and the original creation of essays, compositions, term papers and research.

Staff members are expected to support academic integrity by educating students regarding acceptable and unacceptable behavior in areas that include but are not limited to test taking, research techniques, written work and the use of library and computer resources, including appropriate use of material from the internet. Staff members are also expected to model a high standard for academic integrity by proper and consistent citation of the resources used in their classroom instruction.

Administrators are expected to support academic integrity by promoting and encouraging staff members to educate students regarding the District's policy of academic integrity. Building administrators are expected to develop appropriate consequences to address violations of this policy, according to this policy's administrative procedures.

The District does not discriminate in the administration of disciplinary actions, or the testing, evaluation or counseling of students based on the person's sex, race, religion, ancestry, sexual orientation, national origin, pregnancy, marital or parental status or physical, mental, emotional or learning disability. (School Board Policy #2200)

ACTIVITIES

Activities are an important part of the Longfellow Middle School years. This is a time for developing as many interests and skills as possible. We encourage all students to become involved in as many activities as possible without jeopardizing their studies. All Longfellow rules and expectations apply to participants in our activities. A fee may be attached to an activity, club or sport.

SCHOOL ATTENDANCE ON DAY OF ACTIVITY

Anyone in an activity must be in attendance at school during the day the activity is being performed. Students who are out ill, marked truant from any class or suspended on the day of an athletic or extracurricular event may not participate.

The following are activities that are typically available at Longfellow: (Other activities may be offered, depending upon student participation interest and staff availability).

Activities/Clubs

Art Club	Friendship First Club	Oriole Times
Black Student Union (BSU)	Forensics	Pep Band
Crochet Club	Game Club	Ski and Snowboard Club
Drama –Fall Play & Spring Musical	Gay Straight Alliance (GSA)	Student Council
Destination Imagination	Glee Club	Tech Club
Endless Skate Club	Homework Club	Volunteer Core
Fiddle Club	Jazz Band	WEB Leaders

Longfellow Athletics

Basketball (boys)	November-January
Basketball (girls)	September-October
Cross Country	September-October
Spirit Squad/Poms	To Be Announced
Tennis	April-May
Track	April-May
Volleyball	February-April
Wrestling	November-January

For students participating in interscholastic athletics, physical examination forms must be completed annually. A physical form must be completed and signed by a physician, parent/guardian, and the student once every two years. On alternate years, an alternate year form must be completed and signed by the parent/guardian and student. All forms are kept on file in the office. It is the responsibility of the parent to have a current physical or alternate year form on file with the school before participation. Basketball is the only cut sport we have at Longfellow. Due to this, ALL paperwork (physical, concussion and handbook forms MUST be in prior to the first day of tryouts or students will be UNABLE to tryout) Tryout dates are sent out more than a month ahead of time. (Please see listing above for specifics). All current 8th grade physicals are forwarded to the high school at the completion of the school year.

ACAL

Activities Center at Longfellow (ACAL) is a great place for middle school students to gather and enjoy a variety of social and sport activities. There is a nominal fee. The fee can be paid at the school during summer Forms/Fees days, or directly to the Wauwatosa Recreation Department at any other time. ACAL is scheduled two Friday nights per month: one Friday for sixth grade students and one Friday for seventh/eighth grade students. Students are required to present their student I.D. card in order to be admitted. Replacement I.D. cards may be purchased in the office for \$5.00 during lunch or after school. School and activity attendance rules apply during ACAL. Recreation Department Administration and/or Longfellow Middle School Administration reserves the right to withhold student participation in ACAL because of inappropriate behavior. No refunds will be issued. Students should not arrive at school more than 10 minutes prior to the start of ACAL and must be picked up promptly after. Only Longfellow students are permitted to attend ACAL activities.

STUDENT COUNCIL EVENTS

Student council sponsored events are held at various times throughout the year and may include activities such as dances, movie nights, activity days, spirit days, etc. The Student Council may sponsor evening events as well as activities that occur during the school day. Evening events will require a parent/guardian signed permission slip and may also have an admission fee required. Only Longfellow students are allowed to attend Student Council events.

ACTIVITY PARTICIPATION STANDARDS

In accordance with the philosophy of Longfellow Middle School, we feel that academic standing must be the student's first responsibility. In order to stress this position, students must maintain passing grades in all subjects in order to be eligible to participate in extracurricular activities, including athletics. Any student with an "F" or "I" grade at the time of the event may not attend as a spectator.

Grades on a regular basis to indicate their level of respect, responsibility, and engagement. Students who have one or more 'F's' are suspended until the next grading period.

We hope these accountability measures will assist in the development of independent strategic learners at Longfellow Middle School by promoting homework completion and increasing authentic student engagement. Please assist us by monitoring your student's grades. Doing so, will ensure their participation in after-school clubs, sports, and activities as well as demonstrating their Longfellow Pride.

BASKETBALL AND WRESTLING SPECTATORS

The following academic and behavioral expectations apply for all students attending home basketball games and wrestling meets:

- Any student with a current grade of "F" or "I" will not be allowed into the event as a spectator.
- Students should use the restrooms before the game. Unless on business elsewhere in the building (DTs, club activities, practice) all students must be in the gym by 3:45 p.m.
- Students leaving the gym during the game (other than authorized trips to the restrooms between games) will not be re-admitted.
- Students are to be seated in the bleachers.
- No food or drink is allowed in the gym.
- Spectators are not allowed on the court at any time.
- Booning, inappropriate language and gestures will not be tolerated.

ATHLETIC CODE OF CONDUCT

The Wauwatosa School District views participation in the district's interscholastic athletic program as a benefit of a strong integrated academic and extracurricular program. Participation in a well-directed athletic program can open the door for students to opportunities, training and experiences not available in the academic curriculum alone.

While the district encourages students to participate in the athletic program, it recognizes that the additional time, training and practice required of a student athlete are accompanied by higher expectations for such students in all areas. Wauwatosa athletes are expected to conduct themselves at all times and in all places in a manner which will bring credit to themselves, their classmates, school and community.

Interscholastic athletic programs will be conducted in accordance with the provisions of the District's Athletic Code of Conduct. The Athletic Code of Conduct outlines the rules, responsibilities, expectations, consequences and appeals process for violations for all student athletes in the Wauwatosa School District. Student athletes and their parents will receive a copy of this document annually and students will be expected to adhere to the outlined expectations at all times. Athletic directors and school administrators will follow the guidelines in the Athletic Code of Conduct for communicating expectations to students and parents, and for investigating and taking action on any referrals for violation of the code.

The school district does not discriminate in access to extracurricular activities or in the administration of disciplinary actions on the basis of sex, race, religion, ancestry, sexual orientation, national origin, pregnancy, marital or parental status or physical, mental, emotional or learning disability. (School Board Policy #2431, 5500)

ATTENDANCE

All Children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative procedure issued under this policy. (School Board Policy #5200)

Student Absence Reporting Procedures:

When a student is to be absent from school for any part of the day, a parent must contact the school attendance office at 414-773-2402 on or before the day of the absence. Voicemail is available 24 hours a day. If there is a need to speak to someone directly, please call between the hours of 7:30 a.m. and 3:30 p.m. If a student arrives after the start of the school day, they must first report to the school office. A written note or phone call from the parent will admit the student to class.

If it is necessary for a student to leave the building during the regular school day, s/he must report to the office for a pass. A telephone call or written note from a parent/guardian must be received before the student will be issued a pass. Calling to request a pass prior to the start of the school day is appreciated. Students leaving early must be picked up in the school office.

Assignments for students with unplanned absences can most often be accessed via the student's or parent's Infinite Campus account. Assignments not online may be requested by calling the attendance office before 9:00 a.m. if the assignments are desired for a 3:30 p.m. parent pick up that day. Teachers will do their best to honor all homework requests. It is encouraged that assignments be requested only if the absence is for two days or more.

Excused Absences:

According to State of Wisconsin statutes, and Wauwatosa School Board Policies, students must attend school full time until the age of 18 unless legally excused. The legal reasons for an excused absence by Wauwatosa Schools are:

1. Physical or Mental Condition (medical verification may be required)
2. Obtaining Religious Instruction
3. Permission of Parent or Guardian – The student has been excused by his/her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:
 - a. Professional and other necessary appointments that cannot be made outside of the school day
 - b. Attendance at the funeral of a relative or friend
 - c. Legal proceedings that require the student's presence
 - d. Vacations
4. Religious Holiday
5. Suspension or Expulsion
6. Program or Curriculum Modification
7. Authorized Enrollment in an Alternative School
8. Under extraordinary circumstances other absences may be allowed

Unexcused Absence/Tuancy all or part of a day:

A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec 118.15, Wis. Stats., will also be considered truant.

Changes in state attendance laws adopted by the Wisconsin Legislature in 1997 (State Statute 118.16) mandated that schools identify "habitual truants." A student will be considered a habitual truant if she/he is 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.

As a parent/legal guardian it is your obligation to call for absences and provide explanation for absences. It is our obligation to inform you by letter when the absences begin to reach the number that cause concern. Many times, parents or guardians are unaware of the total number of days their child has been absent. We know you realize regular attendance is a necessary factor in achieving success. Work missed can never be made up in a completely satisfactory manner because the value of class activities is missed forever. It is our goal to work with all families to help support their students in a manner that will help them achieve excellence in the classroom. Chronic truancy cases may be referred to the School Resource Officer and the Wauwatosa Municipal Court. (School Board Policy #5200)

Tardy to School

Arriving on time to school and to every class is an expectation that is held for all students. Students must be in their assigned classroom seats when the bell rings. Missing the bus, oversleeping, car trouble, etc. are not excusable tardiness as in accordance

with attendance laws. Repeated tardiness will lead to disciplinary action (detention, lunch detention, Saturday detention, loss of privileges).

Excused Tardy

In order for a tardy to be excused, the parent must contact the office in person, send a written excuse with the student, or call the Attendance Office at **414-773-2402** prior to the student's arrival.

Tardiness to Class

Students are expected to be prompt and in their seats when the bell rings. If a student is late to class, the student should not come to the office for a late pass. The student must address the tardiness with the teacher. If students have been detained in the office or by a teacher, the student must ask for a pass from the person who detained them before going to the next class.

BULLYING / CYBERBULLYING /HARASSMENT

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated.

This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while traveling to or from school and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional or learning disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official.

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Some examples of bullying are:

- a. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- b. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- c. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- d. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." [Bill Belsey (<http://www.cyberbullying.ca>)]

The Board recognizes that cyber bullying can be particularly devastating to young people because:

1. cyberbullies more easily hide behind the anonymity that the Internet provides;
2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyber bullies because of screen names, so they do not fear being punished for their actions;
4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyber bullying activity.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on web sites.

Harassment is not tolerated

Longfellow Middle School will not tolerate any form of illegal harassment and will take all necessary and appropriate action to eliminate it, including discipline or discharge of employees, and suspension or expulsion of students.

Harassment refers to acts of physical, verbal or psychological harassment which create an intimidating, hostile or offensive working or learning atmosphere. Harassment is illegal if it is based upon a protected group status. In that regard, no person shall be subject to harassment on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, age, marital or parental status, sexual orientation, arrest or conviction record, or physical, mental or emotional disability or any other basis protected by state or federal law.

Illegal harassment may include, but is not limited to, the following:

1. Verbal harassment, including epithets, kidding, derogatory comments, slurs or ethnic jokes;
2. Physical harassment, including patting, pinching, or intentional brushing against another's body;
3. Physical interference with movement, activities or work;
4. Visual harassment, including derogatory cartoons, drawings or posters; and
5. Demands for sexual favors, whether or not accompanied by implied or overt promises of preferential treatment or threats.

Any person who believes she/he has been harassed or has witnessed harassment may file a complaint in accordance with established procedures. A copy of such procedures can be obtained from the school office. The School District forbids retaliation against anyone who has reported any incidents of harassment. (School Board Policy #5517.01)

CODE OF CONDUCT

Please see the *Classroom Code of Conduct* policy on pages 20-23 of this handbook.

DRESS CODE

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

Accordingly, the Superintendent shall establish such administrative procedures as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. Present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. Interfere with school work, create disorder, or disrupt the educational program;
- C. Cause excessive wear or damage to school property;

D. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event.

The Superintendent shall develop administrative procedures to implement this policy which:

- A. Designate the principal as the arbiter of student dress and grooming in his/her building;
- B. Provide an appeal procedure to review decisions of the building principal in situations involving expressive conduct which the student believes is legally protected;
- C. Instruct staff members to demonstrate, by example and precept, personal neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

If it is determined that a student's dress is in violation of this policy or the related administrative procedures and the clothing cannot be removed or covered, the student may be sent home after contact is made with the student's parent/guardian.

120.13(1), Wis. Stats.

EQUAL EDUCATIONAL OPPORTUNITY POLICY

The Wauwatosa School District, in accordance with state and federal laws, specifically prohibits discrimination in the following areas: admission; standards and rules of behavior; disciplinary action; acceptance and administration of gifts, bequests and scholarships, instructional and library/media materials selection; testing evaluation and counseling methods and practices; facilities; athletic programs and activities; and food service programs.

Discrimination based on sex, race, age, religion, political beliefs, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability is expressly prohibited.

If any student, parent, citizen or staff member believes that the School District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX, Section 504 or in some way discriminates on the basis of sex, race, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation, or physical, learning, mental or emotional disability, she/he may bring forward a complaint to the Title VI, Title IX, Section 504 or ADA coordinator in the district. The name of the appropriate coordinator may be obtained from the Director of Student Services, 12121 West North Avenue, telephone number 773-1080. (School Board Policy #2260 B complaint)

Informal Procedure

The person who believes she/he has a valid basis for complaint shall discuss the concern with the local Title VI, Title IX, Section 504 or ADA coordinator, who shall in turn investigate the complaint and reply to the complainant in writing within ten school/business days. If this reply is not acceptable to the complainant, she/he may initiate formal procedures according to the steps listed below.

Formal Grievance Procedure

Step One: A written statement of the grievance shall be prepared by the complainant on the appropriate form available from any building principal or in any department of the central office. This form shall be presented to the Supervisor of Special Education and Compliance at the Fisher Administration Building located at 12121 West North Avenue, Wauwatosa, Wisconsin. The Supervisor of Special Education and Compliance will investigate the complaint. The Director shall review the situation with the building principal and other appropriate persons. Within ten days of receiving the written complaint, the Director of Student Services shall decide the merits of the complaint and report in writing the findings and the resolution to the complaining party.

Step Two: If the complainant wishes to appeal the decision of the local Title VI, Title IX, 504 or ADA coordinator, she/he may submit a signed statement of appeal to the Superintendent of Schools within ten school/business days after receipt of the local coordinator's response to the grievance. The school superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the appeal within ten school/business day.

Step Three: If the complainant wishes to appeal the decision of the Superintendent of Schools, she/he may submit a signed statement of appeal to the Board of Education within ten school business days after receipt of the Superintendent's response to the grievance. The Board shall hear the appeal at its next regular meeting or at a special meeting called for the purpose of hearing the appeal. The Board shall report its decision in writing to the complainant within forty school/business days after receipt of the appeal. Copies of the decision shall be mailed or delivered to the complainant and the Superintendent of schools.

Step Four: If the complainant wishes to appeal the decision of the Board of Education, the complainant may appeal the decision in writing within thirty school/business days of the Board's decision to the State Superintendent of Public Instruction, P.O. Box 7841, Madison, Wisconsin 53707-7841.

FIRE DRILLS/ALARMS

Fire drills, held at regular intervals, are required by law and are an important safety precaution. It is essential that when a warning signal is given, all students obey orders promptly following prescribed procedures under Wisconsin State Statute 941.13, whoever intentionally does any of the following may be fined or imprisoned:

1. Gives a false fire alarm to any public officer or employee, whether by means of fire alarm system or otherwise
2. Interferes with the proper functioning of a fire alarm system or
3. Interferes with the lawful efforts of firemen to extinguish a fire or
4. Interferes with, tampers with or removes, without authorization, any fire extinguisher, fire hose or any other fire-fighting equipment.

GUIDANCE AND COUNSELING

School counselors are available for all students. Counselors are available to help each individual student become aware of his/her interests, abilities and aptitudes and further relate these to a meaningful educational program and extracurricular interests and activities. Students also come to the counseling office to discuss problems they are facing in non-academic areas. Our counselors listen carefully to students' concerns and help students formulate solutions to problems and resolve conflicts.

HEALTH INFORMATION

When a student becomes ill at school, the student should get a pass from their classroom teacher to come to the main office. All phone

calls home regarding illness must be made from the main office. Office personnel can provide simple first aid if an accident or sudden illness should occur. To insure your student's safety, every attempt is made to contact parents so it is imperative that all telephone numbers on file for both parents and emergency contacts are kept current. Under no circumstances are any students allowed to leave the building without office and parent permission.

IMMUNIZATIONS

Wisconsin state laws require that all students be immunized against some childhood diseases. The school is to monitor immunization records and contact parents whose children are not properly immunized. (School Board Policy #5320)

MEDICAL CONCERNS

Parents should inform the school office in writing of any medical concerns that require special attention or notation. This information will be shared in confidence with appropriate school staff. If your child's health status changes, please notify school as soon as possible.

ADMINISTRATION OF MEDICATION

School Board Policy describes all requirements for the dispensing of medication, prescription and over-the-counter, at school. Medication will only be dispensed according to the regulations set forth in board policy and must be accompanied by the required paperwork. A copy of School Board Policy and the procedures for administration of medication, along with the required forms will be given to parents upon request. This information can also be obtained from the school office, a school administrator or the district nurse, who can be reached at 773-1039.

(School Board Policy #5330)

HOMEWORK

Homework serves a valid purpose by providing essential practice, enrichment and extending the school experience. Desirable outcomes of good homework practices include:

1. Promoting growth in responsibility
2. Training students in the practice of desirable work habits
3. Helping students learn to budget time
4. Acquiring additional information

Longfellow offers assistance with homework practice through after school homework clubs. Students can check with their teachers for more information on these opportunities. Homework Club is held after school for one hour each day except Friday.

INSTRUMENT RENTAL

A limited number of band and orchestra instruments are available for rental from the school. Please contact the band or orchestra leader for more information. Please note that rental is on needs based or first come first served basis, and not all instruments are available for rent.

INSURANCE

The school district does not provide health or accident insurance for injuries incurred by students at school. We encourage a review of present health and accident insurance programs to determine if coverage is adequate. If insurance is not adequate, or if there is no insurance, we encourage review of the student insurance program which will be made available in school during the first month of school.

LIBRARY

The Longfellow Library Media Center is open to all students every day school is in session. To best serve all students, the LMC opens at 7:45 and closes between 3:45 and 4:00 p.m.

All library materials are checked out to students on a 2-week loan period and may be renewed for an additional 2-week time period. Students may check out up to five books and two magazines for personal reading, and additional books as assigned by teachers. Chromebooks and a licensed teacher librarian are available to students in the LMC throughout the day. Also available are printers, iPads, green screen, Macbooks and other equipment.

Students can access the district's library materials and eBook collections from anywhere they have access to the internet. The same is true with databases purchased for student research needs.

All district library resources are available through any district webpage by clicking on the *For Students* tab, and then *Secondary Libraries*. The LINKS box on the Secondary Libraries page is where to find all Secondary Library resources.

Overdue notices are auto-emailed to student district email accounts and parents every Monday at 7:00 a.m. Fines for overdue materials are 2 cents/per item/per day. Any lost or damaged materials must be replaced.

LOCKERS

School lockers are the property of the Wauwatosa School District provided for the convenience of students. School authorities may periodically inspect lockers without notice, without student consent and without a search warrant. This may include the use of canine searches in cooperation with police authorities.

Each student will receive two lockers at school. House teachers assign a corridor locker with lock for books and outside clothing, and physical education teachers assign a locker with lock for physical education.

The following regulations apply to student lockers assigned in the building:

- a. The student must assume all responsibility for the contents of his or her locker. The school is not responsible for lost or stolen property.
- b. A locker is for the exclusive use of the person assigned. Lockers are never to be shared or changed without administrative approval.
- c. To prevent locker thefts, students should follow these suggestions: Always keep your locker locked, do not disclose your combination to anyone, do not store valuables or money in your locker, do not pre-set the first two numbers of your combination. .
- d. Regular locker checks are conducted by house teachers in an effort to encourage students to maintain order and neatness in their lockers.
- e. Lockers remain the property of the school district. School authorities may conduct an individual locker search based on reasonable suspicion that the locker contains illegal or unauthorized materials or materials used in an illegal manner. (School Board Policy #5771)
- f. If a student experiences a broken locker or theft from his or her locker, a report should immediately be made to the office.

LOCKER ROOM PRIVACY

The district/school building shall observe measures intended to protect the privacy rights of individuals using the locker rooms. No cameras, video cameras, or other devices that can be used to record or transfer images may be used in the locker room at any time. Anyone violating this policy shall be subjected to school disciplinary action and/or penalties under the state law. (Wis. Stats. 175.22) (School Board Policy #9151)

LOITERING

For safety reasons, there is to be no loitering of students in the school building or on school grounds after their daily programs are finished. Students must leave the school grounds by 3:30 p.m. (2:30 on Early Release Wednesdays) unless they are attending a school-sponsored, supervised activity, or they have a scheduled appointment with a teacher. Parents/Guardians are asked to please make transportation arrangements consistent with our dismissal times.

Students wishing to enter the building prior to 7:45 a.m. must have a written note from a parent or staff member. The note needs to include the reason for early admittance, the date, and adult signature. Students may be denied early entrance if the teacher is not available and/or the reason is not valid.

Failure to follow these guidelines may result in disciplinary action, not excluding police citation.

MEALS AT SCHOOL

Longfellow has a breakfast and lunch meal program. Breakfast is served daily in our cafeteria from 7:15-7:50 a.m. Students enter door W-12 when arriving for breakfast. Students are assigned a lunch period and are required to eat at school. All students eat in the cafeteria unless requested by a classroom teacher to do otherwise. They may bring a cold lunch from home or purchase a lunch from the cafeteria. The main office is unable to accept online food deliveries from outside the building.

The food service program provides daily offerings, which include a complete school lunch as well as a variety of a la carte food items. Students may pay for lunch using the money in their lunch account or cash. Students who are eligible to receive free or reduced-price meals must have a completed application on file. Applications for meal benefits are available during registration in August or can be obtained in the school office.

The goal of the food service program is to provide students with a nutritionally sound meal that they enjoy, at the lowest possible price. The food service program is also expected to be self-supporting, thus credit cannot be extended in the school cafeteria. Students should purchase their own lunches and not borrow, buy, or take food from others. Checks should be made payable to: *Lunch Cashier System – WSD*. Please allow a two day processing period. Cash can also be deposited.

Students will have at least 10-15 minutes of outdoor activity time after eating lunch. It is the students' responsibility to bring appropriate outerwear to the lunch room.

The following are general expectations that apply to the cafeteria and playground:

- I am responsible for me
- Speak in soft voices.
- Stay in your seat.
- Respect the supervisors in charge

Any student who does not meet the criteria above may be required to successfully complete specific district requirements.

8TH GRADE END OF YEAR ACTIVITIES CRITERIA

Students who demonstrate academic success **and** display positive behaviors will be given the privilege to participate in the 8th grade end of year activities. A letter will be e-mailed to parents/guardians and students outlining these requirements. If staff and administrators determine a student is ineligible to participate in the activities, students and parents/guardians will be notified.

PROTECTIVE EYEWEAR

As required under Chapter 66 of Wisconsin State Law, eye protective devices must be worn by all students participating in classes which present some hazard to eye safety. These include certain tech. ed., science, and art classes. Students in these classes must purchase their own personal pair of safety goggles. These may be purchased through the school bookstore. If the goggles are purchased elsewhere, they must meet the standards of those available through the school.

PUPIL RECORDS POLICY

The Wauwatosa School District's student records policy complies with the Family Educational Rights and Privacy Act and other federal and state statutes. The purpose of these laws is to let the parent or adult student know what educational records are kept by the schools, to give the parent or adult pupil the right to inspect such records, and to control the release of information from those records.

Under the Wauwatosa School District policy and in accordance with the laws, all pupil records except directory data remain confidential. The directory information includes the pupil's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, awards received, and the name of the school most recently attended. (School Board Policy #8330)

RELIGIOUS BELIEFS, EXCEPTIONS, AND EXEMPTIONS

The Wauwatosa School District wishes to respect the religious beliefs of its families. In order to do so, please inform the building principal in writing if family religious beliefs would necessitate exempting a student from any curricular or extracurricular activity or if such concerns would limit a child's ability to participate in school functions. (School Board Policy #5223)

STUDENT DISCIPLINE

One of our major educational goals is the development of student self-discipline and responsibility. Discipline is necessary in school, just as in any other organization in our society. Our goal is to bring order and create an atmosphere in which students can best learn and succeed. Since students learn best in a climate that is safe, secure and orderly, and promotes positive and secure interactions, we need to ensure that such an environment exists. To do this, Longfellow uses the PBIS proactive systems approach. PBIS (Positive Behavior Interventions and Supports) allows us to establish the behavioral supports and social culture needed for all students to achieve social, emotional, and academic success. PBIS is research-based, and designed to improve school climate and create safer and more effective schools.

STUDENT EXPECTATIONS (BUILDING)

- Respect Yourself
- Respect Others
- Respect Your Environment

STUDENT EXPECTATIONS (CLASSROOM)

In addition to building expectations, classroom expectations are established within individual classrooms. Once established, these will be posted in each room. In general, the following list represents basic student expectations in all classrooms:

- Be in your seat when the bell rings.
- Bring necessary materials to class.
- Participate in class activities.
- Be honest in all of your work.
- Follow classroom rules identified for specific classes.

HALL PASSES

All students must carry their agenda when traveling in the corridor during class time. No exceptions. Students are not permitted in the hallway during class time without an agenda and may be issued detentions or lose the privilege of traveling in the corridor if this procedure is not followed.

DISCIPLINARY ACTION

When student behavior necessitates disciplinary action on the part of the teacher or a building administrator, possible strategies include parent phone calls, conferences, referral for follow-up services (guidance, school psychologist/social worker, school resource officer), detentions, time outs, and in-school and out-of-school suspensions. Disciplinary actions are progressive and selected based on the seriousness and frequency of the student's failure to meet the behavior expectations that have been identified.

SUSPENSIONS

Section 120.12 (1) of the Wisconsin Statutes (1975) authorizes school boards to make rules for the government of the schools, including rules about the conduct of students. In addition, the statute also provides that, with the school board's consent, the superintendent or any principal or teacher designated by him or her may make rules.

Suspensions may be given for up to and including five days, for, but not limited to, the following offenses: (in-school and out-of-school)

1. Offensive language
2. Hitting/fighting/assault
3. Bullying/Harassment
4. Extortion/threatening
5. Stealing/theft
6. Unauthorized selling
7. Possession/use/selling alcohol or drugs or look-alikes
8. Possession/use of any instrument of injury or anything that might be considered a weapon or look alike device including pepper spray
9. Possession/use of smoking materials
10. Possession/use of fireworks or smoke bombs
11. Possession of pagers, communication devices and laser light pens.
12. Setting fire alarms, arson, bomb threats, 911 calls
13. Vandalism including destruction or defacement of school property--parents/students will be held responsible and will be billed for accidental or willful loss and/or damage to school property
14. Insubordination or insolence
15. Failure to report for detention
16. Repeated violation of school rule
17. Repeated tardiness
18. School pranks or other acts that endanger the health, welfare and safety of others or disrupt the educational process
19. Sexual harassment
20. Verbal/physical harassment (including inappropriate touching)
21. Violation of student computer usage policy

To suspend a student under the statute, the school must follow due process procedures:

1. Whenever possible inform the student of his/her alleged misconduct and the basis for the accusation.
2. Give the student an opportunity to present his/her version of the facts.
3. Make a determination that the evidence supports that the student is guilty of the violation charged, and that a suspension is reasonably justified.
4. Give prompt notice to the parent/guardian of the suspension and the reasons for the suspension.
5. Provide the student an opportunity for an appeal conference with the district superintendent within five school days. The district superintendent may designate someone else to conduct this conference, but it must not be someone from the suspended student's school.

Suspended students may not attend any school-related activities during the specified days of suspension. Students on suspension have the right to take quarterly, semester, or major grading period exams/projects missed while suspended.

(School Board Policy #5610, 5610.02, 5611)

ISSUE RESOLUTION

Situations arise that may cause concern for parents, staff members and students. In addition to School Board Policy #9130, detailing

the process for Issue Resolution, the following steps will give direction as to the appropriate contact person:

Step 1 – Discuss concern with appropriate staff member involved.

Step 2 – Principal

Step 3 – Central Office Director (Business Services, Human Resources, Student Learning, and Student Services)

Step 4 – Superintendent – submit complaint / concern in writing

Step 5 – School Board – submit complaint / concern in writing. Include all other prior district contacts and responses.

ADMINISTRATIVE HEARINGS

Some student behavior is so detrimental that action must be taken which involves other school district personnel or the School Board. The building principal may refer a student to the Director of Student Services, who may direct that a formal administrative hearing be conducted. Students may be referred to the Director of Student Services for, but not limited to, the following behavior:

- repeated refusal or neglect to obey school rules
- violation of the district's drug and alcohol policy
- engaging in conduct which endangers the property, health and safety of others
- violation of the district's weapons policy

The administrative hearing is conducted in a manner consistent with school board policies and appropriate due process procedures. Consequences which may be involved include probation, restriction, suspension, required counseling or treatment, a combination hereof, or referral to the board for possible expulsion.

(School Board Policy #5610)

EXPULSION

Section 120.13 of the Wisconsin Statutes gives school boards the authority to expel a student "when the interest of the school demands the pupil's expulsion". Reasons for expulsion include, but are not limited to, the four areas identified above under Administrative Hearings.

(School Board Policy #5610)

USE OF TOBACCO PRODUCTS

All persons (students, employees, independent contractors, school visitors and members of the general public) are prohibited from using any tobacco products in or on school district premises or property, including athletic fields. In addition, use of tobacco in district vehicles or at district sponsored events is prohibited. (School Board Policy #7434)

Prohibited areas are the following: inside and outside the school building, grassy areas, parking lots, and streets/sidewalks.

Under Wisconsin state law, students under the age of 18 are prohibited from possessing cigarettes or any other tobacco product. The Wauwatosa Police Department may issue a ticket and fine. The amount of fines is subject to change.

(School Board Policy #5512)

Violators of this policy will be subject to applicable Wisconsin Statute(s), Wauwatosa City Ordinances, and disciplinary procedures of the district which may include suspension, administrative hearing, expulsion and parent conferences.

(School Board Policy #2030)

ALCOHOL AND OTHER DRUG USE

Students using, consuming, selling, dispensing, or possessing alcohol or other illegal drugs, as defined under the laws of Wisconsin, or in possession of related drug paraphernalia at any time (24 hours per day, 365 days per year) on school premises or at a school-related activity, will be immediately suspended from school. The matter shall be referred by the principal to the superintendent of schools via the director of student services for review. In addition to the board policy, a student referred for disciplinary action will then be referred to the building ATODA Coordinator for appropriate follow-up. Students may be referred to appropriate legal authorities for further action. Repeated use or the selling or dispensing of alcohol or other drugs on school premises or at school related activities shall result in referral for expulsion.

(School Board Policy #5530)

As provided by state law, school personnel who engage in alcohol or drug abuse program activities shall keep confidential information received from a pupil about that pupil or another pupil's problems resulting from the use of drugs and/or alcohol, unless:

- (a) The pupil using or experiencing problems resulting from the use of alcohol or other drugs consents in writing to disclosure of the information.
- (b) The school psychologist, counselor, social worker, nurse, teacher or administrator has reason to believe that there is serious and imminent danger to the health, safety or life of any person and that disclosure of the information to another person will alleviate the serious and imminent danger. (*The Wauwatosa School District defines imminent danger to include all use, consumption, and/or possession of drugs and/or alcohol at school or school-sponsored activities.*) No more information than is required to alleviate the

serious and imminent danger may be disclosed; or
(c) The information is required to be reported under s.48.981.

WEAPONS IN SCHOOL

Possession or use of a weapon (defined below) in any school facility, on any school grounds, on school buses or other vehicles or at any school-sponsored function or event at any time before, during, or after school is prohibited. Pupils found to be in possession of a weapon in any school facility, on any school grounds, on school buses or other vehicles or at any school-sponsored function or event at any time before, during, or after school are subject to disciplinary action, including suspension and/or expulsion from school and/or legal action, in accordance with Wisconsin and federal laws and Board policies. The student's parent(s)/guardian shall also be notified.

Weapons are defined in two categories:

1. Articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples include but are not limited to firearms (loaded or unloaded), BB guns, look-alike weapons, knuckles, razors, switch blade/butterfly knives, chains, clubs, stars, etc.
2. Articles designed for other purposes but which through intent are used to inflict bodily harm and/or intimidate. Examples include but are not limited to belts, combs, pencils/pens, files, compasses, aerosol sprays, scissors, etc.

Special Provision for Possession of Firearms

Pupils found to be in possession of firearms (as defined by the Gun Free Schools Act of 1994) in any school facility, on any school grounds, on school buses or other vehicles or at any school sponsored function or event at any time before, during or after school will be expelled from school for a period of not less than one (1) year. The superintendent maintains authority to modify the one (1) year expulsion requirement of this policy on a case by case basis. Students facing discipline under this policy retain the right to due process proceedings and requirements of Part B of the IDEA and Section 504 of the Rehabilitation Act if they apply. In addition, students found to be in possession of firearms under this policy will be referred to the criminal justice or juvenile delinquency system. (School Board Policy #5772)

STUDENT INFORMATION

Access to student records is protected by state and federal laws, as well as School Board policy (#8350 Confidentiality). Students who are age 18 or older, the parents or guardians of minor pupils or those they so authorize in writing, may review their own or their child's educational records.

The district may release, individually or as part of a directory, yearbook or sports program, directory data for students. Directory data includes: the pupil's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, awards received, and name of the school most recently attended.

An adult pupil or the parent or guardian of a minor pupil may request that the directory data not be released without prior consent. To ensure that directory data remain confidential, the school principal must be notified in writing by September 15. Such notification should include the student's name, age, address, school and grade level, as well as the parents or guardian's name, address and phone. Such notification must be given annually. **Exclusion from the school directory is not the same as requesting that directory data remain confidential.**

Adult students or the parents or guardians of minor pupils who transfer into the school district have 14 days from the time of actual enrollment to submit the above notification.

TECHNOLOGY AND ACCEPTABLE USE

The Technology Acceptable Use Guidelines Summary and Signature page are provided to each student at summer registration, or at the time of enrollment during the school year. A copy of the summary and a full detail document for Technology Acceptable Use Guidelines (Tech AUG) can be found at <https://www.wauwatosa.k12.wi.us/Page/6455>.

TEXTBOOKS

Students will be issued textbooks at the beginning of the year. Books should be covered with either a purchased or homemade cover to protect the books from damage. Students are held responsible for the care of books issued to them. Students whose books are severely damaged or lost will be billed for the cost of the repair or the full replacement cost of the book. Refunds will be issued for lost books that have been paid for; and are found and returned.

TORNADO WARNING PROCEDURE

When a tornado weather warning is received, the following procedure will go into effect:

1. There will be an announcement by an administrator.
2. Students and staff will be informed as to the procedures to follow.
3. Students and staff will be asked to proceed to the designated area
4. IT IS IMPERATIVE THAT THERE IS NO TALKING THROUGHOUT THE ENTIRE PERIOD OF TIME THIS PROCEDURE IS IN EFFECT. It may be necessary to communicate with students and staff about weather conditions.
5. Students and staff will remain in their designated area until the “all clear” is announced.

TRANSPORTATION

Students walking to school should observe all the safety and traffic rules, stay off private property, and walk on approved walkways. Be certain to obey the stop and go signals at the 76th and North Avenue intersection. Students should never jay walk across 76th Street or North Avenue--this is extremely dangerous. Students breaking this rule will be referred to the administration.

Students using bicycles, skateboards, scooters, roller blades, etc., should:

- not use them on school property
- exercise all safety precautions and abide by the “laws of the road”
- park and lock bicycles individually in the designated bike racks on the east and west sides of the school.

Students who ride any bus will obey all Longfellow school rules. Failure to observe school rules will result in loss of transportation privilege.

Students can be dropped off/picked up at many locations:

- on North Avenue at the front of the building to enter either of the front doors (No double parking in traffic lane)
- on the school access drive at the northwest corner of the building to enter the cafeteria (cafeteria is open and supervised from 7:30-8:00 a.m.)
- parents/guardians can enter off of 80th street and use the north side entrances
- on the east side of the building using the turnaround connected to the smaller parking lot.

When the 7:45 am bell rings, students may enter the East, South, and cafeteria doors.

VISITATION

STUDENTS

We do not allow students to bring visitors to school. In rare instances a visitation may be granted with prior approval from the administrator.

PARENTS/COMMUNITY

As educators, we respect and encourage the involvement of parents in their children’s education. Sometimes that includes visits to the school and individual classrooms.

In order to maintain an effective learning environment for all students, the following guidelines are in place for school visitation.

- 1. All visitors who are going to any location other than the main office must show proof of a valid state ID or driver’s license.**
2. Upon your entry to school, be sure to check in at the front office, obtain a visitor’s ID badge so that all students and staff members recognize you as a visitor, and inform the office personnel where you will be in the building.
3. Turn off or set to vibrate your cell phones or other two-way communication devices when you enter the school. The ringing of cell phones is disruptive and not allowed in school.
4. If you are observing during the school day, please contact the main office to make arrangements with administration before your visit. If you have a question or concern about what you observe, wait until the end of the class period and schedule uninterrupted time to have your question answered or express your concern.
5. Refrain from approaching students other than your own to discuss issues or questions with them. If your child is having difficulty with another student, please bring this to the attention of an administrator who will address the issue.

In general, conversations with your child can wait until school is over. However, in the case of an emergency please do not find your child or talk with them in the classroom. Rather, arrange with the office to have your child come to you.

(School Board Policy #9150)

CLASSROOM CODE OF CONDUCT

The Wauwatosa School District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe school environment, conducive to teaching and learning. Every member of the school community is expected to cooperate in this central mission. All staff members must use their training, experience, and authority to create schools and classes where effective learning occurs.

The District has a responsibility to its students, as a group and as individuals, to provide the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and interference from students who, for whatever reason, are unruly, disruptive, dangerous, or interfere with the teacher's ability to teach effectively.

Students have a responsibility to:

- Demonstrate respect for people, property, and the learning environment
- Come to school, and to every class, ready to learn
- Show kindness and courtesy to others by treating them with dignity
- Demonstrate effort by listening carefully and following instructions
- Make positive contributions to the school learning environment
- Follow all school rules

Parents should be aware of their children's activities, performance and behavior in school and are asked to cooperate and consult with the school to prevent or address problems.

A teacher employed by the District may temporarily remove a pupil from the teacher's class if the pupil violates the terms of this Classroom Code of Student Conduct. In addition, long-term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detention, suspension or expulsion, for the conduct for which the student was removed.

DEFINITIONS

For the purpose of this Code:

1. **"Classroom"** is defined as any class, meeting or activity, which students attend, or in which they participate while under the control or direction of school authorities.
2. **"Teacher"** is defined as a person holding a license or permit issued by the state superintendent whose employment by a school district requires that he or she hold that license or permit.
3. **"Teacher of the class"** means the regularly assigned teacher of the class, or any teacher assigned to teach, monitor, assist in or oversee the class. This definition includes, without limitation, any assigned substitute teacher, proctor, monitor, or group leader.

REASONS FOR REMOVAL FROM CLASS

A student may be removed from class for conduct or behavior which:

- a. violates the District's policies regarding suspension or expulsion;
- b. violates the behavioral rules and expectations set forth in the student handbook of each school;
- c. The expectations for student behavior as outlined in each school's student handbook will be explained and discussed with the students at the beginning of each school year. Administrators or their designee will review the handbook requirements with students. Parents and students will review, sign and return the contract in the student handbook.
- d. is disruptive, dangerous, or unruly;
- e. Behavior that is considered disruptive, dangerous, or unruly includes, but is not limited to:
 - distracting noises
 - use of vulgar, abusive or inflammatory language
 - bullying or threats
 - inappropriate touching
 - chronically talking out of turn
 - defiance of and/or disrespect toward the teacher
 - fighting or violence toward others
- f. otherwise interferes with the ability of the teacher to teach effectively.
- g. Behavior that otherwise interferes with the ability to teach effectively may include, but is not limited to:

- acts which disrupt a classroom activity
- habitual tardiness
- refusal to comply with a direct request
- habitual refusal to engage in class activities

In addition, there may be grounds for removal for behavior, which does not necessarily violate the provisions of (a) through (d) above, but are inconsistent with basic classroom decorum. Such behavior may, in the determination of the teacher, warrant removal because of its interference with the ability of others to learn effectively.

STUDENT REMOVAL PROCEDURES

A. Student Removal from Class and Due Process

1. The teacher will send the student to the building principal or designee and immediately inform him/her of the reason for the student's removal from class.
2. The office will be called and informed that a student is on the way to the office or designated area, or, if necessary, the student will be escorted.
3. The building administrator or designee shall inform the student of the reason(s) for the removal from class and any evidence against the student. In all cases, the student shall be given the opportunity to present his/her version of the situation.
4. If the building administrator or designee is not available immediately upon the student's arrival, the student shall wait in a designated area until the administrator or designee has been notified of the removal from class.

B. Parental Notification and Written Documentation

1. The teacher will notify the parent/guardian as soon as possible by telephone that the student has been removed from the classroom. The teacher shall keep written notes regarding unsuccessful attempts to contact the parent/guardian.
2. Within 24 hours of the student's removal, a teacher will complete a more detailed written explanation and forward it to the building administrator or designee. The teacher-written explanation, which includes reference to the portion of the code of conduct that was violated, shall serve as appropriate documentation of the incident and shall be kept on file.
3. The school will mail documentation to the parent within 3 school days of the removal.
4. If the student removed from a class is also subject to disciplinary action (i.e. suspension or expulsion) or removal to an alternative educational setting for the particular classroom conduct, the student's parent/guardian shall also be notified of the additional disciplinary action in accordance with legal policy requirements.

ALTERNATE PLACEMENT GUIDELINES

A. The building administrator or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:

- Another class in the school or another appropriate place in the school.
- Another instructional setting.
- The class from which the student was removed, if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal or designee determines that readmission to the class is the best, or only, alternative.
- An alternative education program approved by the Board.

B. When making placement decisions, the building administrator or designee shall consider the following factors:

- The reason the student was removed from class,
- The type of placement options available for students in that particular school and any limitations on such placements,
- The estimated length of time of placement,
- The student's individual needs and interests,
- The frequency of rules violations,
- The relationship of the placement to any disciplinary action,
- Severity of offense,
- Likelihood of students continuing to demonstrate inappropriate behaviors.

This code recognizes that most student removals from a classroom setting will be for a short duration. Removals for repeated rules violations may lead to lengthier placement option consideration.

All placement decisions shall be made in accordance with the state and federal law and established school board policies. The principal or designee will consult with other appropriate school personnel as the principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian and the student will also be consulted regarding student placement

decisions when determined by the principal or designee to be in the best interests of the persons involved or when required by law.

STUDENTS WITH DISABILITIES

The code of conduct is applicable to all students. However, a student with a disability may be removed from class and placed in an alternative setting only to the extent allowed by state and federal laws and regulations and established school board policy.

The Classroom Code of Conduct adopted by the Board shall be published in student and staff handbooks and distributed annually.

The school district does not discriminate in the administration of disciplinary actions on the basis of sex, race, religion, ancestry, sexual orientation, national origin, pregnancy, marital or parental status, or physical, mental, emotional or learning disability. (School Board Policy #5500)

