



# Webb Middle School Student Handbook

Casey C. Campbell  
Principal

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Reedsburg, WI 53959  
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This School Agenda belongs to:

Name\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_ Zip Code\_\_\_\_\_

Phone\_\_\_\_\_

Homeroom\_\_\_\_\_ Locker\_\_\_\_\_1

*REEDSBURG DISTRICT SCHOOLS  
MISSION STATEMENT*

**THE MISSION OF THE SCHOOL DISTRICT OF REEDSBURG IS;**

TO EDUCATE AND PREPARE ALL STUDENTS FOR THE FUTURE,

BY WORKING IN PARTNERSHIP WITH FAMILY AND COMMUNITY,

AND BY STRIVING FOR *EXCELLENCE!*

## **WELCOME...**

Welcome to Webb Middle School. It is our mission to make your middle years a productive and enjoyable experience. We offer a wide range of exploratory courses and electives in addition to a rigorous core curriculum of language arts, math, science and social studies to provide a quality education. We provide a variety of programs to help insure a safe, successful and enjoyable experience. To make this experience even more productive we welcome parent involvement to make a partnership between home and school to benefit you and in your schooling experience.

The middle years are a time of transition between childhood and young adults and should be a time for discovery and exploration. We challenge you to discover your abilities, strengths and interests by trying new or different curricular or co-curricular opportunities.

We are proud of our school, students, teachers and staff and their dedication to excellence. With a viable partnership between home and school and dedication and hard work on your part you will be successful.

Mr. Campbell  
Middle School Principal

## Daily Schedule

**School doors open at** 7:45 A.M.

Homeroom begins at	8:00 A.M.
Breakfast is at	8:10 A.M.
Classes begins at	8:20 A.M.
Classes end at	3:20 P.M.

Note: All students, (unless involved in a school activity) are to be out of the building by 3:30 P.M.

### **Schedule for Early Release Days**

Homeroom begins at	8:00 A.M.
Breakfast at	7:55 A.M.
Classes start at	8:07 A.M.
Classes end at	1:20 P.M.

### **Two-Hour Delay**

No Homeroom  
No Breakfast  
Day Starts at 10:00  
Classes Start at 10:05

## ATTENDANCE REGULATIONS

State Law under Articles 118.15, sub-sections 1-5 states: "Any person having under control a child who is between the ages of 6 and 18 years shall cause such child to attend school regularly during the full period and hours."

It is important for all Middle students to establish a positive attendance record. Absence from school, whether excused or unexcused, often has an adverse effect upon a student's academic progress.

### Excused Absences

Personal illness or family emergency; death in the immediate family; medical, dental, or other clinic appointments; school-sponsored trips.

Special circumstances **approved in advance**.

The parent must verify the absence by calling the school on the date of absence or by sending a note stating the reason for the absence when the child returns to school. It is the responsibility of the student to get their own make up work completed.

### *Unexcused Absences*

Late the first 15 minutes of school is a tardy.

Step 3 (Refer to Disciplinary policies)

Showing up to school 15 minutes, or more late to school is an unexcused absence.

- First offense: Step 4 (Refer to Disciplinary policies)
- Second offense: • Issuing of Truancy Ticket
- Truancy referral to Sauk County Social Services

## PASSPORTS

Passports will be issued if any student needs to leave school during the day. Passports will be issued only for those reasons stated in Excused Absences.

**It is important that no student ever leave the building without a passport.**

**If a student leaves the building for any reason without a passport, it is an automatic disciplinary matter.**

## GUIDANCE

Middle School has a full time counselor to assist students with both personal and school problems. The school counselor, principals, and teachers are interested in your success and are willing to try and help you with any problems. Individual and group counseling is available, along with a Student Assistance Program.

## **VISITORS**

All visitors to Webb Middle School shall register in the office upon their arrival at school. Students wishing to bring a visitor, from another local, to school must gain prior approval from either of the principals one day in advance.

The Webb Middle School philosophy is that all students will demonstrate the qualities of good citizenship for the benefit of themselves and society.

Good citizenship includes:

1. Respect for self and others
2. Good academic skills
3. Attendance
4. Promptness/Being on time
5. Using time wisely
6. Neat work
7. Positive attitude
8. Cooperation with others

## **ADVISOR / HOMEROOM PROGRAM**

The mission of our advisement program is to provide a staff member to serve as a Mentor-Model-Helping Adult for each student. To help the young adolescent make the transition through middle school, advisors will emphasize the following:

1. Develop personalized academic goals.
2. Promote the development of basic survival skills for school and life.
3. Foster the growth of a positive self-concept.
4. Encourage a healthy lifestyle including physical, social and mental wellness.
5. Improve relations between peers, teachers, family and school.

## **PROCEDURES FOR ENCOURAGING GOOD BEHAVIOR**

### *Caught Being Good*

Teachers are encouraged to give students Caught Being Good slips when students are found to contribute a positive Attitude toward school.

Students can put their name on these slips and place them into a drawing box in the office. Most Friday afternoon's names will be drawn from that drawing box and there will be awarded prizes.

## **CHURCH NIGHT**

In cooperation with the churches in the Reedsburg area and in conjunction with the other schools in our conference, Wednesday night has been designated as church night.

No meetings or practices involving students are to be scheduled on Wednesday night to start or extend beyond 5:00 p.m.

## **LOCKERS**

Each student is assigned a locker upon entering school. Students are to use only their assigned locker. No alterations are to be made to these lockers by either pasting decals or by gluing carpeting or wood panels to them. Students are urged to keep their combinations in strict confidence for obvious reasons.

Never leave any money or valuables in a locker. If you have doubts, turn them into the office, or in the case of physical education, turn them over to the teacher. **Keep your locker locked at all times.**

# MIDDLE SCHOOL RULES

1. All students have the right to learn.
2. All staff members have the right to do their jobs.
3. No student has the right to interfere with numbers 1 and 2.

## GENERAL RULES OF CONDUCT

To insure an atmosphere which is conducive to learning, it is necessary to balance carefully a student's rights with his/her responsibilities for good citizenship. The intended effect is to create an educational climate which is appropriate for learning, encourages responsible and considerate behavior, and one in which the safety of all is assured.

As a student at Webb Middle School it is your responsibility to:

Be punctual. Get to school and to class on time.

Be prepared. Bring all materials that you need for your classes.

Be courteous. Show consideration for the other students and school staff.

Be respectful. Students who destroy or vandalize school property will be required to pay for damages.

Be proud. Our school is special and so are you. Take pride in our building's appearance.

Be neat. Dress is a matter of taste, learn to dress tastefully.

Be yourself. Each of you is important to our school.

## DISCIPLINARY POLICIES AND PROCEDURES

The development of responsible behavior and self-discipline among students occurs at two (2) levels within Webb Middle School.

### Level I

The classroom teacher has primary responsibility for gaining the respect and cooperation of the students so that an effective learning environment may be maintained. Students are responsible for following class rules.

General rules apply in all areas of the school. All staff members have the authority to enforce them.

### Level II

#### STUDENTS REFERRED TO PRINCIPAL'S OFFICE

When corrective actions taken by the classroom teacher have failed or the rule infraction is of a severe nature, the incident shall be referred to the principal(s) for investigation and appropriate action. The severity of consequences applied by the principal depends on two factors:

- The seriousness of the offense.**
- The previous disciplinary record of the student.**

It should be understood that students who are referred to the principal will be subject to appropriate disciplinary measures. (Loss of recesses, after school detention, loss of privileges - trip, assembly, etc., removal from class, or suspension),

#### Alternative Learning Environment (ISS)

In-school suspension is an effort on the part of the school to allow students who would otherwise be suspended out of school to remain in the building and to keep up with class work. It is used at the discretion of the principal(s). Misbehavior in ISS or failure to follow the ISS rules will result in the student being sent home immediately (out of school suspension.)

#### OUT OF SCHOOL SUSPENSION

Continuous and willful refusal to accomplish school tasks even though able to do so, insubordination, disorderly, vicious, illegal or immoral conduct, use or possession of weapons or fireworks, or violation of any local, state or federal law, may result in suspension or expulsion.

## CONSEQUENCES FOR SEVERE INFRACTIONS

NOTE: Steps 1 and 2 are dealt with through the classroom teacher or other staff member

### Step 3

1. Conference between student and assistant principal
2. Detention

### Step 4

1. Conference between student and assistant principal
2. ISS or out-of-school suspension

### Step 5

1. Conference between student and assistant principal
2. Out-of-school suspension ( 1 - 3 days) or expulsion

### Step 6

1. Conference with student and assistant principal
2. Three - Five days of out-of-school suspension
3. Conference with students and counselor
4. Notification to Superintendent
5. Notification to Social Services
6. Expulsion Hearing before the Board of Education
7. Possible expulsion

# Behavior, Rights, Responsibilities

## A. School Attendance

*Right:* All students living within the boundaries of the Reedsburg School District, who are under the age of 21, are entitled to a free public education through grade 12.

**Responsibility:** Students are expected to attend school on a regular basis. It is the students responsibility to make up work.

## B. Student/Student Relationships

*Right:* Each student has the right to attend school and school activities and be free from threats against his or her feelings, physical well-being, and property.

**Responsibility:** Each student shall be responsible to respect the feeling, property and physical well-being of other students.

## C. Student/Staff Relationships

*Right:* Students and staff have a right to work, study, and teach in an atmosphere of mutual respect. They also have the right to free inquiry and expression while being mindful of the responsibilities listed below.

**Responsibility:** Students have the responsibility to respect authority, feeling, physical well-being, and property of members of the school staff.

## D. School Property

*Right:* Each student is entitled to a well-equipped, well-maintained, clean, and aesthetically pleasing school environment.

**Responsibility:** Each student is responsible to respect and help maintain the appearance and cleanliness of the building. This is equally true for your lockers.

## E. Protection of the Public Safety

*Right:* Each student has a right to be safe and secure from physical harm while attending school.

**Responsibility:** Students have a responsibility to conduct themselves in such a manner as not to pose threat to the health and safety of other students.

## F. Alcohol, Tobacco and Drugs

**Right:** Each student has the right to associate with students who are free from the use of alcohol, tobacco, and drugs and not be subjected to those wishing to buy, sell, or use such substances.

**Responsibility:** Each student has the responsibility to keep his or her mind and body in a sound, healthy condition.

## **G. SPECIAL AREAS OF IMPORTANCE:**

### CAFETERIA-RECREATIONAL AREAS-BUS LOADING

*Right:* Every child has a right to a safe, clean and unthreatening school environment.

*Responsibility:* All students of Reedsburg Middle School are expected to demonstrate a respect for themselves, other students and their environment while at school or attending a school sponsored activity.

## **H. Other School Regulations**

1. Students are expected to conduct themselves appropriately at meetings, assemblies or extra-curricular activities.
2. Students are to demonstrate honesty. Written or spoken misrepresentation of the truth (i.e. forged passes, parent signatures, false phone calls, misinformation to school personnel, etc.)
3. Radios, tape recorders, disc players, Cell phones or pagers, and electronic games are not allowed during school (except for educational purposes).
4. Appropriate dress enhances a positive learning environment. Consequently students are to dress in a manner that is responsible. Dress should be appropriate and in good taste. No halters, no short shorts, no hats, no sunglasses, no headcovers, and no pants with holes. Also, T-shirts or other clothing items advertising tobacco products, drugs (including alcohol) and suggesting violence or sexually suggestive meanings are prohibited at school or school sponsored activities.
5. No necking, embracing or similar improper behavior.
6. Food and drinks are to be kept in the cafeteria (not in the hall or lockers) in order to reduce the mess and mishaps that occur when these items are taken out of the dining area
7. The only students allowed at Webb Middle School dances are Webb Middle School students.

## **EXTRA-CURRICULAR EVENT**

*Right:* All students have a right to participate in extra-curricular activities.

*Responsibility:* All participants and spectators are expected to conduct themselves in a manner that allows for all to have an enjoyable and safe experience.

1. Students attending extra-curricular activities are to be in the gym watching the event, or in the cafeteria.
2. No running or horseplay between the gym and cafeteria.
3. Only athletes are to use the equipment, locker rooms and court.
4. Athletes are not to be disturbed or harassed during contests or warm-ups.
5. Wait for parents in the gym or cafeteria.
6. Students should sit and wait in cafeteria prior to the start of the event.
7. Once you leave the building after the game has started, you are not allowed to come back in. Students may, however go home after school and come back to watch the games later.

## STUDENTS WILL BE ASKED TO LEAVE THE GAME IF THEIR BEHAVIOR WARRANTS SUCH ACTION

### BUS LOADING:

**RIGHT:** Each student has the right to a safe and orderly evacuation of the building and boarding of their bus.

**RESPONSIBILITY:** Each child is expected to demonstrate the appropriate behavior that allows for orderly and safe departure of school and loading of appropriate busses.

1. Students are expected to wait for their bus on the hard surfaced area and behind the yellow line until permission is given by the supervisors.
2. Students are expected to load busses in a safe and orderly manner and not run and push once the boarding signal is given.
3. Games (I.e. Catch, tag, etc.) are not allowed in the bus loading area.
4. Bicycles, skateboards and rollerblades are not allowed in the bus loading area.
5. Students are expected to follow any rules or requests of those supervising the bus loading area.

### CAFETERIA:

**RIGHT:** Every student is entitled to a safe and clean eating environment.

**RESPONSIBILITY:** Each child is expected to behave in a manner that is appropriate and respectful of other students who share a common dining area.

1. Books and binders are to be taken to lockers and left before getting into the lunch line.
2. Students are to get their coats before going to lunch as you are not allowed back at your locker during the lunch period.
3. Take your proper place in lunch line and do not sneak in front of others.
4. Keep food and other garbage on your tray.
5. Pick up any spills or dropped items.
6. Speak in normal conversational tones.
7. Empty all garbage and eating utensils in their appropriate place.
8. Food and drink are to be kept in the cafeteria.
9. The cafeteria supervisor is in charge. Follow their directions and respect their orders.

## PLAYGROUND:

### RIGHT:

Each child has the right to a safe, enjoyable and relaxing time on the area of our school.

### RESPONSIBILITY:

Every person on school grounds shall extend to all others appropriate behavior that demonstrates respect and decency.

1. Students are expected to either remain in the cafeteria during lunch / recess or to go to the playground area directly behind the school.
2. Students are to remain in the area they choose and not go back and forth.
3. Walk when re-entering the building at the conclusion of recess.
4. Be sure to pick-up the area after your use.
5. Milk cartons are to be left inside the building.
6. The supervisor(s) are in charge on the recreational areas outside of school and may impose special rules and disciplinary measures to insure proper order and safety of the students.

## USE OF SCHOOL FACILITIES

STUDENTS ARE NOT TO BE IN THE SCHOOL BUILDING AFTER 3:30 P.M. UNLESS CHAPERONED BY TEACHERS. THIS INCLUDES SATURDAY AND SUNDAY ACTIVITIES.

## LIBRARY/IMC

The IMC is available for student use for research, recreational reading, listening to story tapes, viewing filmstrips, computer use, etc. Books may be checked out for two weeks and are renewable for two weeks. Reference books and audiovisual materials are limited to overnight use. Students are held responsible and must pay for damaged and lost materials. Assignments limited to textbook work should be completed in studyhall not in the IMC. Misuse of time or materials in the IMC may result in a restriction of IMC privileges

## INFORMAL PROCEDURE

The person who believes he/she has a valid basis for complaint shall discuss the concern with the appropriate nondiscrimination coordinator who shall in turn investigate the complaint and reply to the complainant in writing within ten (10) business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed.

## FORMAL GRIEVANCE PROCEDURE

*Step 1:* A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the appropriate nondiscrimination coordinator within five (5) business days of receipt of the written reply to the informal complaint. The coordinator shall further investigate the matters of the complaint and reply in writing to the complainant within fifteen (15) business days, unless a notice is given that an extension of the investigation is needed.

*Step 2:* If the complainant wishes to appeal the decision of the nondiscrimination coordinator, he/she may submit a signed statement of appeal to the district administrator within five (5) business days after receipt of the local coordinator's response to the complaint. The district administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

*Step 3 :* If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five(5) business days of her/his receipt of the administrator's response in Step 2. In an attempt to resolve the complaint, the Board of Education shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Secretary to each concerned party within ten (10) business days of this meeting.

*Step 4:* If, at this point, the complaint has not been satisfactorily settled, further appeal may be made to the Department of Public Instruction, Equal Educational Opportunity Office. Nothing in these procedures shall preclude an individual from filing a complaint directly with the Office of Civil Rights, U. S. Department of Education, Washington D.C. 20201.

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## **EXTRA-CURRICULAR PARTICIPATION**

Webb Middle School encourages students to become involved in extra-curricular activities. These activities include the athletics, intramural, dramatics, music, student council, yearbook, newspaper, art club and audio club. A participant of these activities is expected to conduct himself/herself as a good citizen at all times (during the entire year) whether in school or out. Eligibility for participation requires the students pay attention to the following.

### **ELIGIBILITY (EXTRA-CURRICULAR)**

**1. MEDICAL ELIGIBILITY** - Students participating in WIAA sanctioned athletics must have a physical examination card on file with the Athletic Director (AD) in the main office. Green examination cards must be completed by a physician during an examination. Students having a green examination card on file with the AD from the previous year need only a yellow alternate year card completed by their parents. These cards are available in the Webb Middle School Office. The physical card and code of conduct must be on file prior to any participation in practice or contests.

#### **2. CODE OF CONDUCT ELIGIBILITY**

Students participating in athletics must also follow the athletic code of conduct. Students participating in interscholastic athletics are required to adhere to certain rules. These rules prohibit the use and/or possession of drugs, alcohol, tobacco, or buying/selling drugs. The use of anabolic steroids, the attendance at social events at which controlled substances are being consumed or at which alcoholic beverages are being consumed by underage individuals, or any conduct which is detrimental to the community and the school. These rules apply on a year-round (12 month basis). The intent of these rules is the health and well being of your son/daughter. Failure to follow these rules will result in a minimum of 3 weeks of sport suspension.

**3. ACADEMIC ELIGIBILITY-** Any athlete not passing a minimum of (5) classes at the end of any quarter shall be ineligible to participate until again doing passing work in five (5) classes. The minimum period for non-participation shall be three weeks ( 15 consecutive school days or nights). During the first three weeks the coach will have the option of allowing the athlete to practice. IF the ineligibility continues beyond the minimum three week period, the athlete shall not be allowed to participate until such time as his/her grade(s) are passing. The athlete will be allowed to appeal the non-participation to the middle school principal. An early warning system will be implemented to cover all students involved in extra-curricular activities.

**4. ATTENDANCE ELIGIBILITY--** Students must attend a full day of classes in order to participate in a school-sponsored extra-curricular activity or practice.

**EXCEPTIONS:** Family emergencies; medical, dental or clinical appointments; and school-sponsored trips. Hunting, fishing or ordinary illness would not be an exception.

**5. DISCIPLINE ELIGIBILITY-** Students that are suspended may not participate in extra-curricular practice contests, or performances on the day of their suspension.

**ADDITIONAL:**

- I. State and Federal Laws are in effect.
- II. All school board policies apply.

**NOTICE OF NONDISCRIMINATION POLICY**

It is the policy of the School District of Reedsburg that no person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

All vocational education programs follow the district's policies of nondiscrimination on the basis of race, color, national origin, sex, age, or disability. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, should be directed to:

Director of Human Resources  
School District of Reedsburg Central Office  
501 K Street  
Reedsburg, WI 53959-1825  
608-524-2401

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability, should be directed to:

Director of Pupil Services  
School District of Reedsburg Central Office  
501 K Street  
Reedsburg, WI 53959-1825  
(608) 524-2174

**DISCRIMINATION COMPLAINT PROCEDURE**

If any person believes that the School District of Reedsburg or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX and Section 504, or in some way discriminates on the basis of sex, race, color, national origin, age or disability, he/she may bring forward a complaint to the Central Office Building located at 501 K Street, Reedsburg, WI 53959.